NEW YORK STATE 2020 CENSUS OUTREACH HARD-TO-COUNT COMMUNITIES NOT-FOR-PROFIT PRE-QUALIFICATION

CONSOLIDATED FUNDING APPLICATION (CFA) WALKTHROUGH

1/23/2020

Using the Application

Registering

The Consolidated Funding Application is a web-based application accessible at
https://apps.cio.ny.gov/apps/cfa/.

To apply for a grant, you must first register and identify the project for which funds are sought. The CFA allows applicants to be considered for multiple sources of funding for a project by filling out just one application.

On the registration page, enter an e-mail address, organization name, and project name.

Prior to selecting "Register New Application," you must answer the security question at the bottom of the page. This is a security function that protects the grant system from spam.

The next screen verifies registration for the project and provides a project-specific token or password. **Print out this page and save it for your records**. You will need the token to revise or update your application.

CONSOLIDATED FUNDING APPLICATION

HELP   PRINT PAGE   REGIONAL ECONOMIC DEVELOPMENT COUNCILS   CFA PROJECT INFO

NYS Consolidated Funding Application Registration

Thank you for registering.
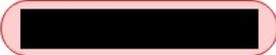
Instructions

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.

   Organization Name: INTERNAL TEST

   Project Name: INTERNAL TEST

   Your login token: ▮▮▮▮▮▮▮

   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.

   You may need to check your SPAM folder for the activation email message.

If you have previously registered for a CFA, you may login with your existing e-mail address and token to start a new application(s).

To start a new application with existing credentials, select MY APPLICATIONS under the APPLICATION link located towards the top left corner of the screen, then select START NEW APPLICATION at the bottom of the screen. You can create a new applicant profile by registering a new e-mail address and you will receive a new token. If registering with a new e-mail address, you will receive an e-mail from cfa@ny.gov with information on how to continue the application process. **Please be sure to check your spam filter if you registered and did not receive an email for activating your account.** This e-mail will contain a link that you must follow to activate your account and begin the application.

Thank you for registering with the NYS Consolidated Funding Application.

New Applicant Information:
Your Application Number is: **50341**
Organization Name: **INTERNAL TEST**
Project Name: **INTERNAL TEST**
Email Address: ▮▮▮▮▮▮▮▮▮▮

IMPORTANT

To continue the process you must activate your account.
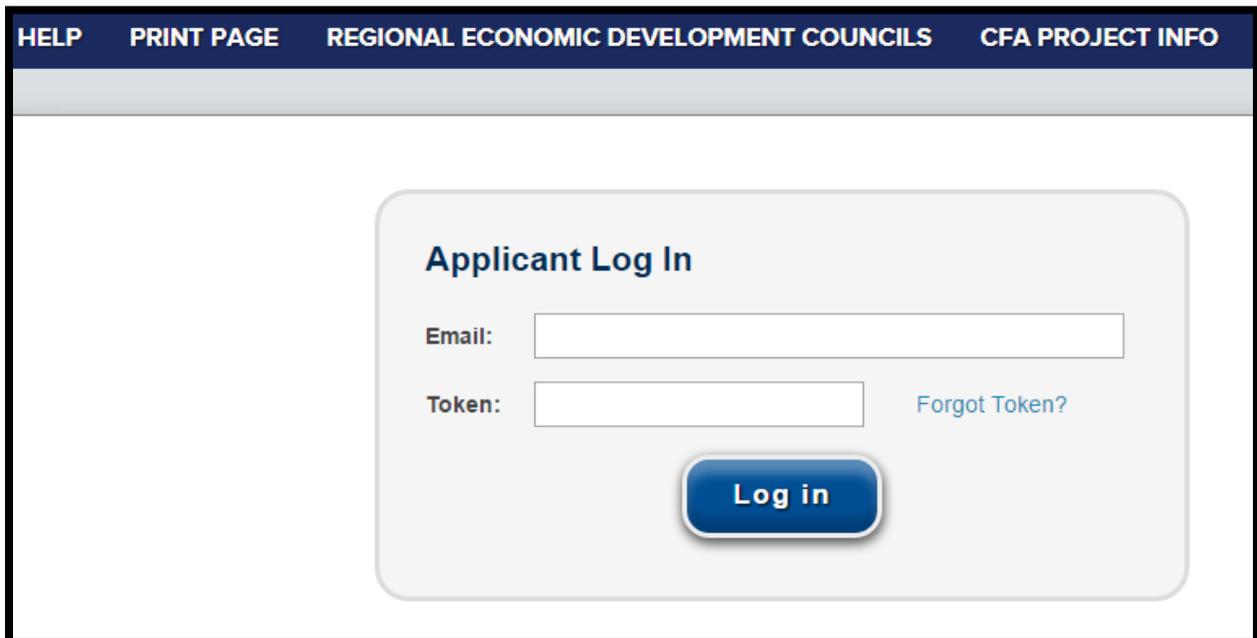
CLICK HERE TO ACTIVATE YOUR ACCOUNT

If you've already activated your account click here to log in and continue your application .

To log in you will need to enter in your email address (▮▮▮▮▮▮▮▮▮▮) and the token displayed when you first registered.

After you select "CLICK HERE TO ACTIVATE YOUR ACCOUNT," a page will open that confirms project registration. Select "Proceed to Log In."

To sign in, an applicant must use the same email address they used when registering. Type the token provided at registration into the box. If you have more than one project, it is important to use the proper token number, so you don't start or revise the wrong application.

If you have forgotten your token, please click the "Forgot Token?" link. A message will appear instructing you to submit your e-mail address and application number. Once you submit your e-mail address and application number, you will receive an email that contains a link to reset your token. If you require further assistance a phone number is included in the e-mail to call for help with your token. This number can only be used for assistance with a forgotten token.

Technical Requirements

The Welcome screen explains the technical requirements for using the CFA website, including the type of browser that can be used, the ability to create PDFs, and the ability to select and upload files.

WELCOME

Technical Requirements

Use of the CFA website requires the following:

A modern, standards-compliant browser

Some functionality may not work in older browsers, such as Internet Explorer 7 (IE7) or earlier. Please use **the latest version** of Chrome, Firefox, or Internet Explorer.

✔ Your browser is up to date.

Ability to create PDF and ZIP documents

PDFs are static documents that can be created using various software. Information is available on how to create PDFs from other documents. PDF, JPG (photo) and ZIP (compressed) files are the only formats accepted by this system. Information is also available on how to create ZIP files.

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.

The preferred way to upload CFA documents is using **Flash**. Flash is free software that is usually already installed on most computers. You can determine if Flash is installed on your computer here http://www.adobe.com/software/flash/about/. Flash can be downloaded for free at http://get.adobe.com/flashplayer/. Flash is not supported on many mobile operating systems.

✔ Your browser has Flash enabled. Version: 21.0.0.

Proceed to Next Page

Starting your application

The CFA allows potential applicants options for beginning an application. The "Program Wizard" option is the traditional CFA process, where applicants that may not be aware of all the resources can choose categories and project types that align with the scope of their project. Returning applicants may know exactly which programs they want to apply for and can use the "Program List" button to easily choose the programs they want.

Select By Program List

NFPs seeking prequalification should select the Program List option and then add "2020 Census Not For Profit Qualification"

Navigating through the Application

You have the ability to navigate forward and backward through the application using the navigator at the top of every screen. To go to a specific section of the application, you hover over a section. The topics associated with the section will appear. By selecting the blue box that corresponds to the topic of interest, you will be redirected to that section of the application. As you progress through the application, completed sections are indicated by a green check mark.

Application Number 38281

PROGRAMS	LOCATION	DOCUMENTS	QUESTIONNAIRE	JOBS	FUNDING

REVIEW

Application is NOT FINALIZED

Threshold Questions

You must answer one or more Threshold Questions to determine if you meet the minimum qualifications for the programs you have selected.

Threshold

2020 Census Not for Profit Qualification

Q_11371 — **Does the applicant currently target services to households with hard-to-count populations?** (Yes/No, Q_11371, P_509)
Threshold Valid Answer: Yes

○ Yes   ○ No

Q_11333 — **Has the applicant operated as an incorporated Not for Profit 501(c)(3) continuously for at least one year?** (Yes/No, Q_11333, P_509) Threshold Valid Answer: Yes

○ Yes   ○ No

Q_11336 — **Has the applicant, any of its current principals, executives, and/or board members, been debarred from contracting with the State of New York or the federal government during the last five years?** (Yes/No, Q_11336, P_509) Threshold Valid Answer: No

○ Yes   ○ No

Not-For-Profit Information

Information about your organization will be asked later in the application, please select proceed to the next page.

Region

Select the region within which your project is located. If your project is located within multiple regions, please select the region in which the majority of the project will take place.

Questionnaire

The application will save your answers each time you tab or click out of a question box. The time the answer is saved is listed to the right of the answer box. The Consolidated Funding Application has been updated to allow the use of conditional questions. This allows for multiple questions (child question) to be shown or hidden based on an applicant's answer selection made on a prior question (parent question). A red circle is displayed next to the required questions and a grey circle next to optional questions. ***You will not be able to submit your application until all required questions have been answered.***

Basic

General Project Information

Applicant

	Answer
Legal Name	Q_546 ⊖ ⚙ [_____]
Applicant First Name	Q_5416 ⊖ ⚙ [_____]
Applicant Last Name	Q_5417 ⊖ ⚙ [_____]
Street Address	Q_551 ⊖ ⚙ [_____]
City	Q_552 ⊖ ⚙ [_____]
State	Q_553 ⊖ ⚙ [_____ ▼]
Zip Code (use ZIP+4 if known)	Q_554 ⊖ ⚙ [_____]
Telephone Number (include area code)	Q_651 ⊖ ⚙ [_____]
Email Address	Q_555 ⊖ ⚙ [_____]

Contacts

	Primary Contact	Additional Contact
Salutation	Q_5257 ⊖ ⚙ -- Select -- ▼	Q_5493 ⊖ ⚙ -- Select -- ▼
First Name	Q_547 ⊖ ⚙	Q_1052 ⊖ ⚙
Last Name	Q_1049 ⊖ ⚙	Q_970 ⊖ ⚙
Title	Q_1050 ⊖ ⚙	Q_1051 ⊖ ⚙
Organization	Q_5490 ⊖ ⚙	Q_5492 ⊖ ⚙
Street Address	Q_3688 ⊖ ⚙	Q_3693 ⊖ ⚙
City	Q_3689 ⊖ ⚙	Q_3694 ⊖ ⚙
State	Q_3690 ⊖ ⚙ ▼	Q_3695 ⊖ ⚙ ▼
ZIP Code	Q_3691 ⊖ ⚙	Q_3696 ⊖ ⚙
Telephone Number	Q_562 ⊖ ⚙	Q_3697 ⊖ ⚙
Email Address	Q_3692 ⊖ ⚙	Q_561 ⊖ ⚙

Standard Question

2020 Census Not for Profit Qualification

Please be advised, for those not currently pre-qualified in the Grants Gateway system, the State reserves the right to require registration and pre-qualification in the Grants Gateway System.

Q_11358   Is the applicant pre-qualified in the Grants Gateway?

○ Yes   ○ No

Q_11335   Is the applicant registered and up to date with the New York State Comptroller's VendRep System?

○ Yes   ○ No

Q_11334   Is the applicant registered and up to date with all filings with the New York State Office of the Attorney General's Charities Bureau?

○ Yes   ○ No

Q_11354   Please provide the applicant Federal ID number:

[   ] Integer

Q_11337   Has a PARENT company or Subsidiary company, any of its current principals, executives, and/or board members, been debarred from contracting with the state of New York or the federal government during the last five years?

○ Yes   ○ No

Q_11338   Is the applicant a member of and/or played an active role in local complete count committee, or other census related efforts, in the communities where it expects to work on this initiative?

○ Yes   ○ No

Q_11339   Has the applicant contracted with the State of New York within the past five years?

○ Yes   ○ No

Q_11340 Has the applicant contracted with the county (or cities of Buffalo, Rochester, Syracuse, or Yonkers) where it proposes to provide census services within the past five years?

○ Yes   ○ No

Q_11341 Does the applicant provide direct service, either on a voluntary or funded basis, in the communities where they expect to work on this initiative?

○ Yes   ○ No

Q_11342 Does the applicant have the necessary cultural competency needed to have meaningful engagement with the community where it expects to work on this initiative?

○ Yes   ○ No

Q_11343 Has the applicant previously provided census outreach services?

○ Yes   ○ No

Q_11344 Does the applicant have employees or otherwise the ability to speak, read, and write in relevant languages?

○ Yes   ○ No

Q_11346 Does the applicant have significant experience with other community engagement/volunteer-driven efforts? (For example, anti-hunger drives, literacy and language assistance programs, environmental movements, charitable campaigns, etc.)

○ Yes   ○ No

Q_11347 Please check the name of each county the applicant currently provides services to:

```
Albany        ▲
Allegany
Bronx
Broome
Cattaraugus
Cayuga
Chautauqua    ▼
```
Ctrl-click to select multiple choices

Q_11348 What county or counties is the applicant willing and able to provide services in? Check all that apply.

```
Albany
Allegany
Bronx
Broome
Cattaraugus
Cayuga
Chautauqua
```
Ctrl-click to select multiple choices

Q_11350 Check each hard-to-count population to which the applicant currently provides services (check all that apply):

☐ Black
☐ Hispanic
☐ Asian
☐ Native American
☐ Foreign Born
☐ Children Under 5
☐ Below Poverty Line
☐ Single Parent
☐ Renter-occupied
☐ Aged 65 or over
☐ Limited English-Speaking
☐ Household with dial-up/no internet
☐ Veterans
☐ Faith-Based
☐ None
☐ Other (please specify)

Q_11351 If you selected "Other" to providing services to households with hard-to-count populations please explain:

max characters: no max

Q_11356 Please indicate the number of individuals the applicant expects to reach through this initiative:

Integer min value: 0

Q_11411 Please provide an explanation on your approach to reaching the number of individuals listed in the previous question:

max characters: no max

Q_11357 Please indicate the number of individuals the applicant expects to successfully get counted through this initiative:

[ ] Integer

Q_11412 Please provide an explanation on your approach to reaching the number of individuals expected to be counted in the previous question:

[   ]

max characters: no max

Certification

The application includes a certification section where you verify your information by entering your name in the box.

Certification

Q_1038 By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body 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 project 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.

[   ] max

characters: 400

Project Funding

NFPs do not need to provide information for the Project Funding Section. Please select "Save & Proceed with Application" button.

Application Number 97289

PROGRAMS ✓ | LOCATION ✓ | QUESTIONNAIRE ✓ | FUNDING ✓ | REVIEW

Application is NOT FINALIZED

PROJECT FUNDING

Instructions

The following section will collect information regarding your project's cost and funding. Please follow the instructions associated with each section below.

➖ *No funding or budget answers necessary due to your associated programs.*

Save & Proceed with Application

Review – Select Location

Certain location questions have been removed from this application intentionally. The next section will ask you to pinpoint a correct location. Please place a pin at the location of the home office to complete this section and then click on the button to accept the coordinates.

Review

Once you answer all the questions on your application, select the Save and Proceed button at the bottom of the screen. If you did not answer required questions, a red circle will display next to the questions section. You must go back and complete the required questions before you can finalize and submit your application.

To finalize and submit your application, you need to click the dark blue button labeled "By Clicking here…." at the bottom of the screen. After you finalize and submit your application, it cannot be modified or amended. If you have any technical issues with your application, you may e-mail CFA-Tech@ny.gov. All program related questions should be referred to NFPqualification@Census2020grant.ny.gov

After you submit your application, you will receive a thank you message as well as an e-mail message that acknowledges receipt of your application. You will still be able to login using your registered e-mail address and token to review your finalized application, print, or start a new application for a new project.