Federal Funding Account Application Checklist

This document summarizes materials required for a Federal Funding Account application. When ready, applicants may register to the Broadband Grant Portal and work on applications, save and return to applications, prior to submitting. Applicants must complete the entire application and submit the following required documents through the Broadband Grant Portal. (Applicants should note that certain fields will be automatically populated when applicants enter their Plan ID into the Broadband Grant Portal. Those fields are noted below in italics. Fields that require applicants to upload documents and templates provided by the California Public Utilities Commission (CPUC) are also noted in italics. All other information must be entered by the applicant.)

Each project area will require a single application. Each item below represents a section of the application requirements in Decision 22-0-055, Appendix A: Federal Funding Account (FFA) Program Rules and Guidelines.

☐ 1 – Project Summary

- ▪ Applicants must include the following information:

1. Organization name
2. Contact person
3. Project location
4. Project type: Last-Mile or Hybrid Last-Mile/Middle Mile
5. FFA grant funding requested and total project cost
6. Map of project area at the Census Block level. *This will be uploaded via Plan ID.*
7. Number of unserved households the project will serve
8. Maximum Mbps downstream and upstream speed currently offered to households
9. Project area's median household income. *This will be uploaded via Plan ID.*
10. Number of businesses, anchor institutions, and public safety locations in the project area that will receive new or improved service
11. Description of the major infrastructure to be deployed
12. Estimated breakdown of aerial and underground installation
13. Major equipment expenses
14. Estimated project plan with major milestones and construction timeline
15. Map of where infrastructure will be built within the project area
16. Description of proposed broadband project plan, including the type of technology to be provided in the proposed service areas

Communications Division will post the Project Summary on the CPUC website.

☐ 2 – Applicant Entity Information
- Certificate of good standing issued by the California Secretary of State
  - Applicants must obtain the certificate from the California Secretary of State, https://bizfileonline.sos.ca.gov/ and upload it to the Grant Portal.
- Key company officers (*document upload*)

☐ 3 – Description of the Applicant's Current Broadband Infrastructure and Existing Infrastructure in the Area
- Description of the applicant's current broadband infrastructure and service within five miles of the proposed project
- Description of other providers' infrastructure within the project area which can be leased, purchased, or accessed via interconnection, including the statewide Middle Mile network.

☐ 4 – Project Location Data
- Geographic location of all households and housing units (*document upload*)
- Geographic location of the project related key network equipment served by the proposed project (*template upload*)
- Specific geographic boundary of the project area within which all project locations will fall (Shapefile/.kml file) (*document upload*)

☐ 5 – Median Income Data
- Median household income data for each Census Block group that intersects the project area *(document upload)*

☐ 6 – Project Eligibility
- If an applicant believes a location is served or unserved, applicants should provide evidence to support the claim including state collected broadband speed tests, CalSPEED tests, data from other platforms such as Ookla test data, qualitative information, or other available data. (*document upload*)
- Provide rationale if served households or locations are included in a project.

☐ 7 – Deployment Schedule
- List of necessary permits for construction.
- Provide a schedule for project construction following receipt of permits to complete the project within 24 months, or within 18 months if the projects categorically exempt from CEQA. The schedule needs to identify and describe construction milestones and include start and end dates for each milestone. (See Decision 22-04-055, Appendix A, Attachment A: Federal Funding Account Program Rules and Guidelines, Section 18 Construction Phase.) (*document upload*)

☐ 8 – Proposed Project Expenditures
- Estimated Direct Costs (*template upload*)
  - This may include equipment, materials, labor, construction wages, permitting, and CEQA review

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- Estimated Indirect Costs (*template upload*)
  - Repair and maintenance expenses for equipment and facilities, utilities, rent of equipment and facilities, administrative costs, indirect materials and supplies, insurance on equipment and machinery, indirect labor and contract supervisory wages, and production period interest expense

☐ 9 – Letter of Credit Requirement

- Letter of credit covering the full requested Federal Founding Account funding amount (*document upload*)
  - Required for applicants who are not local governments or Certificate of Public Convenience and Necessity (CPCN) holders.

☐ 10 – Pricing Commitment

- Commitment of five-year monthly service rates to be offered to all consumers
- Specify any commitments and/or requirements that the customer must accept in order to receive equipment, such as return of equipment.
- Indicate whether applicant will waive installation/service connection charges
- Any broadband plan(s) for low-income customers detailing prices
- Commitment to participate in the Federal Communications Commission's Affordable Connectivity Program (ACP) or offer an equivalent service plan for the life of the ACP
- If applicant is electing to provide a low-cost broadband plan for the life of the infrastructure, the plan must:
  - Offer speeds that are sufficient for households with multiple users to simultaneously telework and engage in remote learning, which is defined as 50/20 Mbps.
  - Not include data usage caps
  - Not be more than $40 per month (may be adjusted in accordance with the Consumer Price Index)
  - Not charge for installation or setup
  - Not require a minimum term
- These requirements may be waived or modified in the future.
- Applicants requesting funding for middle-mile infrastructure must submit open access offerings including tiered pricing structures and the standard terms and conditions that will be available to entities requesting interconnection.

☐ 11 – Marketing/Outreach Plan

- Marketing and outreach plan to encourage subscription of the service in the project location (*document upload*)

☐ 12 – Government and Community Support

- Letter(s) of support ore endorsement(s) from state, local governments, or community groups (*document upload*)

☐ 13 – Funding Sources

- All project funding sources such as loans, bonds, financial contributions of the provider, and other sources
- Applicants proposing to combine FFA funds with funds from a separate broadband grant program must explain how FFA funds would address an identified need for

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additional broadband investment that is not met by existing federal or state funding commitments.

☐ 14 – Financial Qualifications

- Certified Public Accountant audited financial statements for the last three years (*document upload*)
- Pro forma financial forecast for a five-year period (*document upload*)
- Five-year annual earnings before income and tax (EBIT) projection (*document upload*)

☐ 15 – Project Viability

- Five-year projection of business plan showing profitability, revenues, and expenses (*document upload***)**

☐ 16 – Providing Voice Service

- Availability of voice service that meets California and Federal Communications Commission requirements for 9-1-1 service
- Deployment plans for applicable Federal and state requirements for battery back-up

☐ 17 – CEQA Attestation

- Fill out the CEQA questionnaire in the Broadband Grant Portal, which includes responding to questions and uploading documents such as a detailed map showing terrain characteristics and proposed infrastructure, photos, preliminary design, etc. For additional information go to: https://www.cpuc.ca.gov/ceqa

☐ 18 – Affidavit

- Notarized affidavit acknowledging all statements and representations made in the application submitted are true and correct (*document upload*).
  - For a template, see Decision 22-04-055, Appendix A, Attachment A: Federal Funding Account Program Rules and Guidelines.

☐ 19 – Request for Confidentiality of Information

- Confidentiality declarations and other documents supporting the request, pursuant to General Order 66 - (*document(s) upload*)

Federal Funding Account Applicant Tool

The Applicant Tool provides informational engineering, economic, and business case data in the form of cost models. Potential applicants may use the tool as they develop and prepare their project areas. The tool allows applicants to explore, visualize, select, and save project areas, and create Plan IDs, which will be submitted as part of their applications. The Plan IDs will be used to populate certain fields in the Broadband Grant Portal. To access the Applicant Tool, follow the instructions on the FFA Applicant Tool Registration webpage.

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Application Submission

Applicants will enter their Plan IDs in the Broadband Grant Portal, which will begin accepting applications in June. If applicants need to modify their applications after submission, they will need to contact the CPUC at federalfundingaccount@cpuc.ca.gov.

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