

Office of Strategic Workforce Development P4P (Operating Grant and Capacity Building Award) Programs

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	<ul style="list-style-type: none"> Organization name and type 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Main contact, contract contact, and backup contact 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Organizational chart and resumes of key personnel involved in training program implementation (combined into a single .pdf, .jpg, or .zip) 	<input type="checkbox"/>	
Project Details	<p>Operating Project</p> <ul style="list-style-type: none"> Detailed narrative of project and actions needed to complete it Detailed written timeline for implementation Status of project including review, services engaged, steps completed, steps to be completed before start 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	<p>Training Program supported by Project</p> <ul style="list-style-type: none"> Detailed narrative of the training program applicable to the project including expected outcomes, industry/geographic focus, and partners Curriculum for the training program supported by 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 Description of how program relates to renewable and clean energy industry (if applicable) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Financing	<ul style="list-style-type: none"> 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 Description of funds applied for through other sources 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	<ul style="list-style-type: none"> 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. 	<input type="checkbox"/> <input type="checkbox"/>	

	<ul style="list-style-type: none"> • 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 	<input type="checkbox"/> <input type="checkbox"/>	
Program Impact	<ul style="list-style-type: none"> • 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, including placement rates in target industries • 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 and the Center for American Progress 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Applicant Experience	<ul style="list-style-type: none"> • Narrative description of mission of organization • Description of prior experience with similar projects • 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) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	