

# Administrative Tool Kit for Buffalo Main Streets Initiative (BMSI) Local Program Administrators



**Empire State  
Development**



**Homes and  
Community Renewal**

Andrew M. Cuomo  
Governor

Howard Zemsky  
ESD Commissioner

James S. Rubin  
HCR Commissioner/CEO

**Buffalo Main Streets Initiative  
Tool Kit for Local Program Administrators  
Index of Documents**

Program Marketing Materials

- Meeting Invitation
- Marketing for Application
- Award Letter
- Sample Commitment Letter

Application Package

- BMSI Program Requirements for Applicants
- Application Form
- Checklist for Application Paperwork

Project Evaluation & Selection Tools

- Draft Review and Selection Criteria
- Draft Project Scoring Spreadsheet

Procurement/Bid Documents

- Architect Request for Qualifications
- Contractor Request for Qualifications
- Bid Invitation Memo
- Project Bid Results Worksheet

Forms

- Contractor Proposal & Agreement with Owner
- Pre-Construction Meeting
- Notice to Proceed
- Site Inspection Form
- Change Order
- Construction Completion
- Contractor Affidavit & Release of Liens

Draft Policy Templates

- Draft By-laws Template
- Draft Conflict of Interest Policy
- Draft Supplemental Administrative Procedures