



## Awardee Reimbursement Request Checklist

The last mile Federal Funding Account (FFA) is funded by Federal Capital Projects Fund (CPF) and State General Fund monies. Reimbursement requests must meet both CPF and California Public Utilities Commission (CPUC) criteria of allowable / eligible expenses in order to be reimbursed. This checklist serves as a guide to help awardees submit complete reimbursement requests. Awardees are encouraged to meet with their assigned FFA Analyst for additional support and guidance before submitting a reimbursement request. All reimbursements shall be submitted through the [Broadband Grant Portal](#).

### ☐ 1. Prior to submittal

- ☐ A. Review: [Guidance for Awardees on Submitting Reimbursement Requests](#)
- ☐ B. Ensure all required reports (Construction Progress Report, Monthly Contractor, and quarterly reports) are up to date and have been submitted and accepted.

### ☐ 2. Preparing a reimbursement request

- ☐ A. All expenses are reconciled with cost category estimates from the most recent approved project budget (costs estimate).
  - i. If necessary, budget amendment may be requested to adjust expense categories through the Broadband Grant Portal.
- ☐ B. Organize all Direct and Indirect Expenses, including administrative costs in PDF files to be uploaded into the Broadband Grant Portal.
  - i. Ensure cumulative expenses in each category are within the approved cost estimates.
  - ii. Ensure all expenses are supported by documentation (dated invoices, receipts, proof of payment, etc.) Documentation should clearly explain the expense.
  - iii. The item and/or service being reimbursed must be descriptive and clearly connected to the approved cost estimates as approved in the application and/or amendment
- ☐ C. Cover Letter
  - i. A cover letter is required and shall include the following:
    - o Brief description of the items/services being requested for reimbursement and the date range of purchase/payment.
    - o Cumulative expenses in each category and total amount of reimbursement request
    - o Additional background for items/services, as needed to ensure they meet the above criteria.
- ☐ D. Administrative Costs
  - i. Ensure the reimbursement request does not exceed the cumulative 2% Administrative Cost limit

### ☐ 3. Submitting a reimbursement request

- ☐ A. Reimbursement must be submitted through the Broadband Grant Portal. For instructions on how to submit, see the Broadband Grant Portal User Guide.

### ☐ 4. After a request is submitted

- ☐ A. Confirmation from the CPUC will be sent once a reimbursement request has been submitted.
- ☐ B. CPUC staff will follow up directly with any questions and/or requests for additional documentation.
- ☐ C. An automated email from the Broadband Grant Portal will be sent to awardees once the CPUC approves the reimbursement request.

## Additional Information

For general questions regarding the reimbursement request process, please contact [federalfundingaccount@cpuc.ca.gov](mailto:federalfundingaccount@cpuc.ca.gov).