

Affordable Housing Connectivity Program (AHCP) Section Two Application

Instructions: Applications for the AHCP must be submitted in a two-step process through New York State’s web-based Consolidated Funding Application (CFA). Only applicants with eligible or conditionally eligible Section One applications can submit AHCP Section Two applications.

Getting Started: Visit <https://apps.cio.ny.gov/apps/cfa/> to log in to your CFA account. Once logged into the CFA, select the appropriate program to begin your application.

Navigating the CFA Portal: The portal includes six tabbed segments. After selecting the relevant AHCP Section Two program that includes the name of the portfolio you are applying to, 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 those two tabs in the process of completing their application. The “Funding” tab is not applicable for AHCP Section Two. 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 Two application to ensure all critical information has been prepared and submitted. It is not a substitute for completing the application. Items in **bold** must be submitted as attachments under the Documents tab of the CFA. The maximum file size for attachments is 30MB and multiple files must be combined into a single .pdf, .jpg, or .zip file. On the Attachments page, click “Upload File” after every single attachment for it to save. Files should be uploaded one at a time. Uploading attachments for multiple questions at once may produce a webpage error.

Application Content	Key Information & Documentation	Complete	Notes
Applicant Profile	Name of Applicant Organization	<input type="checkbox"/>	
	Section One CFA Number	<input type="checkbox"/>	
Threshold Questions	Confirmation of Section One Application and Conditional Eligibility	<input type="checkbox"/>	
	Confirmation that the portfolio is in a geographic area selected in the applicant’s Section One Application	<input type="checkbox"/>	
	Confirmation that project will meet minimum project requirements	<input type="checkbox"/>	
Experience and Relevant Qualifications	AHCP Workforce Development and Salary Schedule Template	<input type="checkbox"/>	
	Project Organizational Chart	<input type="checkbox"/>	
	Organization Corporate and/or Ownership Structure	<input type="checkbox"/>	
	Explanation for how applicant will staff the project to ensure timely completion	<input type="checkbox"/>	

	Verification of the time to complete example Projects 1 and 2 from Section One Application	<input type="checkbox"/>	
Approach and Scope of Services	AHCP Financial Template	<input type="checkbox"/>	
	Documentation for Sources of Capital	<input type="checkbox"/>	
	Three (3) years of Certified Financial Statements	<input type="checkbox"/>	
	Description of the infrastructure and technology types to be used, including internal wiring in buildings and materials/equipment needed (If applicable: last-mile infrastructure plans, details for connection to fiber owned/operated by another entity, description of the use of existing network infrastructure within the portfolio's geographic area)	<input type="checkbox"/>	
	List of all infrastructure to be acquired or built, including last mile fiber, conduit, pole attachments and towers	<input type="checkbox"/>	
	Description of features that will ensure the continued operation of the system during severe weather and over an extended duration	<input type="checkbox"/>	
	Projected schedule for achieving 50% and 100% connectivity from the start of construction	<input type="checkbox"/>	
	Description of plans to minimize environmental and construction impacts to homeowners and residents	<input type="checkbox"/>	
	Explanation of financial assumptions, methodology for cost estimates, and plans to ensure reasonable and competitive construction costs	<input type="checkbox"/>	
Network Design	Detailed network diagrams	<input type="checkbox"/>	
	Detailed logical diagram showing major interconnection points, interfaces, and speeds on all links	<input type="checkbox"/>	
	Map of proposed network routes (shapefile or .kmz)	<input type="checkbox"/>	
	Description of network architecture and design, including active and passive elements, connectivity to the internet backbone, service speeds, and latency	<input type="checkbox"/>	
	Description of technology type and rationale for design choices. Detailed construction methodology for deploying fiber if applicable, including aerial and underground conduit installation, fiber cable types, and expected make-ready work on poles	<input type="checkbox"/>	
	Description of public ownership or control of the project, including involved public entities, percentage share, timeline, and additional terms	<input type="checkbox"/>	
	Description of the fiber deployment plan, if applicable, including where fiber runs in the public right-of-way, to customer premises, and how strands are allocated to individual customers	<input type="checkbox"/>	
Workforce Development	Details on the applicant's workforce including unionization status, job titles for the anticipated workforce, employing entity, and safety training requirements	<input type="checkbox"/>	

	Response to whether the applicant intends to hire additional employees if selected as a grantee. If so, describe staffing and hiring estimates, intended benefits, overtime practice, and any required skills	<input type="checkbox"/>	
	Details on partnerships with workforce training organizations, plans to maximize the use of the local or regional workforce, and how the applicant will meet MWBE requirements	<input type="checkbox"/>	
	Description of the applicant's experience with federal labor standards compliance, including compliance status for the last three years, and resolution of any non-compliance violations	<input type="checkbox"/>	
	Outline of the applicant's experience with New York State labor standards compliance, including compliance status for the last three years, and resolution of any non-compliance violations	<input type="checkbox"/>	
Certification Questions	Funding Assurance	<input type="checkbox"/>	
	Compliance Acknowledgement	<input type="checkbox"/>	
	Legal and Financial Certifications	<input type="checkbox"/>	