

CALIFORNIA PUBLIC UTILITIES COMMISSION

# Broadband Grant Portal User Guide

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FEDERAL FUNDING ACCOUNT AWARDEES

January 2025



**California Public  
Utilities Commission**

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## INTRODUCTION

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The California Public Utilities Commission (Commission) Broadband Grant Portal (Portal) is a web-based system to manage the full lifecycle of the Federal Funding Account (FFA) grants. It is a comprehensive system designed to support all aspects of the grant cycle from user registration and application submission through award, reporting, payment, and closeout.

This guide provides instructions to the awardees on how to navigate and use different sections of the Portal including how to accept awards, submit reports, and request payments.

## CONTACT INFORMATION AND ADDITIONAL RESOURCES

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For additional information regarding the Federal Funding Account Program please visit the webpage: [Last Mile Federal Funding Account](#)

For any questions regarding the Federal Funding Account Program or to report issues with the Broadband Grant Portal, please email: [federalfundingaccount@cpuc.ca.gov](mailto:federalfundingaccount@cpuc.ca.gov)

# NAVIGATION

First login to the Portal.



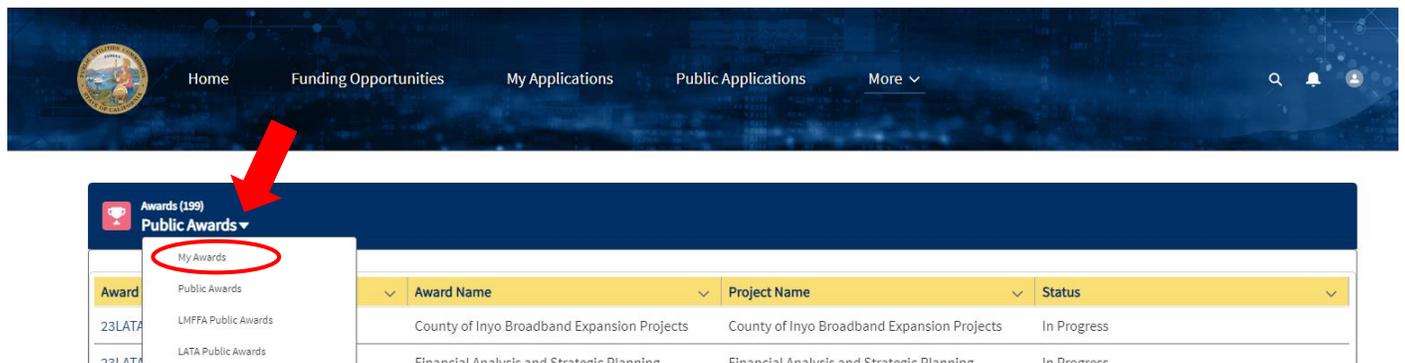
## My Awards

On the homepage, there are links to the various sections within the Portal at the top of the page. These links will assist you with navigating through the Portal.

Click on “Awards.”



Click “Public Awards” and select “My Awards” from the drop-down menu to view your award(s).



On the “My Awards” page, under “Award ID”, please click the link to the relevant award.

Award ID	Award Name	Project Name	Status
<a href="#">FFA00045</a>	Meowtown Last Mile	Meowtown Last Mile	In Progress

Now, you can view your Award Detail page.

Home Funding Opportunities My Applications Public Applications More

Award FFA00045

[New Report](#)
[New Payment Request](#)
[New Amendment Request](#)

Application <a href="#">Meowtown Last Mile</a>	Project Period 10/1/2024 - 10/1/2026	Final Award Amount \$100.00
---	---	--------------------------------

**Detail**
[Amendments](#)
[Payment Request](#)
[Progress Report](#)
[Files](#)
[Consent Form](#)
[Submit CEQA Documents](#)

**Award Information**

<b>Award ID</b> FFA00045	<b>Awardee Name</b> Meowtown
<b>Awardee Email</b> priya.barmannray@cpuc.ca.gov	<b>Resolution Number</b> 10000
<b>Review Type</b> Resolution	<b>Resolution / Award Date</b> 9/1/2024
<b>Award Name</b> Meowtown Last Mile	

**Project Information**

<b>Project Period Start Date</b> 10/1/2024	<b>Project Period End Date</b> 10/1/2026
<b>Project Period</b> 10/1/2024 - 10/1/2026	<b>Project Type</b> Last-Mile
	<b>County/Countries</b> Purina

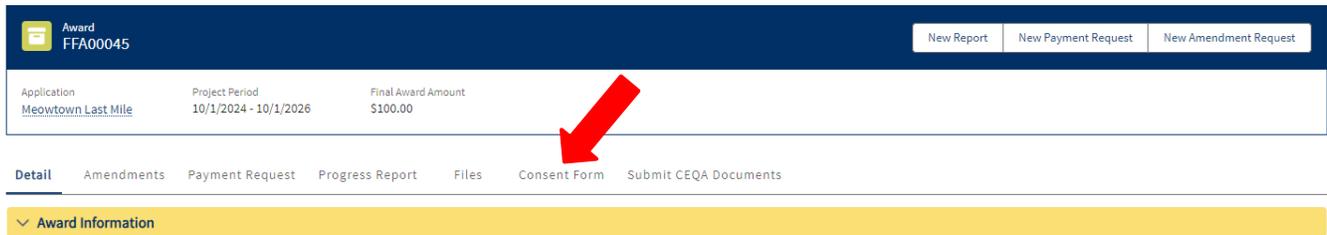
**Financial information**

<b>Total Amount Paid</b>	<b>Final Award Amount</b>
--------------------------	---------------------------

# ACCEPTING AN AWARD

## Submitting Consent Form

On the Award Detail page click “Consent Form.”



The fields with a red asterisk (\*) are required. Please read and click the “I Accept” button to acknowledge receipt and accept the terms of the award.

### CONSENT FORM

Acknowledgement and Acceptance of Terms

Awardee Name: **Meowtown**

\*Key Project Contact:

Project Name : **Meowtown Last Mile**

The Awardee identified above acknowledges receipt of the California Public Utilities Commission Resolution or Award Letter for the Project named above and agrees to comply with all grant terms, conditions, and requirements set forth in the Resolution or Award Letter, those in the Federal Funding Account, Last Mile program rules, and all applicable federal requirements.

I, \*  , the representative of **Meowtown**, am duly authorized to execute this Consent Form on behalf of the Awardee and to bind the Awardee to the terms, conditions, and requirements set forth in the California Public Utilities Commission Resolution or Award Letter, those in the Federal Funding Account, Last Mile program rules, and all applicable federal requirements.

\*Acknowledge Receipt and Accept Terms -

\*Title:

\*Awardee Representative Name:

\*Name of Representative's Organization:

Click “Submit” at the bottom of the page to submit the completed form.

Business Address

*Street Address:	<input type="text" value="235 test st"/>
*City:	<input type="text" value="Test"/>
*State:	<input type="text" value="CA"/>
*Zip Code:	<input type="text" value="94103"/>
*Telephone Number:	<input type="text" value="(408) 255-1555"/>
*Email Address:	<input type="text" value="test@cpuc.gov"/>

[Save Progress](#)



## Submitting Taxpayer Identification Form

On the Award Detail page click “Files.”

The screenshot shows the top navigation bar with 'Award FFA00045' and buttons for 'New Report', 'New Payment Request', and 'New Amendment Request'. Below this is a summary section with 'Application: Meowtown Last Mile', 'Project Period: 10/1/2024 - 10/1/2026', and 'Final Award Amount: \$100.00'. A red arrow points to the 'Files' tab in the navigation menu, which is currently selected.

From the “Files” tab click “[here](#)” to download the relevant form.

This screenshot shows the 'Files' tab selected. Below the navigation bar, there are two links: 'Click [here](#) to download the Government Agency Taxpayer ID-Form' and 'Click [here](#) to download the Payee Data Record (STD 204)'. A red arrow points to the first link. Below the links is a table with columns: Name, Status, Versions, Upload, and Action.

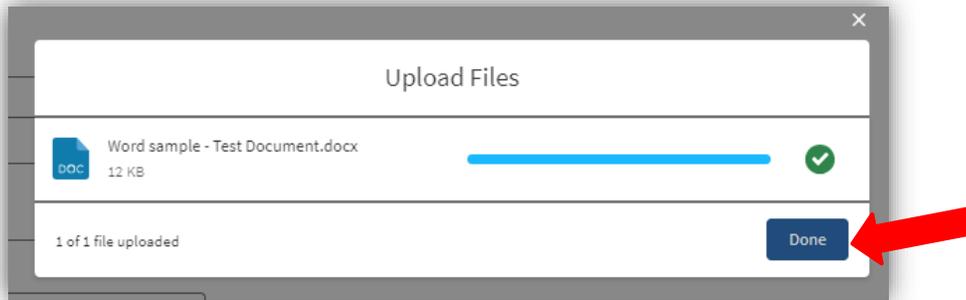
Name	Status	Versions	Upload	Action
Payee Form	Document Uploaded	1	<input type="button" value="Upload Files"/> Or drop files <input type="button" value="Delete"/> <input type="button" value="Download"/>	Submit
Taxpayer Form	Received	1	<input type="button" value="Upload Files"/> Or drop files <input type="button" value="Delete"/> <input type="button" value="Download"/>	Submit

Complete and save the file on your computer. Files can be uploaded by either clicking the “Upload Files” button or dragging and dropping files into the Upload field.

This is a close-up of the table from the previous screenshot. A red arrow points to the 'Upload Files' button in the 'Upload' column for the 'Payee Form' row.

Name	Status	Versions	Upload	Action
Payee Form	Document Uploaded	1	<input type="button" value="Upload Files"/> Or drop files <input type="button" value="Delete"/> <input type="button" value="Download"/>	Submit
Taxpayer Form	Received	1	<input type="button" value="Upload Files"/> Or drop files <input type="button" value="Delete"/> <input type="button" value="Download"/>	Submit

The “Upload Files” popup shows the progress of the upload. When the upload is complete, the “Done” button will turn from grey to blue. Click “Done” to return to the Files tab.



After uploading the file click “Submit.” Note that the uploaded file will not be submitted for review to the Commission unless the “Submit” option is clicked.

Award FFA00045 New Report   New Payment Request   New Amendment Request

Application Meowtown Last Mile	Project Period 10/1/2024 - 10/1/2026	Final Award Amount \$100.00
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Detail   Amendments   Payment Request   Progress Report   **Files**   Consent Form   Submit CEQA Documents

Click [here](#) to download the Government Agency Taxpayer ID-Form  
 Click [here](#) to download the Payee Data Record (STD 204)

Name	Status	Versions	Upload	Action
Payee Form	Document Uploaded	1	<input type="button" value="Upload Files"/> Or drop files  	Submit
Taxpayer Form	Received	1	<input type="button" value="Upload Files"/> Or drop files  	Submit

Upon clicking the “Submit” button, a green message will appear if your submission is successful.



If a correction is needed, delete a previously uploaded file by clicking the trashcan icon 🗑️ To preview a file that has been uploaded, click the preview icon 📄.

Name	Status	Versions	Upload	Action
Payee Form	Document Uploaded	1	<div style="border: 1px dashed gray; padding: 2px;"> <span>📄 Upload Files</span> Or drop files                 </div> <span>🗑️</span> <span>📄</span>	Submit



Once the corrections have been made, upload the new form and click submit. The status will change to “Received” when the Commission receives the forms.

Award  
FFA00045

[New Report](#) | [New Payment Request](#) | [New Amendment Request](#)

Application <a href="#">Meowtown Last Mile</a>	Project Period 10/1/2024 - 10/1/2026	Final Award Amount \$100.00
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[Detail](#) | [Amendments](#) | [Payment Request](#) | [Progress Report](#) | **[Files](#)** | [Consent Form](#) | [Submit CEQA Documents](#)

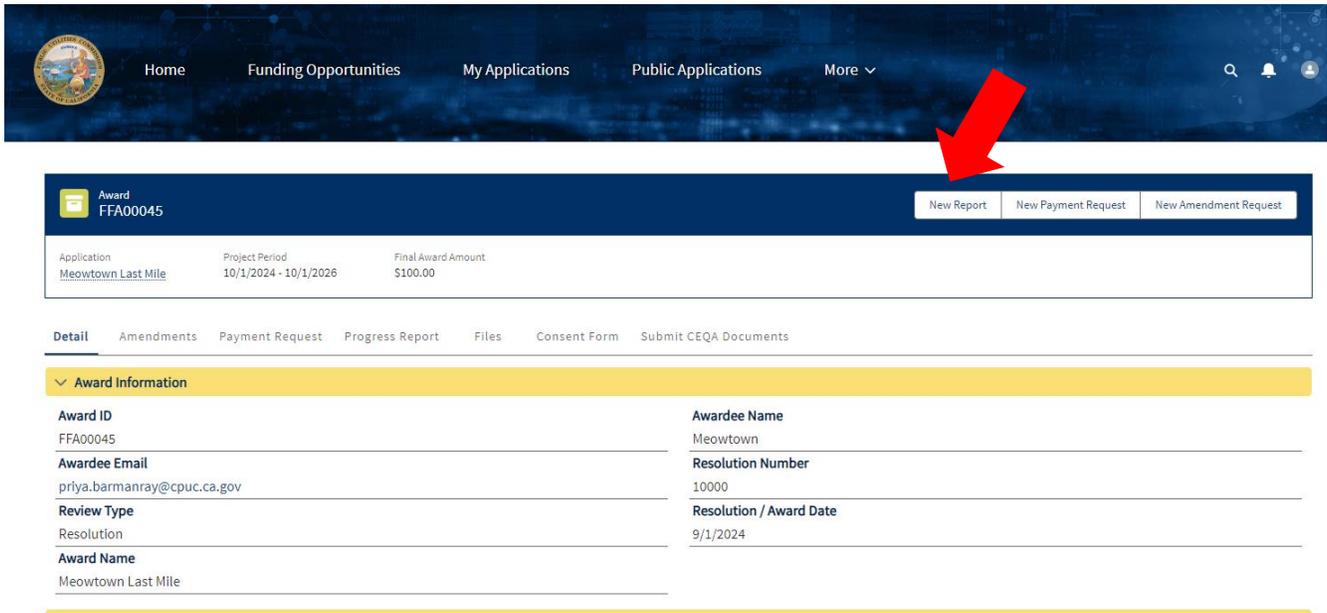
Click [here](#) to download the Government Agency Taxpayer ID-Form  
 Click [here](#) to download the Payee Data Record (STD 204)

Name	Status	Versions	Upload	Action
Payee Form	Document Uploaded	1	<div style="border: 1px dashed gray; padding: 2px;"> <span>📄 Upload Files</span> Or drop files                 </div> <span>🗑️</span> <span>📄</span>	Submit
Taxpayer Form	Received	1	<div style="border: 1px dashed gray; padding: 2px;"> <span>📄 Upload Files</span> Or drop files                 </div> <span>🗑️</span> <span>📄</span>	Submit

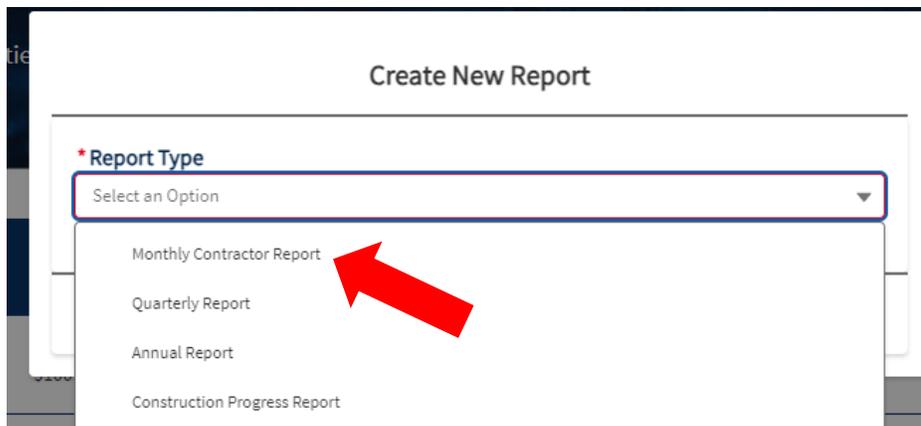
# SUBMITTING REPORTS

## Creating a New Report

On the Award Detail page click “New Report” in the upper right-hand corner.

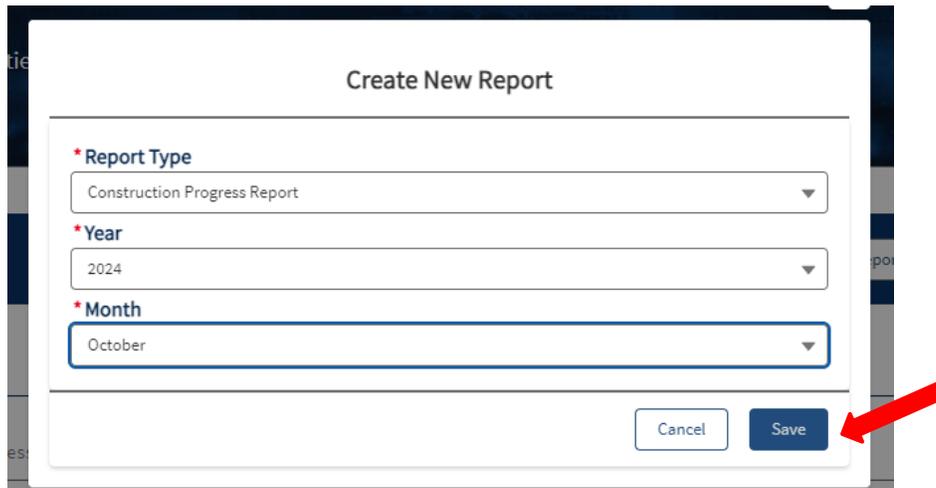


A “Create New Report” pop-up window will appear. From the dropdown menu select the specific “Report Type.”



## Construction Progress Report

Select the “Year” and “Month” for which the report is being submitted and click the “Save” button. This will create the Construction Progress Report page.



**Create New Report**

\* **Report Type**  
Construction Progress Report

\* **Year**  
2024

\* **Month**  
October

Cancel Save

On the Progress Report page, select the “Narrative” tab.



Progress Report PR-1249 Delete

Detail **Narrative** Files

**Information**

<b>Progress Report Name</b> PR-1249	<b>Award</b> FFA00045
<b>Report Type</b> Construction Progress Report	<b>Year</b> 2024
<b>Quarter</b>	<b>Month</b> October

The Narrative page has text boxes and file upload or drop files options. The questions with a red asterisk (\*) are required. Enter the information in the fields and upload the files as appropriate.

You may save your progress to complete later by clicking the “Save Progress” button.

Detail **Narrative** Files

**Construction Progress Report**

- 1) Reporting Period  
October/2024
- 2) Application Name  
Meowtown Last Mile
- 3) Submitted Date
- \*4) Description of Work Completed
- 5) Upload original High Level Design (HLD) in geopackage file format  
 Or drop files
- 6) Upload Construction Tracker Schedule  
Click [here](#) to download the Construction Tracker Schedule Template  
 Or drop files
- 7) Upload geotagged Construction photos in a zipped folder  
 Or drop files
- 8) Upload As-built PDFs in zipped folder  
 Or drop files
- 9) Upload OTDR PDF reports in zipped folder  
 Or drop files

➔

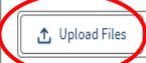
For question 6, download the Construction Tracker Schedule Template.

The first Construction Progress Report and all subsequent Construction Progress monthly reports must be submitted using this template.

1 Project Title:												
2 Awardee												
3	**Addresses Served should be a total unit count of all eligible served locations											
4	**First & Last Permit Submitted/Received must exclude environmental permits; should be used for excavation, pole access, fiber lease, traffic control, or right-of-way access (e.g. Ca											
5	Work Package Boundary Name	Addresses Served	First Permit Submitted**		Last Permit Submitted**		Last Permit Received**		Construction Started		Construction Completed	
6			Estimated Completion Date	Actual Completion Date								
7												
8												
9												
10												
11												
12												
13												
14												
15												

Complete the tracker and upload the file.

6) Upload Construction Tracker Schedule  
Click [here](#) to download the Construction Tracker Schedule Template

  Upload Files Or drop files

To submit the report, click the “Submit” button.

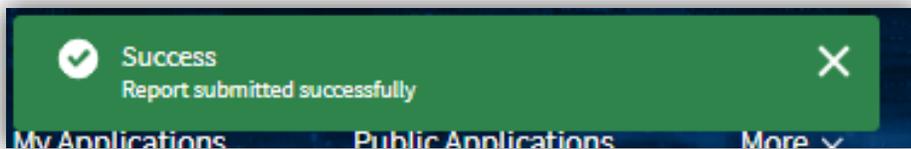
8) Upload As-built PDFs in zipped folder

 Save Progress Submit

9) Upload OTDR PDF reports in zipped folder

Upload Files Or drop files

When your report has been successfully submitted, a confirmation message will appear at the top of the page.



To view submitted Construction Progress Reports and review their status, select “Progress Report” on the Award Detail page.



Award FFA00045

New Report    New Payment Request    New Amendment Request

Application: Meowtown Last Mile    Project Period: 10/1/2024 - 10/1/2026    Final Award Amount: \$100.00

Detail    Amendments    Payment Request    **Progress Report**    Files    Consent Form    Submit CEQA Documents

Progress Reports (6+)

Progress Report Name	Report Type	Status
<a href="#">PR-1253</a>	Annual Report	Created
<a href="#">PR-1015</a>	Monthly Contractor Report	Created
<a href="#">PR-1019</a>	Monthly Contractor Report	Created
<a href="#">PR-1251</a>	Monthly Contractor Report	Accepted
<a href="#">PR-1368</a>	Monthly Contractor Report	Accepted
<a href="#">PR-1406</a>	Quarterly Report	Created

View All



Reports needing correction will be returned to the awardee for editing. Click the applicable Progress Report to make the corrections and click the “Submit” button.

Once the Construction Progress Report is accepted you will receive an email from [grantportal.noreply@cpuc.ca.gov](mailto:grantportal.noreply@cpuc.ca.gov). Consider adding the address to a safe senders list in your email client or other steps to ensure the emails are not filtered.

## Monthly Contractor Report

Select the “Year” and “Month” for which the report is being submitted and click the “Save” button. This will create the Monthly Contractor Progress Report page.

**Create New Report**

**\* Report Type**  
Monthly Contractor Report ▼

**\* Year**  
2024 ▼

**\* Month**  
October ▼



On the Progress Report page, select the “Narrative” tab.

Progress Report PR-1250 Delete

Detail Narrative Files

Information

<b>Progress Report Name</b> PR-1250	<b>Award</b> FFA00045
<b>Report Type</b> Monthly Contractor Report	<b>Year</b> 2024
<b>Quarter</b>	<b>Month</b> October



The questions with a red asterisk (\*) are required. Questions 1 - 4 will automatically populate.

Detail **Narrative** Files

**Monthly Contractor Reporting**

\*1) Reporting Period  
November/2024

\*2) Name of Grantee  
Meowtown

\*3) Broadband Program  
Last Mile Federal Funding Account

\*4) Name of the Project  
Meowtown Last Mile

\*5) Type of Contract

\*6) Contractor Name

\*7) Contractor License Number

\*8) Location of Work to be Performed ⓘ

\*9) Anticipated Start Date

\*10) Anticipated End Date

You are required to certify that all statements are true and correct and electronically sign the document before submitting. You may save your progress to complete later by clicking the “Save Progress” button.

To submit the report, click the “Submit” button.

\*11) Certification: I, the undersigned, am a legal representative of the Grantee, and declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, all of the statements and representations made in this Report are true and correct

Yes  
 No

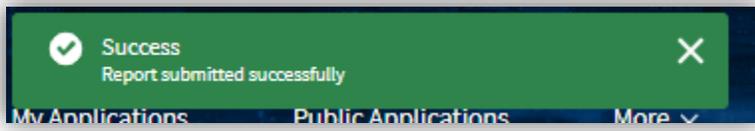
\*12) Name of Signatory

\*13) Title of Signatory

\*14) Signed Date

Save Progress Submit

When your report has been successfully submitted, a confirmation message will appear at the top of the page.



To view submitted Monthly Contractor Reports and review their status, select “Progress Report” on the Award Detail page.



**Award**  
FFA00045

[New Report](#) [New Payment Request](#) [New Amendment Request](#)

Application Meowtown Last Mile	Project Period 10/1/2024 - 10/1/2026	Final Award Amount \$100.00
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Detail   Amendments   Payment Request   **Progress Report**   Files   Consent Form   Submit CEQA Documents

Progress Reports (6+)

Progress Report Name	Report Type	Status	
<a href="#">PR-1253</a>	Annual Report	Created	▼
<a href="#">PR-1015</a>	Monthly Contractor Report	Created	▼
<a href="#">PR-1019</a>	Monthly Contractor Report	Created	▼
<a href="#">PR-1251</a>	Monthly Contractor Report	Accepted	▼
<a href="#">PR-1368</a>	Monthly Contractor Report	Accepted	▼
<a href="#">PR-1406</a>	Quarterly Report	Created	▼

View All

Reports needing correction will be returned to the awardee for editing. Click the applicable Progress Report to make the corrections and click the “Submit” button.

Once the Monthly Contractor Report is accepted you will receive an email from [grantportal.noreply@cpuc.ca.gov](mailto:grantportal.noreply@cpuc.ca.gov).

## Quarterly Report

Select the “Quarter” and “Year” for which the report is being submitted and click the “Save” button. This will create the Quarterly Progress Report page.

**Create New Report**

**\* Report Type**  
Quarterly Report ▼

**\* Quarter**  
Q4 ▼

**\* Year**  
2024 ▼



On the Progress Report page, select the “Narrative” tab.

🏠 Progress Report PR-1252 Delete

Detail Narrative Files

Information

<b>Progress Report Name</b> PR-1252	<b>Award</b> <a href="#">FFA00045</a>
<b>Report Type</b> Quarterly Report	<b>Year</b> 2024
<b>Quarter</b> Q4	<b>Month</b>

The questions with a red asterisk (\*) are required.

Detail **Narrative** Files

Project Information

\*1. Project Name

Meowtown Last Mile

\*2. Award Identification Number ⓘ

FFA00045

\*3. Awardee Unique Entity Identifier (UEI)

\*4. Awardee Employer Identification Number (EIN)

\*5. Project Description ⓘ

\*6. Capital Asset Ownership Type

\*7. Total Last Mile Federal Account Funding for the Project

\*8. Total from all Funding Sources ⓘ

To get a description of the questions, click on the grey circle next to it.

\*10a. Identification of project milestones and the percent complete to date ⓘ



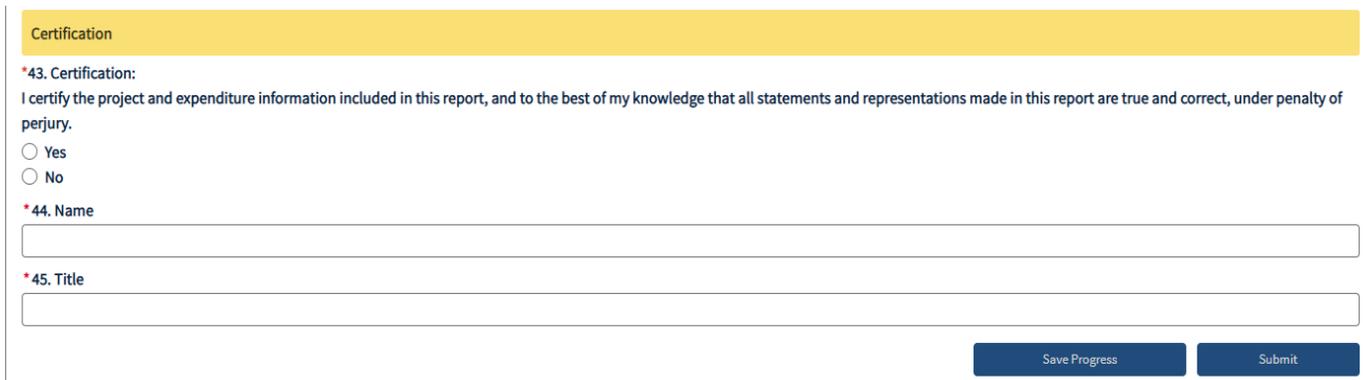
\*10b. Major construction milestones, date of completion of each task / milestone, as well as problems / issues encountered, and actions taken to resolve these issues / problems during construction ⓘ

\*10c. Description of any challenges or issues and any risks faced during this past quarter in achieving planned progress on the project ⓘ

\*10d. Description of significant project milestones or accomplishments planned for the following reporting period

You are required to certify that all statements are true and correct and electronically sign the document before submitting. You may save your progress to complete later by clicking on the “Save Progress” button.

To submit the report, click the “Submit” button.



The screenshot shows a form titled "Certification" with a yellow header. It contains three main sections: a certification statement with two radio button options ("Yes" and "No"), a text input field for "Name", and another text input field for "Title". At the bottom right, there are two buttons: "Save Progress" and "Submit". A red arrow on the left points to the "Yes" radio button, and another red arrow on the right points to the "Submit" button.

When your report has been successfully submitted, a confirmation message will appear at the top of the page.



To view submitted Quarterly Reports and review their status, select “Progress Report” on the Award Detail page.



Award FFA00045

New Report    New Payment Request    New Amendment Request

Application: Meowtown Last Mile    Project Period: 10/1/2024 - 10/1/2026    Final Award Amount: \$100.00

Detail    Amendments    Payment Request    **Progress Report**    Files    Consent Form    Submit CEQA Documents

Progress Reports (6+)

Progress Report Name	Report Type	Status
<a href="#">PR-1253</a>	Annual Report	Created
<a href="#">PR-1015</a>	Monthly Contractor Report	Created
<a href="#">PR-1019</a>	Monthly Contractor Report	Created
<a href="#">PR-1251</a>	Monthly Contractor Report	Accepted
<a href="#">PR-1368</a>	Monthly Contractor Report	Accepted
<a href="#">PR-1406</a>	Quarterly Report	Created

View All



Reports needing correction will be returned to the awardee for editing. Click the applicable Progress Report to make the corrections and click the “Submit” button.

Once the Quarterly Report is accepted, you will receive an email from [grantportal.noreply@cpuc.ca.gov](mailto:grantportal.noreply@cpuc.ca.gov).

## Annual Report

Select the “Year” for which the report is being submitted and click the “Save” button. This will create the Annual Progress Report page.

**Create New Report**

**\* Report Type**  
Annual Report

**\* Year**  
2025



On the Progress Report page, select the “Narrative” tab.

Progress Report PR-1253 Delete

Detail **Narrative** Files

Information

Progress Report Name PR-1253	Award <a href="#">FFA00045</a>
Report Type Annual Report	Year 2025
Quarter	Month

The questions with a red asterisk (\*) are required.

Detail **Narrative** Files

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**Summary**

\*1) Provide a detailed summary of the funding's actual uses and progress made during the period covered towards objectives stated in the approved project. The summary must include an overview of key outcomes and any noteworthy challenges or opportunities identified during the period covered.

**Uses of Funds**

\*2) Provide a short narrative describing the intended and actual use of funds and the performance of the project, referencing the objectives and activities outlined in the approved project. Include an explanation of the data and performance indicators submitted during the annual period covered.

\*2a) Provide activities implemented over the period covered, including summaries of key milestones achieved, outputs produced, and outcomes achieved.

\*2b) Provided activities planned for the next period covered.

You are required to certify that all statements are true and correct and electronically sign the document before submitting. You may save your progress to complete later by clicking on the “Save Progress” button.

To submit the report, click the “Submit” button.

**Certification**

\*43. Certification:  
I certify the project and expenditure information included in this report, and to the best of my knowledge that all statements and representations made in this report are true and correct, under penalty of perjury.

Yes  
 No

\*44. Name

\*45. Title

Save Progress Submit



When your report has been successfully submitted, a confirmation message will appear at the top of the page.



To view submitted Annual Reports and review their status, select “Progress Report” on the Award Detail page.



Award FFA00045

New Report    New Payment Request    New Amendment Request

Application: Meowtown Last Mile    Project Period: 10/1/2024 - 10/1/2026    Final Award Amount: \$100.00

Detail    Amendments    Payment Request    **Progress Report**    Files    Consent Form    Submit CEQA Documents

Progress Reports (6+)

Progress Report Name	Report Type	Status
PR-1253	Annual Report	Created
PR-1015	Monthly Contractor Report	Created
PR-1019	Monthly Contractor Report	Created
PR-1251	Monthly Contractor Report	Accepted
PR-1368	Monthly Contractor Report	Accepted
PR-1406	Quarterly Report	Created

View All

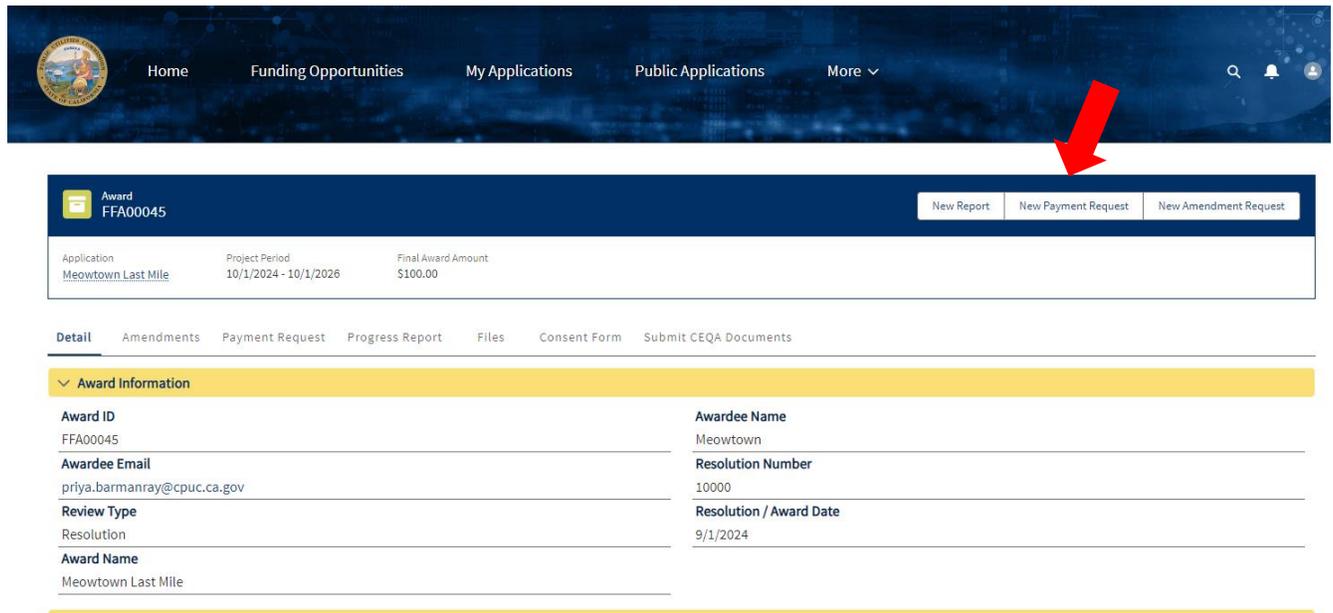
Reports needing correction will be returned to the awardee for editing. Click the applicable Progress Report to make the corrections and click the “Submit” button.

Once the Annual Report is accepted, you will receive an email from [grantportal.noreply@cpuc.ca.gov](mailto:grantportal.noreply@cpuc.ca.gov).

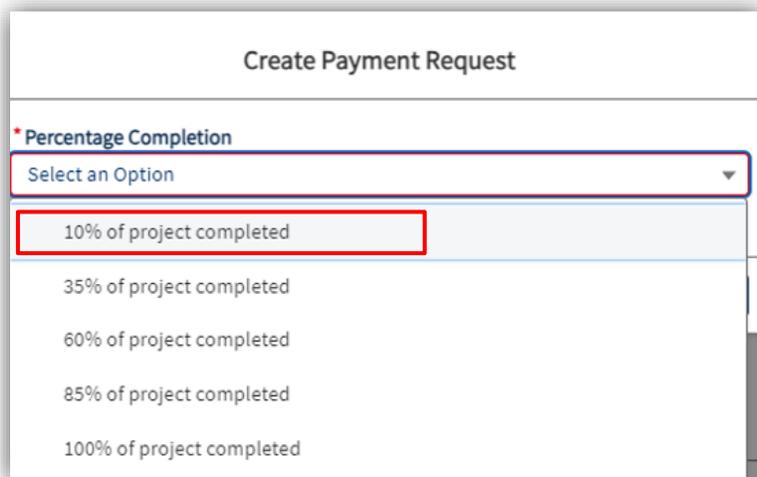
# PAYMENT REQUESTS

## Create a Payment Request

On the Award Detail page click “New Payment Request” in the upper right-hand corner.



A “Create Payment Request” pop-up window will appear. Select the percentage completion for the payment that is being requested.



Additional fields will become visible. The questions with a red asterisk (\*) are required. Click “Next” to continue. This will create the Payment Request page.

\* Percentage Completion  
10% of project completed

\* Current Amount Requested

\* Completion date for work included in this Payment Request

Payment Address

\* Street

\* City

\* State  
Select an Option

\* Zip Code

\* Description of major activities and project accomplishments ⓘ

\* Name of Requestor

Cancel Next



If any of the information entered in the “Create Payment Request” window needs to be revised, click on the pencil icons to open the fields for editing.

Award ID  
EFA00045

Invoice Name  
INVFFA-0183

Payment Request Type  
10% of project completed

Current Amount Requested  
\$100.00

Payment Address

Street  
100 North Tryon Street

City  
Charlotte

State  
Colorado

Zip Code  
28255

Completion date for work included in this Payment Request  
12/02/2024

Description of major activities and project accomplishments ⓘ  
jhg

Name of Requestor  
mnb



Once all the necessary edits have been made, click the “Save” button at the bottom of the page.

**Payment Request Type**  
10% of project completed

**Current Amount Requested**  
100,000.00

**Street**  
236 Stonyfield Rd Ste 106

**City**  
Oakland

**State**  
California

**Zip Code**  
94612

**Completion date for work included in this Payment Request**  
Oct 1, 2024

**Description of major activities and project accomplishments**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor i

**Name of Requestor**  
Test Tester



## Enter Expenses

From the Payment Request Details page, click the “Cost Summary Schedules.”

The screenshot shows the top section of the 'Payment Request' page for INVFFA-0167. It includes a header with 'Submit Payment Request' and 'Delete' buttons, and a summary row with 'Payment Request Type: 10% of project completed' and 'Current Amount Requested: \$100,000.00'. Below this is a progress bar with stages: Created, Submitted for Approval, Approved, Payment Complete, and Denied. The 'Details' section has several tabs: 'Cost Summary Schedules' (circled in red with an arrow pointing to it), 'Subscriber/ Customer Information', 'Additional Information', and '\*Attestation'. Under the 'Cost Summary Schedules' tab, there are four rows of information: 'Award ID' (FFA00045), 'Invoice Name' (INVFFA-0167), 'Payment Request Type' (10% of project completed) with an edit icon, and 'Current Amount Requested' (\$100,000.00) with an edit icon.

Embedded in the “Cost Summary Schedules” tab are three subtabs: “Direct Expenses,” “Indirect Expenses,” and “Files.”

This screenshot shows the same page as above, but with the 'Cost Summary Schedules' tab highlighted with a red box. Below this tab, three subtabs are visible: 'Direct Expenses', 'Indirect Expenses', and 'Files'. A red bracket and arrow point to these subtabs.

Click the “Cost Summary Schedules” to pull up the “Direct Expenses” subtab. On the “Direct Expenses” page, enter the Last Mile direct expenses in the Last Mile Costs table. If applicable, enter the Middle Mile direct expenses in the Middle Mile Costs table.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Details, Cost Summary Schedules, Subscribers' Customer Information, Additional Information, and Presentation. Below this is a sub-tab bar with 'Direct Expenses', 'Intra-System', and 'Misc'. A red arrow points to the 'Last Mile Costs' tab, which is highlighted in yellow. Below it is a table with columns 'Category/Expense Type/Type of Equipment' and 'Expense Amount'. The table lists various equipment and material categories with input fields for expense amounts, all currently set to \$0.00. A 'Sub Total' row at the bottom of this table also shows \$0.00. Below this is another yellow-highlighted tab labeled 'Middle Mile Costs', which is circled in red. It contains an identical table structure to the 'Last Mile Costs' table. At the bottom of the 'Middle Mile Costs' table, there is a 'Total Expense Amount' row showing \$0.00. A 'Save' button is located at the bottom right of the form.

Category/Expense Type/Type of Equipment	Expense Amount
Equipment/Materials	
New Building	\$0.00
Prefabricated Building	\$0.00
Rehab of Existing Building	\$0.00
Poles	\$0.00
Modification of Poles	\$0.00
Broadband Switching Equipment	
Network and Access Equipment	\$0.00
Customer Premise Equipment	\$0.00
Operating Equipment	\$0.00
Materials	
Cable	\$0.00
Other	\$0.00
Labor/Construction Wages	\$0.00
Permitting/CEQA Review	\$0.00
Other	\$0.00
Sub Total	\$0.00

Category/Expense Type/Type of Equipment	Expense Amount
Equipment/Materials	
New Building	\$0.00
Prefabricated Building	\$0.00
Rehab of Existing Building	\$0.00
Poles	\$0.00
Modification of Poles	\$0.00
Broadband Switching Equipment	
Network and Access Equipment	\$0.00
Customer Premise Equipment	\$0.00
Operating Equipment	\$0.00
Materials	
Cable	\$0.00
Other	\$0.00
Labor/Construction Wages	\$0.00
Permitting/CEQA Review	\$0.00
Other	\$0.00
Sub Total	\$0.00
Total Expense Amount	\$0.00

The system will automatically display the total amounts entered at the bottom of the page. When all direct expenses have been entered, click the “Save” button at the bottom of the page.

Labor/Construction wages	\$25,000.00
Permitting/CEQA Review	
Other	
<b>Total</b>	<b>\$150,000.00</b>



A message will appear at the top of the page confirming that the direct expense information was successfully saved.

✓ Success✕

Direct Expense Saved Successfully!

My ApplicationsPublic ApplicationsMore ▾

Click the “Cost Summary Schedules” to pull up the “Indirect Expenses” subtab. On the “Indirect Expenses” page, enter the indirect expenses by category. When all indirect expenses have been entered, click the “Save” button at the bottom of the page.

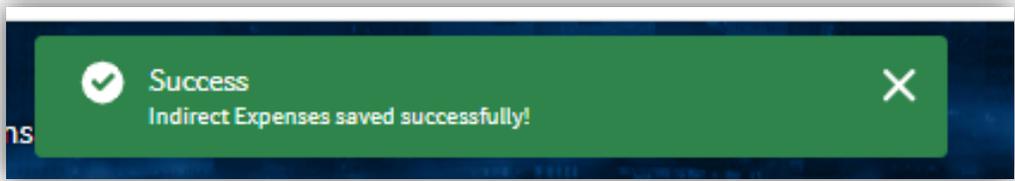
Details **Cost Summary Schedules** Subscriber/ Customer Information Additional Information \*Attestation

Direct Expenses **Indirect Expenses** Files

Category	Expense Amount
<b>Repair and Maintenance Expenses for Equipment and Facilities</b>	
<input type="text"/>	<input type="text"/>
<b>Utilities</b>	
<input type="text"/>	<input type="text"/>
<b>Rent of Equipment and Facilities</b>	
<input type="text"/>	<input type="text"/>
<b>Administrative Costs</b>	
<input type="text"/>	<input type="text"/>
<b>Indirect Materials and Supplies</b>	
<input type="text"/>	<input type="text"/>
<b>Insurance on Equipment and Machinery</b>	
<input type="text"/>	<input type="text"/>
<b>Indirect Labor and Contract Supervisory Wages</b>	
<input type="text"/>	<input type="text"/>
<b>Production Period Interest Expense</b>	
<input type="text"/>	<input type="text"/>
<b>Other</b>	
<input type="text"/>	<input type="text"/>
<b>Total</b>	\$0.00



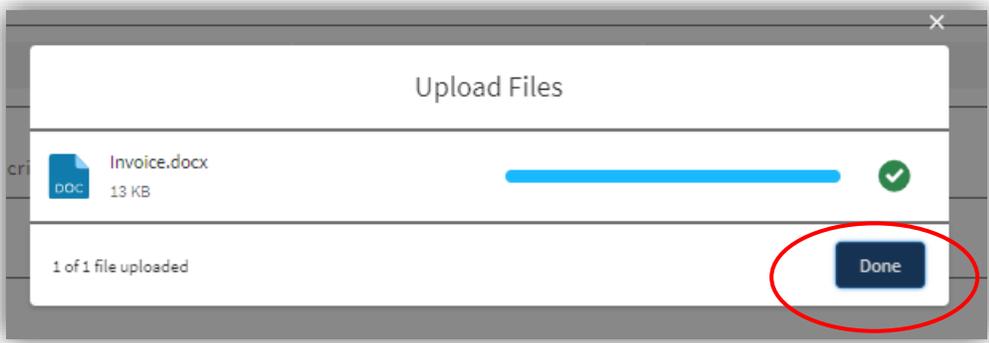
A message will appear at the top of the page confirming that the indirect expense information was successfully saved.



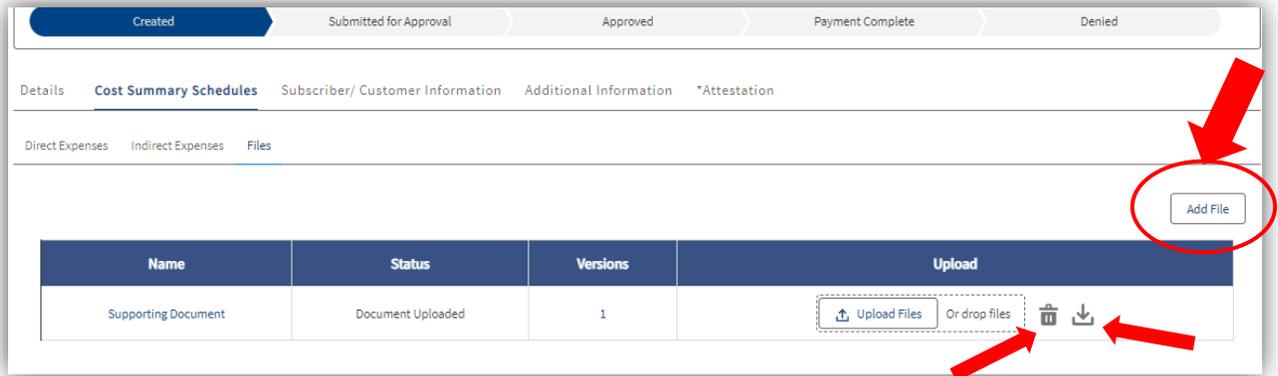
When all Direct Expenses and Indirect Expenses have been entered, click “Files” to upload supporting documentation such as contracts, invoices, and proof of payment. Files can be uploaded using the “Upload files” or “drop files option.”



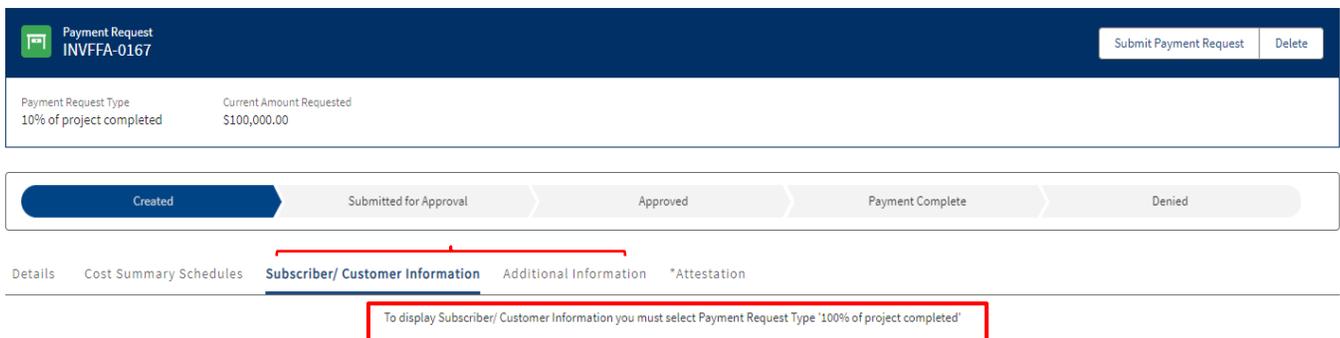
Once the files are uploaded, click the “Done” button.



To upload additional files, click the “Add File” button. To delete a previously uploaded file, click the trash can icon . To preview a file that has been uploaded, click the preview icon .

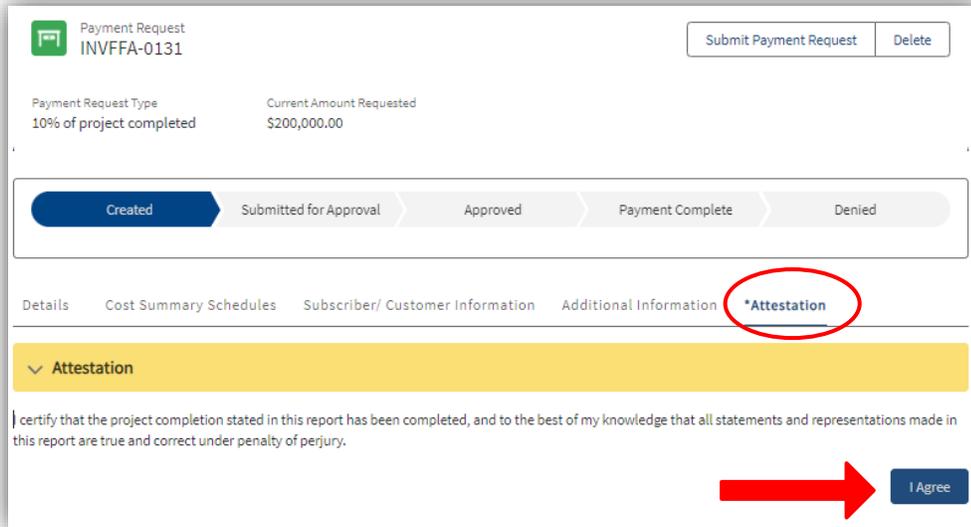


The fields on the “Subscriber/Customer Information” and “Additional Information” tabs are not visible unless the percentage completion is 100%.

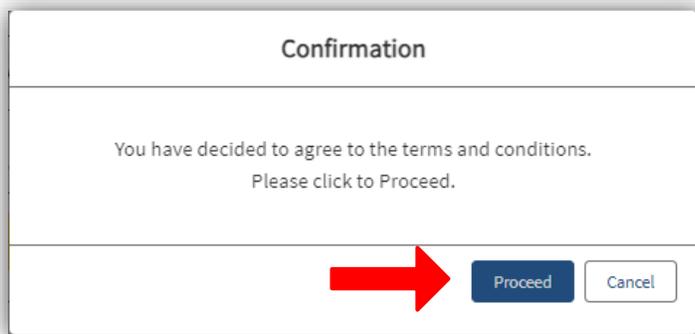


## Attest and Submit

Awardees must certify the information being provided with each payment request. Click “\*Attestation” read the statement and click the “I Agree” button.



A confirmation window will appear. Click the “Proceed” button to confirm the attestation.



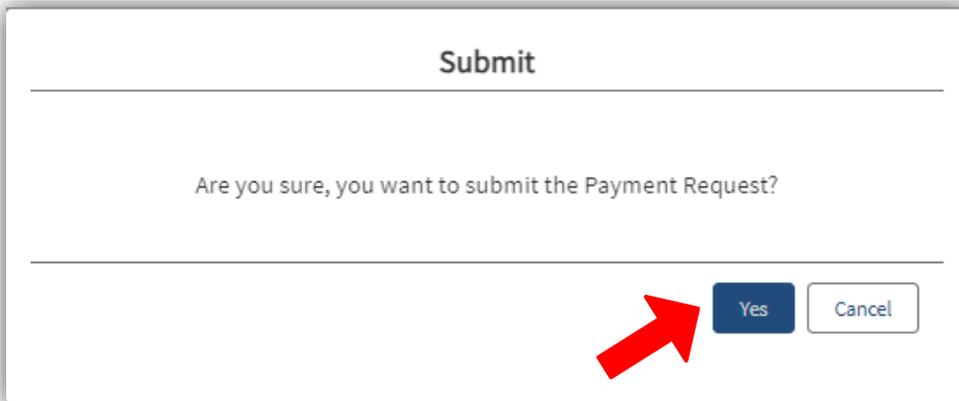
A message will appear at the top of the page confirming your attestation.



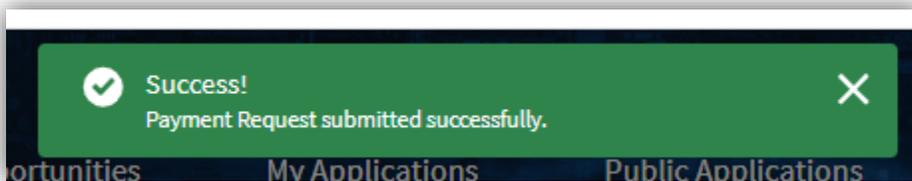
Click the “Submit Payment Request” button at the top of the page to submit the payment request.



A window will appear for you to confirm your payment request. Click “Yes” to submit the payment request. Click “Cancel” to go back to the payment request without submitting it.



Upon clicking the “Yes” button, a confirmation message will appear at the top of the page.



You may check the status of your payment on the payment request status bar.

Payment Request  
INVFFA-0167

Submit Payment Request Delete

Payment Request Type: 10% of project completed  
Current Amount Requested: \$100,000.00

Approved

Payment Complete

Denied

Details Cost Summary Schedules Subscriber/ Customer Information Additional Information **Attestation**

Alternatively, on the Award Detail page click “Payment Request” to view status of the payment request. If the status is denied, you will receive an email from Commission staff with an explanation.

Award  
FFA00045

New Report New Payment Request New Amendment Request

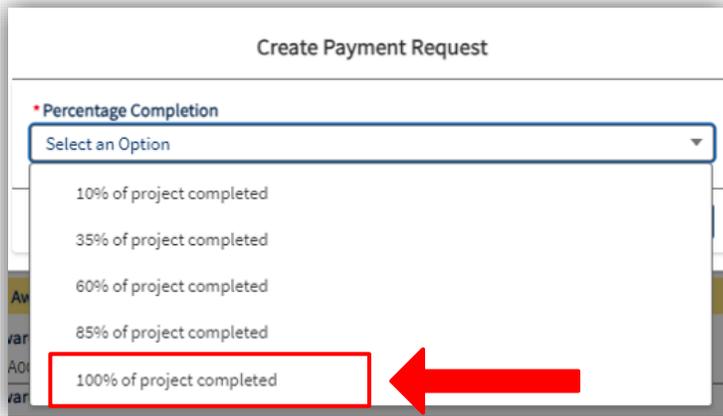
Application: Meowtown Last Mile  
Project Period: 10/1/2024 - 10/1/2026  
Final Award Amount: \$100.00

Detail Amendments **Payment Request** Progress Report Files Consent Form Submit CEQA Documents

Payment Request Name	Status	Payment Request Type
INVFFA-0167	Approved	10% of project completed
INVFFA-0170	Denied	35% of project completed
INVFFA-0171	Approved	35% of project completed
INVFFA-0183	Created	10% of project completed

# FINAL PAYMENT REQUEST

Select “100% of project completed” from the “Create Payment Request” pop-up window.



## Enter Expenses

From the Payment Request Details page, click “Cost Summary Schedules.” Complete the Direct and Indirect Expenses and upload the supporting documents. Next, click “Approved vs Actual Costs.”

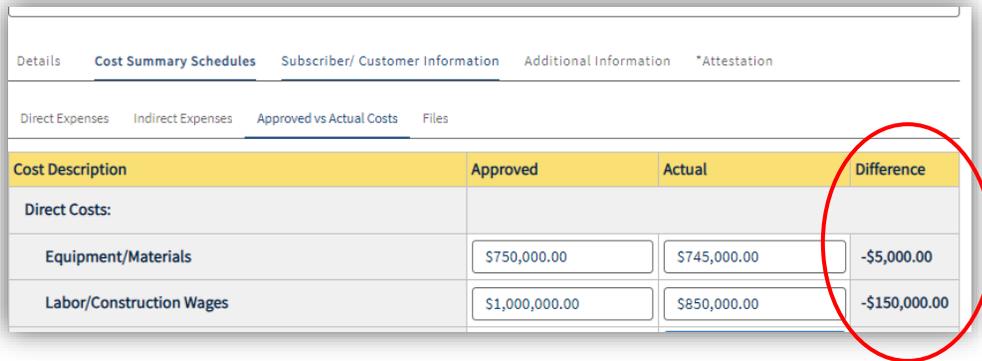
Details **Cost Summary Schedules** Subscriber/ Customer Information Additional Information \*Attestation

Direct Expenses Indirect Expenses **Approved vs Actual Costs** Files

Cost Description	Approved	Actual	Difference
<b>Direct Costs: Last Mile</b>			
Equipment/Materials	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Labor/Construction Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Permitting/CEQA Review	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Other	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
<b>Direct Costs: Middle Mile</b>			
Equipment/Materials	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Labor/Construction Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Permitting/CEQA Review	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Other	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
<b>Indirect Costs:</b>			
Repair and Maintenance Expenses for Equipment and Facilities	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Utilities	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Cost of Equipment and Facilities	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00

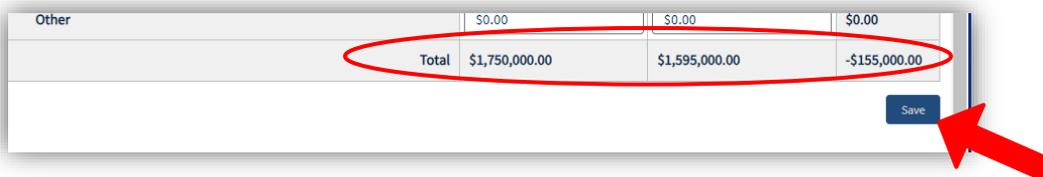
Enter the “Approved” and “Actual” costs for each cost category. These costs are for the entire project.

The system will automatically calculate the “Difference” between the approved and actual amounts. The system will also automatically calculate the totals at the bottom of the page.



Cost Description	Approved	Actual	Difference
<b>Direct Costs:</b>			
Equipment/Materials	\$750,000.00	\$745,000.00	-\$5,000.00
Labor/Construction Wages	\$1,000,000.00	\$850,000.00	-\$150,000.00

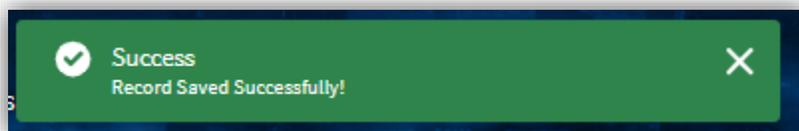
When all amounts have been entered, click the “Save” button at the bottom of the page.



Other	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$1,750,000.00</b>	<b>\$1,595,000.00</b>	<b>-\$155,000.00</b>

Save

A message will appear at the top of the page confirming that the record was successfully saved.

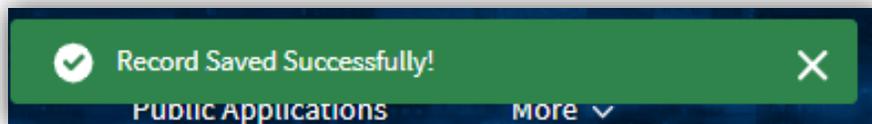


## Subscriber Information

From the Payment Request Details page, click “Subscriber/Customer Information” and enter the required information. When all information has been entered, click the “Save” button at the bottom of the page.

The screenshot shows a web interface for a payment request. At the top, it displays 'Payment Request Type: 100% of project completed' and 'Current Amount Requested: \$300,000.00'. Below this is a progress bar with five stages: 'Created' (active), 'Submitted for Approval', 'Approved', 'Payment Complete', and 'Denied'. A red arrow points down to the 'Subscriber/ Customer Information' tab, which is circled in red. Below the tabs are four input fields with labels: '\* Number of paying subscribers enrolled in the service provided by the funded construction', '\* Number of low-income customers enrolled in Affordable Connectivity Program (ACP)', '\* Number of customers enrolled in any low-income plans', and '\* Number of low-cost broadband plan customers enrolled'. A red arrow points right to a blue 'Save' button at the bottom right of the form.

A message will appear at the top of the page confirming that the record was successfully saved.



## Additional Information

From the Payment Request Details page, click “Additional Information” and enter the required information.



Details Cost Summary Schedules Subscriber/ Customer Information **Additional Information** \*Attestation

\* Date of Project completion

\* Number of low-income customers in the project area

\* Number of low-income customers subscribing to low-income plans

\* Number of served locations in the project area that have broadband availability at or above minimum speeds of 100 Mbps download and 100 Mbps upload or higher or 100 Mbps download and 20 Mbps if applicable

\* Problems/Issues encountered on the project since the last quarterly report and actions taken to resolve these issues/problems. If applicable, include comprehensive reporting on CEQA mitigation. This can also be submitted on a separate sheet/document

\* Data by Subscriber Type

Subscriber Type	Project Subscribers	Actual Number of Subscribers	Subscriber Speed	Potential Number of Subscribers	Actions
No Records Found.					

[Add](#)

**Documents**

\* Speed Test Data at the address level for the project area ⓘ

Or drop files

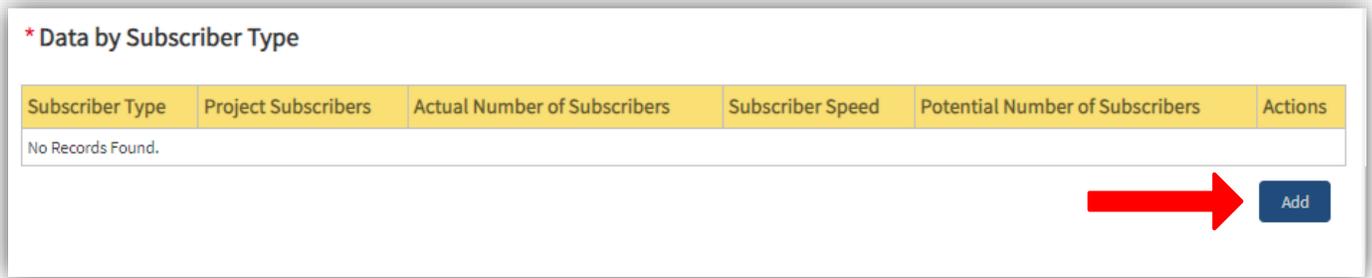
\* Maps and associated data of all locations served ⓘ

Or drop files

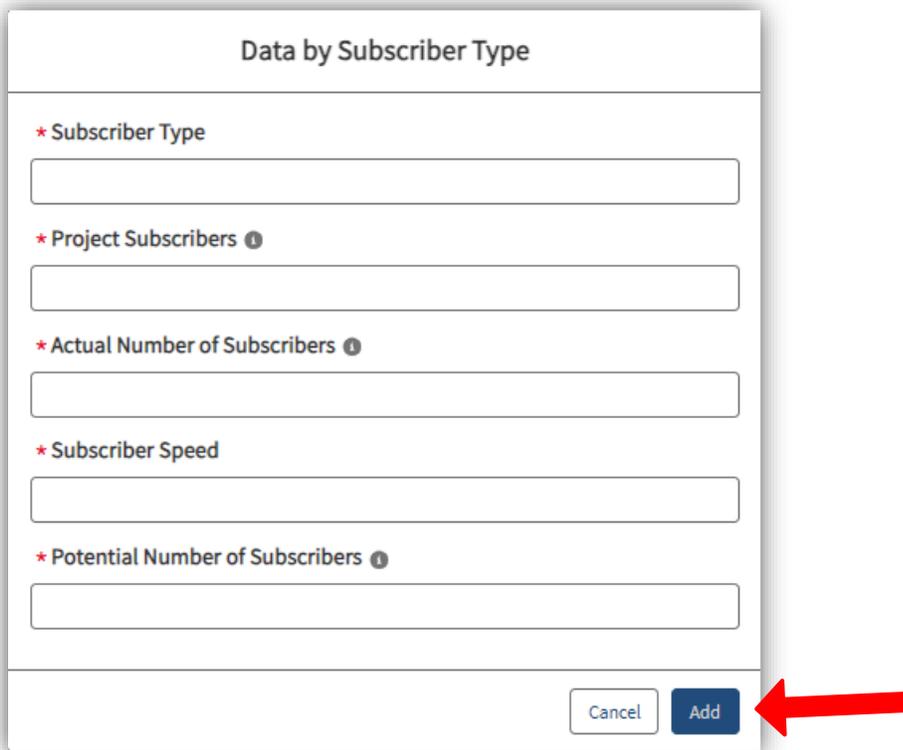
\* Documents of advertisements, billing inserts, and marketing information, by speed tier and prices

Or drop files

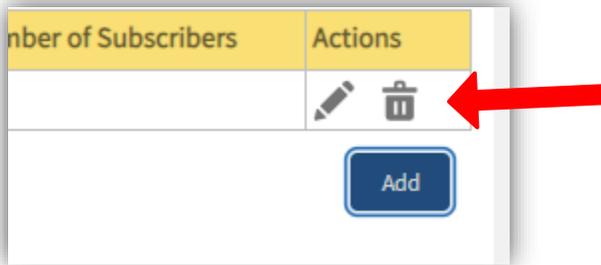
To enter subscriber type data, click the “Add” button.



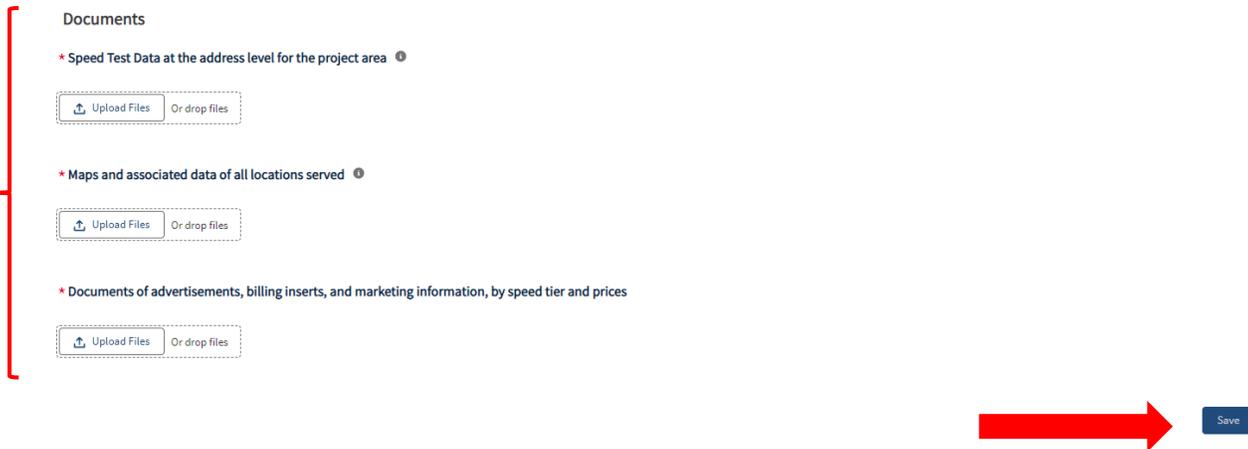
A window will appear. Enter the required information and click the “Add” button at the bottom of the window.



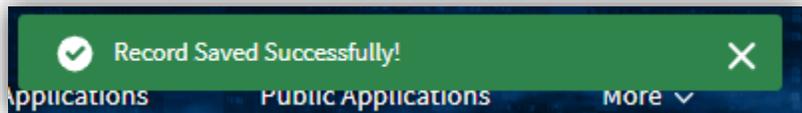
To edit subscriber data, click the pencil icon . To delete subscriber data, click the trash can icon .



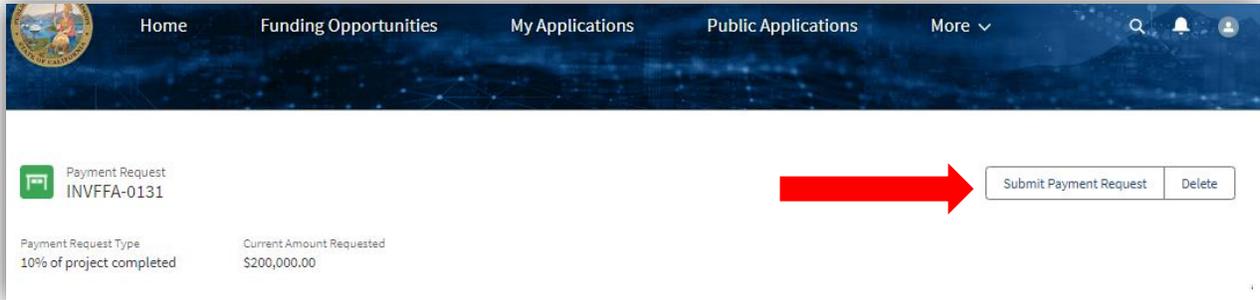
Upload all the necessary files. When all information has been entered, click the “Save” button at the bottom of the page.



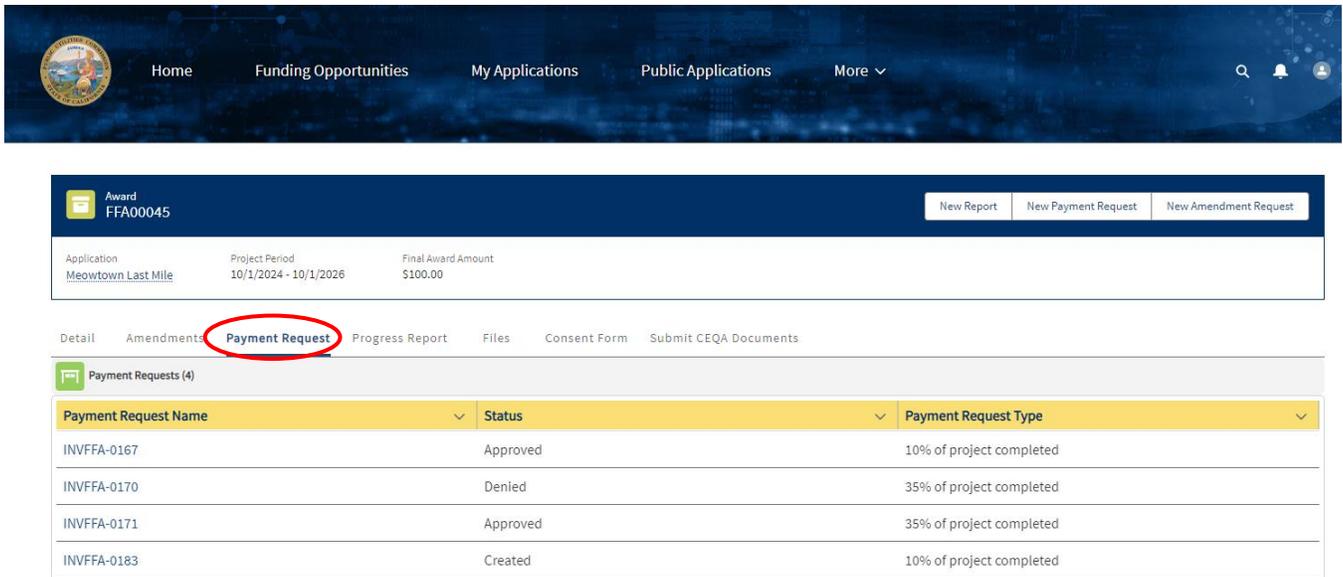
A message will appear at the top of the page confirming that the record was successfully saved.



Complete the Attestation and submit the final payment request.



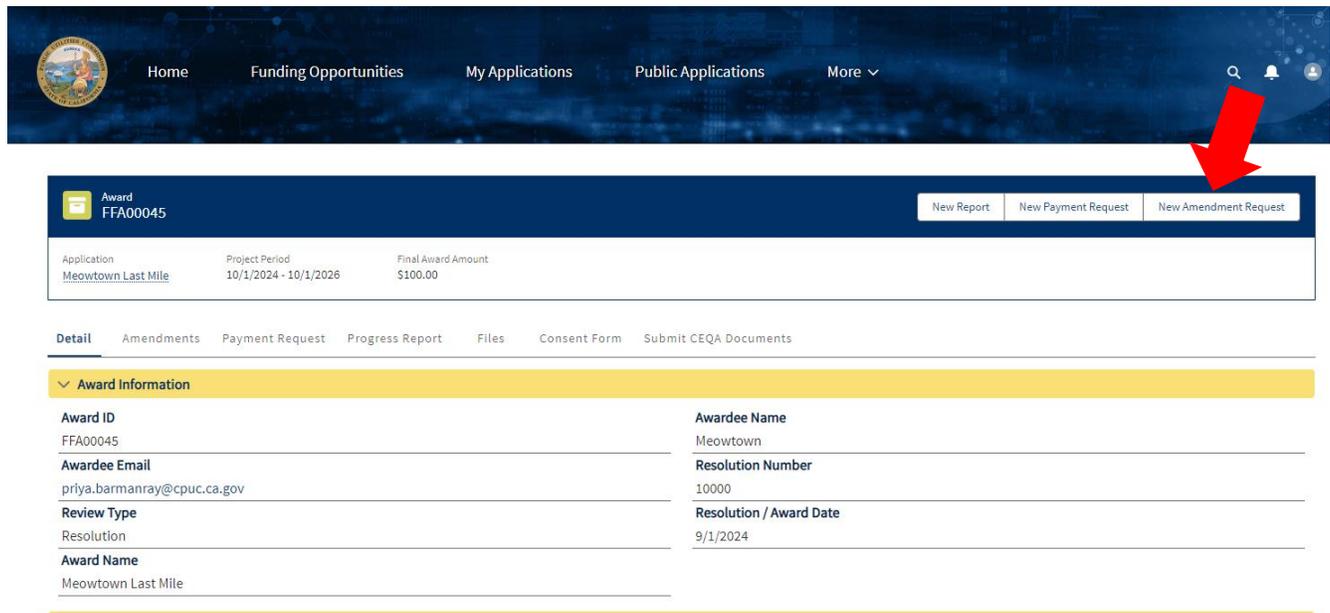
Go to the Award Detail page and click “Payment Request” to view the status of the payment request. If the status is denied, you will receive an email from Commission staff with an explanation.



# AMENDMENT REQUESTS

Amendment requests include any changes to the awarded grant’s budget, project scope, timeline, or other significant change to the grant award. Please see other resources for awardees including the Awardee Administrative Manual for guidance on amendment requests.

On the Award Detail page click “New Amendment Request” in the upper right-hand corner.



A “Create New Amendment Request” window will appear.

Create New Amendment Request

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**Request Type**

Select an Option

- Request for Project Timeline Extension
- Request for Project Change of Scope
- Request for Project Change of Budget
- Request for Project Change in Contractor

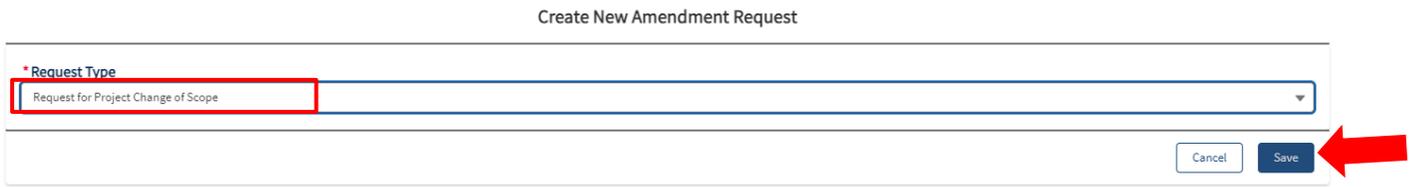
Select the type of request from the drop-down box and click the “Save” button.

Create New Amendment Request

**\* Request Type**

Request for Project Change of Scope

Cancel Save



This will open the Amendment Details page.

Amendment AR-00221 Submit Delete

Award FFA00045

DraftSubmittedApprovedAmended Award LetterEncumbranceRejectedCompleted

**Details** Files

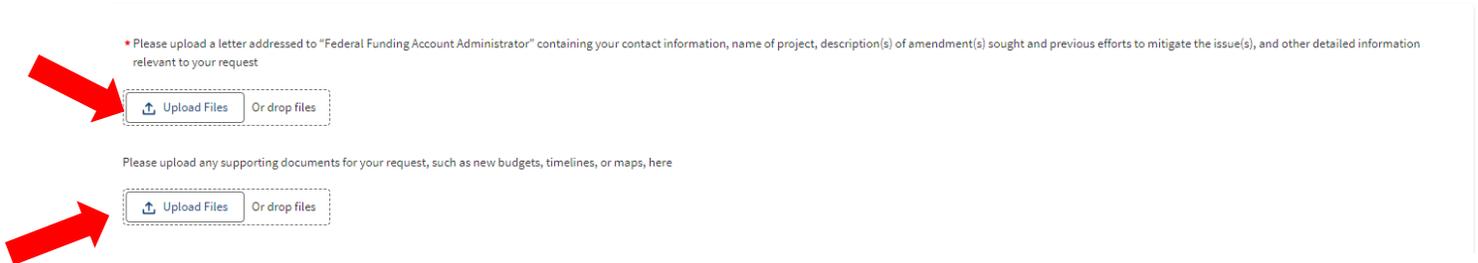
<b>Request Type</b> Request for Project Change of Scope	<b>Award</b> FFA00045
<b>Amendment Name</b> AR-00221	<b>Status</b> Draft

**\* Please upload a letter addressed to “Federal Funding Account Administrator” containing your contact information, name of project, description(s) of amendment(s) sought and previous efforts to mitigate the issue(s), and other detailed information relevant to your request**

Upload Files Or drop files

Please upload any supporting documents for your request, such as new budgets, timelines, or maps, here

Upload Files Or drop files



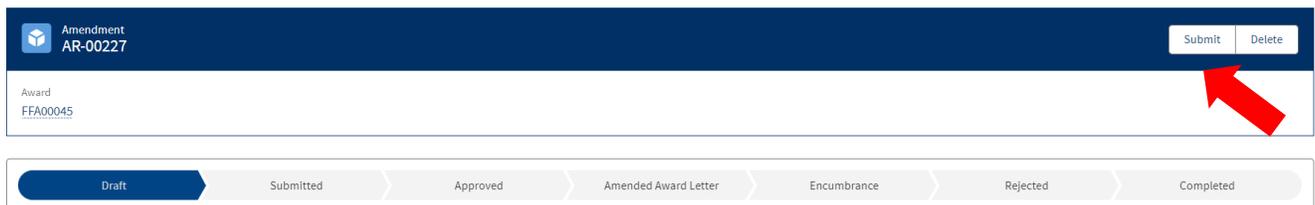
To upload supporting documents, such as new budgets, timelines, or maps, click “Upload Files” or “drop files.” You may upload multiple files.

Once you have uploaded all applicable files, click the “Submit” button at top right corner.

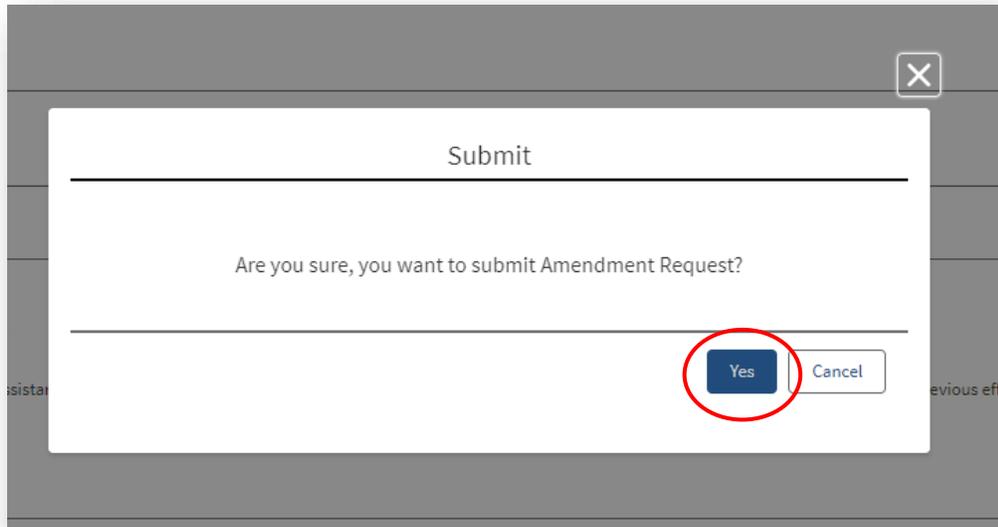
Amendment AR-00227 Submit Delete

Award FFA00045

DraftSubmittedApprovedAmended Award LetterEncumbranceRejectedCompleted

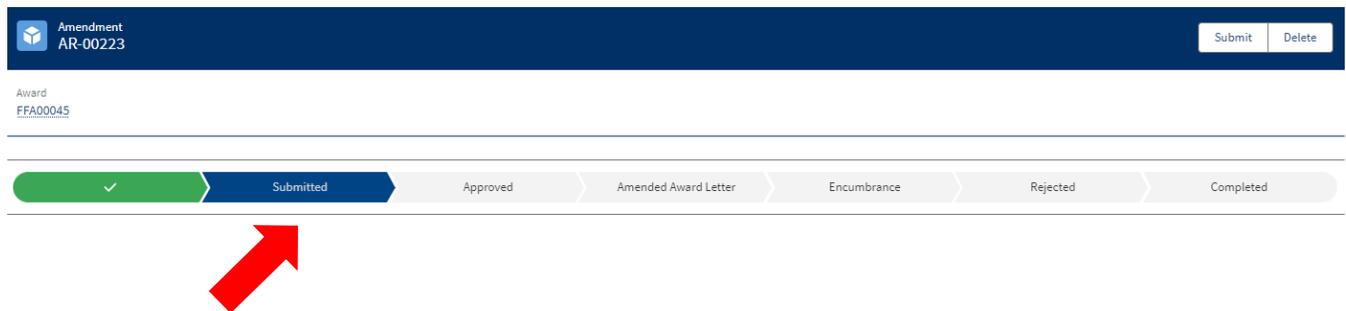


Click “Yes” on the pop-up window to submit or click “Cancel” if cancelling the submission.



Once the Amendment Request is successfully submitted, you will receive an email from grantportal.noreply@cpuc.ca.gov verifying your request has been received.

You may check the status of your Amendment Request from the status bar.



Alternatively, go to the Award Detail page and click “Amendments” to view status of the amendment request. If the status is denied, you will receive an email from Commission staff with an explanation. To re-submit the amendment request, you must submit a new amendment request.



Award FFA00045

New Report    New Payment Request    New Amendment Request

Application Meowtown Last Mile	Project Period 10/1/2024 - 10/1/2026	Final Award Amount \$100.00
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Detail    **Amendments**    Payment Request    Progress Report    Files    Consent Form    Submit CEQA Documents

Amendments (3)

Amendment Name	Request Type	Status
<a href="#">AR-00223</a>	Request for Project Timeline Extension	Rejected
<a href="#">AR-00225</a>	Request for Project Timeline Extension	Approved
<a href="#">AR-00227</a>	Request for Project Change of Scope	Draft

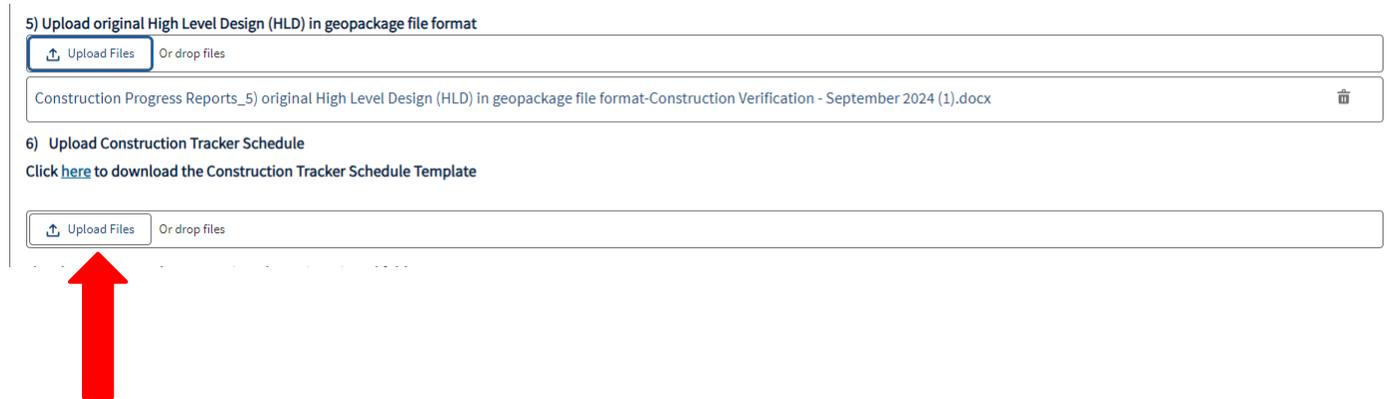
View All

## HOW TO UPLOAD FILES

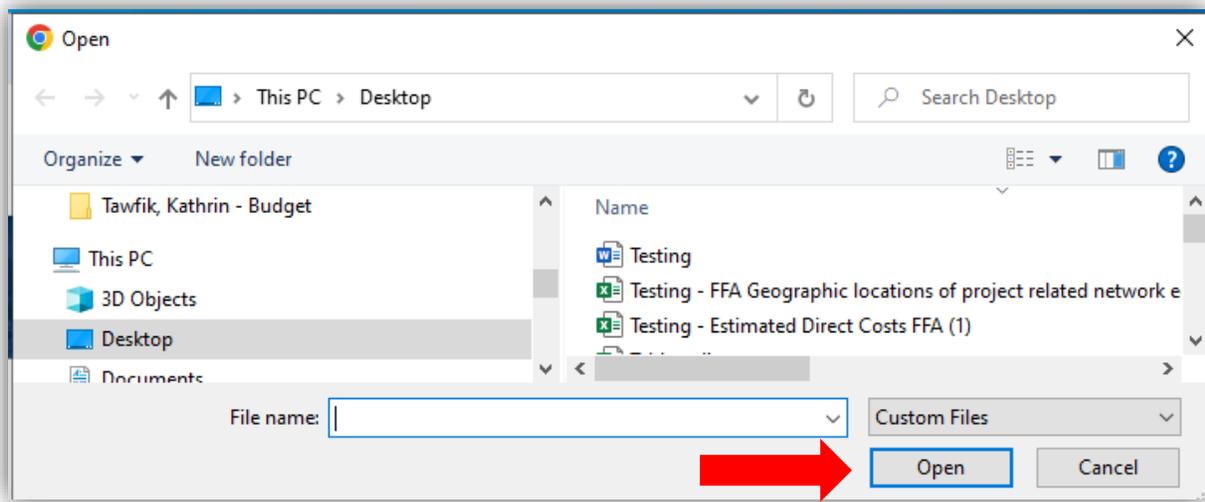
Some fields are designed to upload files.

Files can be uploaded by either clicking on the “Upload Files” button or dragging and dropping files into the field.

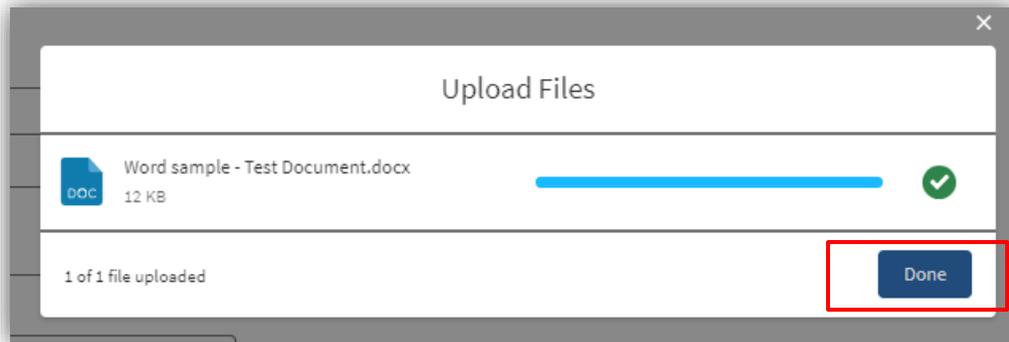
Uploads can be Word/Excel documents, pdfs, images, or shapefiles.



When using the “Upload Files” function, click the “Upload Files” button, select the appropriate file from the saved location, and click “Open.”



The Upload Files pop-up shows the progress of the upload. When the upload is complete, the “Done” button will turn from grey to blue. Click “Done” to attach the file and return to the window you are on.



Repeat the process to attach additional files.

The names of the uploaded files will automatically be renamed to reflect the name of the field.

## Templates

For report fields requiring templates, click the link to download the template to a location on your computer. Fill in the required information and upload the file.

**5) Upload original High Level Design (HLD) in geopackage file format**

Or drop files

Construction Progress Reports\_5) original High Level Design (HLD) in geopackage file format-Construction Verification - September 2024 (1).docx 

**6) Upload Construction Tracker Schedule**

Click [here](#) to download the Construction Tracker Schedule Template

Or drop files

