

Request for Proposals (RFP)

The Suffolk County Census 2020 Get Out the Count Grant Program

Overview

The Long Island Community Foundation, an affiliate of The New York Community Trust, invites proposals from nonprofits, municipalities, and school districts for census outreach in Suffolk County communities at risk of being undercounted in the 2020 decennial census. Grants will range from \$10,000 to \$70,000 and will not exceed 20 percent of the receiving agency's most recent annual operating expense budget. (Grants to towns and school districts will not exceed \$8,000.)

If awarded, grants may be applied toward the cost of the following census outreach activities from March 10, 2020 to August 31, 2020, in hard to count and historically underrepresented communities in Suffolk County:

1. Development of outreach materials;
2. Interpretation and translation services;
3. Paid advertising;
4. Helping residents complete the census questionnaire via phone or computer as well as in hard copy form;
5. Distributing census literature;
6. Door-to-door conversations;
7. Informational presentations for communities;
8. Informational kiosks;
9. Purchase of electronic equipment including computers, mobile computing devices such as tablets, cellular telephones, and related devices to assist with census responses, not to exceed \$500 per device or \$2,500 total per agency; and
10. Telecommunication organizing and outreach.

Grants will be made using funds from New York State granted to Suffolk County; any grants remain contingent on State approval of Suffolk County's plans.

Suffolk County is partnering with the Long Island Community Foundation to manage the grant process. Proposals will be evaluated on a competitive basis by a committee using the following criteria:

- ✓ Need of target population, activities, and expected outcomes.
- ✓ Realistic timeline and budget to achieve the expected outcomes over the period of the grant.
- ✓ Capacity of the organization to undertake the activities and achieve outcomes.
- ✓ Adherence to the grant guidelines.

Eligibility

To be eligible to receive a grant, nonprofits **must be pre-qualified with New York State** prior to being included in Suffolk County's plan and to receive a grant through this RFP. Please apply here to be approved by New York State:

<https://www.ny.gov/2020-census/census-2020-complete-count-outreach-grants-not-profits>.

Pre-qualification by the State is NOT a guarantee of funding from Suffolk County through the Long Island Community Foundation.

Documents needed to respond to this RFP

Please read all of the instructions below before beginning your application. To apply, complete the following:

1. A **Proposal Narrative**, not to exceed two pages, describing:
 - your nonprofit's mission, goals, and population served;
 - your nonprofit's Census 2020 work to date; and
 - the hard to count communities you plan to reach and their turnout in 2010 which can be found here <https://www.censushardtcountmaps2020.us/>.
2. An Annual Operating Budget.
3. A Suffolk County-approved **outreach and budget Excel worksheet**, available on the Long Island Community Foundation's website [*image 1*]. Please download and complete this sheet: <https://licf.org/information-for/nonprofits/request-for-proposals/>
4. Documentation confirming your nonprofit **submitted a pre-qualification application** with New York State (per Eligibility section above).
5. A New York Community Trust Proposal Cover Sheet for the Suffolk County Census 2020 Get Out the Count Grant Program RFP [*image 2*], available via the [Grantee Portal](#) on The Trust's website (click the "Respond to an RFP" tab on this page).

Submission Process

1. Merge items 1, 2, 3, and 4 listed above along with a copy of your agency's Professional Liability Insurance Certificate into a single PDF document, using the following file format: "Your Organization Name.pdf". (Please keep a digital copy of the Excel versions of the Suffolk County worksheets for future use; agency's selected for grants will be required to add Suffolk County as an additional insured.)
2. Complete the [Proposal Cover Sheet](#). **Make sure that you use the Proposal Cover Sheet for the Suffolk County Census 2020 Get Out the Count Grant Program RFP.**
3. When you have completed the Proposal Cover Sheet, upload the PDF copy of your proposal at the bottom of the proposal cover sheet page, sign off on the certification, and then click submit [*image 3*]. Once you click submit, you will get an email confirming your submission.

Submission Deadline

All electronic submissions must be uploaded to The Trust's Grants Portal by **5:00 p.m. (Eastern) on Friday, February 21st for nonprofits and towns and by 5:00 p.m. (Eastern) Tuesday, February 25th for school districts.**

Questions about this RFP may be emailed to Sol Marie Alfonso-Jones at sjones@licf.org.

Please send one hard copy of the complete application—the PDF copy of The Trust's Proposal Cover Sheet emailed to you, a proposal narrative, and a Suffolk County-approved outreach and budget Excel worksheet—**by first-class mail, postmarked no later than one business day after the electronic submission deadline to:**

Sheila Dinkins
The New York Community Trust
909 Third Avenue, 22nd Floor
New York, NY 10022

Grant applications uploaded and/or mailed after the due dates will not be considered for funding.

Activities/expenses excluded from this RFP

Note the following expenses are not eligible for grant funding through this Request for Proposals:

1. the purchase, lease, or rental of any equipment or operational software
2. political activities of any kind
3. electoral activities of any kind
4. the acquisition of voter registration data, voter profiles or similar programs or data commonly used in political campaigns
5. awards of cash, gift cards, trophies or the like
6. audit services
7. acquisition, construction, or renovation of buildings or other real estate
8. entertainment
9. religious activity
10. alcohol
11. expenses incurred prior to March 10, 2020
12. costs of organized fund raising
13. interest, taxes and penalties

[Image 1](#): A Suffolk County-approved **outreach and budget Excel worksheet**, available on the Long Island Community Foundation’s website.

SUFFOLK COUNTY CENSUS 2020 GET OUT THE COUNT GRANT PROGRAM

Deadlines: Nonprofits and towns 5:00 p.m. on Friday, February 21, 2020
School districts 5:00 p.m. on Tuesday, February 25, 2020



DOWNLOADS:

[Instructions](#)

[Outreach and Budget Worksheets](#)

Click here to download the outreach and budget Excel worksheet.

[Image 2](#): Example of the Proposal Cover Sheet you will fill out. Please note it needs to be listed as the “Suffolk County Census 2020 Get Out the Count Grant Program” RFP.



[A A A](#) | [Print](#) | [Home](#)

Proposal Cover Sheet

You are submitting a proposal cover sheet for the Suffolk County Census 2020 Get Out the Count Grant Program RFP.

* indicates a required field

Information about Person Completing the Form

YOUR NAME:* 40 characters

YOUR TITLE: 40 characters

YOUR EMAIL:* 50 characters

YOUR TELEPHONE:*

☐ CHECK HERE IF YOU ARE THE PRIMARY CONTACT FOR THIS PROPOSAL COVER SHEET

[Image 3](#): Example of where you will upload your single PDF of application materials.

Upload PDF

[UPLOAD PDF](#)

1. Click here to upload proposal and attachments as a single PDF.

Please submit the required application materials in the order outlined in the RFP, and condensed into a single PDF file no more than 25 MB in size. In addition, don't forget to mail a hard copy of your application and cover sheet. See the RFP instructions for more information.

Certification

☐ I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE.

You will receive a PDF of this cover sheet once it is submitted. Please print the PDF to submit with the other proposal contents by mail.

The New York Community Trust reserves the right to share information provided on this form during the evaluation of the proposal.

[SUBMIT THIS REQUEST NOW](#)

[SAVE FOR LATER & CONTINUE](#)

or

[CANCEL](#)

2. Click here to submit once the document has been uploaded and the proposal cover sheet is completed