



**HERITAGE RESOURCES, LLC**

## **Proposal & Qualifications**

### **Administrative / Architectural & Environmental Consultant Services**



**To: Village of Medina  
Mayor Marguerite Sherman  
119 Park Avenue Medina, NY 14103**

**From: Heritage Resources LLC  
Alma O'Connell-Brown, President  
March 7, 2025**

HERITAGE RESOURCES, LLC / 403 MAIN STREET, SUITE 506 / BUFFALO, NY 14203  
T: 716-830-6076 / [HRLLCAB@GMAIL.COM](mailto:HRLLCAB@GMAIL.COM)

**NYS CERTIFIED WBE**



## HERITAGE RESOURCES, LLC

March 7, 2025

Mayor Marguerite Sherman, Village of Medina  
119 Park Avenue, Medina, NY 14103

Re: Administrative / Architectural & Environmental Services  
New York Main Street Grant  
HRLLC P25-057

Dear Mayor Sherman:

Congratulations to the Village of Medina upon receiving the award of a New York Forward grant with a Small Project Grant Fund. Heritage Resources LLC is very interested in working with the Village to provide the required Administrative / Architectural & Environmental Services for your New York Forward Grant.

As a state-wide leader in NYS Housing & Community Renewal managed NY Forward, NY Main Street, Buffalo Main Street, Downtown Revitalization Initiatives grant projects, HRLLC is especially interested in bringing the requisite Management & Availability, Capability, Experience, Qualifications & References to serve you well within the grant funded budget & schedule.

We believe the Village of Medina will make a Qualifications-Based Selection for the firm that is best suited and qualified to provide the services requested for compliance with NYS HCR guidelines for NY Forward based on professional qualifications and successful experience.

Our proposal is to work closely with you and the Village Project Team from beginning to end, complementing your in-house expertise and experience in getting the project done well, while freeing you up to fulfill your many other responsibilities to the Village.

We understand the services to be provided are for both the (A) Small Project Grant fund for smaller scale façade improvement projects and for the (B) 409-413 Main Street upper floor apartment rehab project. We can do this!

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## HERITAGE RESOURCES, LLC

Following the RFP Submission Requirements, we respectfully submit:

### **Section 1: Contact information**

#### **Heritage Resources LLC – A NYS Certified WBE #73187**

Located in the historic Brisbane Building in Downtown Buffalo  
403 Main Street, Suite 506, Buffalo, NY 14203

Alma O'Connell-Brown, President, will be your project liaison  
Tel: 716 830 6076 Email: [hrlcab@gmail.com](mailto:hrlcab@gmail.com)

### **Section 2: Services Capability**

We are providing a list of our grant experience with providing Grant Administrative / Architectural & Environmental Services for municipalities and community development agencies throughout NYS. We have the staff capacity, capability, and experience to complete the NY Forward grant required services.

We are also familiar with Medina, having worked on many projects over many years.

#### **HRLLC Staff & Sub Consultant Project Team**

**HRLLC** President & Grant Services Manager Alma O'Connell Brown will work directly with you, leading the HRLLC staff and a project team of subconsultants who provide support for the services required.

**Sub Consultant: Stohl Environmental:** HRLLC understands and regularly completes the HCR requirements for the Environmental Programmatic and Site-Specific checklists. We have worked throughout NYS with Stohl Environmental to provide the environmental professional review and the due diligence letters required for the Site Specific checklists for each awarded property. We have found it helpful for the Village to require a Property Owner's Commitment Fee for awarded projects. This is payable to the Village and is usually in the range of \$300 - \$325 per building. This fee pays for the environmental due diligence letters required for the site-specific environmental checklist.

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If a project requires additional environmental services, awarded projects may contract directly with Stohl or their own environmental professional. These additional services can be funded by the Soft Costs budget line of the grant.

**Subconsultant: CBCA:** Design Concept Services - CBCA has provided design services for many of HCR'S DRI / NY Main Street / Buffalo Main Street and Erie County Commercial Center Improvement projects, including in the Village of Medina. If any of the projects need design services, this owner cost can be included in their grant award from the Soft Costs budget. HRLLC would coordinate with CBCA or the Owner's design professional to provide design concepts for their awarded projects.

**Subconsultant: Petrilli Structural and Consulting Engineering, PC (PSCE):** If a project requires engineering services, our team member offers structural and forensic engineering services to clients throughout New York State on projects of all sizes and complexity, with a specialty in historic structures. They have provided structural and consulting engineering services for the Medina Railroad Museum project with CBCA.

### Section 3: Timeline

We understand the desire to kick off the program in May 2025 and be completed within the grant period which ends December 2027. Tasks in order will include:

- Assist the Village with NYS Contract forms to obtain an executed contract and submit for the grant administration advance to the Village.
- The majority of the tasks will be completed within the first 6 – 8 months with marketing, application process, selection committee, awards and project set up with SHPO 14.09 reviews and Site-Specific Environmental checklist submittals.
- The next step after that is assisting the owners with obtaining contractor bids and then reviewing owner's bids and estimates for their projects to ensure appropriate materials and methods.
- We continue with review during the construction process. Each building and project are unique, and their schedule determines the number of hours required each month.

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- Project Completion includes site visits to review the work, prepare inspection reports and the disbursement paperwork to submit to HCR
- After all projects have been completed, we will coordinate with HCR to complete the project closeout monitoring questionnaire for the Village.

### **Section 4: Written Description of Work and Cost Estimates:**

We will provide the Administrative / Architectural & Environmental services assistance as outlined in your RFP. We describe below the typical services we provide for these types of grant funded projects.

As noted previously, each Owner, their building and their scope of work are unique, and we have found from our experience that some may be simple and proceed smoothly while others may require more time and our assistance. We are here to help the Village and Owners during the duration of the grant project for smooth process and a result everyone involved can be proud of.

(A) We understand that the NY Forward Small Project Grant funds allocated to this project are \$300,000 and the amount for grant administration is 10% or \$30,000 for grant administration services. We propose an hourly, not to exceed budget of \$30,000 to provide the requisite grant administration services.

(B) The owner of 409-413 Main Street has been awarded \$370,000 matching grant to rehabilitate upper floor apartments. HRLLC would assist with the grant administration of the grant disbursement process, coordinating with the Village Code Enforcement Officer and the Owner's design professional during their reviews during construction and their approval of payment applications from the contractor performing the work. These services would be provided on an hourly basis under the administrative budget for this project that the Village will require from the Owner.

We understand that the Village may need to select the lowest proposal cost submitted but we are hopeful that a Qualifications-Based Selection rather than low cost would be the Village's choice to engage a firm for the grant administration services that will best serve the Village and the property owners within the full amount allocated by HCR.

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We propose to provide the Services as described in the RFP and in further detail in the following below:

### **Grant Administrative Services**

**HRLLC** will prepare marketing program & application for distribution to property owners by mailing, social media, zoom and in person presentations. During the Pandemic when in person meetings ceased, we had to become creative and made YouTube videos to convey important grant information to the Target Area business owners. This link was able to be shared on the Village's website and emailed to all the owners. We now find that having both in person meetings, zoom meetings and YouTube videos helps reach a wider audience of business owners at times that best suit them.

- Provide administrative assistance for the Village of Medina NY Forward Small Project Fund and the rehabilitation of upper floor apartments at 409-414 Main Street. Services to be provided, including but not limited to:
  - Participation in development and coordination of the marketing, application and project selection process;
  - Review program guidelines with selected participants;
  - Review of and submission of funding commitment and disbursement paperwork;
  - Coordination of construction monitoring and site inspections\*
  - Communication with property owners; and
  - Collaborate with *Village of Medina* and HTFC staff for project activities
  - Coordinate Architectural and Environmental Services

*\*Note – the construction monitoring of the large scale project at 409-413 will be performed by the Owner's Design Professional.*

### **Architectural and Environmental Services**

- Assist building owners in development of written project scopes of work that are consistent with local and state codes and design guidelines
- Prepare design documents as applicable\* -\* If required – HRLLC will coordinate with the Owner's design professional or team member CBCA.

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- Prepare Environmental Review documents including forms, documentation, maps, relevant records and findings.
  - Submit final scopes/designs for approval through the State Historic Preservation Office's Cultural Resource Information System (CRIS).
  - Coordinate environmental assessment of project site(s) to determine the level of investigation required to complete the site contamination review, following program requirements and using ASTM guidelines. This would include assistance with identifying qualified environmental firms, or completion of the reviews if a consultant has capacity in house. Requirements are available online, beginning on page 12: <https://hcr.ny.gov/environmental-compliance-handbook-0>

### **Section 5: Experience & Capacity**

**Our HRLLC Project Team** is familiar with the rules, regulations and requirements of the NYMS and will follow the Program Guidelines. We work closely with the NYS HCR staff who will oversee the NY Forward Small Project Grant from start to closeout of each funded program, along with our hands on approach in assisting property owners and small business owners through the process. Our team has experience in all activities associated with the HCR programs, from scope of work write ups, design concepts and legal Owner / LPA forms and the disbursement process. We participate in the NYS HCR online seminars to keep up to date on the grant programs.

**HRLLC** has the experience and staff / project team capacity for your grant funded project.

### **Section 6: Organizational Information**

While Heritage Resources is starting our 5<sup>th</sup> year in business, Alma O'Connell- Brown has over 26 years of grant services experience as a key staff person with **CBCA**. Our organization's qualifications can help ensure a smoothly running project completed on time because of our long-term experience with the grant funding agencies, small business owners, building types, contractors and stakeholders.

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## HERITAGE RESOURCES, LLC

### **MWBE**

Heritage Resources LLC is a **NYS Certified MWBE** (NYS WBE #73187)

**References:** We have provided a list of our client references for your use.

Thank you for the opportunity to submit our proposal to be considered for the NY Forward Small Project Fund project.

Please contact me if you have any questions or wish to discuss our proposal. We would welcome the opportunity to meet in person or via zoom to further discuss our proposal. We are here to help!

Regards,

Alma O'Connell-Brown  
President

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## HERITAGE RESOURCES, LLC

**Alma O’Connell-Brown** founded **Heritage Resources, LLC** in 2020 to provide high quality professional grant and historic preservation services. She has provided Historic Preservation Project Management and Grant Writing and Administration services across New York for over 27 years for over 120 municipal, community & private clients as a key leader of Clinton Brown Company Architecture pc. (CBCA)

**Heritage Resources LLC** is her NYS Certified Woman-Owned Business – **WBE** - to help projects meet WBE goals with integrity. Alma is a graduate of the University at Buffalo Center for Entrepreneurial Leadership *Allstate Minority and Women Emerging Entrepreneurs Program*. She is a Member of the Grant Professionals Association. Offering a full spectrum from initial grant writing to grant administration and close-out, she has assisted clients in raising more than \$42.8 million for their historic preservation & façade improvement projects and has administered most of those grants. Examples of grant-winning clients and projects include:

- **Grant Administrator: NY Main Street** projects in the Towns of Eden, Port Henry-Moriah & Burns; the Villages of Springville, LeRoy, Sherman, Lakewood and Cuba; Buffalo’s University District & an Anchor Grant for Utica’s Uptown Theater.
- **DRI Small Project Funds** in Villages of Haverstraw, Endicott; the Cities of Norwich and Geneva; and in New York City for the 161<sup>st</sup> St BID in the Bronx.
- **NY Forward Small Project Funds** – Village of Cape Vincent.
- **Buffalo Main Street Initiative** programs in the Broadway-Pratt, Black Rock, Allentown, Lovejoy & Kaisertown neighborhoods.
- **Project Administration & Design Consultant Services** for Empire State Development’s Buffalo Billion-funded **East Side Commercial District Program**.
- **Project Manager** since 2003 for the CDBG funded **Erie County Commercial Center Improvement Program** for façade grants for over 120 small businesses.
- **Grant Writing** - Save America’s Treasures; NYS Parks Environmental Protection Fund & NY Main Street & other sources via the State Consolidated Funding Application; Member Initiative grants for the African American Cultural Center; Preservation League’s Preserve NY program; Landmark Society of WNY and many private as well as NYSCA grants for our arts & cultural clients.

**Heritage Resources LLC’s** mission is to support our clients in creating successful projects. We strive to do this with a team of professionals who are knowledgeable and experienced in grants and historic preservation projects.

# HRI LLC makes the BIG check pictures happen!



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Alma O'Connell- Brown  
President

Alma provides Grant Services and has assisted clients in raising more than \$42.8 million for their building renovation & historic preservation projects. Her Grant Administration Services assist clients in implementing and completing their grant-funded projects. She works closely with the NYS HCR agency staff, often on a daily basis.

Alma has led more than 400 Façade Improvement Projects. She has been the Project Manager since 2003 for the Erie County Commercial Center Improvement Program for more than 120 small business and property owners in the Villages of Alden, Angola, Lancaster, North Collins, Springville, Town of Eden and City of Tonawanda. With Developments by JEM, they completed the \$1 Million East Side Commercial District Program on Bailey & Jefferson Avenues in Buffalo, a Buffalo Billion façade project, providing grant administration / LPA training / design concept documents and project management.



Alma has provided Grant Administration & Design Consulting for NYS HCR-funded NY Main Street (NYMS), Buffalo Main Street Initiative (BMSI) and Downtown Revitalization Initiative (DRI) projects in the Villages of Springville, Sherman, LeRoy, Lakewood and Cuba, Town of Eden, City of North Tonawanda, City of Geneva's DRI and BMSI Grants in Buffalo's Black Rock, Kaisertown, Allentown, Lovejoy and Broadway Pratt and a NYMS Anchor grant for Uptown Theater in Utica.



We work with the HCR grant staff from start to closeout along with assisting property owners and small business owners through the process. Alma has experience in all activities associated with the HCR program, from work write ups, design concepts and paperwork requirements. She participates in the HCR online seminars to keep up to date on the program. Alma submits grant-required Environmental Review Checklist forms including the 14.09 review by the SHPO office to obtain the "No Adverse Effect" letter for each project's scope of work, making sure the materials and methods of the scope comply with SHPO standards and using quality materials.



Alma was Project Coordinator for the City of Buffalo's Interpretive Signage for Black Rock Ferry's Network to Freedom Site at Broderick Park and Project Manager for the African American Cultural Center's Expansion Project which received an Empire State Development grant.





## HERITAGE RESOURCES, LLC

### ALMA O'CONNELL-BROWN - PROFESSIONAL EXPERIENCE

- Firm created 2020 **Heritage Resources, LLC – NYS WBE Certified 73187**  
A Woman Owned Business Enterprise providing professional Grant Writing & Grant Administration and Historic Preservation Services focusing on commercial districts and historic buildings and heritage places. Meets & exceeds the Secretary of the Interior's 36 CFR Part 61 *Professional Qualifications Standards*. As of January 2025, we have raised over **\$42.8 Million** in matching grants for our clients!
- 2021 Graduate of University at Buffalo Center for Entrepreneurial Leadership *Allstate Minority and Women Emerging Entrepreneurs Program*
- 1998 to present (now Part Time) **Clinton Brown Company Architecture pc**  
Grant Writing & Administration, Project Management & Coordination, Façade Improvement Programs, Feasibility Studies, Historic Resource Surveys, Historic Structure Reports, National Register Nominations, Project Coordination, Construction Contract Administration. Firm Administration & Management

### PROJECT EXPERIENCE – GRANT WRITING & ADMINISTRATION SERVICES

- **NYS HOMES & COMMUNITY RENEWAL (HCR) - NY MAIN STREET, DOWNTOWN REVITALIZATION INITIATIVE & BUFFALO MAIN STREET INITIATIVE GRANTS, NY FORWARD**
- **NYS Council on the Arts (NYSCA) – Capital Projects Funding**
- **NYS Department of State (DOS) NYS DOS Local Waterfront Revitalization**
- **EMPIRE STATE DEVELOPMENT GRANTS**
- **NYS PARKS – Environmental Protection Fund – Historic Preservation grants**
- **NY LANDMARKS SOCIETY – Historic Preservation Grant funding**
- **PRESERVATION LEAGUE OF NYS – Technical Assistance & Preserve NY**
- **NYS DORMITORY AUTHORITY – Capital Projects**
- **NATIONAL PARK SERVICE – Save America's Treasures**

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### **SELECTED PROJECT EXPERIENCE with HR LLC & CBCA**

#### **SELECTED GRANT ADMINISTRATOR**

##### **NYS EMPIRE STATE DEVELOPMENT CORP -**

East Side Commercial District Program - Two Commercial Districts, \$1 M Budget:  
Local Program Administrators Training / Grant Administration / Design Services /  
Design Guidelines / Project Management for Bailey Avenue and Jefferson Avenue

##### **NYS DEPARTMENT OF STATE (DOS)**

NYS DOS Local Waterfront Revitalization Program grant -Village of Lakewood NY

##### **NY HOMES & COMMUNITY RENEWAL GRANTS –**

**NY FORWARD - Village of Cape Vincent NY FORWARD – 2024 - HRLLC**

##### **DOWNTOWN REVITALIZATION (DRI)**

Village of Haverstraw DRI – 2024 – CBCA

Village of Endicott DRI – 2024 - HRLLC

City of Norwich DRI 2023 – CBCA

Bronx 161<sup>st</sup> St BID DRI – 2023 CBCA

City of Geneva DRI 2018 CBCA

##### **NY MAIN STREET GRANT ADMINISTRATION**

Village of Sherman – 2022, Chautauqua County - HRLLC

Village of Springville (2015, 2017 & 2022) Erie County - HRLLC

Town of Eden (2018 & 2022) Erie County - HRLLC

Uptown Theater (2021) Anchor Grant, Oneida County - HRLLC

Town of Burns / Canaseraga (2021-2022) Allegany County - HRLLC

Village of LeRoy, (2021-2023) Genesee County - CBCA

Village of Lakewood, (2018-2020) Chautauqua County - CBCA

Village of Cuba, (2019 – 2021) Allegany County - CBCA

Village of Medina (2016) Orleans County - CBCA

Lumber City Development Corp (2015) Oliver Street, Niagara County - CBCA



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### **BUFFALO MAIN STREET INITIATIVE GRANT ADMINISTRATION**

#### **NYS Homes & Community Renewal Funding**

Kaisertown - Clinton Street 2017 & 2022 - HRLLC

Lovejoy Village Association – 2022 - HRLLC

Black Rock Revival – Amherst Street – 2018 & 2022 - HRLLC

Allentown Association – Allen Street 2018 – CBCA

Broadway – Pratt Gateway Neighborhood Alliance 2020 - CBCA

#### **NYS PARKS – Environmental Protection Fund – Historic Preservation grant projects**

- Oneida Community Mansion House, Oneida NY – 2018 \$600,000 EPF grant for Phase I of Historic Restoration Project & 2020 \$500,000 EPF grant for Phase II
- Shea's Performing Arts Center, Buffalo, NY – Ceiling Restoration project and the Audio Visual Upgrade Project
- Riviera Theater, North Tonawanda, NY – Theater Restoration Project
- First Baptist Church of Newfane, Newfane, NY – Historic Cobblestone Restoration Project, Stabilization Project

#### **NY LANDMARKS SOCIETY – Historic Preservation Grant funding**

- CAMP – Civil War Museum, Little Valley NY
- First Baptist Church of Newfane, Newfane, NY – Window Project

**NYS DORMITORY AUTHORITY – (DASNY) – African American Cultural Center – Expansion Project, Buffalo, NY**

### **BUILDING RENOVATION / FAÇADE IMPROVMENTS PROJECTS**

#### **ERIE COUNTY STOREFRONT REVITALIZATION PROGRAM – 2022-2023**

\$10M grant fund from Erie County for storefront projects to businesses hurt by COVID.

73 projects provided with design concepts, bidding and construction administration





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### **ERIE COUNTY COMMERCIAL CENTER IMPROVEMENT GRANT PROGRAM**

Term Consultant since 2003 – Façade projects in the City of Tonawanda, historic Villages of Alden, North Collins, Lancaster, Angola, Springville, Gowanda & Eden

### **NY MAIN STREET TECHNICAL ASSISTANCE GRANT – DESIGN SERVICES**

City of Troy – Downtown Feasibility Report & Design Concepts

Village of Angola - Downtown Feasibility Report & Design Concepts

Village of Sherman – Downtown Feasibility Report & Design Concepts

City of Canandaigua – Downtown Feasibility Report & Design Concepts

Village of North Collins – Design Concepts

University District Community Assoc. – Design Concepts & Guidelines

Port Henry / Town of Moriah / Essex County – Design Concepts

Town of Eden – Design Concepts and Design Guidelines

Village of Bath / Steuben County – Design Concepts and Liberty Street Historic District Design Guidelines

Village of Brocton – Design Concepts

Livingston County Downtown Planning for historic Villages of Livonia & Caledonia

### **SELECTED GRANT WRITING – \$42.8 Million Raised to date in Matching Grants**

**National Park Service** – Save America’s Treasures Grant for Oneida Community Mansion House, Oneida, NY

**NYS Council on the Arts (NYSCA)** – Capital Projects Funding

**Better Buffalo Fund** – BMSI / Buffalo Billion Funding

**NYS Consolidated Funding Applications** for NY Main Street, NY Main St Technical Assistance, NY Main St Anchor Grant, NYS Parks EPF Historic Preservation, Empire State Capital Projects, RESTORE NY, Heritage Grants

**NYS Department of State (DOS) – NY Forward grant** – Hamlet of West Falls

**Preservation League of NYS** - Preserve NY, TAG & NYSCA

**Local Foundations** - Margaret L. Wendt & Oishei Foundations

**NY Landmarks Conservancy** - Sacred Sites Program

**Landmark Society of WNY** – Preserve NY Grant Fund



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### **PROJECT MANAGER – Historic Preservation Projects**

Niagara Street Gateway Projects – Consultant to Watts Engineers for interpretive concepts, various signage, engraved street pavers related to the Black Rock Ferry Network to Freedom Underground Railroad Site

Shea's Center for the Performing Arts AudioVisual Upgrade Project – Project Manager, Grant Administration 2016-2017

Shea's Center for the Performing Arts Ceiling Restoration Project – Grant Administration for NYS Parks Grant & Project Administrator for Ceiling Restoration (2013-2014) & AV Upgrade (2015-2016)

City of Buffalo DPW – Term Consultant – Allendale Theater /TOY roof replacement & terra cotta restoration (2017), Parkside Lodge Window Replacement (2015), JFK Community Center Façade Rehabilitation Project (2013-2014)

City of Buffalo – Cars on Main Street – Theatre District Historic Signage Project

Elmwood Historic Districts – Project Manager of National Register nomination efforts for Elmwood West and Elmwood West, upstate's largest historic districts

First Baptist Church of Newfane – Grant Writing & Administration, Exterior Conditions Report, Masonry Repair project, Roof Replacement & Structural Repairs

Historic Riviera Theatre – Exterior Restoration Project – Grant Writing & Admin

Waterman Centre for the Arts, Bath NY – Feasibility study, grant writing

Town of Collins, Town Hall Renovations, CDBG Grant Application

Town of Amherst Entrancesways, Existing Conditions Report, National Register  
Niagara Arts & Cultural Center - Grant writer, Reconstruction of Historic Drive

ReNewell LLC – Historic tax credit-funded adaptive reuse and historic rehabilitation of historic shirt factory into mixed use, Grant Administration



## HERITAGE RESOURCES, LLC

### CLIENT REFERENCES – GRANT SERVICES – March 2025

#### **Village of Endicott DRI Small Grant Fund (HCR) 2023**

– Grant Administration / Environmental / Design Concepts

LPA: Anthony Bates, Village Administrator & Nick Burlingame, Mayor

607-757-2411 [abates@endicottny.com](mailto:abates@endicottny.com)

#### **City of Norwich DRI Small Grant Fund (HCR) 2023**

– Grant Administration / Environmental / Design Concepts

LPA: Development Chenango – Sal Testani, Executive Director

607-334-1400 [stestani@chenangony.org](mailto:stestani@chenangony.org)

#### **Bronx Economic Development Corp DRI Small Grant Fund (HCR) 2023**

– Grant Administration / Environmental / Design Concepts

LPA: BXEDC – Marshall Strawbridge, Program Manager

347-297-0071 [mstrawbridge@bxedc.org](mailto:mstrawbridge@bxedc.org)

#### **Village of Springville, NY – NY Main Street (HCR) – Grant Writing & Grant Administration (2015, 2019, 2022)**

Holly Murtiff, Village Clerk – 716-592-4936 [hmurtiff@villageofspringvilleny.com](mailto:hmurtiff@villageofspringvilleny.com)

#### **Village of Sherman, NY – NY Main Street (HCR) – Grant Writing & Grant Administration (2022)**

Colleen Meeder, Mayor 716 – 761-6781 [villageofsherman@gmail.com](mailto:villageofsherman@gmail.com)

#### **Buffalo Main St. Initiative (HCR) Grant Amherst – 2018 & 2022 / Allentown 2018 Kaisertown – 2017 & 2022 / Lovejoy – 2022 / Broadway Pratt 2020**

– Grant Administrator to LPA True Community Development Corp.

LPA: Janice McKinnie, Executive Director (716) 322-1900 [jmckinnie@truebethel.com](mailto:jmckinnie@truebethel.com)

#### **Village of LeRoy NY Main Street (HCR) Grant Administration – 2021**

- Grant Administrator to Village

Village Clerk Eileen Carmel [ecarmel@villageofleroy.org](mailto:ecarmel@villageofleroy.org)

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### **Uptown Theater for Creative Arts - NY Main Street Anchor Project – 2021**

- **Grant Administrator to UTCA for \$500,000 grant**
- **NYS Council on the Arts Capital Grant - 2023**
- – Briana & Devin Mahoney UTCA Board  
[devin@utcany.org](mailto:devin@utcany.org), [briana@utcany.org](mailto:briana@utcany.org) (310)270-5327

### **Oneida Community Mansion House – Grant Services**

- **National Park Service – Save America’s Treasures \$500,000 grant 2022**
- **NYS Parks EPF Grants \$600,000 in 2019 & \$500,000 in 2021**  
Christine Hall O’Neil, Executive Director (315) 363-0745  
[coneil@oneidacommunity.org](mailto:coneil@oneidacommunity.org)

### **Empire State Development – Buffalo Billion Funding – 2019-2021**

#### **East Side Commercial District Program – Jefferson & Bailey Corridors**

#### **Grant Program Administration and Design Consultant – Subconsultant to:**

Janice McKinnie, President, Developments By JEM, [developmentsbyjem@gmail.com](mailto:developmentsbyjem@gmail.com),  
(716) 238-0681

### **Town of Eden, NY – NY Main Street (HCR) Grant Writing & Grant Administration NYMS TA – 2017 / NYMS Grant 2018 / NYMS Grant 2021**

Marlene Grundner, Assistant to Supervisor, [marlene@edenny.gov](mailto:marlene@edenny.gov) (716) 992-3408

### **Village of Cuba, NY – NY Main Street (HCR) Grant Administration - 2019**

Michele Miller, Mayor – [mmiller.mayor@gmail.com](mailto:mmiller.mayor@gmail.com), (585)-968-1560

### **Village of Lakewood, NY – NY Main Street (HCR) Grant Administration - 2018**

Edward McCague, Trustee – [ejm200@verizon.net](mailto:ejm200@verizon.net), (412) 720-0605

HERITAGE RESOURCES, LLC / 403 MAIN STREET, SUITE 506 / BUFFALO, NY 14203

T: 716-830-6076 / [HRLLCAB@GMAIL.COM](mailto:HRLLCAB@GMAIL.COM)

***We are proud to be an Officially NYS Certified Woman Business Enterprise (WBE)***



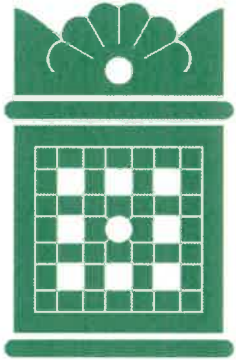
## HERITAGE RESOURCES, LLC

### HOURLY RATES – MARCH 2025

Alma O'Connell-Brown Grant Administrator	\$115
Tera Galvano Project Manager	\$ 75
Grant Office Admin	\$ 65

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***WE ARE A NYS CERTIFIED WBE - WOMAN BUSINESS ENTERPRISE***



**CLINTON  
BROWN  
COMPANY  
ARCHITECTURE<sup>SM</sup>**



## CBCA GRANT SERVICES – DESIGN CONCEPTS

CBCA is a state wide leader in providing NY Main Street Grant Design Concepts



Angola NYMS Technical Assistance Grant

CBCA’s NYMS projects team includes Clinton Brown FAIA, Heritage Architect, Jill Nowicki, Historic Preservation Specialist, Thaina Guinzani, Intern Architect, Tera Perilli & Greg Pinto, Historic Preservation Project Assistants and Anna Flaherty, Grant Administration Assistant.

Lou Haremski, President of the Grant Amherst Business Association and Chair of the Buffalo Main Street Initiative grant in Black Rock wrote: *“I want you to know just how important CBCA’s input on this project is since they possess intimate knowledge of the process which we don’t. Their experience from prior projects allows them to find ways to maximize what we have at our disposal by encouraging or discouraging certain designs.”*



Village of Endicott DRI Grant

Village of Springville Mayor William Krebs (former) recently stated: *“CBCA has been extremely effective in obtaining and administrating the NY Main Program in Springville. As grant writers, they successfully secured two NY Main Streets grants for the Village and professionally administered the grants by coordinating 15 different projects within our Village center. The first successful program motivated 22 businesses to express interest in another NY Main program in Springville.”*

NYMS projects enjoy the benefits of CBCA personnel’s education and experience in the specialized professional services of historic research and historic preservation, adaptive use, façade improvements, architectural design and construction documents, construction contract administration, grant writing and project and grant administration professional services.



Village of Sherman NY Main St Technical Assistance Grant

CBCA project team leaders meet and exceed the Secretary of the *Interior’s 36 CFR Part 61, Professional Qualification Standards*. We work with the State Historic Preservation Office nearly every day. In presenting CBCA a New York State Historic Preservation Award in Community Achievement, Office of Parks Commissioner Rose Harvey noted *“recognition of the Elmwood Historic District West, an outstanding community collaborative effort to recognize, preserve and revitalize one of Buffalo’s largest and most distinguished historic neighborhoods.”*

Other awards include for the Lister Block, *“Outstanding Achievement and Excellence in Restoration”* from the City of Hamilton, Ontario; the DL&W Terminal Public Access Project’s citation as a successful ISTE/TEA-21 transportation enhancement project and Governor’s *“Waterfront Rediscovery Award”*; Kibler Senior Apartments for *“Excellence in Historic Preservation”* from the Preservation League of New York State and Niagara Mohawk’s *“Community Renaissance Award.”*



Jill Nowicki, MFA

Historic Preservation  
Specialist

**Jill Nowicki, BFA, MFA**

*Project Manager/ Historic Preservation Specialist*

Jill brings over fifteen years of experience in historic preservation project management. She holds a Master of Historic Preservation degree from the Savannah College of Art and Design and a BFA in Interior Design from the Rochester Institute of Technology.

Jill is an award-winning historic preservationist and a Heritage Preservation-certified CAP Building Assessor who specializes in Historic Structure Reports, Investment Tax Credit applications and design consistency with the Secretary of the Interior's Standards. She performs historic preservation project management on restoration and rehabilitation projects, including design development, construction documents, and construction contract administration. Jill recently completed historic structure reports for the Bewley Building, former Orangeville Town Hall and Cattaraugus County Civil War Museum to recommend adaptive reuse ideas and recommendations for new investment & uses.

Jill's Facade experience includes the historic research and design concepts for NYMS TA grants in the Village of Sherman, City of Canandaigua, North Collins, University District, Port Henry-Moriah and Town of Eden. Jill provided design concepts for the City of Geneva's DRI, along with NYMS projects in the historic Villages of Caledonia, Livonia, Brocton, Springville along with projects through our Erie County Commercial Center program in Villages of Alden & Lancaster, Angola, Towns of Eden & North Collins, and City of Tonawanda.

Jill has completed Design Guidelines for the East Side Commercial District Program on Bailey and Jefferson Avenues, Villages of Lakewood & Lancaster historic Steuben County Village of Bath's Liberty Historic District, Erie County's Town of Eden Four Corners commercial center and University Heights Commercial District on Main Street near UB.



Thaina Wahler

Architectural Designer

**Thaina Wahler**

*Architectural Designer*

Thainá carries a background in Architecture and Urbanism and Master of Architecture with concentration in Urban Design degree at the University at Buffalo (June 2021). Since recently joining the CBCA team, Thainá has prepared design graphics for façade improvement projects on Buffalo's East Side Commercial District Program, the Villages of Sherman & Angola, Cities of Troy & Canandaigua NYMS TA's. Thaina has produced design concept documents for DRI projects in City of Norwich and Villages of Endicott & Haverstraw, Bronx Borough and the NYMS TA grant for the City of Canandaigua.







Clinton E. Brown, FAIA  
President, Heritage &  
Project Architect

**Clinton E. Brown, FAIA**  
*President, Heritage & Project Architect*

Clinton Brown is a widely recognized leader in historic preservation architecture, community revitalization, and public policy. He brings over 34 years of experience to his work of collaboratively creating new value in heritage buildings and places, closely focusing on each of the firm's projects.

He earned a BA in Sociology from Franklin and Marshall College, interned at the Institute for Architecture and Urban Studies, and earned his M. Architecture from the University of Virginia.

Clinton is a Heritage Preservation-certified CAP Building Assessor. Two Secretaries of the Interior appointed him a Commissioner of the Erie Canalway National Heritage Corridor Commission. The Governor appointed him a Director of the Richardson Center Corporation Board. He was active in establishing New York's state historic rehabilitation tax credit program.



Tera Galvano  
Project Manager

**Tera Galvano**  
*Project Manager*

Tera is a May 2019 graduate student in the University at Buffalo's Master of Urban Planning Program and has worked with CBCA since 2018. She received a specialization in Historic Preservation degree. Her projects at CBCA include assisting with Historic Tax Credit Applications, National Register Nominations. Tera assisted Alma with the grant paperwork and submittals for the Buffalo Main Street Initiative projects in the Clinton Street's Kaisertown, Allentown and Black Rock BMSI, Town of Eden & Villages of Lakewood and CUBA NYMS Grants. She assisted with the East Side Commercial District Program and the Broadway Pratt BMSI grant. She is currently Project Manager for DRI & NY FORWARD grant projects in Villages of Endicott, Haverstraw & Cape Vincent, City of Norwich.



Gregory Pinto  
Associate  
Architectural Historian

**Gregory Pinto**  
*Architectural Historian*

Gregory is a May 2019 graduate student in the University at Buffalo's Master of Urban Planning Program and has been working with CBCA since 2018. He received a specialization in Historic Preservation degree. His projects at CBCA included research and writing historic nomination forms for properties to be listed on the National Register, including the Park Avenue District in Rochester and 10 Henry Street Church in Essex County, NY. Greg provides historic research for the NYMS / DRI / BMSI Façade Improvement grant projects, finding historic photos to base the staff's design work from.



**ENDICOTT DOWNTOWN REVITALIZATION INITIATIVE GRANT**  
**FACADE RECOMMENDATION:** SHARS ID - 202300006

Business: Mattress Store  
 Address: 103 Washington Ave, Endicott, NY 13760

**SCOPE OF WORK:**

**DEMOLITION WORK**

- A. REMOVE EXISTING FIXED AWNING AND ALL ASSOCIATED COMPONENTS. PATCH TO MATCH.

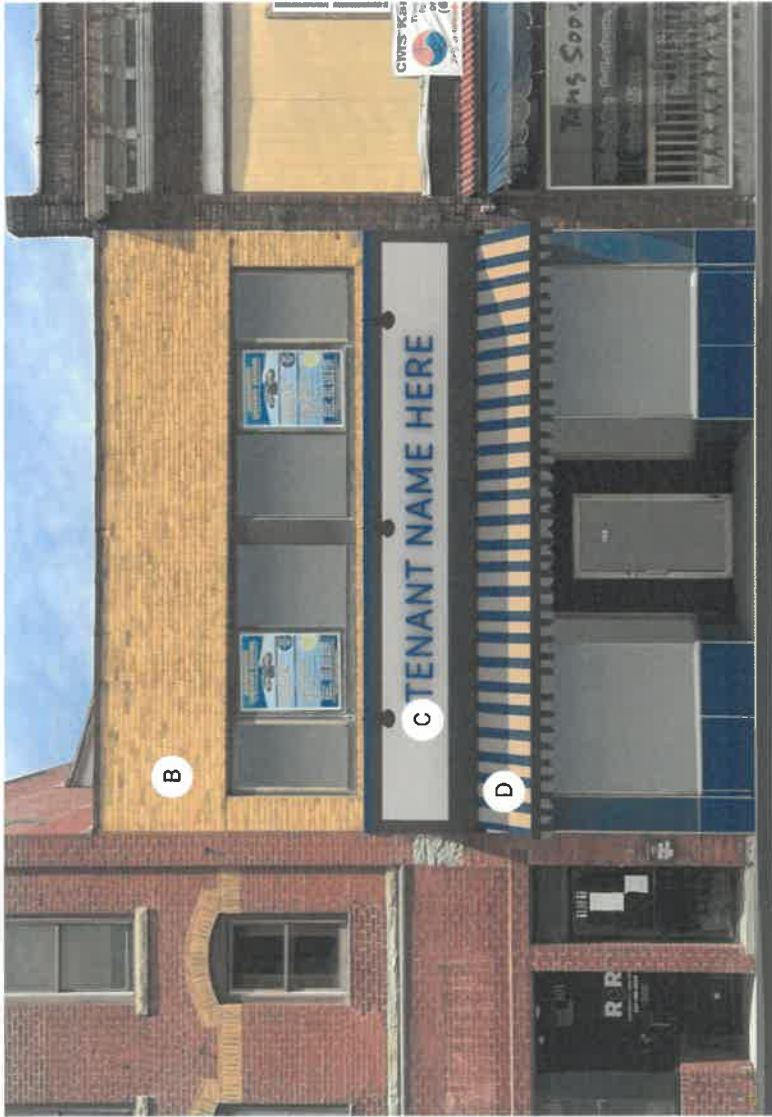
**EXTERIOR PROPOSED WORK**

- B. BRICK MASONRY REPAIR & RESTORATION: SELECTIVELY RESTORE EXTERIOR MASONRY AND DETAILING; SELECTIVELY REPOINT DETERIORATED MORTAR JOINTS TO MATCH ORIGINAL IN MORTAR MIX, COLOR AND PROFILE; REPLACE MISSING AND/OR DETERIORATED MASONRY UNITS TO MATCH EXISTING IN SIZE, COMPOSITION AND APPEARANCE. ALL WORK TO BE CONSISTENT WITH NPS PRESERVATION BRIEF 2: REPOINTING MORTAR JOINTS IN HISTORIC MASONRY BUILDINGS  
<https://www.nps.gov/orgs/1739/upload/preservation-brief-02-repointing.pdf>
- C. FURNISH AND INSTALL NEW SIGNAGE BOARD WITH STORE NAME AND SIGN DECORATIVE LIGHT FIXTURES ABOVE.



MILLENNIUM LIGHTING OUTDOOR WALL  
 SCONCE WITH 10" WIDE ANGLE SHADE AND  
 21.5" GOOSENECK STEM

- D. FURNISH AND INSTALL NEW RETRACTABLE AWNING WITH SUNBRELLA MAYFIELD MEDITERRANEAN/CANVAS BLOCK STRIPE FABRIC:



Remixing of Proposed Design



Existing Conditions Photos

<p><b>CLINTON BROWN COMPANY ARCHITECTURAL, PC</b>                  Renewing Historic Buildings &amp; Heritage Places™                  403 Main Street, Suite 506, Buffalo, NY 14203                  Phone: (716) 852-2020 / Fax: (716) 852-3432 / Email: info@cbca.com</p>	DRAWING TITLE: <b>DESIGN CONCEPT RENDERING</b>		PROJECT NAME: <b>103 WASHINGTON AVE - ENDICOTT DOWNTOWN REVITALIZATION INITIATIVE</b>
	PROJ. NO.: 23-036 HR DATE: Jul. 26, 24 SCALE: N.T. SHEET NO.: CBCA REFETCH NO.:	A-1	

# ENDICOTT DOWNTOWN REVITALIZATION INITIATIVE GRANT

Business: Endicott Florist  
 Scope of Work for Grant Funded Project for 119 Washington Street

## SCOPE OF WORK:

- A - Scrape, prime and paint existing metal facade
- B - Replace sign to match previous one
- C - Update light fixtures
- D - Make repairs to existing masonry wall. Furnish and install new mural with painted bussiness name included
- E - Repair canopy overhead roof structure (signs of water infiltration) top of roof and below where water leaking has caused damage
- F - Replace existing door with new metal door



Proposed Work



Existing Conditions Photos

**CLINTON BROWN COMPANY ARCHITECTURE, PC**  
 Restoring Historic Buildings & Heritage Places™  
 405 Main Street, Suite 206, Buffalo, NY 14203  
 Phone: (716) 852-2020 / Fax: (716) 852-3332 / Email: info@cbca.com

PROJECT NAME:

**ENDICOTT FLORIST - 119 WASHINGTON AVE, ENDICOTT, NY 13760**  
 Endicott Downtown Revitalization Initiative Grant

PROJ. NO.: 23-030  
 DATE: Mar. 18, 24  
 SCALE: 1/8" = 1'-0"  
 SHEET NO.: CBCA  
 SKETCH NO.: A-1

# Village of Sherman Feasibility Analysis for Building Rehabilitation and Re-Use

**SHARS – 2021-0089**



130 W Main – "Old Ford Garage"



130 W Main – Proposed Community Center

**Village of Sherman, NY  
NY Main Street Technical Assistance Grant**

**SHARS 2021-0089**

**Ms. Colleen Meeder, Mayor**  
111 Mill Street, Sherman, NY 14781



# Stohl

ENVIRONMENTAL

## SUMMARY OF QUALIFICATIONS



# Stohl

## ENVIRONMENTAL

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3860 California Road, Orchard Park, New York 14217

PHONE: (716) 312-0070      FAX: (716) 312-8092

[www.stohlenvironmental.com](http://www.stohlenvironmental.com)

### Introduction

#### **Stohl Environmental, LLC:**

**Since 1988**, the Stohl Group of Companies has grown to be Western and Central NY's largest and most-successful environmental consulting firm, specializing in Inspections, Remediation Planning and Project Monitoring for: Asbestos, Lead-Based Paint, Mold / Microbial Contamination, Polychlorinated Biphenyls (PCB's), Radon, and Indoor Air Quality.

Supplementing inspection, planning and monitoring services, **Stohl Remediation Services, Inc.** routinely assists our clients with a full-array of cost-effective abatement and remediation services.

**For "Due Diligence Investigations"** including ASTM Phase I and Phase II Investigations, our experienced personnel have helped define the industry standards for Banks, Developers, Insurance Companies and clients acquiring or re-financing real estate.

## BACKGROUND AND MISSION

### Who are we?

Stohl Environmental was founded in 1988 with a focus on assisting Public School Districts and compliance with the Asbestos Hazard Emergency Response Act (AHERA) regulations. After Thirty Years of service to our clients, we have grown into an integrated full-service environmental service company, with a team of multi-disciplined Professionals.

We serve a broad cross section of regions, most-respected Banks, Architectural and Engineering Firms, Public School Districts, Private Schools, Colleges and Universities, Property Developers, Hospitals and Health Care Institutions, Insurance Companies, Law Firms, Municipalities, and Public Authorities.





## SUMMARY OF SERVICES

### Inspections

Hazardous Material Inspections (including asbestos, lead-based paint, PCB's and others) are required in a variety of circumstances; often a prerequisite for a building or demolition permit, to satisfy OSHA or AHERA regulations, or when a remediation design document is required for a renovation project. Since 1988, Stohl Environmental has performed thousands of hazardous materials inspections both in private and public sectors encompassing residential, governmental, commercial, and industrial properties.

Understanding the full scope of a project is essential in identifying the materials that will be impacted or disturbed. This can be an intimidating process but the professionals at Stohl Environmental will help in making it as seamless as possible. Whether you are in need of a Pre-Renovation, Pre-Demolition, OSHA Compliant, AHERA Compliant, or simply a Feasibility Study, Stohl Environmental, LLC will assist you in developing a cost-effective inspection and sampling plan that will satisfy your specific needs.

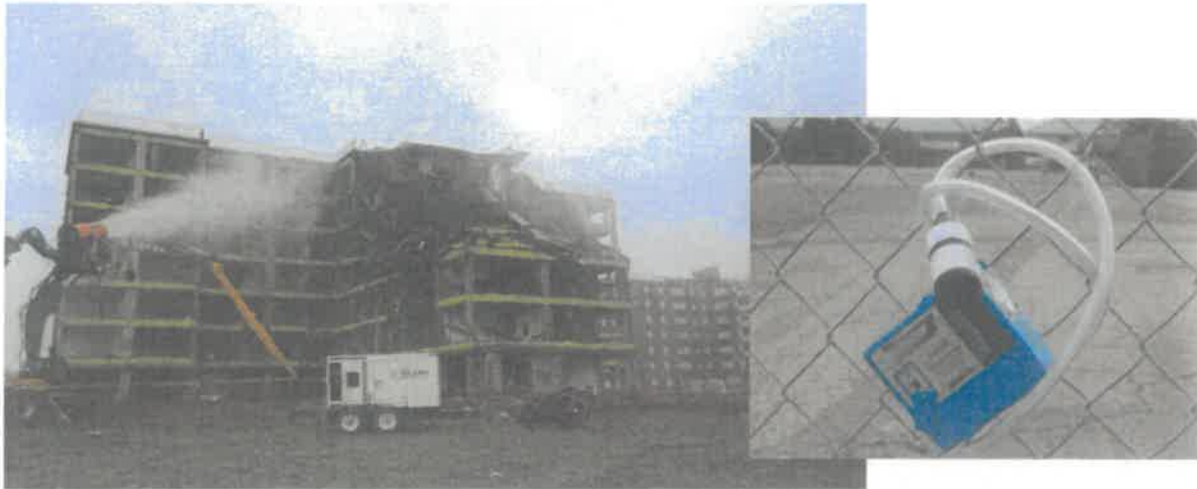
### Specification Documents

With personnel dedicated solely to the project specification and design phase, Stohl Environmental will prove to be a valuable asset to your team. We work collaboratively with architectural and engineering firms, construction managers, and developers to provide a design document and CAD drawings that are tailored to your project whether it involves Asbestos, Lead-Based, Mold, PCB's or other hazardous materials. Our goal is to ensure that all applicable regulations are followed throughout this phase of the project; and, that the health and safety of building occupants is appropriately addressed.

In many cases, complex site conditions do not allow contractors to work exactly as the regulations require. This is where our thorough understanding of the industry's standards and regulations, and our close working relationship with the New York State Department of Labor, become beneficial. In these cases, a Site Specific Variance is required. As a result of our expertise, the alternative work methods we propose are rarely objected by the State.



## SUMMARY OF SERVICES



### **Project and Air Monitoring**

With more certified Asbestos Project Monitors and Air Sampling Technicians than any other firm in the area, Stohl Environmental offers these services independently or combined, based upon your need, any time, day or night. Project and Air Monitors are used on large scale renovation or demolition projects, as well to simply test for exposure of asbestos and other contaminants in the air.

Our primary goal is to ensure contractor work methods are designed and executed in a manner that will ensure the health and safety of building occupants. To achieve this, our Project and Air Monitors enforce all applicable regulations and pay close attention to work methods through all steps of the abatement process. As an independent third party we work directly for the building owner.

Keeping an open line of communication with the building owner or its representative, the abatement contractor, and other members of the design team is essential in making sure the project remains on schedule and on budget. We always stress the importance of a proactive approach versus reactive.

Just as important, we understand the building needs to continue to operate as needed to ensure production and we'll work to make sure the project doesn't become overly invasive and burdensome. At any point in the process we are open to following client direction.

## SUMMARY OF SERVICES



### **Due Diligence/Phase I Environmental Site Assessment/Phase II Investigations/Remediation**

Stohl Environmental's consulting staff has extensive experience in due diligence assessments, intrusive investigations and remediation of varied sites including; gasoline stations, dry cleaners, farms, industrial operation, commercial properties and multi-family housing.

Stohl Environmental qualifications include;

- Transaction Screen Environmental Site Assessments in accordance with ASTM E1528
- Phase I Environmental Site Assessments in accordance with ASTM E1527
- Phase II Environmental Site Assessments in accordance with ASTM E1903
- Underground Storage Tank investigation and removal/remediation
- Modified due diligence programs to meet client-specific needs

## SUMMARY OF SERVICES

### Lead-Based Paint

Stohl Environmental is a leader in Western New York in the identification and remediation design of Lead-Based Paint contaminated surfaces and structures. Our staff consists of more EPA Certified Risk Assessors than any other firm in Western New York. Stohl Environmental's Lead-Based Paint Services include: EPA Risk Assessments and Inspections, Clearance Inspections, Dust Wipe and Soil Sampling and Specification for Abatement/Remediation.

**Since the early 1990's, our professional staff has inspected thousands of industrial, commercial and residential structures.** Our staff has also been instrumental in assisting local Community Development Organizations and 1<sup>st</sup> Time Homebuyer Programs.



### PCB Inspections

Through testing and remediation management, Stohl Environmental has helped clients resolve PCB contamination problems, turning a potential large scale concern into a more manageable solution.

### Mold/Microbial Contamination Inspections

As NYS Certified Mold Inspectors and Contractors, our services include the identification and correction of the conditions that permit mold spores, bacteria and similar conditions to flourish in indoor environments. Stohl Environmental is well qualified to assist building owners in the identification and testing for Mold and Bacteria contamination including air sampling, bulk, and surface sampling. Our expertise in building systems allows us to understand not just where mold and other contaminants are located in a structure, but why it's growing and how to prevent its return. Stohl Environmental has assisted business owners, school districts, hospitals and private homeowners alike in the identification and remediation of Mold/Microbial contamination.



### Indoor Air Quality

Stohl Environmental, LLC is well qualified to assist in Indoor Air Quality Investigations. Typical sampling may include Temperature and Relative Humidity Readings, Carbon Dioxide Measurement, Volatile Organic Compound Sampling and Mold/Dust/Animal Dander Sampling. Additionally, our staff of professionals possess the skills needed to identify problem areas and create effective mitigation recommendations.

**Project Team Member:**

**Petrilli Structural Engineering**

**PETRILLI STRUCTURAL &  
CONSULTING ENGINEERING, P.C.**



**Arnaldo Petrilli Jr., P.E.**  
*President*

**Project Assignment**  
*Structural Engineer/Project Manager*

**Years Experience**  
With this firm – 2  
With other firms –14

**Education**  
B.S., Civil Engineering, State University  
of NY at Buffalo, 1996

**Registrations**  
*Licensed Professional Engineer (2001)  
State of New York*  
*Licensed Professional Engineer (2010)  
State of Pennsylvania*  
*Licensed Professional Engineer  
State of Missouri (2011)*  
*Licensed Professional Engineer (2012)  
State of Ohio*

**Professional Affiliations**  
*American Society of Civil Engineers –  
Associate Member*  
*AWS- American Welding Society*  
*American Concrete Institute*

As President, Arnaldo Petrilli, PE is responsible for all financial and staffing decision making, scheduling and allocation of resources.

Arnaldo serves as Project and Quality Control Manager for all projects, renovations, additions and new construction. These include Multi story steel, concrete and masonry structures for residential, medical, educational, industrial and offices.

**PRESIDENT, Petrilli Structural and Consulting Engineering, P.C. 2010 to Present**

**STRUCTURAL ENGINEER, Jansen-Klener Consulting Engineers, P.C., 1996 to 2009**

Mr. Petrilli's professional background includes multi story steel, masonry and concrete structures.

- The Reserve Club House, Rochester, NY (2011)  
Principal engineer on five story steel framed building with full basement / underground parking.
- Buffalo Gastroenterology Office Building, Orchard Park, NY, Principal Engineer on Steel Framed Structure. (2011)
- Niagara Falls Visitor's Center, Niagara Falls, NY (2010)  
Senior Engineer on new visitor's center.
- Akron Central School, Akron NY (2009) Senior Engineer on \$5.2M expansion of Akron School Construction Project, including new gymnasium, and multi story classrooms.
- Buffalo Zoo Rain Forest Exhibit, Buffalo, NY (2008)  
Senior Engineer for \$12M rain forest exhibit with 60 ft clear span roof system supported by reinforced concrete walls 30ft in height, as well as mast supported mesh structures within exhibit.
- Parkville Charter School, Brooklyn, NY (2009) Senior Engineer for new \$7M four story addition and renovations. Steel framed structure designed using LRFD / moment frame system for lateral loads.
- Buffalo Zoo Elephant House Modifications (2008).  
Senior Engineer for repairs and modifications that included the expansion of the elephant holding cages.
- Mason Hall, Suny Fredonia, NY (2009) Structural engineer for the \$7M two story masonry and steel framed additions to the existing orchestra rooms.
- Sherwood Studios, Chautauqua, NY (2009) Structural engineer on the renovations and modifications to the building.
- Frontier Senior High School, Hamburg, NY (2008) Senior Engineer for \$3.5M two story addition plus basement for boiler house.
- Newman Center Chapel, Amherst, NY (2008) Senior Engineer on \$12M single story expansion including foundation design for pre-engineered chapel.
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STRUCTURAL

FORENSIC

