

Affordable Housing Connectivity Program (AHCP) Section One Application

Instructions: Applications for the AHCP must be submitted in a two-step process via New York State’s web-based Consolidated Funding Application (CFA). The AHCP Section One application is open as of January 2, 2024. Only applicants with approved Section One applications will be eligible to submit AHCP Section Two applications.

Getting Started: Visit <https://apps.cio.ny.gov/apps/cfa/> to create your CFA account. Once you create an account, you will receive an email with a token number that is required for all future logins. Once logged into the CFA, create a “New Application” and name your project. (The following naming convention is recommended: “OrgName AHCPsec1”). Then select the appropriate program (i.e., “AHCP Section One”) to begin your application.

Navigating the CFA Portal: The portal includes six tabbed segments. After selecting the “Program,” you will view a not-for-profit information page. This information is not required for AHCP; select “proceed to next page.” The “Location” tab requires selection of a region. If applicable, select the region where your NY office is based, or select any region to proceed to the “Documents” and “Questionnaire” tabs of the application. Applicants may toggle between these two tabs in the process of completing their application. The “Funding” tab is not applicable for AHCP Section One. A complete CFA manual can be found at https://regionalcouncils.ny.gov/sites/default/files/2023-05/2023_CFA_Application_Manual.pdf. Questions may be submitted in writing via email to ahcp@esd.ny.gov using the subject line “CFA portal inquiry.”

Ready to Apply Checklist: The following is a companion checklist for the AHCP Section One application. It is not meant to be a substitute for completion of the application, but a tool for applicants to ensure all critical information has been prepared and submitted. Items in **bold** must be submitted as attachments under the Documents tab of the CFA. Note, the maximum file size for attachments is 30MB and multiple files must be combined into a single .pdf, .jpg, or .zip file.

Application Content	Key Information & Documentation	Complete	Notes
Applicant Profile	Organization name, type, and years of operation in New York	<input type="checkbox"/>	
	Primary points of contact for applicant and (if applicable) parties to a partnership or joint venture	<input type="checkbox"/>	
	Scope of operations in New York	<input type="checkbox"/>	
	Minimum and maximum volume of units the Applicant seeks to serve with AHCP funding in specified metropolitan areas	<input type="checkbox"/>	
Experience and Relevant Qualifications	Current business, core capabilities, services and products offered, duration of business, and market reach	<input type="checkbox"/>	
	Resumes of project team's key leadership	<input type="checkbox"/>	
	Experience deploying broadband and in particular to affordable housing properties including current or past participation in broadband subsidy programs	<input type="checkbox"/>	
	Applicant's standard Building-Access Agreement or other similar agreement	<input type="checkbox"/>	
	Sample Service-Level and Building-Access Agreements utilized in past similar projects	<input type="checkbox"/>	
	Letter of intent for retail service (if applicable for owners of existing infrastructure or builders of infrastructure who will not provide service on the network)	<input type="checkbox"/>	

Application Content	Key Information & Documentation	Complete	Notes
Experience and Relevant Qualifications cont.	Experience with grants or loans for broadband deployment	<input type="checkbox"/>	
	(Optional) Letters of support from affordable housing owners or local/county governments	<input type="checkbox"/>	
	Past and current compliance with safety and labor regulations	<input type="checkbox"/>	
	History of responding to information requests from NYS Department of Public Service	<input type="checkbox"/>	
	Details of two similar past projects including anticipate variation for AHCP funded projects	<input type="checkbox"/>	
Financial Capability	Financial statements of the applicant, additional parties to a partnership or joint venture, and all principals of each company including, but not limited to: 1) Annual income and net worth (assets and liabilities) including a breakdown of liquid and non-liquid assets; 2) Certified financial statements; 3) Balance sheets; 4) Income statements and three (3) years of past tax returns (corporate or personal); 5) Letters of intent from potential partners or sponsors if applicable; and 6) Letters of recommendation from industry stakeholders	<input type="checkbox"/>	
Approach and Scope of Services	Plan to support the facilitation of open-access to the infrastructure	<input type="checkbox"/>	
	Details of customer service provisions	<input type="checkbox"/>	
Service Quality	Details of service quality, measures to safeguard privacy and cybersecurity, and adherence to net neutrality principles	<input type="checkbox"/>	
	Applicant's standard service-level agreement or proposed agreement for AHCP-funded projects	<input type="checkbox"/>	
	Services and products offered by the Applicant	<input type="checkbox"/>	
Workforce Development	Description of employee engagement strategy including diversity, equity, inclusion, and accessibility practices	<input type="checkbox"/>	
	Training, certification, and licensure requirements and programming for project employees including relevant partnerships with workforce development organizations, support services offered during programming/training, metrics for measuring success, and related internal controls and policies	<input type="checkbox"/>	
	Current or planned future efforts to support talent with wraparound services and/or stipends	<input type="checkbox"/>	
	Current or planned future workforce development strategies including job quality, maximizing local or regional workforce and diversifying the talent pipeline by engaging underrepresented and/or underserved individuals	<input type="checkbox"/>	
	Existing or planned future partnerships with external partners on developing workforce strategies	<input type="checkbox"/>	
	History of and commitment to workplace safety and training including plans for implementation of workplace safety committees	<input type="checkbox"/>	
	Current and planned future practices regarding public disclosure of workforce plans and labor commitments	<input type="checkbox"/>	
	(Optional) Communications with workers and worker representative organizations regarding labor laws, fair labor standards, formation of worker-led health and safety committees, and workforce development	<input type="checkbox"/>	

Application Content	Key Information & Documentation	Complete	Notes
Workforce Development cont.	(Optional) Letters of Commitment from partner organization(s) related to workforce training and development	<input type="checkbox"/>	
	Labor practices including union status of employees and current or planned future practices regarding using a directly employed or subcontracted workforce	<input type="checkbox"/>	