



# Village of Geneseo

## NY Forward Small Project Fund

The Village of Geneseo has secured funding through the NYS New York Forward (NYF) program to assist business and building owners in the downtown Geneseo target area through the NYF Small Project Fund (SPF).

Eligible projects include façade improvements, permanent signage, interior renovations and leasehold improvements, and permanent machinery and equipment for businesses.

Grant funds can be up to \$100,000 and cover up to 75% of the total project cost.

This is a reimbursement program, meaning that awarded project owners must complete the project prior to receiving grant funds.

### Eligible Applicants

Individuals, for-profit entities, and not-for-profit entities are eligible to apply.

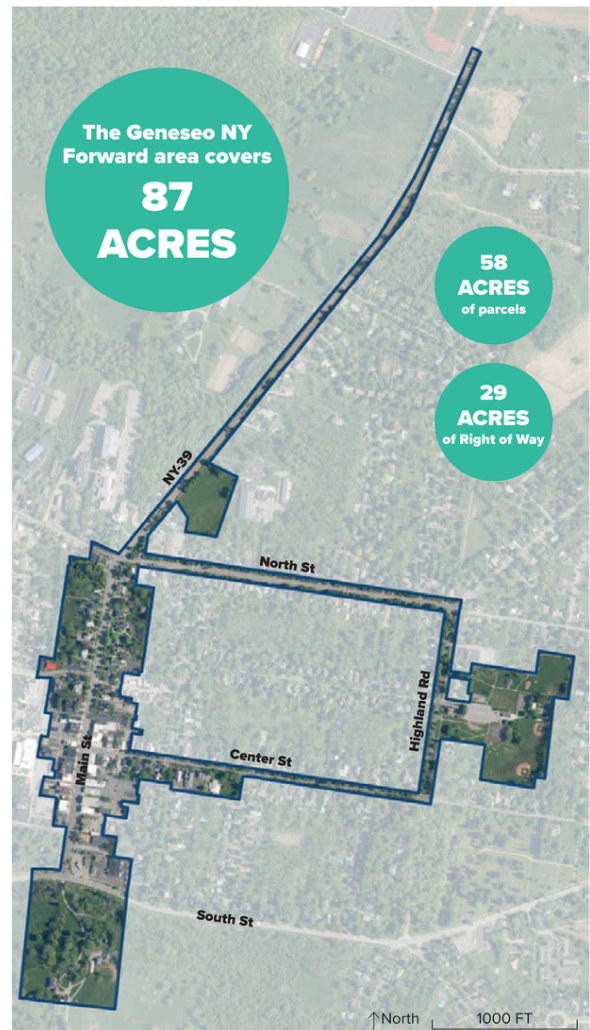
- Property owners must be current on all municipal taxes, utility payments, and fees.
- Property owners cannot have open code violations for active spaces.
- Applicants that are leaseholders must provide written permission of the landlord for any requested building renovations.

All proposed projects must be within the New York Forward Area (map to right).

### For More Information

**Program Contact:** Tracy Verrier,  
tracy.verrier@mrbgroup.com, 315-362-1088  
Please include "Geneseo NYFSPF" in email subject line.

**Program Webpage:** [www.geneseony.org](http://www.geneseony.org)



# Project & Funding Details

## ✓ Eligible Activities

- ✓ Interior and exterior building renovations for commercial and mixed-use spaces
  - façade/storefront renovations
  - permanently affixed signage and awnings
  - commercial interior fit-out
  - HVAC, MEP, and other permanent building improvements
- ✓ Upper-story residential improvements
- ✓ Permanent commercial machinery and equipment,
  - Integral to the business and
  - Not a replacement of existing equipment unless it allows for more/new products to be offered
  - Has a useful life of more than one year
  - Cost of \$2,000 or more per unit
- ✓ Soft Costs
  - Architectural, engineering, environmental
- ✓ Public art

## ✓ Ineligible Activities

- ✓ Property acquisition costs
- ✓ Site work or ancillary activities on a property such as septic systems/laterals, grading, parking lots, sidewalks, patios, decks, garages, sheds, landscaping, fences, free standing signs, general maintenance or repairs
- ✓ Improvements to structures owned by religious organizations, private membership-based organizations, or municipalities
- ✓ Furnishings, appliances, electronics, tools, disposable supplies, incidental business equipment, non-permanent fixtures, temporary artwork
- ✓ Business working capital

## Requirements

Project owners must provide a match of at least **25%** of the total project cost.

Renovations must meet local design guidelines and standards, the NYS Building Code, NYS historic preservation standards, and any other applicable regulatory requirements.

Improvements must be maintained for **5 years**.

Activity	Minimum	Maximum	Basis
Building Renovations	\$25,000	\$100,000	Per Building
Residential Units*		\$25,000	Per Unit
Minor Exterior Projects	\$10,000	\$25,000	Per Project
Permanent Machinery & Equipment	\$10,000	\$50,000	Per Project
Soft Costs		18% of Awarded Funds	Per Building

*\*An additional \$25,000 per residential unit may be awarded up to a per building maximum of \$150,000.*

# Project Review & Selection

Projects will be selected through a competitive process and will be scored based on criteria related to visual impact, economic impact, quality of life impact, and readiness.

## Alignment with Geneseo NYF

Priority will be given to projects that align with the priorities and strategies identified in the Geneseo NYF planning process, including projects that:

- Are visually prominent Downtown;
- Include renovation of upper story residential units;
- Have historic value or historic properties in danger of being lost in part or in total to disrepair or damage;
- With the assistance of grant funds, will reduce blight, contribute to the economic recovery of Downtown, and/or realize a stabilization or expansion of a Downtown business;
- Will create jobs;
- Will allow business(es) to expand service offerings; and/or
- Have not received other NYF awards.

**Goal 1**  
**Become a Destination**  
Establish the Village as a vibrant hub and destination for the region.

**Goal 2**  
**Preserve Our History**  
Preserve the Village's historic character through the revitalization and reuse of the existing building stock.

**Goal 3**  
**Enhance Connectivity**  
Strengthen connections within downtown and to surrounding destinations by enhancing walkability, bike-ability, multi-modal transportation, and placemaking.

**Goal 4**  
**Improve Quality of Life**  
Ensure downtown grows in a way that supports the quality of life of current and future residents and visitors.

## Scoring Criteria

### Readiness

Proof of overall feasibility and readiness:

- Proof of ownership
- Documentation that 100% of the project financing is in place
- Past experience with similar projects
- Reasonable construction timeline

### Economic Impact

Projects that:

- Leverage grant funds with private investment
- Reduce blight and vacancies
- Contribute to the economic recovery of the NYF area
- Stabilize/expand the Downtown tax base
- Expand businesses and/or jobs

### Physical Impact

Improvements to buildings that are:

- Visually prominent
- Historic
- In danger of being lost

Improvements that:

- Bring existing properties into compliance with design guidelines
- Are transformative beyond normal maintenance

### Goals Achieved

Projects that advance the goals of the Geneseo NYF Strategic Investment Plan:

- Become a Destination
- Preserve Our History
- Enhance Connectivity
- Improve Quality of Life

# Process for Awarded Projects

## Project Commitment Fee

Awarded applicants will be required to pay a **\$1,050 commitment fee**.

This fee covers:

- Technical assistance with scope development
- Completion of the required site contamination assessment

This fee does not cover:

- Hazardous materials testing
- Engineering
- Architecture
- Other project design

The services not covered should be incorporated into the project’s budget as soft costs and paid for by the project owner.

Upon successful completion of the project, **75% of the commitment fee and soft costs will be reimbursed**. If the project does not come to fruition, the commitment fee is forfeited.

## Project Implementation Process

Awarded applicants **must** follow specific processes and procedures in order to receive reimbursement. Please review this information to ensure that you will be able and willing to follow the rules and processes as required by the program if awarded.

Step	Description
Scope of Work Development	Once a project has been selected for assistance, the Village’s consultant will meet with the project owner to develop a scope of work and refine the estimated project cost. The scope of work must address: immediate health and safety concerns; the correction of existing code violations; environmental hazards; installation of energy conservation measures; improvement of accessibility for persons with disabilities; consistency with any other local program design guidelines; and preservation of historical elements of the building.
Environmental Review	All projects must comply with federal and state environmental regulations. This will include hazardous material testing and an environmental compliance checklist, which will be completed by the Village’s consultant. All known threats to human health and safety must be addressed by the project.
Contract	The Village’s consultant will meet with project owners to develop a contract with a formal scope of work and explain program requirements related to design, environmental hazards, energy efficiency, etc.

## Project Implementation Process, Continued

Step	Description
Procurement and Budding	The consultant will assist project owners with the procurement and bidding process. A minimum of two bids or proposals will be obtained and reviewed for all project costs. The consulting team will exercise oversight of the entire bidding process to ensure that it is fair, efficient, and free of actual and perceived conflicts of interest. Each activity will be reimbursed based on the lowest responsible bid, even if the project owner selects other than the lowest bidder.
Monitoring	For all projects, the Village and/or consulting team will conduct a series of inspections throughout the project implementation, including a final inspection to ensure that the project was completed in alignment with the contract. Furthermore, projects will be subject to a 5-year compliance period during which time the applicant could be subject to recapture of the grant if the building is sold or not appropriately maintained.
Reimbursement Documentation	For both reimbursable expenses and match, project owners must submit an invoice on vendor letterhead and proof of payment (credit card or online payment receipt, cleared check copy, or an account statement which shows the withdrawal). Cash payments and hand-written receipts will not be accepted.

### “ Community Vision

***Downtown Geneseo will be a dynamic center for living, learning, shopping, recreation, and entertainment in Livingston County. By balancing preservation with purposeful growth, we will protect the historic character and charm of our 19th-century downtown and treasured natural environment while positioning ourselves as a regional destination for culture, world-class education, and exceptional quality of life. We will support our local businesses, promote the arts, and create accessible connections to Geneseo’s unique assets and recreational offerings. Geneseo will leverage our location in the Genesee River Valley to be a vibrant, connected, and inclusive center for all to live, learn, work, play, and visit.”***

# Frequently Asked Questions

## **I rent the building or portion of a building from a landlord. Is the project still eligible?**

Typically, a building owner is the NYF program participant, but occasionally a business owner that is a building tenant or leaseholder may apply for participation provided several conditions are met, including permission of the landlord for any building renovations. Please consult the program contact for more information.

## **When will I know if I receive the grant, when will funding be available for my project, and when can I start work?**

Owners for selected projects will be notified in writing within 60 days of review by the Project Review Committee. Prior to starting work, each project must partner with the Village's consulting team on a variety of reviews and processes. No work can start until approval to proceed is received. Any work completed prior to that notification will be ineligible for reimbursement.

## **Do I need to pay for costs upfront?**

Yes. The NYF SPF is a reimbursement grant program, so funds are only disbursed to the project owner after work is completed. This means that the owner must be able to pay the full project cost up front and wait for reimbursement. In certain circumstances, one interim reimbursement may be allowed.

## **I am a developer, can I use my own crew?**

No. Work completed by the project owner or a family member cannot qualify for reimbursement or as match. Direct procurement of materials for a renovation project are also not eligible. All materials must be procured by the selected contractor or vendor.

## **Are there any requirements I need to follow in considering a project?**

Projects being assisted with state funds must undergo an environmental review and comply with all federal and state laws. This includes compliance with NYS Asbestos Laws and federal requirements for lead-based paint in structures constructed prior to 1978. The program will assist in this process, and the cost of testing is an eligible project expense. Contractors must be competitively procured, and a minimum of two quotes will be required.

## **Are in-kind labor and donated materials eligible as match for the SPF?**

No. Match for NYF SPF projects must be realized on a building-by-building basis, and eligible expenses and payments will be verified prior to reimbursement.

# Frequently Asked Questions

## Are costs incurred prior to award eligible for reimbursement or as match?

No. Costs incurred prior to award are not eligible for reimbursement or as match. Additionally, applicants are advised against incurring costs prior to contract execution and environmental review.

## How quickly will I be reimbursed upon completion of my project?

Once all appropriate documentation of expenses are submitted to and approved by the State, reimbursement is typically received by the Village in 3 to 6 weeks. The Village has 7 days to disburse those funds to the project owner once received.