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 for Round 2 is open as of September 29, 2025.

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. 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	**Completed Funding Request Template and accompanying documentation *(read instructions in template carefully)***	☐	
Letters of Support	**Letters of Support**	☐	
Applicant Profile, Experience, and Qualifications	**Organizational chart identifying all key personnel**	☐	
	Resumes for all key personnel that demonstrate their relevant experience and qualifications	☐	
	Applicant organization name and primary contact information	☐	
	Proposed grant funding arrangement with ConnectALL	☐	
	Experience with broadband planning, instrastructure deployment, and/or digital equity coordiation projects	☐	
	Experience administering grant funds	☐	
Approach and Scope	Identify application as Planning or Capacity grant	☐	
	Areas in which the proposed project builds capacity	☐	
	Project plan and estimated timeline	☐	
	Capacity gap the applicant faces	☐	
	Capacity resources the applicant needs to address the capacity gap	☐	
	Work done by the applicant or others to address the capacity gap	☐	
	Interest of any partners or vendors to support the project	☐	
	How capacity resources will be sustained beyond the term of the grant	☐	
Impact	Project area geography and needs	☐	
	How the applicant is positioned to share project findings and outcomes	☐	
	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)	☐	
Disclosures and Acknowledgement of Requirements	Complete all certifications and disclosure questions	☐	