



Federal Funding Account Application Checklist

This document summarizes materials required for a Federal Funding Account application. When ready, applicants may register to the [Broadband Grant Portal](#) and work on applications, save and return to applications, prior to submitting. Applicants must complete the entire application and submit the following required documents through the Broadband Grant Portal. Fields that require applicants to upload documents and templates provided by the California Public Utilities Commission (CPUC) are noted in italics. All other information must be entered by the applicant.

Each project area will require a single application. Each item below represents a section of the application requirements in [Decision 22-0-055, Appendix A: Federal Funding Account Program Rules and Guidelines](#).

1 – Project Summary (Public)

- Applicants must include the following information:

1. Organization name
2. Contact person
3. Project location
4. Federal Funding Account grant requested and total project cost
5. Project type: Last-Mile, Middle Mile, or Hybrid Last-Mile/Middle Mile
6. Map of project area
7. Project area's median household income.
8. Number of businesses, anchor institutions, and public safety locations in the project area that will receive new or improved service
9. Number of unserved households the project will serve
10. Number of mass-market unserved locations in the project area
11. Maximum Mbps downstream and upstream speed currently offered to households
12. Maximum Mbps downstream and upstream speed upon project completion
13. Locations to be passed in the project area
14. Expected number of customers/subscribers in the project area upon project completion
15. Description of the major infrastructure to be deployed
16. Estimated breakdown of aerial, buried, and underground installation
17. Major equipment expenses
18. Estimated project plan with major milestones and construction timeline

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19. Description of proposed broadband project plan, including the type of technology to be provided in the proposed service areas
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Communications Division will post the Project Summary on the CPUC website.

2 – Applicant Entity Information

- Unique Entity Identification number issued by the [U.S. General Services Administration](#)
- Federal Employer Identification Number or Taxpayer Identification Number
- Documentation demonstrating the term, legal, procedural, and financial relationships of a partnership.
- Certificate of good standing issued by the California [Secretary of State](#)
- Organizational chart, company history, and statement of readiness to build, manage, and operate broadband
- Key contact information
- Key company officers (*document upload*)

3 – Description of the Applicant’s Current Broadband Infrastructure and Existing Infrastructure in the Area

- Description of the applicant’s current broadband infrastructure and service within five miles of the proposed project.
- Description of other providers’ infrastructure within the project area which can be leased, purchased, or accessed via interconnection, including the statewide Middle Mile network.

4 – Project Location Data

- Geographic location of broadband serviceable fabric locations. (*template upload*)
- Geographic location of the project related key network equipment served by the proposed project. (*template upload*)
- High-level design submitted as a kmz file, kml file, or shapefile. For more information review [Guidelines for Submitting Project Location Data](#). (*document upload*)
- Project locations in a High Fire Threat District.

5 – Median Income Data

- Median household income of the project area. Census Block group level data can be obtained from the [Federal Funding Account Round 2 Public Map](#) or the [California Interactive Broadband Map](#).

6 – Project Eligibility

- If applicants are proposing to change the status of served locations they should provide evidence to support the claim including state collected broadband speed tests, CalSPEED tests, data from other platforms such as Ookla test data, qualitative information, or other available data. (*document upload*)

7 – Deployment Schedule

- List of necessary permits for construction.
- Schedule for obtaining permits.

- Schedule for project construction following receipt of permits to complete the project within 24 months, or within 18 months if the projects categorically exempt from the California Environmental Quality Act (CEQA). The schedule needs to identify and describe construction milestones and include start and end dates for each milestone. (See [Decision 22-04-055, Appendix A: Federal Funding Account Program Rules and Guidelines](#), Section 18 Construction Phase.) (*document upload*)

8 – Proposed Project Expenditures

- Estimated Direct Costs (*template upload*)
 - Middle mile and last mile infrastructure costs must be separated.
 - Equipment broken out by category (buildings, poles, network and access equipment, operating equipment, customer premise equipment, materials) and the type of equipment (new building, prefabricated building, rehabilitation of existing building, poles, modification of poles, broadband switching equipment, cable, etc.).
- Estimated Indirect Costs (*template upload*)
 - Expenses for equipment repair and maintenance and facilities, utilities, rent of equipment and facilities, administrative costs, indirect materials and supplies, insurance on equipment and machinery, indirect labor and contract supervisory wages, and production period interest expense.

9 – Letter of Credit Requirement

- Letter of credit covering the full requested Federal Founding Account funding amount (*document upload*)
 - Required for applicants that are not local governments, tribal government, or Certificate of Public Convenience and Necessity holders.
 - Must meet the following criteria:
 - a. Irrevocable;
 - b. Covers the full Federal Funding Account grant amount issued to the applicant; and
 - c. Valid throughout the entire project construction period.

10 – Pricing Commitment

- Monthly service subscription rates to be offered to all consumers
- Monthly service level subscription rates that cannot be raised for five or ten years
- Specify any commitments and/or requirements that the customer must accept in order to receive equipment, such as return of equipment.
- Any broadband plan(s) for low-income customers detailing prices
- Commitment to participate in the successor to the Federal Communications Commission's Affordable Connectivity Program (ACP) or offer an equivalent service plan for the life of the ACP
- Offer California LifeLine and/or federal Lifeline service for a minimum of five years after project completion
- Offer a plan that bundles Lifeline voice and broadband services
- If applicant is electing to provide a low-cost broadband plan for the life of the infrastructure, the plan must:
 - Offer speeds that are sufficient for households with multiple users to simultaneously telework and engage in remote learning, which is defined as 50/20 Mbps.

- Not include data usage caps
- Not be more than \$40 per month (may be adjusted in accordance with the Consumer Price Index)
- Not charge for installation or setup
- Provide a free modem or router
- Not require a minimum term
- These requirements may be waived or modified in the future.
- Grant recipients also may submit a request to the Communications Division to waive or modify these requirements in the future.
- Applicants requesting funding for middle-mile infrastructure must submit open access offerings including tiered pricing structures and the standard terms and conditions that will be available to entities requesting interconnection.

11 – Marketing/Outreach Plan

- Marketing and outreach plans that encourage subscriptions for service during the pricing commitment period. (*document upload*)

12 – Government and Community Support

- Letter(s) of support or endorsement(s) from state and local governments, community groups, and anchor institutions. (*document upload*)

13 – Funding Sources

- Identify all project funding sources such as loans, bonds, financial contributions of the provider, and other sources.
- Explain how project expenses will be paid prior to reimbursement.
- Applicants proposing to combine Federal Funding Account funds with funds from a separate broadband grant program must explain how Federal Funding Account funds would address an identified need for additional broadband investment that is not met by existing federal or state funding commitments.
- Whether a Local Agency Technical Assistance grant was awarded in the project area.

14 – Financial Qualifications

- Certified Public Accountant audited financial statements for the last three years (*document upload*)
- Pro forma financial forecast for a five-year period, including a list of assumptions supporting the forecast (*document upload*)
- Five-year annual earnings before income and tax (projection) (*document upload*)

15 – Project Viability

- Five-year projection of business plan showing profitability, revenues, and expenses, as well as changes in subscriptions and service rates, and charges through the pricing commitment period and the period thereafter, for years three through five, as applicable. (*document upload*)
- Data and other information to support the take rate used for the five-year projection.

16 – Providing Voice Service

- Availability of voice service that meets California and Federal Communications Commission requirements for 9-1-1 service.
- Location(s) of Public Safety Answering Points (PSAP) in the project area or name of the service provider(s) responsible for delivering the 9-1-1 call.
- Number of location(s) in the network within the project area that requires power back-up.
- Locations with power backup and the storage capacity per location.
- Deployment plans for applicable Federal and state requirements for battery back-up.

17 – CEQA Attestation

- Fill out the [CEQA questionnaire](#) in the Broadband Grant Portal, which includes responding to questions and uploading documents such as a detailed map showing terrain characteristics and proposed infrastructure, photos, preliminary design, etc. For additional information go to: <https://www.cpuc.ca.gov/ceqa>

18 – Affidavit

- An affidavit affirming, under penalty of perjury, all statements and representations made in the application submitted are true and correct. (*document upload*)
 - For a template, see [Decision 22-04-055, Appendix A, Attachment A: Federal Funding Account Program Rules and Guidelines](#).

19 – Request for Confidentiality of Information

- Confidentiality declarations and other documents supporting the request, pursuant to General Order 66-D. (*document(s) upload*)

Application Submission

If applicants need to modify their applications after submission, they will need to contact the CPUC at federalfundingaccount@cpuc.ca.gov.