



NEW YORK  
STATE OF  
OPPORTUNITY™

ConnectALL

A Division of Empire State Development

## Regional and Local Assistance Program

### Application Instructions and Checklist

#### Instructions

Applications for the Regional and Local Assistance Program must be submitted via New York State's web based [Consolidated Funding Application \(CFA\)](#) portal. The application is open as of June 17, 2024.

Questions may be submitted via email to "RLA@esd.ny.gov" using the subject line "Regional and Local Assistance 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 RLA"
4. Then "Proceed to Application", review the Technical Requirements and "Proceed to Next Page"
5. Select the "ConnectALL - Regional and Local Assistance Program" 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](https://regionalcouncils.ny.gov/sites/default/files/2023-05/2023_CFA_Application_Manual.pdf). If you would like to view a complete list of Regional and Local Assistance CFA questions, please visit <https://apps.cio.ny.gov/apps/cfa/help.cfm?section=programquestions>. The Funding Request Template can be downloaded from <https://broadband.ny.gov/regional-and-local-assistance>.

#### 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/regional-and-local-assistance>.

Application Content	Key Information & Documentation	Complete	Notes
Funding Request	<b>Completed Funding Request Template and accompanying documentation (<i>read instructions in template carefully</i>)</b>	<input type="checkbox"/>	
Letters of Support	<b>Letters of Support</b>	<input type="checkbox"/>	
Applicant Profile, Experience, and Qualifications	<b>Organizational chart identifying all key personnel</b>	<input type="checkbox"/>	
	<b>Resumes for all key personnel that demonstrate their relevant experience and qualifications</b>	<input type="checkbox"/>	
	Applicant organization name and primary contact information	<input type="checkbox"/>	
	Proposed grant funding arrangement with ConnectALL	<input type="checkbox"/>	
	Experience with broadband planning, infrastructure deployment, and/or digital equity coordination projects	<input type="checkbox"/>	
	Experience administering grant funds	<input type="checkbox"/>	
Approach and Scope	Identify application as Planning or Capacity grant	<input type="checkbox"/>	
	Areas in which the proposed project builds capacity	<input type="checkbox"/>	
	Project plan and estimated timeline	<input type="checkbox"/>	
	Capacity gap the applicant faces	<input type="checkbox"/>	
	Capacity resources the applicant needs to address the capacity gap	<input type="checkbox"/>	
	Work done by the applicant or others to address the capacity gap	<input type="checkbox"/>	
	Interest of any partners or vendors to support the project	<input type="checkbox"/>	
	How capacity resources will be sustained beyond the term of the grant	<input type="checkbox"/>	
Impact	Project area geography and needs	<input type="checkbox"/>	
	How the applicant is positioned to share project findings and outcomes	<input type="checkbox"/>	
	Extent to and ways in which the project will address broadband barriers and/or opportunities for Digital Equity Act Covered Populations (listed in Appendix A of the Request for Applications)	<input type="checkbox"/>	
Disclosures and Acknowledgment of Requirements	Complete all certifications and disclosure questions	<input type="checkbox"/>	