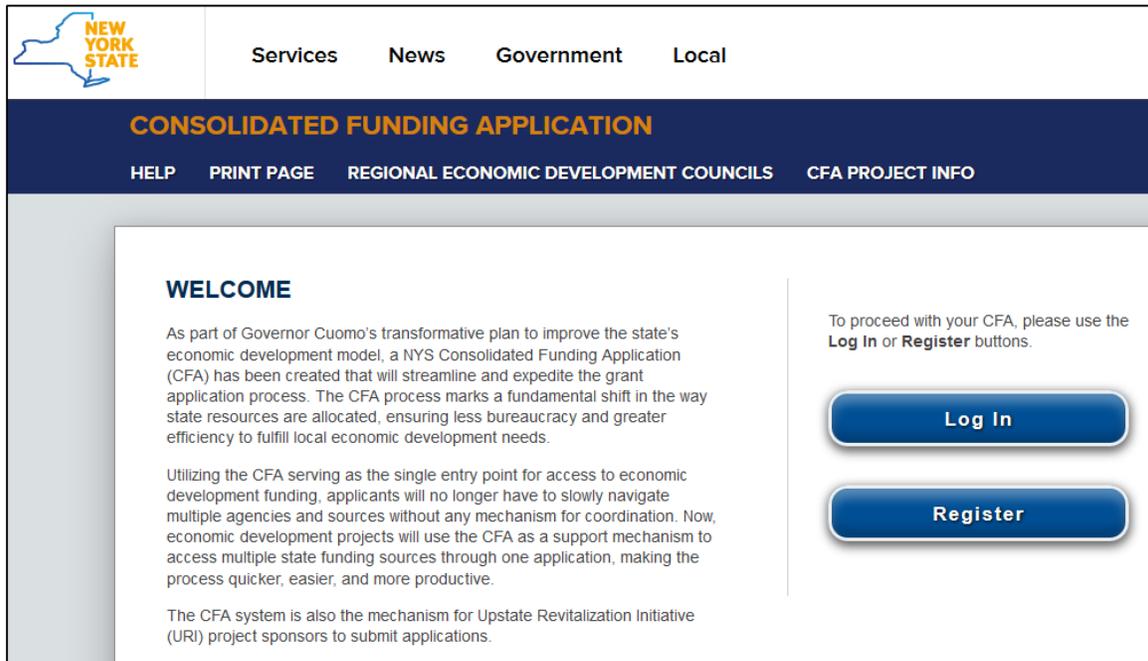


How to Complete the New York Superstorm Sandy Fishery Disaster Relief Program Online Application

- 1) Go to <https://apps.cio.ny.gov/apps/cfa/> to register with the Consolidated Funding Application (CFA).



The screenshot shows the homepage of the Consolidated Funding Application (CFA) website. At the top left is the New York State logo. To its right are navigation links for Services, News, Government, and Local. Below this is a dark blue header with the text "CONSOLIDATED FUNDING APPLICATION" in orange. Underneath the header are links for HELP, PRINT PAGE, REGIONAL ECONOMIC DEVELOPMENT COUNCILS, and CFA PROJECT INFO. The main content area is divided into two columns. The left column has a "WELCOME" heading followed by two paragraphs of text explaining the CFA process and its benefits. The right column contains a message: "To proceed with your CFA, please use the Log In or Register buttons." Below this message are two blue buttons with white text: "Log In" and "Register".

NEW YORK STATE

Services News Government Local

CONSOLIDATED FUNDING APPLICATION

HELP PRINT PAGE REGIONAL ECONOMIC DEVELOPMENT COUNCILS CFA PROJECT INFO

WELCOME

As part of Governor Cuomo's transformative plan to improve the state's economic development model, a NYS Consolidated Funding Application (CFA) has been created that will streamline and expedite the grant application process. The CFA process marks a fundamental shift in the way state resources are allocated, ensuring less bureaucracy and greater efficiency to fulfill local economic development needs.

Utilizing the CFA serving as the single entry point for access to economic development funding, applicants will no longer have to slowly navigate multiple agencies and sources without any mechanism for coordination. Now, economic development projects will use the CFA as a support mechanism to access multiple state funding sources through one application, making the process quicker, easier, and more productive.

The CFA system is also the mechanism for Upstate Revitalization Initiative (URI) project sponsors to submit applications.

To proceed with your CFA, please use the **Log In** or **Register** buttons.

Log In

Register

- 2) You will need to enter your Email address, an Organization Name, and a Project Name:
- If you do not have an Email address, you can create one for free with [Yahoo Mail](#) or [Google Gmail](#).
 - Your Organization Name should be the business name for whom you are submitting the application, or your personal name if you do not have a business name.
 - Please enter the following as the Project Name: **“Sandy Fishery Disaster”**

Click “Register New Application”.

NEW YORK STATE

Services News Government Local

CONSOLIDATED FUNDING APPLICATION

HELP PRINT PAGE REGIONAL ECONOMIC DEVELOPMENT COUNCILS CFA PROJECT INFO

NYS Consolidated Funding Application Registration

Email Address

Email Address Check

Re-enter your email address for a verification check.

Organization Name

If you do not have a business name yet please enter your DBA "Doing Business As". Use only alpha-numeric characters.

Project Name

This will be the name associated with your project. Use only alpha-numeric characters.

Please enter the sum of the following two numbers:
3 + 1 =
This helps to protect our system from spam.

 **Register New Application**

- 3) Upon registration, you will see the screen below that tells you to **“Save your information”** and **“Check your email”**. This screen also gives you the password that you will need to log in to submit your application. The password is called a **“Token”**.

IMPORTANT: You need to either print the page, or write the **“Token”** down because you will not be given this password again.

CONSOLIDATED FUNDING APPLICATION

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 yc

Organization Name: [REDACTED]

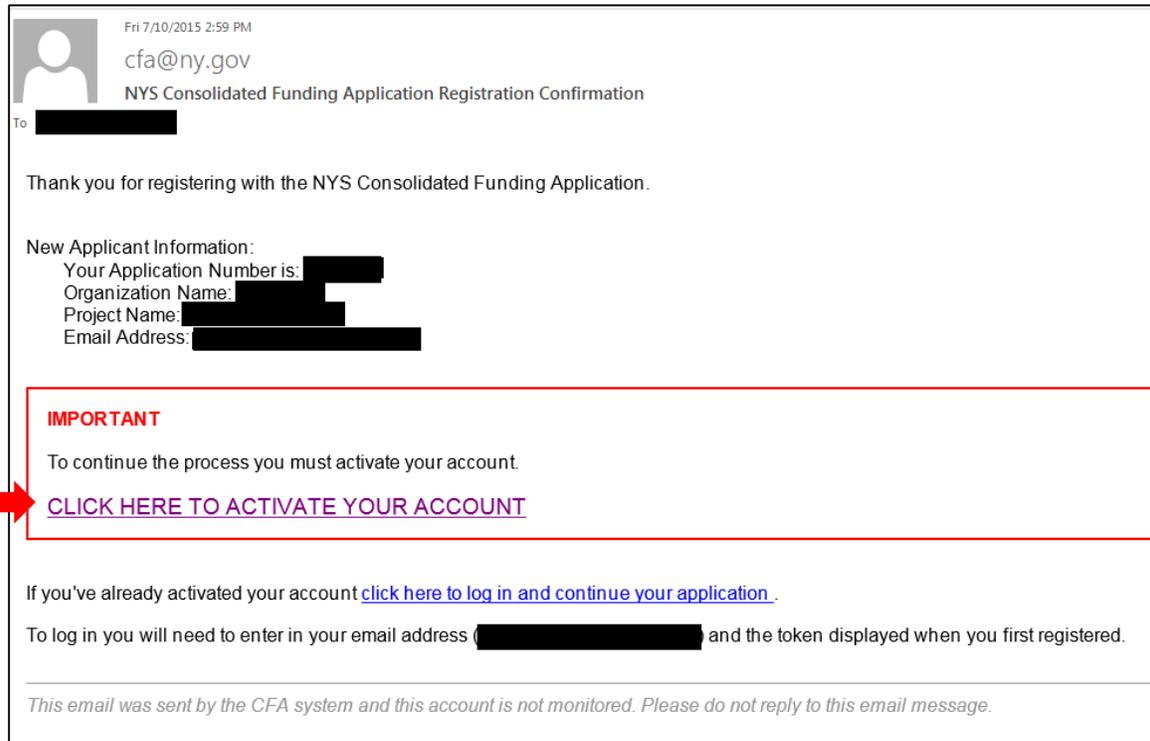
Project Name: [REDACTED]

Your login token: **market42069online**

PLEASE DO NOT LOSE THE TOKEN SHOWN ABOVE - YOU WILL NEED IT TO ACCES
YOUR ACCOUNT HAS BEEN ACTIVATED.

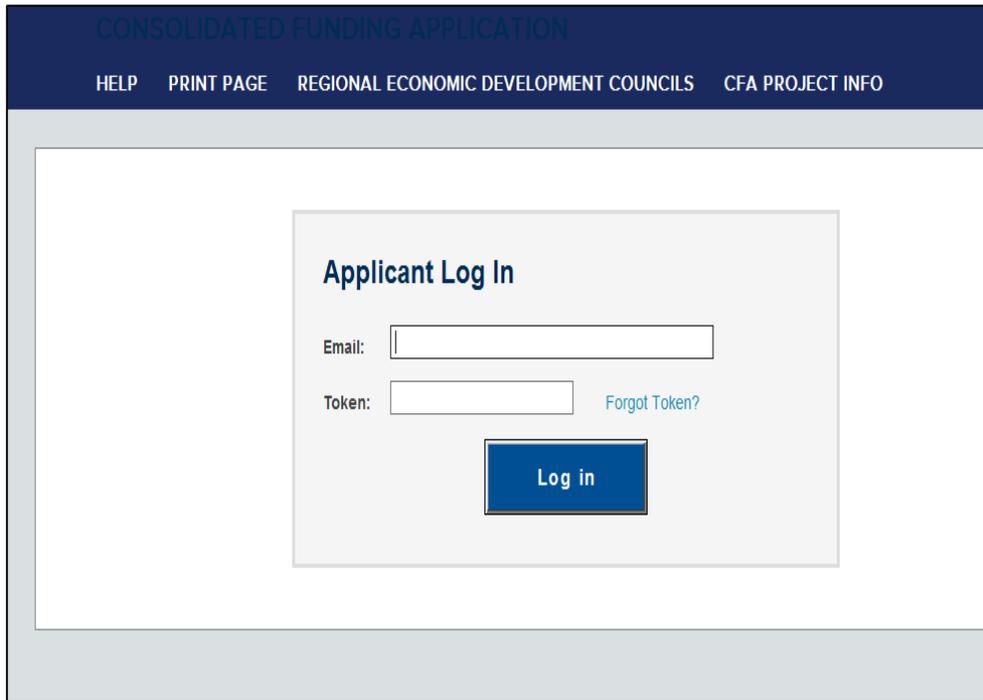
- 2. Check your email**
An email has been sent to you with information on how to get started with your application.
this email message to activate your account and to begin the application process.
You may need to check your SPAM folder for the activation email message.

- 4) Once you receive the CFA email, click on the “**CLICK HERE TO ACTIVATE YOUR ACCOUNT**” link. You may need to check your “**Spam**” or “**Junk**” mail if you do not see an email from cfa@ny.gov. Save this email for future reference.



Once you have activated your CFA account, click on the “**Proceed to Log In**” button.

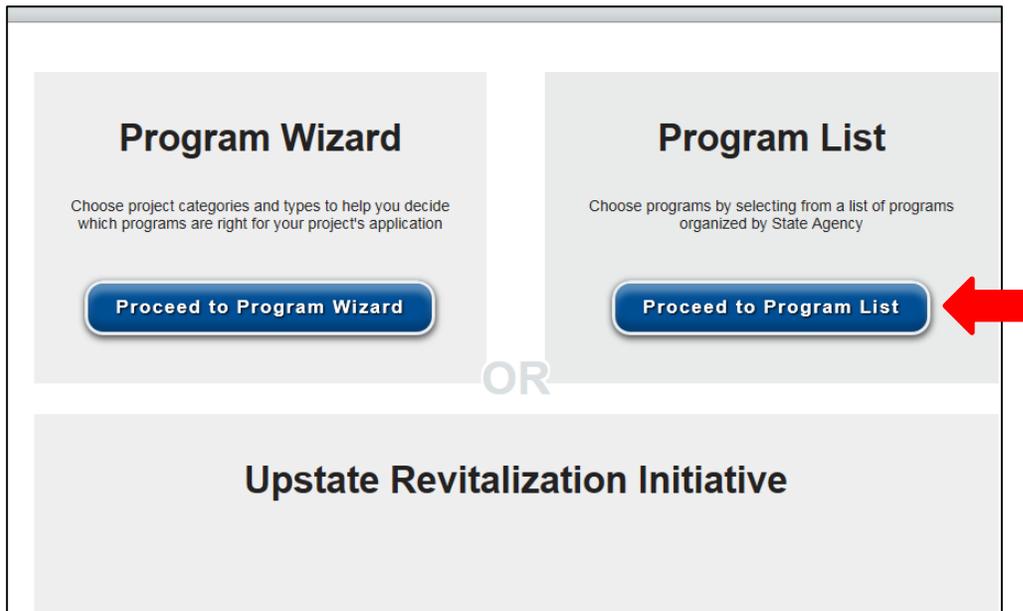
5) Log in to the CFA using your email address and the token you received upon registering.



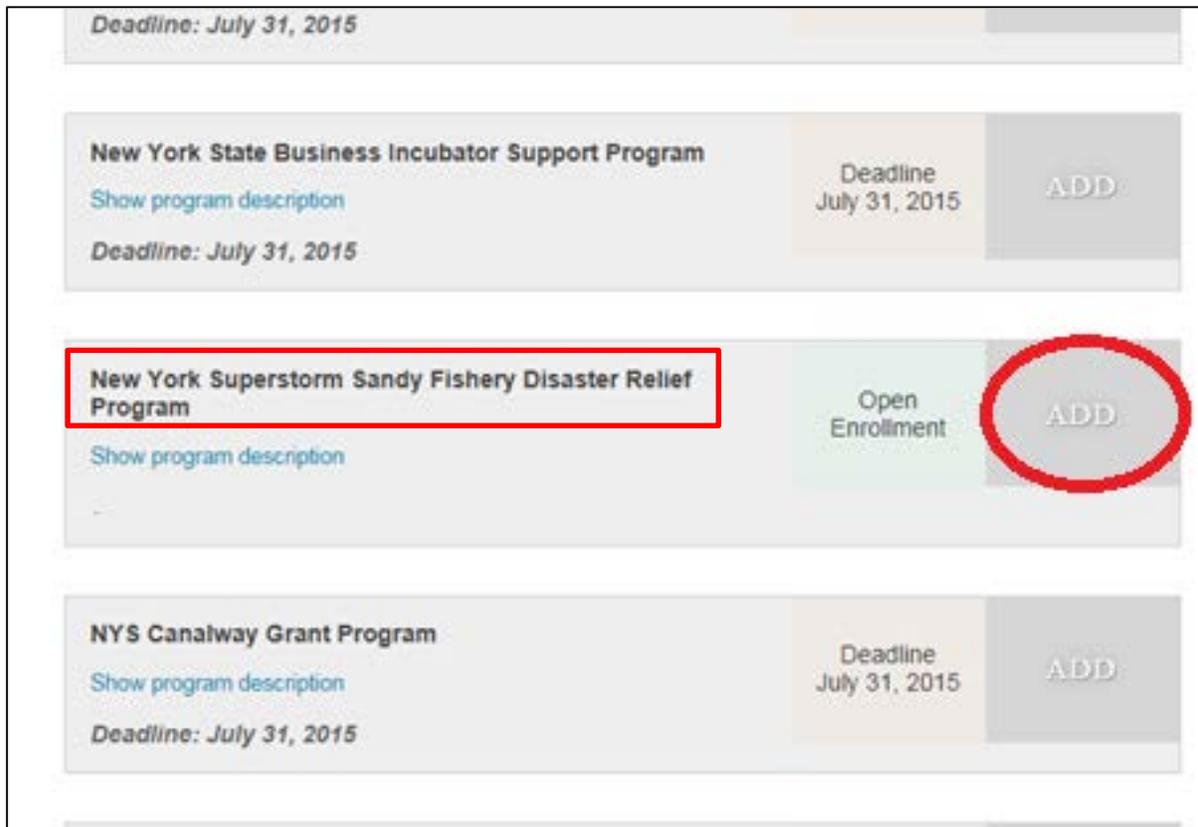
Then click "**Proceed to Next Page.**"



- 6) Click "**Proceed to Program List.**"



- 7) Scroll down through the list of programs until you find "**New York Superstorm Sandy Fishery Disaster Relief Program**" and click "**Add.**"



8) Once the Program is added, click on "Proceed to Next Page."

PROGRAMS

 Program has been added.

You will be applying for the program listed below. Please click the "Proceed With Application" button at the bottom of the page to proceed.

Your Application's Programs

Programs were recently added to your application. To determine if your application potentially qualifies for the following programs, you will need to answer a few threshold questions. Please Proceed with the Application.

You potentially qualify for the following programs:

New Program	New York Superstorm Sandy Fishery Disaster Relief Program Show program description <i>You need to answer threshold questions for this program.</i>	Open Enrollment
--------------------	---	-----------------

↓ Add more programs below

Proceed to Next Page



- 9) Next you will see the “**Threshold**” questions for General Eligibility. Answer these questions in order to determine if your business is eligible to submit an application. If you need clarification about what the question is asking, click the “**Show Help**” to the right of the question.

THRESHOLD QUESTIONS

Instructions

Please answer the following questions.

Your answers will be automatically saved whenever you tab to the next question or when you click outside the answer box in which you are working. You may also click the "Save" button at the bottom of the screen to save your responses.

Legend

-  the question has been answered
-  an answer is required but has not been provided

Completed questions: 0 / 6 total, 0 / 6 required [Show only questions below that are incomplete and required](#)

Threshold

New York Superstorm Sandy Fishery Disaster Relief Program

GENERAL ELIGIBILITY

Welcome to the New York State Superstorm Sandy Fishery Disaster application. Applicants must operate in a county affected by Superstorm Sandy and must meet all the minimum requirements to be deemed eligible. A completed application must be submitted by the deadline of midnight, Tuesday, December 15, 2015. Any application submitted after this date will not be accepted. The information requested in the application assesses a fishery-related business' eligibility to receive partial reimbursement of business revenue losses as a result of Superstorm Sandy. To be considered eligible for this program, you must meet all the program requirements, including providing documentary evidence that shows more than \$5,000 in revenue or gross income losses as a result of Superstorm Sandy and having at least \$15,000 in annual earnings in an eligible fishery sector.

All personal, tax and financial information provided by applicants to this program, including social security numbers, will be considered confidential and will only be shared with the state agency and their authorized staff that are required to review applications.

Q_4444  1) Is the applicant's business in one of the following fishery-related sectors: commercial fisherman, commercial fish/shellfish dealer, fish/shellfish processor, bait and tackle, for-hire recreational fishing, aquaculture, or marina?

Yes No

[Show Help](#) 

10) Once you have answered all of the “**Threshold**” General Eligibility questions, click “**Save and Proceed with Application.**”

Depending on your answers to the General Eligibility questions, you will either be deemed “**Ineligible**” or “**Eligible**” to submit an application:

Based on your answers to the threshold questions, the programs associated with your application may have changed. There are **no programs** that you may potentially qualify for and **1 ineligible program**:

- New York Superstorm Sandy Fishery Disaster Relief Program

This program cannot be added back to this application. To apply for this specific program you must start a new application. Please review your programs below.

If you believe you have been deemed “**Ineligible**” in error, please contact a consultant at the Small Business Development Centers (SBDC):

<http://stormrecovery.ny.gov/business-centers>

If you have been deemed “**Eligible**”, click “**Proceed to Next Page**”

PROGRAMS

Based on your answers to the threshold questions, the programs associated with your application may have changed. There are **1 program** that you may potentially qualify for. Please review your programs below.

You will be applying for the program listed below. Please click the "Proceed With Application" button at the bottom of the page to proceed.

Your Application's Programs

You potentially qualify for the following programs:

New York Superstorm Sandy Fishery Disaster Relief Program Show program description	Open Enrollment
--	-----------------

↓ Add more programs below

Proceed to Next Page

11) Next is the “**Not-For-Profit**” category. This category is not applicable to the NY Superstorm Sandy Fishery Disaster Relief Program, therefore you will click “**Proceed to Next Page**”.

Application Number 56333

PROGRAMS ✓ LOCATION DOCUMENTS QUESTIONNAIRE JOBS ✓ FUNDING ✓ REVIEW

Application is NOT FINALIZED

NOT-FOR-PROFIT INFORMATION

☐ Not-For-Profit information is not necessary due to your associated programs. Please Proceed to Next Page.

Proceed to Next Page

12) Identify the Applicant Business Location and then click “**Save and Proceed with Application.**”

PROGRAMS ✓ LOCATION DOCUMENTS QUESTIONNAIRE JOBS ✓ FUNDING ✓ REVIEW

PROJECT LOCATION

Select the region(s) within which your project is located



- Capital District
- Central New York
- Finger Lakes
- Long Island
- Mid-Hudson
- Mohawk Valley
- New York City
- North Country

13) Next is the “**Required & Optional Documents**” category. Upload the required documentation for your business, based on your business type and fishery sector. For a checklist of the documentation that is needed, go to <http://www.dec.ny.gov/pubs/103299.html>. (Please Note: These documents **MUST** be in PDF format).

If you need clarification about what document is needed, click “**Show Help**” to the right of the question.

See the “**Legend**” at the top of the page to clarify the meaning of the symbols to the left of the question.

REQUIRED & OPTIONAL DOCUMENTS

Instructions

For assistance scanning your documents, please bring your documents to any of these [Regional Offices](#).

Your application may require you to upload supporting documents. **These files must be in PDF format and cannot be larger than 10 MB in size. Avoid using special characters like *,%#,:; in your document name as this will cause errors in the upload.** If an attachment question requires more than one document, you must create a single PDF file that contains all the required documents. More information is available on [how to create PDFs from other documents](#).

You may proceed with your application without uploading these documents. However, if supporting documents are required, you must return to this section and upload the required documents before you can finalize and submit your application.

Your answers will be automatically saved whenever you tab to the next question or when you click outside the answer box in which you are working. You may also click the "Save" button at the bottom of the screen to save your responses.

Completed questions: 0 / 9 total, 0 / 4 required [Show only questions below that are incomplete and required](#)

New York Superstorm Sandy Fishery Disaster Relief Program

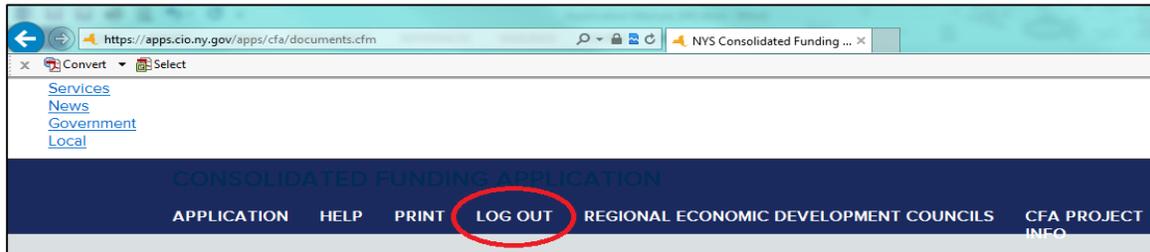
Applicant or Primary Business Owner Identification

Q_4458 Please upload a copy of one of the following documents:

-  (a) US Passport; or
-  (b) New York State Enhanced Driver's License; or
-  (c) Driver's License or State Identification Card.

If you are unable to convert or scan your documents into a PDF file format, click the “**How to create PDFs from other documents**” link near the top of the page, or contact a Business Advisor at the Small Business Development Centers (SBDC): <http://stormrecovery.ny.gov/business-centers>

If, at any time, you need to take a break from completing the application, simply click the **“Save and Proceed with Application”** button at the bottom of the section you are working in, and then scroll back to the top of the webpage and click **“Log Out”**. You can log back in using your email address and Token when you are ready to complete the application.



14) Once you have uploaded your documents, Click **“Save and Proceed with Application.”**



15) Next is the “**Questionnaire**” category. Answer these questions, using the “**Show Help**” options provided on the right-hand side of the questions if needed.

There are three sections within the “**Questionnaire**” category.

- I. The first section is called “**Basic.**” This section is designed to capture demographic information about the business that is applying.

The screenshot shows a web browser window with the URL <https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm>. The page title is "Basic" and the section is "General Project Information".

Question Q_550: "If you are a DBA, what is your DBA name?"

Input field: []
max characters: 400

Table

Applicant	Answer
Legal Name	Q_546 []
Street Address	Q_551 []
City	Q_552 []
State	Q_553 []

A red box highlights the "Show Help" button on the right side of the page.

Notes on specific questions:

- **Q_550:** Only answer this question if you are a legal DBA. A DBA means “**Doing Business As.**” This refers to a registered business name other than your personal name, the names of your partners, or the officially registered name of your business. If you are not a DBA do not complete this question.
- Next you will see two tables:
 1. The first table is for the business entity that is applying for the grant. For instance, if you are applying in the name of a business please type in the name as it appears on your business papers. If you are applying as an individual insert your name here. The “**Street Address**” in this table should be the physical address of the business or individual.

2. The second table is for your contact information. This may be the same information you provided above if you are an individual. If you applied in the name of a business it should be the name of the authorized business representative who is completing this application. If there is more than one authorized business representative please provide their contact information in the “**Additional Contact**” column. The “**Street Address**” in this table should be where the “**Primary Contact**” and “**Additional Contact**” receive their mail.
- II. The second section is called “**Standard Question.**” This section is designed to capture information of the fishing sectors that were impacted by Superstorm Sandy and the nature of that impact.

The screenshot shows a web browser window with the URL <https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm>. The page title is "Standard Question" and the subtitle is "New York Superstorm Sandy Fishery Disaster Relief Program". The form is titled "Fishery Sector" and contains the following questions:

- Q_4455:** Please choose the primary fishery sector that best defines the applicant business that was impacted by Superstorm Sandy. Note: Although an applicant may be licensed in multiple sectors, the applicant may apply only once to this program. (Dropdown menu: -- Select --)
- Q_4456:** Your business must be located in one of the following counties which can be documented. Please identify the applicant's county. (Dropdown menu: -- Select --)
- Q_4457:** Please identify the legal structure of your fishery-related business. (Dropdown menu: -- Select --)
- Q_4472:** Select the identification type (Social Security Number or Federal Employer Identification Number) that you normally use on tax returns and application forms. (Dropdown menu: -- Select --)

Notes on specific questions:

- **Q_4455:** Please indicate the industry that best defines you. Remember a business can only apply **once** and only under **one** sector.
 1. For the purposes of this program bait and tackle includes retail, wholesale, and manufacturers. Eligible marinas must be open to the general public and must provide services to New York's fishing industry. All sectors licensed by the NYSDEC will need to indicate the license type and number in **Q_4462** and **Q_4496**. Please see below for help answering these questions.
- **Q_4456:** Please choose your business location. For individual applicants this would be the county in which you were impacted/live. If you are applying as a

business and have locations in multiple counties please choose the one that was impacted the most.

- Q 4457: This asks for the legal structure of your fishing business.
 1. If you are applying under the name of a business entity please identify the type of business you are considered.
 2. If you are applying as an individual that is permitted by the NYSDEC in the For-Hire Fishing Boat Operators, Commercial Harvesters, Commercial Seafood Dealers/ Shippers/ Processors, or Aquaculture Facilities sectors, you are considered a sole-proprietor of your fishery business. In this case choose "Individual/Sole proprietor" from the list.
- Q 4472 and Q 4473: Please identify the type and number of either the Social Security Number or Federal Employer Identification Number you used on the income tax returns that were previously uploaded in the "**Documents**" section of this application process.
- Q 4476: This information is needed to acquire the names and identities of all potential grant recipients. **Listing a business owner in this question does not disqualify them from submitting an application as a sole-proprietor, nor does it qualify as a submitted-application for that business owner as a sole-proprietor.** If you do not have any additional owners, or owners that have a 20% or more ownership interest in the applicant business, you can answer the question "**N/A**".
- Q4505: This information will help estimate the number of jobs assisted through this program. Please indicate the number of full time (FT) employees and the number of part time (PT) employees:
Example: 6 Full time and 2 Part time employees should be indicated as: **6 FT 2 PT**
- Q 4462 and Q4496: If you selected a fishery sector licensed by NYSDEC please choose the permit type that you most identify your fishery business with and also identify the permit number associated with that permit.
 1. These questions apply to license and permit holders in the following sectors:
 - a. Commercial fisherman
 - b. Wholesale dealer or broker
 - c. For-hire Recreational Fishing
 - d. Aquaculture
 - e. Commercial fish/shellfish dealer and/or processor
 2. If you do not hold a NYSDEC license or permit in one of the listed categories, please chose "**N/A: I am not in a fishery-related sector regulated by NYSDEC.**"
- Q 4499: This question is designed to help us understand how Superstorm Sandy directly affected revenue loss for your business. Please include a couple of sentences describing how revenue or gross income was lost due to this event.
- Q 4453 and Q4454: These questions are designed to gauge whether or not other financial assistance has been received by the applicant. Please indicated if

assistance was awarded, along with the funding source and the amount that was received.

1. Example: Small Business Administration; awarded \$40,000: \$20,000 for machinery and equipment and \$20,000 for building repair.
 2. If you answered "**NO**" to **Q_4453**, please answer "**NA**" to question **Q4454**.
- **Q_4486**: All grant awards will be electronically transferred. If your application is determined to be eligible for a grant, we will need the following forms from you in order to complete the wire transfer:
 1. A voided check clearly showing the applicant business name, address, bank routing number, and bank account number
 2. A completed W-9 form;
 3. A completed ACH direct-deposit formIf you will be unable provide this information at the time of the grant award please contact the SBDC to discuss further.

III. The third section is "**Certification.**" This section is designed for you, the applicant, to acknowledge that all the information you provided is, to the best of your knowledge, truthful and accurate. It is also designed for all applicants to acknowledge whether or not they have been involved in any criminal activity or have federal, New York State, or local financial obligations.

The screenshot shows a web browser window with the following content:

- Browser tabs: IBM WebSphere Portal, NY5 Consolidated Funding...
- Address bar: <https://apps.cio.ny.gov/apps/cfa/questionnaire.cfm>
- Page Title: Certification
- Section Header: Certification
- Question Q_4471: "By entering your name in the box below, you certify that you are authorized on behalf of the applicant to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the program described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law." Below the text is a text input field with "min characters: 5, max characters: 30".
- Question Q_4501: "By entering your name in the box below, you consent to verification of publically available data sources to determine eligibility of the applicant business and/or business owners and you consent to provide additional documentation, as may be requested by the Governor's Office of Storm Recovery or DEC to determine eligibility or meet reporting requirements." Below the text is a text input field with "min characters: 6, max characters: 30".
- Question Q_4479: "Has the business or any of its affiliates, been convicted for a violation of federal, state, or local laws or regulations with respect to labor practices or environmental or fishery requirements or restrictions?" Below the text are radio buttons for "Yes" and "No".
- Question Q_4480: "Is the business or any of its principals delinquent on any New York State, federal or local tax obligations or child support payments?" Below the text is a radio button for "Yes".

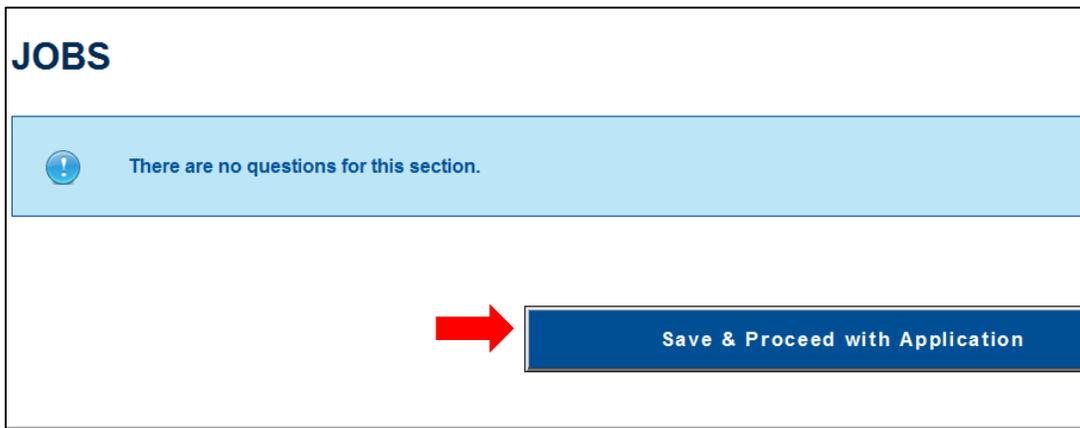
Notes on specific questions:

- **Q_4471**: Please type the name of the "**Primary Contact**" in this box. This should be the same name as the individual completing this application.

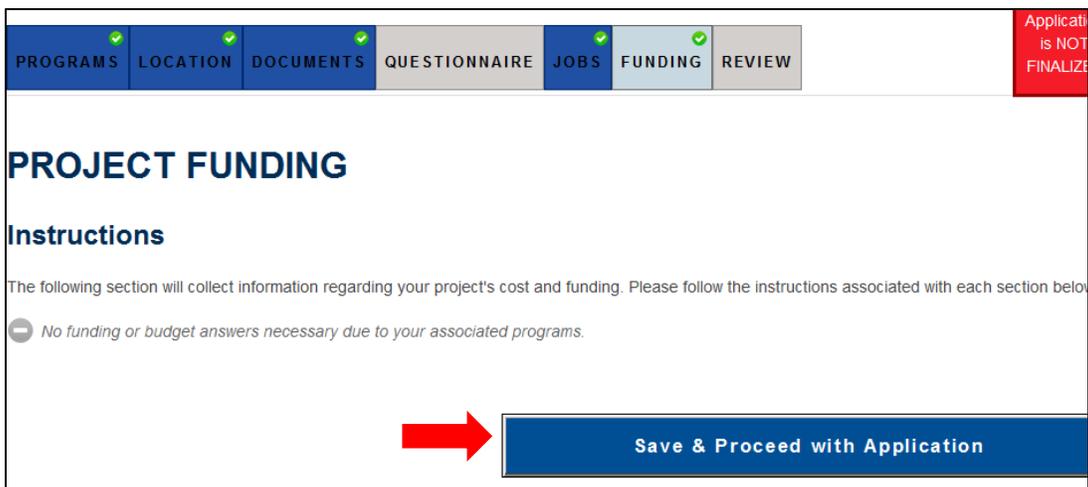
- Q_4479, and Q_4480: Please answer these question to the best of your knowledge.
 1. If “**YES**” is answered to any of these please explain in **Q_4500**.
 2. If further explanation or clarification is needed, based on answering “**YES**” to any of these questions, please contact SBDC before finalizing a response.

16) Once you have answered all of the questions in this section, click “**Save and Proceed with Application**”.

17) Next is the “**Jobs**” category. This category is not applicable to the NY Superstorm Sandy Fishery Disaster Relief Program, therefore you will click “**Save and Proceed with Application**.”



18) Next is the “**Project Funding**” category. This category is not applicable to the NY Superstorm Sandy Fishery Disaster Relief Program, therefore you will click “**Save and Proceed with Application**.”



19) Next is the “Review” category. Here, you must review the application to ensure that all categories are “**Complete!**” If you have not answered all of the questions, it will indicate the categories you need to complete.

Finalization Checklist

✓ Programs	Complete!
	- New York Superstorm Sandy Fishery Disaster Relief Program
✓ Not-For-Profit	Complete!
✓ Location	Complete!
✗ Documents	Make sure all 4 required documents have been uploaded.
✗ Questionnaire	All 32 required questions need to be completed.
✓ Jobs	Complete!
✓ Funding & Budget	Complete!

Application Finalization

! You have not completed 2 areas. Please use the links above to return to incomplete areas .

Please remember that if you need to take a break from completing the application, simply click the “**Log Out**” at the top of the webpage. You can log back in using your email address and Token when you are ready to complete the application.

20) Once you have reviewed all categories, and all are “**Complete!**”, you must click the button that reads “**By Clicking Here, I Acknowledge That My Application Is Complete And Ready For Finalization.**”

✓ Jobs	Complete!
✓ Funding & Budget	Complete!

Please Acknowledge

Please Note: By clicking the button below you will no longer be able to modify or amend your application.

BY CLICKING HERE, I ACKNOWLEDGE THAT MY APPLICATION IS COMPLETE AND READY FOR FINALIZATION

21) Your application is now completed and finalized. You may no longer make any changes to the application. **Applications that are not submitted and finalized by the Application Deadline, will be considered “Ineligible” for this Fishery Disaster Relief Program.**

Application Number 56333

PROGRAMS ✓ LOCATION ✓ DOCUMENTS ✓ QUESTIONNAIRE ✓ JOBS ✓ FUNDING ✓ REVIEW

Application is Finalized ✓

This application is finalized. You may review but not make any changes. 🔒

✓ Thank you for using the Consolidated Funding Application. Your application has been submitted and will be evaluated for possible funding.

This application is associated to the following programs:

- New York Superstorm Sandy Fishery Disaster Relief Program

22) You will receive a confirmation in your email inbox. If you have any further questions about application submission, please contact a Business Advisor at the Small Business Development Centers (SBDC): <http://stormrecovery.ny.gov/business-centers>