

CALIFORNIA ADVANCED SERVICES FUND ADOPTION AND BROADBAND PUBLIC HOUSING FUNDING WORKSHOP

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*Staff's statements during the presentations
express the views of staff only
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Please follow CPUC rules adopted in Decision 22-05-029.*

WELCOME

INTRODUCTIONS AND OPENING REMARKS

California Emerging Technology Fund

Sunne Wright McPeak - President and CEO



OVERVIEW OF CALIFORNIA ADVANCED SERVICE FUND ADOPTION ACCOUNT FUNDING

California Public Utilities Commission

Bill Goedecke - Senior Regulatory Analyst

CASF Adoption Account





Overview of Steps for Applying for CASF Broadband Adoption Account Grant

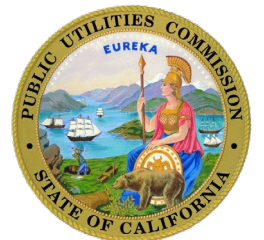


Is your organization eligible?

Is your organization a **local government, senior center, school, public library, nonprofit organization, or community-based organization** with programs to increase publicly available or after school broadband access and digital inclusion, such as digital literacy training programs?

Is your proposed project eligible?

Is your project a **digital literacy training program** providing public education to communities with limited broadband adoption or a **broadband access project** providing free broadband access in community training rooms or other public space such as local government centers, senior centers, schools, public libraries, or other such places? Does your proposed project provide outreach to the community in order to increase broadband access and adoption? **These projects and similar** are eligible for funding.



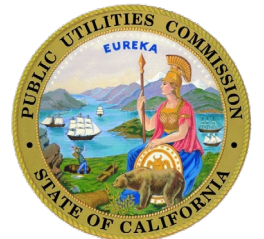
How to apply – completing the application package

The [application package](#) consists of the following items:

- Adoption Account Application Form
- The Project Workplan
- The following attachments (in PDF format):
 - Attachment A – The cover letter which provides the following information:
 - Company/organization profile, & organization type
 - Description of the business including mission/vision
 - Past/current experience in providing digital literacy and broadband access
 - Attachment B - Current curriculum or plans for new curriculum, any outreach materials, published material from past and similar work, etc.)
 - Attachment C (optional but recommended to provide) - Endorsements from the community, letters of support
 - Attachment D - For any non-profit, a copy of the IRS non-profit tax-exempt ruling, a copy of the most recently submitted IRS 990 form, if required to submit, and any documentation showing good standing with the California Secretary of State or the California Department of Justice
 - Attachment E - Notarized affidavit

Please see the [Adoption Account website](#) for the application package and any of the required forms!

<https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account>



Completing the application form

Please select the application form appropriate for your project type (please note that separate applications need to be submitted for projects which have both a digital literacy and broadband access component):

[Adoption Account Application Form – Digital Literacy](#)

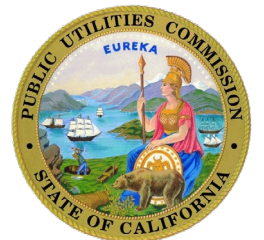
[Adoption Account Application Form – Broadband Access](#)

[Adoption Account Application Form – Call Center](#)

The application form has two tabs:

- a. Tab 1- Applicant Information
- b. Tab 2- Project Information

If the applicant has more than one project of the same type, the applicant can fill out the Project Information tab for the first project and then add more tabs by copying the tab and modify it, as necessary for the next project. If more than one project is being submitted in one application, please rename the tab with unique project names.



Completing the application form - sample

CPUC, CASF Broadband Adoption Account Digital Literacy Project Application

1. Applicant Organization Name			
Non-profit digital inclusion group			
2. Applicant Tax ID (Employer Identification Number or EIN)			
99-9999999			
nonprofit organization (not already listed)			
4. Digital Literacy Background			
<input checked="" type="checkbox"/> One year or more of experience implementing digital literacy classes or at least one digital literacy project			
Please provide references in the submitted cover letter			
5. Non-profit organization time in existence (inclusive of non-profit senior centers and CBOs)			
<input checked="" type="checkbox"/> The non-profit organization has been in existence for one-year or more (if applicable)			
Please provide organizational history in the submitted cover letter and please provide supporting tax documents			
6. Applicant Organization website			
www.digincl.org			
7. Organizational Representative Contact Submitting Application			
First Name	John	Last Name	Doe
Title	Program Manager		
Email	john.doe@digincl.org		Phone: 999-999-9999
Please check boxes if you have provided the following additional information (in PDF format):			
<input checked="" type="checkbox"/>	Cover Letter (must include organizational profile and history and detail regarding background in digital inclusion activities)	Submit as Attachment A	
<input checked="" type="checkbox"/>	Curriculums, brochures, outreach material, etc.	Submit as Attachment B	
<input checked="" type="checkbox"/>	Endorsements from communities and letters of support	Submit as Attachment C	
<input checked="" type="checkbox"/>	For non-profits (including non-profit senior centers and CBOs), a copy of the IRS non-profit tax-exempt ruling, a copy of the most recently submitted IRS 990s form, if required to submit, and any documentation showing good standing with the California Secretary of State, or the California Department of Justice	Submit as Attachment D	
<input checked="" type="checkbox"/>	Notarized affidavit	Submit as Attachment E	

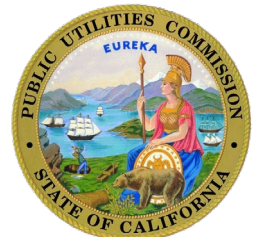
Please enter your organization information on the Applicant Information tab

Enter your Federal Tax ID

Experience attested to – please include details in cover letter

Provide required documents

NOTE: NO ADOPTION GRANT RECIPIENT CAN CHARGE FOR CLASSES (FUNDED BY A GRANT) OR MAKE A PROFIT OF ANY KIND FROM THE GRANT FUNDS



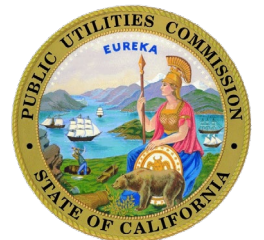
Completing the application form – sample (continued)

City:	Hysiot		State:	IX		Zip Code:	08888	
Email:	AlexM@CXD.com				Phone:			
5. Location where classes will be held (all locations in California)								
Project location address (for projects with a single location):								
Address:								
City:			Zip Code:		County:			
Project with multiple locations:								
Cities/towns/unicorporated areas where classes will be held:			San Greenland; Drioxide, Monroe, Ixonia			Zip Codes where trainings will be held:		09999; 09995
Project with an online component:								
Name of online platform		CXD digital literacy suite						
Online platform URL (home page or portal entry):		www.cxd.com/portal						
6. Community to be served								
Community name:		Immigrant communities souther XYD county						
Community address (if applicable):								
Community city:			Community zip code:					
Community location (if no address - be descriptive and include county information, if applicable):		San Greenland; Drioxide, Monroe, Ixonia and other low income Hispanic communities in southern XYD county						
Community population size:		15,000	Community age range:		Primarily youth and their families			
7. Project Description								

Please enter your project information on the Project Information tab

Note that project locations (where classes are held or broadband access provided) can be a single location or multiple locations, as well as being an online portal.

The community being served is not the same as the project location. However, the project location needs to be accessible to the community being served.

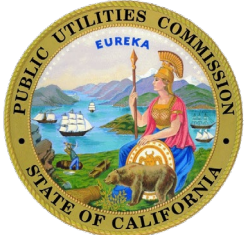


Completing the application form – sample (continued)

7. Project Description				
Please provide a concise project description that details the problem(s) the project is meant to address and the method(s) applied in addressing the problem(s)	Project to provide needed digital literacy skills to immigrant youth of XYD county and their immediate families. Demographic information indicates that there is low educational achievement in the target communities and a high drop out rate from the local high schools. One of the issues is that the parents often do not have any education beyond high school, and some have only elementary school education; additionally, many family heads do not speak English. These conditions have led to a low employment rate and a subsequent high crime rate and other social issues. The proposed project will provide an immediate benefit by educating youth in basic digital literacy and beyond, in order to provide youth with the skills to work in their local community in jobs that are not just manual labor. The project will include efforts to provide access to those youth who have no access in their homes and will be provided both in-person and remotely.			
8. Preference Checklist				
a. Project serves a low-income population (The community with a median household income at or below the CARE income limits for a household of four)	Yes	What is the Median Income of the community?	25,000	
b. Project is serving a community with a high percentage of residents with limited English proficiency. (More than 50% of residents have limited English proficiency)	Yes	What other languages are spoken in the community?	Spanish (mainly)	
c. Project is serving a community with a high				

The project description should provide a short summary of the project and the issues that the project is proposed to address and how the project will address those issues.

The preference checklist lists various issues that impact broadband adoption in communities. Identify whether it meets the described preference and provide supporting attestations and/or evidence in support of the assertion that your project meets the preference checklist selection.



Completing the application form – sample (continued - Budget)

14. Detailed Budget Breakdown							
COMPUTING DEVICES AND HOT SPOTS ONLY							
14 (a) Computing Devices and Hot Spots	Description	Unit Price	Quantity	Total Cost	Grant Request	Match Funding	
<i>In-Classroom Computing Devices (maximum subsidy \$750 per device and \$11,250 per project)</i>						\$ -	
<i>Take Home Computing Devices provided to participants (inclusive of computer warranty) (maximum subsidy \$300 per device and \$40,000 per project)</i>				\$ -		\$ -	
<i>Hot Spot (maximum \$300 per device and \$20,000 per project) (only allowable if there is no existing in-building network that participants can connect to)</i>				\$ -		\$ -	
NOTE: REFURBISHED DEVICES MUST HAVE AT LEAST A SIX-MONTH WARRANTY; NEW DEVICES MUST HAVE AT LEAST A 30-DAY WARRANTY							
				COMPUTING DEVICES AND HOT SPOTS TOTALS:	\$ -	\$ -	\$ -

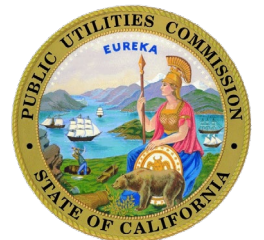
Note that projects are funded through two categories:

- Computing devices and hot spots
- Program implementation costs

Please note that you need to account for **matching funding**.

Specific to computing devices and hot spots:

- Take-home computers can only be funded for digital literacy projects.
- In-classroom (or in office) computers can be funded through both digital literacy or broadband access projects (including call center projects).
- Hot spot devices are only funded to provide access when there is no existing in-building network that participants can connect to.



Completing the application form – sample (continued - Budget)

Projects can be approved by staff by ministerial review or by the full Commission via Resolution. Please refer to the [Adoption Account Requirements, FAQs](#) for details.

The budget sheet in the application automatically calculates the per participant cost, the percentage of the grant for administrative costs and the total match. Please note the following:

- To be approved by ministerial review –
 - the highest amount that can be approved, per participant, specific to program implementation (not inclusive of computing devices and hot spots) is:
 - \$477 per participant for digital literacy projects
 - \$42 per participant provided access for broadband access projects
 - \$205 per subscription obtained for call center projects

For all projects, administrative costs can be no greater than 15% of the proposed budget for program implementation and matching funds of 15% of all program costs need to be provided.



Completing the application form – sample (continued - Budget)

Supplies needed for outreach and instruction (not inclusive of network equipment and furniture) - provide general description					\$ -	Percentage Administrative Costs Funding Requested (must be no more than 15% of the proposed budget)
costs attributable to a project per generally accepted account principles (GAAP) and the direct cost of complying with Commission administrative and regulatory requirements related to the grant) - provide general description - cannot be more than 15% of the grant request.					\$ -	#DIV/0!
Remaining Project Costs not Authorized for Funding May be used	Description		Total Cost		Match Funding	
Project cost not reimbursable to be used as a match - be specific						
			Total Cost	Grant Request	Match Funding	
						Percentage Match Funding (must be at least 15% of costs)
			PROJECT IMPLEMENTATION TOTALS:	\$ -	\$ -	\$ -
			TOTAL PROJECT COSTS:	\$ -	\$ -	\$ -
						#DIV/0!
	Number of Participants to receive at least eight hours of training (see 6. Instructional Activities, above)		0			
	Cost per Participant to be Trained (Grant Request Project Implementation Total divided by Number of Participants to be Trained). To qualify for ministerial review, the cost per participant trained cannot be more than \$477 per participant trained.		#DIV/0!			

Required percentages for administrative costs and matching funds are automatically calculated in the application form. The benchmark amount per participant is also calculated. Please adjust your budget to meet program benchmarks.



Completing the project workplans

Please complete the project workplans; if the workplan is the same for more than one project, then only one workplan is required (please note which projects the workplan refers to – if for all projects submitted, please note):

[Ramp up workplan \(if applicable\)](#)

[Program implementation workplan](#)

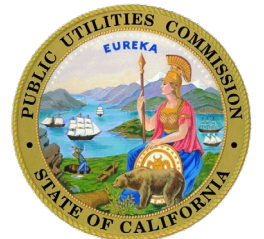
Major Milestones	Milestone Description	Start Date	End Date	Milestone Risks
Outreach and Enrollment		Month x of planning / implementation period.	Month x of implementation period.	
Program Launch and Ongoing Classes		Month x of implementation period.	Month x of implementation period.	
Assessment and Class		Month x of	Month x of	

Please note that the project workplan templates are pre-populated with suggested milestones. Modify as necessary, but keep in mind we would like to see items listed that cover similar topics (such as outreach or program launch and ongoing classes).



Submit the Application

1. Ensure that Attachments A-E are in PDF format and the Adoption Account Application Form in Excel format. Place all files into a compressed (zipped) folder.
2. Log into your Commission FTP account. If you do not have an existing Commission FTP account, please follow instructions below:
 - a. Go to <https://kwftp.cpuc.ca.gov>
 - b. Click on “Create account”
 - c. An email will be sent to the email account you just entered. Click on ‘ACTIVATE’ to enter a password.
 - d. Your registration process is now complete.
 - e. Create a new message to be sent to: CASF_Adoption@cpuc.ca.gov, with CC to: ORA_CommunicationsEnotice@cpuc.ca.gov
 - f. Upload your zipped application package & click “send” to complete the upload request



Reviews and Approvals

- The Commission will evaluate each application based on the criteria established for the CASF Broadband Adoption Account.
- Applicants of projects approved via ministerial review will be notified by an approval letter. Projects not meeting ministerial review may be approved via Resolution. Successful applicants will be provided a consent form through which the applicant can accept the grant. If the applicant fails to sign and return the provided consent form, the Commission will deem the grant null and void.
- Staff will notify applicants by letter specifying the reasons for rejecting an application if an application fails to meet the Commission criteria or other factors.
- All approved applications will be listed on the Commission website.

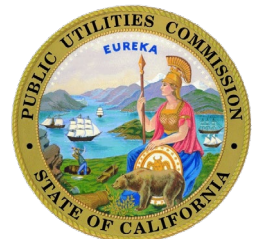


Rejection

The Commission staff will notify an applicant by letter specifying reasons for rejection should an application fail to meet the Commission criteria or other factors.

Reasons for rejection include but are not limited to the following:

- The applicant is not an eligible applicant per program rules
- The applicant submitted an incomplete application and did not respond to a follow-up request for the missing material, sent to the designated contact on the application
- The applicant is a non-profit organization that failed to provide documentation showing good standing with the U.S. Internal Revenue Service and the California Secretary of State
- The applicant has previously had a Commission grant award rescinded for violation of Commission or program rules
- The applicant has made false statements to the Commission or to the Federal Communications Commission (FCC)



For additional information please review the [Adoption Account Requirements, FAQs, and Administrative Manual](#)



CALIFORNIA ADVANCED SERVICE FUND

CBO EXPERIENCE: ADOPTION ACCOUNT APPLICATIONS

Perspectives from Experienced CBO Grantees

Rural Prosperity Center

Eduardo Gonzalez, Co-Founder and Co-Executive Director

Southeast Community Development Corporation

Emma Hernandez, *Chief Executive Director*

Catholic Charities of Santa Clara County

Leticia Fernandez, *Program Manager*

Community Bridges

Amanda Safi, *Advocate II & Digital Literacy Instructor*

Questions & Answers



RURAL PROSPERITY CENTER

Challenges

- Identifying local partners that are committed to Digital Inclusion (DI).
- Matching \$ when no other program includes DI or your CBO does not count on reserves.
- Translating or providing instruction in indigenous or other languages.

Successes

- Provided digital literacy and adoption services to over 3000 people in a variety of languages.
- Joined a trusted call center network that helped with ACP enrollments and Adoptions.
- Built relationships with local partners at a statewide level.

Lessons Learned

- Do not over-promise, better to under-promise and over-deliver.
- Include time to recruit participants to complete 8 hours of training (i.e. 49-51% rate of completion).
- Marketing is key to the success of your program in various languages (i.e. 20-25% express interest in low-cost Internet, but only 50% subscribe).



One People

One Community

**Southeast
Community
Development
Corporation**



Successes

- Applying was easy due to previous work with CETF.
- Measuring success using Pre/Post Self-Assessments.

Lessons Learned

- Keeping detailed records for reporting, including outreach events, workshop sign-in sheets, etc.
- Adapting the curriculum to meet the needs of participants.

Recommendation

- Providing training for reporting.
-
- A decorative horizontal bar at the bottom of the slide, consisting of a yellow top section and an orange bottom section.



COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Successes

- Communicating with Grant Managers who are supportive and flexible.
- Receiving feedback from other Grantees.
- Using assessments, schedules, and rosters to manage workshops.
- Receiving positive feedback from participants.

Challenges

- Achieving Adoptions due to internal transitions.

Lessons Learned

- Adapting the curriculum to meet the needs of participants.

CETF ADOPTION DISTRIBUTION CHANNELS

California Emerging Technology Fund

Patti Bibby

Director of Call Center Operations





Get Connected Call Center powered by CETF



- September 2022 California Emerging Technology Fund launched a Call Center to assist Californian's with enrollment with ACP.
- The Call Center has various partners such as State Agencies, Counties and Non-Profits using our Call Center as their own.
- When ACP ended early in 2024 – The Call Center pivoted to Customer Service mode to help callers navigate the changes.
- The calls we receive are answered by our Grantees and are truly the experts with all aspects of Low Cost Offers from Internet Service Providers and Digital Literacy options.



Internet Service Providers (ISPs) Continue to Offer Low-Cost Internet Plans

To Find Low-Cost Internet Plans:

1. Visit: www.internetforallnow.org/offers/low-cost-plans
Low-cost Internet plans are searchable by Zip Code
2. Call the *Get Connected* Call Center for Assistance –



Get Connected Call Center Powered by CETF.

As a partner, we can provide support:

- Dedicated Unique Phone Number
- Professional Team assisting your callers
- Monthly Reporting
- Outreach and Education assets, fully customizable:
Social Media, Flyer, and Text Message Templates



PREPARING CASF ADOPTION FUNDING APPLICATION WORK PLAN AND BUDGET TEMPLATES

California Emerging Technology Fund

Charlene Tatis

Director, Digital Inclusion

Marissa Canche

Director, Broadband Adoption



FY 2024-2025 CASF Adoption Funds

- \$36,385,000 Total Available Funding.
- \$9,471,253 Total Awards (\$4,455,792 pending Commission Resolution in January).
- **\$27M Remaining**
- **Applications due January 1, 2025.**



First Things First...

- Create a Commission FTP account (this is where you will submit your Application):
 1. Go to <https://kwftp.cpuc.ca.gov>
 2. Click on “Create account”
 3. An email will be sent to the email account you just entered. Click on ‘ACTIVATE’ to enter a password.
 4. Your registration process is now complete.



3 Project Types

- 1. Digital Literacy (DL) Projects:** digital literacy training programs and public education to communities with limited broadband adoption, including low-income communities, senior citizen communities, and communities facing socioeconomic barriers to broadband adoption.
- 2. Broadband Access (BA) Projects:** free broadband access in community training rooms or other public spaces, such as local government centers, senior citizen centers, schools, public libraries, nonprofit organizations, and community-based organizations. Also, community outreach, such as analysis, comparison of Internet plans with the community.
- 3. Call Centers (included under Broadband Access):** that will increase broadband access and adoption.



Templates and Data Resources

Templates:

- Digital Literacy Grant Application and Work Plan

Data Resources:

- ACP Data by Counties
- US Census Bureau
- Working Partnerships USA

Questions and Answers



BREAK

5 minutes

OVERVIEW OF CALIFORNIA ADVANCED SERVICE FUND BROADBAND PUBLIC HOUSING FUNDING APPLICATION WORK PLAN AND BUDGET TEMPLATES

California Public Utilities Commission

Taylor Cheim, Regulatory Analyst

CASF Broadband Public Housing Account





Broadband Public Housing Account

Taylor Cheim, Analyst

Steven Oh, Telecom Engineer



**California Public
Utilities Commission**

Staff's statements during the presentation express Staff's views only, and do not necessarily represent the views of the CPUC, its commissioners, or the State of California. Please follow CPUC rules adopted in Decision (D.) 24-03-041 for Broadband Public Housing Account.

CASF Public Housing Account Purpose

- Public Utilities Code section 281: provides grants and loans to build broadband networks offering *free* broadband service for residents of low-income communities including but not limited to:
 - Publicly supported housing developments, and
 - Other housing developments
 - Mobile home parks with low-income residents.
 - One or more Census block group(s), each with a median household income at or below 80 percent of the statewide median income or with median household incomes at or below the county-specific threshold designated as “low-income” by the Department of Housing and Community Development’s list of state income limits adopted pursuant to Section 50093 of the Health and Safety Code.^{26,27} For projects that are eligible based on Census Block Groups, a City or County Government may apply on behalf of the low-income community
- In Decision (D.) 24-03-041, the Commission made programmatic changes to the Broadband Public Housing Account per SB 156.

BPHA Grants Overview

- \$30.141 million allocated for FY 24-25
- Up to 100% of costs to install inside wiring and broadband network equipment
- Does not fund operations and maintenance costs
- All broadband networking equipment (hardware and software)
- Wireless access points
- Wireless bridge(s), modem(s), switches, router(s), and firewall(s) for network security
- Does not fund PCs, laptops, handheld or human interface devices
- Ministerial review by staff for requests up to \$200,000 for BPHA Infrastructure Projects
- Ministerial review by staff for requests up to \$500,000 for BPHA Internet Extension Projects
- Commission resolution for requests above these amounts

Notes on Ministerial Review and Unit Caps for Infrastructure Projects

- Applicant requests a grant of up to \$200,000 in BPHA infrastructure grant funds per project
- For projects connecting 50 units or less, the proposed project costs \$3,000 per unit or less
- For projects connecting 51-100 units, the proposed project costs \$1,500 per unit or less
- For projects connecting 101 units or more, the proposed project costs \$1,000 per unit or less
- Costs outside of these caps are allowable but will have to go through the Commission resolution process

Notes on Project Execution

- The BPHA project grantee shall start the project within 30 days upon grant approval and complete the project execution within a 12-month timeframe
- Should the grantee or Contractor fail to commence work within 30 days of grant approval, grantee shall notify the Commission or Director of Communications Division
- Grantees must operate and maintain the network for a minimum of five years after it has been installed
- Uptime reports are required post-project completion

Current Eligible Applicants as of July 1, 2024

- Publicly supported housing developments and farmworker housing.
- “Publicly supported housing development” is a publicly supported multi-unit housing development that is wholly owned by either of the following:
 - (i) A public housing agency that has been chartered by the state, or by any city or county in the state.
 - (ii) An incorporated nonprofit organization as described in Section 501 (c)(3) of the Internal Revenue Code (26 U.S.C. Sec. 501(c)(3)) that is exempt from taxation under Section 501 (a) of that code (16 U.S.C. Sec. 501(a)) and that has received public funding to subsidize the construction or maintenance of housing occupied by residents whose annual income qualifies as “low” or “very low” income according to federal poverty guidelines.
- “Farmworker housing” is housing that is consistent with the definition of “farmworker housing” set forth in California Health and Safety Code Section 50199.7 (h), which includes the requirement that “farmworker housing” means housing in which at least 50 percent of the units are available to, and occupied by, farmworkers and their households.

Current Eligible Applicants as of July 1, 2024

- “Other Housing Development” is (a) a multi-dwelling unit development such as a Single Room Occupancy (SRO) or an apartment complex, in which all units are owned by the same entity(ies) and that has 80% or greater residential units that are “low-income” and (b) tribal housing, including developments funded with Housing and Urban Development (HUD) funding or through a Tribally Designated Housing Entity.
- “Mobilehome park” is any area or tract of land where two or more lots are rented or leased, held out for rent or lease, or were formerly held out for rent or lease and later converted to a subdivision, cooperative, condominium, or other form of resident ownership, to accommodate manufactured homes, mobilehomes, or recreational vehicles used for human habitation, as defined in Section 18214 of the California Health & Safety Code.
- One or more Census block group(s), each with a median household income at or below 80 percent of the statewide median income or with median household incomes at or below the county-specific threshold designated as “low-income” by the Department of Housing and Community Development’s list of state income limits adopted pursuant to Section 50093 of the Health and Safety Code.^{26,27} For projects that are eligible based on Census Block Groups, a City or County Government may apply on behalf of the low-income community.

California Advanced Services Fund (CASF) Broadband Public Housing Account Grant

An Application Process Overview



California Public
Utilities Commission

Using this guide

This guide is intended to be used as a brief overview of application steps and as a companion to the more detailed application instructions located on the Broadband Public Housing Account webpage: [Broadband Public Housing Account Application Instructions](#)



California Public
Utilities Commission

This guide does not replace or waive any of the rules or guidelines adopted in D.24-03-041 nor has the CPUC passed upon the accuracy or adequacy of the information in it. The contents of the manual are for informational purposes only.

Overview of the Steps Necessary

1

Download the [Broadband Public Housing Account Application Package](#)

2

Create a CPUC File Transfer Protocol (FTP) account for uploading your application

3

Complete the Application Workbook / Template

4

Gather supporting documentation to be submitted with your application

5

Upload and submit your application package

Step 1: Download the Application

The application is located on the CASF [Broadband Public Housing Account webpage](#) here: [Broadband Public Housing Account Application Package](#)




Step 2: Create a CPUC File Transfer Protocol (FTP) account

FTP is the secure method to electronically submit your application. If you do not already have an FTP account, you will need to create one before proceeding.



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

- Create a new account



CPUC Kiteworks SFTP

Sign in

Username or email

Next

New user? [Create account](#)


Secured by **Kiteworks**

If you are a CPUC employee, please login with your 3 digit user ID.
Otherwise, please login using the email associated with your Kiteworks account.

This computing system is the property of the State of California and is for official use only. The State reserves the right to monitor and log without notice all network activity. You should have no expectation of privacy in the use of computer related resources. Penalties for unauthorized access or use may include disciplinary measures and/or legal action.

Follow the process to create your account

CPUC Kiteworks SFTP



Create account

Already a kiteworks user? [Sign in](#)

Email

Password

Confirm Password

- 1 number
- 1 uppercase character
- 8 characters minimum

[Create account](#)

Step 3: Complete the Application Workbook / Template



Complete the Applicant Information Tab

In the Applicant Information tab, fill in contract information for you and your contractor.

In part 5, indicate the number of locations (projects) and total funding requested in the Applicant Information tab.

In part 6, there are 4 quadrants that indicate a specific type of eligibility, please check the appropriate box for your organization.

CPUC, CASF Broadband Public Housing Project Application				
1. Applicant Name				
2. Key Project Contact Information				
First Name		Last Name		Title
Address:				
City		State		Zip Code:
Email:			Phone:	
3. Key Project Management Information				
Company				
First Name		Last Name		Title
Address:				
City		State		Zip Code:
Email:			Phone:	
4. Lead Contractor/Vendor				
Company				
First Name		Last Name		Title
Address:				
City		State		Zip Code:
Email:			Phone:	
5. Total Funding Request On this Application				
Grant:		Loan:		
Total Number of Locations in this application:				
6. Applicant Eligibility - Check Appropriate Box and Provide Corresponding Information:				
<input type="checkbox"/> Chartered Public Housing Authority		<input type="checkbox"/> 501 (c)(3) Organization		
HA Code #		Tax ID #		
Applicant Information Project Information Documents for CPUC Map +				



Fill Out the Application Workbook / Template based on your organization's specific eligibility

Check the boxes based on your eligibility type:

“Publicly supported housing development” is a publicly supported multi-unit housing development that is wholly owned by either of the following:

(i) A public housing agency that has been chartered by the state, or by any city or county in the state.

(ii) An incorporated nonprofit organization as described in Section 501 (c)(3) of the Internal Revenue Code (26 U.S.C. Sec. 501(c)(3))¹² that is exempt from taxation under Section 501 (a) of that code (16 U.S.C. Sec. 501(a)) and that has received public funding to subsidize the construction or maintenance of housing occupied by residents whose annual income qualifies as “low” or “very low” income according to federal poverty guidelines.

Or

“Farmworker housing” is housing that is consistent with the definition of “farmworker housing” set forth in California Health and Safety Code Section 50199.7 (h), which includes the requirement that “farmworker housing” means housing in which at least 50 percent of the units are available to, and occupied by, farmworkers and their households.

6. Applicant Eligibility - Check Appropriate Box and Provide Corresponding Information:			
34	<input type="checkbox"/> Chartered Public Housing Authority		<input type="checkbox"/> 501 (c)(3) Organization
35	HA Code #		Tax ID #
36	Latest PHAS Score		<i>For 501(c)(3) entities, identify the source of public funds:</i>
37	<input type="checkbox"/> Check box if you have provided the most Recent Annual HUD Contribution Contract		
38			<input type="checkbox"/> Check box if you have provided an IRS Letter indicating 501(c)(3) Status
39			<input type="checkbox"/> Check box if you have provided an award letter indicating receipt of public funds to subsidize affordable housing.
40			
41	<input type="checkbox"/> Publicly Supported Housing Development (non HUD)		<input type="checkbox"/> Farmworker Housing
42			
43	<i>For Publicly Supported Housing Development (non HUD) please be aware of the following</i>		<i>For Farmworker Housing please be aware of the following</i>
	<i>A publicly supported housing development that is not in contract with HUD must include in its submission the program details of the publicly supported housing development, including any applicable income eligibility</i>		<i>“Farmworker housing” is housing that is consistent with the definition of “farmworker housing” set forth in California Health and Safety Code Section 50199.7 (h) which includes the requirement that “farmworker housing” means housing in which at least 50 percent of the units are available to, and occupied by, farmworkers and their</i>



Fill Out the Application Workbook / Template based on your organization's specific eligibility

Check the boxes based on your eligibility type:

"Other Housing Development" is (a) a multi-dwelling unit development such as a Single Room Occupancy (SRO) or an apartment complex, in which all units are owned by the same entity(ies) and that has 80% or greater residential units that are "low-income" and (b) tribal housing, including developments funded with Housing and Urban Development (HUD) funding or through a Tribally Designated Housing Entity.

Or

"Mobilehome park" is any area or tract of land where two or more lots are rented or leased, held out for rent or lease, or were formerly held out for rent or lease and later converted to a subdivision, cooperative, condominium, or other form of resident ownership, to accommodate manufactured homes, mobilehomes, or recreational vehicles used for human habitation, as defined in Section 18214 of the California Health & Safety Code.

47 Other Housing Development

48 Attest that 80% or greater of the total units at the property are "low-income"

49 **For Other Housing Development Applicants please be aware of the following**

50 *"Other Housing Development" is (a) a multi-dwelling unit development such as a Single Room Occupancy (SRO) or an apartment complex, in which all units are owned by the same entity(ies) and that has 80% or greater residential units that are "low-income" and (b) tribal housing, including developments funded with Housing and Urban Development (HUD) funding or through a Tribally Designated Housing Entity.*

51

52

53 Tribal Housing

Mobilehome Park

Attest that 50% or greater of the total units at the property are "low-income"

For Mobilehome Parks please be aware of the following

A mobilehome is defined in Section 18008 of the CA Health and Safety Code.

[Link to California Health and Safety Code Section 18008](#)

Census Block Group Based Projects



Fill Out the Application Workbook / Template based on your organization's specific eligibility

Check the boxes based on your eligibility type:

“Other Housing Development” is (a) a multi-dwelling unit development such as a Single Room Occupancy (SRO) or an apartment complex, in which all units are owned by the same entity(ies) and that has 80% or greater residential units that are “low-income” and (b) tribal housing, including developments funded with Housing and Urban Development (HUD) funding or through a Tribally Designated Housing Entity.

One or more Census block group(s), each with a median household income at or below 80 percent of the statewide median income or with median household incomes at or below the county-specific threshold designated as “low-income” by the Department of Housing and Community Development’s list of state income limits adopted pursuant to Section 50093 of the Health and Safety Code.^{26,27} For projects that are eligible based on Census Block Groups, a City or County Government may apply on behalf of the low-income community.



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52		
53	<input type="checkbox"/> Tribal Housing	<input type="checkbox"/> Census Block Group Based Projects
54	<input type="checkbox"/> Housing and Urban Development (HUD)	CBG Code
55	<input type="checkbox"/> Tribal Designated Housing Entity	
56	<p>For Tribal Housing Applicants please be aware of the following</p> <p><i>Tribal housing applicants must submit a letter from the Tribal Governing Body or designee (such as Tribal Chairperson or Tribal Administrator) authorizing it to seek funding and (1) the total number of units in the housing development and (2) the number of units available to and occupied by tribal members at the time of the application.</i></p>	<p>For Census Block Group Projects please be aware of the following</p> <p><i>For projects that are eligible based on Census Block Groups, a City or County Government may apply on behalf of the low-income community.</i></p> <p><i>A project eligible in this category is one or more Census block group(s), each with a median household income at or below 80 percent of the statewide median income or with median household incomes at or below the county-specific threshold designated as “low-income” by the Department of Housing and Community Development’s list of state income limits adopted pursuant to Section 50093 of the Health and Safety Code</i></p> <p><i>The California Broadband Map (http://www.broadbandmap.ca.gov/) includes census derived population and income data and information regarding existing</i></p>
57		
<p>Applicant Information Infrastructure Project Documents for CPUC Map +</p>		

Fill Out the Project Information Tab

Please complete separate Project Information tabs for each project location.

For additional Project Information tabs, please follow the following steps:

- i.) Right-click on the Project Information tab.
- ii) Select move or copy.
- iii) Select Project Information.
- iv) Check the Create a Copy Box.
- v) Click ok.
- vi.) Repeat these steps until you have the required number of Project Information tabs for your Application. The Project Name in each Project Information tab must be unique.

Please insert the project map in the Map tab, and label the map with the project name

1. Project Name			
2. Project Location Information, All Projects			
Project location address:		State:	
City:		Zip Code:	
County:			
Number of units in project building(s):			
Number of residents:			
Additional Info for Farmworker Housing			
Total Number of Units in Development:			
Number Units Available To And Occupied By Farmworkers:			
Additional Info for Mobilehome Parks			
Total number of residential units at the property			
Number of residents:			
Additional Info for Other Housing Developments			
Number of residential units that are "low-income" (at or below 250% FPG) based on each unit			



Step 4: Gather your Supporting Documentation



Documents for CPUC Tab

The Documents for the CPUC tab is a checklist of supporting documentation must be submitted with your application.

For more information regarding required documents for your eligibility type and file naming conventions, please refer to the [Broadband Public Housing Account Application Instructions](#).



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Checklist of items to upload:

- Applicant Workbook**
CASF Public Housing Account Infrastructure Project(s) Application workbook. See application instructions.

- Eligibility Documents**
Chartered Public Housing Authorities:

or
Publicly Supported Housing developments that are NOT in contract with HUD:
Any agreements between the applicant and the source of the public subsidy.
Details of the publicly supported housing development, including any applicable income eligibility requirements for the program residents.
or
501(c)(3) Non-Profit Organizations:
IRS Letter approving its status as a 501(c)(3) entity to provide affordable housing. The IRS Letter must include applicant's Tax Identification Number. AND
Award letter from a public agency such as California Tax Credit Allocation Committee (TCAC), proving receipt of public funding for affordable housing purposes.

- Financials**
Chartered Public Housing Authorities:
The most recently prepared annual reports and audits submitted to HUD.
or
A publicly supported housing development that is **NOT** in contract with HUD must include in its submission:
Program details of the publicly supported housing development, including any applicable income eligibility requirements for the program residents.
Any housing development contracts or agreements between the applicant and the source of the public subsidy.
or
501(c)(3) Non-Profit Organizations:
The most recently prepared annual reports and audits submitted to a government entity (for example, the California Tax Credit Allocation Committee).

- Organizational Chart and Background**
The applicant must submit an organizational chart showing its parent organization, subsidiaries and affiliates.

Save the Application Workbook and Supporting Documents

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_# of this application type submitted to date
(e.g. ABC Housing Authority_Infrastructure_2.xls; ABC Housing Authority_Adoption_1.xls)

Follow the format for naming your supporting documents as per instructions located on pages 3 and 4 in the application instructions: [Broadband Public Housing Account Application Instructions](#)



Application Package Checklist

1. The Broadband Public Housing Application Workbook / Template
2. Eligibility Documents (These are unique to your eligibility type)
3. Financial Documents (These are unique to your eligibility type)
4. Organizational Chart and Background
5. Notarized Affidavit
6. Engineering Documents and Schematics
7. Project Schedule



Step 5: Submit the Application



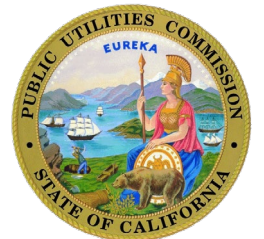
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Application Submittal

1. Ensure that Attachments are in PDF format and the Broadband Public Housing Application in Excel format. Place all files into a compressed (zipped) folder.
2. Log into your Commission FTP account.
3. Create a new message to be sent to: CPUC_Housing@cpuc.ca.gov,
 - a. Upload your zipped application package & click “send” to complete the upload request.



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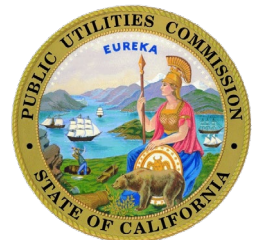


Reviews and Approvals

- Applications will be evaluated based on the criteria established for the CASF Broadband Public Housing Account.
- Applicants of projects approved via ministerial review will be notified by an award letter. Projects not meeting ministerial review may be approved by the Commission via Resolution. Successful applicants are required to sign a consent form within 30 days from the date of the award agreeing to the terms stated in the award letter or Resolution. If the applicant fails to sign and return the provided consent form within the time frame required, the Commission may deem the grant null and void.
- All approved applications will be listed on the Commission website.
- See guidelines for more details, [Appendix A](#)



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Rejection

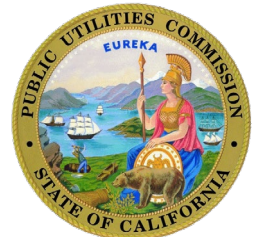
The Commission staff will notify an applicant by letter specifying reasons for rejection should an application fail to meet the Commission criteria or other factors.

Possible reasons for rejection include the following:

- The applicant is not an eligible applicant per program rules.
- The applicant submitted an incomplete application and did not respond to a follow-up request for the missing material, sent to the designated contact on the application.
- The applicant has previously had a Commission grant award rescinded for violation of Commission or program rules.
- The applicant has made false statements to the Commission or to the Federal Communications Commission (FCC).



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For additional information please review the [Rules and Guidelines in Appendix A of \(D.\) 24-03-041, Review Broadband Public Housing Account Application Instructions, and FAQs](#)



Questions?

Please email

CPUC_Housing@cpuc.ca.gov



CALIFORNIA ADVANCED SERVICE FUND

CBO EXPERIENCE: BROADBAND PUBLIC HOUSING ACCOUNT APPLICATIONS

Perspectives from Experienced Grantees

California Emerging Technology Fund

Raquel Cinat, Associate Vice President

Education SuperHighway

Stephanie Silver, General Manager – Apartment Wi-Fi

Palm Communities

Stephanus Malaihollo, Systems Engineer

Questions & Answers



CLOSING REMARKS AND CALL TO ACTION

California Emerging Technology Fund

Sunne Wright McPeak





**CALIFORNIA ADVANCED SERVICES FUND
ADOPTION AND BROADBAND PUBLIC HOUSING GRANT
WORKSHOP
DECEMBER 5, 2024
9:00 AM – 12:00 NOON**

