



CFA Application Manual

May 2012



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Overview

As part of Governor Cuomo's efforts to improve New York's business climate and expand economic growth, in 2011 the Governor created ten Regional Economic Development Councils and the Consolidated Funding Application (CFA).

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. The strategic plans serve as a 5-year road map guiding each region's efforts to stimulate economic growth.

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.

In 2012, the Regional Councils will focus on implementation of each region's strategic plan and continue to identify and invest in significant economic development projects. The Governor has directed approximately \$750 million in state resources to be made available in 2012 to support economic development priorities of the strategic plans and job creation across the state. Of this, up to \$530 million from state agency programs will be available to applicants through the Consolidated Funding Application to support economic development projects that are in alignment with the Regional Council's strategic plans.

Improvements to the CFA in 2012 have made it an even more business-friendly and productive tool for economic development. It will remain 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, sustainability, workforce development, agricultural economic development and low-cost financing.

State agencies and authorities making resources available in the 2012 CFA include: Empire State Development; NYS Canal Corporation; NYS Energy Research and Development Authority; NY Power Authority; Environmental Facilities Corporation; Homes and Community Renewal; Department of Labor; Parks, Recreation and Historic Preservation; Department of State; New York Power Authority; Agriculture and Markets; Department of Environment Conservation; and the 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/>

Using the Application

Registering

The Consolidated Funding Application is a web-based application accessible at <http://nyworks.ny.gov>.

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.

Open FOR BUSINESS

NYS Consolidated Funding Application

Home Help Print Page

NYS Consolidated Funding Application Registration

* Email Address:

* Email Address Check:
Re-enter your email address for a verification check.

* Organization Name:
If you do not have a business name yet please enter your DBA "Doing Business As".
Use only alpha-numeric characters.

* Project Alias Name:
This will be the name associated with your project. Use only alpha-numeric characters.

* Please enter the sum of the following two numbers:
4 + 3 =

This helps to protect our system from spam.

REGISTER NOW

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

Prior to selecting "REGISTER NOW," 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, which is similar to a password. **Print out this page and save it for your records.** You will need the token to revise or update your application.



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.

Your organization name is: test11

Your project alias name is: test11

Your project token is: **world9772triangle**

Applicants seeking funding for more than one project must register each project separately and obtain a new token and application number. After you register, you will receive an e-mail from cfa@ny.gov with information on how to continue the application process. The e-mail will contain a link that you must follow to begin the application.

Thank you for registering with the NYS Consolidated Funding Application.

Please retain a copy of this email.

Your Application Number is XXXX

Organization Name: **test11**

Project Name: **test11**

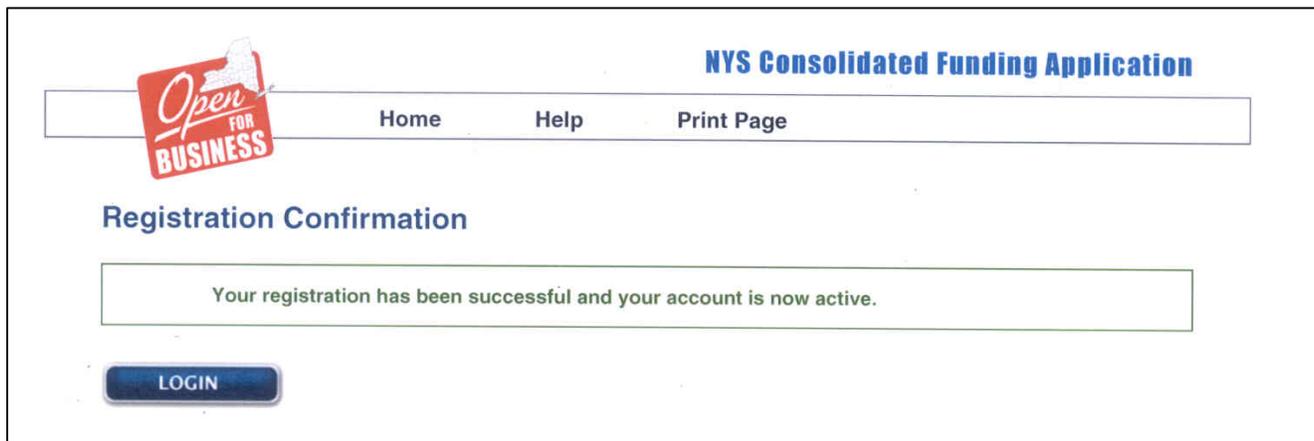
Email Address: myemail@findme.com

IMPORTANT

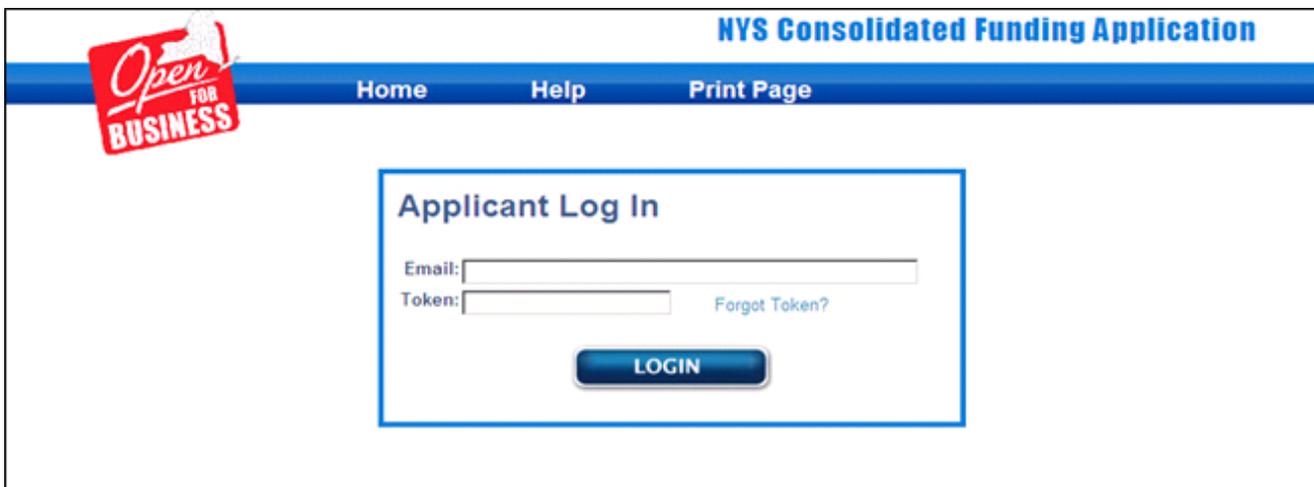
To continue the process you must use the following link:

You will need to login using the email address shown above 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 “LOGIN.”



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.



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

If you need to call for a replacement token, you must provide the e-mail address, applicant identification, organization name, and project name.

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.



Starting Your Application

Once you log into your application, you must select your Project Category and Project Type to determine the programs for which you may be eligible for funding. If you do not answer a required question, you will be prompted to complete the unanswered question(s).

Select Project Category

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



Select Type of Project

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

New York State State Agencies Search all of NY.gov

NYS Consolidated Funding Application

Home Help Application Log Out

Application Number 12594

Application is NOT FINALIZED

PROGRAMS LOCATION DOCUMENTS QUESTIONNAIRE FUNDING REVIEW

Select Type of Project

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

- Development of infrastructure such as affordable housing, transportation, water and sewer, communication, energy generation and distribution, and parking garages
[Show Associated Programs](#)
- Project will create net new jobs in NYS
[Show Associated Programs](#)

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

New York State State Agencies Search all of NY.gov

NYS Consolidated Funding Application

Home Help Application Log Out

Application Number 12646

Application is NOT FINALIZED

PROGRAMS LOCATION DOCUMENTS QUESTIONNAIRE FUNDING REVIEW

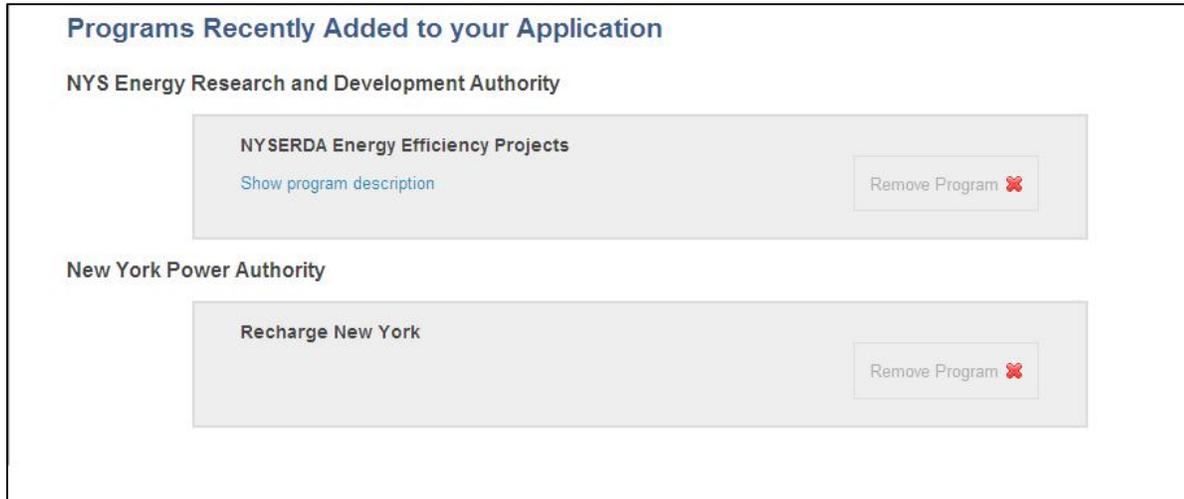
Select Type of Project

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

- Low cost power for businesses (including for-profits)
[Show Associated Programs](#)
1. Recharge New York

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 red X next to Remove Program.



Programs Recently Added to your Application

NYS Energy Research and Development Authority

- NYSERDA Energy Efficiency Projects**
[Show program description](#) Remove Program ✕

New York Power Authority

- Recharge New York** Remove Program ✕

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



Programs for which you may Potentially Qualify

New York Power Authority

- Recharge New York**
[Hide program description](#)

All Other Programs

The following dropdown list contains programs that are not included in your current list of programs based on your previous selections. You may add a program to your application by selecting the program from the dropdown list.

Select a program to associate with your application...
Select a program to associate with your application...
Excelsior Jobs Program
Economic Transformation Program - Tax Credits

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 “View Help” button appears under many of the Threshold Questions. Selecting “View Help” will provide a detailed explanation or instructions relating to the question.

The screenshot shows the 'NYS Consolidated Funding Application' interface. At the top, there is a navigation bar with 'Home', 'Help', 'Application', and 'Log Out'. A red 'Open FOR BUSINESS' logo is on the left, and 'Application Number 12594' is on the right. A red box in the top right corner states 'Application is NOT FINALIZED'. Below the navigation bar is a menu with 'PROGRAMS', 'LOCATION', 'DOCUMENTS', 'QUESTIONNAIRE', 'FUNDING', and 'REVIEW'. The main heading is 'THRESHOLD QUESTIONS'. Under 'Instructions', it says 'Please answer the following questions.' and '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.' A 'Legend' section shows a green checkmark for 'the question has been answered' and a red minus sign for 'an answer is required but has not been provided'. At the bottom, it shows 'Completed questions: 0 / 3 total, 0 / 3 required' and a link 'Show only fields below that are incomplete and required'. The 'Threshold' section is titled 'Excelsior Jobs Program' and lists question 1: 'Does this project predominantly involve any of the following activities at the project location: (1) scientific research and development that will create at least 10 net new jobs in NYS; (2) software development that will

Region

Select the region(s) within which your project is located. You may select multiple regions by holding down the Ctrl key on your keyboard as you click the various regions from the dropdown list.

The screenshot displays the 'NYS Consolidated Funding Application' web interface. At the top, there is a blue navigation bar with links for 'Home', 'Help', 'Application', and 'Log Out'. A red 'Open for BUSINESS' logo is on the left, and the 'Application Number 12594' is on the right. Below the navigation bar is a progress bar with tabs for 'PROGRAMS', 'LOCATION', 'DOCUMENTS', 'QUESTIONNAIRE', 'FUNDING', and 'REVIEW'. The 'DOCUMENTS' tab is currently active. A red box on the right indicates 'Application is NOT FINALIZED'. The main content area is titled 'PROJECT LOCATION' and contains the instruction 'Select the region(s) within which your project is located'. A map of New York State is shown, divided into several regions: WESTERN NEW YORK, FINGER LAKES, CENTRAL NEW YORK, SOUTHERN TIER, NORTH COUNTRY, MOHAWK VALLEY, CAPITAL REGION, MID-HUDSON, and LONG ISLAND. To the right of the map is a list of regions with checkboxes: Capital District, Central New York, Finger Lakes, Long Island, Mid-Hudson, Mohawk Valley, New York City, North Country, Southern Tier, and Western New York. Below the list is the text 'You may choose more than one. Hold down Ctrl key while selecting.' At the bottom right of the map area is a blue button labeled 'Save & Proceed with Application'.

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** format and cannot be larger than 5 MB (megabytes) in size. 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>

The screenshot shows a web application interface for 'Open for Business'. At the top, there is a navigation bar with 'Home', 'Help', 'Application', and 'Log Out' links. A search bar is located in the top right corner. Below the navigation bar, the page title is 'Application Number 12594'. A progress bar indicates the current step is 'DOCUMENTS', with other steps like 'PROGRAMS', 'LOCATION', 'QUESTIONNAIRE', 'FUNDING', and 'REVIEW' also visible. A red box on the right side of the progress bar states 'Application is NOT FINALIZED'. The main content area is titled 'REQUIRED & OPTIONAL DOCUMENTS' and contains 'Instructions' and a 'Legend'. The 'Instructions' section explains that documents must be in PDF format and under 5 MB, and that users can proceed without uploading them but must return to this section to complete the application. The 'Legend' section defines four document status icons: a green checkmark for 'this document has been uploaded', a red minus sign for 'this document is required but has not been uploaded', a grey minus sign for 'this document is optional and has not been provided', and a red 'R' in a circle for 'the uploaded document is "restricted"'. The 'Open for Business' logo is visible in the top left corner of the page.

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. If you have unsuccessfully attempted to upload the same document after 5 attempts, the system will display a message with the appropriate agency contact information to which the attachments can be sent. Attachments which you are unable to upload must be received by the agencies no later than 4:00 PM on July 23, 2012. Sending the attachments hardcopy may slow the processing of your application.

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.

A red circle is displayed next to 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.

The screenshot shows a web application interface for 'Open for BUSINESS'. At the top, there is a navigation bar with 'Home', 'Help', 'Application', and 'Log Out' links. The page title is 'Application Number 12594'. Below the navigation bar, there is a horizontal menu with tabs for 'PROGRAMS', 'LOCATION', 'DOCUMENTS', 'QUESTIONNAIRE', 'FUNDING', and 'REVIEW'. The 'QUESTIONNAIRE' tab is currently selected. On the right side, there is a red box that says 'Application is NOT FINALIZED'. The main content area is titled 'QUESTIONNAIRE' and contains 'Instructions' and a 'Legend'. The 'Instructions' section states: '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.' The 'Legend' section includes: a green checkmark icon for 'the question has been answered', a red circle with a white slash for 'an answer is required but has not been provided', a grey circle with a white slash for 'an answer is not required and has not been provided', and a red circle with a white 'R' for 'the answer is "restricted": The answer will only be shared with the state agency/authority that is required to review this application.' Below the legend is a dashed box containing a disclaimer: 'Disclaimer: The questions posed in the initial sections of the Consolidated Funding Application are designed to elicit general, non-confidential information about the applicant and its project. Information the applicant believes is confidential (e.g., trade secrets or other sensitive business or personal information) should only be provided, to the extent required, in response to questions designated "Restricted Questions" in the later, program-specific portions of this application. Information provided in response to Restricted Questions will not be provided to members of Regional Economic Development Councils, and will be shared only with agencies and public authorities that are responsible for program administration and making decisions on your application, and will be protected from disclosure by agencies and public authorities in a manner that is consistent with state law.'

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.

Certifications	
<p>* 85. By entering your name in the box below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the provisions of the New York State Minority and Women’s Business Enterprise – Equal Employment Opportunity requirements of Article 15-A of the New York State Executive Law and other requirements by providing opportunities for MBE/WBE participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.</p> <input type="text"/>	<p>Q_72_1037_CERT_common</p>
<p>* 86. 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.</p> <input type="text"/>	<p>Q_72_1038_CERT_common</p>

Request Funding

If your application(s) requires you to indicate the amount of funding you are requesting, a box will appear for each program. Please enter the dollar amount you are requesting from that program.



[Home](#) [Help](#) [Application](#) [Log Out](#)

Application Number 12594

PROGRAMS

LOCATION

DOCUMENTS

QUESTIONNAIRE

FUNDING

REVIEW

Application is NOT FINALIZED

REQUEST FUNDING

Instructions

Please indicate the amount of funding that your project will be requesting from each individual program.

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.

Disclaimer: The questions posed in the initial sections of the Consolidated Funding application are designed to elicit general, non-confidential information about the applicant and its project. Information the applicant believes is confidential (e.g., trade secrets or other sensitive business or personal information) should only be provided, to the extent required, in response to questions designated "Restricted Questions" in the later program-specific portions of this application. Information provided in response to Restricted Questions will not be provided to members of Regional Economic Development Councils, and will be shared only with agencies and public authorities that are responsible for program administration and making decisions on your application, and will be protected from disclosure by agencies and public authorities in a manner that is consistent with state law.

Completed questions: 0 / 14 total, 0 / 14 required
[Show only fields below that are incomplete and required](#)

Funding Requested

Program	Amount Requested
Excelsior Jobs Program	\$ <input style="width: 80%;" type="text"/>

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.

New York State State Agencies Search all of NY.gov

NYS Consolidated Funding Application

Home Help Application Log Out

Application Number 12679

PROGRAMS ✓ LOCATION ✓ DOCUMENTS QUESTIONNAIRE FUNDING REVIEW

Application is NOT FINALIZED

REVIEW

- ✓ Project
- ✓ Programs
- ✓ Location
- Documents
- Questionnaire
- Funding \$ 0

PROGRAMS ✓ LOCATION ✓ DOCUMENTS ✓ QUESTIONNAIRE ✓ FUNDING ✓ REVIEW

Application is NOT FINALIZED

REVIEW

- ✓ Project
- ✓ Programs
- ✓ Location
- ✓ Documents
- ✓ Questionnaire
- ✓ Funding \$ 11

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 should 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.

After you submit your application, you will get a thank you message. You will also receive an e-mail message that acknowledges receipt of your application.

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 online by 4:00 PM on July 16, 2012. Supporting documents must be uploaded before applicants can finalize and submit their applications. If an applicant has five unsuccessful attempts to upload a document, the system will display the postal address of the state agency at which the document must be received no later than 4:00 PM on July 23, 2012. This message and mailing information is the confirmation that the applicant has tried unsuccessfully to upload documents and can provide the documentation in the mail.

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 each Regional Council in which the proposed project will take place. In cases where an applicant is proposing a project with multiple locations in multiple regions, the Councils from each region will provide scores. Applicants will select their region(s) 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.

Each Regional Council will review and rank applications based on statewide endorsement standards. The Regional Council endorsement will account for 20% of the total review and the endorsement standards are provided in this document in the section on the role of Regional Councils.

*The processes described in this section and the next section (entitled, “The Role of Regional Councils”) do not apply to the ReCharge New York power program administered by the New York Power Authority (NYPA). While the CFA will be used for ReCharge New York and the Regional Council’s recommendations, strategies and priorities will be considered when reviewing applications under ReCharge New York, the process for ReCharge New York is largely prescribed by statute (New York Economic Development Law § 188-a). An overview of ReCharge New York may be found at <http://www.nypa.gov/RechargeNY/>.

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 2012 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 review. 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 <http://nyworks.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.

The Role of Regional Councils

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. With better collaboration and using local knowledge to unlock economic opportunities for each region, the State can guide the allocation of resources in a manner that works better, costs less, and produces more for taxpayers.

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.

With the strategic plans set, in 2012 Regional Councils will focus on implementation to continue to motivate job creation and investment opportunities.

As part of the implementation process, Regional Councils will update their plan strategies, refine their Implementation Agendas, take actions to implement the strategies, and develop project pipelines. The 2012 Regional Economic Development Council Guidebook includes a summary of each region's strategic plan.

Endorsement Standards

The review and ranking of CFAs is based on a set of standards, referred to as “endorsement standards.” Each Regional Council will utilize statewide endorsement standards when reviewing CFAs submitted to their region. Applicants may take these standards into account when preparing applications.

Regional Council endorsement will account for 20% of total assessments. Regional Councils will take into account the degree to which the application helps implement the regional strategic plan. Each council may develop specific examples of projects that fit within each standard.

Statewide Endorsement Standards		
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.		
IMPLEMENTATION OF THE PLAN	DEGREE	POINTS
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

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. In 2012, the Regional Councils will identify a clear process for potential sponsors to use for bringing proposals to the attention of the councils.

Rank Projects Eligible for Competitive Regional Economic Development Resources

As outlined in the 2012 REDC Guidebook, each Regional Council will submit a list of priority projects recommended for funding. The Regional Councils will develop and publicize the process for identifying projects and actions that help advance the region's strategies; and work with business and community leaders to develop new projects and actions which implement regional strategies or advance the region's vision. These projects will align with the strategic plan and help implement the strategies of the Regional Council.

Review and Score CFAs

Regional Councils will review and score CFAs using the endorsement standards.

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 Open for Business 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 <http://nyworks.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. In the past, 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: Who submits a CFA?

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

- Agriculture and markets
- Affordable Housing
- Community Arts
- Community and Waterfront Revitalization
- Direct Assistance to Businesses
- Energy Improvements
- Environmental Improvements
- Low-Cost Financing
- Municipal/Public Infrastructure
- Parks, Historic Preservation and Heritage Areas
- Sustainability Planning Assistance
- Tourism and Marketing
- Workforce Development

Q: Which agencies offer funding through the CFA?

A: Twelve State agencies have made funding available through the CFA process, including: Empire State Development Corporation; NYS Canal Corporation; Energy Research and Development Authority; Environmental Facilities Corporation; Homes and Community Renewal; New York Power Authority; Department of Labor; Parks, Recreation and Historic Preservation; Department of State; Department of Environmental Conservation; Department of Agriculture and Markets; and Council on the Arts.

Q: What resources are available to Regional Councils through the CFA?

A: Up to \$750 million in State resources will be accessible through the CFA to support the implementation of the priorities identified in each of the Regional Councils' strategic plans.

Approximate resources currently available through the Consolidated Funding Application process include:

Direct Assistance to Businesses: Up to \$247 million

Empire State Development

- Up to \$ 150 million for Regional Council Capital Fund
- Up to \$ 70 million for Excelsior Jobs Tax Credits
- Up to \$ 20 million for Empire State Economic Development Fund
- Up to \$ 4 million for Urban and Community Development Program
- Up to \$ 3 million for Regional Tourism Marketing Grant Initiative (I LOVE NEW YORK Fund)

Community Development: Up to \$61.2 million

Homes and Community Renewal

- Up to \$ 28 million in Community Development Block Grant (CDBG) Funding
- Up to \$ 5.2 million for the New York Main Street Program
- Up to \$ 4 million Urban Initiatives Program
- Up to \$ 4 million Rural Assistance Revitalization Projects

Office of Parks, Recreation and Historic Preservation

- Up to \$ 16 million for Municipal Parks, Historic Preservation, and Heritage Area Projects

New York State Council on the Arts

- Up to \$ 4 million New York State Council on the Arts Grant Program

Agricultural Economic Development: Up to \$3 million

Agriculture and Markets

- Up to \$ 3 million Agriculture Development Program

Waterfront Revitalization: Up to \$16 million

Department of State

- Up to \$ 15 million for Local Waterfront Revitalization

Canal Corporation

- Up to \$ 1 million for the Canalway Grants Program

Environmental Improvements: Up to \$1 million+

Environmental Facilities Corporation

- \$ TBD million Green Innovation Grant Program

Empire State Development

- Up to \$ 1 million Environmental Investment Fund

Energy Improvements: Up to \$50 million

Energy Research and Development Authority

- Up to \$ 50 million Energy Efficiency and Renewable Energy Projects and Programs

New York Power Authority

- ReCharge New York

Sustainability: Up to \$14 million

Energy Research and Development Authority

- Up to \$12 million for Regional Economic Development and Greenhouse Gas Reduction Program
- Up to \$ 2 million for Clean Water State Revolving Fund Engineering Planning Grant Program

Workforce Development: Up to \$5 million

Department of Labor

- Up to \$ 5 million for Workforce Investment Act-related training and workforce development activities

Low-Cost Financing: Up to \$350 million

- Up to \$ 350 million for government tax-exempt bonds for private projects with a public purpose

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 available 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.

Q: Is a hard copy of the application available? What if the applicant needs assistance in filling out the application? What if the applicant has any additional questions about the CFA?

A: Since the CFA is a dynamic web-based application, there is no printed copy of the CFA. While the CFA site is ADA compliant, for the aged or disabled who would like assistance and those with limited computer access, these applicants should reach out directly to their Regional Council through the appropriate email address below. A staff person from the Regional Council can help an applicant apply. For additional questions related to the application, the applicant should reach out through the same email address.

Capital Region:	CFARegion1@ny.gov
Central New York:	CFARegion2@ny.gov
Finger Lakes:	CFARegion3@ny.gov
Long Island:	CFARegion4@ny.gov
Mid-Hudson:	CFARegion5@ny.gov
Mohawk Valley:	CFARegion6@ny.gov
New York City:	CFARegion7@ny.gov
North Country:	CFARegion8@ny.gov
Southern Tier:	CFARegion9@ny.gov
Western New York	CFARegion10@ny.gov

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.

In addition, relevant agencies are continuing to work to ensure that regulations, guidelines, and internal procedures for economic development loan and grant programs take into account each region's strengths to create lasting economic opportunities.

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 for 70 days – from May 3 and applications will be due by 4:00PM July 16. Final attachments related to program specific requirements should be uploaded on the system, where hardcopies are necessary they are due by 4:00PM July 23. Scoring by the Regional

Council and agencies are expected to be finalized by end of August.

By mid- September, each Regional Council will have submitted:

- Any revisions to their strategies
- An implementation agenda
- An assessment of progress to date and a description of Priority Projects the Council proposes for funding in 2012

NYSERDA will continue to accept applications to its open enrollment programs until all funds have been exhausted.

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

A: Once the CFA is submitted by the applicant, it goes to the local Regional Council(s) to be reviewed and ranked in relation to how it will assist in implementing the strategic plan. Once a project is endorsed through the CFA process by the Regional Council, the agencies that administer the economic development program will exercise due diligence to determine relevant legal issues and potential disqualifying concerns.

Q: How will the agencies score the CFAs?

A: The agencies have their own score sheet to assign points to eligible projects. The score sheet should incorporate the individual program's technical scoring requirements based on the program requirements. The agency's technical score, worth up to 80% of the total score, will be combined with the Regional Council scoring of 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 a scoring criteria for CFA projects based on the degree to which the application implements the regional strategic plan, as follows:

Statewide Endorsement Standards		
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.		
IMPLEMENTATION OF THE PLAN	DEGREE	POINTS
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
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Q: Can applicants reapply for funding of projects that were not successful in 2011?

A: Applicants can reapply for funding for projects not funded in 2011. Applicants are encouraged to consult their Regional Council Strategic Plan to enhance project proposals to best implement the Regional Council Strategic Plan.

