

MEMO

To: City of Buffalo Commercial Property owner.

From: Messina Owings, Central Minnesota Housing Partnership, Inc.

Date: February 11, 2022

RE: City of Buffalo- Small Cities Development Program – Kickoff meeting

I am pleased to inform you that the City of Buffalo's application for Small Cities Development Program funding was approved! Central Minnesota Housing Partnership will act as the General Administrator of the program, and I will be your contact. Funding was awarded to complete a minimum of 8 commercial rehab projects for buildings located inside the target area of the City of Buffalo. Because you had previously expressed interest in participating in the program, you are receiving this notice of the upcoming kick-off meeting.

I will discuss and answer questions relevant to the program at this meeting. It is scheduled for **Tuesday, March 1st at the Buffalo City Hall starting at 6:30 PM.** Applications will first be made available at this kick-off meeting. However, you can start now to gather some of the information/documentation that is necessary for completing and submitting your application.

ITEMS NEEDED:

1. Copy of your current owner's property insurance binder and property tax statement.
 2. Copy of your deed to the property. Must show the full legal description of the property. If you cannot locate your copy you will have to contact the county recorder's office.
 3. A letter of credit from a banking institution or your most recent bank statement showing available balance to cover owner's match requirement.
 4. Mortgage verification. Provide the full mailing address for the banking institution where you have your property mortgage.
 5. Copy of your DUNS number. If you do not have a DUNS number you will need to obtain one.
- Call 1-866-705-5711 or go to fedgov.dnb.com

In the meantime, if you have any questions about the program, please don't hesitate to contact me. I can be reached at (320) 258-0681 or mowings@cmhp.net. Thank you, and I look forward to working with you.

Messina Owings,
Program Manager