

**California Public Utilities Commission (Commission)
Broadband Adoption Account Application Instructions**

A. Review the [Adoption Account Requirements, FAQs, and Administrative Manual](#)

B. Complete the Application Package

Applicants must provide the required documentation below as part of the application package. Applicants must submit one application per project type requested (digital literacy, broadband access or call center project). **Applicants are required to use forms for the current round (do not use forms from previous rounds).** Applicants can submit multiple projects of the same type per application. The complete Application Package includes:

1. Adoption Account Application Form

Please select the application form appropriate for your project type (**use the forms in this application package**):

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.

Please complete the application. If you have any questions, please email your questions to CASF_Adoption@cpuc.ca.gov. Incomplete applications may not be accepted.

2. 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) (**use the workplan templates in this application package**):

Ramp up workplan (if applicable)

Program implementation workplan

3. ATTACHMENT A: Cover letter

- a. Company/organization profile, & organization type
- b. Description of the business including mission/vision
- c. Past/current experience in providing digital literacy and broadband access

(Submit as 1 PDF, labeled “Attachment A”)

4. ATTACHMENT B: Current curriculum or plans for new curriculum, any outreach materials, published material from past and similar work, etc.).
(Submit as 1 PDF, labeled “Attachment B”)
5. ATTACHMENT C: Optional, Endorsements from the community, letters of support
(Submit as 1 PDF, labeled “Attachment C”)
6. 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.
(Submit as 1 PDF, labeled “Attachment D”)
7. **ATTACHMENT E: Notarized affidavit**
(Submit as 1 PDF, labeled “Attachment E”)

C. Summit the Application Package

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

D. Approval

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 which will be mailed to the CASF service lists. All approved applications will be listed on the Commission website. Commission staff will notify an applicant by letter specifying reasons for rejection should an application fail to meet the Commission criteria or other factors.