



**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.

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:
1 + 8 =

This helps to protect our system from spam.

Register New 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

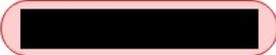
Important - Before proceeding read the following carefully:

- 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: [REDACTED]

IMPORTANT

To continue the process you must activate your account.

[CLICK HERE TO ACTIVATE YOUR ACCOUNT](#)

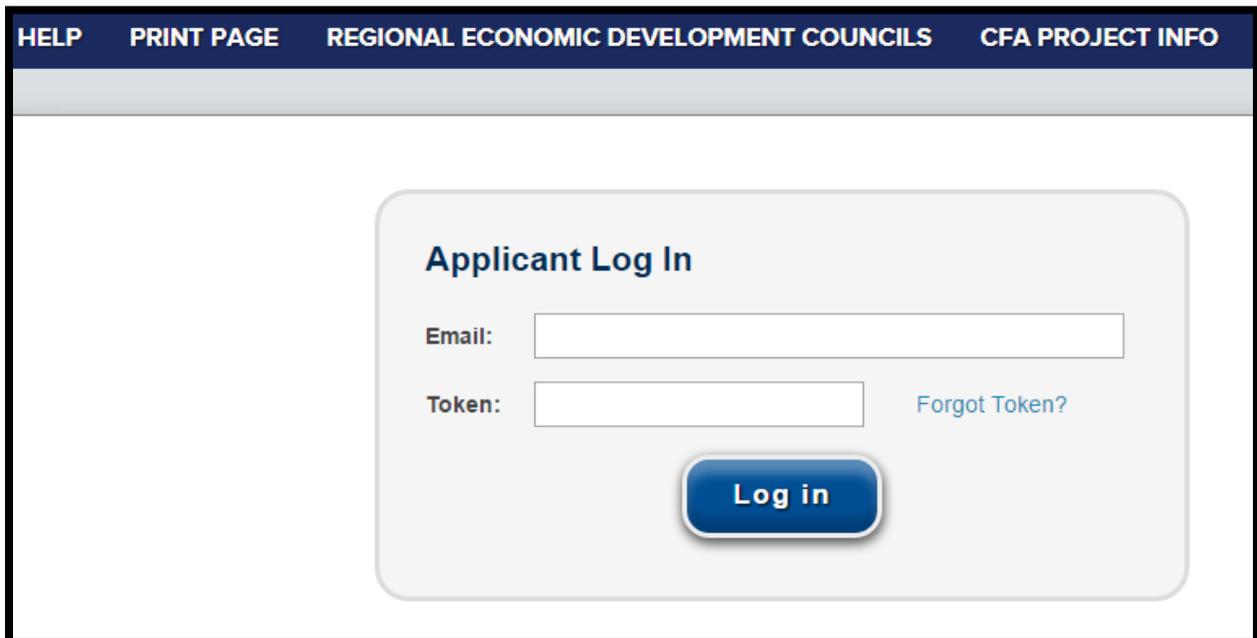
If you've already activated your account [click here to log in and continue your application](#).

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.

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.

The screenshot displays the 'CONSOLIDATED FUNDING APPLICATION' interface. At the top, a dark blue navigation bar contains the title and several menu items: 'APPLICATION', 'HELP', 'PRINT', 'LOG OUT', 'REGIONAL ECONOMIC DEVELOPMENT COUNCILS', and 'CFA PROJECT INFO'. Below the navigation bar, the main content area is divided into two columns. The left column features a light gray box with the heading 'Program Wizard' and the text 'Choose project categories and types to help you decide which programs are right for your project's application'. Below this text is a blue button with the text 'Proceed to Program Wizard'. The right column features a light gray box with the heading 'Program List' and the text 'Choose programs by selecting from a list of programs organized by State Agency'. Below this text is a blue button with the text 'Proceed to Program List'. A large, semi-transparent 'OR' is positioned between the two columns, indicating a choice between the two options.

Select By Program List

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

CONSOLIDATED FUNDING APPLICATION

APPLICATION HELP PRINT LOG OUT REGIONAL ECONOMIC DEVELOPMENT COUNCILS CFA PROJECT INFO

Application Number 97289

PROGRAMS LOCATION QUESTIONNAIRE FUNDING REVIEW

Application is NOT FINALIZED

PROGRAMS

 Your application must have at least one associated program! You may [restart program selection](#), or [cancel your application and start a new one](#).

Your Application's Programs

You potentially qualify for the following programs:

↓ Add more programs below

All Other Programs

2020 Census Not for Profit Qualification <i>This program is under construction</i>	Open Enrollment	ADD
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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.

CONSOLIDATED FUNDING APPLICATION

APPLICATION HELP PRINT LOG OUT REGIONAL ECONOMIC DEVELOPMENT COUNCILS CFA PROJECT INFO

Application Number 97289

PROGRAMS LOCATION QUESTIONNAIRE 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](#)

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.

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
- Southern Tier
- Western New York

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.**

Application Number 62997

PROGRAMS ✓ LOCATION DOCUMENTS QUESTIONNAIRE JOBS FUNDING REVIEW

Application IS NOT FINALIZED

QUESTIONNAIRE

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.

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 answer 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

▶ Disclaimer

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   <input type="text"/>	Q_1052   <input type="text"/>
Last Name	Q_1049   <input type="text"/>	Q_970   <input type="text"/>
Title	Q_1050   <input type="text"/>	Q_1051   <input type="text"/>
Organization	Q_5490   <input type="text"/>	Q_5492   <input type="text"/>
Street Address	Q_3688   <input type="text"/>	Q_3693   <input type="text"/>
City	Q_3689   <input type="text"/>	Q_3694   <input type="text"/>
State	Q_3690   <input type="text"/>	Q_3695   <input type="text"/>
ZIP Code	Q_3691   <input type="text"/>	Q_3696   <input type="text"/>
Telephone Number	Q_562   <input type="text"/>	Q_3697   <input type="text"/>
Email Address	Q_3692   <input type="text"/>	Q_561   <input type="text"/>

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

[Scoring Tips](#)

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

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 pin pointed 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

[Click Here to Accept These 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.

Application Number 62997

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

Application is NOT FINALIZED

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.

Application Number 97289

PROGRAMS ✓

LOCATION ✓

QUESTIONNAIRE ✓

FUNDING ✓

REVIEW

Application
is NOT
FINALIZED

REVIEW

Finalization Checklist

- | | |
|--------------------|---|
| ✓ Programs | Complete!
• 2020 Census Not for Profit Qualification |
| ✓ Not-For-Profit | Complete! |
| ✓ Location | Complete! |
| ✓ Questionnaire | Complete! |
| ✓ Funding & Budget | Complete! |

Please Acknowledge

Applications to the State, including their accompanying documents, are subject to the Freedom of Information Law (FOIL) found in Article 6 of the N.Y. Public Officer Law. FOIL provides that certain records are exempt from disclosure, including those that contain (1) trade secrets, (2) information that, if disclosed, would cause substantial injury to the competitive position of your organization, or (3) critical infrastructure information. All efforts should be made to provide such Information in the questions marked "restricted".

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

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

Application Number 97289

PROGRAMS ✓ LOCATION ✓ QUESTIONNAIRE ✓ 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:

- 2020 Census Not for Profit Qualification

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.