

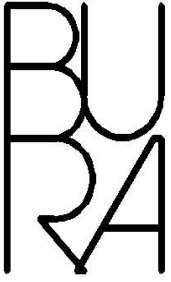
CITY OF BUFFALO URBAN RENEWAL AGENCY
Board Of Directors Meeting
Thursday, January 25, 2024
9:30 a.m., Room 901 City Hall

The Public May Attend By Joining: www.webex.com
<https://cityofbuffalourbanrenewalagency.my.webex.com/cityofbuffalourbanrenewalagency.my/j.php?MTID=m0c3e3df4e9983a4401e88af802590f1c>

Meeting number (access code): 2557 340 7756
Meeting password: 5FVvybHEm52 (53889243 from phones and video systems)

Join by phone
+1-415-655-0001 US Toll

- 1.0** Call To Order
- 2.0** Reading Of The Minutes Of November 16, 2023 and November 30, 2023 *(Action)*
- 3.0** **MONTHLY REPORT**
 - 3.1** Financial Control of Agencies Update *(Information) Tracy Cooley*
- 4.0** **NEW BUSINESS**
 - 4.1** Revolving Loan Fund Agreement for Broadway - Fillmore NHS *(Action) Jessica Jowrey*
 - 4.2** Professional Service Agreements for 667 Main Street and 664 Washington Street *(Action) Brandon Baxter*
 - 4.3** Subrecipient Agreement for ARP Administrative Fees *(Action) Scott C. Billman*
 - 4.4** Monitoring Agreement for ARP Projects *(Action) Savannah Figueroa*
- 5.0** Executive Session
- 6.0** Adjournment *(Action)*



Buffalo Urban Renewal Agency

920 City Hall, 65 Niagara Square
Buffalo, New York 14202-3376
716-851-2872

Byron W. Brown, Chairman
Brendan R. Mehaffy, Vice Chairman

BOARD ITEM

TO: BURA Board of Directors

BURA MEETING DATE: January 25, 2024

FROM: Jessica Jowrey

**PREPARER PROOFREAD
FOR ACCURACY BY:** Scott C. Billman

BURA BOARD ITEM LOG NO.: 4.1

ITEM: Revolving Loan Fund Agreement for Broadway Fillmore NHS

PROPOSED BOARD ACTION:

This item seeks Board approval to enter a Revolving Loan Fund (RLF) Agreement with Broadway Fillmore Neighborhood Housing Services, Inc. (Broadway Fillmore NHS) Service to continue the administration of a RLF.

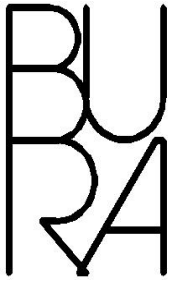
As of December 18, 2023, Broadway Fillmore NHS has a loan portfolio valued at approximately \$55,168 with \$20,836 in RLF monies in their RLF Bank Account.

As of November 2023, Broadway Fillmore NHS has approximately 15 loans.

The term of this agreement is two (2) years effective January 1, 2024 and will continue through December 31, 2026. By mutual agreement of both parties, the agreement may be extended for one (1) additional year. There will be an administrative fee equal to one and one half percent (1.5%) per month of the aggregate principal balance of all active loans administered in the RLF Program.

RECOMMENDED ACTIONS:

- Approval
- Approval with Conditions (state conditions below)
- Disapproval
- HUD Release of Funds



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BOARD ITEM

TO: BURA Board of Directors

BURA MEETING DATE: January 25, 2023

FROM: Brandon Baxter, Special Projects Manager

PREPARER PROOFREAD FOR ACCURACY BY: Hope Young-Watkins, Senior Director

BURA BOARD ITEM LOG NO.: 4.2

ITEM: Professional Service Agreements for 667 Main Street and 664 Washington Street

PROPOSED BOARD ACTION:

This item is a request for approval to enter into agreements with three consultant firms to provide professional services for the stabilization and development of Agency property located at 667 Main Street/664 Washington Street (Property).

Agreements would be entered into with the following firms:

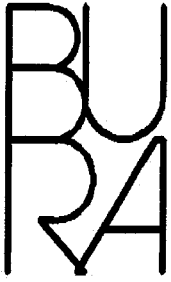
1. DiDonato Associates (Architecture and Engineering Services) \$36,286.00 (fixed contract amount). The services to be provided include but are not limited to architectural drawings accessible for construction and procuring for any necessary contractors for the entirety of this project.
2. Watts Architecture and Engineering (Abatement) in an amount not to exceed \$29,000. The services to be provided include but are not limited to abatement, air monitoring, materials, and safely removing hazardous materials off site.
3. Buffalo Engineering MEP (Mechanical, Electrical, Plumbing) \$7,000 (fixed contract amount). The services to be provided include but are not limited to the design the integration of mechanical, electrical, and plumbing to the scope.

At the board meeting on 11-30-23 the Board approved and committed funding in an amount not to exceed two million dollars (\$2,000,000) for stabilization of the Property. The above agreements will be funded from those previously committed funds with a total not to exceed amount of \$72,286.

The immediate need to begin preliminary work has begun as of December 5th, 2023.

RECOMMENDED ACTIONS:

- Approval
- Approval with Conditions (state conditions below)
- Disapproval HUD Release of Funds



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Brendan R. Mehaffy, Vice Chairman

BOARD ITEM

TO: BURA Board of Directors

BURA MEETING DATE: January 25, 2024

FROM: Scott Billman

PREPARER PROOFREAD FOR ACCURACY BY: Savannah Figueroa

BURA BOARD ITEM LOG NO.: 4.3

ITEM: Subrecipient Agreement For ARP Administrative Fees

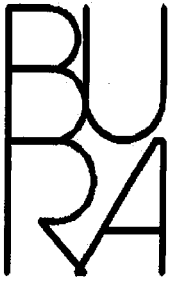
PROPOSED BOARD ACTION:

This item is a request for approval of a subrecipient agreement between the City of Buffalo and the City of Buffalo Urban Renewal Agency for the utilization of grant funds appropriated under section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2) ("ARP"). The City has committed ARP funds to improve neighborhood safety and encourage resident driven crime prevention programs in the City.

The City of Buffalo will to provide ARP Funds to BURA in the amount of (\$200,000.00) to fund improvements to administrative and management costs to design, administer and manage these resident driven crime prevention programs in the City.

RECOMMENDED ACTIONS:

- Approval
- Approval with Conditions (state conditions below)
- Disapproval
- HUD Release of Funds



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BOARD ITEM

TO: BURA Board of Directors

BURA MEETING DATE: January 25, 2024

FROM: Savannah Figueroa

PREPARER PROOFREAD FOR ACCURACY BY: Scott Billman

BURA BOARD ITEM LOG NO.: 4.4

ITEM: Monitoring Agreement for ARP Projects

PROPOSED BOARD ACTION:

This item seeks the approval for BURA to enter into a subrecipient agreement with the City of Buffalo ("City") to monitor certain projects funded with American Rescue Plan Funds (ARP Funds) and to establish a fee for monitoring each project.

BURA will monitor projects for compliance with City MWBE goals, ARP rules and guidelines for proper eligible use of the funding, timely completion of any phase of the project using ARP funds, overall project completion and any Project close out as required by the City.

ARP Funds Allocated to Project	Monitoring Fee
\$250,000.00 or less	\$20,000.00
\$499,999.00 or less	\$30,000.00
\$500,000.000 or more	\$50,000.00
\$800,000.00 or more	\$75,000.00

Along with BURA's construction reporting obligations, BURA will also provide a summary of work performed to date. The City in its sole discretion may reduce the fee if it determines it is unreasonable based on the work performed.

The first project being monitored by BURA will be the Hispanic Heritage Cultural Institute ("HHCI"). The approximate total cost of the HHCI Project is Thirty Million Dollars (\$30,000,000). The City is providing the Project with One Million Dollars (\$1,000,000.00) in ARP funds. Based on the fee schedule, the monitoring fee is Seventy-Five Thousand Dollars (\$75,000).

RECOMMENDED ACTIONS:

- Approval
- Approval with Conditions (state conditions below)
- Disapproval
- HUD Release of Funds