

Local Agency Broadband Technical Assistance Reporting Requirements and Guidelines

Version May 2024

The Local Agency Technical Assistance program provides grants for eligible pre-construction work which facilitates the construction of broadband network projects. When the California Public Utilities Commission (CPUC) established the technical assistance grant program, the program was funded with American Rescue Plan Act monies administered by the U.S. Treasury. The source of technical assistance funding has changed. This guidance outlines grantee reporting.

The Commission issued [Decision \(D.\) 22-02-026](#) establishing program requirements for the Local Agency Technical Assistance Grant Program.

Grantees must file quarterly progress reports to the Commission with the below information.

Narrative Project Information

- 1.1 The counties, cities and census designated places where households, businesses, and community anchor institutions are planned to be served by the broadband project.
- 1.2 Confirmation that the technical assistance is designed to support projects that, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds.
- 1.3 Statement of intention about the pricing plans for projects that the technical assistance will support, such as offering of affordable plan or low-income plan subsidized with other funding (ACP).
- 1.4 Information on broadband need in the project area.
- 1.5 Statement describing the community benefits of broadband technical assistance.

Detailed Project Information

- 2.1 Individual work products granted by the program.
 - Dollars/hours expended per task/work product.
- 2.2 Estimated construction start date (month/year).
- 2.3 Estimated construction completion date (month/year).
- 2.4 Estimated initiation of operations date (month/year).
- 2.5 Planned project technology type(s):
 - Fiber
 - Coaxial Cable
 - Terrestrial Fixed Wireless
 - Other (specify)
- 2.6 Estimated total miles of fiber to be deployed.
- 2.7 Planned number of locations to be served, broken out by type:
 - Residential locations

- Business connections
- Community anchor institutions

2.8 Planned non-promotional prices including associated fees, speed tiers, and data allowance for each speed tier.

2.9 Other data on broadband need, by location.

Submission

To assist grantees with the filing of quarterly progress reports to the Commission, a sample of the reporting requirement questions is found in Attachment A of this document.

Planned project information listed in Attachment A should be submitted on a quarterly basis in the [Broadband Grant Portal](#). The CPUC is no longer accepting reports via email. Please reference the [LATA User Guide](#) for how to submit quarterly reports through the Portal.

Updated quarterly project submissions are required to be sent by the due dates shown below. Grantees are responsible for contacting the Commission at broadband.techassist@cpuc.ca.gov if the information cannot be submitted on time.

Reporting Period	Project Information Due to CPUC
October 1 – December 31, 2022	January 31, 2023
January 1 – March 31, 2023	April 28, 2023
April 1 – June 30, 2023	July 31, 2023
July 1 – September 30, 2023	October 31, 2023
October 1 – December 31, 2023	January 31, 2024
January 1 – March 31, 2024	April 28, 2024
April 1 – June 30, 2024	July 31, 2024
July 1 – September 30, 2024	October 31, 2024
October 1 – December 31, 2024	January 31, 2025
January 1 – March 31, 2025	April 30, 2025
April 1 – June 30, 2025	July 31, 2025
July 1 – September 30, 2025	October 31, 2025
October 1 – December 31, 2025	January 30, 2026
January 1 – March 31, 2026	April 30, 2026
April 1 – June 30, 2026	July 31, 2026

July 1 – September 30, 2026	October 30, 2026
October 1 – December 31, 2026	January 31, 2027

Additional Information

Reporting requirements and guidelines are subject to change, and CPUC or the Commission may define additional requirements on CPUC's [website](#).

Attachment A

Reporting Requirements for Local Agency Broadband Technical Assistance

	Project Information	Notes	Grantee Response
1.1	The counties, cities and census designated places where households, businesses, and community anchor institutions are planned to be served by the broadband project.		
1.2	Confirmation that the technical assistance is designed to support projects that, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds.		
1.3	Statement of intention about the pricing plans for projects that the technical assistance will support, such as offering of affordable plan or low-income plan subsidized with other funding (ACP).		
1.4	Information on broadband need in the project area.		
1.5	Statement describing the community benefits of broadband technical assistance.		
2.1	Individual work products granted by the program. <ul style="list-style-type: none"> ▪ Dollars/hours expended per task/work product. 		
2.2	Estimated construction start date		
2.3	Estimated construction completion date		
2.4	Estimated initiation of operations		

	Project Information	Notes	Grantee Response
2.5	Planned project technology type(s) <ul style="list-style-type: none"> ▪ Fiber ▪ Coaxial Cable ▪ Terrestrial Fixed ▪ Wireless Other 	If Technology Type is “Other”, please specify type.	
2.6	Estimated total miles of fiber deployed		
2.7	Planned total number of funded locations served, by type: <ul style="list-style-type: none"> ▪ Residential locations ▪ Business ▪ Community Anchor Institution 		
2.8	Planned non-promotional prices including associated fees, speed tiers, and data allowance for each speed tier.		
2.9	Other data on broadband need, by location.		