Sullivan County

CFA Alert

For Municipalities, Small Businesses, & Not-for-Profits

May 2024

Prepared by
SULLIVAN COUNTY

GRANTS ADMINISTRATION

100 NORTH STREET, MONTICELLO, NY

SULLIVAN COUNTY CFA INFO SESSION

TUES. JUNE 18TH

8:30AM – VIRTUAL

REGISTER USING QR CODE
OR CALL(845) 567-4882

What is the CFA?

In 2011, Governor Cuomo created the ten Regional Economic Development Councils (REDC) and the Consolidated Funding Application (CFA) to improve New York State's economic growth. The CFA is a web-based application designed to streamline the application process for grants available through New York State agencies and authorities.

Before 2011, applicants were required to navigate multiple applications and agencies to apply for state resources. Presently, a single CFA can be submitted for one or multiple sources of funding. While applying for funding from one state agency, you may qualify for funding sources from other agencies.

Since its inception, the REDC Initiative has awarded over $8 billion to more than 9,900 projects.

Who can apply for CFA grants?

The following are eligible applicants for CFS grants:

- Counties
- Municipalities
- For-profit businesses
- Not-for-profit corporations
- Business improvement districts
- Local development corporations
- Public benefit corporations
- Economic development organizations
- Research and academic institutions
- Incubators
- Technology parks
- Regional planning units
- Councils
- Tourist attractions
- Community facilities

Regional Economic Development Themes:
- **Innovation, Collaboration, and Industry Growth** to continue to invest in existing and new industries that advance each regions strategies and target sectors.
- **Housing & Community Development** to invest in housing, community development and placemaking projects to create and sustain thriving communities.
- **Equitable Growth** to break down barriers to economic opportunities through projects that foster equitable entrepreneurship and accessible career pathways for all.
- **Workforce Development** to support the needs and demands of employers across the State.

What programs are included in the CFA?

The CFA includes economic and community development programs administered by a variety of State agencies and authorities, including Empire State Development (ESD), Department of State (DOS), Department of Environmental Conservation (DEC), the Department of Labor (DOL), and many more.

Programs fall under several categories, including:
- Direct assistance to business and other organizations
- Community development
- Waterfront revitalization
- Energy
- Environmental improvements
- Sustainability planning and implementation
- Education/workforce development
- Low-cost financing

*All CFA grants are subject to the New York State Executive Law Article 15-A, which requires, where applicable, the establishment of 30 percent minority-and women-owned business enterprises (MWBE) contract goals.

How do I apply?

The CFA process has several steps:
- Register for an account
- Choose program(s) to which you are applying
- Select the REDC region in which the project takes place
- Upload required and optional documents
- Complete a questionnaire
- Indicate the new jobs to be created
- Indicate the amount of funding requested
- Review and submit your application

A step-by-step guide to using the application is available on the CFA website, https://regionalcouncils.ny.gov/cfa/process-guide.

Round 14 competitive program applications will be due by 4 pm on July 31, 2024. There will be another round of program applications around the same time next year.
"Open Enrollment" programs are not subject to the July 31 deadline. Refer to the *2024 Available Resources Guide* for information.

Available Resources in 2024

Open Enrollment Programs

Open Enrollment programs will continue to accept applications on an ongoing basis and are not subject to the July 31st deadline.

Empire State Development: Up to $177 million
- ESD Grant Funds
- Strategic Planning and Feasibility Studies
- Excelsior Jobs Program*

Homes & Community Renewal: Up to $10 million*
- Community Development Block Grant (CDBG) – Vacant Property Clearance Program*

New York State Power Authority: Up to 35.5 Megawatts
- Megawatts for the ReCharge NY Program

Programs Subject to 4:00 PM July 31, 2024 Deadline

Empire State Development: Up to $70 million
- Capital Improvement Grants for Pro-Housing Communities
- Market New York
- Small Manufacturer Modernization Program
- Not-For-Profit Capital Grant Program*

Homes and Community Renewal: Up to $29.2 million
- New York Main Street Program
- New York State Community Development Block Grant Program*

Office of Parks, Recreation and Historic Preservation: Up to $26 million
- Environmental Protection Fund Grants Program for Parks, Preservation and Heritage (EPF)

New York State Energy Research and Development Authority: Up to $20 million
- Commercial and Industrial (C&I) Carbon Challenge
- Building Cleaner Communities Competition

Department of State: Up to $17.975 million
- Local Waterfront Revitalization Program
- Brownfield Opportunity Area Program
- Smart Growth Community Planning and Zoning Grant Program*
- New York State Canal Corporation: Up to $1 million
- Canalway Grants Program

Department of Environmental Conservation: Up to $95.5 million*
- Water Quality Improvement Project (WQIP) Program*
- Climate Smart Communities Grant Program*
- Non-Agricultural Nonpoint Source Planning and Municipal Separate Storm Sewer System (MS4) Mapping Grant Program*

*REDCs will be made aware of projects applying to these programs but REDCs will not score these projects.

For detailed information, refer to the 2024 Available Resources Guide.

NYS Economic Development Programs & Initiatives

Some Highlights...

As part of the State's economic development strategy, it has deployed multiple rounds of investment through the Regional Councils to shovel-ready projects. There are several other State-related economic development initiatives that complement the work of the Councils and a wide variety of funding that is coordinated with strategic plans created by the REDCs to ensure that available funding is matched with the needs and priorities of each region. Here are some highlights. For a complete listing and details, see the ***REDC Guidebook 2024***.

- **Regional Council Capital Fund** - funds economic development projects that align with each Region's strategic plan. Funding is available throughout the year and awarded to projects on a rolling basis, with strong emphasis on project readiness.

- **New York Forward** – Designed to advance the renaissance of the State's smaller downtowns in more rural and smaller communities.

- **Pro-Housing Community Program** – Rewards municipalities taking important steps to support housing by streamlining permitting and adopting pro-housing policies, and that have applied and submitted critical housing and zoning data to the state. Localities that achieve the "Pro-Housing Communities" designation will be eligible for various NYS programs.

- **Restore NY** –Encourages community development and neighborhood growth through the elimination and redevelopment of blighted structures.

- **FAST NY** – A shovel-ready grant program aimed to prepare and develop sites statewide to increase NY's attractiveness to large employers, including high-tech manufacturing, particularly semiconductor manufacturing, interstate distribution and logistics businesses.

- **NYS Small Business Credit Initiative (SSBCI)** – Provides funds to support programs for small businesses, including socially and economically disadvantaged individual (SEDI) owned businesses and very small businesses.

- **Office of Strategic Workforce Development** –Created to better align workforce development efforts with the needs and priorities of employers in the State's priority industry sectors. Later in 2024, the Office will launch the $200 million ON-RAMP (One Network for Regional Advanced Manufacturing Partnerships) program to establish four new workforce development centers in strategic locations along the I-90 corridor, serving the needs of the advanced manufacturing industry.

- **NY SWIMS –** Expands access to safe swimming, funds projects to acquire, design, construct or reconstruct facilities, provide major renovations, improvements, and modernization or rehabilitation of swimming facilities and natural swimming areas.

www.regionalcouncils.ny.gov/mid-hudson

New Grant Programs for this Round

NEW!

Empire State Development is launching two new grant programs using ESD Grant funds from the $150 Million made available for Round 14. With the creation of these two new programs, this will leave $100 Million available through the traditional ESD Grants Program.

- **Capital Improvement Grants for Pro-Housing Communities (up to $40 Million)**

Established to support capital improvement and placemaking projects located within pro-housing communities that are certified by Homes & Community Renewal (HCR). Cities, towns, villages, counties and not-for-profit organizations will be eligible for grant awards from $100,000 to $3,000,000. Projects from counties and not-for-profits must be located within a certified pro-housing community.

- **Small Manufacturer Modernization Program (up to $10 Million)**

Established to support existing New York State small manufacturers investing in capital projects that will improve competitiveness or productivity through modernization and integration of advanced technology. Capital grant funding will be available to assist these small legacy manufacturers to invest in projects that will significantly increase the operational efficiencies and market competitiveness of their businesses to keep them thriving in New York with grant awards ranging from $50,000 to $250,000.

Strategic Focus Areas for the ESD Grants Program

Projects supporting the strategic focus areas below may be eligible for an increased project award through the ESD Grants program.

- **Innovative Public-Private Partnerships:** Projects that support innovative public-private partnerships which leverage unique regional assets to advance a region's economic development strategies. Innovative public-private partnerships are intended for higher education institutions with a focus on innovation and research partnerships.
- **Projects located in severely distressed communities:** Support projects in economically distressed communities to encourage investment and spur economic growth in these communities. Strong projects in this focus area should be able to demonstrate a community and economic benefit as a result of the project or demonstrate the populations that will benefit from the project.
- **Childcare Projects:** Focusing on projects that will improve access to quality childcare and build additional capacity in the number of childcare offerings available will help strengthen the state's economy and address challenges that affect the business community.
- **Projects that support green buildings & sustainable development:** Projects that will significantly reduce greenhouse gas emissions through sustainable building practices. Instances of sustainable building practices include but are not limited to achieving net zero or near zero emissions, obtaining LEED certification (Silver or higher), electrifying space and water heating systems, reusing buildings and/or building materials and incorporating significant energy savings measures.

For additional information, see the REDC Guidebook 2024

What is the review process for CFA ?

Applications are reviewed by the Regional Council and State Agency. Regional Council endorsement counts for 20 percent of the total review, while the State agency's review counts for 80 percent of the total application score. Each region's strategic plan and progress report are available on the region's webpage, which can be found at www.regionalcouncils.ny.gov.

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

How are awards announced?

Awards are based on the State agency's review and the Regional Council's endorsement. Each award is subject to final approval by the funding agency, and every 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.

2024 CFA Guidebook & Available Resources
www.regionalcouncils.ny.gov

PREVIOUS AWARDS TO SULLIVAN COUNTY THROUGH CFA

Bicycle and Pedestrian Master Plan, DEC Award - $100,000
For the development of a plan to support active transportation to connect common destinations within population centers.

Sullivan County Organic Waste Management Plan, DEC Award-$77,500
To contract with a consulting engineering firm to conduct an organics composting feasibility study with preliminary siting and conceptual design. The resulting Organics Management Plan outlines the best method and means for the County to implement organics waste management, and will also be a component of the County's required Solid Waste Management Plan.

Hamlet of Kohlertown Flood Risk Reduction Project, DEC Award - $934,084
To construct an overflow pipeline to alleviate repetitive flooding in the hamlet of Kohlertown. Excessive storm water flow to a tributary of the East Branch of the Callicoon Creek causes flooding of residences, businesses, and several roads in the in the area.

Sullivan County O&W Rail Trail, ESD Award Amount-$22,500
To advance work being done to complete the 50-mile stretch of the OW Rail Trail that traverses the County to create a continuous trail that links to businesses and amenities and to increase visitation to the area.

Sullivan County OW Rail Trail Project, Parks Award -$127,000
To advance work being done to complete the 50-mile stretch of the O&W Rail Trail that traverses the County from Summitville to Livingston Manor. Funds used to analyze completed and undeveloped segments and develop a regional plan with cost estimates for repairs, upgrades and new segments.

Sullivan County Microenterprise Assistance Program, HCR (CDBG) Award-$200,000
For the establishment of the Sullivan County Microenterprise Assistance Program.

2023 AWARDS TO SULLIVAN COUNTY BUSINESSES, NOT-FOR-PROFITS & MUNICIPALITES

Bridgeville Ski Company, Inc. - Holiday Mountain Ski & Fun Park Capital Expansion Project - $372,000

Sullivan County Visitor's Association - Working Capital for Catskill Cuisine event - $115,000

Bashakill Vineyards LLC - Sustainable Increase Production Project - $30,000

Cantina Cantina LLC - Craft Brewery Relocation & Expansion Project - $50,000

Delaware Valley Arts Alliance - Arlington Hotel Planning Grant - $70,875

Town of Liberty - Sullivan O&W Trail Parksville Extension - $500,000

Town of Liberty - Sullivan O & W Trail Parksville Extension - $250,000

New York Farm Viability Institute - Mid-Hudson, NYC, LI Grown Certified Research & Development Grant Program - $1,700,000

For a complete list of awards throughout the Mid-Hudson Region and across New York State, visit https://regionalcouncils.ny.gov/2023-awards.

THE IMPORTANCE OF PROJECT PLANNING

The project drives the funding, the funding doesn't drive the plan. While it can be tempting to try to fit a "good idea" to a grant opportunity, it is not best practice. *"The first rule in grantseeking is that you don't write a grant request without first completing a comprehensive planning process that involves the grant applicant or organization's key stakeholders."* (Dr. Beverly A. Browning, Grant Writing for Dummies)

The **Project Needs Assessment Questionnaire** below may serve as a very basic tool to help stakeholders brainstorm, identify key ideas, and to form a basis for fleshing out a more detailed plan. It is your first step toward developing a highly detailed grant proposal.

PLANNING PROJECT NEEDS ASSESSMENT QUESTIONNAIRE

1. What is the problem? Who is affected, where, what is the issue, and why is it an issue?

2. What is the solution? You can frame your answer by describing your proposed project.

3. Do you have the data? Can you justify need, or is additional research required?

4. What is in the way? What are the obstacles preventing you from implementing the solution? (Obstacles can be related to capacity, financial resources, sustainability, lack of technical knowledge, etc.)

5. What information is lacking? What information do you need in order to fully flesh out a plan? What are your "unanswered questions" related to your project that might require the input of experts/model agencies, etc.?

HELPFUL RESOURCES

You can find the following resources at:

https://regionalcouncils.ny.gov/2024-redc-webinars-and-faqs

CFA Web Portal (CFA Application)

Webinars (Programs and Eligibility Requirements)

CFA Resource Manual (Program Details and Contact Information)

CFA Application Manual (Step-by-Step Guide for Application Process)

QR Code to Access CFA Resources

New to grants?

SUNY Sullivan, in collaboration with ed2go, offers a grantwriting course, "A to Z Grantwriting." Visit: https://www.ed2go.com/sullivan/online-courses/grant-writing-a-to-z/

Are you grant ready?

Interested in applying for grant funding? Before you begin, make sure you are "grant ready" by gathering important information you will need on hand.

Organizational Information
o History (Narrative)
o Year Established
o Articles of Incorporation & By-Laws
o EIN Number
o Address, Phone, Web Address
o Mission/Values Statement
o Service Area/Target Population
o Current Program/Services Description

Governance
o Organizational Structure/Chart
o Board of Directors (affiliations and contact info)
o Strategic Plan/Business Plan
o Executive Director/CEO Bio

Tax Documentation
o Tax exemption status letter
o IRS Form 990
o W-9

Technical Requirements
Required for federal grants
o UEI (Unique Entity Identifier or SAM, formerly DUNS number)
o SAM Registration
o Grants.gov Registration

Financial Information
o Annual Operating Budget
o Year-End Financial Statements
o Audit, if applicable
o Sources of Funding

Program or Project Information
o Program/Project Description
o Target Population
o Staffing Structure/Organizational Chart
o Year Established
o Program/Project Budget
o Measurable Outcomes (number served, current outcomes)
o Success Story Narratives

Other Documentation:
o Annual Report
o Letters of Support
o Collaborating Partners (with Memorandums of Agreement)
o Policies and Procedures
o History of Grants/Funding Received or Denied
o News Articles/Photographs/Video Clips/Media
o Staff Information
o Cost Estimates and Vendor Information (equipment)

For additional resources, visit the Sullivan County Grants Administration website: https://sullivanny.us/Departments/grants