



Step 1: General Applicant Information

This user guide shows how to complete Step 1: General Application Information in the *Invest in NY - Child Care Deserts Grant* application.

- [Review pre-populated applicant information](#)
- [Select Operator/Director Race, Ethnicity, Gender](#)
- [Attest Authority and Completion of Orientation](#)

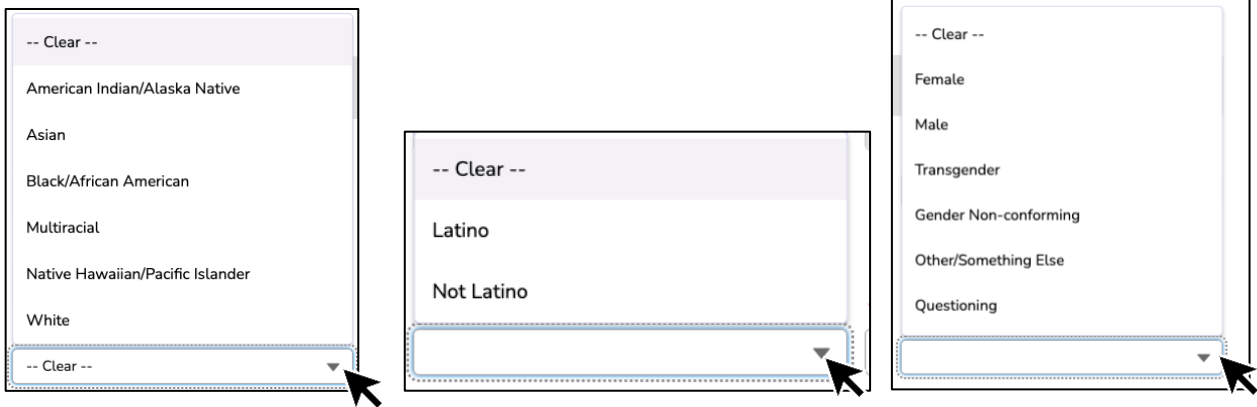
Review prepopulated applicant information

1. *Step 1: General Applicant Information* will have most of the fields pre-populated and cannot be edited. **Review the information.** If any of this information is not correct, please contact your licensor/registrar.

Select Operator/Director Race, Ethnicity, Gender

1. **Scroll down** to the bottom of the page where three required selections for Operator/Director Race, Ethnicity and Gender need to be made.

2. Click on the menu to make selections for each of the required three fields.



Attest Authority and Completion of Orientation

1. Check the box for the attestation statement.
2. Select **Yes** to Completion of Orientation. Note: If you select no, applicants must exit and return once you have completed the orientation.

I hereby attest I have authority to apply for the Child Care Deserts grant on the behalf of this program.

* Completion of Orientation

Yes

No

Please note: All interested parties MUST complete the OCFS Child Day Care Orientation BEFORE applying for the Invest in NY Child Care grant opportunity. After completing the Orientation, applicants can request a licensing application. Programs applying to become an NYC DOHMH Article 47 day care center, must attend a pre-permit orientation (check the box next to "Group Child Care and Summer Camp Orientation Sessions", then click "Continue" at the bottom of the page) before applying for a new permit. After you have attended that orientation, you can apply for a permit for a new child care program.

Please save your application and return once you have completed the orientation.

3. Click on **Save and Next**

* Completion of Orientation

Yes

No