

**How to apply** | Go to [regionalcouncils.ny.gov](http://regionalcouncils.ny.gov) and click the “Consolidated Funding Application” tab. For a step-by-step guide with associated screenshots on how to navigate the CFA, click on the “CFA Application Manual” tab. Applicants may reapply for funding if projects were not funded in previous CFA rounds.

## Steps involved in the CFA

1. Register. Registration will be verified and the applicant will receive a project specific token (similar to a password). This token is used to access your application; the applicant will receive a separate token and applicant number for each project as each project needs to be registered separately.
2. Select project category.
3. Select project type. Multiple project types may be selected.
4. Add or remove programs for which the applicant may potentially qualify.
5. Answer threshold questions which will determine project eligibility for CFA funding.
6. Select the region in which the applicant’s project is located.
7. Required and optional documents must be in PDF format and cannot be larger than 5MBs. Hard copies are not accepted.
8. Answer a questionnaire of program specific questions.
9. Complete the certification section and verify information entered is correct.
10. Request funding amount if your application requires a dollar amount to be entered. Also, applicant must enter a budget with funding details for each program on your application.
11. Review and answer any unanswered questions. All questions must be answered for the application to be finalized.
12. Finalize and submit the application. The applicant will receive an email acknowledging submission.

**Timeline** | In 2013, CFA solicitation was open for 3 months; from mid-June to mid-August. A similar timeline is expected for each proceeding year.

*Environmental Finance Center programs and projects are supported in part by funding from USDA-RD and EPA. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6582 (TDD).*

*To reach us via the NYS Relay Service, please dial 7-1-1.  
You may also contact us via e-mail at [efc@syracusecoe.org](mailto:efc@syracusecoe.org)*



# Consolidated Funding Application (CFA) Quick Guide

*Prepared by the Syracuse Environmental Finance Center*



**Environmental  
Finance  
Center**  

---

*Syracuse University*

**Introduction** | The Consolidated Funding Application (CFA) was developed by Governor Cuomo to improve New York State’s economic development model by streamlining and expediting the grant application process for multiple state funding sources through one online application. The CFA eliminates the need for applicants to navigate through multiple agencies and fill out multiple applications.

**Projects eligible through the CFA** | a.) Agricultural economic development, b.) community development, c.) direct assistance to businesses and other organizations, d.) education and workforce development, e.) energy, f.) environmental improvements, g.) low-cost financing, h.) sustainability, and i.) waterfront revitalization

Previously awarded projects can be found on the Regional Economic Development Council’s webpage: [regionalcouncils.ny.gov](http://regionalcouncils.ny.gov)

**Agencies offering funding through the CFA** | Twenty-six programs were available through 13 state agencies in 2013, including: a.) Canal Corporation, b.) Council on the Arts, c.) Department of Environmental Conservation, e.) Department of Labor, f.) Department of State, g.) Energy Research and Development Authority, h.) Environmental Facilities Corporation, i.) Empire State Development, j.) Higher Education Services Corporation, k.) Homes & Community Renewal, l.) Office of National and Community Service, m.) Office of Temporary and Disability Assistance, and n.) Parks, Recreation & Historic Preservation.

**Application assistance**

Guidance for applying to specific programs can be found on the CFA homepage under “CFA Resource Manual.” Each program summary provides a description of funding available, types of eligible applicants, eligible and ineligible activities, program benefit requirements, pre-application requirements (if any), successful application requirements, funding priorities, selection criteria, program criteria (with total available points), award criteria details, eligible area, city, county population limits or population target types, project term completion dates, matching fund requirements (if any), and additional resources.

Regional Economic Development Councils (REDCs) were developed for each of the 10 regions of New York State in 2011; each tasked with the creation of a strategic plan for their specific region. Aligning a project with the priorities of the respective Regional Council will give the project the greatest chance of funding, as regions have the responsibility to identify projects that address these goals. Priority projects for each region may also be found in the Regional Council Strategic Plan.

Contacting your Regional Council for CFA guidance is recommended. Public workshops are held by each Regional Council to help with the application process. In 2013, four workshops were held in each region, in various locations throughout the region and throughout the year. To ensure finding workshops in the future, search the REDC webpage ([regionalcouncils.ny.gov](http://regionalcouncils.ny.gov)) for “CFA workshops.”

Applicants may access their Regional Council through email:

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

Frequently asked questions can be found at [regionalcouncils.ny.gov/faq](http://regionalcouncils.ny.gov/faq)

**Scoring** | Each Regional Council will assign a score for applications based on how the application implements the regional strategic plan. A range of 0-20 points are assigned, with 20 points being awarded to proposals which are identified as priority projects by the Regional Council. The Regional Council endorsement is worth 20% of the total scoring, leaving 80% for each specific Agency Review. If multiple regions are encompassed by the application, each region will provide a score.

**Example of Agency Review Scoring Criteria**

Selection Criteria for NYS DEC/EFC Wastewater Infrastructure Engineering Planning		
	Points	Criteria
Regional Economic Development Priority	20	Alignment with the goals and priorities of its REDC
Performance	40	Severity of existing water quality impairments
Strategies	24	Proposed project is required by a Consent Order, SPDES permit or TMDL
Process	8	Local commitment
Vision	4	Planning project is identified in a formally adopted plan
NYS DEC Regional Priority	4	Alignment with the goals and priorities of the DEC region where the project is located