

ATTACHMENT B

CASF APPLICATION CHECKLIST (Required for EACH proposed project)

To assist the Commission in verifying the completeness of your proposal, mark the box to the left of each item submitted. Please note that the Checklist is intended only as an aid for applicants and Staff. Necessary information for many of these items can only be found in the Program Rules. This checklist incorporates Staff revisions made in 2021 to implement D.21-03-006.¹

		1. Project Summary (This is the only section that will be released publicly, and may duplicate information collected elsewhere. All other items are considered confidential and will not be released publicly)
		Basic Project/Applicant Information, including: <ul style="list-style-type: none"> • Company/Applicant’s Name • CPCN/U-Number or WIR or pending CPCN/WIR application number, if applicable • Contact person • Project title • Named Project Location (community/county) • Project Type (Last-mile or hybrid last-mile/middle mile) • Amount of CASF grant funding requested and project cost
		Map of the proposed project area, including identification of serviceable locations (points) proposed to be served
		The number of serviceable locations in the proposed project area
		The maximum upload and download speeds currently offered to serviceable locations in the project area (in mbps)
		Median household income of the project area
		The number of businesses, anchor institutions and public safety locations in the project area that will receive new or improved service
		A description of the major infrastructure to be deployed
		Estimated breakdown of aerial and underground installation
		Major equipment expenses
		Estimated construction timeline

¹ See <https://docs.cpuc.ca.gov/SearchRes.aspx?DocFormat=ALL&DocID=370506802>.

	<p>Description of proposed broadband project plan for which CASF funding is being requested, including the type of technology to be provided in the proposed service areas:</p> <ul style="list-style-type: none"> • Download speed capabilities of proposed facilities. • Upload speed capabilities of proposed facilities. • Sufficient construction detail to enable a preliminary indication of the need for a California Environmental Quality Act (CEQA) review and if proposed project areas contain any environmentally sensitive areas. • Identification of the leveraging of existing available facilities • A statement of whether the applicant is disputing the Broadband Map depiction of served status. • A statement of whether the applicant is seeking Ministerial Review and, if so, information that the application meets all requirements for Ministerial Review. • A description of middle mile facilities for which funding is requested in the proposed project area and an attestation that applicant will consult with CDT as required by these guidelines. • A statement accepting open access requirements for any middle mile facilities in the proposed project
2. Applicant Entity Information	
	Information Sheet (Attachment A of the Program Rules) with a Certificate of Good Standing issued by the Secretary of State
	Organizational Chart, Company History, and Statement of Readiness to Build, Manage, and Operate Broadband
	Key Contact Information (Name, Title, Address, Email Address, and Phone number)
	Key Company Officers
3. Description of the Applicant's Current Broadband Infrastructure and Existing Infrastructure in the Area	
	A description of the provider's current broadband infrastructure and service within five miles of the proposed project
	A description of other providers' infrastructure within the project area which can be leased, purchased or accessed via interconnection
4. Project Location Data	
	The geographic location of all serviceable locations. This information will be provided in a plain-text, comma-separated values (CSV format) file, or

		.kmz/.kml or shapefile, that contains geo-located street address information, including latitude and longitude coordinates.
		The geographic location of the project related key network equipment, such as DSLAMs, wireless towers, router facilities, remote terminals, network interconnection, etc.
		The specific geographic boundary of the project area within which all serviceable locations will fall (shapefile or .kml).
	5. Median Income	
		The median household income for each census block group (CBG) that intersects the project area.
	6. Project Eligibility	
		An assertion that the applicant reviewed the available data on the Broadband Map and determined that the broadband project area proposed is eligible.
	7. Deployment Schedule	
		A schedule for obtaining necessary permits prior to construction. The schedule must include the timeline required for the California Environmental Quality Act (CEQA) review, as applicable
		A schedule for project construction following receipt of permits, to complete the project within 24 months, or within 12 months if the project is categorically exempt from CEQA.
	8. Proposed Project Expenditures (Using the template that is to be provided on the CASF Infrastructure Account webpage)	
		Identification of expense categories (direct or indirect)
		Identification of direct expenses
		Identification of individual cost elements and their cost amount.
		Identification of allocated indirect costs
	9. Economic Life of All Assets to be Funded	
		The applicant must identify all the equipment to be funded by the CASF by category, the type of equipment, and the estimated useful life
	10. Letter of Credit Requirement	
		An eligible applicant that does not hold a CPCN issued by the Commission is required to submit a Letter of Credit.
	11. Pricing Commitment	
		Fixed monthly service level subscription rates
		Acknowledgement that any installation/service connection charges will be waived

	Any commitments and/or requirements that the customer must accept in order to receive equipment during the commitment period, such as return of equipment
	Low-income broadband plan detailing prices and speeds to be offered. At minimum, the low-income broadband plan must meet all CASF performance criteria
12. Marketing/Outreach Plan	
	The applicant must provide a plan to encourage subscription of the broadband service in the project location.
13. Government and Community Support	
	The applicant may submit endorsements or letters of support from state and local government, community groups, and anchor institutions supporting the deployment of the broadband infrastructure.
14. Funding Sources	
	The applicant must identify each applicable project funding source.
15. Financial Qualifications	
	CPA Audited/Attested Financial Statements for the last three years, including: <ul style="list-style-type: none"> • Balance Sheet • Income Statement • Statement of Cash Flows
	Pro Forma Financial Forecast for a five-year period, including: <ul style="list-style-type: none"> • Balance Sheet • Income Statement • Statement of Cash Flows
	Five-year annual EBIT (Earnings Before Income and Tax) projection for the company
16. Project Viability	
	The applicant must provide a five-year projected project business plan showing project profitability, revenues, and expenses.
17. Providing Voice Service	
	The applicant must provide information about the following: <ul style="list-style-type: none"> • Availability of voice service that meets FCC standards for E-911 service and battery back-up; • Listing of types of voice services offered; and • Timeframe of voice offering(s).
18. CEQA Attestation	
	The applicant must provide information about their project demonstrating how CEQA compliance is to be obtained.

	19. Application Checklist
	This is the Application Checklist; please check the boxes as you complete the sections, and include the complete Checklist with your application.
	20. Affidavit
	Applicants must submit an affidavit, under penalty of perjury, that to the best of their knowledge all the statements and representations made in the application information submitted is true and correct. (See Attachment C of the Program Rules.)

Applications are due annually on April 1st.
Submit completed applications online via secure ftp transmission or other process as
instructed by Staff at <http://www.cpuc.ca.gov/puc/>