



# **LOCAL AGENCY TECHNICAL ASSISTANCE GRANT PROGRAM**

## **Grantee Administrative Manual**

**Communications Division**

**June 28, 2022**

To all Local Agency Technical Assistance Applicants and Grant Recipients:

The California Public Utilities Commission (CPUC or the Commission) thanks you for your interest in broadband technical assistance grants. We welcome your applications for funding of pre-construction work that facilitates last-mile broadband projects led by local agencies and tribes in California. We look forward to working with you.

Respectfully,

CPUC Communications Division

# Local Agency Technical Assistance Grantee Administrative Manual

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# Local Agency Technical Assistance Grantee Administrative Manual

## I. Introduction

The Local Agency Technical Assistance (LATA) grant program provides funding to assist California's local agencies and tribes in their efforts to provide high-speed broadband to unserved Californians. On February 24, 2022, the Commission approved [Decision \(D.\) 22-02-026](#)<sup>1</sup> which established the LATA grant program and implemented current requirements and guidelines for the program.<sup>2</sup>

The purpose of the *Local Agency Technical Assistance Grantee Administrative Manual* is to provide guidance on the application process and administrative lifecycle for broadband technical assistance grants.<sup>3</sup> This manual is intended to help potential applicants and grant recipients (grantees) become familiar with the LATA program, including funding eligibility, the application process, and administrative and performance requirements.<sup>4</sup>

## II. Funding Overview

Local Agency Technical Assistance grants provide reimbursement for Tribes and local agencies for pre-construction expenses that facilitate development of broadband network deployment projects to areas in need. Grants may be used to reimburse eligible costs such as environmental, feasibility, and engineering design studies or reports; needs assessments, market studies, broadband strategic plans, and business plans; forming a joint powers authority; and consultant and community-based organization services.

Grantees may receive up to 100 percent of technical assistance project costs of up to \$500,000 per local agency or tribe per fiscal year. The program has a budget of \$50 million, including a \$5

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<sup>1</sup> D. 22-02-026 is part of the Commission's California Advanced Services Fund (CASF) Rulemaking proceeding (R.) 20-08-021. Learn more about the various CASF funding programs on the program website here: <https://www.cpuc.ca.gov/casf/>

<sup>2</sup> Senate Bill 156 (SB) text: [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220SB156](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB156)

<sup>3</sup> This Administrative Manual was prepared by CPUC CD staff. It does not change, replace, or waive any of the rules or guidelines adopted in D.22-02-026 nor has the CPUC passed upon the accuracy or adequacy of the information in it. The contents of the manual are for informational proposed only.

<sup>4</sup> [D.22-02-026 Attachment 1 Guidelines](#).

million set-aside for tribes, for reimbursement of eligible costs incurred by December 31, 2024. Grants will be awarded on a first come first served basis until funding is exhausted.

In addition to eligibility for funding from the LATA program, tribes will continue to be eligible for broadband grants from the CPUC's existing Tribal Technical Assistance grant program, which has a separate set of rules.<sup>5</sup>

Because funding stems from federal Coronavirus State and Local Fiscal Recovery Funds, projects authorized through this program will be subject to federal rules in addition to the Guidelines adopted by the Commission in D.22-02-026. Under the federal rules, the LATA program may fund eligible pre-construction costs if they are tied to an eligible broadband infrastructure project designed to provide service to unserved or underserved households and businesses<sup>6</sup> and that are designed to, upon completion, reliably meet or exceed symmetrical 100 Mbps download speed and upload speeds, or should be reasonably expected to lead to such a project.<sup>7</sup> The term "unserved" in this manual is intended to include underserved California communities, households, and businesses.<sup>8</sup>

### III. Eligibility

The following eligibility criteria determine who may apply for Local Agency Technical Assistance broadband funding.<sup>9</sup>

#### **A. Who is Eligible to Apply**

For the purpose of this program, local agency has the same meaning as that provided in Government Code section 53167 (e), as amended by SB 156, wherein "local agency" means any

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<sup>5</sup> D.22-02-026, Attachment 1 at 2.

<sup>6</sup> For example, the Treasury Overview of the Final Rule (January 2022) specifies investments "provide service to locations with an identified need for additional broadband investment."  
<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>. Areas with an identified need include areas unserved and underserved locations under the Interim Final rule: "Unserved and underserved households or businesses" means one or more households or businesses that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed." Coronavirus State and Local Fiscal Recovery Funds, 86 Fed. Reg. 26,786, 26,823 (May 17, 2021) (to be codified at 31 C.F.R. pt. 35). The unserved or underserved locations need not be the only locations served by the proposed project. Dept. of the Treasury, Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions at 30 (as of July 19, 2021), available at <https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>.

<sup>7</sup> [D.22-02-026 Attachment 1 Guidelines](#) at 1.

<sup>8</sup> See footnote 6 above.

<sup>9</sup> D.22-02-026, Attachment 1 at 4.

agency of local government authorized by law to provide broadband internet access service, including the following:

- A city
- A county, including a county service area
- A community services district
- A public utility district
- A municipal utility district
- A joint powers authority
- A local educational agency, as defined in section 47640 of the Education Code
- A sovereign tribal government
- An electrical cooperative, as defined in section 2776 of the Public Utilities Code

## **B. What is Eligible for Funding**

Technical assistance grants must support developing broadband service to unserved communities. Technical assistance projects may include but are not limited to:

- Environmental, feasibility, engineering design studies or reports
- Needs assessments, market studies, broadband strategic plans, business plans
- Forming a joint powers authority<sup>10</sup>
- Consultant and community-based organization services

Per D.22-02-026, grant applications must meet the following criteria:

*Pre-Construction Costs Related to Broadband Deployment* – LATA grants reimburse pre-construction costs related to the development of broadband network deployment projects through activities such as studies and planning. Technical assistance work should be tied to a broadband deployment project or be reasonably expected to lead to such a project.

*Achieve 100 Mbps or Better Upload and Download Speeds* – The resulting broadband infrastructure projects will be designed to reliably meet or exceed 100 Mbps download and upload speeds.

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<sup>10</sup> A “joint powers agency” or “joint powers authority” means an agency or entity formed pursuant to the Joint Exercise of Powers Act (Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1) that is formed for the local performance of governmental functions that includes the provision of municipal services. Cal. Gov. Code § 56047.7.

*Provide Service to Unserved Households and Businesses* – Technical assistance is defined as work products resulting from activities such as studies and planning that support local agencies in developing broadband network projects that benefit unserved Californians.

### **C. Areas Eligible for Funding**

Applicants must provide a description of the areas for which they are considering funding. Cities that are applying should include as much geographic information as possible about the area of their proposed project and should identify city and county names as well as the census blocks in their application. Multiple jurisdictions, census designated places, joint powers authorities, utility district or county areas should describe the area and include census blocks in the application.<sup>11</sup>

If multiple agencies are applying for technical assistance funding in the same area, they should coordinate. Applicants are required to submit a letter of support demonstrating this coordination. Separate local agencies operating in the same geographic area may be considered for grants through a Commission resolution process and need to demonstrate collaboration with any overlapping jurisdictions for the efficient use of resources. For the purposes of this program, cities do not have overlapping jurisdictions with the county or counties in which the city is located, nor are tribal governments considered to have overlapping jurisdictions with other eligible local agencies.

## **IV. Required Application Materials**

Applicants must complete and submit an application along with additional requested documentation, which is available on the LATA webpage as an Excel document. Each part of the application is a different tab in the spreadsheet. The application and additional required materials should be submitted via email to [Broadband.TechAssist@cpuc.ca.gov](mailto:Broadband.TechAssist@cpuc.ca.gov). See **Appendix A** for samples of the application and affidavit form.<sup>12</sup> A summary of required materials follows.

### **Part 1. Application Checklist.**

Item 1 – Applicant Name and Organization (local agency or tribe)

Item 2 – Key Project Contact Information

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<sup>11</sup> Local agencies that are seeking a list of census blocks and do not have a pre-existing GIS method can use the California Interactive Broadband Map tool. <https://www.broadbandmap.ca.gov/>

<sup>12</sup> D.22-02-026, Attachment 1 at 5-7.



- Item 3 – Grant Project Description
- Item 4 – Letter of Support (upload with submission)
- Item 5 – Project Proposal or Proposed Contract (upload with submission)
- Item 6 – Proposed Total Budget
- Item 7 – Name of Organization to Receive Payment
- Item 8 – Certification and Affidavit of Statements and Representations
- Item 9 – Affirmation of Incremental Staff Hours
- Item 10 – Affirmation of 24-Month Project Completion
- Item 11 – Notarized Affidavit (upload required form with submission)
- Item 12 – Electronic Signature

**Part 2. Project Summary.** These fields must be completed:

- Project Name
- Type of Project and Scope
- Total Budget
- Timeline Start through Completion Dates (estimate completion within 24-months from Commission approval)
- How Project Supports Last-Mile Broadband Deployment of at least 100 Mbps Upload and Download Speeds to Unserved and/or Underserved Households and Businesses
- Summary of Consultant/Staff/Team Professional Experience (upload resumes)
- Short project description of scope of work for publication on the CPUC Webpage
- Other Information

**Part 3. Budget Summary.** These fields must be completed:

- Year 1 and 2 Consultant, Sub-Consultant, Staff and Administrative Costs<sup>13</sup>
- Year 1 and 2 Work Product Costs

**Part 4. Geographic Information.** Applicant must provide information about the location and boundaries of the proposed project including:

- Detailed description of the area where the technical assistance will be applied (e.g., city, town, county).
- Identify all the area's census blocks.
- Upload shapefiles if possible

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<sup>13</sup> Up to 15 percent of the total requested for reimbursement may be used to reimburse the grantee for administrative costs associated with the securing or completion of reimbursable work products, other than the cost of local agency staff hours. D.22-02-026, Attachment 1 at 2.

- Use the *California Interactive Broadband Map* if needed to map proposed technical assistance project areas: <https://www.broadbandmap.ca.gov/>

If needed, the 'Data Query Tool' on CPUC's California Interactive Broadband Map (see link above) may be used to export census blocks or other types of political boundaries (e.g., tribal areas, counties, census designated places) into a CSV file by manually selecting regions on the map. See **Appendix B** and the link below to learn more about using this mapping tool.

## V. Required Supplemental Materials

Applicants must also upload a project proposal or proposed contract, letter of support, and a notarized affidavit form. See **Appendix A** for a sample notarized affidavit form.

### A. Project Proposal or Proposed Contract

Applicants must provide a proposed contract(s) if planning to work with a consultant or community-based organization. A written project proposal will suffice if technical assistance is to be provided in-house. The proposed contract or project proposal must include the following:

- Scope of work with a description of the reimbursable work product (e.g., a report summarizing X, a written engineering study including network diagrams, a broadband strategic plan with last mile project specifications)
- Description of each reimbursable work product expected to result from the contract or project proposal. While more than one reimbursable work product may result from a contractor or project proposal, each reimbursable work product proposed in the application must be supported by a contract or project proposal.<sup>14</sup>
- Detailed cost estimate including hourly rates and total cost per team member
- Proposed timeline for completion within 24 months
- Professional qualifications/resumes of team members

### B. Letters of Support

Applicants are required to submit a letter of support demonstrating collaboration between overlapping local agency jurisdictions. This letter must include information relating to coordination performed with other eligible local agencies with geographic jurisdictions that overlap with the local agency applicant's geographic jurisdiction, if the applicant is not a sovereign tribal government.

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<sup>14</sup> D.22-02-026, Attachment 1 at 6.

Tribal applicants are required to submit a letter of support from the tribal chair, administrator, or council, though these letters need not detail coordination efforts with local agencies.

## VI. Application Submission and Timeline

Applicants are required to submit the Commission-provided application form and supporting documents. Completed applications should be submitted electronically to the following address. This email should also be used for all program inquiries and administrative needs, including payment requests and reporting:

**LATA Program Email:**

[Broadband.TechAssist@cpuc.ca.gov](mailto:Broadband.TechAssist@cpuc.ca.gov)

**LATA Program Address:**

California Public Utilities Commission, Communications Division  
Attn: Local Agency Technical Assistance Grant Program  
505 Van Ness Avenue, San Francisco, CA 94102

If needed, larger files may be submitted via secure file transfer to <https://cpucftp.cpuc.ca.gov/>. Applications may be submitted at any time until funding is exhausted. The Communications Division staff will notify an applicant by letter or email specifying reasons for denial should an application fail to meet program eligibility criteria or other factors. Local agencies that are not selected are welcome to re-apply with revised proposals.

## VII. Required Forms and Obligations

**Consent Form and Payee Data Record.** Upon a funding application's approval, the grantee will receive an email from the Commission requesting them to submit required documents, which include a Consent Form and a [Payee Data Record](#).<sup>15</sup> The Payee Data Record (STD 204) is a State of California standardized form that is needed for tax purposes. The Consent Form binds the grant recipient to the terms, conditions, and requirements of both the authorizing Decision and the approval document (whether a Commission Resolution awarding the grant or an award letter, if approved by CD staff). Grantees must sign and submit a Consent Form within 30

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<sup>15</sup> The Payee Data Record is required in order to receive payment from the State of California, and information provided in this form will be used by the Commission to prepare Information Returns (e.g., Internal Revenue Service, Form 1099).

calendar day from the date of the award. Failure to submit the Consent Form within 30 calendar days from the date of award letter will deem the grant null and void.

**Federal Compliance Form.** As recipients of Federal financial assistance, grantees are also required to submit a form entitled [Assurances of Compliance with Title VI of the Civil Rights Act](#) and meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds.<sup>16</sup> (This form does not apply to tribal grantees.) The Commission will not initiate payment for LATA grants until CD staff receive these forms.

**Prevailing Wages.** Prevailing Wage rules and requirements apply to LATA grants.

## VIII. Payments and Compliance

Grantees must submit payment requests using the Completion Report to Communications Division template. See **Attachment C** for a sample. All requested reimbursements must be allocated to activities/g approved in the work plan and be supported by attaching relevant invoices. Please note the following additional requirements.

### A. Direct Payment to Grantee

Payment will be made directly to the local agency or tribe as the grant recipient.

### B. Partial Payment

Local agency grantees may request partial reimbursement if they complete one or more of the approved reimbursement work products prior to completion of other reimbursable work products approved in the same grant authorization. Payment will be based upon receipt and approval of an invoice(s) submitted by the local agency showing the expenditures incurred for the reimbursable work product, along with work product for which partial payment is requested. Invoices must be supported by documentation including but not limited to the actual cost of labor and any other expense that will be recovered by the grant. If any portion of

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<sup>16</sup> These requirements include ensuring that entities do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23

the partial reimbursement request is found to be out of compliance, grantees will refund any disallowed amount along with appropriate interest.<sup>17</sup>

### **C. Itemized Accounting for Administrative Costs**

To the extent that any portion of an award was used to reimburse a local agency for administrative costs associated with securing or completing a reimbursable work product, the local agency must submit an itemized accounting of such costs, demonstrating the total requested for reimbursement does not exceed 15 percent (15%) of the total authorized award.<sup>18</sup>

### **D. Timing and Modifications**

Grantees must complete projects within 24 months or the Commission may withhold or reduce payment.<sup>19</sup> If the grantee cannot complete the project within the 24-month timeline, they must notify the Commission or CD's Director (CD\_Director@cpuc.ca.gov) as soon as they become aware that they may not meet the project deadline. Grantees must request timeline changes and receive approval at least 30 days before the anticipated change. They must provide details in writing regarding the reason for timeline change and a revised schedule, including impacts on any work deliverables (see next section). In the event the grantee fails to notify the Commission or CD's Director and secure approval at least 30 days before the anticipated change, the Commission may withhold or reduce payment. If any portion of reimbursement is found to be out of compliance, grantees will refund any disallowed amount along with appropriate interest.<sup>20</sup>

In addition, grantees must communicate in writing to Communications Division Director regarding any changes to the substantive terms and conditions underlying Commission approval of the grant (such as changes to a reimbursable work product contract, work plan, or budget) at least 30 days before the anticipated change. Substantive changes may require approval by either the Communications Division Director or by Commission resolution before becoming effective.

All tasks and performance specified under the terms of any award shall be completed on or before the completion of the project. The Commission may withhold or terminate grant payments if the grantee does not comply with any of the requirements set forth in its application and D.22-02-026.<sup>21</sup>

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<sup>17</sup> D.22-02-026, Attachment 1 at 10.

<sup>18</sup> D.22-02-026, Attachment 1 at 2 and 10.

<sup>19</sup> D.22-02-026, Attachment 1 at 9.

<sup>20</sup> D.22-02-026, Attachment 1 at 10.

<sup>21</sup> D.22-02-026, Attachment 1 at 10.

## E. Project Completion and Final Payment

**Project Completion.** Upon completion of the technical assistance and before final payment, grantee must provide a signed *Completion Report and Final Payment Form* and they must submit a copy of the final report/study/joint powers agreement etc. to the program email address. See **Appendix C** for a sample of this form template. These materials should state that the agreed upon work has been completed and include a request for final payment as well as documentation of the overall project outcome and deliverables in accordance with the approved grant agreement. Among the information requested in the form, grantees should provide the following:

- Short summary of the reimbursable work product(s) created under the contract.
- A short description of the technical assistance work completed that is suitable for posting on the Commission's web page.
- Identification of areas where the local agency intends to deploy broadband infrastructure stemming from their technical assistance work, suitable for posting on the Commission's website.

Work products that should be considered for confidential treatment should be accompanied by an attestation by the grantee describing the reasoning for confidential treatment according to General Order 66-D.

**Failure to Comply.** If the grantee fails to complete the project, in accordance with the terms of approval granted by the Commission, and as described in the contract, the grantee will be required to reimburse some or all of the funds that it has received.<sup>22</sup>

## F. American Rescue Plan Act Reporting Requirements

The American Rescue Plan Act (ARPA), State and Local Fiscal Recovery Fund Reporting Requirements directs grantees and CPUC staff to ensure all required reporting information set forth in the Compliance and Reporting Guideline and Project and Expenditure Report for broadband infrastructure projects is available for each technical assistance grant.<sup>23</sup> Reporting guidelines are anticipated from the US Treasury and California Department of Finance by 2023.

## G. Contractor Monthly Reporting Requirements

SB 156 requires grantees to fulfill the monthly reporting requirements set forth in Public Utilities Code section 281(l)(1) if they are using a licensed contractor or subcontractor to

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<sup>22</sup> D.22-02-026, Attachment 1 at 10.

<sup>23</sup> <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

undertake a contract or subcontract in excess of twenty-five thousand dollars (\$25,000). The Commission is required to post that information on its website. Specifically, SB 156 requires the following to be reported to the Commission on a monthly basis:

- The name and contractor’s license number of each licensed contractor and subcontractor undertaking a contract or subcontract in excess of twenty-five thousanddollars (\$25,000) to perform work on a project funded or financed pursuant to this section.
- The location where a contractor or subcontractor described in subparagraph (A) will be performing that work.
- The anticipated dates when that work will be performed.

Licensed contractor or subcontractor means any contractor that holds a California state license through the contractor’s state license board (<https://www.cslb.ca.gov/>).

#### **H. Record Retention**

Grantees are required to maintain records such as files, invoices, and other related documents for five years after final payment. Grantees shall make these records and invoices available to the Commission upon request and agree that these records are subject to financial audit by the Commission at any time within the five years after the final payment made to a grantee.<sup>24</sup>

### **IX. Acknowledgment and Publicity**

Any publications, studies, or reports made possible or derived in whole or in part from the project, and any news articles, brochures, seminars, or other promotional materials or media through which the grantee publicizes the Project will acknowledge the program in the following manner:

“Funding for this project has been provided in part through a grant for Local Agency Technical Assistance from a program administered by the California Public Utilities Commission.”

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<sup>24</sup> D.22-02-026, Attachment 1 at 10.

## X. More Information and Links

In addition to this manual, the program webpage provides background and updates. The URL is: <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/broadband-implementation-for-california/local-agency-technical-assistance>

The following are CPUC links for more information about Local Agency Technical Assistance as well as other broadband funding programs:

- [Decision 22-02-026 with Guidelines for Local Agency Technical Assistance](#)
- [CPUC Broadband Implementation Webpage for SB 156 Programs](#)
- [Local Agency Technical Assistance](#)
- [Last-Mile Federal Funding Account](#)
- [Open-Access Middle Mile](#)
- [California Advanced Services Fund \(CASF\)](#)
- [Tribal Technical Assistance Broadband Grants](#)
- [US Treasury Coronavirus State and Local Fiscal Recovery Funds](#)



Appendix A: Technical Assistance Application & Forms

**Local Agency Technical Assistance  
PART 1. GRANT APPLICATION CHECKLIST**

*Instructions:* To assist the CPUC Communications Division in verifying the completeness of your application, mark the box to the left of each item to indicate you provided the requested information and uploaded required additional materials with your application spreadsheet. For more details about these requirements, please review CPUC Decision D.22-02-026, Appendix 1.

[link to D.20-02-026 Technical Assistance Decision and Guidelines](#)

#	Item Included?	Item	To Be Completed By Applicant (submit separately if indicated below)
1		<b>Applicant Name and Organization</b>	
		<b>Authorized Local Agency or Tribal Leader Name and Title</b>	Provide information below:
		<i>Address Line 1</i>	
		<i>Address Line 2</i>	
		<i>City</i>	
		<i>State</i>	
		<i>ZIP Code</i>	
		<i>Website Address</i>	
		<i>Phone Number</i>	
		<i>California Tribe?</i>	
		<i>Federal Tribal Recognition?</i>	
2		<b>Key Project Contact (i.e., staff contract manager)</b>	Provide information below:
		<i>First Name</i>	
		<i>Last Name</i>	
		<i>Organization Position</i>	
		<i>Address Line 1</i>	
		<i>Address Line 2</i>	
		<i>City</i>	
		<i>State</i>	
		<i>ZIP Code</i>	
		<i>Email Address</i>	
		<i>Phone Number</i>	
3		<b>Grant Project Description</b>	Provide information below:

		<i>Project Title</i>	
		<i>Brief Description</i>	
		<i>Project Location</i>	
<b>4</b>		<b>Letter of Support</b>	Submit as separate attachment(s) and check box to indicate included.
<b>5</b>		<b>Project Proposal</b> (if planning to use in-house staff) <b>or Proposed Contract</b> (if planning to outsource work)	<p>Submit as a separate attachment(s) and check box to indicate included.</p> <p>Must include: (1) the project scope of work for a consultant and/or staff to carry out the Local Agency Technical Assistance; (2) detailed cost estimate including hourly rates and estimated total hours for each person; and (3) proposed timeline for completion; (4) geographic basis for the proposed project area (such as by Census Block) sufficient to demonstrate broadband need.</p> <p>If the applicant intends, as part of the project, to (a) complete multiple work products (i.e. joint powers agreement(s), feasibility studies, etc.) and (b) request partial payment for work product(s) completed before the project's completion, all potential work products must be outlined and supported in the contract or proposal, and listed separately in the Budget Summary.</p>
<b>6</b>		<b>Proposed Total Budget (\$)</b>	\$
<b>7</b>		<b>Project Summary</b>	Provide information in <b>Tab 2 (Project Summary)</b> of this spreadsheet and check box to indicate included.
<b>8</b>		<b>Budget Summary</b>	Provide information in <b>Tab 3 (Budget Summary)</b> of this spreadsheet and check box to indicate included.
<b>9</b>		<b>Name of Organization to Receive Payment (Local Agency or Tribal Entity)</b>	
		<i>Address Line 1</i>	

		<i>Address Line 2</i>	
		<i>City</i>	
		<i>State</i>	
		<i>Zip Code</i>	
		<i>Website Address</i>	
		<i>Phone Number</i>	
<b>10</b>		<b>Affirmation of Incremental Staff Hours</b>	I, the undersigned, affirm that any staff hours expended on reimbursable activities, and for which reimbursement will be requested, are incremental to the pre-grant award scope of work and would not be performed by the staff person absent the grant award.
<b>11</b>		<b>Agreement for 24-Month Completion</b>	I, the undersigned, acknowledge that the project must be completed within 24-months from the date of Commission approval of the grant.
<b>12</b>		<b>Notarized Affidavit (separate form, upload with submission)</b>	Submit separate required form and check box to indicate included. The form can be found on the LATA website: <a href="https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/broadband-implementation-for-california/local-agency-technical-assistance">https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/broadband-implementation-for-california/local-agency-technical-assistance</a>
<b>13</b>		<b>Electronic Signature</b>	<b>X</b>

**Local Agency Technical Assistance  
APPLICATION PART 2: PROJECT SUMMARY**

*Instructions:* Please provide the following information about a broadband technical assistance project that supports a local agency or Tribe. Project types may include but are not limited to: needs assessments, market studies, broadband strategic plans, business plans; environmental, feasibility, engineering design studies or reports; forming a joint powers authority; consultant and community-based organization services.

<b>Name and Location of Proposed Grant Project</b>	
<b>Type of Project and Scope</b>	
<b>Total Budget (\$)</b>	
<b>Project Timeline (include start and end dates, must be completed within 24 months)</b>	
<b>Explain how the proposed technical assistance grant project will support your Local Agency or Tribe in pursuit of last-mile broadband infrastructure deployment to unserved or underserved households and businesses.</b>	
<b>How will the proposed technical assistance grant support broadband infrastructure deployment to unserved and/or underserved households and businesses at speeds of at least 100 Mbps upload and download speeds?</b>	
<b>Summary of consultant or staff experience.</b> <i>Upload resumes separately.</i>	
<b>Short description of the project suitable for posting on the Commission’s web page.</b>	<b>Example:</b> The proposed project will fund a Broadband Strategic Plan for City X. This plan will outline a strategy expected to result in broadband infrastructure projects designed to provide service to unserved or underserved households and businesses and that are designed to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds. This project will be completed within the 24-month timeline.
<b>Other Information</b>	

**Local Agency Technical Assistance  
APPLICATION PART 3: BUDGET SUMMARY**

*Instructions:* Please provide the following descriptive and quantitative budget summary information for your proposed grant project. Add additional space if needed.

<b>Applicant (Local Agency or Tribe):</b>						
<b>Project Name:</b>						
	<b>Year 1</b>			<b>Year 2</b>		
<b>BUDGET LINE ITEM</b>	<b>Work Product</b>	<b>Work Product</b>	<b>Work Product</b>	<b>Work Product</b>	<b>Work Product</b>	<b>Work Product</b>
<b>Work Product Title</b> (e.g., Request for Proposal Development, Needs Assessment, Strategic Broadband Plan)						
<b>Timeline</b> (weeks from project start)						
<b>Work Product Costs</b> (consultants, subconsultants, organizations, and/or staff)	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>	<b>Cost</b>
<b>Total Work Product Costs</b> (consultants, subconsultants, organizations, and/or staff)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Administrative Costs</b> (see <i>Note</i> )	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COSTS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Note:*

Administrative costs are defined as indirect overhead costs attributable to a project, per generally accepted accounting principles (GAAP), and the direct cost of complying with Commission administrative and regulatory requirements related to the grant itself. Up to 15% of administrative costs may be associated with the securing or completion of reimbursable work products, other than the cost of local agency staff hours. (D.22-02-026, Attachment 1 at 2)

**Local Agency Technical Assistance**  
**APPLICATION PART 4: GEOGRAPHIC INFORMATION**

*Instructions:* Please provide a description of the geographic location(s) that the applicant intends for service to be provided as a result of the technical assistance project(s). The CPUC requests this information since local agencies with geographically overlapping jurisdictions are encouraged to collaborate. We encourage the applicant(s) to provide as much detail on the intended geographic location(s) as possible.

ITEM	INSTRUCTIONS	RESPONSE
<b>Type of Local Agency</b>	Choose from drop down in spreadsheet.	
	Describe type of Local Agency if not in dropdown.	
<b>Describe Project Location</b>	Provide a short description of the intended geographic location(s) (e.g., city limits, county limits, utility service area) to assist in the review of this application.	
<b>Census Block(s)</b>	Submit as separate document and note the file name in this field (if submitting via email).	
	The 'Data Query Tool' on CPUC's California Interactive Broadband Map can be used to export census blocks into a CSV file by manually selecting regions on the map. ( <a href="https://www.broadbandmap.ca.gov/">https://www.broadbandmap.ca.gov/</a> )	
	If Census Blocks are not currently known, the Data Query Tool can also be used to create CSV files of other types of political boundaries (counties, Tribal Areas, etc.) and can be provided in a separate file. Additional information on the intended geographic location(s) can be listed in the relevant fields below.	
	If Census Block(s) are not known, provide the following information on intended geographic location(s):	
	<i>County/Countries</i>	
	<i>City/Cities</i>	
<i>Zip Codes</i>		
<i>Other Unique Geographic Data (describe and provide list)</i>		

<b>Shapefile and/or Map</b>	A shapefile and/or map of the intended geographic location(s) may be submitted as separate document(s) instead of census blocks. Indicate via the drop down whether a shapefile or map is included in relevant fields below:	
	<i>Shapefile included?</i>	
	<i>Name of Shapefile (if included "N/A" if not):</i>	
	<i>Map Included?</i>	
	<i>Name of Map file (if included, "N/A" if not):</i>	



## Notarized Affidavit

My name is \_\_\_\_\_ . I am \_\_\_\_\_ [Title] of  
\_\_\_\_\_ [Name of Organization to receive grant].

My personal knowledge of the facts stated herein has been derived from my employment with  
\_\_\_\_\_ [Name of Organization to receive grant].

I swear or affirm that I have personal knowledge of the facts stated in this Application for a Local Agency Technical Assistance Grant under the provisions of Decision (D.) 22-02-026, as authorized by the Legislature and the California Public Utilities Commission, I am competent to testify to them, and I have the authority to make this Application on behalf of and to bind the Organization.

I further swear or affirm that \_\_\_\_\_ [Name of Organization to receive grant] agrees to comply with all federal and state statutes, rules, and regulations, including the California Advanced Services Funds program rules the Commission establishes, covering broadband services and state contractual rules and regulations, if granted a Local Agency Technical Assistance grant.

I further swear or affirm that \_\_\_\_\_ [Name of Organization to receive grant] agrees to comply with the terms, conditions and requirements of the grant and thus submits to the jurisdiction of the Commission with regard to the disbursement and administration of the grant if granted a Local Agency Technical Assistance grant.

I swear or affirm that I agree to comply with Rules 1.11 and 2.2 of the California Public Utilities Commission's Rules of Practice and Procedure.

I swear or affirm, under penalty of perjury, and under Rule 1.1 of the California Public Utilities Commission's Rules of Practice and Procedure, that, to the best of my knowledge, all of the statements and representations made in this Application are true and correct.

If \_\_\_\_\_ [Grantee Name] violates the terms and conditions of this award or other program and project compliance requirements, it shall be subject to Public Utilities Code Sections 2108 and 2111. The Commission may impose the maximum penalties allowed under Public Utilities Code sections 2108 and 2111 for failure to meet the program and project compliance requirements, as determined by the Commission.

\_\_\_\_\_  
Signature and title

\_\_\_\_\_  
Type or print name and title

**SUBSCRIBED AND SWORN** before me on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public In and For the State of \_\_\_\_\_

My Commission expires \_\_\_\_\_

## Appendix B: California Interactive Map Reference

# California Broadband Mapping Tool

Layers

- + Broadband Adoption
- Broadband Deployment
  - Fixed Consumer Served Status 25dn-3up (50%)
  - Wireline Consumer Served Status 25dn-3up - No Legacy Tech (50%)
  - Consumer Fixed Downstream Deployment (50%)
- + Broadband Grants
- + CalSPEED Crowdsourced Results
- + Fall 2021 CalSPEED Mobile Drive Test Results
- Political Boundaries
  - Counties (100%)
  - Census Tracts (100%)
  - Census Block Groups (100%)
  - Census Blocks (100%)
  - Places (100%)
  - Urban Areas (50%)
- Tribal Lands (50%)
- Assembly Districts 2021 (100%)
- Senate Districts 2021 (100%)
- Congressional Districts 2021 (100%)
- School Districts 2021 (100%)
- CPUC Fire Threat Districts (100%)

Legend

Tools

- Address Search
- Basemaps
- Data Query Tool
- Identify ISP's
- Print Map
- Zoom to Provider
- Zoom to Region

Link to the mapping tool:

<https://www.broadbandmap.ca.gov/>

Includes census political boundaries (green box)

Data Query Tool (red box) allows selection of individual census blocks (so long as the layer is already visible).

## Screenshot of the Data Query Tool in Use

- ⇒ Note the census blocks layer is on and shows the boundaries.
- ⇒ One of the “Select Draw Tool” options is used to select the census blocks.
- ⇒ Select “Get Features” to display a block and populate the data on the right, which can be exported as a CSV (the red box).
- ⇒ Brief primer on the census hierarchy (from largest area to smallest): census tract, census block group, census block

The screenshot shows the 'California Interactive Broadband Map' interface. On the left is a 'Layers' panel with categories like 'Broadband Adoption', 'Broadband Deployment', 'Broadband Grants', 'CalSPEED Crowdsourced Results', 'Fall 2021 CalSPEED Mobile Drive Test Results', and 'Political Boundaries'. The 'Census Blocks' layer is selected. The central map shows a street grid with several census blocks highlighted in grey. On the right is the 'DATA QUERY TOOL' panel. It includes a 'Select Draw Tool' section with four icons (point, line, polygon, circle) and 'Clear' and 'Get Features' buttons. Below this, it displays search results: 'Blocks Found: 4', 'Block Groups Found: 1', 'Census Tracts Found: 1', and 'Anchors Found: 0'. A red box highlights an export icon (a green 'X' with a document symbol). Below the results is a table with the following data:

Blocks	Block Groups	Census Tracts	Anchors
Full Census Block Code:	060750177002025		
Block Name:	Block 2025		
County Name:	San Francisco		
Place Name:	San Francisco		
Land Area (Square Meters):	35,142		

Appendix C: Completion Report and Payment Form (Sample)

# Local Agency Technical Assistance Completion Report & Final Payment Form

*Sample Template (Subject to Revisions)*

## 1. GRANTEE AND PROJECT OVERVIEW

Grantee Name:	
Consultants Name:	
Project Name:	
Project ID:	
Award Grant Amount: (\$)	
Payment(s) received to date: (\$)	
Project completion date: (MM/DD/YY)	
Report submission date: (MM/DD/YY)	
Amount of Request: (\$)	
<p>Attested by:</p> <p>I certify to the best of my knowledge that all statements and representations made in this report are true and correct under penalty of perjury.</p>	<p><u>Name:</u></p> <p><u>Signature:</u></p>

## 2. PROJECT SUMMARY

<p>Please provide a summary of the contract including work completed by the consultant, contractor and/or local agency staff. Provide details of the work that was completed, including scope of the work, detailed costs, and the timeline from start to completion. (Add additional pages if necessary).</p>
<p>Describe the area(s) where grantee intends to deploy broadband based on the reimbursable work product(s) and expects the technical assistance work will lead to broadband infrastructure deployment project(s) that will achieve the CASF deployment goal. Provide a summary suitable for posting on the Commission's website. (Add additional pages if necessary).</p>

### 3. PROJECT DOCUMENTATION DESCRIPTION

Please provide the following necessary documents and check the boxes “Yes” or “No” in Section 4 below. If you checked the box “No” then please provide the brief reasoning in the Comments section or on a separate sheet.

- a. Copy of the original Contract (for outsourced work) and/or Project Proposal (for in-house staff work). Include scope of work with details and any approved changes.
- b. Invoices supporting consultant/contractor and administrative expenses.
- c. Completed Reimbursable Technical Assistance Final Work Product(s) (e.g., market analysis, environmental review, engineering and design documents, other).
- d. Itemized Accounting for local agency administrative costs.

### 4. PROJECT DOCUMENTATION CHECK LIST

Please check off documents submitted that pertain to the Contract or Project Proposal. Also, upload work products to [Broadband.TechAssist@cpuc.ca.gov](mailto:Broadband.TechAssist@cpuc.ca.gov) or via FTP if larger at <https://cpucftp.cpuc.ca.gov/>.

#### Contract/Agreement/Proposal

No.	Document Required	Document Submitted	Comments
a.	Copy of the Contract and/or Project Proposal, with scope of work details and any approved changes.	Yes _____ No _____	
b.	Invoices supporting services from consultants, contractors, administrative expenses, etc.	Yes _____ No _____	
c.	Final Technical assistance work products such as consultant and engineering products (e.g., blueprints, drawings, plans, design documents, etc.), staff and community-based organization work products.	Yes _____ No _____	

d.	Staff timesheets, receipts, billable hours for legal counsel	Yes _____ No _____	
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### 5. COST DETAILS NEEDED FOR REIMBURSEMENT – DESCRIPTION

Provide a summary of project cost breakdown for each project that is outsourced (e.g., to a consultant, other contracting work, community-based organizations) or conducted in-house by staff. Examples of cost categories: Hardware, Software, License, Accessories, etc. Services and finished products such as Engineering, Design, Drawings, Blueprints, Plans, etc. Shipping, Handling, and Taxes, administrative costs, or any other costs incurred. Itemize costs in Section 6 below.

### 6. REIMBURSEMENT REQUEST COST DETAILS

**Please provide project expenses summary as per budget line item in the below table.**

- a. Itemized details for all the expenses claimed on the project for the payment reimbursement should be provided through contract and/or agreement for services and supporting invoices and/or receipts.
- b. The project expenses summary should agree with the total amount in the approved budget or less but not more.
- c. Add more lines if needed.

Project Expenses Summary	Grant Funds (\$)
Consultation Cost:	
Engineering and Design Costs as mentioned above:	
Plans, Blueprints, Drawings cost:	
Shipping, Handling, Mailing, Insurance cost:	
Hardware, Computer Program cost:	
Administrative Costs:	
Other expenses (if any):	
<b>Total Requested Reimbursement (\$):</b>	