



# **Brockport**

## ***NY Forward***

Open Call Public Information  
Session

June 10, 2025

# AGENDA

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1. Background Information
2. Eligible Project Types
3. Project Requirements
4. Evaluation Criteria
5. Application Page-Turn
  - Small Project Fund Interest Form
  - Project Form
6. Submitting Your Application
7. Q&A Session



01

# SETTING THE STAGE

## Background Information



# CONTEXT

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The Village of Brockport has been awarded \$4.5 million from New York State to plan and implement transformative projects in downtown Brockport.



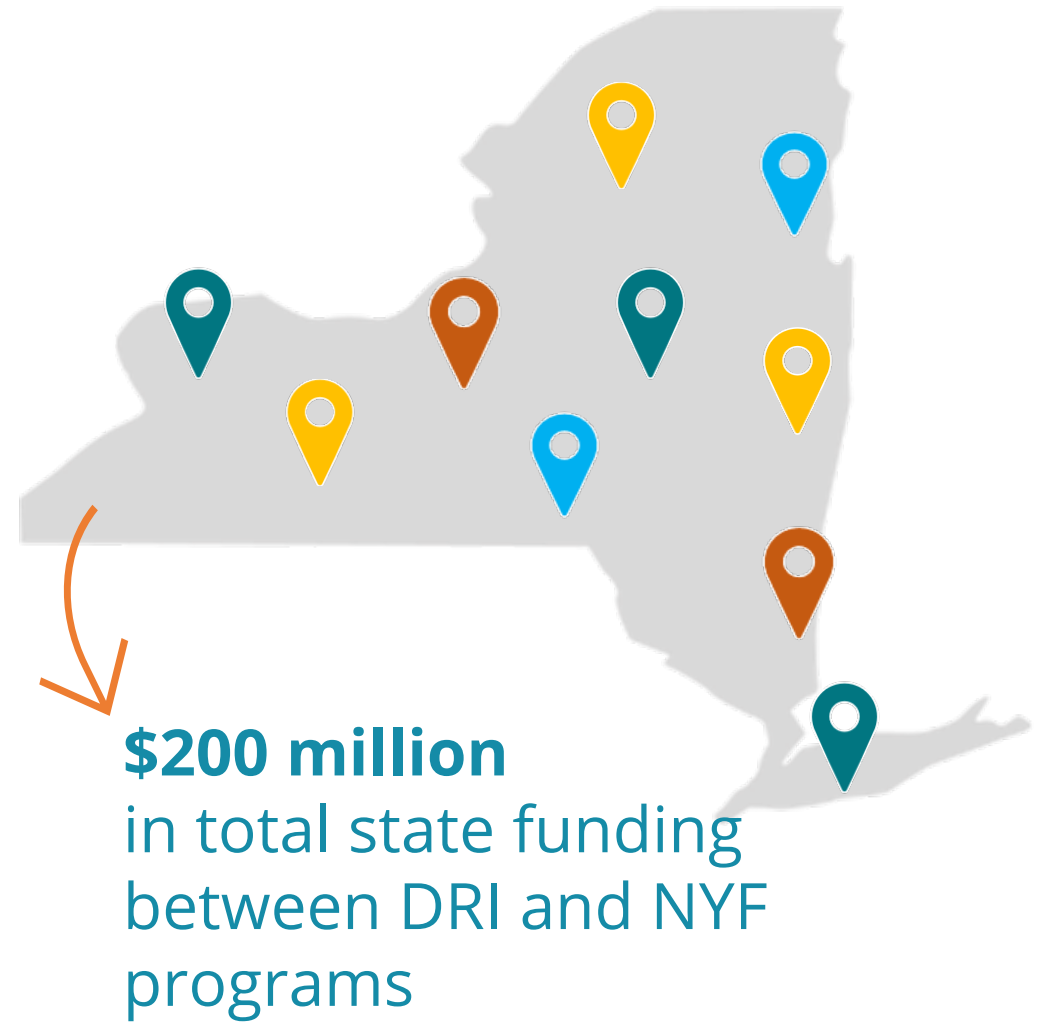
# WHAT IS NEW YORK FORWARD?

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A statewide investment program aimed at reinvigorating local communities by revitalizing downtowns.

NY Forward is based on the Downtown Revitalization Initiative (DRI) Program.

NY Forward is tailored to smaller communities that are compact, walkable, and have a distinct sense of place.



# GOALS

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The NY Forward program is designed to invigorate and enliven downtowns in New York's villages and hamlets.

## New York State NYF Goals



**1** Enhance downtown living and quality of life



**5** Provide public spaces that serve all ages and abilities



**2** Create an active downtown with a mix of uses



**6** Encourage the reduction of greenhouse gas emissions



**3** Provide a diverse mix of employment opportunities



**7** Grow the local property tax base



**4** Create diverse housing options for all income levels

# PROCESS

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Projects will be identified through a 6-month planning process, led by the Local Planning Committee (LPC) with guidance from NYS.



**Brockport Selected as a New  
York Forward Community**  
February 2025

**Planning Process Begins**  
May 2025

*We are here!*

**Open Call for Projects**  
June 13 – July 17

**LPC Evaluates Proposed Projects**  
August – October 2025

# PROCESS

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Following the planning process, NYS will review the Strategic Investment Plan and make the final determination on which projects will receive NYF funding.



**Strategic Investment Plan  
Submitted to NYS with  
Recommended Projects  
November 2025**

**NYF Grant Awards  
Announced  
Tentatively Spring 2026**

**Project Implementation  
2026 – 2029+**



# LOCAL PLANNING COMMITTEE

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The Local Planning Committee is a group of community members selected to lead Brockport's planning process and determine which projects have the most potential to bring transformative change to Brockport.

## LPC Members:

- Represent a **diverse segment of the Brockport community**, from business owners, to residents, to local officials.
- **Must act in the public interest.** Their job is to identify which proposed projects have the best potential to bring the most benefit to downtown Brockport.
- Are required to **recuse themselves** from discussing or voting on a proposed project where they have a conflict of interest.
- Are **volunteering** their time.



# HOW ARE PROJECTS IDENTIFIED?

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Project proposals can be submitted by the Village of Brockport or by private and non-profit entities seeking to implement a project.

Potential projects included in the **NY Forward application** to demonstrate demand for funding

Projects proposed by **project sponsors** through the **Open Call for Projects**

 **LPC evaluates all projects**   
based on established criteria and  
determines which projects to include  
in the Strategic Investment Plan

**Not all proposed projects will be included in the Strategic Investment Plan.** Similarly, not all projects included in the Strategic Investment Plan will receive NY Forward funding. The State will make the final decision on which projects to fund.

# OPEN CALL FOR PROJECTS

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The Open Call for Project Proposals provides community members the opportunity to submit project proposals for the LPC to consider.

Open Call Period: June 13<sup>th</sup> to July 17<sup>th</sup>

- Submission is **open to the public**
- Any private or non-profit **entity** can submit an application
- Applicants must complete the Project Form or Small Project Fund Interest Form and provide basic information about the project including a description, cost estimate, and potential benefits

02

# WHAT TYPES OF PROJECTS ARE ELIGIBLE?

# ELIGIBLE PROJECTS

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There are four types of projects that are eligible to be submitted for NY Forward funding.



## New Development and/or Rehabilitation of Existing Downtown Buildings

Development and redevelopment of real property for mixed-use, commercial, residential, not for profit, or public uses. Development / redevelopment should result in employment opportunities, housing choices or other community services.



## Public Improvement Projects

Streetscape and transportation improvements, recreational trails, new and upgraded parks, plazas, public art, green infrastructure, and other public realm projects.



## Small Project Grant Fund

A locally managed matching small project fund (up to \$300,000) for small downtown projects, such as façade improvements, building renovations, business assistance, or public art. Total project cost is less than \$75,000.



## Branding and Marketing

Downtown branding and marketing projects that target residents, tourists, investors, developers and visitors.



# INELIGIBLE PROJECTS

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These activities are not eligible for NY Forward funding.

**Planning Activities.** All DRI/NYF funds must be used to implement projects.

**Operations and Maintenance.** Funds cannot be used for on-going or routine expenses, such as staff salaries and wages, rent, utilities, and property up-keep.

**Pre-award Costs.** Reimbursement for costs incurred before the completion of the Strategic Investment Plan and the announcement of funding awards is not permitted.

**Property Acquisition.** DRI/NYF funds cannot be used for property acquisition.

**Training and Other Program Expenses.** DRI/NYF funds cannot be used to cover continuous costs, such as training costs and expenses related to existing programs.

**Expenses related to Existing Programs.** DRI/NYF funds cannot supplement existing programs or replace existing resources.

03

# PROJECT REQUIREMENTS

Projects must meet *all* of the following requirements to be considered for potential NY Forward funding.

# PROJECT LOCATION

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Projects must be located in the Brockport NY Forward boundary.



# PROJECT LOCATION

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Projects must be located in the Brockport NYF boundary.



In certain instances, the LPC may consider modifications to the NYF boundary. **If the project you are proposing is located outside the boundary, you must explain** in your application how the project relates to downtown and supports the goals of the NYF program.

# PROJECT TIMING

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Projects must be able to break ground within two years of funding award announcement.

2 years at most

**NYF Grant Awards  
Announced**  
Tentatively Spring 2026

**Groundbreaking**  
Spring 2028 at latest



# PROJECT FUNDING

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Projects must demonstrate a realistic and feasible path to funding.

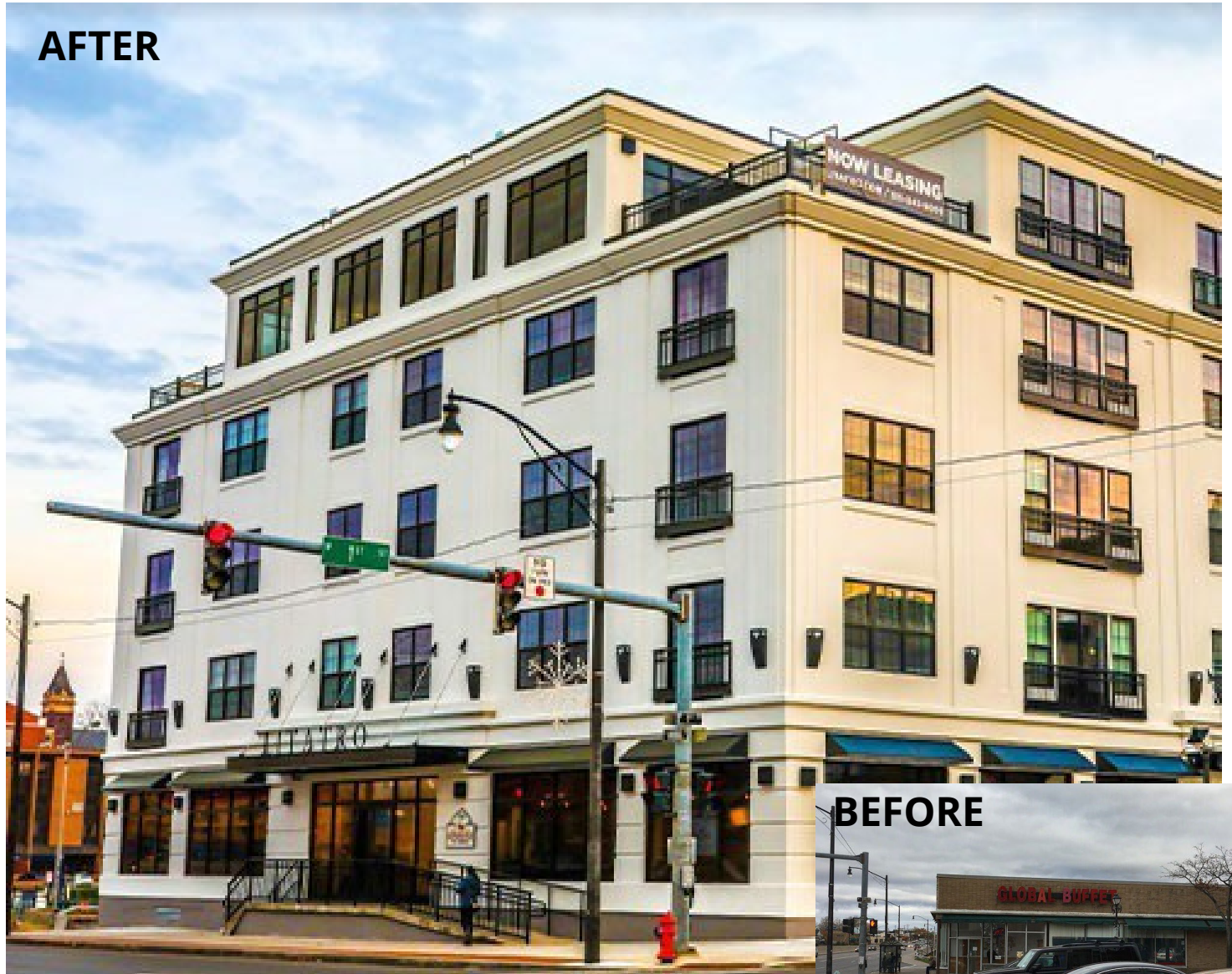
- Projects **should have financing commitments largely secured** or be able to demonstrate a clear path to securing sufficient financing.
- Projects with private sponsors, have a **match requirement of 50%** of the total project cost. Projects that **maximize other funding sources** will be most competitive for funding awards.
- Projects **may be subject to varying match requirements** based on the LPC's discretion.
- NYF funding is provided on a **reimbursement basis**. Project sponsors may need to secure bridge financing. Costs incurred prior to the announcement of funding awards cannot be reimbursed.
- NYF funding is subject to all applicable New York State requirements, including **MWBE** (minority- and women-owned business enterprise) utilization, **competitive procurement** for goods and services, and **project status reporting**.

# PROJECT SCALE

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Projects should be large enough to be truly transformative for downtown Brockport.

**AFTER**



***Representative Example  
Oswego, DRI Round 1***

**BEFORE**



# PROJECT SCALE

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Projects should be large enough to be truly transformative for downtown Brockport.



***Representative Example – Glens Falls, DRI Round 1***



Photo credit: The Chronicle



# PROJECT SCALE

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Projects should be large enough to be truly transformative for downtown Brockport.



***Representative Example – City of Rome, DRI Round 2***

# PROJECT SPONSOR

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Every project must have an identified project sponsor.

- Sponsors may be **public, not-for-profit, or private entities**
- Sponsors must have the **capacity and legal authority** to undertake the proposed project
- In the application form, sponsors will be asked to demonstrate their capacity by **explaining their experience** implementing similar projects and/or administering grants
- If the project sponsor does not own the property where the project is located, the sponsor must **explain how they will obtain the legal authority** to implement the project at that site.



# PROJECT SPONSOR

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Eligibility of religious and/or membership-based organizations is a special case.

## **Religious and/or membership-based organizations:**

- Are eligible to submit a project proposal
- Must submit projects that result in use by and/or benefit to the public and broader community
- Are not eligible for the Small Project Fund

# SITE CONTROL

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Sponsor must demonstrate site control of the property.

## **Ways to Demonstrate Site Control:**

- Ownership of the property
- In the process of obtaining ownership
- Letter of support from the property owner

**Have a specific scenario? Reach out to us!**

# DECARBONIZATION REQUIREMENTS

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Certain projects are required to meet decarbonization requirements.

## If your project consists of:

- New construction of 5,000 square feet or more;
- Building addition of 5,000 square feet or more; or
- Renovation of 5,000 square feet or more that meet two substantial renovation criteria

## You may be subject to decarbonization requirements



Learn more about decarbonization at our upcoming webinar!

**June 25 from 2:00-3:00 PM OR July 15 from 10:00-11:00 AM**

Link to register is on **page 16** of the Project Form, or on the project website at **[www.BrockportForward.com/get-involved](http://www.BrockportForward.com/get-involved)**

# DECARBONIZATION REQUIREMENTS

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Certain projects are required to meet decarbonization requirements.

- If your project must meet decarbonization requirements, the Project Team will **connect you with industry experts** who will help you identify strategies to decarbonize your building, improve energy efficiency, and reduce greenhouse gas emissions

- Decarbonization improvements will **reduce your operating costs** and make your building more energy efficient

- You can find additional information about decarbonization requirements in the *NYF Guidebook*, which can be downloaded from [www.ny.gov/programs/ny-forward](http://www.ny.gov/programs/ny-forward)

# DECARBONIZATION WEBINARS

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There are two upcoming **Decarbonization 101** webinars for those interested in learning more about making buildings more efficient and reducing long-term operating costs.

These are recommended if considering a large-scale project.

Wednesday, June 25<sup>th</sup>  
2:00-3:00 PM

Tuesday, July 15<sup>th</sup>  
10:00-11:00 AM

## To Register:

Visit [www.BrockportForward.com/Get-Involved](http://www.BrockportForward.com/Get-Involved)

**OR**

Copy and paste this link:

<https://meetny-gov.webex.com/webappng/sites/meetny-gov/webinar/webinarSeries/register/acb6cb929bc54899932f58308ec557af>



# 04 EVALUATION CRITERIA

The LPC will use the following criteria to evaluate proposed projects.

## ADVANCE STATE GOALS

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Projects should advance one or more of the state goals for Brockport's NY Forward program.

## New York State NYF Goals



**1** Enhance downtown living and quality of life



**2** Create an active downtown with a mix of uses



**3** Provide a diverse mix of employment opportunities



**4** Create diverse housing options for all income levels



**5** Provide public spaces that serve all ages and abilities



**6** Encourage the reduction of greenhouse gas emissions



**7** Grow the local property tax base

## LOCAL CRITERIA

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Projects should support one or more of the Village's Downtown Revitalization Strategies.

01

The proposed project must support one or more of the Village's revitalization strategies.

- Leverage our identity as a canal community and the pilot Empire State Trail Town
- Improve accessibility, walkability and multimodal access, positioning Brockport as the premier inclusive waterfront community along the Erie Canal
- Support the development of diverse, affordable, and accessible housing options on Main Street and near the Erie Canal.
- Reinforce Brockport's unique sense of place and Victorian character, creating an inviting downtown where people can connect and feel at home.

## LOCAL CRITERIA

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In addition to meeting one or more of the Village's Downtown Revitalization Goals, the LPC has included the following additional local criteria.

- 02** Priority will be given to projects that include a component that **enhances accessibility**.
- 03** Priority will be given to projects that **increase the quality and diversity of housing options**.
- 04** Priority will be given to projects that demonstrate that they **expand capacity to provide services and benefits** to the community.

# CATALYTIC EFFECT

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Projects must be likely to have a significant positive impact on the revitalization of downtown Brockport.



Projects should have the potential to attract other public and private investment.

# CO-BENEFITS

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Projects must result in benefits to the larger community, beyond just the project sponsor.

## Potential Co-Benefits

*May include but are not limited to the following:*

- Spurring additional economic activity, including other public and private investment
- Growing the local property tax base
- Improving quality of life downtown
- Creating healthier, more comfortable, and more productive places to live and work



# PROJECT READINESS

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Projects should be well-developed and ready to proceed in the near term.



- Projects must be ready to begin implementation within 2 years of the announcement of funding
- Projects must be more than an “idea” at this stage. They should be fairly well-developed, with plans, cost estimates, budgets, etc. in progress

# COST EFFECTIVENESS

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Investment of NYF funds must be an effective use of public resources.

- Projects should produce some **return on investment** for the community, whether by improving downtown quality of life, catalyzing additional investment, or through some other co-benefit(s)
- Project budgets and **cost estimates must be realistic**
- Project financing or the path to **financing must be feasible**
- Project sponsors must be able to demonstrate that they can meet the **private match requirement** set by the LPC for their project

# 05 YOUR APPLICATION

Due Date: Thursday, July 17, 2025

# GETTING STARTED

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Forms are available online or in hard copy at the Village Office (**127 Main Street**) and the Seymour Library (**161 East Avenue**)

**Final Version  
Available June 13<sup>th</sup>!**

## Download an application online

Go to [www.BrockportForward.com/projects](http://www.BrockportForward.com/projects). Scroll down to the “Open Call for Project Proposals” section.

-or-

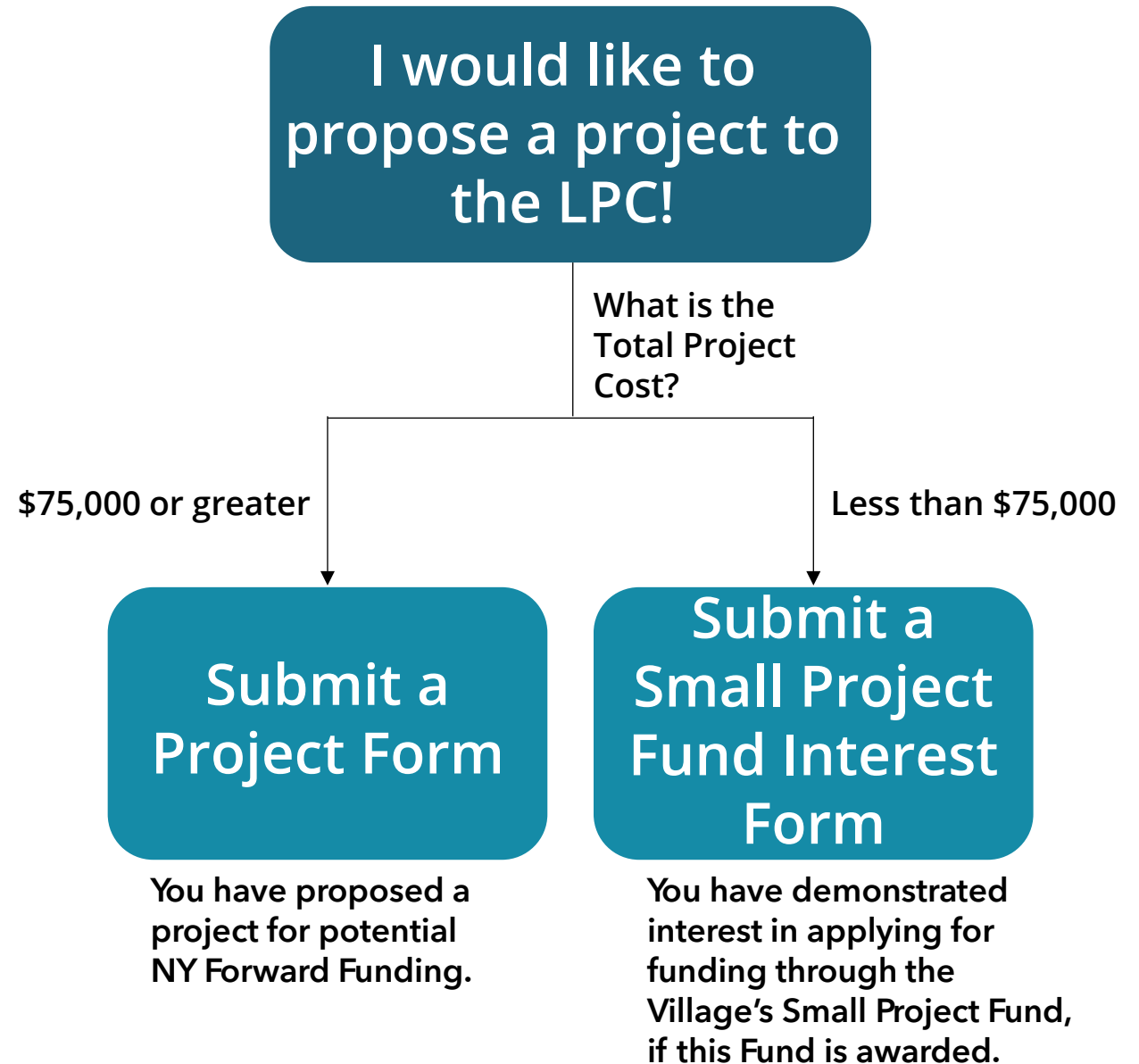
## Pick up a hard copy application

Visit the Village Office at **127 Main Street**. The Village Office is open Monday through Friday from 8:30 AM to 4:30 PM or pick up a copy at the Seymour Library at **161 East Avenue**.

# APPLICATION FORMS

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There are two application forms available. Choose the one that is most appropriate for your proposed project.



05 A



# SMALL PROJECT FUND INTEREST FORM

For projects with a total project cost less than \$75,000



# SMALL PROJECT FUND INTEREST FORM

The first four pages explain the eligibility criteria and other requirements.

 This is a draft document, for informational purposes only. Any text in pink is to be determined and will be finalized in the final Interest Form, available June 13th. 

**BROCKPORT NY FORWARD  
SMALL PROJECT FUND INTEREST FORM**


**!** If you are viewing this form in a web browser, please download it to your desktop before you begin so you can save your work as you go. The form will not save if you close your web browser.

**Do you own a business or property in the Village of Brockport's NY Forward boundary (below)? Do you have a building or business in need of smaller-scale improvements such as interior and exterior renovations or permanent equipment acquisition?**

The Small Project Fund is a type of NY Forward project that could help fund a range of improvements in a downtown, such as building improvements (e.g., facade), interior fit-out, HVAC, etc., business assistance (e.g., permanent equipment acquisition), or public art.

For the Small Project Fund to be included in the State of proposed NY Forward projects submitted to the State, it is important to document interest in it. The Village of Brockport's Local Planning Committee is seeking letters of interest from business and/or property owners to show that there are property and/or business owners interested in participating in this program.

However, submitting a letter of interest does not guarantee that a community will apply for a Small Project Fund as part of NY Forward. The project sponsor (e.g., the municipality or business improvement district) will also have to demonstrate interest and capacity to implement a Small Project Fund. Additional information about eligibility and requirements for the Small Project Fund can be found on Pages 2-4.



The following Interest Form must be submitted in one of the following ways:

- online at [www.BrockportForward.com/projects](http://www.BrockportForward.com/projects)
- via email to Leigh Ann Kimber at [leighann.kimber@collierseng.com](mailto:leighann.kimber@collierseng.com)
- delivered by mail or in person to the Village Office (227 Main Street, Brockport, NY 14420, open M-F 8:30am-4:30pm) by:

**Thursday, July 17th by 11:59 PM**

1

Page 1

**SMALL PROJECT FUND ELIGIBILITY  
REQUIREMENTS AND CONDITIONS**

**Eligible Activities Include:**

- Interior and exterior building renovations for commercial and mixed-use spaces, e.g. facade/ storefront renovations, permanently affixed signage and awnings, commercial interior fit-out, HVAC, mechanical, electrical, or plumbing, and other permanent building improvements
- Upper-story residential improvements
- Business assistance / permanent commercial machinery and equipment
- Soft costs - architecture, engineering, and environmental review services as related to the improvements
- Public art

**Ineligible Activities Include:**



- Property acquisition
- Deferred maintenance or general repairs
- Working capital
- Landscaping
- Improvements to municipally owned or operated buildings
- Participant, participant's family, or participant's staff labor

**Conditions:**

- The minimum match requirement is 25% of the total project cost, meaning the business and/or property owner may receive reimbursement up to 75% of total eligible costs.
- This is a reimbursement program, meaning that property or business owners must complete their projects (complete project scope, pay all contractors in full, and submit invoices and proof of payment) before receiving any reimbursement.
- Project awards are generally between \$25,000 and \$100,000 per building/project, with the grant request not to exceed 75% of the total eligible project cost.

2

Page 2

 **Draft Local Evaluation Criteria**  **TBD**

The following draft criteria were established by the Local Planning Committee to evaluate all project proposals. These criteria were developed based on the State's evaluation criteria, which are listed on the following page. Although the Small Project Fund Interest Form is not a project application and only demonstrates interest in pursuing a Small Project Fund project, the LPC would like potential interested parties to be aware of the following criteria. These draft criteria will be finalized by the LPC at their June 10th meeting and reflected in the final Small Project Fund Interest Form.

- The proposed project must support one or more of the State and Village's revitalization goals (see below).
- Priority will be given to projects that include a component that enhances accessibility.
- Priority will be given to projects that incorporate the quality and diversity of housing options, including both new multifamily housing and improvements to existing housing.
- Priority will be given to projects that demonstrate that they expand capacity to provide services to the community.

**Brockport's Revitalization Goals**

**01 Leverage our identity as a canal community and the Erie Canal State Trail town.**

- Revitalize vacant Canal-adjacent and downtown properties to provide pop-up restaurants and mixed-use building options, seating, current sidewalks, and new landscaping in a safer audience.
- Encourage a variety of development that attracts residents, students, commuters, visitors, and Empty State Trail users of all ages and abilities.
- Promote public and private investment that creates a strong local impression of Brockport from the Erie Canal and Erie Canal State Trail.

**02 Improve accessibility, walkability and multimodal access, positioning Brockport as the premier inclusive waterfront community along the Erie Canal.**

- Invest in universal design principles for downtown sidewalks and roadways.
- Encourage businesses and private property to enhance accessibility into their spaces.
- Provide recreational amenities that promote inclusivity for all users and encourage multimodal transportation.
- Enhance connections between key destinations such as the Canal, the University, and downtown.

**03 Support the development of diverse, affordable, and accessible housing options on Main Street and near the Erie Canal.**



- Expand and diversify housing with options that are attractive and accessible to wide range of people, including young professionals, families, and those who wish to age in place.
- Provide housing options that meet current market demand.

**04 Reinforce Brockport's unique sense of place and Victorian character, creating an inviting downtown where people can connect and feel at home.**

- Enhance the character of our streetscapes through public realm investment.
- Provide memorable year-round public spaces that encourage people to stay and explore.
- Encourage beautification and enhance cohesiveness of the downtown.
- Promote access to resources that serve the community.

3

Page 3

 **State Evaluation Criteria** 

- **Alignment with State NY Forward Goals**
  - Create an active downtown with a strong sense of place.
  - Attract new businesses that create a robust mix of shopping, entertainment, and service options for residents and visitors, and that provide job opportunities for a variety of skills and salaries.
  - Enhance public spaces for arts and cultural events that serve the existing members of the community but also draw in visitors from around the region.
  - Build a diverse population, with residents and workers supported by complementary varied housing and employment opportunities.
  - Grow the local property tax base.
  - Provide amenities that support and enhance downtown living and quality of life.
  - Reduce greenhouse gas emissions and support investments that are more resilient to future climate change impacts.

**Letter of Interest Instructions**

If you are interested in submitting a letter of interest for a small project, please review the contents on the following pages and fill in the boxes with the information specific to your project. Submitting this letter of interest will serve as demonstration of demand for a Small Project Fund.

Questions regarding the Small Project Fund can be directed to Leigh Ann Kimber at [leighann.kimber@collierseng.com](mailto:leighann.kimber@collierseng.com).

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Page 4

# SMALL PROJECT FUND INTEREST FORM

Identify your property, describe the project scope, and provide the anticipated total project cost.

You will also provide project sponsor information.

LETTER OF INTEREST

To the Village of Brockport's Local Planning Committee,

I am writing to confirm my interest in participating in the Village of Brockport's Small Project Fund.

I own or lease the property located at:

I am interested in making improvements to my property/business, which would contribute to the revitalization of not only my property, but also the NY Forward Area. The scope of my proposed project includes the following:

I understand the submittal of this letter of interest does not guarantee funding, and I will be required to submit an application to the administering entity of the Fund, if the project is selected for funding through NY Forward.

I anticipate the total project cost to be approximately \$  for which I understand I would be eligible for a maximum reimbursement of up to 75% of the total eligible costs. I understand that deferred maintenance and general repairs are not eligible improvements.

Additionally, if awarded, I understand that upon completion of the proposed scope of work, this project will result in a finished space ready for occupancy. I also understand that this is a reimbursement program, meaning I must complete all the work in the approved project scope, pay all contractors in full, and submit invoices and proof of payment before receiving the grant.

5

Page 5

My project includes the following activities/improvements and associated estimated costs:

Activity/Improvement	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Project Cost	\$
Total NY Forward Funding Request	\$

Without the reimbursement to defray 75% of the project cost, I will be unable to permanently commit this amount of money toward the costs of these improvements.

I realize that to be eligible for these funds, I will need to undertake these improvements in cooperation with the Village of Brockport's design guidelines and building and zoning codes, as applicable, and State procurement and environmental requirements. I will need to complete the work in a timely manner, within 36 months of the State's grant announcement.

Name:

Address:

Signature:

**To submit electronically:** Submit online at [www.BrockportForward.com/projects](http://www.BrockportForward.com/projects)  
- or -  
Submit via email to Leigh Ann Kimber at [leighann.kimber@collierseng.com](mailto:leighann.kimber@collierseng.com)

**To submit a hard copy:** Mail or hand deliver your application to the Village Office at 127 Main Street, Brockport, NY 14420  
*\*Please note the Village Office is open Monday - Friday from 8:30am to 4:30pm*

**Deadline for Submission:**  
Thursday, July 17th by 11:59 PM

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Page 6

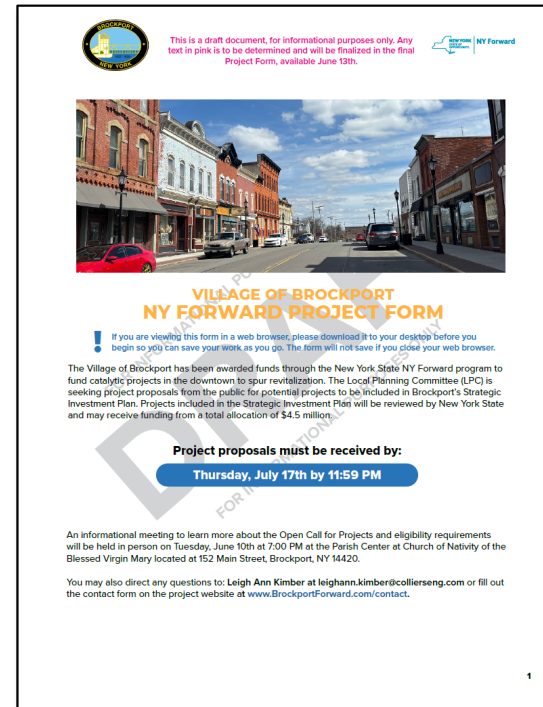
05 B

# PROJECT FORM

For projects with a total project cost  
greater than \$75,000

# PROJECT FORM OVERVIEW

This is a more extensive application for projects over \$75,000 in anticipated total project cost.



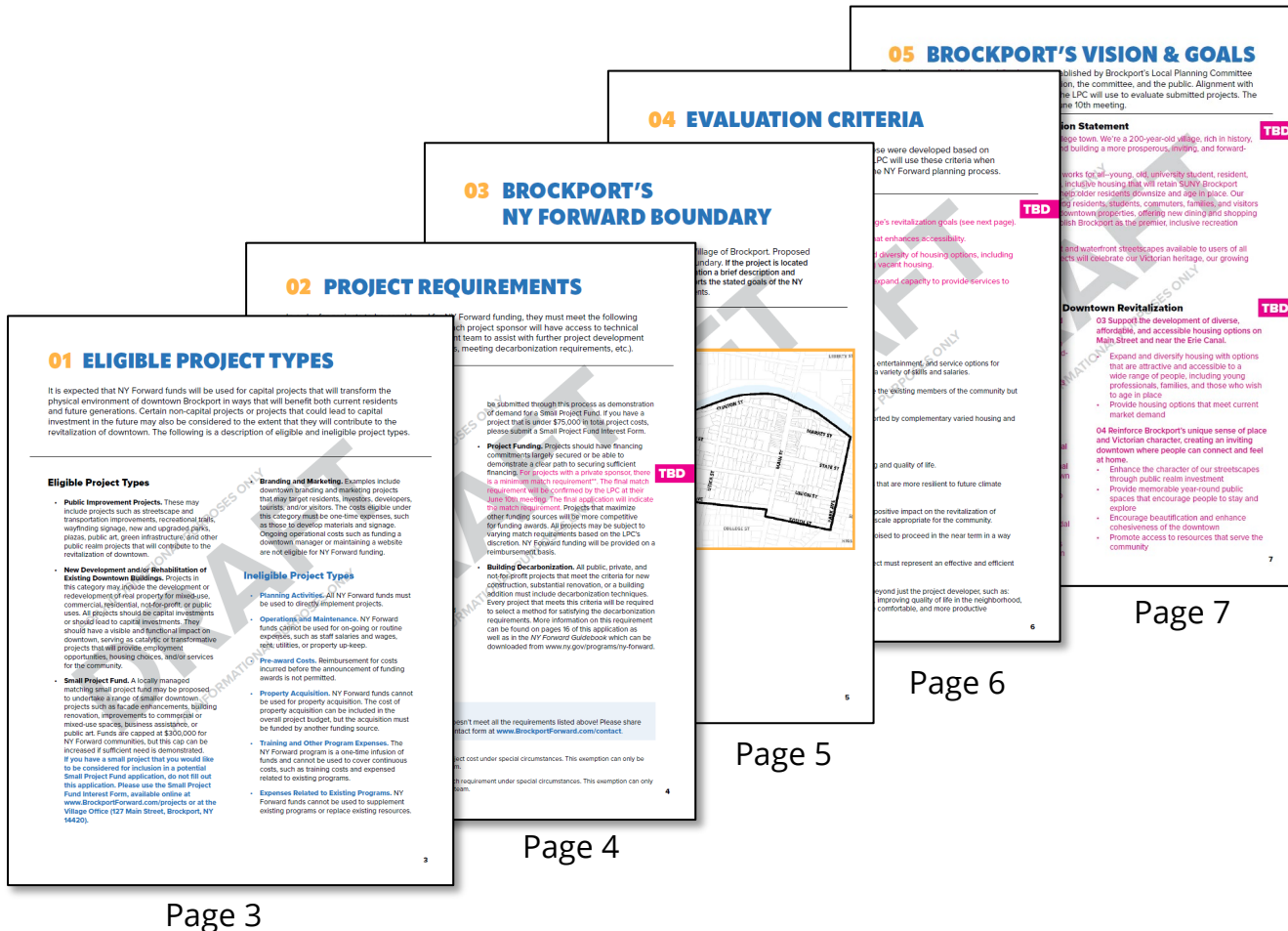
Page 1



Page 2

# PROJECT FORM UP FRONT

Pages 3-7 explain the eligibility criteria, project requirements, and evaluation criteria.



## PROJECT FORM CONTACT INFORMATION

Fill in the project sponsor contact information. The Project Team will contact you using this information.

**Please indicate preferred contact method!**



### 06 NY FORWARD PROJECT FORM

Fill out this form to be considered for LPC project review and potential NY Forward funding. Please address each topic thoroughly and completely. The LPC will use this information to consider projects to be included in the Village of Brockport's NY Forward Strategic Investment Plan. Project sponsors are expected to provide timely responses to requests for additional information from New York State and/or the NY Forward consultant.

#### 01 Project Sponsor

Provide the contact information for the project sponsor, which is the entity proposing to implement the project.

Name:   
Sponsor business or organization  
(if applicable):   
Title (if applicable):   
Mailing Address:   
Phone:   
Email:

Preferred Contact Method (Check One): Phone ☐ Email ☐

NYS Tax ID:  NYS Vendor ID  
(if applicable):

If there are additional people who should be contacted as part of this proposal, please provide their contact information:

Name:   
Phone:   
Email:   
Affiliation:

Name:   
Phone:   
Email:   
Affiliation:

8



## PROJECT FORM

# PROJECT INFORMATION

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Describe basic information about the project, including:

- its location
- the project type

### 02 Project Location

Please indicate the location of the proposed project.

Project Address or Location:

If the project is located outside the NY Forward boundary shown on page 3, please provide a brief description and justification of how the project relates to the downtown and supports the stated goals of the NY Forward program. The LPC may consider minor boundary adjustments.

### 03 Project Type

Please indicate the project type:

☐ Public Improvement

☐ New Development (Projects greater than \$75,000 in Total Cost)\*

☐ Redevelopment and/or Rehabilitation of an Existing Building(s)\*

\*Please complete the decarbonization section on page 12 of this form if you are proposing a new building, building addition, or rehabilitation project.

☐ Small Project Fund (Projects less than \$75,000 in Total Cost)

If you are interested in applying for funding through the Small Project Fund, please do not fill out this application. Please use the Small Project Grant Fund Interest Form to review requirements and submit a Letter of Interest to the LPC.

☐ Branding and Marketing

# PROJECT DESCRIPTION

Provide a detailed project description including:

- Proposed use
- Previous work completed
- Project size
- Proposed project activities

## 04 Project Description

Please provide a detailed description of the proposed project's scope of work, as applicable:

- The proposed use (e.g., commercial, industrial, public improvement, mixed use)
- The goal of the project
- Any work or planning done previously on the proposed project
- The size of the project (e.g. square footage of the building and space to be renovated (if applicable), number of floors, acreage, number of units, type of housing, commercial tenants, etc.)
- The types of activities to be completed as part of this project (e.g., sidewalk construction, replacement of flooring, exterior siding, interior walls, plumbing and electricity on upper floors).

Please provide as much detail on the proposed project scope as possible. The information submitted on this form does not need to be final and may be subject to change.

FOR INFORMATIONAL PURPOSES ONLY

DRAFT

FOR INFORMATIONAL PURPOSES ONLY

If your project involved new construction or renovation of a building, please complete Question 14 regarding decarbonization.

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## PROJECT FORM

# VISION & GOALS, OWNERSHIP, CAPACITY

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How does your project align with Brockport's Vision and Goals?

Identify the property owner and the project sponsor's legal authority to implement the project.

Describe previous experience with project implementation and how the investment will be maintained in the future.

### 05 Project Alignment with Vision and Goals

How does your proposed project help advance the community's vision and goals? Please be specific in explaining exactly how your project or components of your project advance the vision and goals.

### 07 Property Ownership

Identify the owner of the property on which the proposed project will be located. If the project sponsor and the property owner are not the same, please describe how the project sponsor will obtain the legal authority to implement the project at this site.

### 08 Capacity

Describe the project sponsor's experience in implementing projects similar in scope/complexity to the proposed project, including any experience with grant administration.

Describe any partner entities or organizations that will help implement the project (e.g., funding, operating, or business partners).

*Private project sponsors will be expected to submit information about the long-term financial feasibility of their project. At a minimum, project sponsors will be required to submit documentation demonstrating the ability to financially maintain the business/building after project completion. This may include a pro-forma (strongly encouraged for projects requesting \$500,000 or more), a business plan, or other documents showing cash flow. It is strongly encouraged that this documentation be provided when submitting this form, but it may be submitted later.*

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PROJECT FORM

# BUDGET

Provide a breakdown of project costs, funding sources, and funding status. This may include NY Forward funding as well as other funding sources.

Describe how you arrived at your cost estimate.  
**A third-party estimate is strongly encouraged!**

09 Preliminary Cost Estimate

What is the total estimated project cost and the amount of NY Forward funds requested?

Total Project Cost:

Total NYF Request:

For projects with a private sponsor, there is a minimum match requirement of X% of the total project cost, to be determined by the LPC on 6/10.

Please complete the budget table below. Please identify different activities associated with the project, their costs, the funding source, and the status. Please use the following definitions to guide the response for the Budget. An example is provided on the following page for reference.

Secured: This funding source and amount of funding is guaranteed.

Anticipated: This funding source is reasonably expected to be available at the time of project implementation, but the project sponsor does not have the funds currently available. This status may apply for funding sources such as loans, bonds, or fees.

Requested: The project sponsor has submitted a request to a funding entity for the amount identified but has not received confirmation of funding. This category is appropriate for the NY Forward funding source or other grants.

Undetermined: This funding source has not been secured, and the project sponsor has not fully identified the funding sources and amounts.

Notes:

Typical activities included in a construction budget include architectural and design costs, permit and survey fees, site preparation costs, insurance/bond fees, construction costs, and contingencies.

NY Forward funds are structured as reimbursable grants. If NY Forward funds are awarded, the grant recipient may need to finance the total project cost using a bridge loan, owner equity, or another financing mechanism. In this situation, grant funds will be released once the project is completed per the contracted scope of work.

\*If a proposed project has not yet developed cost estimates or identified sources of funding, please provide as much detail as possible at this stage.

\*A project may include the cost of acquisition in the project budget, but the acquisition must be covered by another funding source, as NY Forward funds cannot be used to acquire property.

Activity	Amount	Funding Source	Status of Funds
Total NY Forward Funding Request	\$		
Total Funds from Other Sources	\$		
Total Project Cost	\$		

TBD

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10 Cost Estimate Description

Please describe how your costs were estimated. For example, were the estimates provided by a third-party contractor or architect?  
It is strongly encouraged that sponsors obtain a third-party cost estimate.

Please describe the status of non-NY Forward funds and the timeline for obtaining them. For example, \$X will be provided by private equity. These funds are anticipated to be secured through a loan from XYZ Bank by X date. Letters of commitment or other proof of funds may be attached as supplemental information.

Sample Budget Table

Please use the example below to assist in preparing your budget table.

Example | Create the Regional Health & Wellness Center

Activity	Amount	Funding Source	Status of Funds
Construction	\$3,820,000	DRI	Requested
	\$6,481,000	Bank Loan	Anticipated
	\$500,000	RG&E	Requested
	\$200,000	Restore NY	Requested
	\$100,000	ESD Capital	Requested
	\$530,000	Capital Campaign	Undetermined
	\$470,000	ARPA Funding	Secured
Drainage Infrastructure/Site Work	520,000	DRI	Requested
Permitting / Inspections	\$198,000	Bank Loan	Anticipated
Design	\$352,000	Bank Loan	Anticipated
Construction Administration	\$831,000	Bank Loan	Anticipated
Total DRI/NYF Funding Request			\$4,340,000
Total Funding from Other Sources			\$8,662,000
Total Project Cost			\$14,002,000
% Requested of Total Project Cost			31%

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## PROJECT FORM

# PROJECT READINESS & SUPPLEMENTAL INFO

Identify work completed to date, timeline for implementation, and any known challenges.

**Existing site images are required.**

## OPTIONAL

- Renderings of the proposed project
- Documentation of project readiness
- Previously prepared market studies or pro formas

**11 Project Readiness and Timeframe for Implementation**

Describe any work that has already been completed to date to advance the project, such as feasibility studies, market studies, preliminary site design, permits obtained, and/or funding or financing that has been secured.

Is there any environmental investigation or cleanup needed for the project to proceed? If yes, please explain.

If known, please list the permits or approvals your proposed project will require.

What challenges or issues, if any, would affect the implementation of your proposed project?

Fill out the proposed timeline for project implementation by milestone, as applicable.

Project Stage	Timeframe (in months) and Responsible Party
Project Financing	
Sketch Plan/Preliminary Design	
Regulatory Approvals (permitting and approvals)	
Design, Engineering, and Selection of Contractor	
Construction or Implementation	
Other:	

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**12 Required Documents**

Please include images of the existing project site or building (interior and/or exterior). The images provided must be of the space where project work is proposed. These can be submitted electronically or as a hard copy.

**13 Supplemental Information**

The following documents may be provided if you have them readily available. Inclusion of the documents helps to demonstrate that your project is ready to be implemented in the short term and feasible. Please check the corresponding box to the supplemental information you are providing with this application.

This information can be submitted electronically or as a hard copy. Include the project title and project sponsor contact information on each page of supplemental information.

If you are submitting supplemental information that is confidential, please label it as such.

☐ Renderings or other depictions of the proposed project

☐ Construction cost estimates / quotes from contractors

☐ Commitment letters from financial institutions

☐ Documentation of commitment from other funding agencies

☐ Memorandum of Understanding (MOU) or Agreements

☐ Business Plans/Market Studies/Pro-Forma Analyses

☐ List of Anticipated Permits/Approvals/Variances (please add copies of documents, if available)

☐ Property Survey

☐ Letter of support from the Property Owner if sponsor does not own property (current lease terms may suffice)

☐ Other (please specify):

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# PROJECT FORM

## DECARBONIZATION

**ONLY APPLICABLE TO:**  
*New construction, building additions,  
and substantial rehabilitation  
projects greater than 5,000 sf*

Answer the questions on these  
pages to determine if your  
project will need to meet  
**decarbonization** requirements.

The Project Team will provide direction  
to sponsors if project must meet  
decarbonization requirements. More  
information about the decarbonization  
requirements is found in the NYF  
Guidebook at  
[www.ny.gov/programs/ny-forward](http://www.ny.gov/programs/ny-forward).

### 14 Decarbonization (only applicable to new construction, building additions, and substantial rehabilitation greater than 5,000 sf)

Projects involving new construction, building additions, or renovations equal to or greater than 5,000 square feet may be subject to decarbonization compliance. More information on decarbonization criteria and requirements can be found in the DRI/NYF Guidebook. Please answer the following questions to help determine whether or not your project will require decarbonization.

Project Square Footage:  
(proposed project  
footprint)

Which types of improvements will be made in this project? Check all that apply.

- ☐ Removal and/or replacement of 50% or more of the area of interior wall-covering material
- ☐ Removal and/or replacement of 50% or more of the area of exterior wall-covering material, including doors and windows
- ☐ Replacement of equipment that makes up 50% or more of the total heating and cooling capacity serving the building
- ☐ Replacement of equipment that makes up 50% or more of the total water heating equipment serving the building
- ☐ Replacement of 50% or more of the interior and exterior lighting that is powered from the building
- ☐ Unsure about if my project will meet any of the above items

Are you interested in learning more about how to make your building more energy efficient and reduce long-term operating costs?

☐ Yes ☐ No

Learn more about decarbonization on one of our upcoming webinars

Thursday, June 25, 2025  
2:00-3:00pm

Thursday, July 15, 2025  
10:00-11:00am

Visit [www.BrockportForward.com/get-involved](http://www.BrockportForward.com/get-involved) to find the registration link

- or -

copy and paste the registration link below into your browser.

<https://meetny.gov.webex.com/webappng/sites/meetny-gov/webinar/webinarSeries/register/acb6cb929bc54899932f58308ec557af>

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## PROJECT FORM

# CERTIFICATIONS

Sign and attest that all the information provided in the application is true to the best of your knowledge and that you understand the requirements of the NY Forward program.

### 15 Certifications

I hereby certify that the information provided in this form is true and correct to the best of my knowledge. In order to be considered for NY Forward funding, I understand that additional information may be requested about the project and may involve meeting(s) with the NY Forward consultant. I agree to provide the requested information in a timely manner in order for the LPC, consultant team, and State team to consider my project for funding.

Project Sponsor Signature:

Date:

I understand that submission of this form does not constitute an application for or guarantee of funding from New York State, that the information provided herein will be reviewed and considered by the NY Forward Local Planning Committee for possible inclusion in the Brockport NY Forward Strategic Investment Plan. I further understand that inclusion in the Brockport NY Forward Strategic Investment Plan does not constitute a guarantee of funding from New York State, that all funding decisions will be made by New York State, and if funded I will comply with all State funding requirements.

Project Sponsor Signature:

Date:

Further, I hereby acknowledge that I have read the NY Forward project criteria and understand that any NY Forward funding provided for projects will be made available on a reimbursement basis only after expenses are incurred or in some cases, after a project has been successfully completed in its entirety. I also understand that NY Forward funding will be subject to all applicable New York State requirements, including, but not limited to MWBE utilization, competitive procurement for goods and services, and project status reporting.

Project Sponsor Signature:

Date:

### 07 SUBMISSION

Submit your completed application and any supplemental materials no later than Thursday, July 17th at 11:59pm. You may submit:

**Online:** at [www.BrockportForward.com/Projects](http://www.BrockportForward.com/Projects)

**Via email:** to Leigh Ann Kimber at [leighann.kimber@collierseng.com](mailto:leighann.kimber@collierseng.com)

**By mail or in-person:** to the Village Office at 127 Main Street, Brockport, NY 14420

*\*Please note the Village Office is open:*

*Monday - Friday from 8:30am to 4:30pm*

**Deadline for Submission:**

**Thursday, July 17th by 11:59 PM**

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# SUBMITTING YOUR APPLICATION

# SUBMITTING THE APPLICATION

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There are several ways to submit a completed Project Form or Small Project Interest Form.

## DUE DATE

Thursday, July 17, 2025 at 11:59 pm

## Submit online

Go to [www.BrockportForward.com/projects](http://www.BrockportForward.com/projects). Scroll down to the “Completed Applications” section.

## Submit via email

Email completed applications to [leighann.kimber@collierseng.com](mailto:leighann.kimber@collierseng.com)

## Submit by mail or in person

Mail or drop off completed applications to the Village Office

**127 Main Street, Brockport, NY 14580**

**Remember to attach any supplemental information**, like site images, renderings, or existing studies. Include the project title and project sponsor contact information on each page of supplemental information.

# SUPPORT

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The project team will be available to answer questions about project eligibility, evaluation, and other requirements.

We are also available to assist with completing and submitting the application.

## Contact us

Email Leigh Ann Kimber with questions at **[leighann.kimber@collierseng.com](mailto:leighann.kimber@collierseng.com)**

-or-

## Submit a question online

Use the contact form at **[www.BrockportForward.com/contact](http://www.BrockportForward.com/contact)**

# WHAT TO EXPECT

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Here's what to expect next in the process.

**Project Team will be reaching out to you – please be responsive!**

**Friday, June 13<sup>th</sup>**  
Open Call Begins

**Thursday, July 17<sup>th</sup>**  
Application forms due

**Within a few weeks**  
The Project Team will contact you to refine your proposal

**August – October**  
LPC reviews proposals and considers which projects to pursue further; ongoing coordination between sponsors and Project Team

**November**  
Select projects will be included in the Strategic Investment Plan and recommended to NYS for funding

**Tentatively Spring 2026**  
NYS announces which projects will receive NYF funding

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# Q&A SESSION

# Q&A

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Please be respectful of others and follow these guidelines.

1. If you have a question, **raise your hand** and wait until your name is called.
2. State your **name and affiliation** before you speak.
3. Limit your questions and/or comments to **3 minutes**.

You can find more information online:

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

[www.ny.gov/programs/ny-forward](http://www.ny.gov/programs/ny-forward)

You can submit questions at any time on the contact form at [www.BrockportNYForward.com](http://www.BrockportNYForward.com)

## Thank you!

We appreciate your interest in Brockport's NY Forward program and thank you for attending this meeting. We look forward to your continued participation.