



**Workforce Development Capital Grant Program**

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

|                     | <b>Key Information &amp; Documentation</b>   | <b>Complete</b>  | <b>Notes</b> |
|---------------------|--|--|--------------|
| General Information | <ul style="list-style-type: none"> <li>Organization name and type</li> </ul>   | <input type="checkbox"/>   |              |
|                     | <ul style="list-style-type: none"> <li>Main contact, contract contact, and backup contact</li> </ul>   | <input type="checkbox"/>   |              |
|                     | <ul style="list-style-type: none"> <li><b>Organizational chart and resumes of key personnel involved in training program implementation (combined into a single .pdf, .jpg, or .zip)</b></li> <li>Number of full-time permanent, part-time permanent, full-time temp/seasonal, and part-time temp/seasonal employees</li> </ul>  | <input type="checkbox"/>   |              |
| Project Details     | <p>Capital Project</p> <ul style="list-style-type: none"> <li>Detailed narrative of project and actions needed to complete it and anticipated impact</li> <li>Detailed written timeline for implementation</li> <li><b>(Optional) Documentation indicating site control</b> (i.e. certification of ownership or copy of long-term lease agreement) <b>(.pdf format)</b></li> <li><b>(Optional) Design plans as a single .pdf, .jpg, or .zip</b></li> <li><b>(Optional) Floor plans as a single .pdf, .jpg, or .zip</b></li> <li><b>(Optional) Engineering/environmental analyses combined into a single .pdf, .jpg, or .zip</b></li> <li><b>(Optional) Cost estimates as a single .pdf, .jpg, or .zip</b></li> <li><b>(Optional) Specification sheets combined into a single .pdf, .jpg, or .zip</b></li> <li><b>(Optional) Market Analyses as a single .pdf</b></li> <li>Description of how site will be acquired or long-term lease obtained (if applicable)</li> <li>List of all federal, state, and local reviews, approvals, or permits needed and/or completed (if applicable)</li> <li>NYS SEQRA Review and/or Explanation of National Environmental Policy Act (NEPA) Record of Decision (if applicable)</li> <li>Status of project including review, services engaged, steps completed, steps to be completed before start</li> </ul> | <input type="checkbox"/><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br> |              |
|                     | <p>Training Program(s) supported by Project</p> <ul style="list-style-type: none"> <li>Detailed narrative of the training program(s) applicable to the project including expected outcomes, industry/geographic focus, and partners</li> <li><b>Curricula for all training programs supported by capital project (combined into a single .pdf, .jpg, or .zip)</b></li> <li>Industry and population served and explanation of how jobs in that industry are in-demand</li> <li>Jobs summary for each type of job obtained through the program. Include the <a href="#">O*Net</a> code for each job, if available</li> <li>Description of career pathway opportunities for applicable jobs</li> <li>Description of industry-recognized skills/credentials of focus and credentialing organization</li> </ul>   | <input type="checkbox"/><br><br><br><br><br><br>   |              |

|                      |  |  |  |
|----------------------|--|--|--|
|                      | <ul style="list-style-type: none"> <li>Description of strategy for recruiting participants</li> </ul>  | <input type="checkbox"/>   |  |
| Financing            | <ul style="list-style-type: none"> <li><b>Budget (using budget template) and budget narrative combined into a single .pdf, .jpg, or .zip</b></li> <li>Demonstration of need, including narrative description, lack of other funding sources, and minimum level of funding needed</li> <li>Description of plan for sustainability after award period</li> <li>Strategy for proceeding if full amount of funding needed for project is not available</li> <li>(Optional) Explanation of plan for contingency funding</li> <li>Description of other sources of funding for this project applied for, including other NYS funding</li> </ul>   | <input type="checkbox"/><br><br><br><br><br><br><br><br><input type="checkbox"/>                         |  |
|                      | <ul style="list-style-type: none"> <li><b>2019, 2020, and 2021 audited financial statements and current or interim 2022 financials</b> 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.</li> <li>Data from any previous applications for which the organization was awarded or applied for NYS funding, including applicable CFA numbers</li> <li>(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</li> </ul>  | <input type="checkbox"/><br><br><br><br><br><br><br><br><input type="checkbox"/>                         |  |
| Program Impact       | <ul style="list-style-type: none"> <li>Narrative describing specific need for the project in the geographic area and program approach</li> <li>Goals and outcomes of the project and explanation of how these will be measured</li> <li>Past training success metrics including cohorts per year, participants enrolled, participants completed, and participants placed in good jobs from both the previous and current calendar year</li> <li>Explanation of wraparound services available to program participants</li> <li>Explanation of costs for trainees, or, if applicable, how costs are subsidized</li> <li>Explanation of how jobs obtained through the program meet the "good jobs" definition of being skilled jobs that pay minimally a living wage for workers to support themselves in the modern economy, allow for career and salary growth, provide economic security, and remove the need for public assistance</li> </ul> | <input type="checkbox"/><br><br><br><br><br><br><br><br><br><br><br><br><br><br><input type="checkbox"/> |  |
| Applicant Experience | <ul style="list-style-type: none"> <li>Narrative description of mission of organization</li> <li>Description of prior capital project experience</li> <li>Description of relevant partnerships with businesses and industry</li> <li><b>Letters of Commitment from each industry partner (combined into a single .pdf, .jpg, or .zip)</b></li> <li><b>(Optional) Any additional letters of support from other partners (combined into a single .pdf, .jpg, or .zip)</b></li> </ul>   | <input type="checkbox"/><br><br><br><br><br><br><br><br><input type="checkbox"/>                         |  |