

Local Agency
Technical
Assistance

**Payment Reimbursement Request
And
Work Product(s) Completion Report**

Combined form to be used for both purposes

Local Agency Technical Assistance program grantees are required, by [Decision \(D.\) 22-02-026](#), to file a completion report to request reimbursements for the costs incurred for the work product(s) completed as a part their technical assistance project. Below is the Payment Reimbursement Request and Work Product(s) Completion Report (Completion Report) for the Local Agency Technical Assistance program. This Completion Report can be used by the grantee to request full or partial reimbursement of the authorized costs incurred for the completed work product(s).

Requirements for either full or partial reimbursements include:

- Completion Report (see format below);
- Copies of the completed work product(s);
 - The completed work product(s) submitted, for either full or partial payment, were described in your scope of work of the staff proposal and/or proposed contract(s)
- Supporting documents for expenditures incurred.
 - Invoices, timesheets, receipts, etc.

All documents should be submitted to Broadband.TechAssist@cpuc.ca.gov.

Invoices must be supported by documentation including but not limited to actual cost of labor and any other expenses that will be recovered by the grant. 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 of the total authorized award.

Payment will be made by check directly to the local agency from the State Controller's Office and will be based upon receipt and approval of all required documents.

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NOTE: Grantees are required to maintain records such as files, invoices, and other related documentation 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 a financial audit by the Commission at any time within five years after the final payment made to a grantee. If any portion of reimbursement is found to be out of compliance, grantees will be responsible for refunding any disallowed amount along with appropriate interest rates determined in accordance with applicable Commission decisions.

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GRANTEE INFORMATION

Grantee Name:	
Consultant (if applicable):	
Project Name:	
Total Amount Awarded: (\$)	
Current payment request: (\$)	
Request for Partial Payment of Total Award: (Y/N)	
Is this the final payment request for this grant? (Y/N)	
Number of completed Work Products included with this Report:	
Completion Date(s) for work product(s) included with this report: (MM/DD/YY)	
Reimbursement payment to be made payable to: (entity name)	
Reimbursement payment to be mailed to: (mailing address)	
Report submission date: (MM/DD/YY)	
Attested by: I certify that the technical assistance work product(s) included with this report have been completed, and to the best of my knowledge that all statements and representations made in this report are true and correct under penalty of perjury.	<u>Name:</u> <u>Signature:</u> <u>Date:</u>

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1. PROJECT SUMMARY

1. Please provide a detailed summary of the completed work product(s) (identify whether by the consultant, contractor, and/or staff) including:

- a. Demonstration that the technical assistance work will reasonably lead to broadband infrastructure deployment project(s) that, upon completion, will help “promote economic growth, job creation, and the substantial social benefits of advanced information and communications technologies”¹
- b. Identify the geographic area(s) where the grantee intends to deploy broadband based on the work product(s).

(Add additional pages if necessary)

¹ Public Utilities Code section 281, subdivision (a)

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c. Please provide **short** summary of the completed work product(s) submitted with this report. This is in addition to the summary requested above in 1a and 1b, and **must be suitable for posting on the Commission's website.**

Example: The **Jones County Broadband Network Design Project** completed a low-level engineering design for a fiber-to-the-premise network in the unincorporated area of Jones County, including areas north of Jones City and west to the border of neighboring Smith County. Fiber to the premise is known to meet or exceed 100 Mbps down/up speeds. Therefore, this project will increase connectivity and communication for the County and attract businesses and residents to boost the county's economy.²

² This example is provided for illustrative purposes only; when submitting this report and request for reimbursement grantees should provide an original summary, unique to their own technical assistance project(s).

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2. PROJECT DOCUMENTATION DESCRIPTION

Please provide the following necessary documents and check “Yes” or “No” to each item in the below table. If you check “No” to any of the items in the below table, please provide a brief explanation 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 with proof of payment. Please cross-reference these supporting documents to the applicable itemized number **Project Expense Category**³ in Table 3 below.
- c. Completed reimbursable technical assistance work product(s) (market analysis, environmental review, engineering, and design documents, etc.).
- d. Itemized accounting for local agency administrative costs. Please cross-reference these supporting documents to the applicable itemized number **Project Expense Category**⁴ in Table 3 below.

³ For example, if an invoice submitted with this report is for consulting services, cross-reference to “1. Consulting Services” line found in Table 3 below, “Reimbursement Request Cost Summary”, when attaching the invoice to this report; do so for each invoice and applicable cost category when attaching other supporting documents. If one invoice includes multiple line-item expense categories then cross-reference each itemized line-item to the applicable cost category in Table 3.

⁴ See footnote 3, but these costs should be cross-referenced as “7. Local Agency Administrative Costs” (from Table 3 “Reimbursement Request Cost Summary”, below).

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Please check off documents submitted that pertain to the contract or project proposal. Also, email work product(s) and all other supporting documents (e.g., invoices, receipts, etc.) to Broadband.TechAssist@cpuc.ca.gov or via FTP at <https://cpucftp.cpuc.ca.gov/>.

Contract/Agreement/Proposal

	Document Required	Document Submitted	Comments
a.	Copy of the contract and/or project proposal, with scope of work details and any approved changes.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
b.	Invoices supporting services from consultants, contractors, administrative expenses, etc. with proof of payment	Yes <input type="checkbox"/> No <input type="checkbox"/>	
c.	Technical assistance work product(s) such as consultant and engineering products (e.g., blueprints, drawings, plans, design documents, etc.), staff and community-based organization work product(s).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
d.	Local Agency Staff timesheets, receipts	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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3. REIMBURSEMENT REQUEST COST SUMMARY

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

- a. Itemized list detailing all 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 be equal to or less than the total amount requested with this report.
- c. The total project expenses summary should be equal to or less than the total amount awarded, but not more.⁵
- d. Add more lines or additional pages if needed.

Project Expense Category	Amount(s) Requested (\$)
1. Consultation Cost:	
2. Engineering and Design Costs as mentioned above:	
3. Plans, Blueprints, Drawings cost:	
4. Shipping, Handling, Mailing, Insurance cost:	
5. Hardware, Computer Program cost:	
6. Administrative Costs:	
7. Local Agency Administrative Costs:	
8. Other expenses (if any):	
Total Requested Reimbursement (\$):	

⁵ "Total project expenses" refers to the sum of this and any previous report and reimbursement requests for a grantee's technical assistance project. If this is the only report and reimbursement request for a grantee's technical assistance project, then the project expense summary should be equal to or less than the total amount requested with report, and the total amount awarded.

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For CPUC-use Only:			
LATA Team Review (full review of all documents included with Report)			
Reviewed by (initials):		Date sent to Admin:	
Disallowed Work Products:			
Admin Review (review of invoices, receipts, etc., included with Report)			
Reviewed by (initials):		Date sent to Accounting:	
Disallowed Payments:			

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