



Federal Funding Account

Quarterly Report Guidance and Frequently Asked Questions

Issue Version May 2026

This document is periodically updated to provide guidance on the reporting process and address grantee questions. The May 2026 update includes the addition of a new section, "Instructions for Submitting Completion Reports." This section addresses reporting issues specific to completed projects. Questions regarding quarterly reports can be directed to broadbandcaseworkers@cpuc.ca.gov.

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GUIDANCE FOR AWARDEES ON SUBMITTING QUARTERLY REPORTS

The last mile Federal Funding Account program is funded from the California State General Fund and the federal Capital Projects Fund. This guidance document provides clarification for Federal Funding Account awardees on information that must be submitted on a quarterly¹ basis. All awardees, regardless of funding source, must submit quarterly reports in compliance with federal rules. The below sections include instructions on the quarterly report, the location data template, and Frequently Asked Questions about the required reporting.

Federal Funding Account awardees should follow the guidance below in preparing and submitting the quarterly reports in the [Broadband Grant Portal](#).

Instructions for Specific Quarterly Report Questions

The following provide instructions for specific questions in the quarterly report, which are identified in the parenthesis.

1. **Questions denoted with a red asterisk (*)** in the report are required and a response must be provided.
2. **Projected Construction Start Date (Question 11)**: Provide the estimated date the project's construction activities will begin. This should be the date environmental permitting clearance under the California Environmental Quality Act is approved.
3. **Projected Construction Completion Date (Question 12)**: Provide the estimated date the project's construction activities will be complete. These dates should be the same as the construction progress report information including the submission of completion photos, as-builts, and reports for completed sections. (See [Post-Award Required Reporting Checklist](#)).
4. **Projected Initiation of Operations (Question 13)**: Provide the estimated date that the project will be substantially complete.
 - a. A project is substantially complete when construction reporting documentation has been submitted to show a path is complete for data to travel from the Optical Line Terminal to a right of way outside of last mile location(s).

¹ Quarterly reports submitted for the period April through June include annual report information for the previous fiscal year (July 1 of the previous year through June 30 of the current year).



- b. Awardees should provide samples of performance testing consistent with Federal Communications Programs where last mile connections are reported at the time of substantial completion (see [Performance Measures Testing - Universal Service Administrative Company](#)).
- c. Additional specific guidance on substantial completion will be provided.

- 5. Total Planned Locations (Questions 28a-31a):** For this series of questions, awardees submit information on planned locations that will be served for projects in progress (i.e., not completed).
- a. For Questions 28a, provide the total number of locations intended to be served by the project. This number should equal the total number of records submitted in the [Broadband Location Data Template](#).
- 6. Total Actual Locations (Questions 28b-31b):** Provide the actual locations served for projects that are completed. This set of questions is only relevant to completed projects.
- 7. Broadband Location Data Template:** Awardees must use the [Broadband Location Data Template](#) to provide project location data with each quarterly report. The total number of records reported in the template must equal the number reported in response to Question 28a. The template is available in the [Broadband Grant Portal](#) and at [Federal Funding Account Awardee Resources](#). All required fields must be completed or the quarterly report submission will be considered incomplete.
- 8. Total Number of Funded Locations Served by Type (Questions 33a-36a):** Provide the types of locations served for the reporting categories: residential locations, residential total housing units, business locations, and community anchor institutions.

Instructions for Submitting Completion Reports

This section provides guidance on how to submit a completion report when a Federal Funding Account awardee is ready to report a project as completed. There are three main components to a completion report described in the following sections.



1. Narrative

An awardee can report a project as “completed” in the Broadband Grant Portal by choosing the “completed” option in response to Question 10 “Project Status.” This prompts the awardee to respond to additional questions about the project.

When a project is in progress, questions typically ask for the “planned” values. However, when a project is marked as completed, several questions will also ask for the “actual” values in addition to the planned values. For these questions, awardees should fill in both the planned and the actual values. Planned values will typically carry over from a previous report when the project was in progress. Actual values should reflect the true value of what was deployed.

Responses to questions asking for actual values are required. If an awardee does not provide actual values on a project marked as completed, the report will be returned to the awardee.

Note the following questions for projects marked as completed:

- Question 28b asks for total number of actual locations served. The response should match the total number of records reported in the Broadband Location Template submitted in response to question 40.
- The sum of the responses to questions 30b and 31b should equal the response to question 28b.
- The sum of the responses to questions 33b, 35b, and 36b should equal the response to 28b.

2. Broadband Locations Template (Question 40)

The quarterly report requires an awardee to submit a Broadband Locations Template in each quarterly report. For complete guidance on filling out this template, see “Guidance on the Broadband Location Data Template” in this document. Once the project is reported as complete, awardees must fill out this template and fill out columns M, O, and P in addition to the columns denoted as required. The values in these columns should be the true test-verified speeds at a given location. The recorded speed must be rounded to the nearest integer and represented in Mbps. If speed testing cannot be performed at a location, provide the highest theoretical speed the equipment can provide.

- **Column M: Maximum Download Speed Delivered at Location Post-Investment**
When a project is reported as complete in the quarterly report, enter the actual delivered download speed per location confirmed by speed tests. The speed must be entered in Mbps and rounded to the nearest integer.



- **Column O: Maximum Upload Speed Delivered at Location Post-Investment**

When a project is reported as complete in the quarterly report, enter the actual delivered upload speed per location confirmed by speed tests. The speed must be entered in Mbps and roundest to the nearest integer.

- **Column P: Latency Delivered at Location Post-Investment**

When a project is reported as complete in the quarterly report, enter the measured latency at each location. The speed must be entered in Mbps and roundest to the nearest integer.

Speed Testing Protocols: Please perform OTDR traces from the terminal (closest ROW point to the subscriber) back to the OLT. These traces must be provided for every fiber strand. This allows us to validate that the distribution network is capable of delivering speeds, regardless of how many subscribers are online, what services were purchased, or the state of their middle mile connection.

Reporting of speed and latency measurements should be conducted using testing standards and protocols consistent with those established and used by the Federal Communications Commission in multiple contexts, including the Connect America Fund (CAF) and the Rural Digital Opportunity Fund (RDOF), or those established and used by the U.S. Department of Agriculture in multiple contexts, including the ReConnect program. In addition to demonstrating that the speed requirements are met, network latency measurements during testing windows should fall at or below 100 milliseconds round-trip time. This approach ensures a connection that supports reasonably foreseeable real-time applications.²

3. Speed Tier and Pricing Template (Question 38)

When a project is marked as completed, an updated [Speed Tier and Pricing Template](#) must be submitted with the following information:

- Speed tiers offered – each speed tier of broadband service offered by the project
- Type of service – whether the service is a residential, business, or other package
- Base price – the corresponding non-promotional price for each tier of service
- Associated fees – one-time and monthly recurring fees associated with each tier of service.

Have a question on the quarterly report? Contact the Broadband Caseworkers at broadbandcaseworkers@cpuc.ca.gov.

² [Capital Projects Fund Project and Expenditure Report User Guide](#) (Pg. 31). Published by U.S Department of the Treasury.



GUIDANCE ON THE BROADBAND LOCATION DATA TEMPLATE

Federal Funding Account awardees must submit project location data using the [Broadband Location Data Template](#) in response to question 40a in the quarterly report. Awardees should follow the guidance below to fill out the template.

Prior to project completion, awardees should use the template to report locations to be served by the project. The total number of locations reported in the template must equal the response to Question 28a. Once a project is reported as complete in the quarterly report, awardees should use the template to report actual locations served by the project.

Items to note for the Broadband Location Data Template:

- Do not change the cell formatting in the template.
- Do not reformat the template.
- All data should be entered as text or numeric values.
- Save the template as .xlsx, rename the file as needed.
- Optional columns may be left blank but can be completed if desired.
- Required columns must be completed as specified in the instructions below.
- Conditional columns need only be entered based on the condition specified in the template. Some conditional columns (Columns M, O, and P) may remain unfilled while the project is in progress. Once the project is reported as complete in the quarterly report, awardees must enter information for these conditional columns.

1. Column A (Optional): Field Name

The location address may be entered in this column. If included, only enter the street address and remove any commas or periods.

2. Column B (Optional): Location Name

Identifies the location record and is only used for updating existing locations. Enter the provided location name formatted as LOC-XXXX. This column is only relevant for projects funded with Capital Project Funds.

3. Column C (Required): Fabric ID Number

The "Fabric ID" is a unique identifier from the Broadband Serviceable Location Fabric. Enter the Fabric ID of the location with a maximum of 20 characters. A Fabric ID per location is required in this column. There should be no duplicate Fabric IDs. If a location is a multiple dwelling unit (MDU), enter the Fabric ID once and list in Column J, the number of units in the MDU.



4. Column D (Required): Location Latitude

Enter the latitude of the project location where service will be installed and use GPS readings when possible. The location latitude should contain at least six decimal places (e.g., 34.000847).

5. Column E (Required): Location Longitude

Enter the longitude of the project location where service will be installed and use GPS readings when possible. The location longitude should contain at least six decimal places (e.g., 118.054989).

6. Column F (Required): FCC Issued Provider ID Number

Enter the 6-digit FCC Issued Provider ID of the internet service provider that will offer service for the project. This number should not be confused or replaced with the Federal Registration Number (FRN).

7. Column G (Required): Technology Type at Location

Enter the technology type that will be offered once the project is complete. Select one of the following technologies:

- Fiber
- Coaxial Cable
- Terrestrial Fixed Wireless
- Other (if chosen, awardee must complete column H)

8. Column H (Conditional): If Other, Specify

If *Other* is entered for a location in Column G, briefly describe the technology.

9. Column I (Conditional): Location Type

If a Fabric ID cannot be identified for a location in Column C, enter the location type using one of the following options.

- Residential
- Business
- Community Anchor Institutions (CAI)

10. Column J (Conditional): Housing Units at Location

Enter the number of housing units for locations identified as *Residential* in Column I. Leave blank for locations identified as *Business* or *Community Anchor Institution*.



11. Column K (Required): Speed Pre-Investment

Enter the broadband speed available at each location prior to the project offering service. Select one of the following options:

- Below 25/3 Mbps
- 25/3 Mbps or greater but than 100/20 Mbps
- Greater than 100/20 Mbps

For each location, speeds at the time of the award should be reported. The [FCC National Broadband Map](#) is a resource to obtain broadband speeds data.

12. Column L (Required): Maximum Download Speed Offered at Location Post-Investment

Enter the maximum advertised download speed that will be offered after project completion. Enter numeric values only in Megabits per second (Mbps). That is, 1 Gigabit per second speed must be entered as "1000" without any words or letters.

13. Column M (Conditional): Maximum Download Speed Delivered at Location Post-Investment

Leave this column blank while a project is in progress. When a project is reported as complete in the quarterly report, enter the actual delivered download speed per location confirmed by speed tests.

14. Column N (Required): Maximum Upload Speed Offered at Location Post-Investment

Enter the maximum advertised upload speed that will be offered after project completion. Enter numeric values only in Megabits per second (Mbps). That is, 1 Gigabit per second speed must be entered as "1000" without any words or letters.

15. Column O (Conditional): Maximum Upload Speed Delivered at Location Post-Investment

Leave this column blank while a project is in progress. When a project is reported as complete in the quarterly report, enter the actual delivered upload speed per location confirmed by speed tests.

16. Column P (Conditional): Latency Delivered at Location Post-Investment

Leave this column blank while a project is in progress. When a project is reported as complete in the quarterly report, enter the measured latency at each location.



QUARTERLY REPORT FREQUENTLY ASKED QUESTIONS

The following Frequently Asked Questions document is intended to provide guidance on the submission of quarterly reports and requirements set forth in the California Public Utilities Commission Decision (D.) 22-04-055, Appendix A and 2 CFR Part 200. The answers provided here are informational only and do not modify the requirements set forth in the program rules or award documents. Further questions may be sent to:

broadbandcaseworkers@cpuc.ca.gov.

Project Construction and Completion Dates

1. What is the difference between projected and actual construction start dates?

- A. The construction start date is the date a project has permission to start construction from the California Public Utilities Commission (and can incur construction expenses). This is generally when a project receives environmental permitting clearance (such as under the California Environmental Quality Act).

The projected start date is the estimated date an awardee anticipates work on the project to begin.

The actual start date is the date work started on the project. The start of the project may only begin after the project was approved by the Commission and may include confirming project design, applying for permits, and hiring consultants.

2. What is the difference between projected and actual construction completion dates?

- A. The projected completion date is the date when construction is expected to be completed.

The actual completion date is the date on which construction was completed.

Construction completion should align with construction progress report information including the submission of completion photos, as-builts, and reports for completed sections. (See [Post-Award Required Reporting Checklist](#)).

3. Are CEQA approvals considered part of construction activities?

- A. CEQA activities are not considered part of construction, and approvals/disposition must be formally received before construction activities begin.



4. What does it mean to initiate operations for a project?
 - A. Operations begin when the first customer has been offered service, which must be initiated within 10 days of the customer requesting service.

Best Practices for Submitting Project Location Data

5. What should an awardee do if the project location data changes?
 - A. If project location data changes because the scope of the project is changing from the original award, please review the [Administrative Manual](#) and consult with your assigned Federal Funding Account Analyst.
6. What is the difference between locations planned to be served and locations served?
 - A. Locations “planned to be served” are the part of the project, planning, design, and construction that have not yet been offered service but are planned in the project. Locations “served” are those that have been offered service in the project.

This item requests data on locations offered or provided service by the grant project. The term “served” does not relate to data or claims by other providers to the location.

7. Do planned locations (locations not yet offered service) need to be reported?
 - A. Yes, locations that are planned to be served in the project area must be reported in response to Question 28a and Question 40.
8. The project contains multiple dwelling units (MDUs). How should these be reported?
 - A. Projects should report broadband serviceable locations in the quarterly report and the units separately. The fabric location ID(s) should be reported in Column C (Fabric ID Number) and the number of units in the multiple dwelling unit should be reported in Column J (Housing Units at Location) in the Broadband Location Data Template.

Broadband Location Data Template

9. Where can I find the Broadband Location Data Template?
 - A. The template can be downloaded from the [Broadband Grant Portal](#) and the [Federal Funding Account Awardee Resources](#) webpage under “Reporting.”



- 10.** What if a location ID cannot be found for a project location?
- A. The latitude/longitude coordinates should be provided in columns D and E and address can be provided in column A of the [Broadband Location Data Template](#).
- 11.** Do the number of locations reported in the [Broadband Location Data Template](#) have to match the narrative in the quarterly report?
- A. Yes, the total number of records reported in the Broadband Location Data Template must equal the number reported in response to Question 28a of the narrative quarterly report.

Speed and Pricing Template

- 12.** Where can I find the Speed and Pricing Template?
- A. The template can be downloaded from the [Broadband Grant Portal](#) and on [Federal Funding Account Awardee Resources](#) webpage under "Reporting."
- 13.** Is it required to upload a file to report offered speed tiers, base prices, and associated fees?
- A. Yes, for projects marked as "Complete," a speed and pricing file template must be uploaded. It must include offered speed tiers, non-promotional base prices, and applicable fees. The [Speed and Pricing Template](#) should be used.
- 14.** What qualifies as a promotional offer?
- A. A specific deal or discount offered for a period of time to encourage commitment, and which "expires" when pricing reverts to a non-promotional price.