



ELIGIBILITY CHECKLIST

This checklist is intended only as a guide for candidates running for New York State Assembly and participating in the Public Campaign Finance Program. Participants may call the Public Campaign Finance Board (PCFB) at 518-473-2784 for additional assistance. Candidates and treasurers are further advised to refer to New York State Election Law, PCFB Rules and Regulations, and the PCFB Handbook which can be accessed on the Public Campaign Finance Board's website at <https://pcfb.ny.gov>.

1. Run for an Eligible Office:

The Public Campaign Finance Program is only available to candidates running for one of the following offices in New York State: Governor, Lieutenant Governor, Attorney General, Comptroller, State Senate, and State Assembly.

Is the candidate running for New York State Assembly?

2. Register a New Authorized Committee:

Candidates and treasurers must register a new authorized committee by submitting a PCF-21 Type 1P Committee Registration Form to the New York State Board of Elections (NYSBOE) located at 40 North Pearl Street, Suite 5, Albany, NY 12207. Candidates are only permitted one authorized committee per elective office sought. All previous authorized committees and committee bank accounts associated with the participating candidate that were established for the purpose of seeking or holding the same office for which they will be running in this covered election must be terminated. The committee's remaining balance may be transferred into the new authorized committee from the old authorized committee.

Did the committee complete the PCF-21 Type 1P Committee Registration Form?

Did the committee submit the form with original signatures to the New York State Board of Elections?

Does the candidate have any pre-existing authorized committees for the same office being sought this election cycle? If so, are those committees terminated?

Please note: Upon successful registration, the treasurer will receive an account activation email and a welcome packet. Only after the new authorized committee is registered may a candidate begin raising funds that would qualify for meeting Program eligibility thresholds.

3. Apply for the Public Campaign Finance Program:

After a candidate has registered an authorized committee, the candidate and committee must complete a PCF-22 Application/Certification Form attesting that they are, and will remain, compliant with Title II, Article 14 of NYS Election Law. The PCF-22 Application/Certification Form should be submitted at the earliest date possible and can be submitted with the committee registration form. The deadline for submission is February 26, 2024. Notarized copies of the PCF-22 Application/Certification Form with original signatures and initials (candidate and treasurer) need to be mailed



or delivered to the PCFB at 40 North Pearl Street, Suite 5, Albany, NY 12207, for review and approval.

- Did the candidate and committee complete and submit the PCF-22 Application/Certification Form to PCFB?
- Did the candidate and treasurer receive an Application/Certification acceptance or denial letter from PCFB?

If you have any questions about its status, please contact PCFB.

4. Meet Fundraising Threshold Eligibility and Abide by Contribution Limits:

To qualify to receive public matching funds, participating candidates must prove that they have raised a minimum of \$6,000 and received at least 75 matchable contributions (between \$5-\$250 from in-district residents). Contributions from minors, lobbyists and campaign vendors cannot be claimed for a public match. Committees must also abide by all contribution limits set forth under NYS Election Law. (See "Limits & Thresholds for New York State Assembly" for more information)

Please note: The threshold eligibility monetary amount is reduced to \$4,000 for lower income Assembly Districts (below the state median).

- Did the committee meet the required fundraising thresholds?
- Has the committee abided by all contribution limits?

5. Complete Mandatory Training:

Candidates and treasurers are required to complete a series of mandatory program and compliance training sessions. Announcements and dates for training registration will be posted on the PCFB website.

- Did the candidate and treasurer sign up for mandatory training?
- Did the candidate and treasurer complete program and compliance training?

6. Qualify to Appear on the Ballot:

To receive public matching funds, participating candidates must have qualified to appear on the ballot for the applicable election.

- Will the candidate qualify to appear on the applicable ballot?

7. Be in a Competitive Election to Receive the Maximum Payment Limit:

Candidates must file a Statement of Competitive Opposing Candidate with PCFB proving they are opposed by a competitive candidate. PCFB will confirm the competitive status of the opposing candidate. Payment limits are determined based on the competitive status of one's opponent and office sought.



Payment Limits if PCFB Determines Candidate is in a Competitive Election

Primary Election

New York State Assembly	
Payment Limit	\$175,000

General / Special Election

New York State Assembly	
Payment Limit	\$175,000

Payment Limits if PCFB Determines Candidate is NOT in a Competitive Election

Primary Election

New York State Assembly	
Payment Limit	\$43,750

General / Special Election

New York State Assembly	
Payment Limit	\$43,750

- Does the candidate have an opponent?
- Did the committee submit the signed Statement of Competitive Opposing Candidate certifying the competitiveness of the candidate's election?

Please note: If a candidate is unopposed in, or does not have, a Primary Election, but one of the two major parties has a Primary Election contest, the unopposed candidate could be eligible for a reduced amount of public matching funds (50% of the maximum). For New York State Assembly, that payment limit would be \$87,500 for the Primary Election.

8. Adhere to All Program Requirements

Committees are required to submit all required financial disclosure reports as outlined in the annual Filing Calendar.

Committees are required to keep all financial records for a period of five years to enable PCFB to verify accuracy of disclosure reports.

Candidates are not permitted to use personal funds/property for the campaign, except for contributing to the authorized committee in an amount no more than three times the non-family



limit for the office. For purposes of this program, loans from the candidate are considered "use of personal funds"; accordingly, a candidate may only loan their campaign up to three times the non-family limit for the office.

Funds jointly held by a candidate, their spouse, or unemancipated children, shall, for the purpose of this limit, be considered funds of the candidate.

Committees are responsible for repaying any excess funds, surplus funds, or funds used for impermissible purposes.

- Has the committee submitted all required financial disclosure reports to PCFB as required by law? Disclosure reports must continue to be filed by the committee until termination is requested from and approved by PCFB.
- Has the committee maintained all internal financial records?
- Has the candidate adhered to Program restrictions on personal funds including loans?
- Has the committee abided by all repayment requirements?

9. Comply with All Post-Election Audits:

Committees are audited by PCFB, and those who receive public funds must provide a detailed accounting of the way all public funds were spent. Committees must set aside 3% of the public funds received for post-election audit activity.

Committee audits are completed within a year and a half after the applicable election.

Any costs associated with the post-election audit are paid for by the candidates' authorized committees, using a required 3% reserve of committee funds.

- Did the committee set aside 3% of the public matching funds received for post-election purposes?
- Did the committee comply with all post-election audit requirements?