



ConnectALL

A Division of Empire State Development

ConnectALL Deployment Program - County Partnerships

Application Instructions and Checklist

Instructions

Applications for the ConnectALL Deployment Program - County Partnerships must be submitted via New York State's web based [Consolidated Funding Application \(CFA\)](#) portal. The application is open as of April 19, 2024.

Questions may be submitted via email to "ConnectALLDeployment@esd.ny.gov" using the subject line "County Partnerships RFA".

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 using the naming convention: "OrgName CountyPartnerships"
4. Then "Proceed to Application", review the Technical Requirements and "Proceed to Next Page"
5. Select the "ConnectALL – Deployment Program County Partnerships" option under Economic Development Programs and then click "Proceed with Application"

A complete CFA manual can be found at https://regionalcouncils.ny.gov/sites/default/files/2023-05/2023_CFA_Application_Manual.pdf. If you would like to view a complete list of County Partnerships RFA questions, please visit <https://apps.cio.ny.gov/apps/cfa/help.cfm?section=programquestions>. All application templates can be downloaded from <https://broadband.ny.gov/connectall-deployment-program-county-partnerships>.

Navigating the CFA Portal

The CFA portal includes the following six tabbed segments:

1. **Programs:** This not-for-profit page is not applicable to this RFA; 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. Please refer to the question text for preferred file formats for specific uploads
 - 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:** This funding page is not applicable to this RFA; please select "Proceed to Next Page."
6. **Review:** Select a point on the map within your county. 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 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. All application templates are available for download at <https://broadband.ny.gov/connectall-deployment-program-county-partnerships>.

Application Content	Key Information & Documentation	Complete	Notes
Applicant Profile, Experience, and Qualifications	Applicant County name and primary point of contact information	<input type="checkbox"/>	
	Organizational chart identifying all key personnel (including Designated Partner(s) personnel)	<input type="checkbox"/>	
	Resumes for all key personnel that demonstrate their relevant experience and qualifications	<input type="checkbox"/>	
	Designated Partner Details Template	<input type="checkbox"/>	
	Proposed grant funding arrangement with the Connect ALL Office and Designated Partner(s)	<input type="checkbox"/>	
	Experience with broadband planning and managing broadband and/or similar infrastructure deployment projects	<input type="checkbox"/>	
	Experience administering grant funds	<input type="checkbox"/>	
	Proposed project management approach	<input type="checkbox"/>	
County Selection Process	Process the County used to identify unserved and underserved locations	<input type="checkbox"/>	
	Process the County used to determine service areas	<input type="checkbox"/>	
	Solicitation and selection process timeline	<input type="checkbox"/>	
	Outreach conducted for solicitation	<input type="checkbox"/>	
	Request for Proposals or other solicitation document used to identify potential partners	<input type="checkbox"/>	
	List of entities who responded to the solicitation	<input type="checkbox"/>	
	Proposals submitted by the Designated Partner(s) that were selected	<input type="checkbox"/>	
	Justification for Designated Partner(s) selection	<input type="checkbox"/>	
Project Details and Technical Approach	Location List Template¹	<input type="checkbox"/>	
	Service Details Template	<input type="checkbox"/>	
	Project's alignment with Minimum Performance and Network Design Requirements	<input type="checkbox"/>	
	Operational terms for the network(s) to be deployed	<input type="checkbox"/>	
	Project deployment timeline	<input type="checkbox"/>	
	MWBE participation approach	<input type="checkbox"/>	

¹ Note: The template available for download on the ConnectALL website is a generic/blank version of this template. Once you create your application in the CFA portal, ConnectALL will email you a version of the template that has been pre-populated with the unserved and underserved location IDs for your county. This is the version you should submit with your application. If you have not received the template within three days of creating your application in the portal, please email ConnectALLDeployment@esd.ny.gov.

Application Content	Key Information & Documentation	Complete	Notes
Program Alignment and Compliance	MWBE Utilization Plan	<input type="checkbox"/>	
	Program Alignment Checklist	<input type="checkbox"/>	
	Conditions, policies, and/or requirements that the County would incorporate into its forms of agreement in addition to those described in the WIRED Broadband Act and the Initial Proposal, Volume II	<input type="checkbox"/>	
	Waiver Request Template	<input type="checkbox"/>	
Funding Request	Funding Request Template	<input type="checkbox"/>	
Disclosures and Acknowledgment of Requirements	Complete all certifications and disclosure questions	<input type="checkbox"/>	