Office of Strategic Workforce Development Capital Grant Program

Application Checklist

The following is a companion checklist for the CFA application. It is not meant to be a substitute for completion of the application, but a final check to make sure all critical information has been prepared and submitted. Items in **bold** must be submitted as attachments. Note that the maximum file size for attachments is 30MB

	Key Information & Documentation	Complete?	Notes
General Information	• Organization name and type	☐	
	• Main contact, contract contact, and backup contact	☐	
	• **Organizational chart and resumes of key personnel involved in training program implementation (combined into a single .pdf, .jpg, or .zip)**	☐	
Project Details	Capital Project		
	• Detailed narrative of project and actions needed to complete it	☐	
	• Detailed written timeline for implementation	☐	
	• **(Optional) Documentation indicating site control (**i.e. certification of ownership or copy of long-term lease agreement) **(.pdf format)**	☐	
	• **(Optional) Design plans as a single .pdf, .jpg, or .zip**	☐	
	• **(Optional) Floor plans as a single .pdf, .jpg, or .zip**	☐	
	• **(Optional) Engineering/environmental analyses combined into a single .pdf, .jpg, or .zip**	☐	
	• **(Optional) Cost estimates as a single .pdf, .jpg, or .zip**	☐	
	• **(Optional) Specification sheets combined into a single .pdf, .jpg, or .zip**	☐	
	• **(Optional) Market Analyses as a single .pdf**	☐	
	• **(Optional) List of implementation partners .pdf, .jpg, or .zip format)**	☐	
	• List of all federal, state, and local reviews, approvals, or permits needed and/or completed (if applicable)	☐	
	• NYS SEQRA Review and/or Explanation of National Environmental Policy Act (NEPA) Record of Decision (if applicable)	☐	
	• Status of project including review, services engaged, steps completed, steps to be completed before start	☐	
	Training Program(s) supported by Project		
	• Detailed narrative of the training program(s) applicable to the project including expected outcomes, industry/geographic focus, and partners	☐	
	• **Curricula for all training programs supported by capital project (combined into a single .pdf, .jpg, or .zip)**	☐	
	• Industry and population served	☐	
	• Jobs summary for each type of job obtained through the program. Include the O*Net code for each job, if available	☐	
	• Description of skills/credentials of focus	☐	
	• Description of strategy for recruiting participants	☐	

Financing	• **Budget (using budget template) and budget narrative combined into a single .pdf, .jpg, or .zip** • Demonstration of need, including narrative description, lack of other funding sources, and minimum level of funding needed • Description of plan for sustainability after award period • Strategy for meeting funding needs if full funding request is not awarded • (Optional) Explanation of plan for contingency funding • Description of funds applied for through other sources	◻ ◻ ◻ ◻ ◻ ◻	
	• **Interim financials for current year (.pdf format)** • **Past three (3) years of audited financial statements** or, if unable to meet this requirement, alternate documentation such as at least three (3) years of the applicant's completed Internal Revenue Service Form 990 and/or internally prepared financial statements. A separate .pdf, .jpg, or .zip file is needed for each year. • Data from any previous applications for which NYS funding was awarded or requested • (For Non-Profits) Registered and up to date on filing with NY State Office of the Attorney General's Charities Bureau and NY State Comptroller's VendRep System and prequalified in NY State Grants Gateway	◻ ◻ ◻ ◻	
Program Impact	• Explanation of how project aligns w/REDC strategic plan (if applicable) • Narrative describing specific needs to be fulfilled and program approach • Data, including number of people to be served; historic rates of impact; projected rates of impact, including completion of project; and expected outcomes and proposed metrics for measuring success • Explanation of wraparound services available to program participants • Explain how jobs obtained through the program meet the definition of "good jobs" according to Georgetown University or the Center for American Progress	◻ ◻ ◻ ◻ ◻	
Applicant Experience	• Narrative description of mission of organization • Description of prior capital project experience • Description of relevant partnerships with businesses and industry • **Letters of Support from each industry partner (combined into a single .pdf, .jpg, or .zip)** • **(Optional) Any additional Letters of Support from members of the Regional Economic Development Council or other partners (combined into a single .pdf, .jpg, or .zip)**	◻ ◻ ◻ ◻ ◻	