



ConnectALL

A Division of Empire State Development

Municipal Infrastructure Program (MIP)

Application Instructions and Checklist

Instructions

Applications for MIP must be submitted via New York State's web based [Consolidated Funding Application \(CFA\)](#) portal. The application is open as of January 22, 2024.

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 via email to MIP@esd.ny.gov using the subject line "MIP CFA Portal Inquiry".

Getting Started

1. Using latest version of an internet browser, visit <https://apps.cio.ny.gov/apps/cfa/> to create a CFA account
2. An email will be sent with a token number that is required for all future logins
3. Once logged into the CFA, create a "New Application" and name the project with the recommended naming convention "OrgName MIP Application"
4. Then "Proceed to Application", review the Technical Requirements and "Proceed to Next Page"
5. Select the "ConnectALL – Municipal Infrastructure Program" under Economic Development Programs and then click "Proceed with Application"

If you would like to view a complete list of MIP application questions, please visit <https://apps.cio.ny.gov/apps/cfa/help.cfm?section=programquestions>.

Navigating the CFA Portal

The CFA portal includes the following six tabbed segments:

1. **Programs:** This not-for-profit page is not applicable to MIP; please select "Proceed to Next Page"
2. **Location:** Please select the region in which the majority of the proposed project will be implemented
3. **Documents:** Items in **bold** in the checklist below must be submitted as attachments in this tab.
 - a. The maximum file size for attachments is 30MB
 - b. Multiple files for the same attachment question must be combined into a single .zip file
 - c. Acceptable file types include pdf, xls, xlsx, kml, kmz, zip, shp, shx, etc.
 - d. Files should be uploaded individually as uploading multiple attachments at once may generate errors
4. **Questionnaire:** This tab has the majority of the program specific questions. Applicants may toggle between the Documents and the Questionnaire tab in the process of completing the application
5. **Funding:** Please provide the total project budget and the MIP grant funds requested
6. **Review:** Please review the application responses in detail prior to submission. After the application has been submitted, it cannot be modified or amended

Ready to Apply Checklist

The following is a companion checklist for the MIP 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.

Bolded items must be submitted as attachments in the documents tab of the CFA application.

Application Content	Key Information & Documentation	Complete	Notes
Project Summary	Provide a summary of the key highlights of the project [Not to exceed two pages]	<input type="checkbox"/>	
Applicant Profile	Applicant organization (primary and parties to a partnership or joint venture, as applicable) name, type and details	<input type="checkbox"/>	
	Primary points of contact for applicant and of parties to a partnership or joint venture, as applicable	<input type="checkbox"/>	
	Expected infrastructure ownership structure	<input type="checkbox"/>	
	Roles and services provided by each party to the joint venture or partnership, as applicable	<input type="checkbox"/>	
	Operating model, specifying whether and how the infrastructure will be used by one or more internet service providers	<input type="checkbox"/>	
	Most recent financial statements (three years audited for Eligible Private Partner Applicants)	<input type="checkbox"/>	
	Managerial capability of the organization and team members	<input type="checkbox"/>	
Experience and Relevant Qualifications	Current staffing capacity	<input type="checkbox"/>	
	Experience in planning, project managing, delivering, and/or operating broadband or other forms of infrastructure	<input type="checkbox"/>	
	Ability to mitigate cost and timeline risks to deployment for aerial and/or underground construction	<input type="checkbox"/>	
	Compliance history, including experience with grants, following regulations, permitting, reporting, and responsiveness to information requests	<input type="checkbox"/>	
	Current or previous participation in the Affordable Connectivity Program (ACP) or other public subsidy programs	<input type="checkbox"/>	
	Base of operations and capability in New York State	<input type="checkbox"/>	
Approach and Scope of Services	Two case studies of relevant past work done by the Applicant or team, with preference to work conducted in New York State	<input type="checkbox"/>	
	Broadband infrastructure project description and the specific geography and locations it would service (the Project Areas)	<input type="checkbox"/>	
	List of existing Internet Service Provider(s) and services offered	<input type="checkbox"/>	
	List of locations the project will serve in “MIP Location Data” tab of the MIP RFA Templates file	<input type="checkbox"/>	
	Business model, including total miles, costs with financial assumptions, expected take-rates, revenue sharing, etc.	<input type="checkbox"/>	
	Project budget with a breakdown of costs using the “MIP Budget Template” tab of the MIP RFA Templates file	<input type="checkbox"/>	
	Plan to share the newly built network infrastructure	<input type="checkbox"/>	
	Project management plan with timelines clearly identifying the time to first connections and the time to project completion	<input type="checkbox"/>	
Project risk mitigation plan	<input type="checkbox"/>		

Application Content	Key Information & Documentation	Complete	Notes
Network Design	Complete or close to complete network design and architecture	<input type="checkbox"/>	
	Maps and address lists indicating the fiber routes and accompanying infrastructure (kmz or shapefiles)	<input type="checkbox"/>	
	Planned connections to existing publicly controlled middle mile and/or last mile infrastructure assets	<input type="checkbox"/>	
	Performance metrics of your proposed network, including the speeds, latency, average outage, network uptime, and existence of data caps or throttling	<input type="checkbox"/>	
Service Quality and Affordability	Services and products with pricing in the “MIP Service Tiers and Pricing” tab of the MIP RFA Templates file	<input type="checkbox"/>	
	Marketing plans	<input type="checkbox"/>	
	Customer service and support plans	<input type="checkbox"/>	
	Adherence to net neutrality principles	<input type="checkbox"/>	
	Measures and strategies to safeguard the privacy and cybersecurity of residents and end-users	<input type="checkbox"/>	
Digital Equity Impact, Workforce Development and Diversity Practices	Description of community engagement strategy including diversity, equity, inclusion, and accessibility practices	<input type="checkbox"/>	
	Current practices aligning with NYS “good job” definitions and safety standards	<input type="checkbox"/>	
	Current and planned future workforce training, certification, and licensure	<input type="checkbox"/>	
	Plan to achieve goal for MWBE (“Minority- and Women-Owned Business Enterprises”) participation	<input type="checkbox"/>	
	Intent to hire additional employees by updating the “MIP Workforce Development” tab of the MIP RFA Templates file	<input type="checkbox"/>	
Partner Commitments	Interest of one or more eligible partners and vendors to support the project	<input type="checkbox"/>	
	Letters of commitment from the Internet Service Providers (ISPs) to operate on the proposed network build, especially for the open-access infrastructure	<input type="checkbox"/>	
	(Optional) Letters of Commitment from partner organization(s) related to workforce training and development	<input type="checkbox"/>	
Certification Questions	Applicant acknowledgement of meeting all the requirements	<input type="checkbox"/>	