



Pay for Performance Programs – Operating Grant and Capacity Building Award

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) Number of full-time permanent, part-time permanent, full-time temp/seasonal, and part-time temp/seasonal employees at site 	<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 and anticipated impact Detailed written timeline for implementation Status of project including review, services engaged, steps completed, steps to be completed before start 	<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 and explanation of how jobs in that industry are in-demand Jobs summary for each type of job obtained through the program. Include the O*Net code for each job, if available. Description of career pathway opportunities for applicable jobs Description of industry-recognized skills/credentials of focus and credentialing organization Description of strategy for recruiting participants Description of how program relates to renewable and clean energy industry (if applicable) 	<input type="checkbox"/>	
Financing	<ul style="list-style-type: none"> Budget (using budget template) and budget narrative (.pdf file) 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 proceeding if full amount of funding needed for project is not available 	<input type="checkbox"/>	

	<ul style="list-style-type: none">• Description of other sources of funding for this project applied for, including other NYS funding		
	<ul style="list-style-type: none">• 2019, 2020, and 2021 audited financial statements and current or interim 2022 financials 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 the organization was awarded or applied for NYS funding, including applicable CFA numbers• (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"/> <input type="checkbox"/>	
Program Impact	<ul style="list-style-type: none">• Narrative describing specific need for the project in the geographic area and program approach• Goals and outcomes of the project and explanation of how these will be measured• 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• Explanation of wraparound services available to program participants• Explanation of costs for trainees, or, if applicable, how costs are subsidized• 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	<input type="checkbox"/> <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 Commitment from each industry partner (combined into a single .pdf, .jpg, or .zip)• (Optional) Any additional letters of support from 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"/>	