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.

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**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:** [Redacted]

   **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: [redacted]

**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 ([redacted]) 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.
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.

Threshold Questions

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

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**Legend**

- The question has been answered.
- An answer is required but has not been provided.
- An answer is not required and has not been provided.
- The question is “restricted.” The answer will only be shared with the state agency/authority that is required to review this application.
- The question and its answers are shared among multiple programs on this application.

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**Instructions**

To proceed with your application, please answer the following questions.

If your answers are lengthy, we recommend you type your answers into a word processor and paste them into the application so you will always have a copy of your answers. (Note: By design, most of the formatting you create with your word processor will be lost when you paste answers into the 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.
Basic

General Project Information

Applicant

<table>
<thead>
<tr>
<th>Field</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name</td>
<td></td>
</tr>
<tr>
<td>Applicant First Name</td>
<td></td>
</tr>
<tr>
<td>Applicant Last Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code (use ZIP+4 if known)</td>
<td></td>
</tr>
<tr>
<td>Telephone Number (include area code)</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td><strong>Contacts</strong></td>
<td><strong>Primary Contact</strong></td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------</td>
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<tr>
<td><strong>First Name</strong></td>
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<td><strong>Last Name</strong></td>
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<tr>
<td><strong>Title</strong></td>
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<td><strong>ZIP Code</strong></td>
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<tr>
<td><strong>Telephone Number</strong></td>
<td>Q_3692</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td>Q_3692</td>
</tr>
</tbody>
</table>
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_11355  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_11340 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_11141 Please provide an explanation on your approach to reaching the number of individuals listed 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
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.
Project Funding

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

**Select Location**

We are unable to find the latitude and longitude for . Please use the map below to pinpoint the correct location or return to the Location tab and update the address you have entered.

Use the mouse scroll wheel, or the + and - buttons, to zoom in and out. A single mouse click will choose a pin point. If you have already pinned a location you may finalize at the bottom of the page or you may choose a new pin point and then click the “Click Here to Accept These Coordinates” button to update your new location.

**REVIEW**

**Display Latitude and Longitude**

You have selected the following coordinates from the map below: Latitude: 42.646208 Longitude: -73.754816
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.

Application Number: 62997

REVIEW

Finalization Checklist

- Programs
  - Complete!
    - NYSERDA Energy Efficiency Projects
- Not-For-Profit
  - Complete!
- Location
  - Complete!
- Documents
  - Complete!
- Questionnaire
  - There are 42 remaining required questions that need to be completed.
- Jobs
  - Complete!
- Funding & Budget
  - Complete!

Application Finalization

⚠️ You have not completed 1 area. Please use the links above to return to the incomplete area.
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.