Large Document Upload

Instructions for Consolidated Funding Application

NEW YORK STATE | Department of Environmental Conservation

Before you begin to prepare the supporting documents to upload with your Water Quality Improvement Project (WQIP) grant application, review the size limits, acceptable file formats, and file naming conventions. All documents must include all required elements and be uploaded with your application through the Consolidated Funding Application (CFA) to be eligible. All attachments are submitted in the attachment section of the CFA. No links to large documents will be accepted.

CFA Technical Requirements:

- Ability to create PDF and Zip documents: PDF, JPG (photo) and ZIP (compressed) files; these are the only formats accepted by the CFA.
- A modern, standards-compliant browser: Some functionality may not work in older browsers, such as Internet Explorer 10 (IE10) or earlier. Please use the latest version of Chrome, Firefox, or Edge.
- Ability to select and upload files: You may not be able to upload documents using certain operating systems including iOS (iPhone, iPad), Android (before v2.2), and other mobile operating systems.

CFA Document Requirements:

- Ensure that document files are in PDF, JPG or ZIP format and not larger than 30 MB in size.
  - Select “minimum size” when creating a PDF
- Combine multiple PDF files into a single .ZIP file if necessary.
- Follow these document naming conventions to avoid CFA upload errors:
  - Must not include special characters like *, %, #, :, ;, $, *, @
  - Must not be longer than 40 characters
- For engineering reports, if the document is larger than 30 MB, divide the report into two documents and use the follow-up engineering attachment question in the Attachment section of the CFA to upload part of the document (such as appendices). After dividing, each individual document must still be smaller than 30 MB.

Additional Resources:

- Contact Cfa-Programs@ny.gov for CFA inquiries and assistance.
- CFA HELP webpage: https://apps.cio.ny.gov/apps/cfa/help.cfm?section=all
- How to create a PDF document: https://apps.cio.ny.gov/apps/cfa/help.cfm?section=pdf
- How to create ZIP files: https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5#1TC=windows-7