

Project Description (continued from front)

Estimated Total Project Budget: _____

Anticipated Start Date: Month: _____ Year: _____

Project Architect: _____ Architect’s Phone: _____

Architect’s Email: _____ Architect’s Fax: _____

**The Pitkin Avenue BID can provide design assistance for your project. Please contact us if you wish to receive assistance in finding an architect. The BID will provide as much assistance as possible with improving your building or storefront.*

APPLICANT CONSENT AGREEMENT

I commit to complete the above mentioned project within six months of project initiation. I understand that I am obligated to comply with any applicable federal, state, and local regulations and to obtain all necessary approval and permits from government agencies, including the New York City Department of Buildings (DOB). I release the City, the New York State Housing Trust Fund Corporation (HTFC), and the Pitkin Avenue District Management Association, Inc. (the Pitkin Avenue BID) from any and all claims arising from this project.

I understand that the grant is awarded as a reimbursement for **eligible project expenses** following the satisfactory completion of the project and upon receipt of proof of payment (checks or credit payment only - **NO CASH PAYMENTS**). Project’s that are not completed in a manner consistent with the agreed upon scope of work will **not be eligible for reimbursement**. I further understand that the maximum grant amount is \$50,000 per building and that the grant can only cover **up to 75% of the project’s total eligible cost** . The grant award is subject to the terms and conditions of the contract that the Pitkin Avenue BID has entered with HTFC.

I have read the Pitkin Avenue BID’s grant “design guidelines” and “selection guidelines.” If selected, I agree to follow the outlined grant process, completing work that is keeping with the Pitkin Avenue BID’s guidelines and executed as specified in the contract between the applicant and the Pitkin Avenue BID. I will request the Pitkin Avenue BID ‘s approval prior to modifying the project scope or specifications.

Applicant’s Signature

Date

SUBMIT COMPLETED APPLICATIONS AND ATTACHMENTS TO THE BID OFFICE AT:
1572 Pitkin Avenue, Brooklyn, NY 11212 (Office located on 2nd floor of Shopper’s World)
Questions? Contact Jesse Gericke 646-427-4873, or email jesse@pitkinavenue.nyc

Pitkin Avenue Renaissance Program



List of Required Documents

Pre-Approval

The following is a checklist for all documents that MUST accompany all applications submitted to the BID for pre-approval.

- A **Copy of the Deed*** for Property Owners OR a **Copy of the Lease** for merchant applicants.
- Initialed statement of agreement to abide to the **Pitkin Avenue BID "Design Guidelines and Project Selection Guidelines."** (see attached copy)
- Copy of Signed Letter from Property Owners** endorsing the project (*for merchant applicants only*)

Final Approval

The following is a list of documents required for the final approval stage, conducted by the BID's Project Selection Committee. These documents are NOT required for pre-approval, but are listed here in the event your project seeks final approval.

- Detailed Scope of Project**
Include a detailed summary of all work to be completed and a timeline for completion.
- Project Budget & Financing Plan**
Before final approval, the BID Office must be provided copies of **at least 2 estimates for all work** that is to be completed. In addition, a financing plan must be submitted to ensure the BID that all work will be able to be completed. The BID will provide applicant with a list of approved contractors.
- Property Release Form**
Gives **New York State Housing Trust Fund Corp (HTFC)** the unrestricted right to use any photographs taken of the property included in the project scope.

The Pitkin Avenue BID can assist you with locating a **Copy of the Deed through the Department of Finance.*