



Tuesday, June 25, 2013
21 Lodge Street 8:00 a.m.

CAPITALIZE ALBANY
CORPORATION

Capitalize Albany Corporation
Board of Directors Meeting
Agenda

1. Review of Minutes from the Regular Meeting of May 28, 2013
2. Nominating & Governance Committee Update
 - a. Susan Pedo Nomination – Resolution 14-2013
3. ABO Update
4. Blight to Betterment Update
5. 245 Lark St. (former Lark BID building) / In Our Own Voices (IOOV) Update
6. Downtown Tactical Plan Update
7. Executive Session (if necessary)

Capitalize Albany Corporation Board Meeting

June 25, 2013

Agenda Item #1: Review of Minutes from the Regular Board Meeting of May 28, 2013

Materials:

- 5/28/13 Capitalize Albany Corporation Board Minutes

DRAFT – NOT APPROVED

**Capitalize Albany Corporation Board Meeting
MINUTES
Tuesday, May 28th, 2013**

The meeting of the Capitalize Albany Corporation Board of Directors was held at 8:00 a.m., Tuesday, May 28, 2013 at 21 Lodge Street.

The following were in attendance:

Board of Directors:

Michael Castellana	John Harris	Jeff Sperry
Dorsey Whitehead	Michele Vennard	John Vero
David Parente	Lee McElroy	Nancy Zimpher
Mark Sullivan	Michael Fancher	Robert Jones
Robert Curley	James Linnan	

Other:

Thomas M. Owens, Esq.

Staff:

Michael Yevoli, Erik Smith, Sarah Reginelli, Mark Opalka, Brad Chevalier, Katherine Newcombe, Amanda Vitullo and Amy Gardner.

Chairman Michael Castellana called the regular meeting of the Capitalize Albany Corporation Board to order at 8:05 a.m. The following directors were excused: Ander Tomson.

Approval of Minutes for April 23, 2013 Board Meeting

The Board reviewed the minutes of the April 23, 2013 meeting. Mark Sullivan made a motion for approval. Jeff Sperry seconded. The Board agreed unanimously to approve the minutes.

City of Albany IDA / Capitalize Albany Corporation Grant Agreement Resolution 11-2013

Staff reviewed the agreement (“Grant”) with the Board. The IDA will grant \$250,000 to assist Capitalize Albany Corporation (“Capitalize Albany”) with economic development. The money provided to the Capitalize Albany must be spent in accordance with terms and conditions of the Grant. Staff advised the Board that the Grant had not changed from the previous year.

A motion to adopt the resolution was made by Mark Sullivan and seconded by Jeff Sperry. A vote being taken, the resolution passed unanimously.

City of Albany IDA / City of Albany CRC / Capitalize Albany Corporation Professional Services Agreement Resolution 12-2013

Staff reviewed the resolution and Professional Services Agreement (“PSA”) with the Board. Schedule A of the Agreement outlines the services Capitalize Albany Corporation (“Capitalize Albany”) will provide to the Industrial Development Agency (IDA) and the Capital Resource Corporation (CRC). Michael Yevoli will continue to serve as the Chief Executive Officer for the IDA and CRC. Erik Smith will continue to serve as the Chief Financial Officer for the IDA and

DRAFT – NOT APPROVED

CRC. For the services rendered, the IDA and CRC will pay Capitalize Albany an amount not to exceed \$250,000. Staff advised the Board that the agreement had not changed from the previous year. The appropriateness of the amount paid by the IDA/CRC in accordance with the PSA versus the amount of resources expended by the Corporation (staff time, etc.) performing under the PSA was discussed at length to determine that the PSA payment was reasonable and the PSA was advantageous to the Corporation.

A motion to adopt the resolution was made by Mark Sullivan and seconded by Jeff Sperry. A vote being taken, the resolution passed unanimously.

Downtown Tactical Plan

Moving forward with Goody Clancy

Staff summarized the most recent Downtown Tactical Plan Committee Meeting. The Board reviewed and discussed the most recent cost proposal provided by the Consultant. Staff advised the Board that the current proposal allows for a more cost effective approach. The method/approach to the official announcement launching the Downtown Tactical Plan was discussed at length.

Fundraising/Donors

Staff updated the Board on their fundraising efforts. Staff and Board discussed the gap remaining between the funds secured and the cost of the proposed work. Staff reviewed the list of potential donors with the Board. The Board advised staff that they would like copies of their fundraising materials to aid in the effort.

City of Albany IDA / Capitalize Albany Corporation Contract for Services Resolution 13-2013 Donation Status

Staff advised the Board that because of the stake the Albany Industrial Development Agency has in this project, the IDA has offered to contribute \$50,000. Staff reviewed the agreement with the Board.

A motion to adopt the resolution was made by Jeff Sperry and seconded by Nancy Zimpher. A vote being taken, the resolution passed unanimously.

Regional Economic Development Council

Timeline

Staff advised the Board that the Consolidated Funding Application (CFA) would be available June 15th and the completed applications would be due sometime in August.

Preliminary Project List

Staff reviewed the list of preliminary project list with the Board indicating that all the projects on the list were at different levels of “shovel readiness.” Staff informed the Board that they had not yet received the booklet with the list of funding sources. The list of funding sources would influence which projects were focused on by CAC for this round of funding.

DRAFT – NOT APPROVED

Update ACDA / Neighborhood Revitalization Funds

Staff advised the Board that they had reviewed the newly created Home Investment Program (HIP) with the Albany Community Development Agency (ACDA) Board including allowing Capitalize Albany to manage the program. Staff reviewed the HIP program with the Board. The HIP program was created with Home Investment Partnerships (HOME) funding from the Albany Community Development Agency (ACDA). The program seeks to utilize a portion of ACDA's HOME funds to assist affordable housing projects within the City that are seeking low income housing tax credits. The ACDA Board would like the review and management of projects to remain with ACDA. Capitalize Albany would continue to review proposed projects at a staff level and present them to the ACDA Board for review. These Capitalize Albany staff services are provided to ACDA under the terms and conditions of the ACDA Grant Agreement.

Blight to Betterment

Staff provided an overview of the Blight to Betterment Program for the Board focusing on the funding sources. The Board was advised that staff is still working with the City to coordinate a strategy to administer the program. The fund will target properties that are assessed to have the highest impact on the revitalization of surrounding communities. Capitalize Albany will monitor projects under the Blight to Betterment Program. Capitalize Albany, in partnership with the City of Albany and ACDA, have a variety of funding resources allocated to the Blight to Betterment Program. In December of 2012, the Regional Economic Development Council (REDC) awarded Capitalize Albany \$200,000 from New York State Home Community Renewal (HCR) Urban Initiatives Program. The City's Neighborhood Stabilization Bond of \$725,000 and approximately \$350,000 from Community Development Block Grant (CDBG) funds from ACDA will leverage the REDC funds as well as other future funding resources. Staff will provide an outline of the overall process for administering the program to the Board in the near future.

Membership Update

Staff advised the Board that they had mailed membership applications to approximately 500 people and received 15 responses. Emails would be sent as a follow up to generate more responses.

Development Today

Staff reminded the Board that the event would be held Tuesday, June 18th at 5:30pm at the Hilton Albany.

Project Update

Staff reviewed the status of several active projects with the Board. Staff advised the Board that they would begin providing a monthly project update memo.

Executive Session

A motion to enter into executive session was made by Mark Sullivan, seconded by Dorsey Whitehead and passed unanimously to discuss the potential acquisition of real estate. The Board entered into executive session at 9:28am. Staff left the room and the following Directors were present: Michael Castellana, Dorsey Whitehead, David Parente, Mark Sullivan, Robert Curley, John Harris, Michele Vennard, Lee McElroy, Michael Fancher, James Linnan, Jeff Sperry, John

DRAFT – NOT APPROVED

Vero, Nancy Zimpher and Robert Jones. The Board left executive session at 9:30am. No actions were taken during executive session.

There being no further business the Capitalize Albany Corporation Board of Directors regular meeting was adjourned at 9:32 a.m.

Capitalize Albany Corporation Board Meeting
June 25, 2013

Agenda Item #2: Governance/Nominating Committee Update

Materials:

- Susan Pedo Nomination – Resolution 14-2013

**RESOLUTION 14-2013
OF THE
CAPITALIZE ALBANY CORPORATION**

WHEREAS, the bylaws of the Capitalize Albany Corporation (CAC) provide for the election of Directors; and

WHEREAS, the Nominating & Governance Committee has considered Susan Pedo as a candidate for election to the Board of Directors and recommends his appointment;

NOW, therefore be it resolved that the Capitalize Albany Corporation hereby nominates and appoints Susan Pedo as a member of the CAC Board of Directors until the next annual meeting of the CAC membership.

Signed: _____
Michael J. Yevoli
President

Date of Authorization: June 25, 2013
Prepared by Erik J. Smith

Capitalize Albany Corporation Board Meeting
June 25, 2013

Agenda Item #3: ABO Update

Materials:

- No materials are included.

Capitalize Albany Corporation Board Meeting

June 25, 2013

Agenda Item #4: Blight to Betterment Update

Materials:

- Blight to Betterment Guidelines
- Blight to Betterment Draft RFP
- Blight to Betterment Loan Program Application
- Blight to Betterment Pre-application
- Blight to Betterment Selection Documentation

Draft



CAPITALIZE ALBANY
CORPORATION

Blight to Betterment

Guidelines

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Albany, NY 12207
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Website: www.capitalizealbany.com

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Introduction

Capitalize Albany Corporation developed the Blight to Betterment rehabilitation grants and loan program to create a fund for strategic land acquisition, land banking, stabilization and rehabilitation of key abandoned properties in the City of Albany. The Program will target properties that are assessed to have the highest impact on the revitalization of surrounding communities. The effects of this program will be immediate and sweeping for the City's downtown communities and neighborhood plan areas as well as for the residents who live in them. This funding will enable the renovation of significant housing stock, bring distressed City blocks back to life, increase surrounding property values, create local construction jobs and dramatically enhance local quality of life.

In 2012, the City of Albany adopted its first comprehensive plan, Albany 2030, to improve local quality of life for generations to come. Albany 2030 prioritizes vacant and abandoned property acquisition to remove blight influences for redevelopment while connecting to the land use framework and transportation networks. In addition to Albany 2030, the City's neighborhood plans and Neighborhood Revitalization Program addressing the vacant buildings and identifying solutions. The Blight to Betterment Program in essence is creating funding and assistance to advance the City's mission of removing blight and stabilizing neighborhoods.

This document outlines the Blight to Betterment Program. After providing an overview of the components, the Blight to Betterment foundational programs are described in detail.

Private Property

Objective:

Capitalize Albany will work with current property owners to bring privately owned vacant buildings back to productive use and preserve significant buildings. The buildings will be strategically located around commercial areas and/or near recently completed or recently started projects in strategic neighborhoods to continue the revitalization and building critical mass of these important neighborhoods. Capitalize Albany will provide redevelopment assistance to local owners that will leverage private investment. Throughout the pre-application, contracting and bidding process, Capitalize Albany will encourage MWBE businesses to participate in this Blight to Betterment Program.

The Program:

Capitalize Albany and the City of Albany will offer financial assistance in the form of need-based grants/forgivable loans and construction financing to large or small contractors/property owners who wish to take on projects redeveloping vacant buildings. Through a formal contract with Capitalize Albany, the qualified property owner will be responsible for bringing the building back up to code and redeveloping the property back to active use.

Through NYS Housing and Community Renewal's Urban Initiatives Program, Capitalize Albany is able to provide up to \$20,000 in the form of a grant/forgivable loan for construction rehab assistance for vacant properties in the City of Albany. To streamline the process, Capitalize Albany may utilize its loan program to assist these projects with construction financing and will work with local financial institutions as program partners to supplement permanent lending. Capitalize Albany will monitor projects assisted under the Blight to Betterment Program for the duration of construction and at least five years after construction completion.

The Process:

- Submit a Blight to Betterment Pre-Application to Capitalize Albany
- Staff verifies the information presented
- Meet with a Capitalize Albany representative to discuss the proposed project and develop project specifics
- Schedule and project budget are established
- Capitalize Albany staff reviews project based on selection criteria and project feasibility and, if qualified, approves the project
- Property owner enters into contract agreement with Capitalize Albany
- Program begins and redevelopment commences
- Periodic review and monitoring

Minimum Requirements for Pre-application:

Capitalize Albany Corporation will monitor projects assisted under the Blight to Betterment Program. With Capitalize Albany and Department of Development and Planning staff, a Project Selection Committee is put in place to select projects that will reduce blight and stabilize the neighborhoods. The selection criteria for the properties are listed below:

- The building must be a vacant building under the Albany City Code Chapter 133 Article XI and XIAⁱ
- Projects include renovation of residential or commercial units.
- Projects with historic value or properties in danger of being lost in part or in total to disrepair or damage.
- Projects will reduce blight, contribute to the economic recovery of the target area, or stabilization of a strategic building.

For a project to be eligible for funding from Blight to Betterment, the applicant must demonstrate project feasibility, redevelopment experience, financial stability and structural integrity of the property. A completed pre-application does not guarantee funds from the Blight to Betterment Program.

Program Requirements for Private Property

The Blight to Betterment Program supports private developers and owners to re-develop vacant buildings in the City of Albany. Capitalize Albany and the City of Albany will offer assistance to large or small contractors/property owners who wish to take on projects rehabilitating vacant buildings. Administered by Capitalize Albany through with the assistance from the City of Albany Department of Development and Planning, this portion of the program provides grants/forgivable loans to selected projects that demonstrate the interest, history and capacity to serve the community. Capitalize Albany, with the Department of Development and Planning, will select applicants based on the following criteria and an evaluation of the capacity to perform the scope of work and keep the building from falling in disrepair.

Awardee Responsibilities:

- **Organizations must submit a completed pre-application:** The pre-application form includes questions about the applicant, ownership, building information, scope of work and rehab budget.
- **Minimum Requirements for Pre-application:** The building must be a vacant building under the Albany City Code, Projects must include renovation of residential or commercial units. Projects with significant value or properties in danger of being lost in part or in total to disrepair or damage. Projects will reduce blight, contribute to the economic recovery of the target area, and brings a building back to active use.

- **Scope of work:** A written scope of work is a Program requirement. The scope of work must address:
 - A detailed narrative describing the project
 - Immediate health and safety concerns;
 - The correction of code violations;
 - Lead-based paint hazards that may exist in buildings that contain residential units;
 - Radon hazards in buildings that contain residential units;
 - Installation of energy conservation measures;
 - Improvement of handicapped accessibility, where applicable;
 - Consistency with any other local program design guidelines; and
 - Preservation of historical elements of the building.

Awardees must complete work in accordance with the approved scope of work. Awardees represent that they have obtained the managerial and technical capabilities necessary to undertake and perform the project in a satisfactory manner (i.e. architects, engineers, general contractor, subcontractors).

- **Rent and Income Limits:** The Blight to Betterment Program has a number of financial sources and all properties must adhere to the rent or income limits from the funding source utilized for their project. Depending on the source of funding deemed appropriate for the project, the rent or income limits may vary. Rent and income limit options:
 - No rent or income limits
 - NYS HCR Rent limits for 2013

Bedroom Unit	Rent Limit
Efficiency	\$1,224
1 Bedroom	\$1,311
2 Bedroom	\$1,573
3 Bedroom	\$1,818
4 Bedroom	\$1,888
5 Bedroom	\$2,238

- Local income limits

Household Size	80% Median Maximum Income
1	\$43,750
2	\$50,000
3	\$56,250
4	\$62,500
5	\$67,500
6	\$72,500
7	\$77,500
8	\$82,500

- **Lead Based Paint (LBP):** All NYMS, RARP, or UI activities in dwelling units that were constructed prior to 1978 must be evaluated for hazards posed by lead-based paint. In all units, the extent of disturbance must be considered by conducting a visual evaluation and a calculation of the total amount of surrounding square footage that will be affected by the activity. HTFC uses HUD *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing* as reference standards for conducting activities that will disturb areas with lead-based paint. All work must also be conducted in accordance with EPA's Renovation, Repair and Painting Rule (RRP rule) found in 40 CFR Part 745. HTFC uses HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing as reference standards for conducting activities that will disturb areas with lead based paint. Further information can be accessed at: <http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm>
- **Radon:** The EPA Map of Radon Zones locates the City of Albany is located in a moderate to high zone for radon and must be tested for radon. All project approved by the Blight to Betterment Program must be tested for radon. If elevated levels are encountered, a radon mitigation system must be installed in accordance with EPA *Radon Mitigation Standards*.
- **Asbestos:** If asbestos-containing materials (ACM) will be disturbed as part of program activities, the owner agrees to dispose according to NYS Department of Labor requirements at 12 NYCRR Part 56. For projects involving demolition, 12 NYCRR Part 56-11.5 must also be specifically followed.
- **Access to site:** The awardee agrees that the Capitalize Albany shall at all times have access to the job site and premises for the purpose of inspecting and reviewing the renovation work.
- **Regulatory Period:** The Owner, for a period of five (5) years from project completion ("Regulatory Period"), shall take all necessary steps to ensure that the property improved under the Program is maintained in good condition. The Owner will ensure that preference in selection of occupants shall be given to persons or families whose incomes do not exceed eighty percent (80%) of the median income for the metropolitan statistical area in which the properties are located. The Owner of a property improved will be required to execute a Declaration which shall be filed in the County Clerk's Office for the county in which the Assisted Property is located.
- **Compliance with Local Laws, Codes and Design Standards:** Any contract or agreement to be executed relative to the work contemplated by this Grant Agreement shall require that the Owner give all notices required by, and comply with, all applicable laws, ordinances, regulations and codes of the City.
- **Liability Insurance:** The awardees shall be required to obtain a policy or policies of general liability insurance with limits of not less than One Million Dollars (\$1,000,000). Said policy or policies shall include fire and theft. Each policy or policies of insurance required shall be in form and content satisfactory to the Capitalize Albany and shall provide that the City and HTFC are named as additional insured and that Capitalize Albany is named as a loss-payee.
- **State Historic Preservation Office:** The awardee, with assistance from Capitalize Albany, will need to submit paperwork to the State Historic Preservation Office and ensure project is in accordance to the State Historic Preservation Office.
- **Environmental Review:** All properties under the Blight to Betterment program are subject to requirements of the State Environmental Quality Review Act (SEQR) at 6 NYCRR Part 617. With

assistance from Capitalize Albany, awardees are required to fill out and Environmental Review form for this program.

- **Bidding Process:** Capitalize Albany will bid out a portion of the rehab project that will be reimbursed by the Blight to Betterment Program. The awardee will be required to submit to the Capitalize Albany an itemized budget including items, quantity and costs for pre-approval to ensure reasonable rates. Proof of purchase will be required for reimbursement once the agreed upon project is completed.
- **Reimbursement:** The Program operates fully as a reimbursement program and the Owner is responsible for paying for all agreed upon repairs, and payment of grant funds will be made only upon satisfactory completion of building projects and payment of renovation expenses. Owners must provide written contracts, bank documents, copies of invoices for materials and labor, cancelled checks, lien releases, and any other documents deemed necessary to maintain effective internal controls. Cash payments will not be reimbursed.

Capitalize Albany Corporation Responsibilities

- **Regulatory Period:** Capitalize Albany, for a period of five (5) years from project completion (“Regulatory Period”), shall ensure the property improved under the Program is maintained in good condition.
- **Site Visits:** Capitalize Albany will ensure compliance with the applicable standards throughout the construction process through site visits. The Capitalize Albany shall inspect the Premises at the time a request for reimbursement is filed. In addition, prior to the processing of the final payment request, the Capitalize Albany shall require certification from the general contractor as to work that has been completed.
- **Design Review:** Capitalize Albany will ensure compliance with the applicable standards throughout the construction process through design review. All work done under this program will be subject to review by the City of Albany Department of Building and Codes for zoning compliance, as part of the City’s regular development review process. Further, all projects will be reviewed by the Historic Resource Commission (if applicable) for consistency with established design standards in the historic district.
- **Environmental Checklist:** the Blight to Betterment Program is subject to requirements of the State Environmental Quality Review Act (SEQR) at 6 NYCRR Part 617. Compliance applies to all participants in the development process, including public or private nonprofit or for-profit entities, or any of their contractors. Capitalize Albany will work with the awardee to complete this form.
- **State Historic Preservation Office:** the Blight to Betterment Program is required to submit forms and comply with the of the State Historic Preservation Office. The Capitalize Albany will ensure compliance with the applicable standards throughout the construction process.
- **Bidding Process:** Capitalize Albany will bid out the portion of the rehab project that will be reimbursed by the Blight to Betterment Program. The awardee will be required to submit to the Capitalize Albany an itemized budget including items, quantity and costs for pre-approval to ensure reasonable rates. Proof of purchase will be required for reimbursement once the agreed upon project is completed.
 - **Capitalize Albany will encourage MWBE to participate in the Blight to Betterment Program and adhere to City of Albany MWBE standard.** The intent of the City of Albany’s Minority and Women Business Enterprise Ordinance is to provide economic and employment opportunities to both minority and women-owned business and minority workers in contracts lead by the city. In keeping with this policy, the following goals have been established:

1. To award a minimum of seven and one half percent (7.5%) of the total dollar value of the contract to City of Albany Certified Minority and Women Business Enterprises and;
2. To award a minimum of 17.8% of the total labor force hours to the minority and women labor pool.

Contract Terms

Capitalize Albany Corporation and the awardee will sign a contract agreement stating the terms of the Blight to Betterment Program. The awardee will have to provide information for the Environmental Compliance Checklist and SHPO forms. The awardee will have to wait to start work on the building until SHPO has provided a determination letter on the building. Included in the contract agreement, the awardee will have to sign the following documents:

- Contract Agreement
- Property Release Form
- Property Maintenance Declaration (once project is complete)
- Signed Pre-application
- Any City documents for permits, zoning or historic requirements
- Depending on property, other information may be required

RFP (properties owned by City, ACDA and Capitalize Albany)

The Objective

Through a formal RFP, Capitalize Albany in partnership with the City of Albany Department of Development and Planning will identify Capitalize Albany and municipally owned properties to be transferred for redevelopment. These properties will be rehabbed through the Blight to Betterment Program through a public/private partnership. The transfer of properties shall be based upon a combination of three different factors. The first factor involves the intended or planned use of the property. The second factor considers the nature and identity of the transferee of property. The third factor addresses the impact of the property transfer on the short and long term neighborhood and community development plans. Within each factor is a ranking of priorities. The Parties shall at all times retain the flexibility in evaluating the appropriate balancing of the priorities for the use of property, priorities as to the nature of the transferee of properties, and priorities concerning neighborhood and community development.

The Program:

Capitalize Albany and the City of Albany will offer assistance to large or small contractors/property owners who wish to take on projects developing and maintaining buildings. Through a formal RFP, Capitalize Albany will choose a qualified contractor/applicant who will be responsible for bringing the building back up to code and redeveloping the property back to active use.

The properties identified in the RFP are publically owned and are available through a joint City of Albany and Capitalize Albany initiative dedicated to the rehabilitation of strategic properties targeted in neighborhood plan areas. Successful bidders shall demonstrate an understanding of proper rehabilitation practice, and put forward a detailed plan indicating proposed construction timeline and

detailing financial resources. The sale will be awarded to the best and most sound overall proposal and will not be based on the highest offer.

Through NYS Housing and Community Renewal's Urban Initiatives Program, Capitalize Albany is able to provide up to \$20,000 in the form of grant/forgivable loan for construction rehab assistance for vacant properties in the City of Albany. The City's Neighborhood Stabilization Bond's Neighborhood Stabilization funding is able to provide upto \$_____ in the form of grant/forgivable loan for construction rehab assistance. To streamline the process, Capitalize Albany may utilize its loan program to assist these projects with construction financing and will work with local financial institutions as program partners to supplement lending. Capitalize Albany will monitor projects assisted under the Blight to Betterment Program for the duration of construction and at least five years after construction completion.

The Process:

- Get notice of RFP
- mandatory pre-proposal meeting
- Submit proposal
- Staff verifies the information presented
- Project is pre-approved by Capitalize Albany
- Meet with a Capitalize Albany representative to discuss the proposed project and develop project specifics
- Schedule and project budget are established
- Capitalize Albany staff reviews project based on selection criteria and project feasibility and, if qualified, approves the project
- Property owner enters into contract agreement with Capitalize Albany
- Program begins and redevelopment commences within __ days
- Periodic review and monitoring

Minimum Requirements for Pre-application:

Capitalize Albany Corporation will monitor projects assisted under the Blight to Betterment Program. With Capitalize Albany and Department of Development and Planning staff, a Project Selection Committee is put in place to select projects that will reduce blight and stabilize the neighborhoods. The selection criteria for the properties are listed below:

- The building must be a vacant building under the Albany City Code Chapter 133 Article XI and XIAⁱⁱ
- Projects include renovation of residential or commercial units.
- Projects with historic value or properties in danger of being lost in part or in total to disrepair or damage.
- Projects will reduce blight, contribute to the economic recovery of the target area, or stabilization of a strategic building.

For a project to be eligible for funding from Blight to Betterment, the applicant must demonstrate project feasibility, redevelopment experience, financial stability and structural integrity of the property. A completed pre-application does not guarantee funds from the Blight to Betterment Program.

Program Requirements

Capitalize Albany and the City of Albany will offer assistance to large or small contractors/property owners who wish to take on projects developing and maintaining buildings. Through a formal RFP,

Capitalize Albany will choose a qualified contractor/applicant who will be responsible for bringing the building back up to code and redeveloping the property back to active use.

The Blight to Betterment Program supports private developers and owners to re-develop vacant buildings in the City of Albany. Administered by the Capitalize Albany through with the assistance from the City of Albany Department of Development and Planning this program provides grants to selected organizations that demonstrate the interest, history and capacity to serve the community. Capitalize Albany with the Department of Development and Planning, will select applicants based on the selection criteria, project feasibility and evaluation of the capacity to perform the scope of work and keep the building from falling in disrepair.

Contractors

- **Contractors must submit an RFP:** The contractor must submit an RFP and adhere to directions and requirements stated in the RFP. In order for your RFP response to receive consideration, you or a representative must attend both the pre-proposal meeting and the walk-through, as evidenced by the sign-in sheet and complete waiver.
- **Scope of work:** A written scope of work is a Program requirement. The scope of work must address:
 - A detailed narrative describing the project
 - Immediate health and safety concerns;
 - The correction of code violations;
 - Lead-based paint hazards that may exist in buildings that contain residential units;
 - Radon hazards in buildings that contain residential units;
 - Installation of energy conservation measures;
 - Improvement of handicapped accessibility, where applicable;
 - Consistency with any other local program design guidelines; and
 - Preservation of historical elements of the building.

Awardees must complete work in accordance with the approved scope of work. Awardees represent that they have obtained the managerial and technical capabilities necessary to undertake and perform the project in a satisfactory manner (i.e. architects, engineers, general contractor, subcontractors).

- **Capitalize Albany will encourage MWBE to participate in the Blight to Betterment Program and adhere to City of Albany MWBE standard where appropriate.** The intent of the City of Albany's Minority and Women Business Enterprise Ordinance is to provide economic and employment opportunities to both minority and women-owned business and minority workers in contracts lead by the city. In keeping with this policy, the following goals have been established:
 1. To award a minimum of seven and one half percent (7.5%) of the total dollar value of the contract to City of Albany Certified Minority and Women Business Enterprises and;
 2. To award a minimum of 17.8% of the total labor force hours to the minority and women labor pool.
- **Rent and Income Limits:** The Blight to Betterment Program has a number of financial sources and all properties must be adhere to the rent or income limits from the funding source utilized for their project. Depending on the source of funding deemed appropriate for the project, the rent or income limits may vary. Rent and income limit options:
 - No rent or income limits
 - NYS HCR Rent limits for 2013

Bedroom Unit	Rent Limit
Efficiency	\$1,224
1 Bedroom	\$1,311
2 Bedroom	\$1,573
3 Bedroom	\$1,818
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5 Bedroom	\$2,238

- Local income limits

Household Size	80% Median Maximum Income
1	\$43,750
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- **Lead Based Paint (LBP):** All NYMS, RARP, or UI activities in dwelling units that were constructed prior to 1978 must be evaluated for hazards posed by lead-based paint. In all units, the extent of disturbance must be considered by conducting a visual evaluation and a calculation of the total amount of surrounding square footage that will be affected by the activity. HTFC uses HUD *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing* as reference standards for conducting activities that will disturb areas with lead-based paint. All work must also be conducted in accordance with EPA’s Renovation, Repair and Painting Rule (RRP rule) found in 40 CFR Part 745. HTFC uses HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing as reference standards for conducting activities that will disturb areas with lead based paint. Further information can be accessed at: <http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm>
- **Radon:** The EPA Map of Radon Zones locates the City of Albany is located in a moderate to high zone for radon and must be tested for radon. All project approved by the Blight to Betterment Program must be tested for radon. If elevated levels are encountered, a radon mitigation system must be installed in accordance with EPA *Radon Mitigation Standards*.
- **Asbestos:** If asbestos-containing materials (ACM) will be disturbed as part of program activities, the owner agrees to dispose according to NYS Department of Labor requirements at 12 NYCRR Part 56. For projects involving demolition, 12 NYCRR Part 56-11.5 must also be specifically followed.
- **Access to site:** The awardee agrees that the Capitalize Albany shall at all times have access to the job site and premises for the purpose of inspecting and reviewing the renovation work.
- **Regulatory Period:** The Owner, for a period of five (5) years from project completion (“Regulatory Period”), shall take all necessary steps to ensure that the property improved under the Program is maintained in good condition. The Owner will ensure that preference in selection

of occupants shall be given to persons or families whose incomes do not exceed eighty percent (80%) of the median income for the metropolitan statistical area in which the properties are located. The Owner of a property improved will be required to execute a Declaration which shall be filed in the County Clerk's Office for the county in which the Assisted Property is located.

- **Compliance with Local Laws, Codes and Design Standards:** Any contract or agreement to be executed relative to the work contemplated by this Grant Agreement shall require that the Owner give all notices required by, and comply with, all applicable laws, ordinances, regulations and codes of the City.
- **Liability Insurance:** The awardees shall be required to obtain a policy or policies of general liability insurance with limits of not less than One Million Dollars (\$1,000,000). Said policy or policies shall include fire and theft. Each policy or policies of insurance required shall be in form and content satisfactory to the CAPITALIZE ALBANY and shall provide that the City and HTFC are named as additional insured and that CAPITALIZE ALBANY is named as a loss-payee.
- **State Historic Preservation Office:** The awardee, with assistance from Capitalize Albany, will need to submit paperwork to the State Historic Preservation Office and ensure project is in accordance to the State Historic Preservation Office.
- **Environmental Review:** All properties under the blight to Betterment program are subject to requirements of the State Environmental Quality Review Act (SEQR) at 6 NYCRR Part 617. With assistance from Capitalize Albany, awardees are required to fill out and Environmental Review form for this program.
- **Reimbursement:** The Program operates fully as a reimbursement program and the Owner is responsible for paying for all agreed upon repairs, and payment of grant funds will be made only upon satisfactory completion of building projects and payment of renovation expenses. Owners must provide written contracts, bank documents, copies of invoices for materials and labor, cancelled checks, lien releases, and any other documents deemed necessary to maintain effective internal controls. Cash payments will not be reimbursed.

Capitalize Albany Corporation Responsibilities

- **Regulatory Period:** Capitalize Albany, for a period of five (5) years from project completion ("Regulatory Period"), shall ensure the property improved under the Program is maintained in good condition.
- **Site Visits:** Capitalize Albany will ensure compliance with the applicable standards throughout the construction process through site visits. The Capitalize Albany shall inspect the Premises at the time a request for reimbursement is filed. In addition, prior to the processing of the final payment request, the Capitalize Albany shall require certification from the general contractor as to work that has been completed.
- **Design Review:** Capitalize Albany will ensure compliance with the applicable standards throughout the construction process through design review. All work done under this program will be subject to review by the City of Albany Department of Building and Codes for zoning compliance, as part of the City's regular development review process. Further, all projects will be reviewed by the Historic Resource Commission (if applicable) for consistency with established design standards in the historic district.
- **Environmental Checklist:** the Blight to Betterment Program is subject to requirements of the State Environmental Quality Review Act (SEQR) at 6 NYCRR Part 617. Compliance applies to all participants in the development process, including public or private nonprofit or for-profit entities, or any of their contractors.

- **State Historic Preservation Office:** the Blight to Betterment Program is required to submit forms and comply with the of the State Historic Preservation Office. The Capitalize Albany will ensure compliance with the applicable standards throughout the construction process.
- **Capitalize Albany will encourage MWBE to participate in the Blight to Betterment Program and adhere to City of Albany MWBE standard.**

Contract Terms

Capitalize Albany Corporation and the awardee will sign a contract agreement stating the terms of the Blight to Betterment Program. The awardee will have to provide information for the Environmental Compliance Checklist. The awardee will have to wait to start work on the building until SHPO has provided a determination letter on the building. Included in the contract agreement, the awardee will have to sign the following documents:

- Contract Agreement
- Property Release Form
- Property Maintenance Declaration (once project is complete)
- Signed Pre-application
- Any City documents for permits, zoning or historic requirements

Attachments

Public Participation
Pre application
Loan Application
RFP
Checklists

Public Participation

CAPITALIZE ALBANY and the City solicited interest from the community to participate in the Blight to Betterment Program. Broad and meaningful community engagement is critical to the success for this program. Staff at CAPITALIZE ALBANY and City of Albany Department of Development and Planning takes multiple opportunities to promote the Blight to Betterment Program at meetings and public engagements. To achieve this goal, the City and the plan consultant team developed a detailed framework to guide public outreach. All public meetings, and outreach strategies included the following primary objectives:

- Direct communication efforts toward target neighborhoods
- Build understanding of the Blight to Betterment Program.
- Provide numerous and varied opportunities for participation in the Program.
- Provide the pre-application to interested parties.
- Staff available to answer questions.

To achieve these objectives, Capitalize Albany utilizes a partnership with City of Albany Department of Development and Planning staff to provide widespread outreach to the public. The City developed an innovative outreach approach designed to maximize interest and involvement with the Program. The City Staff attends a number of community and neighborhood meetings during which time was set aside to discuss the Program and provide contact information to initiate interest in the Blight to Betterment Program to owners of vacant properties in attendance. Department of Development and Planning staff also attends the City's monthly Vacant Building Court to provide information on the Program. The Mayor appointed an Arbor Hill Implementation Team (AHIT) and South End Implementation Team (SEIT) to oversee the development of Arbor Hill Neighborhood Plan and the Capital South Plan. The City Staff utilizes these implementation teams to disseminate information about the Blight to Betterment Program. The Blight to Betterment program is presented prominently on both the City of Albany and Capitalize Albany Corporation websites. Through each of these methods, the public is informed about the program and encouraged to sign up for the RFP distribution list and funding availability notification.

i ii **Albany City Code**

General Legislation

Chapter 133 Articles XI and XIA

Definition:

VACANT BUILDING — A building or portion of a building which is:

- A. Unoccupied and unsecured;
- B. Unoccupied and secured by other than normal means;
- C. Unoccupied and an unsafe building as determined by the Department of Fire, Emergency and Building Services;
- D. Unoccupied and has multiple housing or building code violations;
- E. Illegally occupied;
- F. Unoccupied for a period of time over 365 days, and during which time the enforcement officer has issued an order to correct code violations.

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REQUEST FOR PROPOSAL (RFP)

Date

In furtherance of the Albany 2030 Plan, and the City of Albany Neighborhood Plans, ___ properties will be redeveloped through a Request for Proposal (RFP) process. These select properties are publically owned and are available through a joint Capitalize Albany Corporation and City of Albany initiative dedicated to the rehabilitation of housing in the Neighborhood Strategy areas.

The addresses of the buildings included in this RFP process follow; all are vacant and will be redeveloped:

The complete RFP is available at the office the Capitalize Albany, located at 21 Lodge Street or at the Albany Community Development Agency (ACDA) located at 200 Henry Johnson Boulevard. If you would like to have a copy of the RFP package mailed to you, please call at 434-2532 ext ___.

A mandatory pre-proposal meeting is schedule for _____ at _____ at ACDA, 200 Henry Johnson Boulevard. A walk-through tour of the properties will follow the meeting; a complete tour schedule is included in the RFP package. Sign-in sheets will be collected at this meeting. Each prospective purchaser will be required to sign a waiver in order to enter the building(s). In order for your RFP response to receive consideration, you or a representative must attend both the pre-proposal meeting and the walk-though, as evidenced by the sign-in sheet and complete waiver.

A preliminary structural analysis was completed for the buildings; this information is intended to supply only basic details about the apparent physical and/or structural deficiencies of the structures. The documents should not be construed as a formal engineering report and all potential purchaser are advised to contact an engineer to conduct an in-depth review of the structural and code requirements of any rehabilitation effort.

The RFP is due on _____ at the Capitalize Albany at 21 Lodge Street, 21 Lodge Street. Submissions must be received no later than 4:00pm on that date. Email and fax submissions are not acceptable.

Requests for Clarification:

All questions or requests for clarification or additional information must be submitted in writing no later than _____. Address all requests to _____, by mail, fax or email. Responses will be made in a timely manner.

Capitalize Albany Corporation
21 Lodge St.
Albany, NY 12207
518-434-2532 (f) 518-434-9846

RFP FORM

To: Capitalize Albany Corporation
21 Lodge Street, Albany, NY 12207

The undersigned, having familiarized myself with the existing conditions of the property to be rehabilitated, affecting the cost of the work, and with contract documents, hereby proposed to furnish all supervision, technical personnel, labor, materials machinery, tools appurtenance, equipment and services, including transportation services required to construct and complete the rehabilitation work described in the contract document at _____ in the City of Albany, State of New York, and for the total price of \$_____. _____ will warrant the work described for a one (1) year period of time.

In submitting a proposal for this RFP, the proposer understands that the right is reserved by the owner or his representatives (in this case, Capitalize Albany) to reject any and all proposals.

The proposer shall also hold his original price for a period of no less than sixty (60) days. This sixty (60) days period will commence with the date of the making of the proposal during which period Capitalize Albany Corporation may accept the proposal at its original price.

The proposer is also submitted with this proposal an affidavit confirming that the bidder has not colluded with any person in connection with this contract.

Date: _____

Name of Proposer (printed)

Signature of Proposer

Title

Company

Company Address

**REQUEST FOR PROPOSALS
CITY OF ALBANY**

Property Address: _____

Bidder Name: _____

Specify in individual, joint venture or corporation. If joint venture, list name, address & phone number of each entity and percentage of partnership interest. If not-for-profit, Attachment 3 should include application Department of State registration number.

Address of Bidder/Purchaser: _____ Phone: _____

Purchase officer: _____

A. PROPOSED USE:

Use of Building: Residential/commercial/nonprofit: _____

Number of Unites per building: _____

Indicate use/unit: _____

Rental or owner occupied: _____

Commercial tenants – list corporate name: _____

Written Description of Proposed Use (use separate paper if necessary):

B. SCHEDULE:

Within 90 days of bidder receiving notification from the Capitalize Albany that the bid has been accepted and upon entering into a Contract to Purchase with the City of Albany, bidder must supply proof of financing and provide documentation that a building permit request, detailing both stabilizations and proposed renovations has been submitted to the Capitalize Albany. It is important to note that the Contract to Purchase will be constituted upon the purchase receiving all necessary building permits – of receipt of all land use approvals – necessary to complete the renovation and rehabilitation within __ days of signing the Contract of Purchase. Further, within 30 days of closing, purchases must complete any stabilization necessary to insure that the structure poses no threat to public health and safety. Capitalize Albany will reserve the right, but not the obligation, to declare the contact null and void if the purchaser is not in possession of these permits as issued by the City of Albany Department of Buildings and Regulatory Compliance. Unless construction/Rehabilitation is completed within 18 months of the closing or issuance of a building permits, whichever is later, the City of Albany reserves the right to enforce the right to reverter as detailed in the deed.

Any and all expenses incurred by purchaser relating to the property, including cost of inspections and all closing costs, are the sole responsibilities of the purchaser.

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C. FAÇADE PLAN:

Describe in detail the proposed street façade of the building, including:

1. Exterior materials and color;

2. Type, size and number of windows and doors;

3. Exterior lighting plan;

4. Security measures, if any; and

5. Size, location and number of exterior signs.

Please note that the façade and rehabilitation plan must be completed and approved prior to the transfer of title.

D. REHABILITATION BUDGET:

Please provide an itemized estimate of anticipated costs (only if relevant to this project):

ACQUISITION	ESTIMATED COSTS
1. Acquisition	\$ _____

SOFT COSTS	ESTIMATED COSTS
1. Permit fees	\$ _____
2. Borrower Architect/Engineer fees	\$ _____
3. Bank inspection fees	\$ _____
4. Borrower legal fees	\$ _____
5. Bank legal fees	\$ _____
6. Bank loan fees	\$ _____
7. Appraisal	\$ _____
8. Survey	\$ _____
9. Environmental	\$ _____
10. Title fees	\$ _____
11. Recording fees	\$ _____
12. Other	\$ _____

HARD COSTS*	ESTIMATED COSTS
1. General conditions	\$ _____
2. Demolition and dump fees (Demolition includes asbestos and lead abatement)	\$ _____
3. Sitework (site work includes new water line service, gas line service, sewer line service, etc.)	\$ _____
4. Foundation (repair or replace)	\$ _____
5. Other masonry (repair or replace) (chimney, stoop or porch, steps, etc.)	\$ _____
6. Framing (repair or replace: includes interior and exterior wall, floors, roof, etc.)	\$ _____
7. Roof (repair or replace)	\$ _____
8. Windows (repair or replace)	\$ _____
9. Exterior doors (repair or replace)	\$ _____
10. Siding (repair or replace: includes lap board siding, shakes, cornice, trim, soffit, etc.)	\$ _____
11. Exterior painting	\$ _____
12. Electrical (includes fixtures)	\$ _____
13. Plumbing (includes fixtures)	\$ _____
14. HVAC	\$ _____
15. Interior stairs and railings (repair or replace)	\$ _____
16. Insulation	\$ _____

- 17. Sheetrock (repair or replace) \$ _____
- 18. Interior doors \$ _____
- 19. Interior trim work \$ _____
- 20. Interior painting \$ _____
- 21. Flooring (repair or replace) \$ _____
- 22. Kitchen cabinets and countertops \$ _____
- 23. Bathroom vanities and countertops \$ _____
- 24. Appliances \$ _____
- 25. Miscellaneous fixtures (includes mirrors, toilet paper bars, towel bars, closet shelving, etc.) \$ _____
- 26. Other Carpentry (repair or replace: exterior porch, stoop, or stair railing; porch columns; etc.) \$ _____
- 27. Security \$ _____
- 28. Driveway/ parking lot (repair or replace) \$ _____
- 29. Landscaping (includes grass, plants, shrubs, trees, retaining walls, fences, etc.) \$ _____
- 30. Accessory building repairs \$ _____
- 31. Contingency \$ _____
- 32. Supervision \$ _____
- 33. Other \$ _____

***Categories assume labor plus material**

ACQUISITION SUBTOTAL: \$ _____

SOFT COSTS SUBTOTAL: \$ _____

HART COSTS SUBTOTAL: \$ _____

TOTAL COSTS : \$ _____

Cost per sq. ft. \$ _____

Cost per unit \$ _____

Source of estimate:

Architect: _____ Contactor: _____

Address/Phone: _____ Address/Phone: _____

Engineer: _____

Address/Phone: _____

E. FINANCING – SOURCES OF FUNDS

1. Personal Funds \$ _____

2. Bank Financing \$ _____

(Bank Letter of Interest must be included if financing required.)

3. Grant/Funds Donations \$ _____

(provide copy of Grant agreement or award letter)

*Total amount of financing must be greater than or equal to the proposed rehabilitation costs

4. Attachment 2. – Signed Credit Report Authorization Form

5. Attachment 3. – Financial Statement setting forth all assets and liabilities along with a copy of the purchases tax return for the proper tax year.

F. QUALIFICATIONS/EXPERIENCE – Please complete Attachment 4 – Statement of Qualifications

G. CONTINGENCIES

1. Is proposed use consistent with Zoning? Yes ___ No ___

If no, list variances required by proposal _____

2. Financing Secured? Yes ___ No ___

3. Other _____

H: MWBE PLAN

The Minority and Women Business Enterprise and Labor Participation Plan is attached to this RFP (attachment 10). This document must be completed and submitted with the proposal.

Capitalize Albany encourages MWBE to participate in the Blight to Betterment Program and all proposers to adhere to the City of Albany MWBE standards. The intent of the City of Albany’s Minority and Women Business Enterprise Ordinance is to provide economic and employment opportunities to both minority and women-owned business and minority workers in contracts lead by the city. In keeping with this policy, the following goals have been established:

- To award a minimum of seven and one half percent (7.5%) of the total dollar value of the contract to City of Albany Certified Minority and Women Business Enterprises and;
- To award a minimum of 17.8% of the total labor force hours to the minority and women labor pool.

I. EVALUATION CRITERIA

Describe the merits of the proposals, the following items will be among the factors considered in the evaluation criteria. The order of this does not necessarily reflect the importance of each item.

1. Proposed Plan: The quality of the proposal and the degree to which it contributes to the overall redevelopment of the immediate neighborhood.
2. Consistency of Use: The compatibility of the proposed use with the applicable neighborhood revitalization plans and/or Albany 2030 Plan, existing zoning, land use, density, Historic District designation (if applicable) and building rehabilitation standards,.
3. Schedule: The timetable for the project, including evidence of capability to carry out the project in an expeditious manner.
4. Financial Capacity: Evidence of financial ability to complete project.
5. Public Assistance: The amount of public program assistance required to complete the project; proportion of public v. private dollars.
6. Long-term ownership of Property: Preference will be given to home ownership proposals. State if home ownership or investment property.
7. Purchase offer: The dollar amount offered for property/building.
8. Building Structure: The proposal must demonstrate structural integrity of the property.

J. RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES

The City of Albany reserves and may exercise the following rights and opinions with respect to this selection process:

1. To reject any or all proposals and reissue the RFP at any time before execution of a final contract.
2. To supplement, amend, or otherwise modify this RFP at any time before selection of one or more Respondents for negotiation and to cancel this RFP with or without issuing another RFP.
3. To accept or reject any or all of the items in any proposal and award the contract, in whole or in part, if it is deemed in the City's best interest to do so.
4. To reject the proposal of a respondent that, in the City's sole judgment has been delinquent or unfaithful in the performance of any contract with the City, is financially or technically incapable or is otherwise not a responsible respondent.

5. To waive any minor informality, defect, or deviation from this RFP that is not, in the City's sole judgment, material to the proposal.
6. To request that some or all of the respondents clarify, modify or supplement proposals.
7. To conduct concurrent contract negotiation with multiple respondents if it is in the best interest of the City to do so.

K. CLOSING

Upon notification by the City of Albany that the bid that acceptable, bidder must sign a contract of purchase and deliver a non-refundable down payment of \$1,000.00 in certified funds to the office of the Albany Community Development Agency at the address specified hereafter. If the property closes, this \$1,000.00 will be credited to the purchaser toward the purchase price. If no closing takes place, for whatever reason, the non-refundable down payment shall be retained by the seller, the City of Albany. All costs associated with closing shall be the responsibility of the purchaser. Prior to the transfer of the deed, the following must be submitted and approved by the City:

1. All necessary building and zoning permits and/or variances.
2. Approved plan and schedule for completion.
3. Documentation of approved financing which reflects that 100% of costs are covered.

RFP ATTACHMENT 1
Environmental Assessment Form
SHORT FORM

For City Use Only:

File No (s): _____
 Project Title: _____
 Date Filed: _____
 Lead Agency: _____
 Review By: _____
 Determination Recommendation: 1. No significance impact
 a. No mitigation required
 b. Mitigation required
 2. EIS required
 3. Long Form required

AFFIDAVIT

I affirm that the information provided herein is true and I understand that this application will be accepted for all purposes as the equivalent of an affidavit, and if it contains a material false statement, shall subject me to be the same penalties for perjury as if I had been duty sworn.

Completed by:

Name (type or print)	Signature	Date
----------------------	-----------	------

1. Applicant/Bidder Information

A. Name of Applicant(s)/Initiator (s): _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____

B. Name of Agency and/or Individual preparing this form
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____
 Contact Person: _____

*Short Form Attached

Insert SEQR short form

DRAFT

Insert SEQR short form

DRAFT

RFP ATTACHMENT 2 – CREDIT REPORT AUTHORIZATION FORM

I authorize the City of Albany to obtain a credit report for:

Individual _____

Company _____

Tax ID Number _____

Date of Incorporation/Joint Venture Formation _____

Name _____

Principals, List all Names _____

Address _____

Social Security # _____

Date of Birth _____

Prior Address _____

Former Name (if applicable) _____

Signature _____ Date _____

Print Name _____

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RFP ATTACHMENT 3 – FINANCIAL STATEMENT

Statement must describe financial status within the last twelve months.

Financial information is submitted for:

- Individual
- Corporation
- Limited Partnership
- Not-for-profit/Department of State Registration Number: _____
- Other, Describe _____

A. Personal Information

Name: _____

Business Name: _____

Business Phone/Fax: _____

Residence Address: _____

City, State, Zip Code: _____

Business Address: _____

City, State, Zip Code: _____

Position (Title): _____

Years of Service: _____ Annual Salary: _____

Bonus/Commission or other income: _____

Have you ever been convicted of a crime? If yes, provide dates and details: _____

Are you a defendant in any lawsuits or legal actions? If yes, provide details: _____

Have you ever declared bankruptcy? If yes, provide details and dates: _____

Do you have any contingent liabilities? If yes, please describe: _____

Have you directly or indirectly been involved with any projects which resulted in foreclosure, transfer of title in lieu of foreclosure or judgment, if yes, provide details and dates: _____

Are you presently delinquent or default on any loan, mortgage, financial obligation, bond or loan guarantee: if yes provide details: _____

B. Statement of Financial Condition

<u>Assets</u>	<u>\$ (omit cents)</u>	<u>Liabilities</u>	<u>\$ (omit cents)</u>
Cash on hand & in banks	\$ _____	Accounts Payable	\$ _____
Savings Account	\$ _____	Notes Payable to Banks and Others	\$ _____
IRA or Other Retirement Account	\$ _____	Installment Account (Auto)	\$ _____
Accounts & Notes Receivable	\$ _____	Mo. Payments \$ _____	\$ _____
Life Insurance- Cash Surrender Value Only	\$ _____	Installment Account (Auto)	\$ _____
Stocks and Bonds	\$ _____	Mo. Payments \$ _____	\$ _____
Real Estate	\$ _____	Loan on Life Insurance	\$ _____
Automobiles- Total Present Value	\$ _____	Mortgages on Real Estate	\$ _____
Other Personal Property	\$ _____	Unpaid Taxes	\$ _____
Other Assets	\$ _____	Other Liabilities	\$ _____
		Total Liabilities	\$ _____
		Net Worth	\$ _____
Total	\$ _____	Total	\$ _____

Signature: _____ Date: _____

Print Name: _____

RFP ATTACHMENT 4 – QUALIFICATIONS AND EXPERIENCE

Describe in detail previous experience in completing similar projects. Include key personal involved in project, references and photographs. (you may attach separate sheets)

Name of Applicant: _____

Project Location/Address: _____

1. Describe the applicant's experience in the rehabilitation and/or ownership of a distressed property; including construction land procedure (disclosing any current outstanding jurisdictional code violations).
2. Scope – indicate the unit count, initial physical condition and scope of work previously completed, including all scheduling details.
3. Key Personnel:
4. Project Cost:
5. Current Property Owner and Status:
6. References:

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RFP ATTACHMENT 5 – PHOTOS AND MAP

Photo

DRAFT

Map

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RFP ATTACHMENT 6 – CONTACT LIST

Department	Contact	Phone
Division of Building and Regulatory Compliance	Jeffery V. Jamison Esq.,	434-5165
Albany Community Development Agency	Luis Perez	434-5240
Division of Engineering	Randy Milano	427-7481
Office of Equal Opportunity (EEO)	Michael Barber	434-5127
Historic Resource Commission	Rich Nicolson	434-5271
Board of Zoning Appeals	Brad Glass	445-0754
City Planning Board	Brad Glass	445-0754

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**ATTACHMENT 7 – NON-COLLUSIVE PROPOSAL CERTIFICATE
PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D**

By submission of this proposal, each proposer and each person signing on behalf of any proper certifies, and in the case of a joint proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in the proposal have been arrived at independently, without collusion, consolation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Date

Signature

Printed Name and title

Name of Firm

NOTARY ACKNOWLEDGEMENT

STATE OF NEW YORK)
)
COUNTY OF ALBANY)SS.:

On the ____ day of _____ in the year _____, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evident to be the individual(s), whose name(s) is (are) subscribed to the within instrument and acknowledged to me that by he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

ATTACHMENT 8

I have received the addendum(s) dated _____. For additional work that was discussed at the viewing located at _____, and I have included the addendum(s) in my bid.

Date: _____

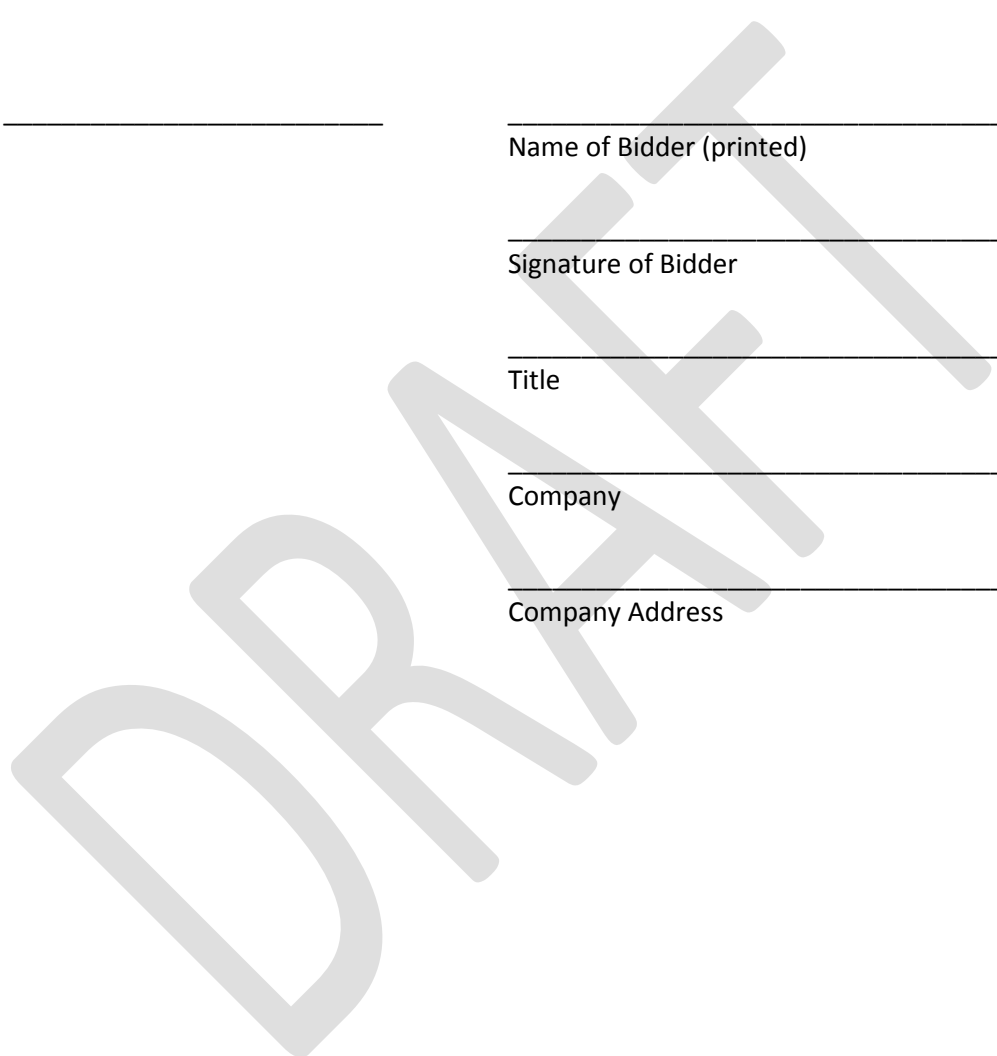
Name of Bidder (printed)

Signature of Bidder

Title

Company

Company Address



RFP ATTACHMENT 9

RFP Walk-Through Inspection Schedule

Where:

When

Schedule:

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RFP ATTACHMENT 10

Insert The Minority and Women Business Enterprise and Labor Participation Plan

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CAPITALIZE ALBANY
CORPORATION

Blight to Betterment

Construction Loan Application

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21 Lodge Street
Albany, NY 12207
Phone: (518) 434-2532
Fax: (518) 434-9846

Website: www.capitalizealbany.com

Loan Approval Process

Step 1: Complete and submit the Pre-Application to Capitalize Albany Corporation (CAC). Once that has been submitted CAC staff reviews the pre-application and will determine if the project fits the loan criteria and should proceed with a Loan Application.

Step 2: Once a completed application is received by the CAC, a loan analysis is done.

Step 3: The CAC staff reviews the loan and makes a recommendation to the Capitalize Albany Corporation Board of Directors. The loan and project description is reviewed for financial merit and to determine economic impact.

Step 4: With Board of Directors approval, a commitment letter is issued to the project applicant, including any applicable conditions of closing.

Step 5: Loan documents are prepared and reviewed by the Attorneys.

Step 6: Loan closing and cash disbursement.

The process outlined above can be met with submission of timely and complete materials. A complete and full application is extremely important in this process. Once all the information is received, the loan can be added to the appropriate agendas for the necessary approvals.

Application Requirements

Business Plan

- 1. Schedule of Ownership**

Provide a list of ownership listing the names, addresses, business affiliations, and percentage of ownership of all principals of 10% or more.
- 2. Resumes of Principals**

Provide the resumes of principals and officers of 10% or more and/or those associated with day-to-day management of the company.
- 3. History and Description**

Provide a brief history and description of the company, including founding of the company, overview of operations, product information, customer base, method and areas of distribution, identification of market, principal competitors and suppliers and other related information.
- 4. Project Description**

Provide a narrative of the project objectives in terms of how it will affect the Company's line of business, operations, employment, and financial factors.
- 5. Cost Estimates, Certifications, and Quotes**

Provide complete, detailed project costs, such as vendor's quotes on contractor bids, proposals, estimates for construction and renovation, commitments from other lending institutions and any other related information.

Financial Information

- 1. Financial History**

Provide audited financial statements for the last three (3) fiscal years. If audited financial statements are not available, reviewed financial statements will be accepted (please see attached for forms).
- 2. Current Financials**

Provide year to date financial statements.
- 3. Personal Financial Statements**

This information is necessary for applicants that are personally guaranteeing the loan.
- 4. Personal Tax Returns and Bank Statements**

Three (3) years of signed federal and state tax returns and three years of bank statements are required.
- 5. Business Projections**

Provide a detailed two-year business projection from a pro forma balance sheet, income statement, and a listing of all assumptions.

Application Requirements cont'd

Real Estate Documents

1. Appraisal of Property

This is required if the project involves acquisition of real estate. A certified appraiser must complete the appraisal.

2. Purchase Agreement/Lease Agreement

If the project involves the acquisition or lease of real estate then a copy of the purchase/lease agreement is required.

Fees

1. Application Fee

Upon submission of the loan application, a check made payable to “Capitalize Albany Corporation” in the amount of \$250 must be submitted.

2. Closing Costs

Will include recording fees, crediting reporting fees, appraisal fee, title search and legal fees.

Commitment Letters

1. Commitment Letter from the Company

Letter on company letterhead detailing:

- a) The intent to borrow specific loan amount and use of loan proceeds and collateral being offered for the loan.
- b) The number of jobs being created over a three-year period.
- c) Pledged equity amount and its use.

2. Corporation Resolution to Borrow

If a company is incorporated, please provide a resolution from the Board of Directors authorizing the small business to borrow and the corporation's Articles of Incorporation.

3. Commitment Letter from Other Lending Sources

Executed commitment letters from all other public/private lending sources that are mentioned in the application.

Application

Today's date: _____

Loan amount requested: \$ _____

Purpose: Purchase Rehabilitation Other

Applicant Information

Company/Project Name: _____

Contact Person: _____

Home address: _____ City: _____ State: _____ Zip: _____

Business address: _____ City: _____ State: _____ Zip: _____

Business phone: _____ Cell Phone: _____

Fax: _____ Email: _____

Social Security #: _____ Federal Tax ID #: _____

Type of business: For profit corporation Not for profit Partnership Sole Proprietor

State of business: Existing New/Start up Purchase

Current Employment: _____ Total # after project (detail in attached employment form): _____

Building Information

Project address: _____ City: _____ State: _____ Zip: _____

Property type: Residential Commercial Mixed Use Other

(Please include full project description on page 8 of the application)

Is the building currently vacant? Yes No If yes, for how many years? _____

of floors: _____ Square feet per floor: _____

of current residential units: _____ # of residential units after: _____

of vacant units: _____ # of current commercial units: _____ # of commercial units after: _____

of parking spaces: _____ Residential square feet: _____ Total commercial square feet: _____

Types of commercial businesses (list): _____

Year constructed: _____ Date of purchase: _____ Total purchase price: _____

Dimensions: Size of building _____ x _____ on plot _____ x _____ Number of acres: _____

Application cont'd

Business Ownership (for all owners of 10% or greater)

Name	Title	% Of Ownership	Social Security #

Project Costs & Sources of Funds

Proposed Project Costs		Sources of Funds		
	<u>% of Project</u>	<u>Bank</u>	<u>Equity</u>	<u>% of Project</u>
Land and building acquisition: _____	_____	_____	_____	_____
Building improvement or repairs: _____	_____	_____	_____	_____
Construction costs: _____	_____	_____	_____	_____
Renovation costs: _____	_____	_____	_____	_____
Leasehold improvements: _____	_____	_____	_____	_____
Machinery and equipment: _____	_____	_____	_____	_____
Working capital: _____	_____	_____	_____	_____
Soft costs: _____	_____	_____	_____	_____
Closing costs: _____	_____	_____	_____	_____
Other (explain): _____	_____	_____	_____	_____
Total project costs: \$ _____				

Business Debt Schedule

Lender Name	Original Amount	Balance	Interest Rate	Maturity	Monthly Payment	Collateral	Status
TOTAL:							

Advisor Information

Accountant Name: _____ Telephone: _____

Attorney Name: _____ Telephone: _____

Banker Name: _____ Telephone: _____

Application cont'd

General Information

Are there existing violations against the building? Yes No If yes, explain below: Building, Fire Department, or other.

Are there mechanics or other liens? In REM or other foreclosures, encumbrances, judicial, administrative, or other proceedings against, or defaults affecting the property? Yes No If yes, explain below:

Are there any current real estate property tax abatements on the property? Yes No If yes, indicate the type and amount of abatement and when it expires below:

Describe any recent (i.e. past ten years) improvements which have been made to the building, indicating the item, year, completed, and approximate cost below:

References (include 3 business references)

Name	Address	Phone	Relationship

Declarations

If the answer to any question is "yes" please provide a separate written explanation.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Are there any outstanding judgments against you? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever declared bankruptcy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you a party to a lawsuit? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have any contingent liabilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been convicted of a felony? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you presently delinquent or in default on any loan, mortgage, financial obligation, bond or loan guarantee? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you, directly or indirectly, been involved on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgement? | <input type="checkbox"/> | <input type="checkbox"/> |

Application cont'd

Collateral (provide specific information on each)				
Description	Value	1 st Mortgage Name:	2 nd Mortgage Name:	3 rd Mortgage Name:
Real Estate				
Plant & Equipment				
Inventory				
Furniture, Fixtures, & Equipment				
Other				
TOTALS				

Detailed Project Description

Provide project description, please identify as much information about what the proposed project is and the desired results (i.e. Purchase and renovate 45,000 square foot building located in downtown Albany and to convert it to mixed use, including 20 new apartments and two new storefront, or a business purchases a 12,000 square foot building to convert it in to a commercial space and offices)

Employment Form

Company Name: _____

Address: _____

Contact Person: _____ Telephone No: () _____

Type of Business: _____

Borrower Name: _____ Telephone No: () _____
(If different from company)

Borrower Address: _____
(If different from company)

Permanent Occupations in Company	Current Permanent Full-Time Jobs by Occupation		Retention of Current Permanent Full-Time Jobs			Projection of New Permanent Full-Time Jobs			
	Base Annual Salary or Hourly Wage	Number of Current Employees	1 st Year	2 nd Year	3 rd Year	1 st Year	2 nd Year	3 rd Year	Total New Jobs
Professional									
Administrative									
Clerical									
Sales									
Service									
Building Maintenance									
Manufacturing									
Skilled									
Semi-Skilled									
Unskilled									
Other (describe)									
TOTAL:									
*Will there be construction jobs created? If so, how many? _____									



CAPITALIZE ALBANY
CORPORATION

RELEASE OF CREDIT INFORMATION

In order to expedite your loan request, please complete and return this form.

I/we hereby authorize the release of my/our credit information to the Capitalize Albany Corporation for purposes of obtaining/modifying a loan.

Applicant Name: _____

Signature: _____

Date: _____

Address: _____

Social Security Number: _____

Date of Birth: _____

Applicant Name 2: _____

Signature: _____

Date: _____

Address: _____

Social Security Number: _____

Date of Birth: _____



**CAPITALIZE ALBANY
CORPORATION**

This application will not be accepted unless the appropriate attachments and fee(s) accompany it.

The applicant certifies that all items represented in this application, including fee schedules have been explained to the applicant.

The applicant certifies that all information contained in this application is complete and truthful.

The undersigned, in applying to the Capitalize Albany Corporation for this modification request, hereby recognizes that prior to receiving any financial assistance, he/she will agree to comply with all applicable federal, state and local laws and regulations as pertain to this application.

Name of Applicant: _____

By: _____

Title: _____

Date: _____



CAPITALIZE ALBANY
CORPORATION

Capitalize Albany Corporation 2013 Blight to Betterment Pre-Application

The Program

The Blight to Betterment program will rehabilitate buildings in neighborhoods to once again create a stable housing and active commercial area. Through this program, the Capitalize Albany Corporation has appropriated funding to assist property owners in redeveloping vacant or underutilized buildings. Interested property owners are requested to submit the following pre-application to determine eligibility for funds from the Blight to Betterment Program.

Objectives

Capitalize Albany Corporation initiated the Blight to Betterment Program for strategic acquisition, stabilization, land banking, and rehabilitation of key abandoned properties in the City of Albany's core urban districts. The fund will target properties that are assessed to have the highest impact on the revitalization of surrounding communities. The effects of this program will be immediate and sweeping for the City's downtown communities and neighborhood plan areas as well as for the residents who live in them. This funding will enable the renovation of historic housing stock, bring distressed City blocks back to life, increase surrounding property values, create local construction jobs and dramatically enhance local quality of life.

Guidelines

Capitalize Albany Corporation will monitor projects assisted under the Blight to Betterment Program. With Capitalize Albany and Department of Development and Planning staff, a Project Selection Committee is put in place to select projects that will reduce blight and stabilize the neighborhoods. The selection criteria for the properties are listed below:

- Projects include renovation of residential or commercial units.
- Projects with historic value or properties in danger of being lost in part or in total to disrepair or damage.
- Projects – with the assistance of grant funds – will reduce blight, contribute to the economic recovery of the target area, or stabilization or building.
- Projects that leverage with private funding.

Funding Sources Requirements

Capitalize Albany, in partnership with the City of Albany and the Albany Community Development Agency, have a variety of funding resources that may apply to your project. The sources of these funding will have specific requirements that will need to be met. Those requirements will be described once the eligible funding is approved and identified for the project described in this pre-application.

Contact

Katie Bronson
518-434-2532 ext.33



**Capitalize Albany Corporation
2013 Blight to Betterment Pre-Application**

SECTION 1 – APPLICANT INFORMATION:

1.1 Name of Applicant and Full Mailing Address _____

1.2 Telephone Number _____

1.3 Email Address _____

1.4 Contact person (if different from applicant) _____ Telephone _____

1.5 Business or Company Name: _____

1.6 Type of Business Entity:

Sole Proprietor Partnership LLC S-Corporation C-Corporation 501(C) (3) other _____

SECTION 2 – PROPERTY INFORMATION (applicant or co-applicant must be owner or demonstrate site control with a contract or letter of intent):

2.1 Building Address _____

Building AKA _____

2.2 Registered Owner of the property _____

2.3 Purchase Price _____

2.4 Outstanding debt on the building _____

2.5 Assessed Value for Current Taxation Year _____

2.6 What was the amount of the most recent tax bill for the building?

Property taxes _____

School taxes _____

Water bill _____

2.7 Are there any outstanding taxes, water bills or DGS bills owed on property? Yes No

2.8 If Yes, please provide details and amounts _____

2.9 Do you feel there are barriers to redeveloping the space for residential use? Yes No

Cost Unsure how to redevelop the space for residential use

Code/ regulatory issues Lack of interest to be a landlord Unsure of market

Other _____



**Capitalize Albany Corporation
2013 Blight to Betterment Pre-Application**

SECTION 2 – PROPERTY INFORMATION (Continued):

2.10 What is the estimated total square footage of the building? _____

2.11 How many floors does the building have (excluding the basement)? One Two Three Four Five

2.12 Does the building have an elevator? _____

2.13 Current use of the first floor of the building: Retail Office Residential Vacant Other
Does the building currently have tenants Yes _____ No _____

2.14 Current use(s) of the upper floors of the building:

Second floor: Retail Office Residential Vacant Storage Other

Third floor: Retail Office Residential Vacant Storage Other

Fourth floor: Retail Office Residential Vacant Storage Other

Fifth floor: Retail Office Residential Vacant Storage Other

2.15 Does the building include parking? Yes No How many spaces _____

SECTION 3 – SCOPE OF WORK: Describe the redevelopment project, what type of trades would be used for the project, include any architectural plans and future use of building



Capitalize Albany Corporation
2013 Blight to Betterment Pre-Application

SECTION 4 REHABILITATION BUDGET:

Please provide an itemized estimate of anticipated costs (only if relevant to this project):

ACQUISITION	ESTIMATED COSTS
1. Acquisition	\$ _____

SOFT COSTS	ESTIMATED COSTS
1. Permit fees	\$ _____
2. Borrower Architect/Engineer fees	\$ _____
3. Bank inspection fees	\$ _____
4. Borrower legal fees	\$ _____
5. Bank legal fees	\$ _____
6. Bank loan fees	\$ _____
7. Appraisal	\$ _____
8. Survey	\$ _____
9. Environmental	\$ _____
10. Title fees	\$ _____
11. Recording fees	\$ _____
12. Other	\$ _____

HARD COSTS*	ESTIMATED COSTS
1. General conditions	\$ _____
2. Demolition and dump fees (Demolition includes asbestos and lead abatement)	\$ _____
3. Sitework (site work includes new water line service, gas line service, sewer line service, etc.)	\$ _____
4. Foundation (repair or replace)	\$ _____
5. Other masonry (repair or replace) (chimney, stoop or porch, steps, etc.)	\$ _____
6. Framing (repair or replace: includes interior and exterior wall, floors, roof, etc.)	\$ _____
7. Roof (repair or replace)	\$ _____
8. Windows (repair or replace)	\$ _____
9. Exterior doors (repair or replace)	\$ _____
10. Siding (repair or replace: includes lap board siding, shakes, cornice, trim, soffit, etc.)	\$ _____
11. Exterior painting	\$ _____
12. Electrical (includes fixtures)	\$ _____
13. Plumbing (includes fixtures)	\$ _____
14. HVAC	\$ _____
15. Interior stairs and railings (repair or replace)	\$ _____
16. Insulation	\$ _____



Capitalize Albany Corporation
2013 Blight to Betterment Pre-Application

- 17. Sheetrock (repair or replace) \$ _____
- 18. Interior doors \$ _____
- 19. Interior trim work \$ _____
- 20. Interior painting \$ _____
- 21. Flooring (repair or replace) \$ _____
- 22. Kitchen cabinets and countertops \$ _____
- 23. Bathroom vanities and countertops \$ _____
- 24. Appliances \$ _____
- 25. Miscellaneous fixtures (includes mirrors, toilet paper bars, towel bars, closet shelving, etc.) \$ _____
- 26. Other Carpentry (repair or replace: exterior porch, stoop, or stair railing; porch columns; etc.) \$ _____
- 27. Security \$ _____
- 28. Driveway/ parking lot (repair or replace) \$ _____
- 29. Landscaping (includes grass, plants, shrubs, trees, retaining walls, fences, etc.) \$ _____
- 30. Accessory building repairs \$ _____
- 31. Contingency \$ _____
- 32. Supervision \$ _____
- 33. Other \$ _____

*Categories assume labor plus material

ACQUISITION SUBTOTAL: \$ _____
 SOFT COSTS SUBTOTAL: \$ _____
 HART COSTS SUBTOTAL: \$ _____
 TOTAL COSTS: \$ _____

Cost per sq. ft. \$ _____
 Cost per unit \$ _____

Source of estimate:

Architect: _____
 Address/Phone: _____

Contactor: _____
 Address/Phone: _____

Engineer: _____
 Address/Phone: _____

SECTION 5: FINANCING

5.1 What type of financing do you have for this project? _____

5.2 How much funding do you need from Blight to Betterment? _____

5.3 Are you interested in construction financing? _____



**Capitalize Albany Corporation
2013 Blight to Betterment Pre-Application**

SECTION 6 – ADDITIONAL INFORMATION:

6.1 Is there any information that may be useful in reviewing the application for this building?

SECTION 7 – PHOTOS:

Attach interior and exterior photos to the pre-application packet.

SECTION 8 - ACKNOWLEDGEMENTS AND AGREEMENTS BY BUILDING OWNER AND APPLICANT:

As building owner and program applicant I hereby:

- a. Acknowledge the information contained in this application is true and accurate to the best of my knowledge.
- b. Agree that if selected for the program to provide access to my building for the purposes of site review
- c. Understand that if selected for the program I will agree to follow program guidelines
- d. Acknowledge that by participating in this program I am not required to go forward with construction
- e. Understand that a completed pre-application does not guarantee funds from the Blight to Betterment Program

Signature

Date

Submit application to 21 Lodge Street, Albany, NY 12207 – include any building information available including latest plans, structural reports, and appraisals.

FOR INTERNAL USE ONLY

Does the project meet the requirements? _____

Does this project meet the requirements for other funding sources? _____

What type of funding will be applied to this project? _____

Does the project demonstrate an achievable timeframe for conversion? _____

Does the project demonstrate financing assistance? _____

Other information: _____



Capitalize Albany Corporation
2013 Blight to Betterment – Project Selection Form (INTERNAL DOCUMENT)

Name of Applicant _____

Building Address _____

A1. Does the building include renovation of residential and/or commercial units?
Residential Commercial - How many units will be renovated? Commercial Residential
*Preference can be given to projects with a greater numbers of units being renovated

A2. Does the property have historic value or is it in danger of being lost in part or in total to disrepair or damage?
Yes No

A3. Will this project reduce blight, contribute to the economic recovery of the target area or stabilize the building?
Yes No
*Preference can be given to projects that have historical value and maximize blight reduction, economic recovery and stabilization

A4. Is the project compliant with local and municipal plans? Yes No

A5. Is the property free of code violations? Yes No

A6. Are local contractors being used? Yes No - If no, why?
*Preference can be given to projects that use local contractors

A7. Is the ownership local? Yes No
*Preference can be given to projects that have local ownership

A8. Is there an MWBE component? Yes No - If yes, what is the component?
Is there a reason for the applicant to request a waiver?
*Preference can be given to projects with an MWBE component

Project Feasibility
*Preference given to projects that demonstrate developer experience and sound financial and structural feasibility

B1. Does the project leverage private funding? Yes No - What is the total project cost? _____

B2. What are the sources of funding for this project (public and private)? _____

B3. Has the property had a structural review? Yes No

B4. Will your project result in immediate occupancy?
Yes No - If no, what must be done? _____

B5. Does the project demonstrate an achievable timeframe for conversion? Yes No
Yes No - What is the time to completion? _____

B6. Does the owner demonstrate the ability/experience to renovate the property and why? _____



Capitalize Albany Corporation
2013 Blight to Betterment – Project Selection Form (INTERNAL DOCUMENT)

Is this project being recommended to proceed with a formal application to the Blight to Betterment Program and what is the justification?

Signatures of Reviewers:

Name: _____

Date: _____

Name: _____

Date: _____

Name: _____

Date: _____

Capitalize Albany Corporation Board Meeting
June 25, 2013

**Agenda Item #5: 245 Lark St. (former Lark BID building) / In Our Own Voices (IOOV)
Update**

Materials:

- No materials are included

Capitalize Albany Corporation Board Meeting
June 25, 2013

Agenda Item #6: Downtown Tactical Plan Update

Materials:

- No materials are included

Capitalize Albany Corporation Board Meeting
June 25, 2013

Agenda Item #7: Executive Session (if necessary)

Materials:

- No materials are included