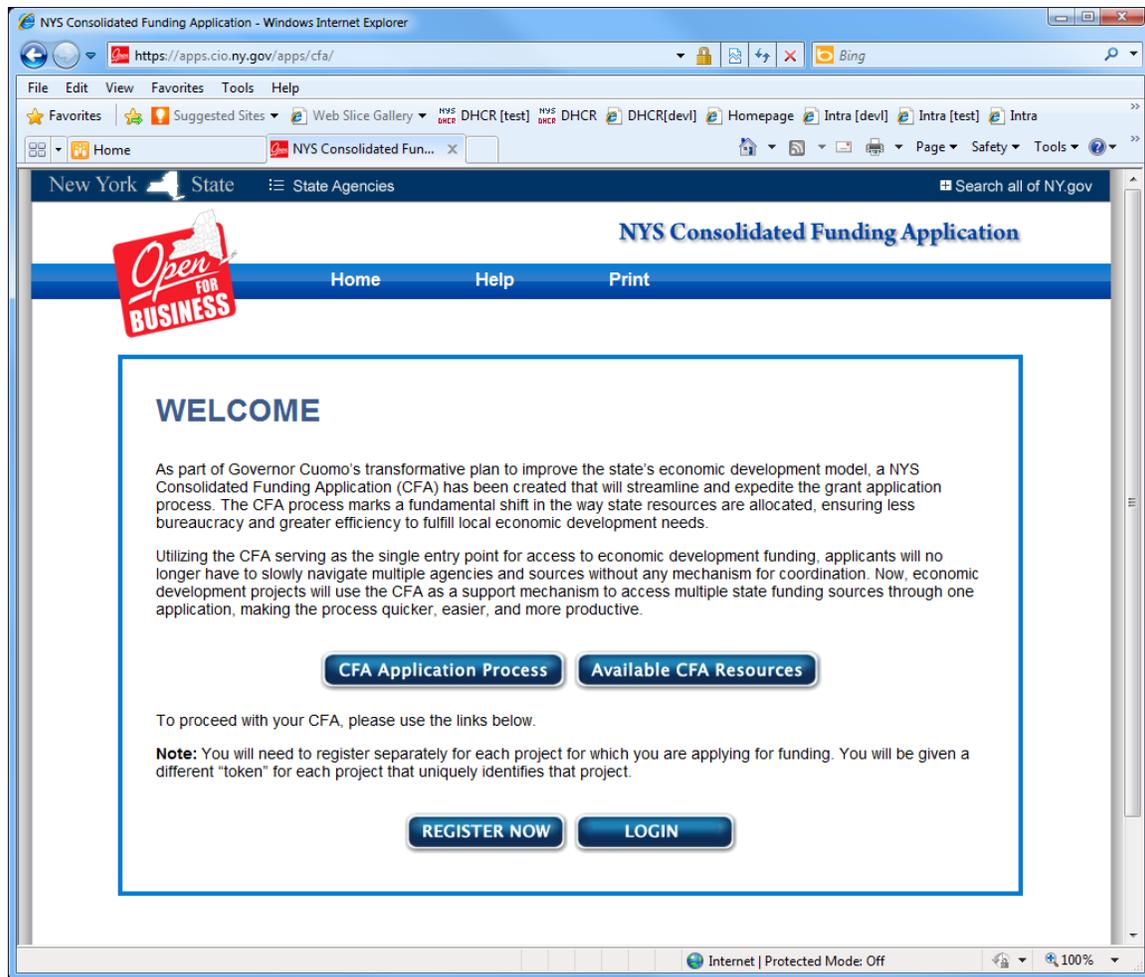
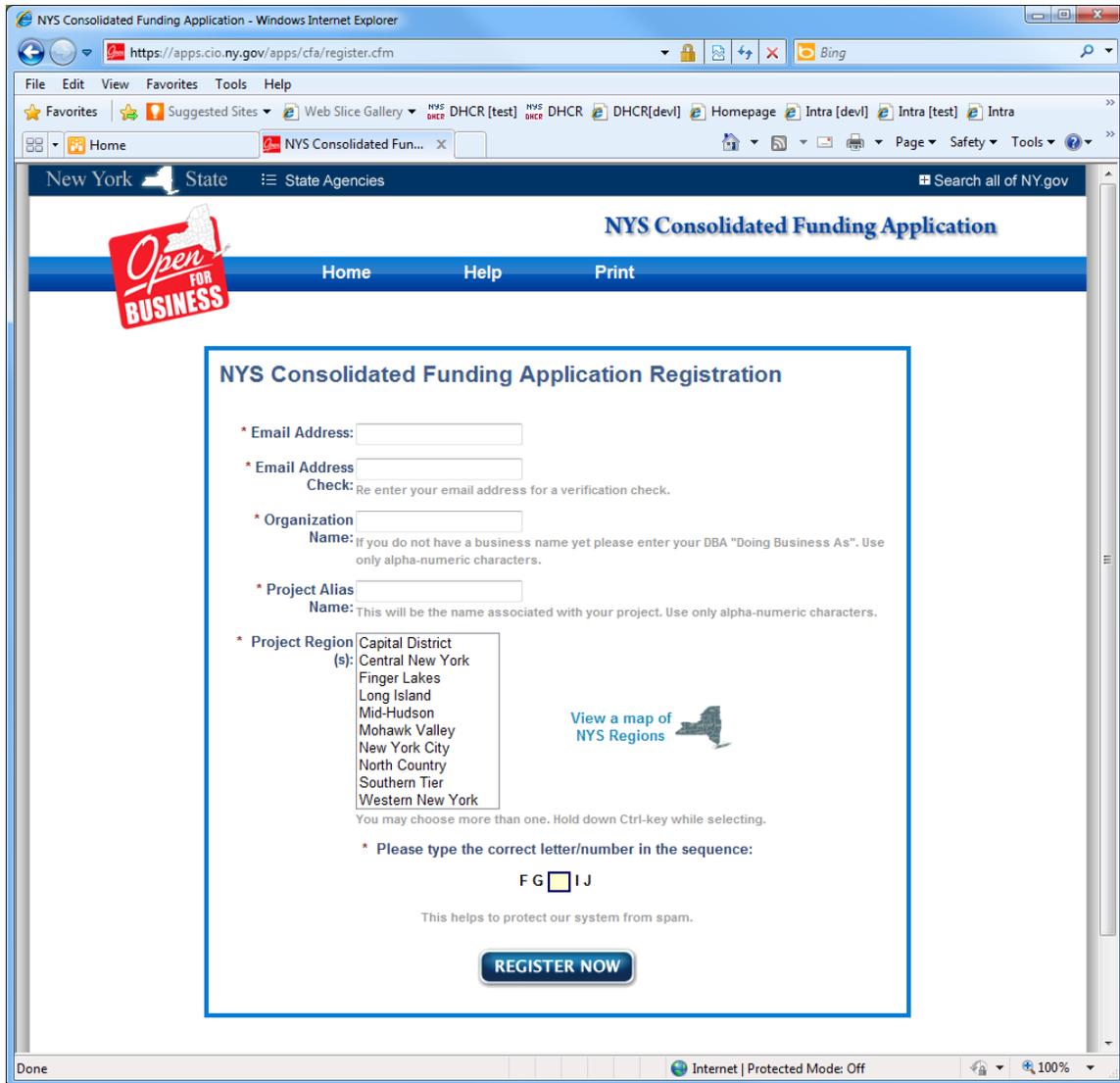


## INTRODUCTION

Attached are NYS Consolidated Funding Application (CFA) instructions to assist you in completing the CFA. NYS Homes and Community Renewal (HCR) will be monitoring your progress with the CFA and will reach out to you with further instructions on how to access the CFA Multi-Family Program (MFP) application formerly known as the Community Development Online system (CDOL). It is extremely important that the CFA be completed in its' entirety. Application instructions for the MFP application can be found at [www.nysdhcr.gov/Funding/ConsolidatedFunding](http://www.nysdhcr.gov/Funding/ConsolidatedFunding). HCR staff will be available to assist in answering questions and technical support as in previous funding years. Please contact (518) 473-2525 or email [MSR@nyshcr.org](mailto:MSR@nyshcr.org) for assistance.



Select REGISTER NOW button.



Complete form and click REGISTER NOW button.

NYS Consolidated Funding Application - Windows Internet Explorer  
https://apps.cio.ny.gov/apps/cfa/register.cfm

New York State State Agencies Search all of NY.gov

**Open FOR BUSINESS**

Home Help Print

## NYS Consolidated Funding Application Registration

Thank you for registering.

### Instructions

*Important - Before proceeding read the following carefully:*

- 1. Save your information**

Please make note of the following information. You should print this page and save it for your records now.

Your organization name is: TEST0902  
Your project alias name is: TEST0902  
Your project token is: **kevin191triangle**

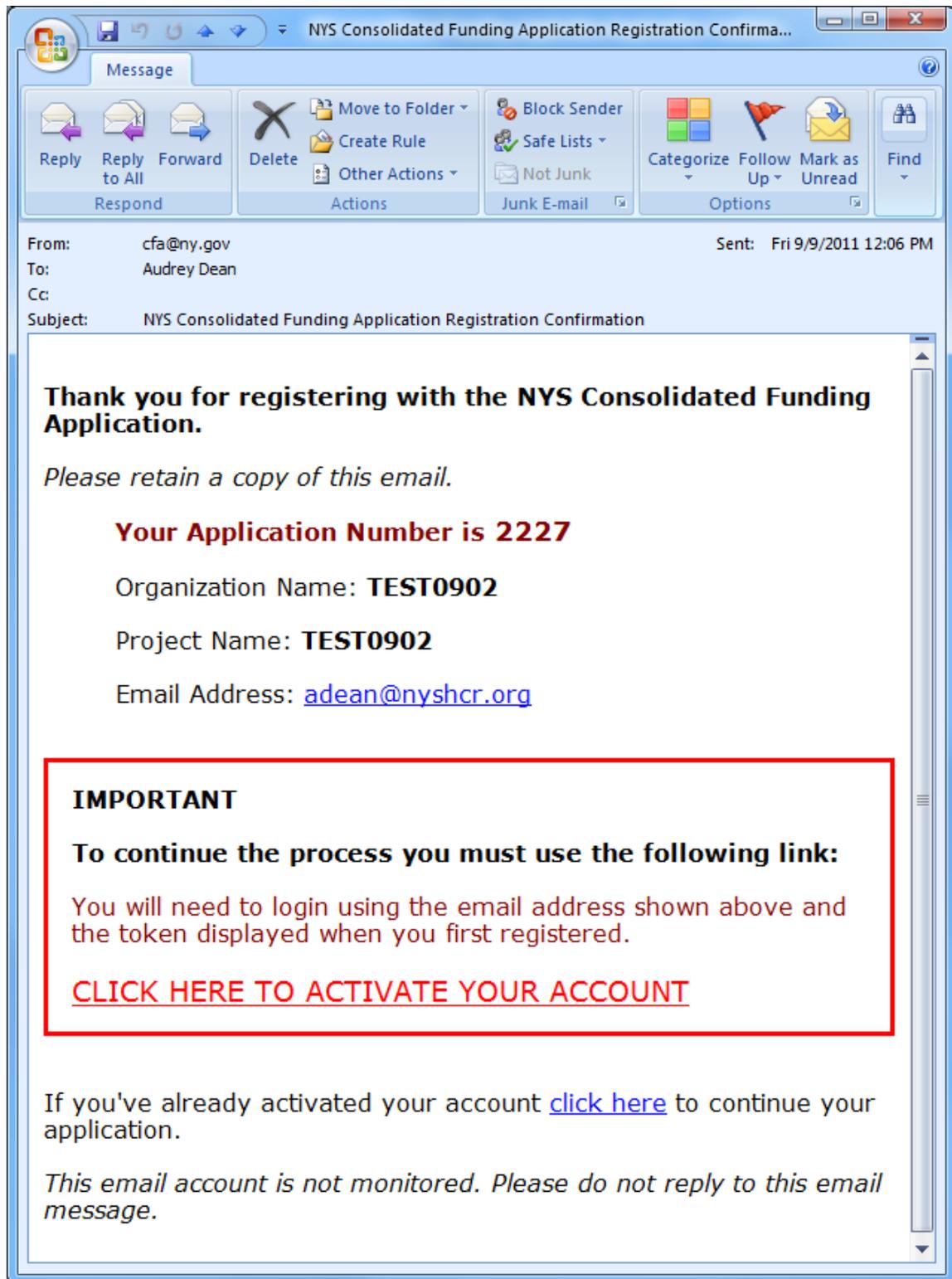
PLEASE DO NOT LOSE THE TOKEN SHOWN ABOVE - YOU WILL NEED IT TO ACCESS YOUR APPLICATION ONCE YOUR ACCOUNT HAS BEEN ACTIVATED.
- 2. Check your email**

An email has been sent to you with information on how to get started with your application.  
You must follow the link contained in this email message to activate your account and to begin the application process.

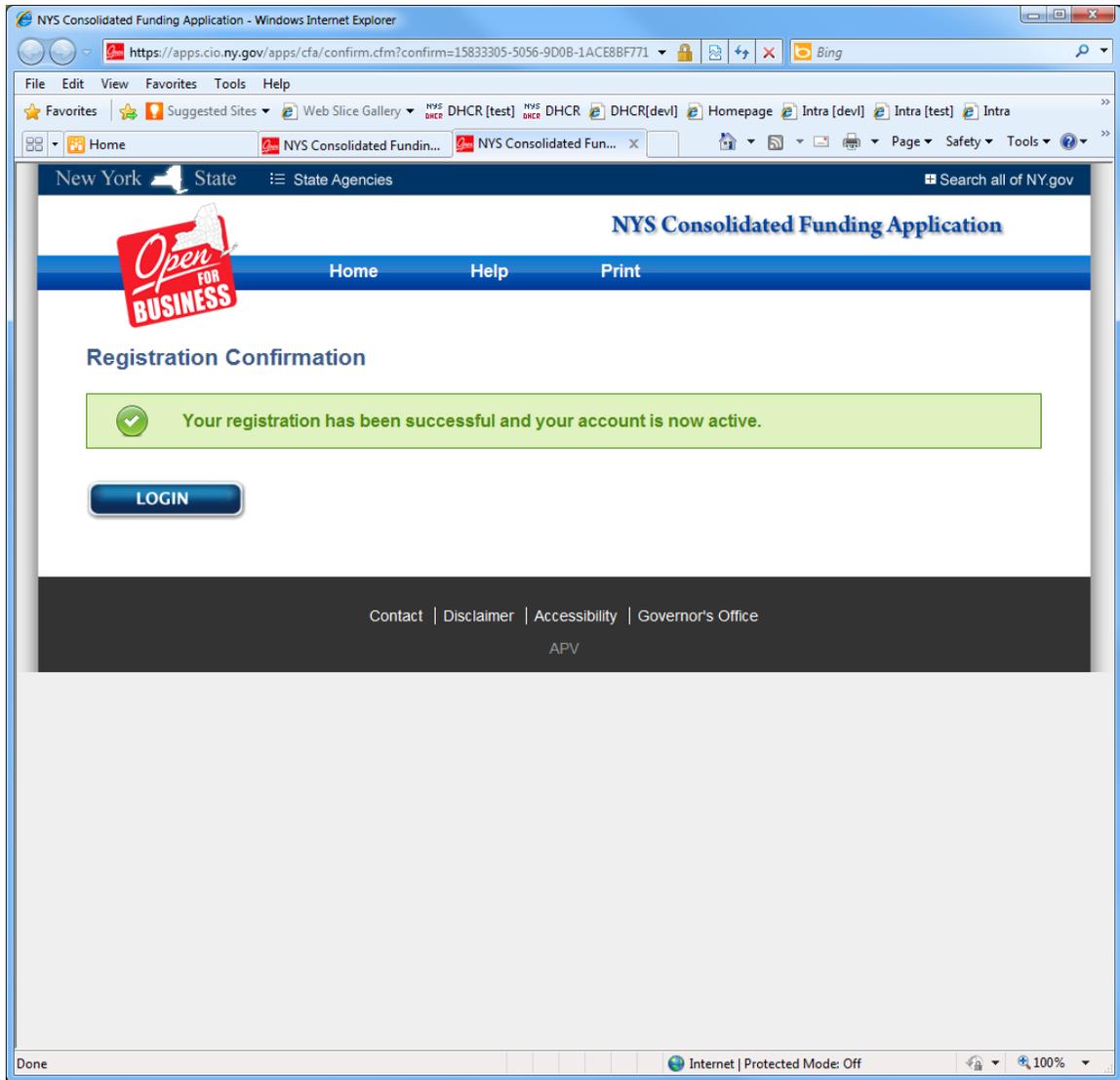
Contact | Disclaimer | Accessibility | Governor's Office  
APV

Done Internet | Protected Mode: Off 100%

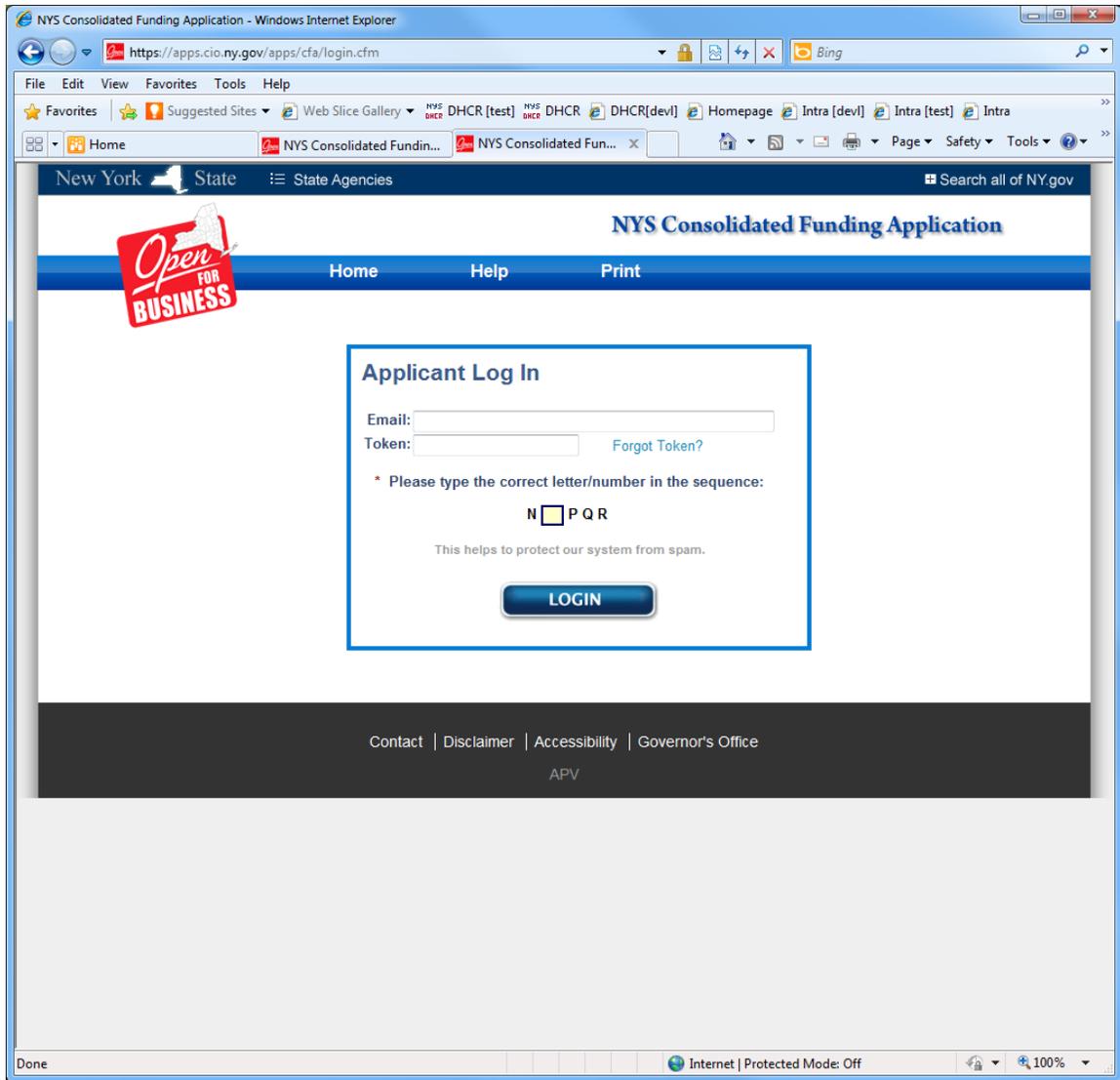
Please make note of your project token...you will need it to login and complete the CFA



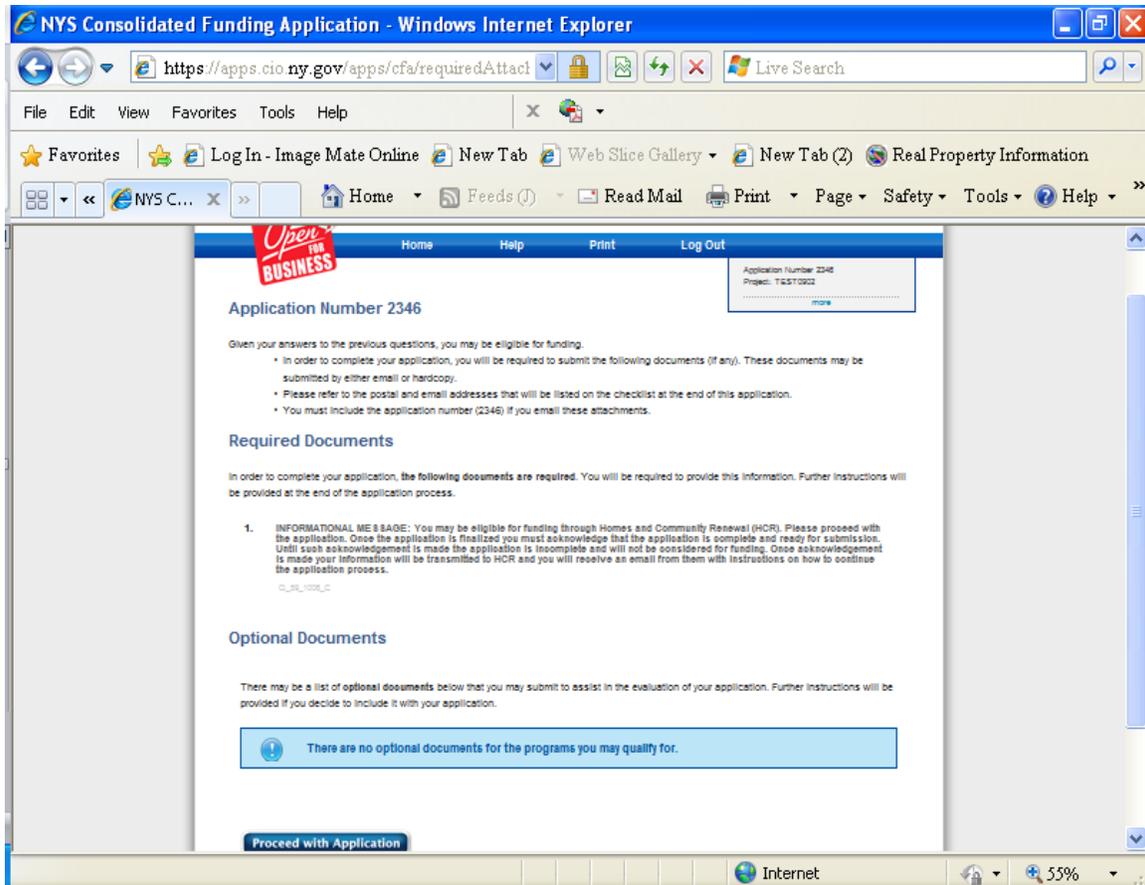
Click Red link



Click LOGIN button



Enter your email address and token that was issued to you



Please click “proceed with Application” at the bottom of the screen.

- **Please note that although you have received an application number, you must still FINALIZE and ACKNOWLEDGE this entire application before you will receive any contact from NYS HCR on how to proceed.**

NYS Consolidated Funding Application - Windows Internet Explorer  
https://apps.cio.ny.gov/apps/cfa/cfa.cfm

New York State State Agencies Search all of NY.gov

# NYS Consolidated Funding Application

Home Help Print Log Out

Application Number 2227  
Project: TEST0902  
[more](#)

## Application Number 2227 Questionnaire

### Instructions

- Your answers will be automatically saved as you progress through the application.
- \* - denotes an answer is required.
- Click the section bar below to go directly to a specific section.
- The application can be viewed as one form or separate pages: [Turn ON Section Pages](#)

### Sections

1 2 3 4 5 6 7

Required Questions Left: 24 / 63

### Applicant Information

- \* 1. Legal Name of Applicant  
  
Q\_72\_546\_CP\_common
2. If you are a DBA, what is your DBA name?  
  
Q\_72\_550\_CP\_common
- \* 3. Applicant Street Address  
  
Q\_72\_551\_CP\_common

Done Internet | Protected Mode: Off 100%

Please fill in all questions accordingly. Anything question with an \* is required.

## APPLICANT INFORMATION QUESTIONS

*HCR requires all applicants to be incorporated and have a federal id number.*

1. Legal Name of Applicant (required field)
2. If you are a DBA, what is your DBA name? (not a required field)
3. Applicant Street Address (required field)
4. Applicant City (required field)
5. Applicant State (required field)
6. Applicant Zip Code (use +4 if known - Required field)
7. Applicant Telephone Number (including area code – Required field)
8. Applicant Email Address (Required field)
9. Type of Applicant (select ALL that apply) (Required field)
10. Select an applicant id type from the list identified on the screen that you normally use to identify your organization on HCR application forms (Required Field)
11. If you are a business, have you been certified as a M/WBE? Please select yes, no or N/A
12. Contract Last Name (Required Field)
13. Contact First Name (Required Field)
14. Contact Title
15. Additional Project Contact Last Name
16. Additional Project Contact First Name
17. Additional Project Contact Title
18. Additional Contact Email Address
19. Additional Contact Phone Number (please include area code)
20. Select your region (if multiple regions select all that apply) (Required field)

21. Project Street Address: if the project does not have a definite street address, please proceed to number 25.
22. Project City
23. Project State
24. Project Zip Code (use Zip +4 if know)
25. Project without a street address: please enter a description of the project location.  
Include project starting/ending street addresses, cities & zip codes if applicable.
26. Project County or Counties (Required field)
27. Project Latitude
28. Project Longitude
29. NYS Assembly District for Project Location (Required Field)
30. NYS Senate District for Project Location (Required Field)

## **PROJECT DESCRIPTION QUESTIONS**

31. Project Description. (Required field)
32. Statement of Need (Required Field)
33. Current State of Project Development (i.e. planning, preliminary engineering, final design, etc.) (Required Field)
34. Status of Permits (Required Field)
35. Estimated project Timeline: including project state/completion dates, estimates for design, permitting and construction (Required Field)
36. Estimated Service Life (Required Field)
37. Explain what makes your project a regional economic priority (*In this instance, please write a few sentences about the population served and need in the project area*) (Required Field)

38. Status of State and/or Federal Environmental Review (Required Field)

## GENERAL CERTIFICATIONS

39. Please read and enter your name certifying the commitment to comply with the articles listed on the screen. (Required Field)

40. Please read and enter your name for certification. (Required Field)

## FUNDING SOURCES (Enter dollar amounts)

*(although many of the fields in questions 42-63 are denoted as being required, they are already pre-filled with 0.00. Therefore if a \$ amount is not yet known or does not apply to your application, please leave the pre-filled 0.00 in the field. The CFA Multi-Family Program application requires detailed line items for both the Development and Operating Budgets which will be used in the technical review of your application.*

41. Total Project Cost (Required Field)

42. Amount being requested through CFA (Required Field)

43. Amount provided directly by application toward project (Required Field)

44. State sources committed to project (Required Field)

45. Federal sources committed to project (Required Field)

46. Local (municipal sources committed to project, if different than applicant)  
(Required Field)

47. Private Sources committed to project (Required Field)

48. Not-for-Profit/foundation funding committed to project (Required Field)

## EXPENDITURE ACTIVITIES (Enter dollar amounts below)

49. Planning (Required Field)

50. Design (Required Field)

51. Construction/Renovation (Required Field)

- 52. Property Acquisition (Required Field)
- 53. Training (Required Field)
- 54. Marketing, Outreach, Advertising (Required Field)

**BUDGET CATEGORIES (Enter dollar amounts below)**

- 55. Salaries and Wages (Required Field)
- 56. Supplies/Materials (Required Field)
- 57. Equipment and Machinery (Required Field)
- 58. Travel (Required Field)
- 59. Contractual Services (Required Field)
- 60. Other (Required Field)
- 61. Furniture and Fixtures (Required Field)
- 62. Rent (Required Field)
- 63. Utilities (Required Field)

NYS Consolidated Funding Application - Windows Internet Explorer

https://apps.cio.ny.gov/apps/cfa/cfa.cfm

New York State State Agencies Search all of NY.gov

# NYS Consolidated Funding Application

Open FOR BUSINESS

Home Help Print Log Out

Application Number 2227  
Project: TEST0902  
[more](#)

✓ Application saved

! If you've answered all required questions, you may finalize your application now.

**FINALIZE**

## Application Number 2227 Questionnaire

### Instructions

- Your answers will be automatically saved as you progress through the application.
- \* - denotes an answer is required.
- Click the section bar below to go directly to a specific section.
- The application can be viewed as one form or separate pages: *Turn ON Section Pages*

### Sections

1	2	3	4	5	6	7
---	---	---	---	---	---	---

Required Questions Left: 0 / 63

**Applicant Information**

\* 1. Legal Name of Applicant

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Please click “FINALIZE” if you are ready to ACKNOWLEDGE your submission.

NYS Consolidated Funding Application - Windows Internet Explorer

https://apps.cio.ny.gov/apps/cfa

File Edit View Favorites Tools Help

Home Feeds (J) Read Mail Print Page

New York State State Agencies Search all of NY.gov

**Open for BUSINESS**

Home Help Print Log Out

Application Number: 2346  
Project: TEST002

### APPLICATION NUMBER 2346 CHECKLIST

Instructions for submitting required and/or optional documents

- If you submit printed copies of required/optional document(s), you must print and include this cover sheet with your document(s).
- The complete mailing address for each agency is listed at the bottom of this screen
- If you submit required/optional document(s) via email, you must attach your document(s) to the email message and include your application number (2346) in the subject line.

**Required Documents**

**INFORMATIONAL MESSAGE:** You may be eligible for funding through Homes and Community Renewal (HCR). Please proceed with the application. Once the application is finalized you must acknowledge that the application is complete and ready for submission. Until such acknowledgement is made the application is incomplete and will not be considered for funding. Once acknowledgement is made your information will be transmitted to HCR and you will receive an email from them with instructions on how to continue the application process.

Please [click to email your document](mailto:msr@nysrhc.org) OR Post mail it to the following agencies:

1. [msr@nysrhc.org](mailto:msr@nysrhc.org) 1. NY's Homes and Community Renewal

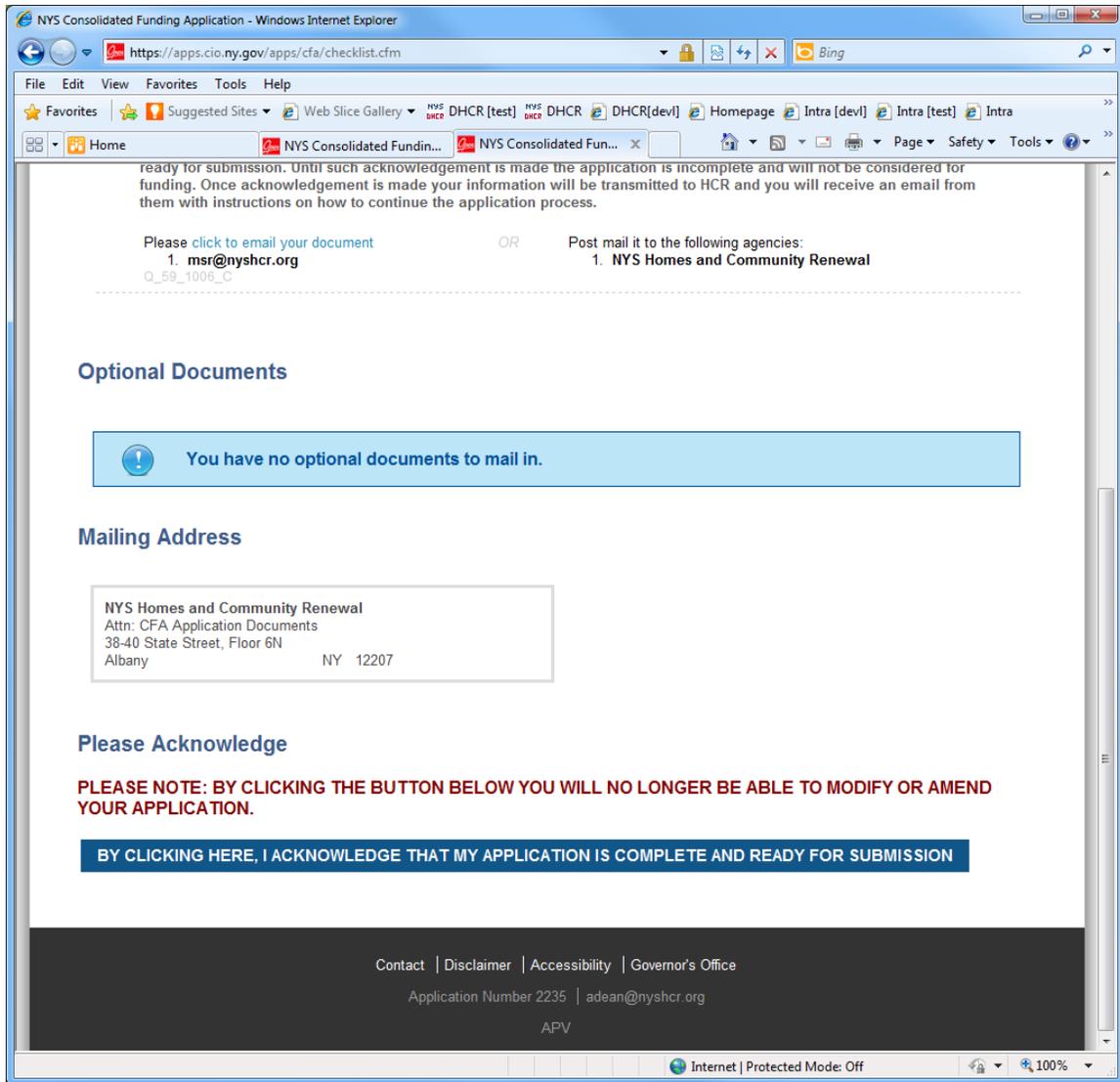
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**Optional Documents**

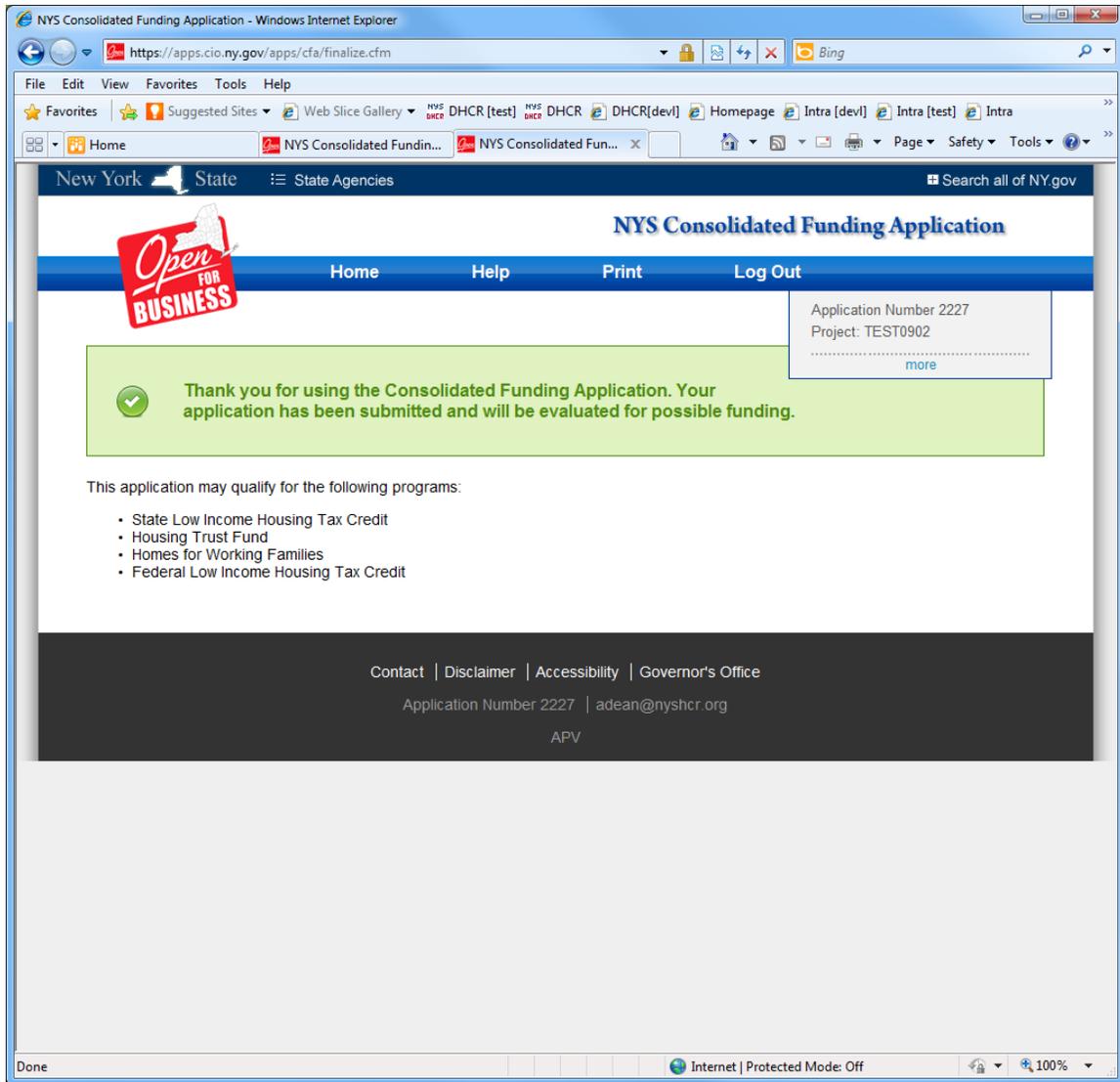
 You have no optional documents to mail in.

**Mailing Address**

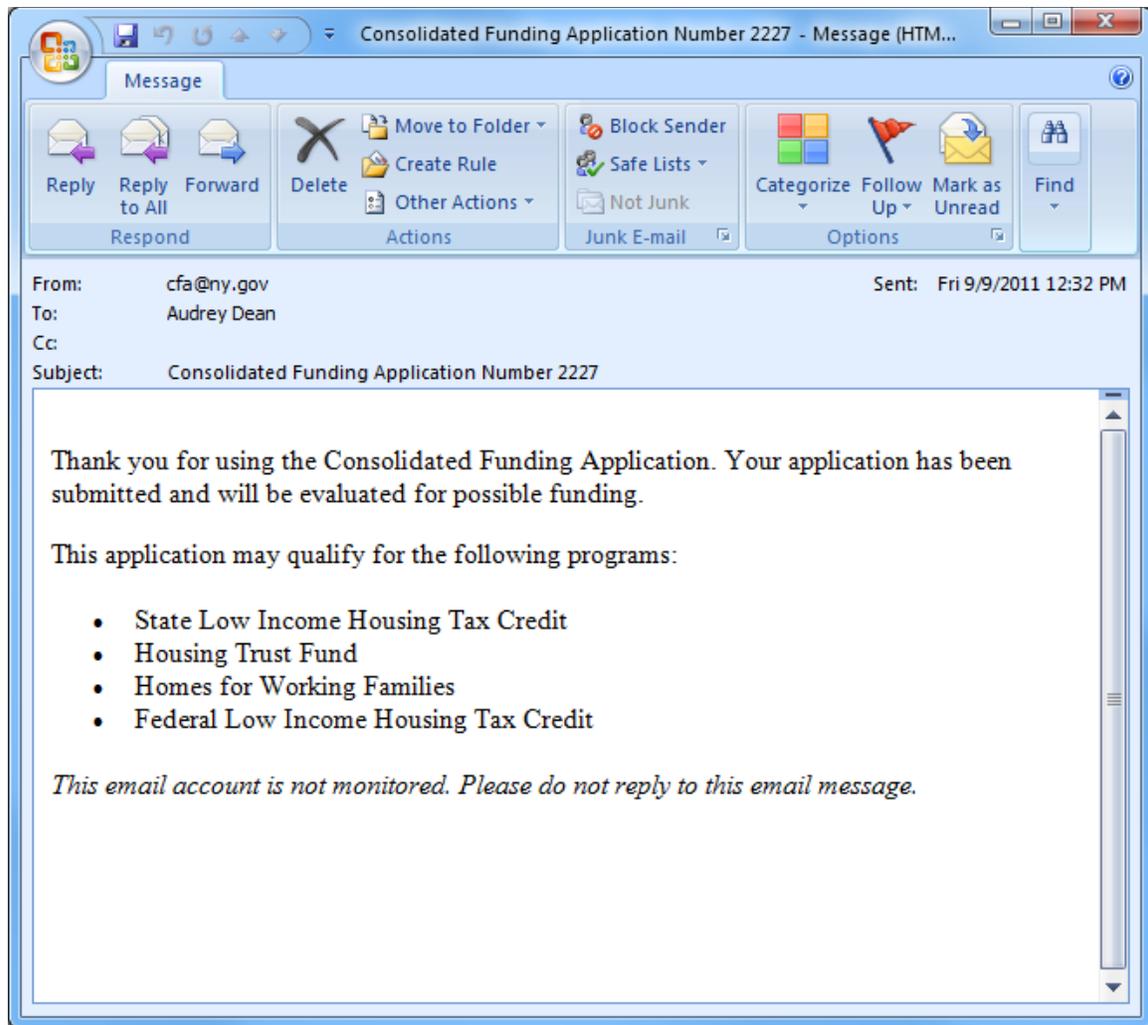
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Your final step consists of click on the blue bar on the bottom of the page as Acknowledgment the application is completion and ready for submission.



HCR will be notified of your submission after you have received this screen above and will contact you via email.



Email to Applicant confirming the submission