

Brockport NY Forward Open Call Public Information Session

June 10, 2025, 7:00 PM

Location: Parish Center at Church of Nativity of the Blessed Virgin Mary.

Meeting Overview

The Village of Brockport held an Open Call Public Information Session as part of the NY Forward planning process. The village has been awarded \$4.5 million from New York State to plan and implement transformative projects in downtown Brockport. The session provided detailed information about project eligibility, requirements, evaluation criteria, and the application process for the Open Call for Projects period running from June 13 to July 17, 2025.

NY Forward Program Background

NY Forward is a statewide investment program aimed at reinvigorating local communities by revitalizing downtowns. The program is based on the Downtown Revitalization Initiative (DRI) and is tailored to smaller communities that are compact, walkable, and have a distinct sense of place. Total state funding between DRI and NY Forward programs amounts to \$200 million.

Program Goals

The NY Forward program maintains seven key state goals:

- Enhance downtown living and quality of life
- Create an active downtown with a mix of uses
- Provide a diverse mix of employment opportunities
- Create diverse housing options for all income levels
- Provide public spaces that serve all ages and abilities
- Encourage the reduction of greenhouse gas emissions
- Grow the local property tax base

Local Planning Committee Structure

The Local Planning Committee (LPC) is a diverse 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 various community stakeholders including business owners, residents, and local officials. They must act in the public interest and are required to recuse themselves from discussing or voting on projects where they have conflicts of interest.

Planning Process Timeline

The planning process follows this schedule:

- **February 2025:** Brockport selected as NY Forward community
- **May 2025:** Planning process begins
- **June 13 - July 17, 2025:** Open Call for Projects
- **August - October 2025:** LPC evaluation of proposed projects

- **November 2025:** Strategic Investment Plan submission to NYS
- **Spring 2026:** Grant awards announcement (tentative)
- **2026-2029+:** Project implementation

Local Strategic Framework

Brockport's NY Forward effort focuses on four Downtown Revitalization Strategies:

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

Project Types and Eligibility

Four types of projects are eligible for NY Forward funding:

- **Public Improvement Projects:** Streetscape and transportation improvements, recreational trails, new and upgraded parks, plazas, public art, green infrastructure, and other public realm projects.
- **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 that result in employment opportunities, housing choices, or other community services.
- **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 must be less than \$75,000.
- **Branding and Marketing:** Downtown branding and marketing projects that target residents, tourists, investors, developers and visitors.

Project Requirements

All projects must meet the following requirements:

- **Location:** Projects must be located within the Brockport NY Forward boundary
- **Timing:** Projects must be able to break ground within two years of funding award announcement (by Spring 2028)
- **Funding:** Projects must demonstrate a realistic and feasible path to funding, with private sponsors having a 50% match requirement
- **Scale:** Projects should be large enough to be truly transformative for downtown Brockport
- **Sponsor:** Every project must have an identified project sponsor with capacity and legal authority

- **Site Control:** Sponsors must demonstrate site control of the property
- **Decarbonization:** Certain projects (new construction, building additions, or substantial rehabilitation over 5,000 square feet) may be subject to decarbonization requirements

Evaluation Criteria

The LPC will evaluate projects based on:

- **State Goals Alignment:** How projects advance NY Forward program goals
- **Local Criteria:** Support for Brockport's Downtown Revitalization Strategies, with priority for projects that enhance accessibility, increase housing quality/diversity, and expand community services
- **Catalytic Effect:** Potential for significant positive impact and ability to attract additional investment
- **Co-Benefits:** Benefits to the larger community beyond the project sponsor
- **Project Readiness:** Well-developed projects ready to proceed in the near term
- **Cost Effectiveness:** Effective use of public resources with realistic budgets and feasible financing

Application Process

Two application forms are available based on project size:

- **Project Form:** For projects with total cost \$75,000 or greater (17 pages)
- **Small Project Fund Interest Form:** For projects with total cost less than \$75,000 (6 pages)

Applications can be submitted:

- **Online:** www.BrockportForward.com/projects
- **Email:** leighann.kimber@collierseng.com
- **Mail/In-person:** Village Office, 127 Main Street, Brockport, NY 14580

Application Deadline: Thursday, July 17, 2025 at 11:59 PM

Decarbonization Requirements

Projects involving new construction, building additions, or substantial rehabilitation of 5,000 square feet or more may be subject to decarbonization requirements. Two informational webinars are scheduled:

- **Wednesday, June 25, 2025:** 2:00-3:00 PM
- **Tuesday, July 15, 2025:** 10:00-11:00 AM

Support and Resources

The project team is available to answer questions about project eligibility, evaluation, and requirements, and to assist with completing and submitting applications. Contact information:

- **Email:** leighann.kimber@collierseng.com
- **Online:** www.BrockportForward.com/contact

- **Additional Resources:** www.ny.gov/programs/ny-forward

Next Steps

Following the application deadline, the Project Team will contact applicants within a few weeks to refine proposals. The LPC will then review and evaluate all submitted projects from August through October 2025, with ongoing coordination between sponsors and the Project Team. Selected projects will be included in the Strategic Investment Plan and recommended to NYS for funding in November 2025, with funding announcements tentatively scheduled for Spring 2026.

Public Comment

- What percentage of projects have been rejected at the State level?
 - The LPC will likely submit \$6-7 million worth of projects, and only \$4.5 million will be funded.
- Does the project cost include prevailing wage laws?
 - This will be considered on a case-by-case basis.
- Is there a limit to the number of projects/properties submitted by one sponsor?
 - There is no limit.
- Do you want third party estimates?
 - Is possible, yes.
- Is an environmental review required?
 - We will be doing with—we will do walk-throughs will make our own judgements. A Full SEQR will have to be performed.
- Do you have a list of places that can help with these estimates?
 - Start with a contractor estimate. The Small Business Administration could also be a resource.
- Are applications ever edited by the committee?
 - Yes. This is an iterative process. We will be going back and forth for three months.
- Can you define “entity”?
 - An entity is an LLC or 501(C)(3). In some cases, an LLC can be in process.
- Is there a percentage of earmarked funds for public projects?
 - No.

- What are the match requirements for nonprofits?
 - Zero. Applications that have a match will be more attractive since the LPC will want to maximize funder across more projects.
- Who is responsible for design fees?
 - Both design and construction are eligible—you are responsible. No activity should happen before funding is awarded. Design activities for applications won't be reimbursed. Anything done for the application cannot be reimbursed. You shouldn't have to go through a whole design process for the Open Call.
- If there is activity not listed, something found during construction, etc., who is responsible for covering those costs?
 - Contingencies will be added to budgets to protect the project sponsor in case of unanticipated occurrences.
- Are those contingencies based on experience with historical buildings?
 - Yes.
- Is the 25% match for the Small Project Fund fixed?
 - Yes.
- Is there a character limit on the PDF/application?
 - No.
- Does the reimbursement process work the same for public and private projects?
 - They will be contacted through different State agencies but the expectations are the same.
- 456 B – Is that tax advantage available to these projects?
 - We will get back to you.