

CASF Broadband Public Housing Account Grant Application Instructions for Internet Extension Projects

The California Public Utilities Commission (CPUC) Communications Division Staff prepared these instructions to assist California Advanced Services Fund (CASF) Broadband Public Housing Account grant applicants in submitting their applications. Filing requirements are summarized below. Please refer to the Broadband Public Housing Account [Guidelines](#) for more detailed information.

Questions regarding the application process can be directed to CPUC_Housing@cpuc.ca.gov

Steps:

1) Create a CPUC File Transfer Protocol (FTP) account for transmittal

If you do not have an existing CPUC FTP account, please follow these instructions:

Go to <https://kwftp.cpuc.ca.gov>

- A) Click on “Need help signing in?”
- B) Create your FTP account by entering your email address in the dialog window.
- C) An email will be sent to the email account you entered. Click on ‘ACTIVATE’ to enter a password.
- D) Create a personal password for your account. Your registration process is now complete. Bookmark the FTP link to upload documents to complete the application process.

2) Complete the Application Workbook(s)

- A) CASF Broadband Public Housing Internet Extension Application: [Click here to download the Workbook Application Public Housing](#) –
- B) In the workbook application, the **Applicant Information** tab must be filled out for each workbook. Please indicate the number of projects involved and total funding required in the **Applicant Information** tab.

Please note the specific information requested for your eligibility type.

C) The ***Internet Extension Project*** tab pertains to information specific to each project location.

If the applicant has multiple project requests, a separate ***Infrastructure Project Application*** is required for each project location.

D) Save the Application Workbook(s) to your local computer. Please rename the Application Workbook file according to the following format:

Applicant Name_Type of Application_Site Name

(e.g. ABC Housing Authority_Infrastructure_First Street Apartments.xls)

3) Prepare the supporting documentation to attach

Please gather the following documents for each application for the eligibility type you are applying under. Name document according to name conventions:

Documentation	Naming Convention	File Type
Financials		
<p><u>Chartered Public Housing Authorities:</u> The most recently prepared annual report and audit submitted to the HUD.</p>	<p><i>Applicant Name_HUD_Annual Report</i> (e.g. ABC Housing Authority_HUD Annual Report.pdf)</p> <p><i>Applicant Name_HUD Audits</i> (e.g. ABC Housing Authority_HUD Audits.pdf)</p>	<p>PDF</p> <p>PDF</p>
<p><u>OR</u></p> <p><u>Publicly Supported Housing developments that are NOT in contract with HUD:</u></p> <ol style="list-style-type: none"> 1. Program details of the publicly supported housing development, including any applicable income eligibility requirements for the program residents. 2. Any housing development contracts or agreements between the applicant and the source of the public subsidy. 	<p><i>Applicant Name_Non HUD Applicable Income</i></p> <p><i>Applicant Name_HUD Audits</i> (e.g. ABC Housing Authority_HUD Audits.pdf)</p>	<p>PDF</p>
<p><u>OR</u></p> <p><u>501(c)(3) Non-Profit Organizations</u></p> <p>The most recently prepared annual report and audit submitted to a government entity (for example, the California Tax Credit Allocation Committee).</p>	<p><i>Applicant Name_Gov Entity Annual Report</i> (e.g. ABC Non-Profit_TCAC Annual Report.pdf)</p> <p><i>Applicant Name_Gov Entity Audits</i> (e.g. ABC Non-Profit_TCAC Audits.pdf)</p>	<p>PDF</p> <p>PDF</p>

Documentation	Naming Convention	File Type
Organizational Chart and Background		
Organizational chart showing applicant's parent organization, subsidiaries and affiliates.	<i>Applicant Name_Org Chart</i> (e.g. ABC Housing Authority_Org Chart.pdf)	PDF
Notarized Affidavit of Application's Accuracy		
<p>Notarized and signed affidavit, under penalty of perjury, that to the best of your knowledge, all statements and representations made in the application and information submitted are true and correct.</p> <p>Additionally, an applicant must also agree to abide by the Commission rules of practice and procedure, be subject to Public Utilities Code sections 2108 and 2111 and to submit quarterly reports and annual recertification or audit documents.</p> <p>A blank affidavit can be found on the Broadband Public Housing Account website here: Guidelines</p>	<i>Applicant Name_Affidavit</i> (e.g. ABC Housing Authority_Affidavit.pdf)	PDF

Please gather the following documents and follow naming convention for each Project:

Documentation	Naming Convention	File Type
Engineering Documents and Schematics		
<ol style="list-style-type: none"> 1. Engineering documents/schematics for the proposed network 2. High-Level narrative of the proposed network to include a brief description of the location and installation of the network components 3. Technical Description and Specification of all Networking Elements of the Project and a brief narrative for supporting network downstream and upstream speed capability 	<p><i>Project Name_Engineering Doc</i></p> <p>(e.g. XYZ Apartments_Engineering Doc.pdf)</p>	PDF
Project Location Data		
<p>For BPHA Internet Extension projects, the following project location data is required:</p> <ol style="list-style-type: none"> 1. The geographic location of all serviceable locations in the project area. This information will be provided in a plain-text, comma-separated values (CSV format) file, or kmz/kml file or shapefile, that contains geo-located street address information, including latitude and longitude coordinates. Additional information about how to format this item is available on the CASF webpage. https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services- 	<p><i>Project Name_Location Data</i></p> <p>(e.g. XYZ Apartments_Location Data.csv)</p>	CSV or KMZ/KML or shapefile

<p>fund/project-development-resources---data-and-maps)</p> <p>2. The geographic location of the project related key network equipment, such as DSLAMs, wireless towers, router facilities, remote terminals, network interconnection, etc. Additional information about how to format this item is available on the CASF webpage</p> <p>3. The specific geographic boundary of the project area within which all project locations will fall (shapefile or .kml).</p>		
Project Schedule		
<p>Deployment schedule with a commitment to complete project within 12 months of Commission approval of the application. The schedule should identify major prerequisite(s), construction, and any other milestones that can be verified by Commission staff. The schedule should list the following: Major Milestone Description, Milestone Start and End date, Milestone Risks. Please include the following:</p> <p>4. Any permit review time in the construction schedule with a reference to the government agencies that will issue the permits.</p>	<p><i>Project Name_Infrastructure Project Schedule</i></p> <p>(e.g. XYZ Apartments_Infrastructure Project Schedule.doc)</p>	<p>DOCX</p>

4) Save the Application Workbook and the supporting documents described above into a ZIP Formatted Folder

Please use the following naming convention for the ZIP Formatted Folder:

Applicant Name_Type of Application_# of this application type submitted to date

(e.g. ABC Housing Authority_ Infrastructure_2.ZIP)

5) Upload Application and Support Documents:

A) Go to <https://kwftp.cpuc.ca.gov>

B) Initiate an upload request to the following address: CPUC_Housing@cpuc.ca.gov

C) Attach the ZIP Formatted Folder into the upload request from Step 4

D) Provide a brief description of the documents being uploaded.

E) Click “send” to complete the upload request. Your submission is complete!

6) Print and mail a copy of the completed Application workbook and the Supporting Documents to:

Public Advocates Office
Re: California Advanced Services
Fund California Public Utilities
Commission
505 Van Ness Ave.
San Francisco, CA 94102