2016 Application Manual
# Table of Contents

Overview.................................................................................................................................... 3
Using the Application .................................................................................................................. 4
    Registering .......................................................................................................................... 4
Technical Requirements ........................................................................................................... 8
Starting your application .......................................................................................................... 9
Select Project Category ............................................................................................................ 10
Select Type of Project .............................................................................................................. 10
Select By Program List ............................................................................................................ 11
Programs for which you may Potentially Qualify .................................................................... 12
Navigating through the Application ....................................................................................... 13
Threshold Questions .............................................................................................................. 13
Region ................................................................................................................................... 14
Required & Optional Documents ............................................................................................ 15
Questionnaire .......................................................................................................................... 16
Certification .............................................................................................................................. 17
Jobs ...................................................................................................................................... 17
Project Funding ...................................................................................................................... 18
Program Budget ....................................................................................................................... 19
Review .................................................................................................................................. 20
Review Process for Consolidated Funding Applications (CFAs) ........................................... 22
    Submission of Applications ............................................................................................... 22
    Regional Council Review ................................................................................................. 22
    Encourage Applicants to Apply for CFA ......................................................................... 22
    Review and Score CFAs ................................................................................................. 22
    Endorsement Standards ................................................................................................. 23
    Regional Council Strategic Plans .................................................................................... 23
    Rank Projects Eligible for Competitive Regional Economic Development Resources .... 24
    State Agency Review ........................................................................................................ 24
    Awards .............................................................................................................................. 24
    Code of Conduct .............................................................................................................. 24
    Frequently Asked Questions ............................................................................................ 25
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 four 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 2016, 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 2016 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 2016 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 the 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.
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.

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.

**CONSORTIUM FUNDING 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:

   - **Organization Name:** INTERNAL TEST
   - **Project Name:** INTERNAL TEST
   - **Your login token:** [redacted]

   **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 “Start New Application associated with this Profile” under the APPLICATION link located towards the top right corner 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 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 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.”

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

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 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.

You potentially qualify for the following programs:

- **New Program**
  - Excelsior Jobs Program
    - Show program description
    - You need to **answer threshold questions** for this program.

- **New Program**
  - NYSERDA Energy Efficiency Projects
    - Show program description
    - You need to **answer threshold questions** for this program.

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.

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 HELP for project activity definitions.

(1) Manufacturing: minimum job creation = 10 net new jobs, OR minimum job retention = 10.
(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 = 50 net new jobs, OR minimum job retention = 25.
(6) Distribution center: minimum job creation = 75 net new jobs, OR minimum job retention = 25.
(7) Music production: minimum job creation = 6 net new jobs, OR minimum job retention = 25.
(8) Entertainment company: minimum job creation = 100 net new jobs, OR minimum job retention = 25.
(9) The creation of at least 300 net new jobs in NYS and the investment of at least $6 million at the project locations.


Scoring Tips

Yes  No
Region
Select the region(s) within which your project is located.

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

- 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](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](http://windows.microsoft.com/en-us/windows/compress-uncompress-files-zip-files#1TC=windows-7).

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.**
**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 Image]

**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.

![Jobs Image]
**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.

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**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.

<table>
<thead>
<tr>
<th>Total project cost: $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excelsior Jobs Program</td>
<td>$</td>
</tr>
<tr>
<td>NYSERDA Energy Efficiency Projects</td>
<td>$</td>
</tr>
<tr>
<td>Total Amount Requested</td>
<td>$</td>
</tr>
</tbody>
</table>

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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.
**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.
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 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 29, 2016. 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 29, 2016.

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 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. The Priority Project Request Form is available on each region’s webpage and allows project sponsors to submit high level project information for the REDCs to review and to also assist applicants in project development prior to the CFA deadline.

Review and Score CFAs

Each Regional Council will review and rank 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 (no fractions) 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.

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.

<table>
<thead>
<tr>
<th>IMPLEMENTATION OF THE PLAN</th>
<th>DEGREE</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The proposal is identified as a priority project by the Regional Council.</td>
<td>Priority</td>
<td>20</td>
</tr>
<tr>
<td>The proposal is identified in the plan and has regional benefits.</td>
<td>Very Strong</td>
<td>15</td>
</tr>
<tr>
<td>The proposal advances the plan and has local benefits.</td>
<td>Strong</td>
<td>10</td>
</tr>
<tr>
<td>The proposal is consistent with the plan and has project level benefits.</td>
<td>Moderate</td>
<td>5</td>
</tr>
<tr>
<td>The proposal has limited relationship to the plan.</td>
<td>Weak</td>
<td>0</td>
</tr>
</tbody>
</table>

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 2016 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 2016 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 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 2016 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.

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 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.

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 for 89 days – from May 2 until the application due date of 4:00PM July 29. Final attachments related to program specific requirements should be uploaded on the system; where hardcopies are specifically required by a funding agency. Scoring by the appropriate Regional Councils and agencies is expected to be finalized by October 3.

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.