Connectivity Innovation - Mobile Service Request for Applications (RFA)

Application Instructions and Checklist

Instructions

Applications for the Connectivity Innovation – Mobile Service Request for Applications (RFA) must be submitted via New York State's Consolidated Funding Application (CFA) portal. The application is open as of April 11, 2025. Applications are due by 11:59 PM Eastern Time on June 17, 2025.

Questions may be submitted via email to "wireless@esd.ny.gov" using the subject line "Connectivity Innovation – Mobile Service Request for Applications (RFA)"

Getting Started

1. Using the 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_Project Area ID #_Deployment Program"
4. Then "Proceed to Application", review the Technical Requirements and "Proceed to Next Page"
5. Select the "ConnectALL – Deployment Program" option under Other NYS 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. Applicants can download a complete list of Deployment Program Application questions at https://apps.cio.ny.gov/apps/cfa/help.cfm?section=programquestions. All application templates can be downloaded from https://broadband.ny.gov/connectivity-innovation-program.

Navigating the CFA Portal

The CFA portal includes the following six tabbed segments:

1. **Programs**: The application begins with threshold questions to determine Program eligibility. Select "Proceed to Next Page" to continue.
2. **Location**: Select the region your project is located in.
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 and naming conventions for specific uploads
    d. Files should be uploaded individually as uploading multiple attachments at once may generate errors
    e. Note that some attachment questions are only required based on certain answers to questions in the Questionnaire section; Applicants may toggle between the Documents and Questionnaire tabs as needed while completing the application

4. **Questionnaire**: This tab has the majority of the Program-specific questions. Note that answers to some questions in this section will require accompanying attachments to be uploaded to the Documents section of the application; Applicants may toggle between the Documents and Questionnaire tabs as needed while completing the application.
5. **Review**: Select a point on the map located within your project area. 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/connectivity-innovation-program.

Application Section	Key Information & Documentation	Complete	Template Provided	Notes
Applicant Profile	Entity name; Applicant Organization Legal Name; contact and identifying information	☐		
	Contact information, alternate contact information	☐		
	Applicant ID # Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, NYS Vendor Identification Number (SFS),Employee Identification Number (EIN),Unique Entity Identifier (UEI)	☐		
Attachments	Organizational Chart	☐		
	Project Personnel Resumes	☐		
	Network Design / coverage maps	☐		
	Documentation of project maturity	☐		
	Budget and Network information template	☐		
	3 years of audited/certified financial statements	☐		
	Sample lease or other real estate agreements	☐		
	Letters of Support			
Project Identification	Project Name	☐		
	Project information	☐	✓	
Managerial Capability	Prior experience	☐		
	Prior Community engagement	☐		
	Prior Grant Administration Experience	☐		
Approach and Scope	Project Details and Technology description	☐		
	Mobile Network Coverage Gap information	☐		
	Current State of Project Development	☐		
	New technology or new use of existing technology	☐		
	Scalability of the project	☐		
	Accomodation of multiple network operators	☐		

Application Section	Key Information & Documentation	Complete	Template Provided	Notes
	Description of existing land use and general character	☐		
	Identification of federal, state and local permitting required.	☐		
	Long term Business Plan	☐		
	Timeline to Operation	☐	✓	