



PUBLIC UTILITIES COMMISSION  
STATE OF CALIFORNIA  
505 VAN NESS AVENUE | SAN FRANCISCO, CALIFORNIA 94102

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505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298

May 23, 2025

To: California Advanced Services Fund (CASF) Consortia Grantees

Subject: **GUIDANCE REGARDING DOCUMENTATION REQUIREMENTS FOR GRANT REIMBURSEMENT CLAIMS**

Dear CASF Consortia Grantees:

The California Public Utilities Commission (CPUC) - California Advanced Services Fund (CASF) - Consortia Account provides clarification and guidance regarding the requirements for submitting claims for grant reimbursement<sup>1</sup> consistent with the Consortia Account rules and the State Controller's Office (SCO) audit recommendations for all claims submissions.<sup>2</sup>

On September 2023, the SCO completed the CASF Program fiscal and performance audits identifying deficiencies in documentation and oversight of Consortia grant claims. Specifically, Consortia grantees are required to provide sufficient documentation to support timely payment requests.

**REQUIRED DOCUMENTATION FOR ALL CLAIMS:**

Consortia grantees are strongly encouraged to use CASF Consortia Account provided templates (*ex. Consortia Claim Review Checklist*, see attached) and formats (see below) for all submissions to ensure compliance with program requirements and facilitate expedient claim processing. Claims that do not follow the prescribed formats may result in a delay in processing and/or reduced payment:

- Timesheets showing daily breakdown of hours by objective/activity with descriptions:
  - Must include breakdown of hours for each objective/activity, listed by day, with corresponding hourly rate.
  - Must specify the exact hours spent on each activity and objective (e.g., 12/2/2024 - Activity 1 - Objective 1 meeting with XYZ ISP – John Smith: 2 hours)

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<sup>1</sup> (D). 22-05-029; [CPUC Administrative Manual for CASF Consortia Grants](#) (Version 11), Section VIII "Disbursement of Grant Funding, April 2024.

<sup>2</sup> [CPUC Performance Audit Report CASF PROGRAM - December 31, 2021](#) & [CPUC Fiscal Audit Report CASF PROGRAM - June 30, 2021](#)

- Indirect or Administrative costs must include the calculation used by the grantee to determine the claimed amount.
- Receipts/Invoices with clearly marked billing periods that align with the reporting period:
  - The Consortia Account reimburses for work completed during the reporting period, not based on when the receipt or invoice was dated.
  - The billing period must be clearly identifiable on all receipts/invoices.
- Travel Expense Claims ([STD 262A](#) forms with all required signatures and supporting receipts)
  - For each claimant requesting reimbursement, a Travel Expense Claim (TEC) Form (STD 262A) must be submitted with supporting documentation and receipts.
  - Expense claims must also comply with the travel expense limitation rules applicable to State of California employees and contractors. More information can be found [here](#) and the “*Consortia Claim Review Checklist*”.
- Annual Audit Report (signed by auditor, with figures matching Reports 1 and 2)
  - Required at the end of each grant year.
  - Must be a signed copy from the auditor detailing expenditures.
  - Figures must match the totals in Report 1 and Report 2.
  - Numbers per categories per Objectives must match exactly.
  - In cases where the Audit Report shows that actual expenditure was less than the amounts claimed by a consortium, the CPUC will disallow the unsupported difference and may initiate recovery of any excess payments already made.
  - Appendix D of the Annual Audit Report must be completed by the auditor (for work completed July 2023 onward)

Any questions regarding document requirements for grant reimbursement claims, please contact your assigned analyst or email [Casf\\_Consortia\\_Grant\\_Administrator@cpuc.ca.gov](mailto:Casf_Consortia_Grant_Administrator@cpuc.ca.gov).

Sincerely,



Maria Ellis  
Director, Communications Division  
California Public Utilities Commission  
Enclosure: Consortia Claim Review Checklist