



## Regional Economic Development Councils



# 2018 Application Manual

Governor Andrew M. Cuomo

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## Overview

A centerpiece of Governor Andrew Cuomo's strategy to jumpstart the economy and create jobs, ten Regional Economic Development Councils (REDCs) were put in place in 2011 to redesign the state's approach to economic development, replacing a top-down approach to economic development that did not recognize the unique resources and strengths of each of New York's regions.

In 2011 the Regional Economic Development Councils (Regional Councils) developed strategic plans with advice from a broad spectrum of stakeholders taking into account the unique strengths and weaknesses of each region. Over the past seven years the REDCs updated their strategic plans and strategies to build on the strengths and address the weaknesses identified by the 2011 Strategic Plan Review Committee. The strategic plans serve as a road map guiding each region's efforts to stimulate economic growth

In 2018, each Regional Council will continue to implement its strategic plan and continue to identify and invest in significant economic development projects. The Governor has directed over \$750 million in state resources to be made available through the Consolidated Funding Application (CFA) in 2018 to support economic development priorities of the strategic plans and job creation across the state.

The CFA process replaced multiple applications for economic development projects with a single application for state economic development resources from numerous state agencies, and institutionalized the role of the Regional Councils in identifying priorities for state resources.

The CFA has been designed to give economic development project applicants expedited and streamlined access to a combined pool of grant funds and tax credits from dozens of existing programs. The CFA is a modern and easy-to-use online application that allows businesses and other entities to apply for multiple agency funding sources through a single, web-based application. It is the primary portal for businesses to access state agency resources, including resources for community development, direct assistance to business, waterfront revitalization, energy and environmental improvements, government efficiency, sustainability, workforce development, and low-cost financing.

State agencies and authorities making resources available in the 2018 CFA include: Empire State Development; NYS Canal Corporation; NYS Energy Research and Development Authority; Environmental Facilities Corporation; Homes and Community Renewal; Department of Labor; Office of Parks, Recreation and Historic Preservation; Department of State; New York Power Authority; Department of Environment Conservation; and NYS Council on the Arts.

This manual outlines the process for applying through the CFA and a step-by-step guide to utilize the online application.


Additional CFA related documents can be found on the CFA home page at <https://apps.cio.ny.gov/apps/cfa/>. More information on the Regional Councils can be found at [www.regionalcouncils.ny.gov](http://www.regionalcouncils.ny.gov).

## Using the Application

### Registering

The Consolidated Funding Application is a web-based application accessible at <https://apps.cio.ny.gov/apps/cfa/>.

To apply for a grant, you must first register and identify the project for which funds are sought. The CFA allows applicants to be considered for multiple sources of funding for a project by filling out just one application.



The screenshot shows the 'NYS Consolidated Funding Application Registration' page. At the top, there is a dark blue header with the title 'CONSOLIDATED FUNDING APPLICATION' in orange. Below the header is a navigation bar with links: 'HELP', 'PRINT PAGE', 'REGIONAL ECONOMIC DEVELOPMENT COUNCILS', and 'CFA PROJECT INFO'. The main content area is white and contains a registration form. The form has the following fields and instructions:

- Email Address**: A text input field.
- Email Address Check**: A text input field with the instruction: 'Re-enter your email address for a verification check.'
- Organization Name**: A text input field with the instruction: 'If you do not have a business name yet please enter your DBA "Doing Business As". Use only alpha-numeric characters.'
- Project Name**: A text input field with the instruction: 'This will be the name associated with your project. Use only alpha-numeric characters.'
- Security Question**: A prompt 'Please enter the sum of the following two numbers:' followed by the equation '1 + 8 =' and a text input field. Below this is the instruction: 'This helps to protect our system from spam.'
- Register New Application**: A blue button with white text.

On the registration page, enter an e-mail address, organization name, and project name.

Prior to selecting "Register New Application," you must answer the security question at the bottom of the page. This is a security function that protects the grant system from spam.

The next screen verifies registration for the project and provides a project-specific token or password. **Print out this page and save it for your records.** You will need the token to revise or update your application.

**CONSOLIDATED FUNDING APPLICATION**

HELP   PRINT PAGE   REGIONAL ECONOMIC DEVELOPMENT COUNCILS   CFA PROJECT INFO

## NYS Consolidated Funding Application Registration

Thank you for registering.

### Instructions

**Important** - Before proceeding read the following carefully:

- 1. Save your information**

Please make note of the following information. You should print this page and save it for your records now.

Organization Name:    INTERNAL TEST

Project Name:        INTERNAL TEST

Your login token:   

PLEASE DO NOT LOSE THE TOKEN SHOWN ABOVE - YOU WILL NEED IT TO ACCESS YOUR APPLICATION ONCE YOUR ACCOUNT HAS BEEN ACTIVATED.
- 2. Check your email**

An email has been sent to you with information on how to get started with your application. You must follow the link contained in this email message to activate your account and to begin the application process.

You may need to check your SPAM folder for the activation email message.

Applicants seeking funding for more than one project must start a new application for each project and obtain an application number for each project. If you have previously registered for a CFA, you may login with your existing e-mail address and token to start a new application(s). To start a new application with existing credentials, select MY APPLICATIONS under the APPLICATION link located towards the top left corner of the screen, then select START NEW APPLICATION at the bottom of the screen. You can create a new applicant profile by registering a new e-mail address and you will receive a new token. If registering with a new e-mail address, you will receive an e-mail from [cfa@ny.gov](mailto:cfa@ny.gov) with information on how to continue the application process. **Please be sure to check your spam filter if you registered and did not receive an email for activating your account.** This e-mail will contain a link that you must follow to activate your account and begin the application.

Thank you for registering with the NYS Consolidated Funding Application.

New Applicant Information:

Your Application Number is: **50341**

Organization Name: **INTERNAL TEST**

Project Name: **INTERNAL TEST**

Email Address: [REDACTED]

**IMPORTANT**

To continue the process you must activate your account.

[CLICK HERE TO ACTIVATE YOUR ACCOUNT](#)

If you've already activated your account [click here to log in and continue your application](#).

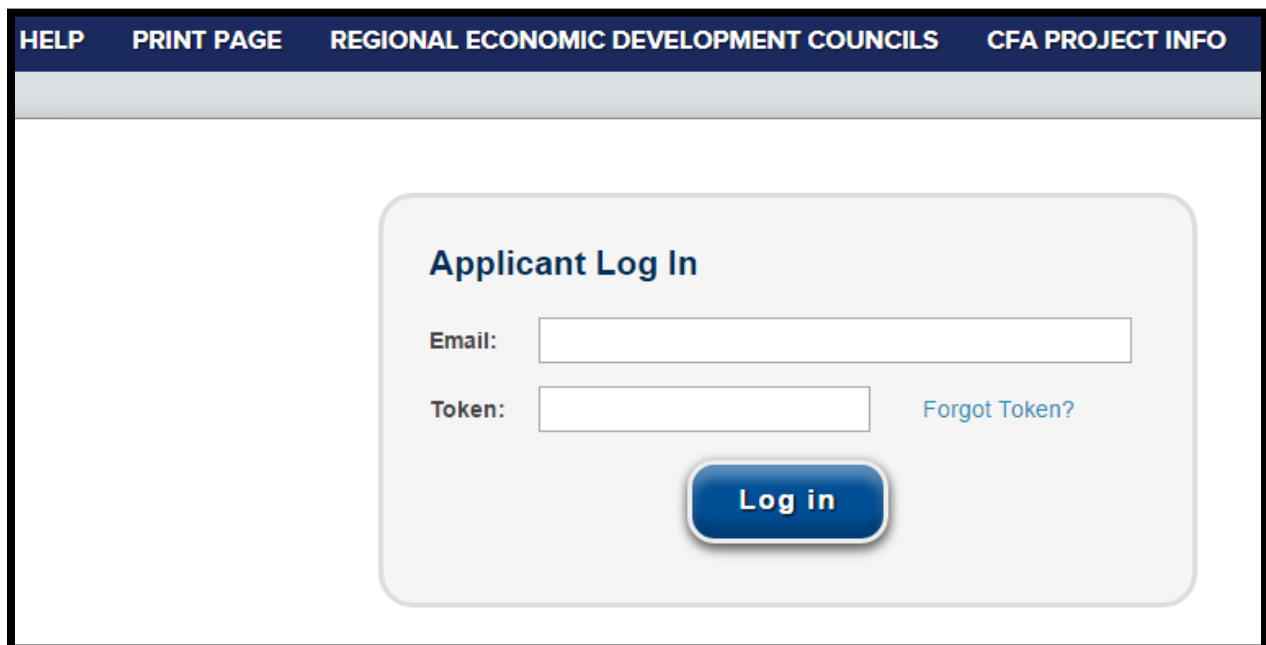
To log in you will need to enter in your email address ([REDACTED]) and the token displayed when you first registered.

After you select “CLICK HERE TO ACTIVATE YOUR ACCOUNT,” a page will open that confirms project registration. Select “Proceed to Log In.”



The screenshot shows a web page with a dark blue header containing the links: **HELP**, **PRINT PAGE**, **REGIONAL ECONOMIC DEVELOPMENT COUNCILS**, and **CFA PROJECT INFO**. Below the header, the page title is **Activation Confirmation**. A green message box with a checkmark icon contains the text: **Your account is now active and you may log in.** Below this message box is a blue button with the text **Proceed to Log In**.

To sign in, an applicant must use the same email address they used when registering. Type the token provided at registration into the box. If you have more than one project, it is important to use the proper token number, so you don’t start or revise the wrong application.



The screenshot shows a web page with a dark blue header containing the links: **HELP**, **PRINT PAGE**, **REGIONAL ECONOMIC DEVELOPMENT COUNCILS**, and **CFA PROJECT INFO**. Below the header, the page title is **Applicant Log In**. There are two input fields: **Email:** and **Token:**. To the right of the **Token:** field is a link that says **Forgot Token?**. Below the input fields is a blue button with the text **Log in**.

If you have forgotten your token, please click the “Forgot Token?” link. A message will appear instructing you to submit your e-mail address and application number. Once you submit your e-mail address and application number, you will receive an email that contains a link to reset your token. If you require further assistance a phone number is included in the e-mail to call for help with your token. This number can only be used for assistance with a forgotten token.

## Technical Requirements

The Welcome screen explains the technical requirements for using the CFA website, including the type of browser that can be used, the ability to create PDFs, and the ability to select and upload files.

### WELCOME

#### Technical Requirements

Use of the CFA website requires the following:

##### A modern, standards-compliant browser



Some functionality may not work in older browsers, such as Internet Explorer 7 (IE7) or earlier. Please use **the latest version** of Chrome, Firefox, or Internet Explorer.

✓ Your browser is up to date.

##### Ability to create PDF and ZIP documents



**PDFs** are static documents that can be created using various software. Information is available on [how to create PDFs from other documents](#). PDF, JPG (photo) and ZIP (compressed) files are the only formats accepted by this system. Information is also available on [how to create ZIP files](#).

##### Ability to select and upload files



You may not be able to upload documents using certain operating systems including iOS (iPhone, iPad), Android (before v2.2), and other mobile operating systems.

The preferred way to upload CFA documents is using **Flash**. Flash is free software that is usually already installed on most computers. You can determine if Flash is installed on your computer here <http://www.adobe.com/software/flash/about/>. Flash can be downloaded for free at <http://get.adobe.com/flashplayer/>. Flash is not supported on many mobile operating systems.

✓ Your browser has Flash enabled. Version: 21.0.0.

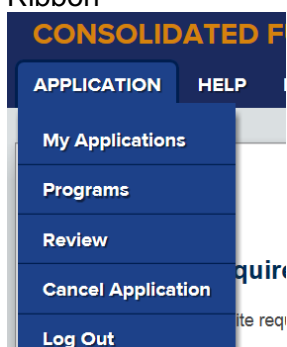
**Proceed to Next Page**

## Cloning an Application

If you registered for an application last year, and you would like to apply to one or more of the same programs again this year, you can “clone” last year’s application into a new application for this year. This can be a time saver by copying *most* (but not all) of your answers from last year’s application to this year’s cloned application. You will have the ability to add new programs to your application after the cloning is complete.

**If you are not looking to clone an application from last year, you may skip to the “Starting Your Application” section. If you are looking to clone last year’s application, please use the following steps:**

Log into the CFA portal with the email address and token you used to complete last year’s application. After you log into the portal, click “Applications”, then “My Applications” from the blue Ribbon



Locate the application you wish to clone from your list of applications and select “Clone”

A screenshot of the application selection interface. It shows a light gray box with a rounded border. On the left, it says "Application # 76015" and "Project Name Creative Coalitions". On the right, there are two blue buttons: "Select" with a right arrow icon and "Clone" with a circular arrow icon.

Enter a new Project Name and (optionally) a new Business name for the cloned application and click “Save”. By default, last year’s Project and Business names will be displayed

A screenshot of the "New Application" form. The title is "New Application, Clone of Application # 76015". There are two input fields: "Project Name" with the text "Creative Coalitions 2018" and a clear button (x), and "Business Name" with the text "My Business Name". At the bottom, there is a blue "Save" button and a link "or Cancel".

Your cloned application will now appear in your list of applications. Select “Proceed to Application” to start working on your newly cloned application

Application # 79787 - *currently selected*

Project Name

Creative Coalitions 2018

Business Name

My Business Name

Finalization Status

In Progress

Edit

Download

Cancel

Clone

Proceed to Application

#### Notes on Cloned Applications:

- You will still have to answer the Threshold Questions associated with the cloned programs to ensure that you are still eligible to apply for the cloned programs.
- Certain answers from your “old” application will **not** be cloned including Location, Attachment, Budget, and Certification questions.
- Once you complete the Threshold questions from cloned programs, you can select the “Programs” tab from the blue ribbon to add new programs to your application.
- In order to be considered for Round 8 competitive programs, your application must be finalized by 4PM on July 27, 2018. **If the application is not finalized by 4PM on July 27, 2018, it will not be reviewed or considered for funding.**

## Starting your application

The CFA now allows potential applicants options for beginning an application. The “Program Wizard” option is the traditional CFA process, where applicants that may not be aware of all the resources can choose categories and project types that align with the scope of their project. Returning applicants may know exactly which programs they want to apply for and can use the “Program List” button to easily choose the programs they want.

The screenshot displays the 'CONSOLIDATED FUNDING APPLICATION' web interface. At the top is a dark blue navigation bar with the title in orange and white text, and several menu items in white: APPLICATION, HELP, PRINT, LOG OUT, REGIONAL ECONOMIC DEVELOPMENT COUNCILS, and CFA PROJECT INFO. Below the navigation bar is a light gray header. The main content area features two large, light gray rectangular boxes side-by-side, separated by a large, semi-transparent 'OR' text. The left box is titled 'Program Wizard' in bold black text. Below the title, it says 'Choose project categories and types to help you decide which programs are right for your project's application'. At the bottom of this box is a blue button with white text that reads 'Proceed to Program Wizard'. The right box is titled 'Program List' in bold black text. Below the title, it says 'Choose programs by selecting from a list of programs organized by State Agency'. At the bottom of this box is a blue button with white text that reads 'Proceed to Program List'.

## Select Project Category

Select one or more categories from the list that best represents your project.

### Select Project Category

Please answer the following set of questions as accurately as possible. Based on your answers to the following questions, programs that you may be eligible for will be displayed along with an additional set of questions for each program.

Choose one or more categories below that best represent the *INTERNAL TEST* project for which you wish to submit this application:

☐ **Community Development**  
[Show 10 Associated Programs](#)

☐ **Direct Assistance to Businesses and Other Organizations**  
[Show 12 Associated Programs](#)

☐ **Education/Workforce Development**  
[Show 5 Associated Programs](#)

☐ **Energy**  
[Show 4 Associated Programs](#)

## Select Type of Project

Once you have selected a Project Category, you must choose your Project Type. Multiple Project Types can be selected.

Application Number 62997

PROGRAMS

LOCATION

DOCUMENTS

QUESTIONNAIRE

JOBS

FUNDING

REVIEW

Application is NOT FINALIZED

### Select Type of Project

Choose one or more project types from the list below that best represents your project:

☐ **Adoption of streamlined permitting and other ordinances for solar energy systems and electric vehicle charging stations for communities**  
[Show Associated Programs](#)

☐ **Large-scale, capital, sustainability projects contributing to community resiliency and reducing greenhouse gas emissions.**  
[Show Associated Programs](#)

☐ **Low cost power for businesses (including not-for-profits)**  
[Show Associated Programs](#)

☐ **Non Residential Energy Efficiency Projects (Energy Study/Audit/Master Plan, New Construction/Substantial Renovation, Retrofit to an Existing Building, Industrial and Process Efficiency Improvements)**  
[Show Associated Programs](#)

You may click “Show Associated Programs” to see programs that are associated with the Type of Projects listed.

Application Number 62997

PROGRAMS LOCATION DOCUMENTS QUESTIONNAIRE JOBS FUNDING REVIEW

Application is NOT FINALIZED

### Select Type of Project

Choose one or more project types from the list below that best represents your project:


☒ Adoption of streamlined permitting and other ordinances for solar energy systems and electric vehicle charging stations for communities  
[Show Associated Programs](#)

☐ Large-scale, capital, sustainability projects contributing to community resiliency and reducing greenhouse gas emissions.  
[Show Associated Programs](#)

### Select By Program List

For returning applicants and those familiar with the CFA system, choosing the Program List option will bring applicants directly to the program selection page where a list of all programs is available.

## PROGRAMS

 **Your application must have at least one associated program! You may restart program selection, or cancel your application and start a new one.**

### Your Application's Programs

You potentially qualify for the following programs:

↓ Add more programs below

---

### All Other Programs

Cleaner Greener Communities (CGC), Phase II Implementation Grants, Category 1: PV and EVSE Streamlined Permitting <a href="#">Show program description</a>	Open Enrollment	ADD
Craft Beverage Grant Program <a href="#">Show program description</a>	Open Enrollment	ADD

## Programs for which you may Potentially Qualify

A list of programs based on your Project Category and Project Type selections will appear. You may remove a program from consideration before proceeding with the application by clicking on the Remove Program button.

### Your Application's Programs

*Programs were recently added to your application. To determine if your application potentially qualifies for the following programs, you will need to answer a few threshold questions. Please Proceed with the Application.*

You potentially qualify for the following programs:

New Program

**Excelsior Jobs Program**  
[Show program description](#)  
*You need to **answer threshold questions** for this program.*

Open Enrollment

REMOVE

New Program

**NYSERDA Energy Efficiency Projects**  
[Show program description](#)  
*You need to **answer threshold questions** for this program.*

Open Enrollment

REMOVE

Additionally, you may add programs that did not result from your Project Category and Type selections by selecting the program name from the list at the bottom of this screen under All Other Programs.

### All Other Programs

**Cleaner Greener Communities (CGC), Phase II Implementation Grants, Category 1: PV and EVSE Streamlined Permitting**  
[Show program description](#)

Open Enrollment

ADD

## Navigating through the Application

You have the ability to navigate forward and backward through the application using the navigator at the top of every screen. To go to a specific section of the application, you hover over a section. The topics associated with the section will appear. By selecting the blue box that corresponds to the topic of interest, you will be redirected to that section of the application. As you progress through the application, completed sections are indicated by a green check mark.

Application Number 38281

PROGRAMS

LOCATION

DOCUMENTS

QUESTIONNAIRE

JOBS

FUNDING

REVIEW

Application is NOT FINALIZED

## Threshold Questions

You must answer one or more Threshold Questions to determine if you meet the minimum qualifications for the programs you have selected. A “Scoring Tips” button appears under many of the Threshold Questions. Selecting “Scoring Tips” will provide a detailed explanation or instructions relating to the question.

### Threshold

#### Excelsior Jobs Program

Q\_41

Does this project predominantly involve any of the following activities at the project location, and will it meet the minimum job creation requirements OR the minimum job retention requirements in NYS? Please click on "Scoring Tips" for project activity definitions.

(1) Manufacturing: minimum job creation = 5 net new jobs, OR minimum job retention = 5.

(2) Scientific research and development: minimum job creation = 5 net new jobs, OR minimum job retention = 25.

(3) Software development: minimum job creation = 5 net new jobs, OR minimum job retention = 25.

(4) Agricultural production or support; minimum job creation = 5 net new jobs, OR minimum job retention = 25.

(5) Back office operation: minimum job creation = 25 net new jobs, OR minimum job retention = 25.

(6) Financial Services: minimum job creation = 25 net new jobs, OR minimum job retention = 25.

(7) Distribution center: minimum job creation = 50 net new jobs, OR minimum job retention = 25.

(8) Life Sciences: minimum job creation = 5 net new jobs, OR minimum job retention = 25.

(9) Music production: minimum job creation = 5 net new jobs, OR minimum job retention = 25.

(10) Entertainment company: minimum job creation = 100 net new jobs, OR minimum job retention = 25.

[http://esd.ny.gov/BusinessPrograms/Data/Excelsior/050211\\_ExcelsiorStatutoryProvisions.pdf](http://esd.ny.gov/BusinessPrograms/Data/Excelsior/050211_ExcelsiorStatutoryProvisions.pdf)


☐ Yes ☐ No

Scoring Tips

## Region

Select the region within which your project is located. If your project is located within multiple regions, please select the region in which the majority of the project will take place. If you select multiple regions, the project will only be reviewed and scored (if applicable) by the REDC region in which the majority of the project takes place in which will be determined by the program reviewing the project.

**Select the region(s) within which your project is located**



The map shows the state of New York divided into 11 distinct regions, each labeled in yellow text. The regions are: Capital District (Albany), Central New York (Syracuse), Finger Lakes (Rochester), Long Island (Hempstead Harbor), Mid-Hudson (New Windsor), Mohawk Valley (Utica), New York City (New York City), North Country (Plattsburgh), Southern Tier (Elmira), Western New York (Buffalo), and Albany (Albany). Major cities are marked with stars and labeled.

- ☐ Capital District
- ☐ Central New York
- ☐ Finger Lakes
- ☐ Long Island
- ☐ Mid-Hudson
- ☐ Mohawk Valley
- ☐ New York City
- ☐ North Country
- ☐ Southern Tier
- ☐ Western New York

## Required & Optional Documents

After you select your project's location, a screen will appear that lists the documents you must upload to complete the application (if any). These files must be in **PDF, JPG or ZIP** format and cannot be larger than 10 MB (megabytes) in size. You may combine multiple PDF files into a single .ZIP file if necessary. Avoid using special characters like \*,%,#,:; in your document name as this will cause errors in the upload. If an attachment question requires more than one document, you must create a single PDF or JPG file that contains all the required documents or a ZIP file that contains the required documents in PDF or JPG format. For more information on creating PDF files, click the "How to create PDF's from other documents"

<https://apps.cio.ny.gov/apps/cfa/help.cfm?section=pdf> . For information on creating ZIP files, click the "How to create ZIP files" <http://windows.microsoft.com/en-us/windows/compress-uncompress-files-zip-files#1TC=windows-7>.

Application Number 62997

PROGRAMS

LOCATION

DOCUMENTS

QUESTIONNAIRE

JOBS

FUNDING

REVIEW

Application is NOT FINALIZED

### REQUIRED & OPTIONAL DOCUMENTS

#### Instructions





For assistance scanning your documents, please bring your documents to any of these [Regional Offices](#).

Your application may require you to upload supporting documents. **These files must be in PDF, JPG or ZIP format (unless specifically noted otherwise below) and cannot be larger than 10 MB in size. You may combine multiple PDF files into a single .ZIP file if necessary. Avoid using special characters like \*,%,#,:; in your document name as this will cause errors in the upload.** If an attachment question requires more than one document, you must create a single PDF or JPG file that contains all the required documents or a ZIP file that contains the required documents. More information is available on [how to create PDFs from other documents](#) and [how to create ZIP files](#).

You may proceed with your application without uploading these documents. However, if supporting documents are required, you must return to this section and upload the required documents before you can finalize and submit your application.

Your answers will be automatically saved whenever you tab to the next question or when you click outside the answer box in which you are working. You may also click the "Save" button at the bottom of the screen to save your responses.

#### Legend

-  this document has been uploaded
-  this document is required but has not been uploaded
-  this document is optional and has not been provided. Optional documents are helpful in the evaluation of your application, but not required.
-  the uploaded document is "restricted": The document will only be shared with the state agency/authority that is required to review this application.

You may proceed with your application without uploading the required documents, but you will not be able to finalize your application until all requirements have been completed. All required attachments must be submitted through the CFA, mailed hardcopies of attachments will not be accepted.

## Questionnaire

The application will save your answers each time you tab or click out of a question box. The time the answer is saved is listed to the right of the answer box. The Consolidated Funding Application has been updated to allow the use of conditional questions. This allows for multiple questions (child question) to be shown or hidden based on an applicant's answer selection made on a prior question (parent question). A red circle is displayed next to the required questions and a grey circle next to optional questions. **You will not be able to submit your application until all required questions have been answered.**

Application Number 62997

PROGRAMS

LOCATION

DOCUMENTS

QUESTIONNAIRE

JOBS

FUNDING

REVIEW

Application is NOT FINALIZED

### QUESTIONNAIRE

#### Instructions

To proceed with your application, please answer the following questions.

If your answers are lengthy, we recommend you type your answers into a word processor and paste them into the application so you will always have a copy of your answers. (Note: By design, most of the formatting you create with your word processor will be lost when you paste answers into the application.)

Your answers will be automatically saved whenever you tab to the next question or when you click outside the answer box in which you are working. You may also click the "Save" button at the bottom of the screen to save your responses.

#### Legend

- the question has been answered
- an answer is required but has not been provided
- an answer is not required and has not been provided
- the answer is "restricted": The answer will only be shared with the state agency/authority that is required to review this application.
- the question and its answers are shared among multiple programs on this application

[Disclaimer](#)

Q\_4776

Have you received previous funding for any aspect of the Project, or to serve any part of the proposed Service Area, from federal, State, or municipal sources?

Answer saved at 11:02

☒ Yes ☐ No

Q\_4777

Please provide the Project title

Answer saved at 11:02

(This question is associated with your answer selection in question: Q\_4776)

Improvement Project

characters: 400

max

Q\_4776

Have you received previous funding for any aspect of the Project, or to serve any part of the proposed Service Area, from federal, State, or municipal sources?

Answer saved at 11:02

☐ Yes ☒ No

## Certification

The application includes a certification section where you verify your information by entering your name in the box. An example is a commitment to the Minority and Women's Business Enterprise Equal Employment Opportunity requirements. Another is verification that the person filling out the application is authorized to submit the application, and that the information provided is true to the best of their knowledge.

**Certification**

Q\_1038  
Shared Question

By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

max characters: 400

## Jobs

The application contains a section where you indicate the net new jobs to be created and answer investment questions. Depending on your application, you may not be required to answer these questions.

Application Number 62997

PROGRAMS

LOCATION

DOCUMENTS

QUESTIONNAIRE

JOBS

FUNDING

REVIEW

Application is NOT FINALIZED

**JOBS**

Show only questions below that are incomplete and required

**Workforce**

I. Assessment of Skilled Worker Shortfall

The following questions will collect details about the workforce needs of the project so that we can determine whether they are met in the current labor market. If there are occupations which you anticipate a shortage of skilled workers, then check an Occupation Group below. For each Occupation Group selected, enter in the titles and the number of workers needed, i.e., the estimated number of positions that you believe are at risk of remaining unfulfilled due to the current labor market.

If the project has no anticipated shortfall of workers, you may proceed to the next question without making a selection.

Scoring Tips

## Project Funding

If your application(s) requires you to indicate the amount of funding you are requesting, boxes will appear that require you to enter funding amounts and details for each program on your application.

### PROJECT FUNDING

#### Instructions

The following section will collect information regarding your project's cost and funding. Please follow the instructions associated with each section below.

#### Total Project Cost

The TOTAL cost of the project for which funds are being requested via this CFA. Projects that have multiple phases should be careful to include ONLY the phase covered by this CFA round. Please use only numbers; no commas (,), dollar signs (\$), or special characters.

Total project cost: \$

Save

#### Funding Requested from Program

The amount you are requesting from each program on your application. Please use only numbers; no commas (,), dollar signs (\$), or special characters.

Program	Amount Requested
Excelsior Jobs Program	\$ <input type="text"/>
NYSERDA Energy Efficiency Projects	\$ Answer Not Required
Total Amount Requested	\$ 0

Save

## Program Budget

A detailed budget breakdown is also required for many CFA programs. Applicants should provide as much detailed information regarding sources and uses of funds and should closely read program guidance documents to make sure the funding they are requesting is going towards and eligible use. Help text is generally available for further information on how to properly fill out the Program Budget section for each resource.

### Program Budget

For each program, indicate the sources and uses of funds required to complete the project for which funds are being requested. If you are requesting funds from multiple programs, the sum of all program requests should equal the total CFA funding requested. The Program Budget should be consistent with any program match requirements or funding limits, as detailed in the program's HELP section. Include all non-CFA sources such as private funding, funds from lending institutions, and in-kind, as allowed by the program. If a funding source supports multiple uses, each source should be accompanied by a separate use and amount. Please use only numbers for the amount; no commas (.), dollar signs (\$), or special characters.

#### Excelsior Jobs Program

[Show Help](#)

Use ?	Source ?	Amount	Indicate Source / Comments	Add / Remove
<div>Use ▼</div>	<div>Source ▼</div>	<div>\$</div>	<div></div>	<div>Remove</div>
Total - Excelsior Jobs Program:		<div>\$</div>	<div>0</div>	<div>Add Row</div>

Save & Proceed with Application

## Review

Once you answer all the questions on your application, select the Save and Proceed button at the bottom of the screen. If you did not answer required questions, a red circle will display next to the questions section. You must go back and complete the required questions before you can finalize and submit your application.

Application Number 62997

PROGRAMS

LOCATION

DOCUMENTS

QUESTIONNAIRE

JOBS

FUNDING

REVIEW


Application is NOT FINALIZED

### REVIEW

#### Finalization Checklist

✓	Programs	Complete! ◦ NYSERDA Energy Efficiency Projects
✓	Not-For-Profit	Complete!
✓	Location	Complete!
✓	Documents	Complete!
✗	Questionnaire	There are 42 remaining required questions that need to be completed.
✓	Jobs	Complete!
✓	Funding & Budget	Complete!

#### Application Finalization

 You have not completed 1 area. Please use the links above to return to the incomplete area.

Application Number 62997

PROGRAMS

LOCATION

DOCUMENTS

QUESTIONNAIRE

JOBS

FUNDING

REVIEW

Application is NOT FINALIZED

## REVIEW

### Finalization Checklist

✓	Programs	Complete! • NYSERDA Energy Efficiency Projects
✓	Not-For-Profit	Complete!
✓	Location	Complete!
✓	Documents	Complete!
✓	Questionnaire	Complete!
✓	Jobs	Complete!
✓	Funding & Budget	Complete!

### Please Acknowledge

Please Note: By clicking the button below you will no longer be able to modify or amend your application.

BY CLICKING HERE, I ACKNOWLEDGE THAT MY APPLICATION IS COMPLETE AND READY FOR FINALIZATION

**To finalize and submit your application, you need to click the dark blue button labeled “By Clicking here....” at the bottom of the screen.** After you finalize and submit your application, it cannot be modified or amended. If you would like to un-finalize your application to edit it, you must e-mail [CFA-Tech@ny.gov](mailto:CFA-Tech@ny.gov) prior to the closing date. Once your application is un-finalized, it will be marked as in progress as opposed to finalized. In order to be considered for Round 8 competitive programs, your application must be re-finalized by 4PM on July 27, 2018. **If the application is not re-finalized by 4PM on July 27, 2018, it will not be reviewed or considered for funding.**

After you submit your application, you will receive a thank you message as well as an e-mail message that acknowledges receipt of your application. You will still be able to login using your registered e-mail address and token to review your finalized application, print, or start a new application for a new project.

# **Review Process for Consolidated Funding Applications (CFAs)**

The previous section of this document describes how applicants access the online CFA and submit applications electronically. This section describes the CFA review process, review of the applications by Regional Councils and State agencies, and the awards process.

## ***Submission of Applications***

CFAs must be submitted/finalized online by 4:00 PM on July 27, 2018. Supporting documents must be uploaded before applicants can finalize and submit their applications. It is strongly recommended that applicants submit proposals well in advance of the close date to avoid any submission issues. Applications will not be accepted after 4PM on July 27, 2018.

Applications are project-based. Applicants will answer threshold questions to determine whether their project may be eligible for CFA funding programs and from what source(s). Because some funding sources are only available to certain categories of project applicants – such as municipalities, nonprofits, or businesses – these threshold questions will determine eligibility.

## ***Regional Council Review***

A CFA will be scored by the Regional Council in which the proposed project will take place. Applicants will select their region using a map shown in the application. An applicant should be sure to select the region in which the project will take place, which may be different from the address provided for the contact person. The materials available to the Regional Council will contain all information necessary for review of the application. Confidential or proprietary information in the application will be included in the material reviewed by sponsoring State agencies but will not be available to the Regional Council reviewers.

## ***Encourage Applicants to Apply for CFA***

Many applications submitted through the CFA process involve projects and actions that have been identified by the Regional Councils as critical to advancing the regional economic development vision and strategies. Regional Council members are encouraged to reach out to potential sponsors of priority projects and actions to make them aware of the CFA process and to encourage them to apply for available State funding. Potential sponsors should contact their Regional Council for an explanation of the process for bringing proposals to the attention of the council.

## ***Review and Score CFAs***

Each Regional Council will review applications based on a set of standards, referred to as “endorsement standards.” Regional Councils will assign each project a single score of 20, 15, 10, 5 or 0 based on merit. The Regional Council endorsement will account for 20% of the total review.

### ***Endorsement Standards***

Each Regional Council will utilize statewide endorsement standards when reviewing CFAs submitted to their region. Regional Councils will take into account the degree to which the application helps implement the regional strategic plan. Applicants may take these standards into account when preparing applications.

<b>Statewide Endorsement Standards</b>		
<b>For each CFA the Regional Council reviewer will determine the degree to which the application implements the regional strategic plan and assign the corresponding number of points as a score.</b>		
<b>IMPLEMENTATION OF THE PLAN</b>	<b>DEGREE</b>	<b>POINTS</b>
The proposal is identified as a priority project by the Regional Council.	Priority	20
The proposal is identified in the plan and has regional benefits.	Very Strong	15
The proposal advances the plan and has local benefits.	Strong	10
The proposal is consistent with the plan and has project level benefits.	Moderate	5
The proposal has limited relationship to the plan.	Weak	0

### ***Regional Council Strategic Plans***

In 2011, Governor Cuomo created ten Regional Economic Development Councils to replace the State's top-down economic development system with a community-based approach that emphasizes each region's unique assets and harnesses local expertise. Regional Councils consist of public-private collaborations in the Capital Region, Central New York, Finger Lakes Region, Long Island, Mid-Hudson, Mohawk Valley, New York City, North Country, Southern Tier, and Western New York regions of the State.

Each Regional Council developed long term strategic plans for economic growth for their regions. These plans were developed with considerable public engagement, including hundreds of public meetings, forums and community workshops across the State. The plans set the vision for economic and community development for each region to create job growth and attract new investment. The plans also established parameters to guide applicants for potential projects or programs when considering whether to apply for funding assistance through the Consolidated Funding Application process.

Each region's strategic plan and progress report are available on the region's web page. Regional web pages can be accessed by clicking on the map of the regions at <http://regionalcouncils.ny.gov/>.

## ***Rank Projects Eligible for Competitive Regional Economic Development***

### ***Resources***

As outlined in the 2018 REDC Guidebook, each Regional Council will submit a list of priority projects recommended for funding. These projects will align with the strategic plan and help implement the strategies of the Regional Council.

### ***State Agency Review***

In addition to review and scoring by the Regional Councils, applications will undergo due diligence and technical review by State agencies administering the grant programs included in the 2018 CFA. After completing their due diligence, the State agency or agencies will notify Regional Councils as to whether or not projects are eligible for funding.

Applications will be reviewed by State agencies based on criteria established for each grant program and agency review will account for 80% of the total score provided. The remaining 20% will be based on the Regional Council's review.

The technical criteria may be found in the Available CFA Resources document accessible through [www.regionalcouncils.ny.gov](http://www.regionalcouncils.ny.gov) or in the program funding announcement issued by the funding agency.

### ***Awards***

Subject to final approval by the funding agency, awards will be based on a composite of the State agency technical review and the Regional Council endorsement.

Each agency has in place an approval and disbursement process, which may require applicants to sign contracts or letters of commitment and submit supporting documents such as verifications of eligibility, tax status, and municipal resolutions.

### ***Code of Conduct***

A Code of Conduct has been established to ensure no conflict interferes with any Regional Council member acting in the best interest of all New Yorkers, regardless of their affiliation with, or relationship to, any business, agency program, or interest group. Among the topics covered by the Code of Conduct is an absolute disqualification from proceeding on a matter which the Regional Council member or his or her family has an ownership interest in, or is an officer, director, fiduciary employee, or consultant to a business or enterprise which would receive a special benefit not shared by other similarly situated businesses or enterprises or individuals in the State from a proposed course of action before the Regional Council.

A Regional Council member with a financial interest in a CFA must recuse himself or herself from any discussion and review of that CFA. Regional Council members are also required to participate in ethics training. Additional guidance on recusal of members may be found in the 2018 Regional Council Guidebook.

Members are also prohibited from disclosing confidential information acquired in the course of their duties as a member or by reason of their position as a member, or using such information to further their personal interests.

## Frequently Asked Questions

### **Q: What is the NYS Consolidated Funding Application (CFA)?**

A: As part of the Governor's Regional Economic Development Council initiative, the CFA is a modern and easy-to-use online application for accessing state resources currently available from multiple New York State agencies and authorities. The CFA allows applicants to access multiple State funding sources through one application. Application materials can be accessed through [www.regionalcouncils.ny.gov](http://www.regionalcouncils.ny.gov).

### **Q: Why should a grant applicant apply for funding through the CFA process?**

A: The CFA is a more efficient and effective process for applicants to access economic and community development funding. Prior to 2011, applicants had to navigate multiple agencies and applications without any mechanism for coordination. Under this process, the CFA serves as the single entry point for access to economic and community development funding. A CFA can be submitted for single or multiple sources of funding through one application, making it quicker and easier for economic development projects to receive funding.

### **Q: What programs are included in the CFA?**

A: A list of programs that are included in the CFA is contained in the Available CFA Resource manual, which can be accessed from the CFA homepage at <https://apps.cio.ny.gov/apps/cfa/>.

### **Q: Who submits a CFA?**

A: An applicant can submit the CFA via a secure, web-based application for the following projects:

- Direct Assistance to Businesses and Other Organizations
- Community Development
- Waterfront Revitalization
- Energy
- Environmental Improvements
- Sustainability Planning and Implementation
- Education/Workforce Development
- Low-Cost Financing

### **Q: Where can an applicant find guidance on applying for specific funding programs?**

A: On the CFA home page, several documents are posted, detailing how to use the CFA and outlining the available CFA resources. These documents provide applicants with information about the application as well as programmatic detail for each resource that is a part of the CFA process. There are also recorded webinars on the CFA website describing the programs and their eligibility requirements.

**Q: If applicants have additional questions about the CFA or would like to request assistance with the application who do they contact?**

A: These applicants should reach out directly to their Empire State Development Regional Office: <https://esd.ny.gov/regions>

**Q: What if a project is eligible for funding that is not accessible through the CFA process? How do Regional Councils support applicants in obtaining these resources?**

A: Regional Councils are about making State government work better for businesses to create an environment that will put New Yorkers back to work. Each Council is staffed by representatives from a broad spectrum of State agencies who will help identify priority projects and potential funding sources within their agencies and then directly assist applicants throughout every step of the process.

If a project is not eligible for funding through the CFA process, contact your Regional Office through the email address listed in the previous question. State agency staff will work with the Regional Council to identify potential funding sources and/or assistance when a non-eligible project is deemed a priority.

**Q: What is the CFA timeline and how does it relate to the work of the Regional Councils?**

A: The CFA solicitation will be open from May 1 until the application due date of 4:00PM July 27. Final attachments related to program specific requirements need to be uploaded on the system; where supporting documents are specifically required by a funding agency.

**Q: What happens to the application once it is submitted?**

A: Once the CFA is submitted by the applicant, it is reviewed and ranked by the appropriate Regional Council(s) in relation to how it will assist in implementing the strategic plan. The agencies that administer the program will exercise due diligence to determine relevant legal issues and potential disqualifying concerns, and assign a technical score to the CFA.

**Q: How will the agencies score the CFAs?**

A: Scoring criteria for each program included in the CFA is explained in the *Available CFA Resources* guide. Agencies have their own method of assigning points to eligible projects. Technical scoring requirements are based on the requirements of each program. The agency's technical score, worth up to 80% of the total score, will be combined with the Regional Council score, worth up to 20% of the total score.

**Q: How will the Regional Councils endorsement standards relate to regional strategic plans?**

A: Each Regional Council will follow scoring criteria for CFA projects based on the degree to which the application implements the regional strategic plan.

**Q: Can applicants reapply for funding of projects that were not successful in previous CFA Rounds?**

A: Applicants can reapply for funding for projects not funded in the past if the program is still available. Applicants are encouraged to consult their Regional Council strategic

plan to enhance project proposals to best implement the Regional Council strategic plan.

**Q: Do you need a new CFA number if you applied last year?**

A: Yes, you need to reapply through the CFA and obtain a new CFA number.

**Q: Can I register more than one project on the same profile and token?**

A: Yes. You have the option to create a new application that will be associated to an already registered profile. The e-mail address and token you use to log in will remain the same and you will have the option to start a new application or you can start a new profile by registering a new e-mail address.

**Q: Do all agencies have staff to answer questions?**

A: Every agency's program presentation has contact information included. These presentations can also be found on the CFA Workshops webpage. Additionally, there is contact information for CFA program questions in the application itself. Click the "Help" tab for more information.

**Q: Will there be a size limit for uploaded documents to the CFA process?**

A: Yes. The files must be in PDF, JPG or ZIP format and cannot be larger than 10 MB in size. You may combine multiple PDF files into a single .ZIP file if necessary. Avoid using special characters like \*,%,#,:; in your document name as this will cause errors in the upload. If an attachment question requires more than one document, you must create a single PDF or JPG file that contains all the required documents or a ZIP file that contains the required documents in PDF or JPG format.

**Q: How to I print my application?**

A. Select PRINT from the ribbon towards the top of your screen. From there you will be able to download and print a PDF copy of your application.



A Division of Empire State Development