



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8260 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation
Special Board of Directors meeting
Wednesday, May 1, 2024, at 3:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

Agenda

1. Call to Order
2. Attendance
 - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore
 - b. Invited Guests: B. Woodburn, K. Warfle, M. Schnabl
3. Old Business
 - a. Lawn maintenance proposals for 2024 and 2025
 - b. 247 Main Street, Owego – Request for Proposals
 - i. Fleicher Properties, LLC application
 - c. 121 Providence Street, Waverly
 - i. Roof replacement proposals
 - d. Status of Temple/Liberty Street owned properties
 - i. Single-family home site plan update
4. New Business
 - a. Grant Programs
 - i. [Restore NY](#) application discussion
 - ii. [HOME Homebuyer Development](#) program application discussion
 - iii. Land Bank CrossMod Pilot request for applications discussion
5. Chairman’s Remarks
6. Adjournment

A PARTNER OF

TEAM TIOGA 

Lawn Maintenance Proposals - Every 3 weeks			
	Owego Properties	Waverly Properties	TOTAL
Wet Grass Properties	\$ 670.00	\$ 225.00	\$ 895.00
Scott's Lawncare	\$ 285.00	\$ 80.00	\$ 365.00
Hakes	\$ -	\$ 215.00	



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607.687.8256 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

Property Purchase Application

Purchaser

Name: Alec Fleicher (Fleicher Properties, LLC)

Address: 1116 Front Street, Vestal, NY 13850

Phone: 607-262-4909

E-mail: afleich31@gmail.com

Indicate Type of Entity:

Corporation Incorporated in what state? _____ Date incorporated: _____
Authorized to do business in NY State? Yes No

Partnership Indicate type of partnership: _____
Number of general partners: _____ Number of limited partners: _____

Not-for-Profit Incorporated in what state? _____ Date incorporated: _____

Limited Liability Corporation Formed in what state? Delaware Date formed: July 2020

Sole Proprietorship Name of Sole Proprietor: _____

Individual Person

Not-for-profits and Corporations, attach Certificate of Incorporation. LLCs, attach Articles of Incorporation.

Corporate Applicants, list below the identity of all partners of principles with ownership interest. Not-for-Profits, list board members (attach additional pages, if necessary):

Name: _____ Name: _____
Address: _____ Address: _____

Name: _____ Name: _____
Address: _____ Address: _____

Name: _____ Name: _____
Address: _____ Address: _____

	Yes	No
Do you own any other properties in Tioga County? If yes, attach list of properties.	<input checked="" type="radio"/>	<input type="radio"/>
Do you have a personal or professional relationship with the Tioga County Property Development Corporation, any of its directors or employees?	<input type="radio"/>	<input checked="" type="radio"/>
Are there any outstanding judgements against you?	<input type="radio"/>	<input checked="" type="radio"/>
Have you filed for bankruptcy in the past 7 years?	<input type="radio"/>	<input checked="" type="radio"/>
Are you party to a lawsuit?	<input type="radio"/>	<input checked="" type="radio"/>
Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment?	<input type="radio"/>	<input checked="" type="radio"/>
Have you owned property foreclosed on for tax-delinquency?	<input type="radio"/>	<input checked="" type="radio"/>
Have you or an immediate family member previously owned the property for which you are applying?	<input type="radio"/>	<input checked="" type="radio"/>

If you answered yes to any of these questions, attach an explanation.

Property

Address(es) of the property you are interested in purchasing:

247 Main Street Owego, NY 13827

Development/Management Plan

	<u>Redevelopment</u>	<u>Management</u>
I plan to:	<input checked="" type="checkbox"/> Renovate	<input type="checkbox"/> Occupy this property as my primary residence
(check all	<input type="checkbox"/> Occupy/Operate As-Is	<input type="checkbox"/> Occupy this property with my own business
that apply)	<input type="checkbox"/> Demolish/Deconstruct	<input type="checkbox"/> Operate this property as a rental
	<input type="checkbox"/> New Construction	<input type="checkbox"/> Redevelop and re-sell to an owner occupant
		<input checked="" type="checkbox"/> Redevelop and re-sell

If you plan to occupy the home yourself, have you owned a home before? Yes No

If you plan to manage as a landlord you must be located in Tioga County or an adjacent county, or you must have a local property manager.

Property Managers Name: Alec Fleicher Phone Number: 6072624909

Attachments

Remember to include all applicable attachments:

- Description of applicant’s experience/qualifications to complete the proposed project
- List of other properties owned in Tioga County
- Redevelopment Plan
- Proof of financing for purchase and redevelopment/renovation costs
- Management Plan (for rentals)
- Evidence of financial ability to maintain the property (home owner)
- Purchase Contract (offer)
- Deposit (\$500 minimum)
- Certificate of Incorporation or Articles of Incorporation (corporate applicants)
- Copy of Applicant’s Photo ID
- Home-Buyer Education Course Certificate of Completion (required for first-time buyers)

Redevelopment Plan: Attach detailed work specifications and an itemized budget for all work to be completed. Ensure that these include the Land Bank's minimum energy upgrade standards, if applicable to your project. If proposing new construction, include schematic drawings. Include a brief description of the project, whether the applicant will undertake certain portions of the project or hire contractors, and an estimated timeline for completion. In addition, attach **proof of financing** available to complete the work proposed. Acceptable forms of proof of financing include:

- Bank statement
- Letter of Credit
- Loan Pre-Qualification Letter
- Grant Award/Funding Commitment Letter

Management Plan: If the applicant plans to manage the property as a rental, attach a monthly income and expense budget for the property and a narrative description of your marketing plan, management procedures, standard lease agreement, and anticipated market served.

Financial Ability to Maintain Property: If the property is to be owner-occupied, provide documentation of current income (W2 or three recent pay stubs) and an estimate of anticipated mortgage, taxes, insurance, and maintenance costs.

Applicants' Experience/Qualifications: Unless the purchaser plans to occupy/operate the property in as-is condition, they must attach a narrative description of their experience completing similar development or renovation projects, their qualifications or training to complete the project, and/or their plan to engage qualified individuals to complete the project.

Signature

The applicant hereby certifies that the statements contained in this application are truthful and complete and agrees to provide further documentation upon request. Attach a copy of the applicant's photo ID. This application does not guarantee transfer of property; all sales subject to approval by the TCPDC Board of Directors.

DocuSigned by:
Alec Fleicher
96A47883C8AE4FA...

3/25/2024

Signature

Date

Alec Fleicher

Name (print)

I. Introduction

Fleicher Properties, LLC is a locally run investment company that is managed by Alec Fleicher. Alec was born and raised in the Southern Tier, and with a passion for the development of his hometown and the surrounding area, he decided to invest in it. Alec owns and manages several properties throughout Broome County. Having served in the Air Force Reserves for almost 10 years, Alec has gained a determined and hard-working mindset, and brings that into every project. Alec has further invested in the local area with his small business, Fit Kitchen, combining healthy meal prep and supplement support to health-minded, local people. Alec often works side-by-side with his father, Charles Fox, who, like Alec, was born and raised in the Southern Tier. Charles has an outstanding and extensive history of investing in and rehabilitating old-bones properties, to bring new life into each neighborhood he works in. With a passion for helping those in need, Charles founded The Clinton Hotel, which provides affordable housing options to local Veterans. This father and son duo has an unstoppable passion for the homes in this community.

II. Management Plan

Day to day management of this property will be overseen by Alec Fleicher and Charles Fox. With a combined 26 years of meticulous property rehabilitation and rental property management, this team has a system already in place. This system includes a stage-by-stage schedule of renovations and a complete plan of action post-renovation. Alec and Charles have a combined portfolio in the Broome County area of over 30 units, which are all currently fully occupied and rented. With years of trial and error out of the way, this team knows how to rent to, and keep long-term, reliable tenants. The anticipated market served for this rental property will be working class Tioga County residents who want to call Owego home.

III. Development Team

- Alec Fleicher: Local investor/developer, rehabber, property manager, lead contractor
- Charles Fox: Local non profit president, developer, property manager, investor
- Chad Hubbert : Local plumber and HVAC tech and installer
- Joseph Dollinger: Tile, granite, and flooring expert
- Joseph Fassett: Local investor and contractor (specializes in framing)
- Bradley Fassett: Local mason (specializes in brick, concrete, and asphalt work)

Over the years Fleicher Properties has built strong ties to the individuals listed above. We strongly believe that with their help the rehabilitation of 10 Watson Ave will get in in a timely manner with satisfactory workmanship to show. Each member brings years of experience in their trade to the table to help complete the task.

Alec Fleicher (Fleicher Properties) Purchasing Experience

228 Rundall Place Binghamton, NY – Purchased March 2018;

- This property is a two family townhouse style building that rents each side for 1200-1400 a month. When I obtained the property I did small cosmetic renovations to it; hardwood floors, appliances, bathroom and kitchen fixture replacement, paint, and sealing driveway.

1116 Front Street Vestal, NY – Purchased July 2019

- This property is a two family house in the town of vestal, one side rents for \$1000 a month. I have don't a lot of cosmetic renovations to the property, painting exterior wall, replacing doors throughout, patching and sealing driveway, kitchen remodel with new tile, backsplash and appliances. I've also renovated the bathrooms as well with new tile floors, subway tile shower surround and new vanity. In the backyard I built a pavilion for tenants to relax and enjoy.

3478 Margery Street Binghamton, NY – Purchased 2020

- This property is a birck ranch style two family home that rents each side for \$1000 a month. When I bought this property I but vinyl plank flooring throughout both units, built new walkway that goes up to the front doors, and painted the entire house to give it a better curb appeal look.

1520 Pearl Street Vestal, NY 13850 – Purchased 2022

- This old cape cope home was purchased in horrible conditions, there were farm animals living in one of the rooms. After only 2 months of hard work and rehabbing this property was transformed into a beautiful modern farmhouse that was sold to a local family at an affordable price. (See attached power point for rehab process)

44 Bonna Drive Port Crane, NY – Purchases 2023

- This damaged single-family home was bought was major water damage to a lot of the basement and back patio walls. All new windows, doors, siding, roof, and all new kitchen and bathrooms. There was extensive work done to this property and sold to a local couple starting a family in the area. (See attached power point for rehab process)

437 Front Street Owego, NY – Purchased 2023

- Old historic home in Village of Owego. It was abandoned as a two family home so I redeveloped it as a two family home. In the end stages of finishing this project. New foundation was added thanks to the help of the Tioga County Economic Development; this saved the property from demolition. Now Owego has another historic home to be proud of.

Alec Fleicher – Rehab Experience / Qualifications

- 228 Rundall Place: cosmetic repairs, painting, light fixture and electrical fixture changes, as well as installing new hardwood floors through out entire unit, installing carpet on stairs. Full bathroom remodel; brand new sheetrock, new tub surround, new tile floors, vanity, and light fixtures.
- 1116 Front Street: Painting all rooms as well as trim board replacement, installing new brick entryway stairs, installing new door jams and new doors, new tiles floor in kitchen and bathroom as well as subway tile surround in bathroom and subway tile backsplash in kitchen.
- 3478 Margery Street: installing vinyl plank flooring throughout units. Building new wood walkway to entry way. Removed and installing new fascia boards around entire house, and painted entire house.
- 178 Oak Street: Completely gutted entire unit down to studs. Remodeled entire kitchen with new cabinets, countertops, and appliances as well as new flooring in kitchen and bathroom. Installing tub surround in bathroom as well as built a new privacy wall against back of tub surround. Sanded and refinished all hardwood floors throughout unit. Installed new door jams and doors as well. Completed a full roof tear off and installed new shingles.
- 20 Clinton Street: renovated multiple rooms throughout the building; installed new flooring, painted every room, installed new drop ceiling, and installed in door jams and doors.
- 216 Reynolds Road: This was a commercial unit that once was a physical therapist office; I completely gutted the entire unit; removing many walls, doors, and cabinets. I sanded the flooring down and refinished them (approx. 1200 sq ft) and painted entire store front. Installed framed new cabinets in and installed new granite counter tops as well as installing new 3 bay sink and fixtures.
- 1520 Pearl St – single family residence home that required a full tear out in the kitchen and bathroom. All new cabinets, appliances, and fixtures were installed. New windows and siding were replaced on property as well.
- 44 Bonna Drive – single family residence in the town of Port Crane. This property had a lot of water damage to structural walls that needed to be reframed and supported to save integrity of home. The back patio was completed reframed, wired, and finished. All new windows installed as well as all new doors and trim boards throughout. Tile work was completed on basement floors. A second bathroom was added to this house as well to make it more family friendly. (see attached power point of rehab details)
- 437 Front Street – two family home in the village of Owego. This property was completely gutted on the inside down to just the studs, it was jacked up 4 inches due to sagging structural beams that needed to be supported. New foundation was poured on the west side of the building. All new wiring, plumbing, and sheetrock was added. All new cabinets, appliances., and granite counter tops. All new hardwood floors installed as well as windows and siding.

Charles Fox (Experience)

- Purchased and renovated the old Clinton Hotel at 20 Clinton Street Binghamton, Ny to house veterans and subsequently low income tenants
- Privileged and honored to be asked to sit on Mayors committee to end veterans homelessness....chaired at the time by Mr Robert Murphy (head of economic development). From this I was instrumental in creating, developing and opening up further rooms and facilities to house more veterans.
- In 2020 was honored by Lowes as “Hero of the Year” as Charles rehabilitated the old Clinton Hotel along with 178 Oak Street (Annex) which is a 2 family house that sits directly behind the Clinton to house our veterans.
- Since then has acquired the following properties to help house veterans and socially disadvantaged people;
 - 175 Oak Street Binghamton, NY
 - 179 Murray Street Binghamton, NY
 - 1 ½ Irving Ave Binghamton, NY
- Became a head developer for the Munsell Street Project in downtown Binghamton.

Properties Owned in Tioga County

- 437 Front Street Owego, NY 13827
- 10 Watson Ave, Newark Vally, NY 13811

Scope of Work

PROPERTY ADDRESS 247 Main Street Owego, NY 13827

PROJECT INFORMATION

Narrative Description: This historic building in the village of Owego will be brought back to life. Starting from below the house, the foundation will get the solid structure that it once had so this building can stand another 100 years. The first-floor hardwood floors will be brought back to their original elegant look with a little surface sanding and finishing. Not to mention the large, tall windows that will be replaced, allowing as much natural light as possible. Walking through the kitchen you will see a one wall kitchen set up with washer and dryer hooks just right around the corner. Walking outside you will see a freshly paved driveway and beautiful landscaping, making this a great place for hardworking Tioga County people to call home and be proud doing it.

Starting with the basement, walls will be repaired and restructured to bring the integrity of the building back to where it needs to be. Moving to the roof, I have assessed that there is a bnack portion of the home that needs a new roof where water is intruding into house and kitchen area. Looking at the exterior face of the property, the siding that is on now will be removed and the wood siding will be exposed where minor repairs and prep work will be made and professionally painted with high quality exterior latex paint to preserve the siding for years to come and to give it a nice new aesthetic look. All the windows will be replaced with compositie replacement windows that are storm grade. These windows will also help the energy efficiency of the building. Moving into the house, the hardwood floors will be sanded and refinished, the rest will get hardwood flooring where needed throughout the second floor and tile in the bathrooms. The kitchen will be fully renovated with new cabinets, granite countertops, and appliances. All bathrooms will be fully renovated with new toilets, vanities, and shower surround. Along with the new kitchen and bath updates all the water lines will be replaced with pex type A pipes and drainpipes will be replaced as well. As far as the landscaping goes, the driveway will be freshly poured concrete. The front entrance and side of the building will get new beautiful porches built to last with beautiful flowerbeds around the house.

	CURRENT STRUCTURE	REHABBED STRUCTURE
Estimate SQ FT	3,500	2,800
Property Type	Single Family	Single Family
# of Bedrooms	5.0	4.0
# of Bathrooms	3.0	3.0

Estimated Project Length 30-38 Weeks

SCOPE OF WORK	LINE ITEM	DESCRIPTION	QUALITY	TOTAL BUDGET
	Plans / Permits**	Village of Owego Code Enforcement, 2 electrical inspections		\$ 590
	Demolition	Demo of Garage structure and living area above it, demo of some rooms and ceilings as needed		\$ 15,000
	Foundation	Foundation repair of North West wall approx. 20 feet long/ Install of flood vents where needed	Mid-Range	\$ 22,500
	Roof / Gutters	repair and replacement of side roof over back half of house	Mid-Range	\$ 12,000
	Exterior / Siding	Remove vinyl siding and repair old wood siding underneath	Custom/High	\$ 4,000
	Windows/Doors	Approx 25 replacement windows installed	Mid-Range	\$ 10,000
	Garage / Driveway	Extend exiting driveway to wear garage was and concrete area.	Mid-Range	\$ 5,800
	Framing/Trim Work	framing walls where needed/600 LF Baseboard/ 1000lf molding , framing and building front and side porch	Mid-Range	\$ 7,000
	Finish Carpentry	mudding and sanding of all rooms	Mid-Range	\$ 8,000
	Sheetrock / Insulation	200 sheets of drywall; 50 bundles of insulation	Mid-Range	\$ 3,000
	Interior Paint	All rooms through out building repainted plus painting supplies	Custom/High	\$ 2,000
	Flooring	Refinishing of Hardwood Floors , Tile Floors in bathrooms	Mid-Range	\$ 5,000
	Kitchen	new kitchens (cabinets, Countertops, backsplashes, sink, & faucet) Wood cabinets, countertop, subway tile	Mid-Range	\$ 9,000
	Bathrooms	new shower, toilet, and vanity tile surrounds in showers	Mid-Range	\$ 6,000
	Plumbing Work	New plumbing in entire building (new drains, vents, master drain, water lines)	Mid-Range	\$ 9,500
	Electrical Work	new meter install, new electrical panel, new wiring throughout home, fixtures, receptacles	Mid-Range	\$ 7,500
	HVAC Work	New furnance installed above elevation line/ baseboard where needed, hired professional tech	Custom/High	\$ 22,500
	Appliances	New Appliances kitchen suite - (refridgerator, dishwasher, range, washer dryer, hotwater tank)	Mid-Range	\$ 8,000
	Yard / Landscaping	trim down large busches in back and side of building, plant flowers/bushes, mulch around front and side of building.		\$ 1,000
	Tree Service	No Tree Service Required		\$ -
	Labor	Full time worker 40 hours/week for 4 months -		\$ 12,800
	Hardware/ Accessories	All new hardware, doors, and accessories throughout, refurbishing of main entryway doors	Mid-Range	\$ 5,000

Total Construction Cost		\$ 176,190
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Rehab Cost \$ 131,190

TCIDA Reimbursement \$45,000

Requesting reimbursement for HVAC and Foundation.



5 Avon St, Johnson, NY 13790
(607)338-8395

QUOTE

Date: 3/26/2024

Name: Project Manager – Megan Schnabl

Tioga County Department of Economic Development & Planning

Address: 121 Providence Street, Waverly, NY 14892

Phone: (607) 687-8263

Email: SchnablM@tiogacountyny.gov

Type of Roof installation: Tear off existing two (2) layers of shingle, rotted fascia wood and all decking is included in the price.

1st Choice Roofers, LLC, on 03/25/24 having read and thoroughly examined the specification and drawings, fully investigated the site, and considered all available information from the customer for the project.

Notes:

- ★ Install tarp around the perimeter of home as needed to protect property and landscaping.
- ★ Tear off existing roof and decking.
- ★ Install all new decking OSB.
- ★ Replace approximately 100 linear feet of fascia wood.
- ★ Install white drip edge on all eaves
- ★ Install ice and water shield 6ft from eaves and valleys.
- ★ Install synthetic felt paper on the rest of the roof.
- ★ Install vents (if required). We will install a ridge vent system to the roof on all areas needed.
- ★ Chimneys will be counter flashed white to prevent leaking.
- ★ Install CertainTeed Landmark Architectural shingles on entire house and porch roofs.
- ★ Sweep and remove all trash and debris from site including magnet sweep perimeter of house to remove any nails or metal debris.
- ★ 7-year labor/ workmanship warranty is applied to the contract.
- ★ Work will be scheduled between customer and representative.
- ★ 50% of the cost will be collected when contract is signed. Balance will be promptly collected after the completion of the roof installation.
- ★ After both parties sign this contract, it will become a binding contract. After signing materials will be ordered and work will be scheduled between 1st Choice Roofers, LLC and homeowner.

Color of Shingle:

Total Squares: Approximately 24 including waste

Drip Edge Color: White

1st Choice/ Project manager will inform the homeowner of when the work will commence, and the homeowner will need to have the driveway clear of all vehicles or any type of items that can block us from parking the dumpster. Homeowner will be responsible of moving any type of furniture/ wall decorations in and outside of home before the installation of roof to prevent any damages. Customer will be responsible to cover/move anything in the attic, so debris does not fall or damage anything valuable. We are not responsible for any damage to electric wires, plumbing or tires. We will tarp all areas around the house as necessary for protection of the property. We are fully covered and can provide the homeowner with certificates after signing the contract upon request. We will also get the building permit from the city code enforcement.

Total Cost \$22,225

50% Cost Collected: _____ Date: _____

Balance \$: _____ Collection Date: _____

Property owner: _____ Date: _____

Estimator: _____ Date: _____



Binghamton Slag Roofing Co. Inc.

110-124 ELDRIDGE STREET, P.O. BOX 2460
BINGHAMTON, NY 13902-2460 607-722-7221 FAX 607-722-7359

Serving the community since 1913

March 15, 2024
TCDLB / Atten. Brittney
121 Providence St.
Waverly, Ny. 14892

At your request, I have inspected the property for the purpose of re-roofing. After careful consideration I am pleased to submit the following proposal.

Please be aware it is not my desire to present you with the lowest price for this work, but rather to present you with a price based on doing the work in a professional quality manner without cutting any corners.

**** *Scope of work for asphalt shingles* ****
Excludes garage.

*We will remove and dispose of all other existing roofing. All debris will be hauled away and properly disposed of. The disposal costs are included in this proposal.

Please note we are including the following in this proposal:

- *The re-framing of the rear roof section that is collapsing.
- *The replacement of the 2nd story eaves at the valley location in the front and rear which includes new fascia board and aluminum wrapping.
- *New roof sheathing over the entire house. Most of the houses have cedar shingles known to be installed over spaced deck boards and will not support asphalt shingles, remainder of the roof is mentioned above for re-framing.

Reliability Since 1913

www.bsronline.com

*Remainer of chimney brick on 2nd story roof to be removed to below the roof line and sheathed over.

There may be other underlying damage to the framing or roof decking that could not be seen at the time of the inspection. If other work is required for the proper installation of the new roof, it will be noted with documentation and pictures to be billed separately from this contract.

*We will install ice and water membrane on the first 6 feet of all eaves as well as 12” at all flashings and 36” in the valleys. This self-sealing membrane will seal all the nail holes in the shingling process and help reduce problems caused by ice backup.

*We will install synthetic breathable underlayment over all exposed decking prior to the installation of the new shingles.

*Heavy metal edging will be installed on all eave and gable end edges.

*We will then install new shingles over the underlayment.

*We will install aluminum flashings where roofing meets sidewalls, and roof penetrations. When roofing is torn off, the existing metal flashings naturally come out with it. They must be replaced if the roof is to remain watertight for the life of the shingles.

*In the valley areas we will then form a single cut valley over top of the ice and water shield material. This results in a valley that does not have exposed valley material to prematurely wear out before the shingles.

*We will install new aluminum counter-flashings on the chimney to cover the step flashings.

*To prevent deterioration of the roof deck due to condensation forming within the attic area, I have included cutting down the roof boards (if not already done) approximately two inches on each side of the main peaks and installing vinyl ridge vent. This will exhaust trapped heat and moisture which potentially would condense on the underside of the roof boards, causing a rotting condition. Our ridge vents are installed the entire length of the peaks for aesthetic appeal.

The new roofing described above will be covered by our *exclusive* BSR 10-year guaranty. Our guaranty includes all labor, materials, and flashings 100% for the full 10

years. A copy of the guaranty is enclosed for your files, should you wish us to do the work.

The price for the above-described roofing work will be:
Using *Owens Corning Duration 50yr* \$26,583.00

All work will be performed by an experienced crew. For your protection you will also be covered by all necessary insurance. A copy can be provided if you wish.

In our opinion, this work constitutes a capital improvement. Therefore, no sales tax has been included in our quoted figure. If we perform this work on a capital improvement basis, we will be required to hold a capital improvement form signed by you in our files.

We are submitting this proposal to you and trust we may have the privilege of performing the work for you.

BSR does not require a down payment on new work. Since we have no record of performing work for you in the past, we will ask you to please fill out a credit information form. If you do not wish to fill out the credit information form, we will accept payment in full for the work which will be placed in an escrow account until the work is completed.

Payment terms on this contract are cash on completion. FINANCE CHARGE on past due accounts is a "periodic rate" of 2% per month which is an ANNUAL PERCENTAGE RATE of 24%. All payments shall be made to our office. We will not be responsible for payments made to salesmen or agents. Please make all checks payable to the company. If payment is not made when due, the owner agrees to pay all costs and expenses incurred in the collection of any unpaid sums, including reasonable attorney's fees and expenses of litigation.

Under New York State Lien Laws any contractor, subcontractor, laborer, supplier, or other person who contributes to an improvement upon your property but is not paid for the work performed or for the materials or services supplied, has claims that may be asserted against you, including claims that may be enforced against the property by court order to satisfy your unpaid debt.

Thank you for the opportunity to satisfy your requirements. We assure you that the work will be done in a good and workmanlike manner.

Yours truly,
BSR

Brady Foster
Field Representative
607-953-1779

New York State Homes and Community Renewal

**NYS Land Bank Initiative
CrossMod Pilot Program**

2024 Request for Applications



**Homes and
Community Renewal**

**Housing
Trust Fund
Corporation**

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I. OVERVIEW

The NYS Fiscal Year 2022-23 Budget appropriated \$50 million for services and expenses of Land Banks. The Housing Trust Fund Corporation (HTFC), under the umbrella of NYS Homes & Community Renewal (HCR), through its Office of Community Renewal (OCR) have committed funds through two rounds of funding, and additional funding remains uncommitted.

HTFC seeks new opportunities and innovative approaches for increasing the availability of affordable homeownership opportunities in communities throughout New York State. In light of the convergence of rising interest rates, a reduction in the number of quality homes listed for private sale, and sharp increases in costs of developing new single-family housing for purchase, there is a significant need for new and innovative pathways for creating affordable homeownership opportunities.

Through this Request for Applications HTFC intends to select up to three (3) Land Banks to participate in a pilot program to test the viability of siting Crossover Modern Homes (CrossMods) within the Land Banks' service areas. CrossMods are a relatively new type of manufactured home that are built to resemble stick-built housing but have the potential to significantly reduce per unit development costs. Reference: <https://mhinsider.com/introduction-crossmod-homes/>

This pilot program is intended to offer selected Land Banks an opportunity to determine if new types of manufactured housing present a viable opportunity to add new units on existing vacant lots at a cost that will reduce the need for excessive government subsidy.

The Land Bank applicants selected through this RFA will work collaboratively with HCR to procure a Cross Mod developer who will build and deliver the homes to each of the three pilot municipalities.

II. FUNDING

A. Eligible Applicants

To be eligible for participation in this pilot, Land Banks must:

- Be a legally designated Land Bank in New York State formed under the New York State Land Bank Act of 2011 (Article 16 of the Not-for-Profit Corporation law).
- Provide evidence of site control for proposed infill locations for a CrossMod.
 - Densely developed neighborhoods are preferred.
 - Land Bank must present multiple sites in close proximity for consideration.
 - Sites should accommodate approx. 1500 sq. ft. single family home.
- Present evidence of active communication and partnership with local municipal offices (planning, zoning, code) to allow for approval for CrossMod installation. Specifically:
 - Review and comparison of HUD code for manufactured homes & CrossMods and State/local building codes.
 - Research and consideration of architectural style of CrossMods currently manufactured.
- Present significant progress on commitment and/or expending existing Land Bank Initiative awards.

B. Funding

The Land Banks selected for participation will receive Land Bank Initiative grant awards to fully fund the purchase and installation of a CrossMod home for resale to a low- to moderate-income

homebuyer. Costs and award amounts will be determined via a subsequent procurement coordinated by HTFC to identify qualified vendors.

III. APPLICATION & AWARD PROCESS

A. How to Apply

An application will be available on the NYS Homes and Community Renewal website on April 25, 2024: <https://hcr.ny.gov/land-bank-initiative>

HCR may also revise this RFA as necessary after issuance.

1. Contents of Application

The Application is made available as a multi-tab Excel workbook. Application must be submitted in the Excel format provided with attachments.

A complete application package must be submitted, incomplete or piecemeal submissions will not be accepted.

2. Submitting the Application

The complete application package must be emailed to TargetedPrograms@hcr.ny.gov. Include “LBI CrossMod Pilot RFA” in the email subject line.

3. Application Deadline

Complete application package must be submitted by email no later than June 7, 2024, 4:00 PM, EST.

4. Application Costs and Materials

HCR and HTFC will not be held liable for any cost incurred by the applicant for work performed in the preparation, production, or submission of an application in response to this RFA. All application materials and information submitted as part of the application shall become the property of HTFC.

B. Threshold Eligibility Review

Incomplete applications and those that do not meet eligibility requirements may be deemed ineligible and rejected.

- Completeness
All required forms and attachments are submitted.
- Programmatic
Application meets general applicant eligibility requirements.

C. Application Review and Criteria

Applications that meet all threshold eligibility review requirements will be scored and ranked competitively using the following review criteria related to organizational capacity and readiness.

1. Need & Impact

- Application explains the need for affordable housing units in the identified area and describes why public investment is required.
- A strategic approach is articulated, and application includes clear explanations of the anticipated impacts of participation in this pilot program.

2. Local Support

- Land Bank documents active collaboration on local planning, community renewal and revitalization efforts with other stakeholders.
- Firm evidence of local support and advance coordination with municipal officials is provided. Documentation must be attached with application and specifically describe:
 - Meetings and discussion related to pilot program;
 - Acknowledgment of HUD code used in CrossMod design and manufacturing;
 - Progress made, and plans for addressing any obstacles for local code/planning approvals.

3. Capacity & Readiness

- Land Bank has conducted research and identified multiple options for sites to consider for siting a CrossMod. The Land Bank acknowledges architectural style and HUD building code used in CrossMods currently manufactured and has taken steps to confirm that sites will be able to secure necessary local approvals for siting of CrossMod.
- Land Bank presents examples of relevant development experience.
- Staffing plan supports adequate capacity and team with relevant experience for participation in pilot program.

D. Application Status Notification

Applicants will receive one of the notifications below in response to an application:

- Ineligible: Application presents incomplete proposal or ineligible activities. Applicant may be provided an opportunity to remedy incomplete application if HCR identifies administrative errors.
- Non-Award Notification: Application presents a non-competitive proposal or activities are not feasible and will not receive an award under this RFA.
- Preliminary Award Notification: Application presents a complete, eligible, competitive and feasible proposal.

E. Award Recommendations and Board Approval

HTFC will determine the number of awards granted and dollar amount of awards recommended based on available funding, proposal quality and feasibility as determined by the review and rating of an application as described above. Recommendations are advanced to the Housing Trust Fund Corporation Board for consideration and the funding award must be approved by the Board prior to award and execution of a grant agreement.

F. General Application and Award Provisions

- HTFC reserves the right to communicate with an applicant for the purpose of addressing clerical and arithmetical errors in applications.

- HTFC reserves the right not to issue an award or contract to any applicant if it has been determined that the applicant is not in compliance with existing contracts and has not taken satisfactory steps to remedy such non-compliance. Activities that commence prior to contract execution and environmental review will not be eligible for reimbursement.
- HTFC reserves the right to award all, more than identified, a portion of, or none of the available funds based upon funding availability, feasibility of the applications received, the competitiveness of the applications, an applicant's ability to meet HTFC criteria for funding, the applicant's ability to advance the State's housing goals, and HTFC's assessment of cost reasonableness. HTFC reserves the right to award all, a portion of, or none of the application's requested amount, and further reserves the right to review an application requesting funds as an application for funding under other programs for which the proposed activity is eligible, and to change or disallow aspects of the applications received.
- HTFC reserves the right to waive any requirement contained in this RFA or revise the terms of this RFA as needed.
- Award of funds does not confirm eligibility of all activities included in an application proposal, and HTFC reserves the right to change or disallow aspects of the applications received and may make such changes an expressed condition of its commitment to provide funding for proposed activities.

IV. Regulations, Guidance & Applicant Obligations

A. Contract Term

Upon approval of funding from HTFC a twenty-four-month grant agreement will be provided. HTFC reserves the option to amend or extend the term.

B. Regulatory Requirements

Proceeds from sale of homes may be retained by Land Banks to fund additional infill home development and construction. Assisted properties must comply with regulatory restrictions and record security instruments as required by HTFC.

C. Equal Employment Opportunity/Minority and Women Owned Business; Service-Disabled Veteran-Owned Businesses

All awardees must submit a Minority/Women-Owned Business Enterprise (M/WBE) Utilization Plan that is acceptable to HCR. Awardees are required to make affirmative efforts to ensure that New York State Certified M/WBE's are afforded opportunities for meaningful participation in activities funded by HTFC. Further, all contractors and awardees must conduct good faith outreach efforts to solicit the participation of NYS-Certified Service-Disabled Veteran-Owned Businesses (SDVOBs) in HTFC financed activities. Enterprises and Businesses certified by New York City or any entity other than New York State do not satisfy this requirement. Additional information can be found at: <https://hcr.ny.gov/deco>

D. Environmental Review

Prior to the formal commitment or expenditure funds, the environmental effects of each program activity must be assessed in accordance with the State Environmental Quality Review Act ("SEQRA") at 6 NYCRR Part 617.

Applicants are hereby advised that after submission of an application:

- No work may be undertaken including site acquisition, contracts for services, demolition and any other site disturbance beyond investigation or testing activities, until an award

is made, and HCR's Environmental Analysis Unit has completed an environmental review and issued an environmental clearance letter to the Applicant.

- To receive Environmental Clearance and approval to proceed, activities & sites will require review and approval by the State Historic Preservation Office, review of location related to floodplains, coastal zone and agricultural districts and compliance with related requirements, confirmation of local zoning approvals, lead based paint and asbestos testing and clearance, and site contamination review.

V. Application Questions & Technical Assistance

Direct questions related to the Land Bank Initiative CrossMod Pilot to TargetedPrograms@hcr.ny.gov and include "LBI CrossMod RFA" in the subject line.