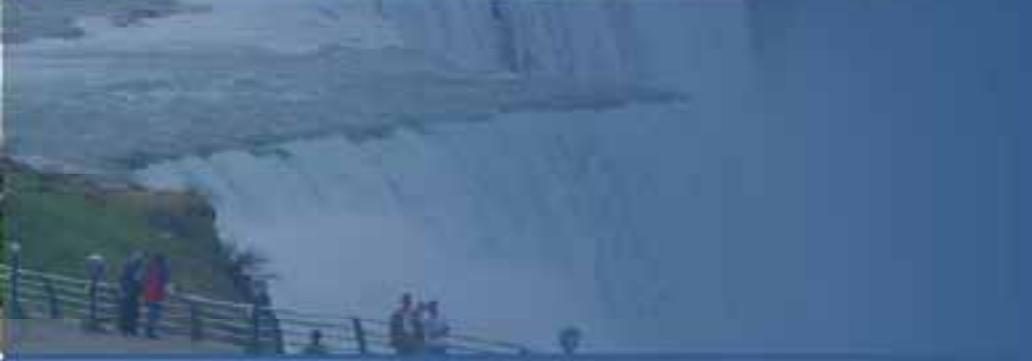




CFA Application Process





The New York State Consolidated Funding Application

*A modern and easy-to-use online application to access funding
for economic development projects in New York.*





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OVERVIEW

As part of Governor Cuomo's transformative plan to improve the State's economic development model, a NYS Consolidated Funding Application (CFA) has been created that will streamline and expedite the grant application process. The CFA process marks a fundamental shift in the way State resources are allocated, ensuring less bureaucracy and greater efficiency to fulfill local economic development needs.

Utilizing the CFA as the single entry point for accessing up to \$1 billion in economic development funding, applicants will no longer have to slowly navigate multiple agencies and applications without any mechanism for coordination. Now, applicants for economic development projects will use the CFA as a support mechanism to access multiple State funding sources through one application, making the process quicker, easier, more productive, and better aligning State resources with regional economic development priorities.

The Governor has directed nine State agencies to make resources available through the CFA process: Empire State Development; NYS Canal Corporation; Energy Research and Development Authority; Environmental Facilities Corporation; Homes and Community Renewal; Department of Labor; Parks, Recreation and Historic Preservation; Department of State; and Department of Transportation. As the CFA process is refined and improved, more agencies will participate.

This guidance document explains:

- How to use the online consolidated funding application
- The CFA review process
- The role of Regional Councils

Additional guidance will be developed in response to questions or feedback on the usage of the CFA. This new guidance can be accessed from the CFA home page, and information alerts will be sent to those who register a project.

USING THE APPLICATION

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

To begin the process of applying for a grant, an applicant must first register and identify the project for which funds are sought. An applicant may apply for multiple sources of funding for their project by filling out one application.

Open FOR BUSINESS

Home Help Print

NYS Consolidated Funding Application Registration

* Email Address:

* Email Address:
Check: Please 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.

* Project Region(s):
Capital District
Central New York
Finger Lakes
Long Island
Mid-Hudson
Mohawk Valley
New York City
North Country
Southern Tier
Western New York
You may choose more than one. Hold down Ctrl-key while selecting.

[View a map of NYS Regions](#)

* Please type the correct letter number in the sequence:
 STUV

This helps to protect our system from spam.

REGISTER NOW

On the registration page, the applicant enters an email address, organization name, region, and project name. If the applicant is not sure which region applies, the applicant may select “View a map of NYS Regions” to see the counties contained in each region.

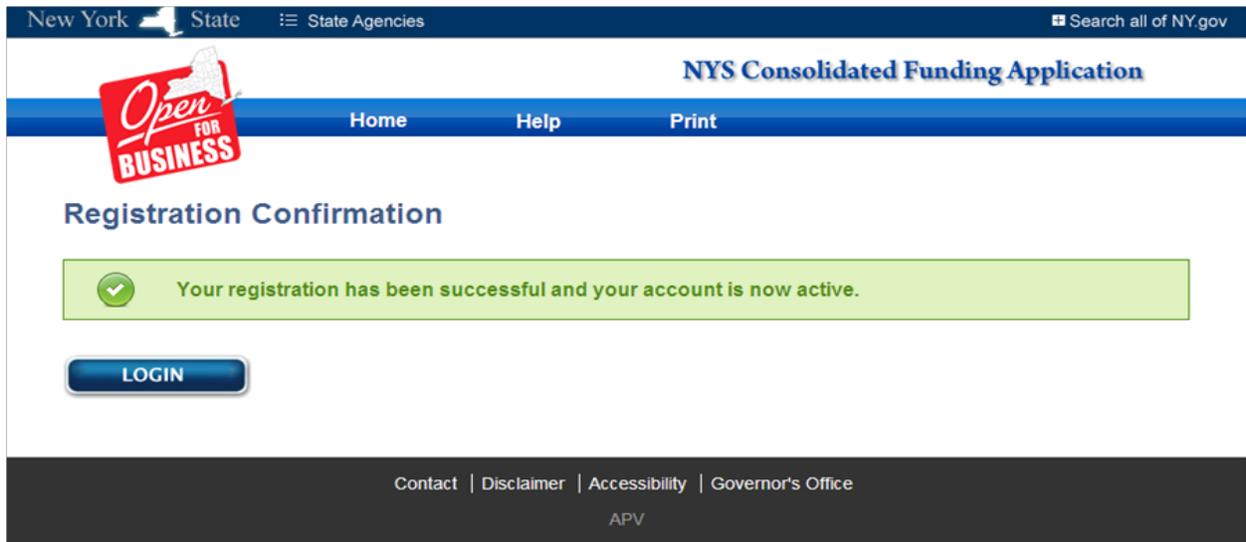
Prior to selecting “REGISTER NOW,” an applicant must complete the sequence at the bottom of the page. This is a security function that protects the grant system from spam.

The next screen verifies registration for the project and provides a project-specific token, which is similar to a password. It is highly recommended that applicants print out this page and save it for their records.

Applicants seeking funds for more than one project need to register other projects separately and obtain a new token and application number.

Applicants will then receive an email from cfa@ny.gov with information on how to continue the application process. The email will contain a link that must be followed to begin the application.

After selecting “CLICK HERE TO ACTIVATE YOUR ACCOUNT”, an internet browser window will open to a page that confirms project registration. Select “LOGIN.”



To sign in, an applicant must use the same email address they used when registering. The token number must be typed into the box. It is important that an applicant with more than one project uses the proper token number so they don't start or revise the wrong application. Before clicking “LOGIN,” fill in the information in the security box.



If an applicant forgets the token, he or she may select the phrase “Forgot Token?” A message will appear instructing the applicant to submit his or her email address. Once the address is submitted, the applicant will receive an email that contains a phone number to call for assistance. A replacement token is not automatically generated, so applicants should find it easier and more convenient to keep track of their original token. An applicant who does need to call for a replacement token will need to provide the email address, applicant identification, organization name, and project name.

Once an applicant has logged in, a series of questions will need to be answered to determine project category, type and eligibility for funds. The instructions on each page indicate how many items may be selected. If an applicant attempts to proceed without answering a required question, a message will appear prompting the applicant to complete the unanswered question(s).

Applicants who have questions about the CFA can select “Help” on the blue bar at the top of page. The help page will direct the applicant to a Regional Council, and a pre-addressed email message to the regional mail box will pop up. The applicant will need to fill in the message portion of the email.

The screenshot shows the NYS Consolidated Funding Application (CFA) website. At the top, there is a navigation bar with 'New York State' and 'State Agencies' on the left, and a search bar on the right. Below this is a blue header with the title 'NYS Consolidated Funding Application' and navigation links for 'Home', 'Help', 'Print', and 'Log Out'. A red 'Open FOR BUSINESS' logo is positioned on the left side of the header. On the right side of the header, there is a box displaying 'Application Number: 1922' and 'Project: NYSGrants' with a 'more' link. The main content area is titled 'Select Project Category' and includes a welcome message: 'Welcome to the NYS Consolidated Funding Application. This is the first step of your application so please answer the following set of questions as accurately as possible. Choose one or more categories below that best represent the NYSGrants project for which you wish to submit this application:'. Below this is a list of project categories with checkboxes: 'Affordable Housing', 'Community and Waterfront Revitalization', 'Direct Assistance to Businesses', 'Energy & Environmental Improvements', 'Low Cost Financing', 'Municipal/Public Infrastructure', 'Parks, Recreation, Historic Preservation and Heritage Areas' (which is checked), 'Sustainability Planning Assistance', 'Transportation Infrastructure', and 'Workforce Development'. At the bottom of the form is a blue button labeled 'Proceed with Application'. The footer of the page contains links for 'Contact', 'Disclaimer', 'Accessibility', and 'Governor's Office'.

Once the applicant selects a project category, the applicant will have to choose one or more description(s) from a more detailed list of project types.

A list of programs the project may qualify for will appear. The applicant may remove a program from consideration before proceeding with the application.

A series of threshold questions is presented in the application. Questions requiring an answer are marked with an asterisk. Under many of the questions is the text “View Help.” Select “View Help” for an explanation or instructions relating to the question.

New York State State Agencies Search all of NY.gov

Open FOR BUSINESS

NYS Consolidated Funding Application

Home Help Print Log Out

Application Number 1922
Project: NYSGrants
more

Threshold Questions

* - denotes an answer is required.

* 1. Are you a municipality (City, Town, Village or County) located on the State's coastal waters or on a designated inland waterway?
 Yes No
[View Help Q_31_16](#)

* 2. Are you able to provide the required match of at least 50% of eligible total project cost?
 Yes No
[View Help](#)

Answering no to this question would mean the project is not eligible for Environmental Protection Fund Local Waterfront Revitalization Program grant funding. Please refer to the Environmental Protection Fund Local Waterfront Revitalization Program Request for Applications for information <http://www.dos.ny.gov/communityprojects/funding.html>
 Q_31_529

* 3. Is the property listed on the State or National Registers of Historic Places or scheduled for nomination review at the State Review Board meeting of October 19, 2011?
 Yes No
[View Help Q_28_54](#)

SUBMIT

Once an applicant completes the threshold questions, a screen will appear that lists documents the applicant must submit in order to complete the application, if any. These documents may either be emailed or submitted in hard copy to the postal and email addresses that will be listed on the checklist at the end of the application.

New York State State Agencies Search all of NY.gov

Open FOR BUSINESS

NYS Consolidated Funding Application

Home Help Print Log Out

Application Number 1922
Project: NYSGrants
more

Application Number 1922

Given your answers to the previous questions, you may be eligible for funding.

- In order to complete your application, you will be required to submit the following documents (if any). These documents may be submitted by either email or hardcopy.
- Please refer to the postal and email addresses that will be listed on the checklist at the end of this application.
- You must include the application number (1922) if you email these attachments.

Required Documents

In order to complete your application, the following documents are required. You will be required to provide this information. Further instructions will be provided.

- If all or part of the park facility is being sold, leased, exchanged, donated, disposed of or used for other than public park purposes, attach legislation authorizing the alienation.
Follow the link for OPRHP's alienation handbook
[Click here to download](#)
 Q_27_342_0
- Ownership Documentation: Provide a clear and legible copy of the current recorded deed to the property, showing Liber and Page number or electronic filing number of recording. In addition, if the applicant has less than fee simple ownership in the property, a clear and legible copy of the documentation showing such interest in the property (i.e., lease, management agreement, etc.) must be provided, as well as documentation of the owner's agreement to execute the project agreement and public benefit agreement as guarantor.
[View Help Q_27_342_0](#)

The first set of questions is common to all applications. Answers to all questions will be automatically saved as the applicant progresses through the application.

To go to a specific section of the application, an applicant should hold the mouse over a blue box under the heading “Sections.” The topic of the section will appear. By selecting the blue box that corresponds to the topic of interest, the applicant will be redirected to that section of the application.

New York State State Agencies Search all of NY.gov

Open FOR BUSINESS

NYS Consolidated Funding Application

Home Help Print Log Out

Application Number 1922
Project: NYSGrants
.....
[more](#)

Application Number 1922 Questionnaire

Instructions

- Your answers will be automatically saved as you progress through the application.
- * - denotes an answer is required.
- Click the section bar below to go directly to a specific section.

Sections

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Applicant Information

* 1. Legal Name of Applicant

Q_72_546_CP_common

2. If you are a DBA, what is your DBA name?

Q_72_550_CP_common

* 3. Applicant Street Address

The CFA contains hundreds of questions relating to the many programs that are available for funding. However, an applicant needs to answer questions for only the funding sources for which the project may be eligible. Answers to questions will be automatically saved as the applicant progresses through the application, and may be printed by selecting “Print” at the top of the screen.

The application includes a certification section where applicant information is verified by entering the applicant's 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 that person filling out the application is authorized to submit the application on behalf of the applicant, 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 style="width: 100%; height: 20px;" type="text"/> <small>Q_72_1037_CERT_common</small>
<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 style="width: 100%; height: 20px;" type="text"/> <small>Q_72_1038_CERT_common</small>

Once an applicant has answered all the questions, select the “Save Application” button at the bottom of the screen. An applicant can then finalize the application by selecting the “Finalize” button in the blue box at the top of the page.

The screenshot shows the top of the NYS Consolidated Funding Application interface. At the top left is the "Open FOR BUSINESS" logo. The title "NYS Consolidated Funding Application" is centered at the top. Below the title is a navigation bar with "Home", "Print", "Help", and "Log Off" links. A green banner with a checkmark icon says "Application saved". Below that is a blue box with an exclamation mark icon and the text "If you've answered all required questions, you may finalize your application now." A dark blue button labeled "FINALIZE" is centered in this box. Below the blue box, the text "APPLICATION # 1729" is displayed. To the right of this text is a "SECTIONS" label and a row of 32 numbered buttons (0-32). Below the sections is the text "Business Name: cdmsbl" and "Project Name: baseball five". To the right of this text is "Required Questions Left: 0 / 0". Below that is a link "View Required Documents". Under the heading "INSTRUCTIONS", there is a bulleted list: "Your answers will be automatically saved as you progress through the application.", "* - denotes an answer is required.", "Click the section bar above to go directly to a specific section.", and "The application can be viewed as one form or separate pages: *Turn OFF Section Pages (Show All)*". At the bottom of the page is a blue box with white text: "Enter your last name. If you are not registering as an individual you should enter the legal name under which you are registering (business, dba, etc).". Below this box is a question number "1." followed by the text "Last name (or Applicant Legal Name)".

If an applicant failed to answer any required questions, a message will appear with a link back to the application. Missed questions will be outlined by red boxes.

The screenshot shows the top of the NYS Consolidated Funding Application interface. At the top left is the "Open FOR BUSINESS" logo. The title "NYS Consolidated Funding Application" is centered at the top. Below the title is a navigation bar with "Home", "Help", "Print", and "Log Out" links. A yellow banner with an exclamation mark icon says "ATTENTION: You have not answered all the required questions." To the right of this banner is a grey box containing the text "Application # 1729", "Project: baseball 5", and a "more" link. Below the yellow banner, the text reads: "Below is a list of required questions that must be answered before continuing. By clicking on any of the links below you will be forwarded to that question." Below this text is a "NOTE: All required questions that are unanswered will be highlighted in pink on the form." At the bottom of the page is a link "Click here to answer: Legal Name of Applicant...".

A checklist will appear once an applicant has completed all of the questions and selected “Finalize”. The checklist contains the list of required and optional documents and where they must be sent. An applicant may submit the documents by email, or print out the coversheet and submit it with a hard copy of the documents to the appropriate agencies.

New York State
☰ State Agencies
🔍 Search all of NY.gov

NYS Consolidated Funding Application

Home
Help
Print
Log Out

Application Number 1922
 Project: NYSGrants

[more](#)

APPLICATION NUMBER 1922 CHECKLIST

Instructions for submitting required and/or optional documents

- If you submit printed copies of required/optional document(s), you must print and include this cover sheet with your document(s).
- The complete mailing address for each agency is listed at the bottom of this screen
- If you submit required/optional document(s) via email, you must attach your document(s) to the email message and include your application number (1922) in the subject line.

Required Documents

If all or part of the park facility is being sold, leased, exchanged, donated, disposed of or used for other than public park purposes, attach legislation authorizing the alienation.
Follow the link for OPRHP's alienation handbook
[Click here to download](#)

Please [click to email your document](#) OR **Post mail it to the following agencies:**

1. NYSOPRHPGrants@oprhp.state.ny.us

[Q_27_348_C](#)

1. **NYS Office of Parks, Recreation and Historic Preservation**

Ownership Documentation: Provide a clear and legible copy of the current recorded deed to the property, showing Liber and Page number or electronic filing number of recording. In addition, if the applicant has less than fee simple ownership in the property, a clear and legible copy of the documentation showing such interest in the property (i.e., lease, management agreement, etc.) must be provided, as well as documentation of the owner's agreement to execute the project agreement and public benefit agreement as guarantor.

[View Help](#)

After printing out the checklist, an applicant should proceed to the acknowledgement at the bottom of the page. By clicking on the message in the box, the applicant will be acknowledging that the application is complete and ready for submission. Once an application is finalized and submitted, it cannot be modified or amended.

Mailing Addresses

New York State Department of State
EPF LWRP, Bureau of Fiscal Management
One Commerce Plaza, 99 Washington Avenue, Suite 1110
Albany NY 12231-0001

NYS Office of Parks, Recreation and Historic Preservation
Grants-in-Aid Bureau
Empire State Plaza, 15th Floor, Agency 1
Albany NY 12239

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 SUBMISSION

Once acknowledged, a message will appear thanking the applicant for his or her submission. An applicant will also receive an email message acknowledging receipt of the application.

The screenshot shows the NYS Consolidated Funding Application confirmation page. At the top, there is a navigation bar with "New York State" and "State Agencies" on the left, and a search bar on the right. Below the navigation bar is a blue header with "NYS Consolidated Funding Application" and navigation links for "Home", "Help", "Print", and "Log Out". A red "Open FOR BUSINESS" logo is on the left. A grey box on the right displays "Application Number 1922" and "Project: NYSGrants" with a "more" link. A large green box with a checkmark icon contains the message: "Thank you for using the Consolidated Funding Application. Your application has been submitted and will be evaluated for possible funding." Below this, it lists programs: "Local Waterfront Revitalization" and "Historic Property Acquisition, Development and Planning". The footer contains links for "Contact", "Disclaimer", "Accessibility", and "Governor's Office".

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, including the submission of applications to Regional Councils, 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 October 31, 2011. Required attachments must be received by the agencies by 4:00 PM on November 4, 2011.

Applications are project-based. Applicants will answer threshold questions to determine whether their project may be eligible for Regional Council funding and from what funding source(s). Because some funding sources are only available to certain categories of project applicants -- such as municipalities, nonprofits, or businesses -- two applicants undertaking similar projects may qualify for different funding sources.

At the end of the online application process, applicants are notified if they need to submit specific documentation to complete their application.

Regional Council Review

A submitted CFA is sent electronically to the Regional Council(s) for the geographic area(s) in which the proposed project will take place. A map of the regions is on the CFA registration page. The CFA sent 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 forwarded to the Regional Council.

Each Regional Council will review and rank applications based on a set of regional endorsement standards. Endorsement standards developed by each region will be available on the Regional Council web pages, accessed from the dropdown menu at <http://nyworks.ny.gov>. The development of endorsement standards is discussed in this document in the section on the role of Regional Councils.

Each Regional Council will assign from 0 to 20 points to each CFA received.

State Agency Review

In addition to review and scoring by Regional Councils, applications will undergo due diligence and technical review by State agencies administering the grant programs. State agencies will examine relevant legal issues and other disqualifying concerns. 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 scoring criteria established for each grant program, and points will be assigned to applications equaling up to 80% of the total possible score. The remaining 20% will be based on the Regional Council's review.

The agency scoring criteria will align with the criteria and percentage weighting outlined on page 37 of the *Open for Business Guidebook*. The technical scoring 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. Agencies will then incorporate the endorsement criteria from the Regional Councils to assign a full score.

Awards

Awards will be based on a composite score of the State agency technical review and the Regional Council endorsement score.

Each agency will have 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

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 District, 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.

Regional Councils have two significant tasks to perform prior to November 14, 2011:

- (1) To develop initial 5-year strategic plans. The development of a regional strategic plan is discussed in detail in the Regional Economic Development Council *Strategic Planning Manual*, and includes the identification of priority transformative projects and actions. New York's new approach is one of collaboration within regions – stakeholders working together across geographic and political boundaries – and competition among regions, with greater State resources going to the regions that forge the best plans to transform their economy.
- (2) To review and rank CFAs. Regional Councils will review all CFAs submitted for projects within their regions. Regional Councils will award from 0 to 20 points for each application based on how it meets the endorsement standards and will then record the scores and list them from highest to lowest score for each grant program. (Projects given a score of 20 will be at the top of the list.) The list of all CFAs and scores will be submitted by November 14, 2011.

Develop Endorsement Standards

The review and ranking of CFAs starts with the development of standards for review, referred to as “endorsement standards.” Each Regional Council will develop endorsement standards that apply to CFAs submitted for their region. By developing these endorsement standards early in the Regional Council's strategic planning process, applicants can take them into account when preparing applications.

The framework each Regional Council must follow when developing standards is illustrated in the following chart. The categories under each standard correspond with the categories established for review of strategic plans – Vision, Process, Strategies, Implementation, Leverage

Resources, and Performance Measures. The weight given to each category also corresponds to the weight given to these categories in ranking strategic plans. The total number of points that may be awarded by a Regional Council is 20; by applying the percentages allowed in each category to the total possible points (20), a maximum number of points for each category can be calculated.

Endorsement Standard Framework		
STANDARD	WEIGHT	MAXIMUM POINTS
VISION Advances the regional economic development vision	5%	1
PROCESS Has significant community and stakeholder support	10%	2
STRATEGIES Identified in and/or advances a strategy that is part of the Strategic Plan	35%	7
IMPLEMENTATION Project is of significant importance to advancing the implementation agenda	15%	3
LEVERAGE RESOURCES Leverages other public, private and non-profit funding sources	15%	3
PERFORMANCE MEASURES If funded, results can be monitored and evaluated against the Regional Council’s performance measures	20%	4

This endorsement standard framework must be used by each Regional Council to ensure consistency among regions on the scoring of applications. The standards will be made available to applicants to consider before their applications are submitted through the CFA, therefore, CFA endorsement standards must be adopted by each Council by September 15, 2011.

To better identify applications that will support a region’s strategic plan, Regional Councils may establish several metrics under each category and assign the points for each category based on how the application meets those metrics. Regional Council endorsement standards will be posted online.

The endorsement standards used by the Regional Councils will be submitted to the Office of the State Comptroller (OSC) as part of the procurement record for each grant program subject to OSC procurement and disbursement guidelines. The record is a documentation of the decisions made and the approaches taken in the procurement process.

Encourage Applicants To Apply For CFA

Many of the applications submitted through the CFA process will involve projects and actions which 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. Outreach could begin as soon as projects and actions are identified by the Regional Councils as they develop their initial 5-year strategic plan.

Rank Projects Eligible For Competitive Regional Economic Development Resources

A Competitive Regional Economic Development Resources Fund was established in the 2011-2012 State Budget for priority capital projects identified by the Regional Councils. The amount of awards made in each region from the fund is based upon the ranking given to a region's strategic plan. Awards will be allocated as follows:

- The regions submitting the top four regional strategic plans, as discussed in the *Open for Business Guidebook* will each be allocated up to \$25 million from the fund for priority transformative capital projects. Each region will also be awarded up to \$15 million in Excelsior Jobs Program tax credits.
- The remaining six regions will be awarded the balance of up to \$30 million from the Regional Economic Development Council Capital Fund and \$10 million in Excelsior Jobs Program tax credits to use for their top priority transformative projects.

From among the CFAs received, each Regional Council will submit a list of priority projects eligible for capital funding or tax credits, ranked according to priority, along with their initial five-year strategic plan and list of all CFAs and scores.

Review and Score CFAs

Regional Councils will review and score CFAs using their endorsement standards. They will submit a list of endorsement scores, sorted by program, to the applicable State agency that administers the program.

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 a 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 to access up to \$1 billion in economic development resources currently available from multiple New York State agencies and authorities. Through it, applicants can 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, and is the only way to apply for the \$1 billion currently available in economic development funding. In the past, applicants had to navigate multiple agencies and applications without any mechanism for coordination. Under the new process, the CFA will serve as the single entry point for access to economic development funding. The CFA can be submitted by an applicant 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:

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

Q: Which agencies offer funding through the CFA?

A: Nine State agencies have made funding available through the CFA process, including: Empire State Development; NYS Canal Corporation; Energy Research and Development Authority; Environmental Facilities Corporation; Homes and Community Renewal; Department of Labor; Parks, Recreation and Historic Preservation; Department of State; and Department of Transportation.

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

A: Up to \$1 billion in State resources will be accessible through the CFA to support the priorities and goals identified by each of the Regional Councils' strategic planning process.

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

Empire State Development

- \$130 million in capital funding through the Regional Council Capital Fund
- \$70 million in tax credits from the enhanced Excelsior Jobs Program
- Up to \$19.2 million in Economic Development Purposes Grants
- Up to \$1 million from the Environmental Investment Program
- Economic Transformation Program capital funds and/or tax credits to support communities affected by closures of correctional and juvenile justice facilities
 - \$50 million in capital funding
 - Five fully-refundable tax credits over five years

Energy Research and Development Authority

- Up to \$75 million from energy efficiency and renewable energy projects and programs
- Up to \$9.6 million for Cleaner, Greener Communities Program (\$100 million total available over 3 years)

Homes and Community Renewal

- Up to \$44 million from the Community Development Block Grant Program
- Up to \$125 million in housing grants, low-interest loans & tax credit programs

Department of Transportation

- Up to \$43.4 million in Transportation Bond Act, Aviation, Rail & Port Funds
- Up to \$6.9 million in Multi-Modal Funds

Environmental Facilities Corporation

- Up to \$20 million from the Green Innovation Grant Program

Parks, Recreation and Historic Preservation

- Up to \$13 million for Municipal Parks and Historic Preservation Projects

Department of State

- Up to \$10.875 million from the Environmental Protection Fund Local Waterfront Revitalization Program

Department of Labor

- Up to \$3 million is available for Workforce Investment Act related training and workforce development activities

NYS Canal Corporation

- Up to \$1.5 million from the Canalway Grant Program

Private Activity Bond Cap (Industrial Development Bond Cap)

- Up to \$350 million from the Federal IDB Cap allocation will be available for State and local government issuers to sell tax exempt bonds for private projects that demonstrate a public purpose

As the CFA process is revised and improved, additional resources will become available.

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.

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 based on the selection project types, 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 if an applicant has already submitted an application for a CFA resource with the relevant agency?

A: For applications that have already been submitted to an agency for a program that is part of the CFA process, but has not yet announced funding awards, the applicant does not need to submit a new application. That application will be considered in the normal course of business. Under this process, if the applicant applies directly to the agency, the agency will submit the applications to the Regional Councils for their recommendation as to whether or not the project is consistent with the strategic priorities of the region. The agency will take that advice into account when awarding projects. However, going forward, if there are additional grants made available for these programs, the applicant would have to complete a CFA.

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 60 days – from September 2 and applications will be due by 4:00PM October 31. Final attachments related to program specific requirements are due by 4:00PM November 4.

By mid-September each Regional Council will have developed its own set of endorsement standards to score the CFAs submitted in its region.

On November 14, the Regional Councils will submit their final strategic plans to the Strategic Plan Review Committee for consideration.

- These strategic plans will identify priority projects submitted through the CFA process that are eligible for the competitive funding sources – the \$130 million in capital funding and \$70 million in Excelsior Tax Credits.
- The Regional Councils will also submit a list of final CFA project endorsements.

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 as part of its strategic planning process. 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 Regional Councils develop endorsements?

A: Each Regional Council will develop scoring criteria for CFA projects based on the criteria outlined in page 37 of the *Open for Business Guidebook*. The Regional Council will create a score sheet that reflects how it will select priority projects to reflect the strategic vision of the region. This is the score sheet for the Regional Councils – each Council will assign points (out of 20 points) to eligible projects.

Endorsement standards that are created by the Regional Councils will elaborate on the following:

- Vision 5% = 1 point
- Public/Stakeholders 10% = 2 points
- Strategies 35% = 7 points
- Implementation 15% = 3 points
- Leverage Resources 15% = 3 points
- Performance Measures 20% = 4 points

Each project will score between 0 and 20 points.

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 agencies have also aligned their scoring criteria with the criteria outlined on page 37 of the *Open for Business Guidebook*. Once the agency has determined the technical score of up to 80%, that number will be combined with the Regional Council scoring of up to 20%.



The New York State Consolidated Funding Application

*A modern and easy-to-use online application to access funding
for economic development projects in New York.*

