County Census
Grant
Requirements

NYSAC 2/5/20
## Timeline - Deadline 3/2/2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request For Application by County/City Release Date</td>
<td>January 23, 2020</td>
</tr>
<tr>
<td>Deadline for County/City to Submit Questions</td>
<td>February 14, 2020</td>
</tr>
<tr>
<td>Date for Census Agencies to Respond to Questions</td>
<td>February 21, 2020</td>
</tr>
<tr>
<td>Application Due Date</td>
<td>January 23 to no later than March 2, 2020 at 5PM *</td>
</tr>
</tbody>
</table>

* Applications will be accepted and processed on rolling basis
<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of Application</td>
<td>March 10, 2020*</td>
</tr>
<tr>
<td>Eligible Cost Dates for Funding Awards</td>
<td>Award Letter*</td>
</tr>
<tr>
<td>Grant Disbursement Agreement</td>
<td>~2 weeks after Award</td>
</tr>
<tr>
<td>First Advance Payment After GDA</td>
<td>50% of total award</td>
</tr>
</tbody>
</table>
## Timeline

<table>
<thead>
<tr>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Termination of Enumeration Efforts</td>
<td>July 31, 2020*</td>
</tr>
<tr>
<td>Project Termination and Grant closeout</td>
<td>September 30, 2020</td>
</tr>
</tbody>
</table>

*May be extended by Census Bureau*
Census Process Overview

NFP Application & County RFA Portals Open on https://www.ny.gov/programs /2020-census
1/23 onwards

NFP applications are reviewed by Census Team
1/23 onwards

List of approved NFP applications available online at https://www.ny.gov/programs /2020-census
1/31 onwards

Applications from counties or cities due
1/31 - 3/2 5:00 PM

ESD sends out GDA to each county or city with an approved plan
2/2 – 3/10 (Award Letter Date)

Plans from counties and cities vetted by Census team
2/1 – 3/09

City or county performs work
Award letter date to 9/30

City or county submit reports and proof of performance to ESD for additional payments
4/1 to 12/31

Each county or city submits signed GDA for approved plan, ESD Funds 40%
Award Letter Date onwards
Application

www.ny.gov/programs/2020-census
Required Application Contents

• Operations Plan including potential not-for-profits that may be used.
  • Not-for-profits approved through review process will be posted online
• Timeline
• Budget
• A complete IRS Form W-9 for taxpayer identification
• Payment Information:
  1) Wire transfer information in the form of a letter from a financial officer of the company certifying the bank name, account name, account number and ABA routing number or
  2) ACH payment instructions.
Eligible Budget Activities

75% of the grant funding must go to approved not-for-profits

- Community outreach
- Distribution of literature
- Door-to-door conversations
Eligible Budget Activities (Cont)

• Conducting informational sessions about the census and process

• Conducting special events and census mobilizing

• Development of digital media capped at 5 percent of the budget

• Interpretation and translation services
Eligible Budget Activities (cont.)

- The purchase of consumable electronics of **up to** $500 per item and cannot exceed $2,500 in aggregate

- Implementation of developed targeted media campaigns

- Informational kiosks and presentations
Eligible Budget Activities (cont.)

- Development of outreach materials (brochures, flyers, newsletters, and other targeted advertising such as billboards and other avenues that have large reach)

- The purchase of goods and services that directly support eligible budget activities

- An administrative expense of a rate of up to 5% of the grant funding

- Other specific activities to increase 2020 Census participation
Ineligible Items

• The purchase, lease, or rental of any equipment or operational software

• Political activities of any kind

• Electoral activities of any kind
Ineligible Items (Cont)

- The acquisition of voter registration data, voter profiles or similar programs or data commonly used in political campaigns
- Awards of cash, gift cards, trophies or the like
- Purchase, lease, and/or rental of, computers, mobile computing devices such as I-Pads, tablets etc., cellular telephones and related devices that exceed $500 per item and are more than $2,500 in aggregate
- Audit services
Ineligible Items (cont.)

- Acquisition, construction, or renovation of buildings or other real estate
- Entertainment
- Religious activity
- Alcohol
Ineligible Items (cont.)

- Expenses incurred prior to March 10, 2020 or ESD Award letter date whichever sooner
- Costs of organized fund raising
- Interest, taxes and penalties
- Overhead expenses
- Any other cost incurred in violation of the terms of the GDA.
Application Submission Instructions

Applications must be submitted through online portal by March 2, 2020 by 5:00 PM

Applications have the following information to be complete:

1. Project activities and timeline,
2. Budget, and
3. W-9 form and wire transfer or ACH payment instructions.

The Census Agencies reserve the right, in their sole discretion, to receive late applications, to withdraw or modify this RFA and to reject any application as being non-responsive.
Inquiries

• The Census Agencies will accept written questions via email from County/City no later than **February 14, 2020**. Please submit questions to: info@census2020grant.ny.gov.

• Written questions must include the requestor’s name, e-mail address and the prospective Respondent represented.
Payment Process
ESD Payment Process

County or City Application Submitted With W9 & Wire Instructions
1/31 - 3/2 5:00 PM

ESD reviews the paperwork and sends 40% tranche
Takes up to 10 days

At 50% of completion or obligation of initial payment, County or City submits paperwork for next 40% tranche
Award Letter Date – 9/30

County or City performs work
Award Letter Date – 9/30

ESD reviews & approves GDA and wires 50% of funds to County or City
Award Letter Date onwards

ESD reviews paperwork and final report
11/1 - 12/31

Final payment to County or City
11/1 – 12/31

Review of Application by Census Agencies
2/1 – 3/9

ESD Award Letter
2/2 – 3/10 (Award Letter Date)

Each County or City submits signed GDA with all exhibits and attachments
Award Letter Date onwards

County or City performs work
Award Letter Date – 9/30

County or City submits report and proof of performance to ESD for final 10% payment
10/1 – 10/31
NFP and County CFA Portals

https://www.ny.gov/

Programs/2020-census
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Q and A