

**Better Buffalo Fund
Transit Oriented Development
Application Checklist**

Note: This checklist can be used as a guide but the Better Buffalo Fund Application and all attachments should be submitted online through New York State's Consolidated Funding Application portal <https://apps.cio.ny.gov/apps/cfa/index.cfm>.

Exhibit Item	Notes	Yes	No	N/A
Completed Online Application Questions				
Project Map, Photos, and/or Renderings				
Site Control Documentation	If the applicant currently owns the project site.			
Property Appraisal	If acquisition is greater than \$100,000.			
Business Plan and/or Market Analysis				
Signed Commitments and/or Signed Leases from Commercial Tenants	If the project involves redevelopment of commercial spaces.			
SHPO Determination				
SEQR Determination				
Phase 1 Environmental Site Assessment	If the project is on land that may be environmentally contaminated			
Commitment Letters/Term Sheets	For the funding sources indicated on the Project Sources and Uses form including construction and permanent loan commitments, and equity offers on historic and brownfield credits.			
Operating Pro-Forma	Both grant and loan applicants must submit a 10-15 year operating pro-forma. Loan applicants must meet ESD's minimum Debt Coverage Ratio on all debt. For operating companies assuming improved operating results relative to prior years, a detailed justification should be provided.			
Third Party Cost Estimates				
Resumes of Development Team				
Organizational Chart	Depict the applicant, its corporate owners or members, its subsidiaries and affiliates and the relationships among them.			
Suitability Explanation	If answers to any of part of the Suitability Checklist is "yes."			
Corporate Financial Information	Any 50% or more owner of applicant must provide the following information (note that any publicly-held company need not provide this information):			

	<ul style="list-style-type: none"> • Three (3) years of most recent financial statements <ul style="list-style-type: none"> ○ Must include balance sheet, income statement and statement of cash flows ○ If financial statements are not audited, signed tax returns for the same three (3) year period must be provided • Internally-prepared year-to-date financial statements dated no older than 90 days prior to application submission 			
Personal Guarantor Financial Disclosure	<p>Provide the following information for any individual owning 20% or more of applicant, or any group of immediate family members together owning 20% of applicant.</p> <ul style="list-style-type: none"> • Personal Financial Statement • Tax return for the most recent period • Biographical information or resume • Bank reference information 			
Three (3) years of most recent Not-for-Profit financial statements	If the applicant is a Not-for-Profit			