



## **Buffalo Housing & Redevelopment Authority Commercial Repair Program Overview**

### **Program Intent**

Recognizing the importance and impact of local businesses within Buffalo, the City has developed a Commercial Repair Program to support commercial/retail and industrial property-owners with necessary improvements to the interior of their building. In coordination with the City's Housing & Redevelopment Authority (HRA), this program will provide grant and loan assistance to eligible property-owners located within the city of Buffalo.

### **Objectives**

The program has the following objectives:

1. To provide businessowners with gap financing for necessary repairs to the interior of their buildings.
2. To retain jobs and employers while providing for additional employment opportunities in Buffalo.
3. To make use of funds the City's HRA has available for the enhancement of the city's commercial corridors.
4. To spur activity and investment in Buffalo, which will provide return to the city by way of physical improvements that may not otherwise have occurred.

### **Program Terms and Conditions**

The total allocation from the HRA for the funding of this program will be an initial investment of **\$10,000**- with the Community & Economic Development Director to request additional funding as this initial amount is depleted. A formal evaluation of the Commercial Repair Program's success will be undertaken prior to the distribution of funds for future programming.

All grants will be in the form of a 50% match and made available in the form of a rebate, with a \$5,000 limit on grants per application.

## **Program Requirements**

The program has the following requirements:

1. Projects must commence within three (3) months of approval and shall be completed within six (6) months of the grant approval date. The City reserves the right to eliminate project funding if not completed within the specified time and is not obligated to grant time extensions.
2. All grants will be matching and distributed in the form of a rebate after work is completed within the timeframe above.
3. Only the property owner of a building may submit an application, or an owner and tenant may apply jointly. Only one application may be submitted for each interior.
4. An eligible property does not need to be occupied at the time of application submission.
5. Projects shall comply with all applicable City building and zoning standards and requirements.
6. An eligible property must have all City bills paid (property taxes, utility bills, etc.) and the applicant must not be a party to a legal dispute with the City.
7. Preference will be given to projects that are performed by a contractor located within the city of Buffalo.
8. Only interior repairs as described below are eligible for this program.

## **Eligible Improvements**

Eligible improvements include:

1. Mechanicals and HVAC systems
2. Electric/Lighting
3. Plumbing
4. Walls
5. Ceilings
6. Floors
7. Fire suppression / sprinkler systems
8. Energy efficiency upgrades, such as new doors and windows
9. Additional repairs as deemed sufficient by the HRA at time of application

## **Ineligible Improvements**

Ineligible improvements include:

1. Improvements or repairs that have been completed before January 1<sup>st</sup>, 2022
2. Routine maintenance that is not part of an eligible commercial repair project
3. Non-essential additions/repairs, such as shelving or displays
4. Exterior painting or re-siding
5. Restoration of exterior finishes and materials
6. Masonry repairs and tuck pointing
7. Restoration of architectural details or removal of materials that cover architectural details
8. Window and cornice flashing and repair
9. Canopy or awning installation or repair
10. Murals
11. Installation or repair of exterior signage
12. Removal of barriers to access the building from the outside for people with disabilities
13. Exterior lighting
14. Energy-producing upgrades (solar, wind, geothermal, etc.)
15. Wall and hanging signs advertising the business name and identity
16. Billboards
17. New construction
18. Pylon, temporary, or roof signs
19. Interior window displays
20. Security systems (including metal roll down gates, window bars, cameras)
21. Trash and mechanical enclosures
22. Fencing
23. Landscaping
24. Parking areas
25. Purchase of property

## **Application Checklist**

The following documents must accompany a Commercial Repair Program application for it to be deemed complete:

- Completed and signed Commercial Repair Program Application

- Evidence of occupancy in Buffalo (e.g., that you own the building seeking improvement). Example documentation includes copy of mortgage statement, property tax statement or other document to show proof of occupancy within City of Buffalo
- Proof of eligible expenses to be paid with grant funds (receipts)
- At least one contractor proposal or estimate. It is suggested, however, that the applicant obtain multiple proposals or estimates if available. The City does not assume liability for the work of any contractor that is chosen by the applicant
- Detailed drawings and specifications for proposed improvements. All plans must include (when applicable):
  - Detailed interior plan using adequate scale to be easily and clearly understood
  - Current condition photos to provide adequate “before and after” comparison
  - Construction/reconstruction time schedule, noting start and completion date

Please do not submit any original documents, only copies. The HRA is not responsible for returning any original documents submitted. The HRA may request additional documentation as deemed necessary from the applicant.

## Application Process and Deadlines

All applications submitted will be reviewed on a rolling basis until funding is depleted, and applicants must go before the City of Buffalo HRA to discuss their proposed repairs. Applications must include all supporting documentation listed in the checklist above to be considered.

The application process will follow the steps outlined below:

1. **Application Submission:** Interested applicant submits a Commercial Repair Program application and relevant documentation to the City of Buffalo Planning Department.
2. **Application Review:** Application is reviewed by Community & Economic Development Director and City staff to determine eligibility for program.
3. **Notification of Project Eligibility:** Upon an application being deemed eligible, applicant will go before the City of Buffalo HRA for application acceptance. Funding will be dispersed upon project completion.
4. **Improvement:** Applicant begins improvement within 3 months of project acceptance.
5. **Project Completion:** Upon completion of improvements, applicant requests inspection by City of Buffalo staff.

6. **Submission of Invoices:** Upon project certification by City staff, applicant will submit receipts and invoices to receive reimbursement.
7. **Reimbursement of Funds:** City of Buffalo reimburses 50% of project costs for applicant if a grant application was accepted or will expect 20% of funding returned for loans at end of year 1.

Submit applications via email to David Kelly, Community and Economic Development Director at [David.Kelly@ci.buffalo.mn.us](mailto:David.Kelly@ci.buffalo.mn.us) or mail / drop-off applications to:

**Buffalo Housing & Redevelopment Authority**  
**Attn: David Kelly, Community and Economic Development Director**  
**212 Central Ave**  
**Buffalo, MN 55313**

For any questions regarding the Commercial Repair Program application, please contact:

David Kelly –763-684-5407 or 763-682-1181 | [David.Kelly@ci.buffalo.mn.us](mailto:David.Kelly@ci.buffalo.mn.us)