

CALIFORNIA PUBLIC UTILITIES COMMISSION

# Broadband Grant Portal Awardee User Guide

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FEDERAL FUNDING ACCOUNT AWARDEES

June 2026



**California Public  
Utilities Commission**

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June 2026 Updates:

- Construction Tracker Schedule screenshot on page 11 updated.
- Fixed Amount Subawards section added (pages 24 – 36).

## 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.



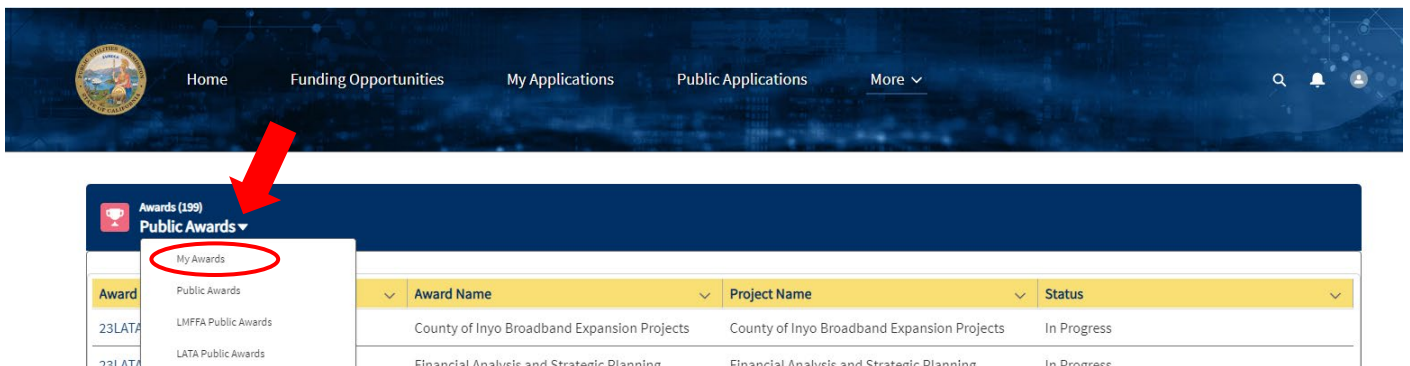
## My Awards

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
FFA00045	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 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

**Award Information**

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

**Project Information**

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

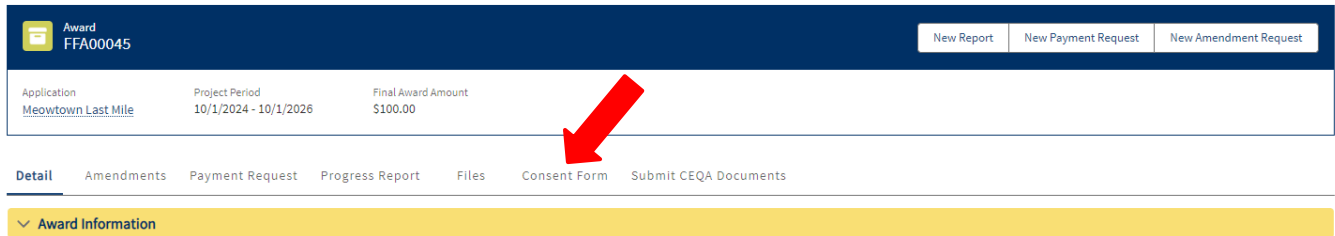
**Financial information**

Total Amount Paid	Final Award Amount
-------------------	--------------------

# 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, application details are listed: 'Application: Meowtown Last Mile', 'Project Period: 10/1/2024 - 10/1/2026', and 'Final Award Amount: \$100.00'. A navigation menu includes 'Detail', 'Amendments', 'Payment Request', 'Progress Report', 'Files', 'Consent Form', and 'Submit CEQA Documents'. A yellow bar at the bottom is labeled 'Award Information'. A red arrow points to the 'Files' tab in the navigation menu.

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

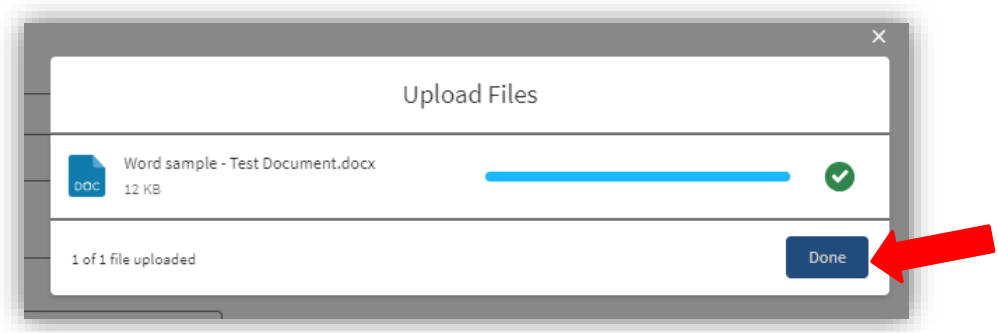
The screenshot shows the 'Files' tab selected in the navigation menu. Below the navigation, there are two links: 'Click [here](#) to download the Government Agency Taxpayer ID-Form' and 'Click [here](#) to download the Payee Data Record (STD 204)'. A red arrow points to these links. Below the links is a table with the following data:

Name	Status	Versions	Upload	Action
Payee Form	Document Uploaded	1	Upload Files Or drop files  	Submit
Taxpayer Form	Received	1	Upload Files Or drop files  	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.

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](#)

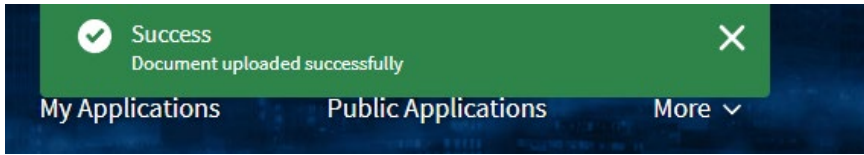
Application <a href="#">Meowtown Last Mile</a>	Project Period 10/1/2024 - 10/1/2026	Final Award Amount \$100.00
---	---	--------------------------------

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



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 #ccc; padding: 2px; display: inline-block;"> <span style="font-size: 0.8em;">Upload Files</span> </div> <span style="font-size: 0.8em;">Or drop files</span> <span style="font-size: 0.8em;">🗑️</span> <span style="font-size: 0.8em;">⬇️</span>	Submit
Taxpayer Form	Received	1	<div style="border: 1px dashed #ccc; padding: 2px; display: inline-block;"> <span style="font-size: 0.8em;">Upload Files</span> </div> <span style="font-size: 0.8em;">Or drop files</span> <span style="font-size: 0.8em;">🗑️</span> <span style="font-size: 0.8em;">⬇️</span>	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	<input type="button" value="Upload Files"/> Or drop files  	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

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

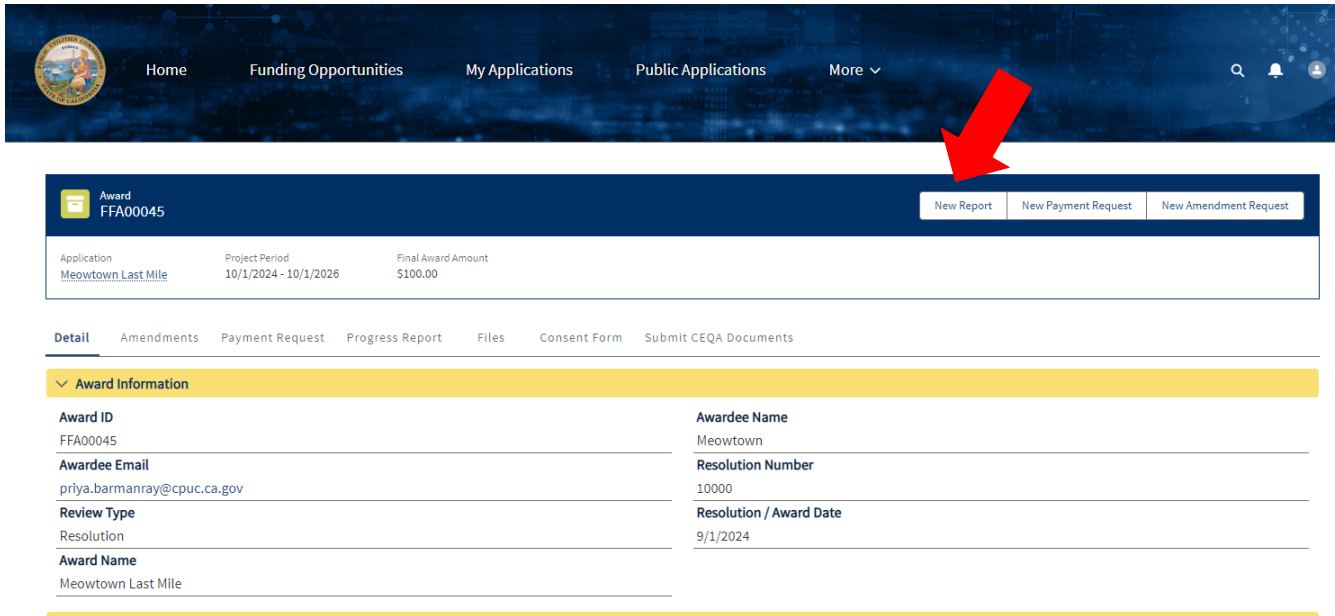
Click [here](#) to download the Government Agency Taxpayer ID-Form  
 Click [here](#) to download the Payee Data Record (STD 204)

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

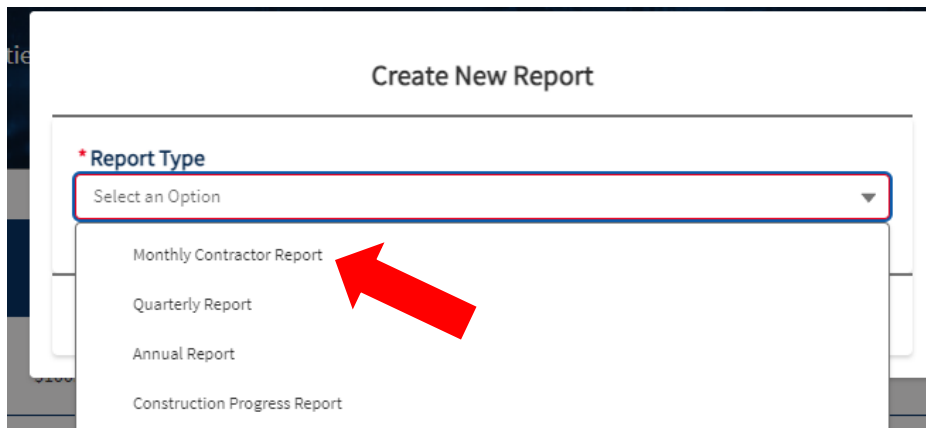
# SUBMITTING REPORTS

## 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

Progress Report Name	Award
PR-1249	FFA00045
Report Type	Year
Construction Progress Report	2024
Quarter	Month
	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

Upload Files Or drop files

6) Upload Construction Tracker Schedule

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

Upload Files Or drop files

7) Upload geotagged Construction photos in a zipped folder


Upload Files Or drop files

8) Upload As-built PDFs in zipped folder

Upload Files Or drop files

9) Upload OTDR PDF reports in zipped folder

Upload Files Or drop files

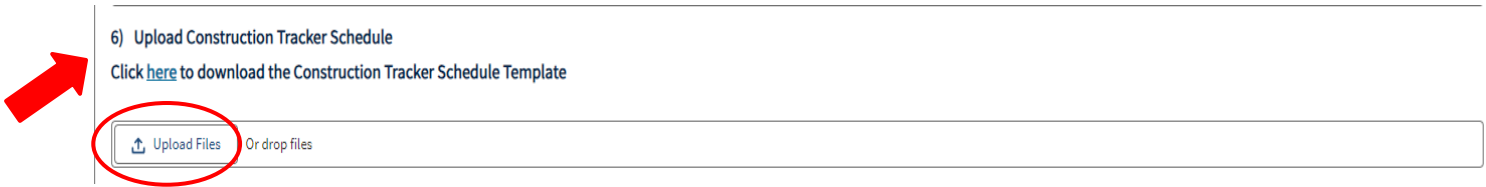


For question 6, download the Construction Tracker Schedule Template.

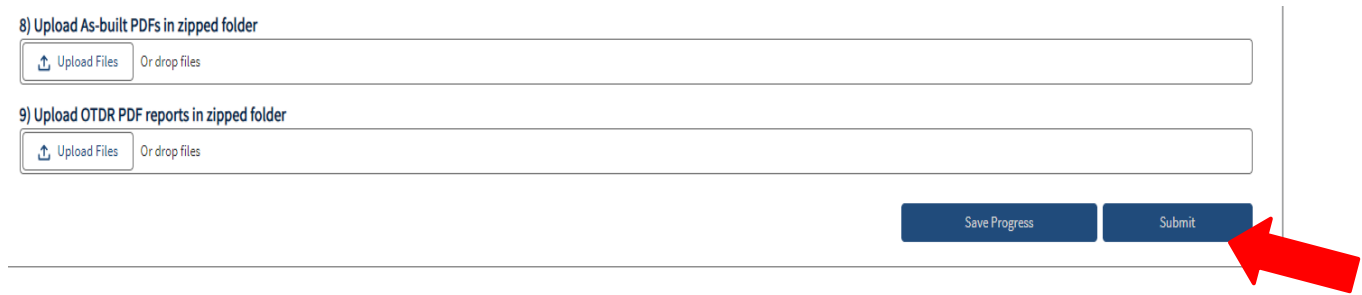
The first Construction Progress Report and all subsequent Construction Progress monthly reports must be submitted using this template.

Awardee Name:									
Project Name:									
		<small>*Addresses Served should be a total unit count of all eligible served locations                  **First &amp; 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. CalTrans permit)                  ***Route Ready: Footage of completed support structure including vaults, conduit, and make ready work that is suitable for fiber installation. Full definition in Fixed Amount Subaward documentation.                  ****Fiber Installation: Fully placed and spliced fiber. Full definition in Fixed Amount Subaward Guidance documentation</small>							
Total Footage of Award	% Complete Cumulative								
Monthly Construction Route Ready Footage Completed***									
Cumulative Construction Route Ready Footage Completed***	N/A								
Monthly Construction - Fiber Installation Footage Completed****									
Cumulative Construction - Fiber Installation Footage Completed****	N/A								
Work Package Boundary Name	Addresses Served	First Permit Submitted**	Last Permit Submitted**	Last Permit Received**	Construction Started		Construction Completed		
		Estimated Completion Date	Actual Completion Date	Estimated Completion Date	Actual Completion Date	Estimated Completion Date	Actual Completion Date	Estimated Completion Date	

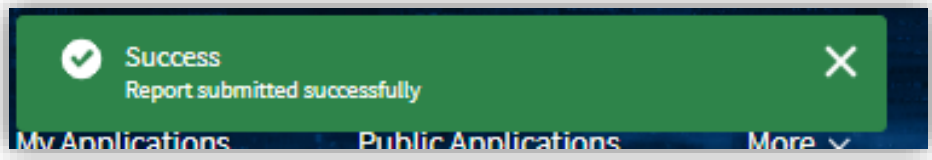
Complete the tracker and upload the file.



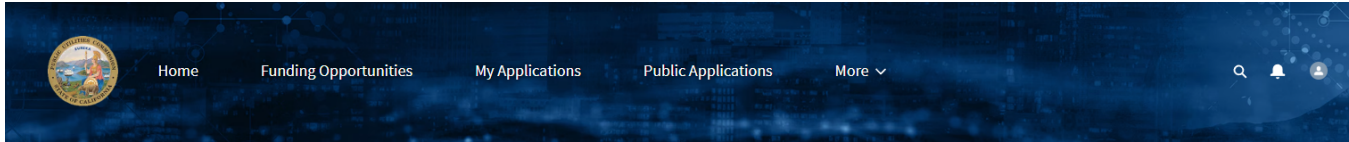
To submit the report, click the "Submit" button.



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
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 Construction Progress Report is accepted you will receive an email from 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 ▼



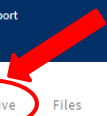
On the Progress Report page, select the “Narrative” tab.

Progress Report  
PR-1250Delete

DetailNarrativeFiles

Information

<b>Progress Report Name</b> PR-1250	<b>Award</b> <a href="#">FFA00045</a>
<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

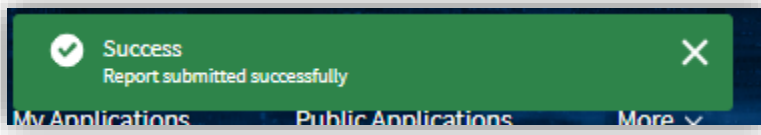
\*12) Name of Signatory

\*13) Title of Signatory

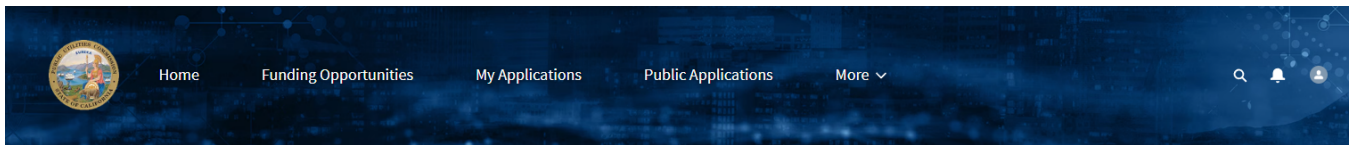
\*14) Signed Date

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
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 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

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 ⓘ 

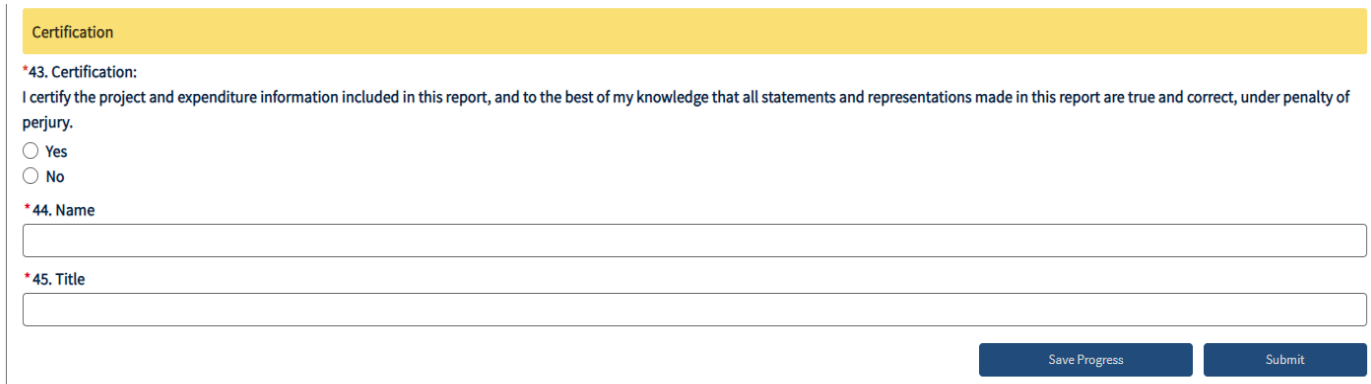
\*10b. Major construction milestones, date of completion of each task / milestone, as well as problems / issues encountered, and actions taken to resolve these issues / problems during construction ⓘ

\*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

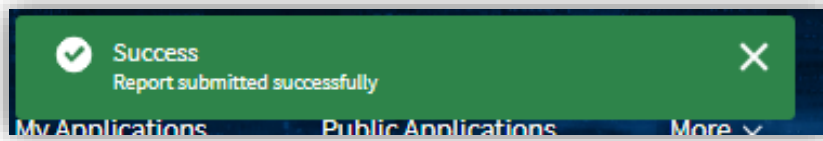
You are required to certify that all statements are true and correct and electronically sign the document before submitting. You may save your progress to complete later by clicking on the “Save Progress” button.

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

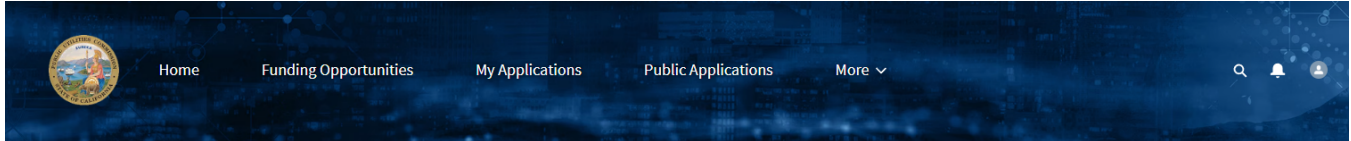


The screenshot shows a 'Certification' section with a yellow header. It contains three required fields: a certification statement with 'Yes' and 'No' radio buttons, a text input for 'Name', and a text input for 'Title'. At the bottom right are 'Save Progress' and 'Submit' buttons. A red arrow on the left points to the 'Yes' radio button, and a 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**

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



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

Detail **Narrative** Files

---

**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

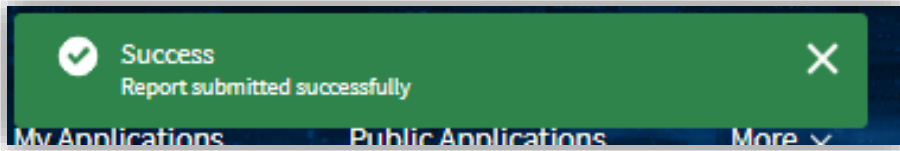
\*44. Name

\*45. Title

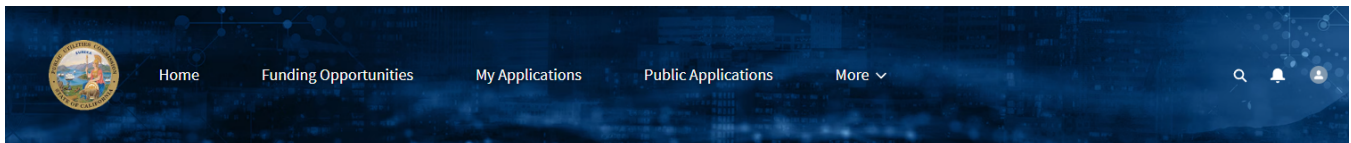
Save Progress Submit



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



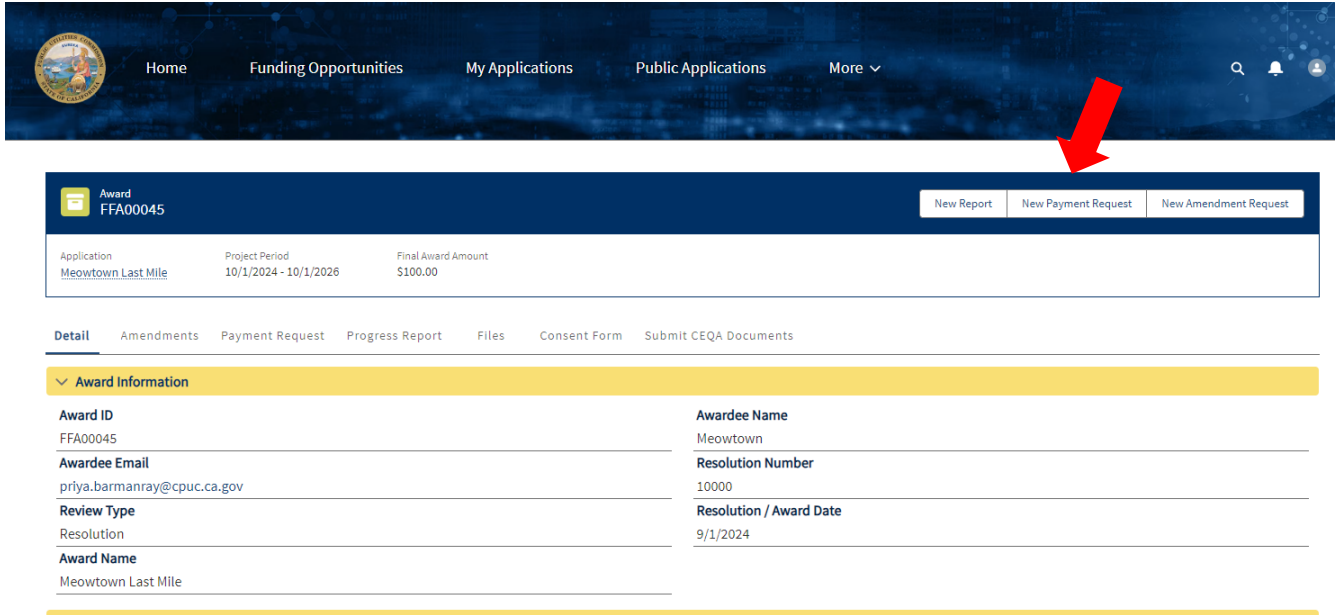
Reports needing correction will be returned to the awardee for editing. Click the applicable Progress Report to make the corrections and click the “Submit” button.

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

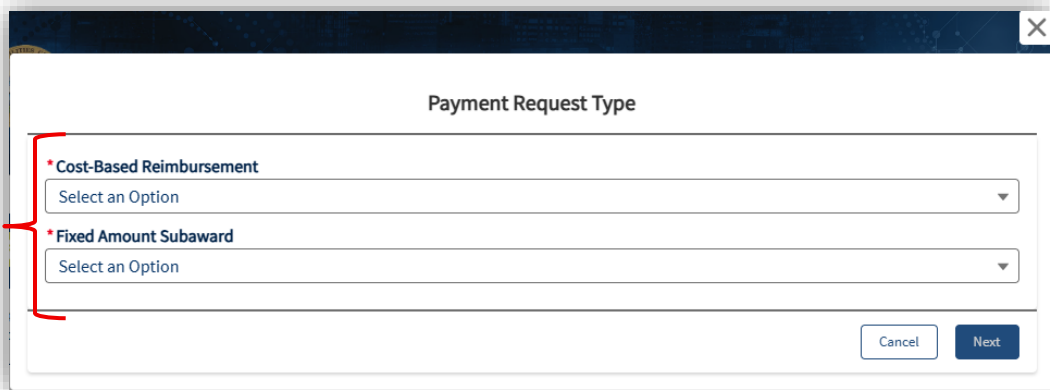
# PAYMENT REQUESTS

## Create a Payment Request

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



A “Payment Request Type” pop-up window will appear with fields and dropdown menus for Cost-Based Reimbursement and the Fixed Amount Subaward. From the dropdown menu select the type of request.

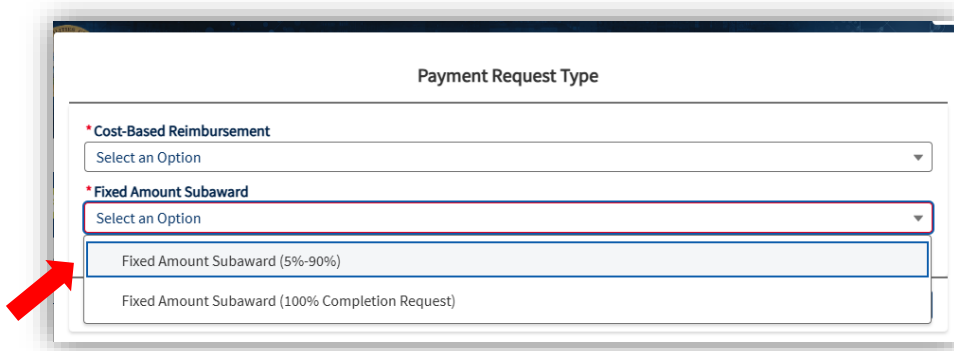


# FIXED AMOUNT SUBAWARDS PAYMENT REQUESTS

## Select Milestones

For payments requests that have achieved 5% to 90% completion, select “Fixed Amount Subaward (5%-90%)”.

For payment requests that have achieved 100% completion, select “Fixed Amount Subaward (100% Completion Report)”.



Additional fields will become visible. The questions with a red asterisk (\*) are required.

Click “Next” to continue. This will create the Payment Request page.

A screenshot of a web form titled "Payment Request Type". The form contains several sections: "Cost-Based Reimbursement" with a dropdown menu; "\* Fixed Amount Subaward Reimbursement" with a dropdown menu and a "Reset" button; "\* Current Amount Requested" with a text input field; "\* Completion date for work included in this Payment Request" with a date picker; "Payment Address" section with sub-fields for "\* Street", "\* City", "\* State" (dropdown), and "\* Zip Code"; "\* Description of major activities and project accomplishments" with a text area; and "\* Name of Requestor" with a text input field. At the bottom right, there are "Cancel" and "Next" buttons. A red arrow points to the "Next" button.

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

The screenshot shows a form with the following fields and icons:

- Award ID**: EFA00045
- Invoice Name**: INVFFA-0405
- Cost-Based Reimbursement**: [Pencil icon]
- Fixed Amount Subaward Reimbursement**: Fixed Amount Subaward (5%-85%) [Pencil icon]
- Current Amount Requested**: \$500,000.00 [Pencil icon]
- Payment Address** (highlighted in yellow):
  - Street**: 1236 Test [Pencil icon]
  - City**: Test [Pencil icon]
  - State**: California [Pencil icon]
  - Zip Code**: 12345 [Pencil icon]
- Completion date for work included in this Payment Request**: [Pencil icon]

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

The screenshot shows the bottom portion of the form with the following fields and buttons:

- Amount field: 500,000.00
- Street**: 1236 Test
- City**: Test
- State**: California
- Zip Code**: 12345
- Completion date for work included in this Payment Request**: May 1, 2026
- Description of major activities and project accomplishments**: Test Test Test Test Test Test Test Test Test
- Name of Requestor**: Tester
- Buttons**: Save, Cancel

## Enter Milestone Amounts

From the Payment Request Details page, click the “Milestone Schedule” tab.

Embedded in the “Milestone Schedule” tab are two subtabs: “Completed Milestones,” and “Files.”

From the Milestone Schedule page, select the “Completed Milestones” and enter the amount requested for each construction milestone.

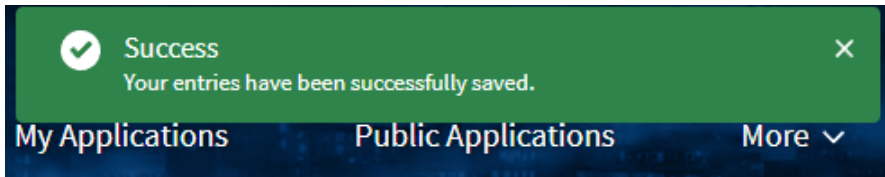
Construction Milestone Schedule	Milestone Percentage	Amount Requested
<b>Pre-Construction 35%</b>		
CEQA/NEPA determinations	7.5%	<input type="text"/>
First permit submitted	12.5%	<input type="text"/>
1st accepted Construction Progress Report	15%	<input type="text"/>
<b>Construction - First Service or Customer Ready 5%</b>		
<b>Construction - Route Ready 25%</b>		
25% of project feet route ready for fiber installation	6.25%	<input type="text"/>
50% of project feet route ready for fiber installation	6.25%	<input type="text"/>
75% of project feet route ready for fiber installation	6.25%	<input type="text"/>
100% of project feet route ready for fiber installation	6.25%	<input type="text"/>

Construction - Fiber Installation 25%		
25% of feet of fiber installed	6.25%	<input type="text"/>
50% of feet of fiber installed	6.25%	<input type="text"/>
75% of feet of fiber installed	6.25%	<input type="text"/>
100% of feet of fiber installed	6.25%	<input type="text"/>
Project Complete 10%		
Project complete and staff acceptance of the fully compliant Completion Report	10%	<input type="text"/>
<b>Total</b>	<b>100%</b>	<b>\$0.00</b>



When the applicable milestone amounts have 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 information was successfully saved.



If the payment request requires supporting documentation, click “Files” to upload the documentation. Files can be uploaded using the “Upload Files” or “Or drop files” option.

Details **Milestone Schedule** Subscriber/ Customer Information Additional Information \*Attestation

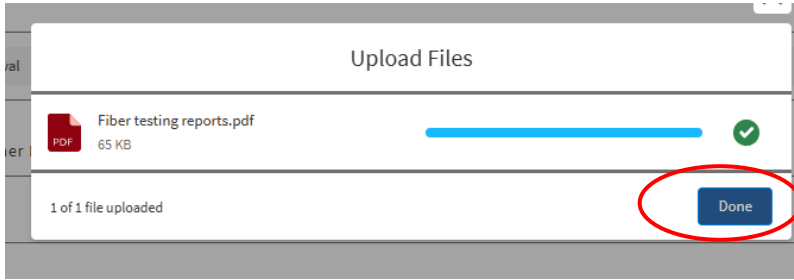
---



Completed Milestones **Files**

Name	Status	Versions	Upload
Supporting Document	Document Not Uploaded		<input type="button" value="Upload Files"/> <input type="button" value="Or drop files"/>



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



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



## 100% Completion Request

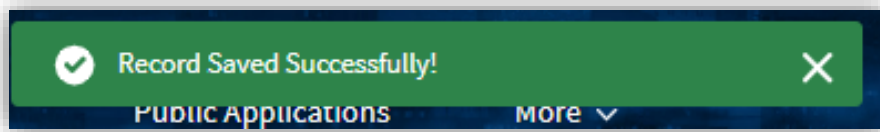
Awardees are required to submit “Subscriber/Customer Information” and “Additional Information” when making a 100% completion payment request. The fields on the “Subscriber/Customer Information” and “Additional Information” tabs will not be visible until “Fixed Amount Subaward (100% Completion Report)” is selected.

### SUBSCRIBER INFORMATION

After clicking “Fixed Amount Subaward (100% Completion Report)” on the Payment Request Type page, click the “Subscriber/Customer Information” tab 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, there is a header with a green icon, the text "Payment Request INVFFA-0422", and two buttons: "Submit Payment Request" and "Delete". Below the header, there is a table with three columns: "Cost-Based Reimbursement", "Fixed Amount Subaward Reimbursement", and "Current Amount Requested". The "Fixed Amount Subaward Reimbursement" column contains the text "Fixed Amount Subaward (100% Completion Request)" and the value "\$1,000,000.00". Below the table is a progress bar with seven stages: "Created", "Submitted for Approval", "Pending Edits", "Approved", "Funding Source Modified", "Payment Complete", and "Denied". Below the progress bar is a tabbed interface with five tabs: "Details", "Milestone Schedule", "Subscriber/ Customer Information", "Additional Information", and "\*Attestation". The "Subscriber/ Customer Information" tab is selected and highlighted with a red box. 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 any low-income plans", "\* Number of low-income customers enrolled in Affordable Connectivity Program (ACP)", and "\* Number of low-cost broadband plan customers enrolled". At the bottom right, there is a blue "Save" button with a red arrow pointing to it.

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



### ADDITIONAL INFORMATION

When the Fixed Amount Subaward completion is 100%, click on the “Additional Information” tab and enter the required information and upload the required documents.

Created Submitted for Approval Pending Edits Approved Funding Source Modified Payment Complete Denied

Details Milestone Schedule 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

Upload Files Or drop files

\* Maps and associated data of all locations served

Upload Files Or drop files

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

Upload Files Or drop files

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



\* Data by Subscriber Type

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



Add

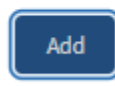
A window will appear. Enter the required information and click the “Add” button at the bottom of the window.

The screenshot shows a form titled "Data by Subscriber Type". It contains five input fields, each with a red asterisk and a label: "Subscriber Type", "Project Subscribers", "Actual Number of Subscribers", "Subscriber Speed", and "Potential Number of Subscribers". At the bottom right of the form, there are two buttons: "Cancel" and "Add". A red arrow points to the "Add" button.

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

The screenshot shows a table with two columns: "Number of Subscribers" and "Actions". The "Actions" column contains a pencil icon and a trash can icon. Below the table is a blue "Add" button. A red arrow points to the trash can icon.

Number of Subscribers	Actions
	 

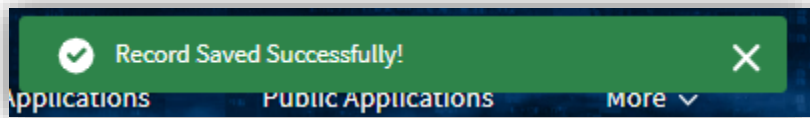


Upload all the necessary files. When all information has been entered, click the “Save” button at the bottom of the page.

**Documents**

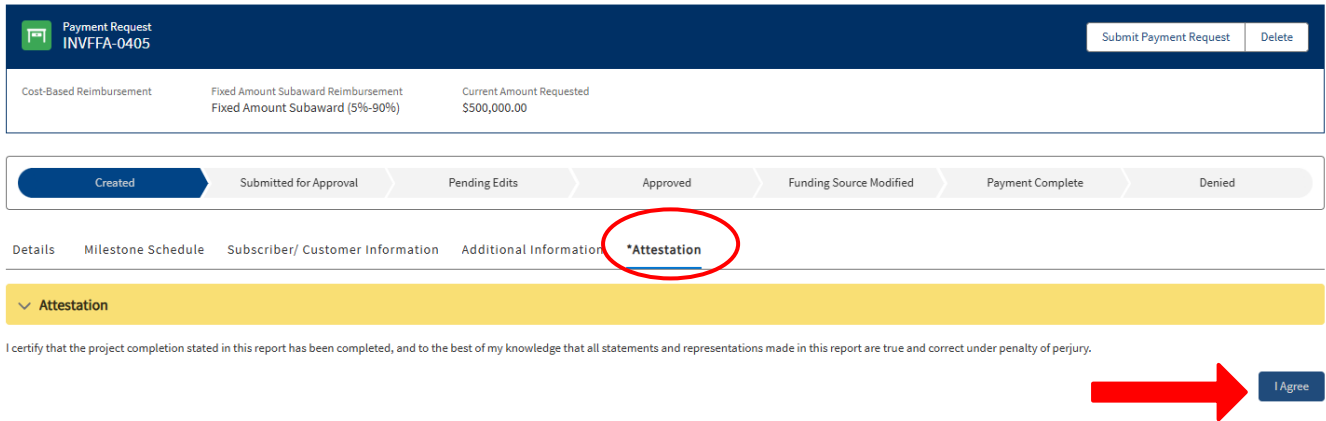
- \* Speed Test Data at the address level for the project area ⓘ  
 Or drop files
- \* Maps and associated data of all locations served ⓘ  
 Or drop files
- \* Documents of advertisements, billing inserts, and marketing information, by speed tier and prices  
 Or drop files

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

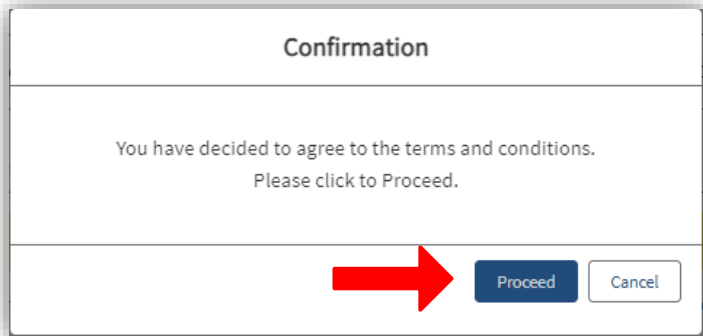


## Attest and Submit

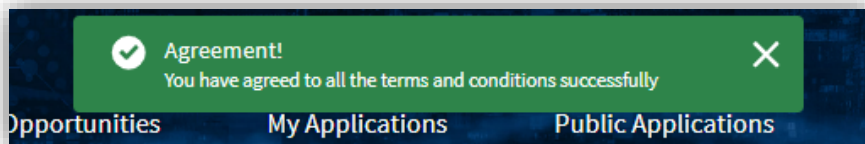
Awardees must certify the information being provided with each payment request. Click “\*Attestation” read the statement and click the “I Agree” button.



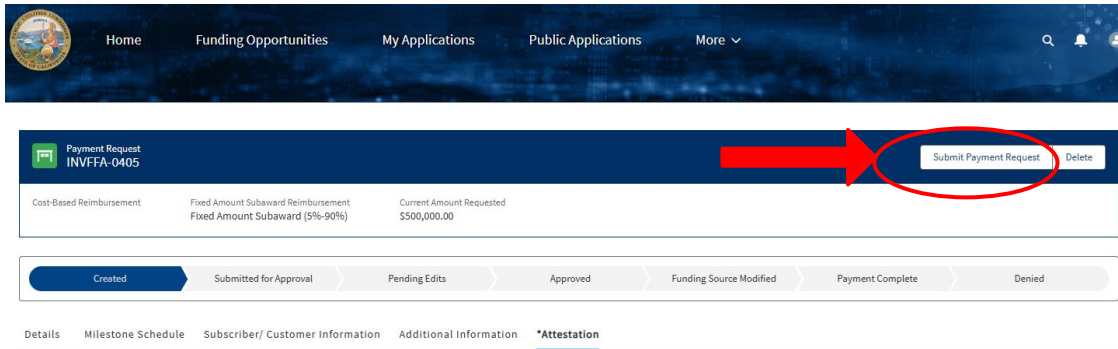
A confirmation window will appear. Click the “Proceed” button to confirm the attestation.



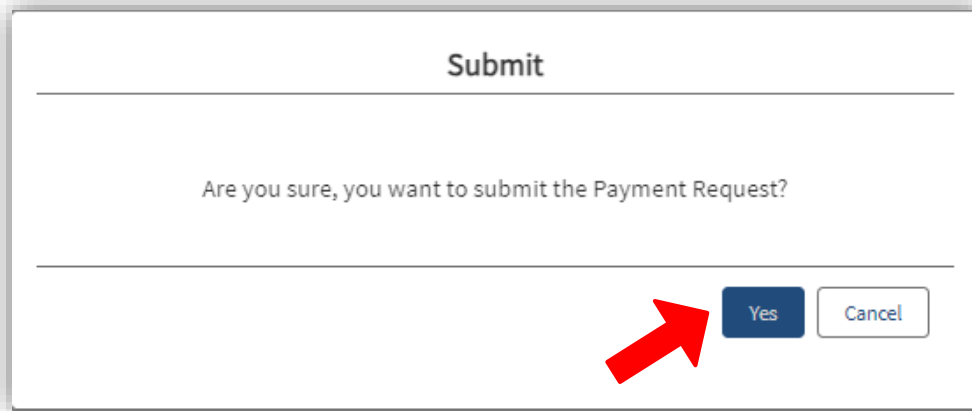
A message will appear at the top of the page confirming your attestation.



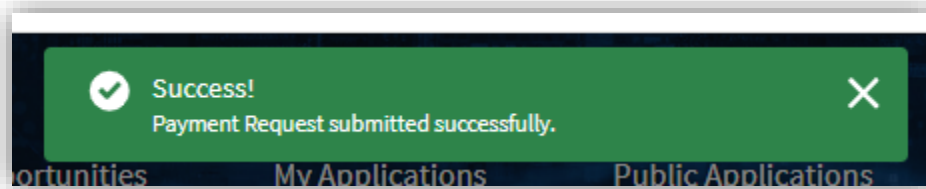
Click the “Submit Payment Request” button at the top of the page to submit the payment request.



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.



Awardees may check the status of payment(s) on the payment request status bar.

Alternatively, on the Award Detail page click “Payment Request” to view the status of payment requests. If the status is denied, awardees will receive an email from the Communications Division with an explanation.

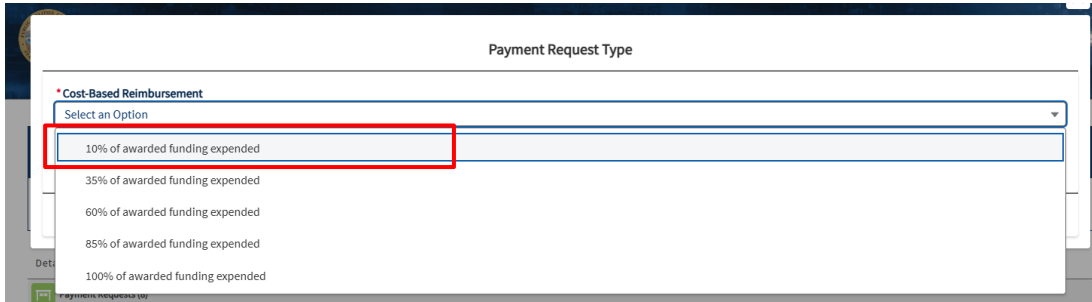
Detail   Amendments   **Payment Request**   Progress Report   Files   Consent Form   Submit CEQA Documents

Payment Requests (7)			
Payment Request Name	Status	Cost-Based Reimbursement	Fixed Amount Subaward Reimbursement
INVFFA-0167	Approved	10% of awarded funding expended	
INVFFA-0170	Denied	35% of awarded funding expended	
INVFFA-0171	Approved	35% of awarded funding expended	
INVFFA-0183	Created	10% of awarded funding expended	
INVFFA-0251	Created	100% of awarded funding expended	
INVFFA-0258	Created	100% of awarded funding expended	
INVFFA-0405	Submitted for Approval		

# COST-BASED REIMBURSEMENT

## Create a Payment Request

On the “Payment Request Type” window, click on the field below “Cost-Based Reimbursement” and select the option that relates to the request being made.










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

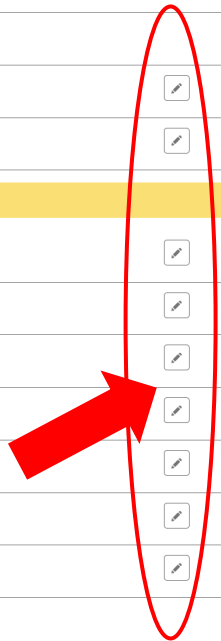
A screenshot of a web application form titled "Payment Request". The form contains several sections and fields:

- \* Cost-Based Reimbursement**: A dropdown menu with "10% of awarded funding expended" selected. A "Reset" button is to the right.
- Fixed Amount Subaward Reimbursement**: A dropdown menu with "Select an Option" selected.
- \* Current Amount Requested**: A text input field.
- \* Completion date for work included in this Payment Request**: A date picker field.
- Payment Address**: A section containing:
  - \* Street**: A text input field.
  - \* City**: A text input field.
  - \* State**: A dropdown menu with "Select an Option" selected.
  - \* Zip Code**: A text input field.
- \* Description of major activities and project accomplishments**: A large text area with a help icon.
- \* Name of Requestor**: A text input field.

At the bottom right of the form, there are two buttons: "Cancel" and "Next". A red arrow points to the "Next" button.

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

<b>Award ID</b> EEA00045	
<b>Invoice Name</b> INVFFA-0183	
<b>Payment Request Type</b> 10% of project completed	
<b>Current Amount Requested</b> \$100.00	
<b>Payment Address</b>	
<b>Street</b> 100 North Tryon Street	
<b>City</b> Charlotte	
<b>State</b> Colorado	
<b>Zip Code</b> 28255	
<b>Completion date for work included in this Payment Request</b> 12/02/2024	
<b>Description of major activities and project accomplishments</b> ⓘ jhg	
<b>Name of Requestor</b> mnb	



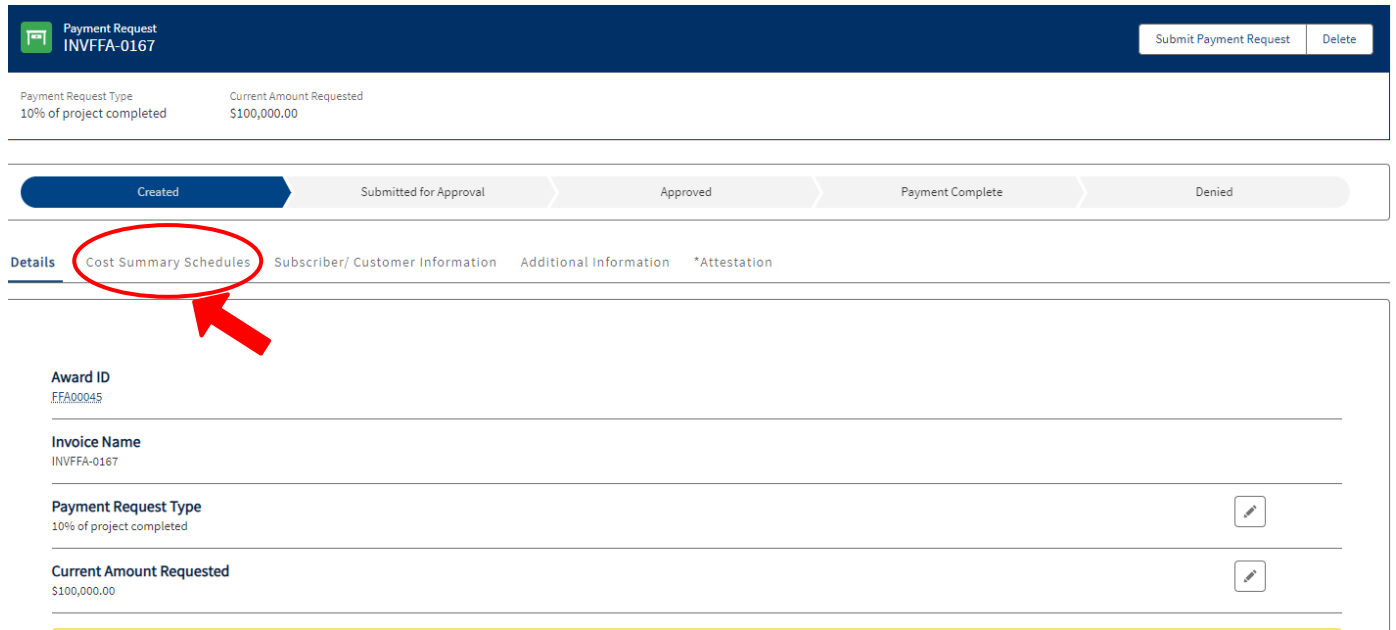
Once all the necessary edits have been made, click the “Save” button at the bottom of the page.

<b>Payment Request Type</b> 10% of project completed
<b>Current Amount Requested</b> 100,000.00
<b>Street</b> 236 Stonyfield Rd Ste 106
<b>City</b> Oakland
<b>State</b> California
<b>Zip Code</b> 94612
<b>Completion date for work included in this Payment Request</b> Oct 1, 2024
<b>Description of major activities and project accomplishments</b> 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
<b>Name of Requestor</b> Test Tester

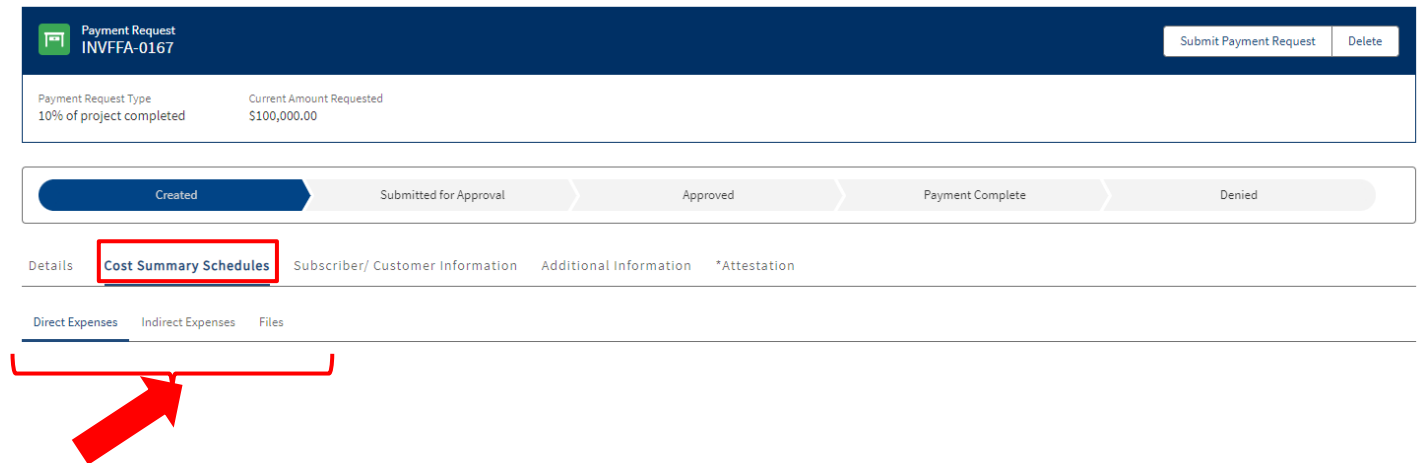


## Enter Expenses

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



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



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.

Details Cost Summary Schedule Subscribers' Customer Information Additional Information Assistance

Direct Expenses Indirect Expenses Fees

**Last Mile Costs**

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


**Middle Mile Costs**

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

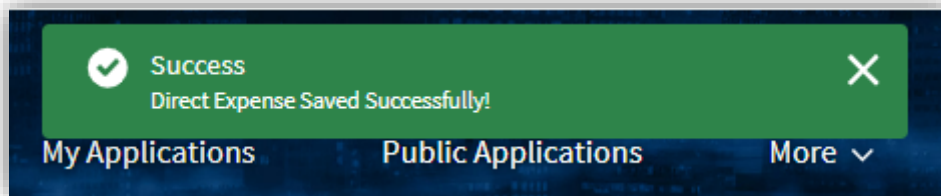
Save

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>

 [Save](#)

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



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.

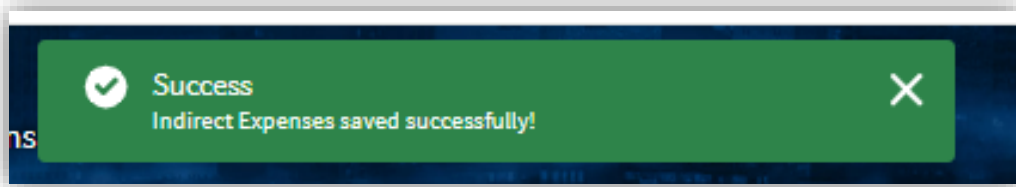
Details **Cost Summary Schedules** Subscriber/ Customer Information Additional Information \*Attestation

Direct Expenses **Indirect Expenses** Files

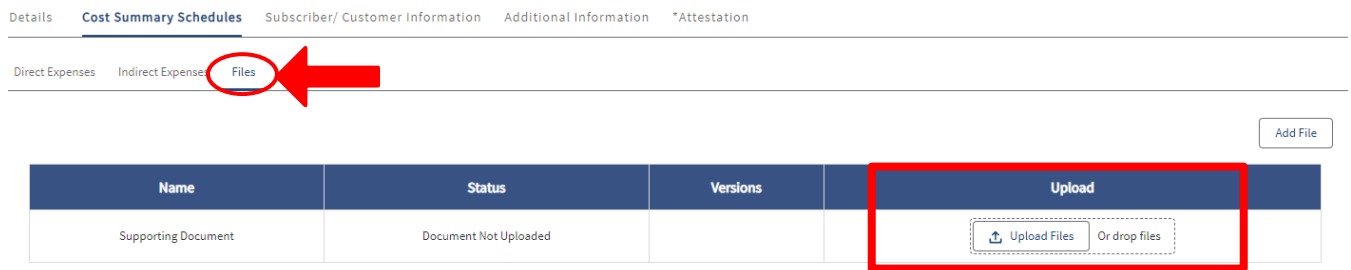
Category	Expense Amount
Repair and Maintenance Expenses for Equipment and Facilities	
<input type="text"/>	<input type="text"/>
Utilities	
<input type="text"/>	<input type="text"/>
Rent of Equipment and Facilities	
<input type="text"/>	<input type="text"/>
Administrative Costs	
<input type="text"/>	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



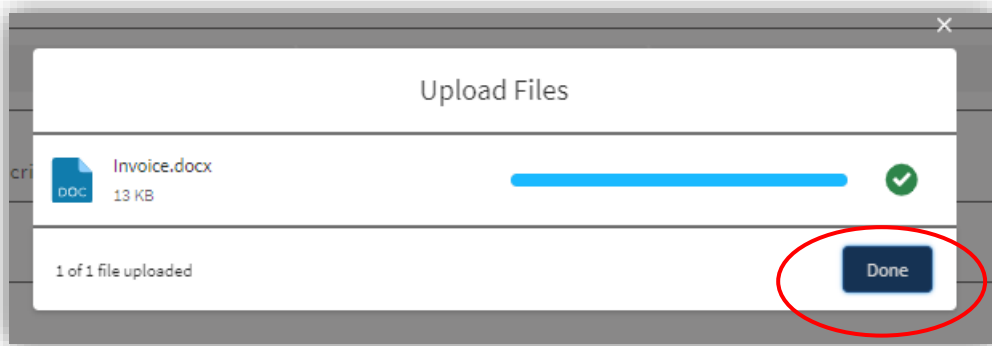
A message will appear at the top of the page confirming that the indirect expense information was successfully saved.





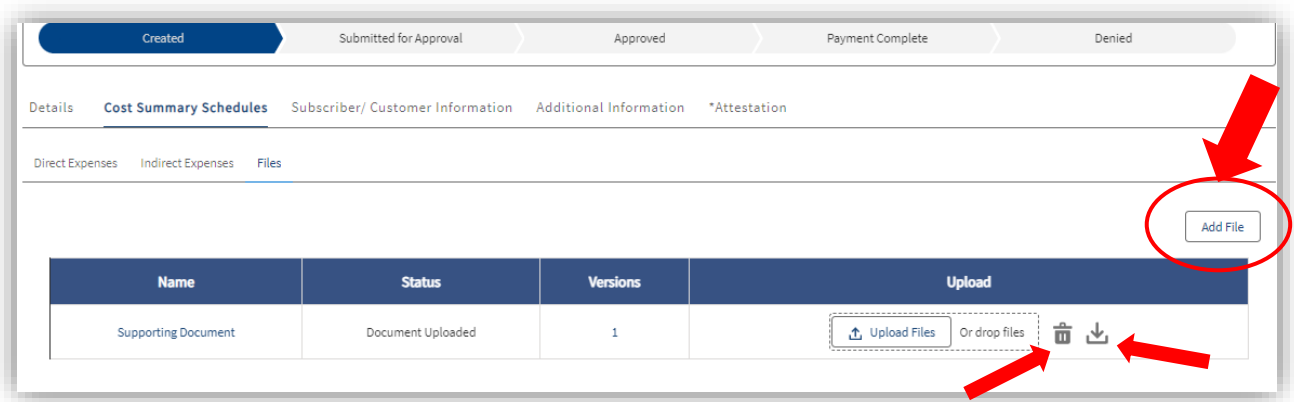
When all Direct Expenses and Indirect Expenses have been entered, click “Files” to upload supporting documentation such as contracts, invoices, and proof of payment. Files can be uploaded using the “Upload files” or “drop files option.”



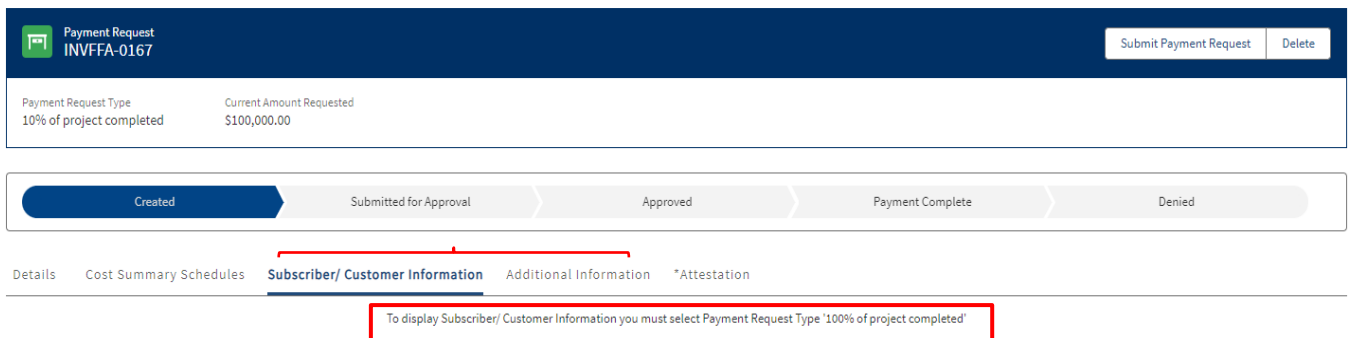
Once the files are uploaded, click the “Done” button.



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%.



## 100% Completion Request

When “100% of project completed” option is selected from the “Create Payment Request” pop-up window the additional sections below will be visible.

### Approved vs Actual Costs

From the Payment Request Details page, click “Cost Summary Schedules.” Complete the Direct and Indirect Expenses and upload the supporting documents. Then, 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.

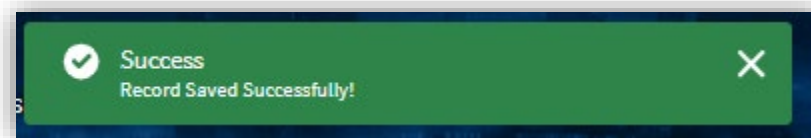
Cost Description	Approved	Actual	Difference
<b>Direct Costs:</b>			
Equipment/Materials	\$750,000.00	\$745,000.00	-\$5,000.00
Labor/Construction Wages	\$1,000,000.00	\$850,000.00	-\$150,000.00

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>

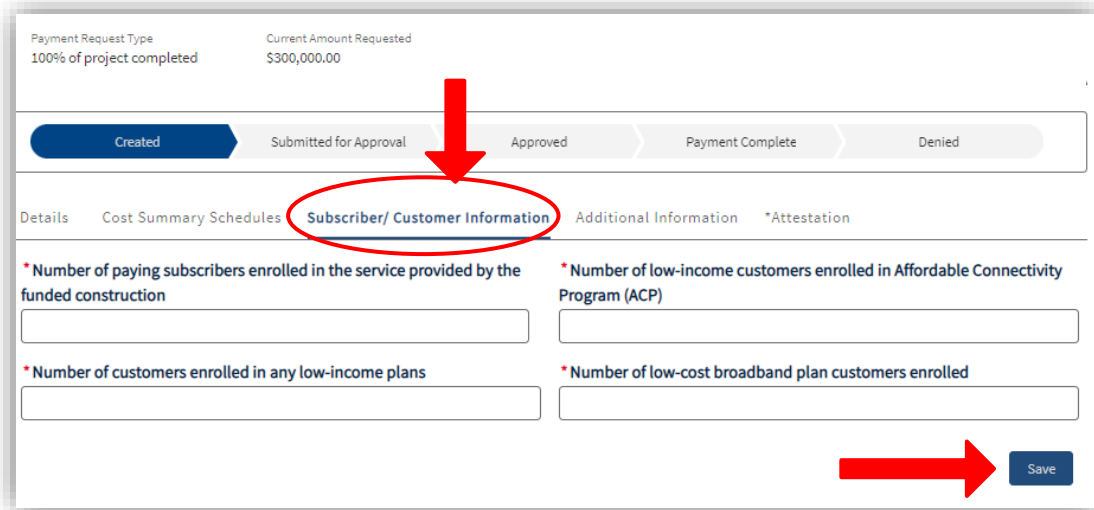
Save

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

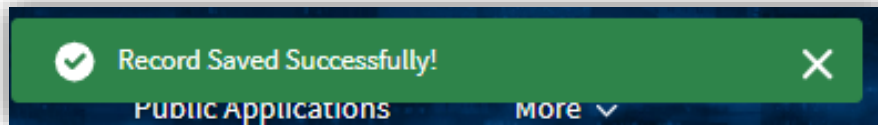


## SUBSCRIBER INFORMATION

From the Payment Request Details page, click the “Subscriber/Customer Information” tab and enter the required information. 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.



## 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 ⓘ

Upload Files Or drop files

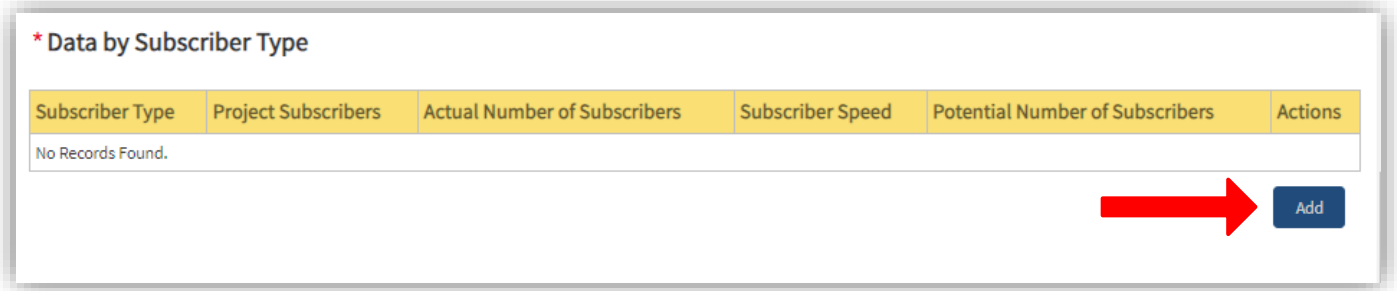
\* Maps and associated data of all locations served ⓘ

Upload Files Or drop files

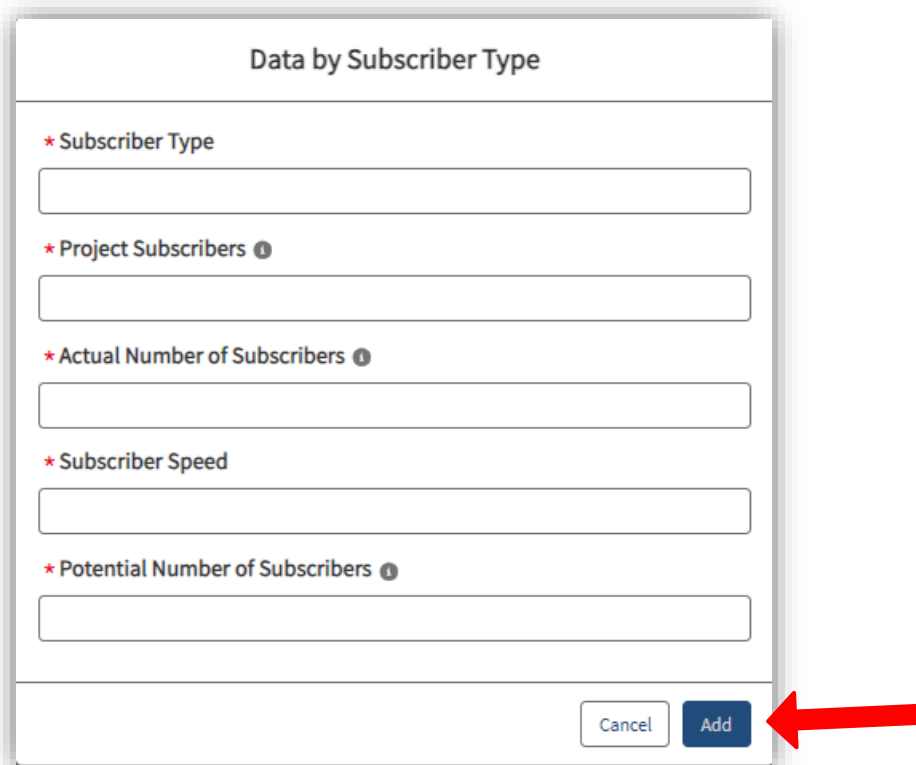
\* Documents of advertisements, billing inserts, and marketing information, by speed tier and prices



Upload Files Or drop files

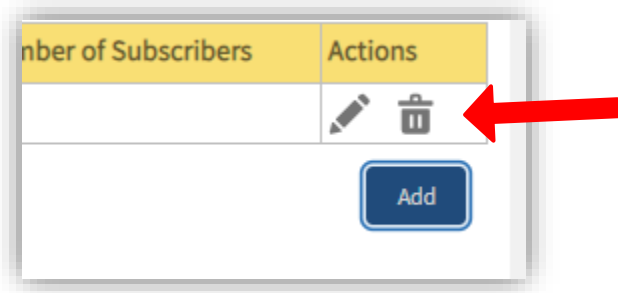
To enter subscriber type data, click the “Add” button.



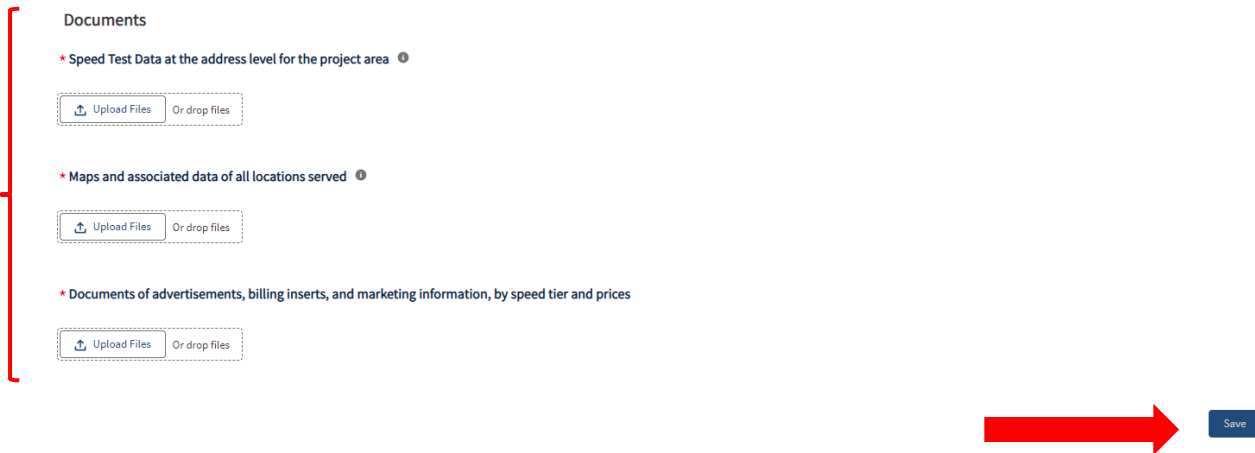
A window will appear. Enter the required information and click the “Add” button at the bottom of the window.



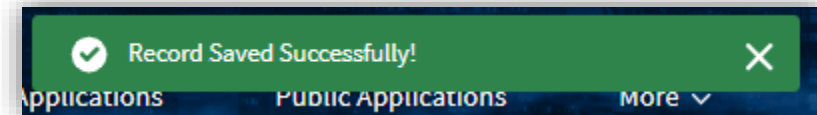
To edit subscriber data, click the pencil icon . To delete subscriber data, click the trash can icon .



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

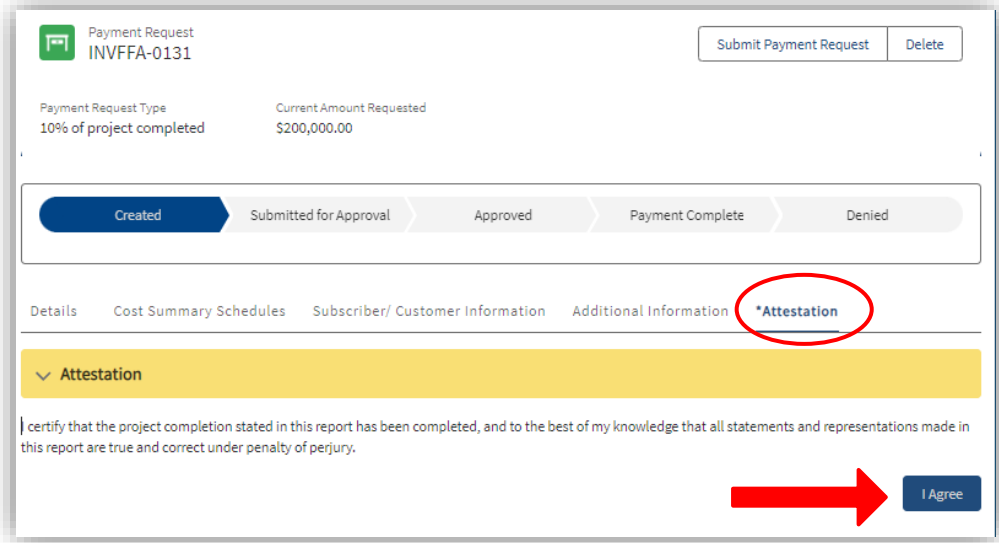


A message will appear at the top of the page confirming that the record was successfully saved.

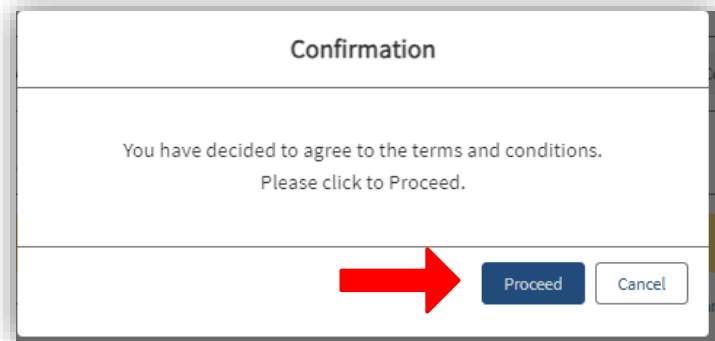


## Attest and Submit

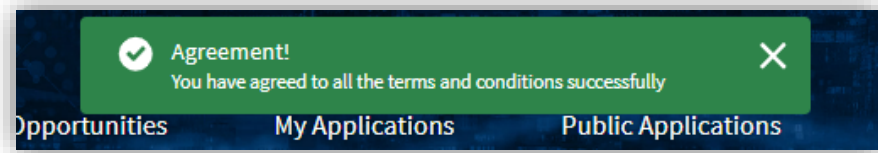
Awardees must certify the information being provided with each payment request. Click “\*Attestation” read the statement and click the “I Agree” button.



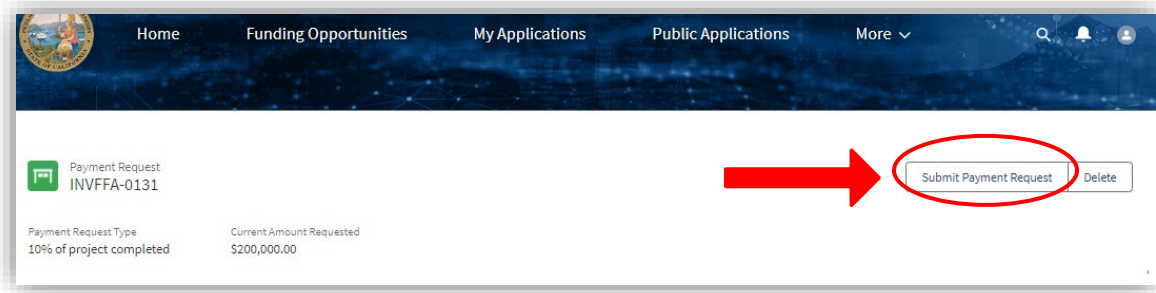
A confirmation window will appear. Click the “Proceed” button to confirm the attestation.



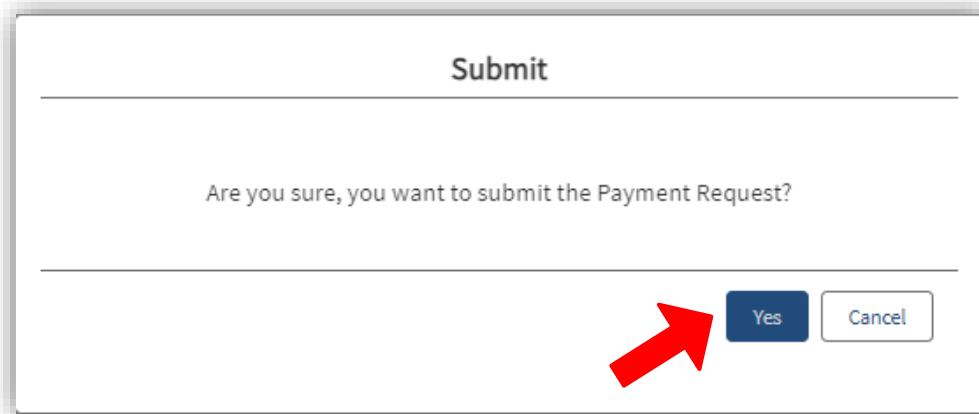
A message will appear at the top of the page confirming your attestation.



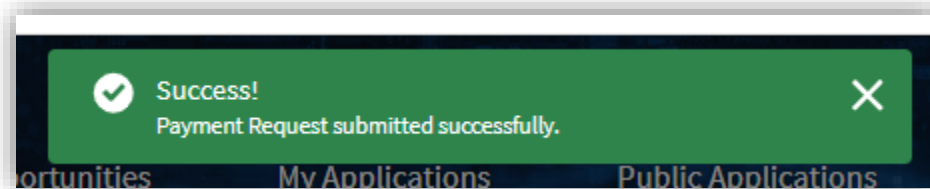
Click the “Submit Payment Request” button at the top of the page to submit the payment request.



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.

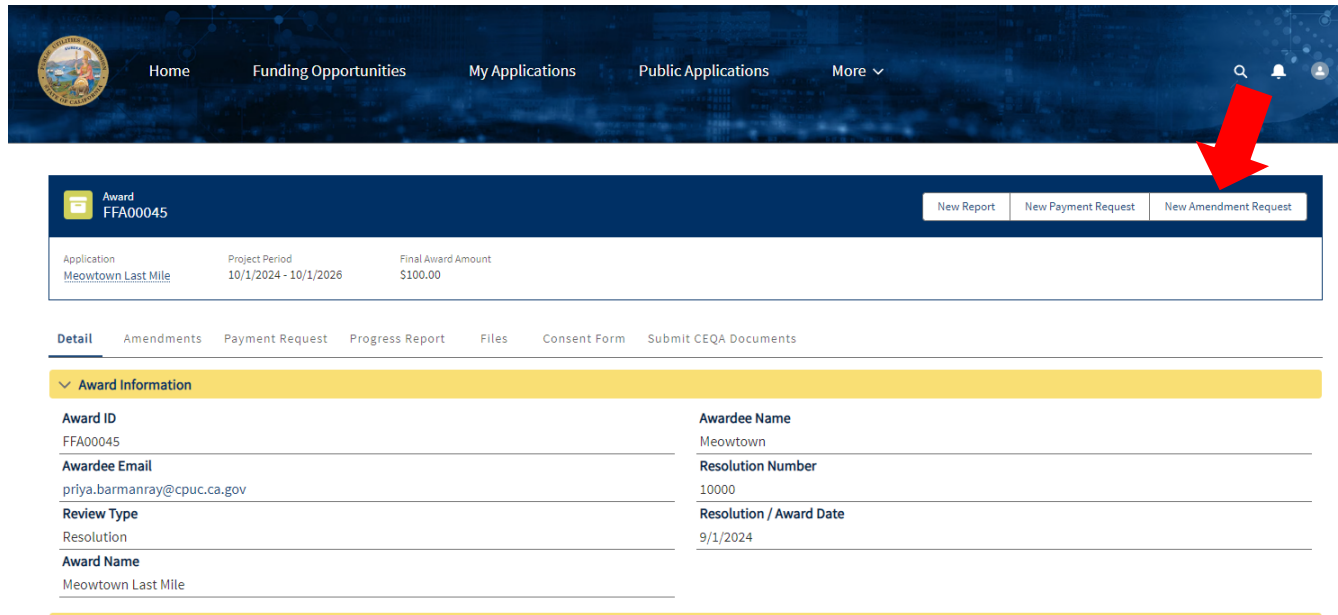
Alternatively, on the Award Detail page click “Payment Request” to view status of the payment request. If the status is denied, you will receive an email from Commission staff with an explanation.

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

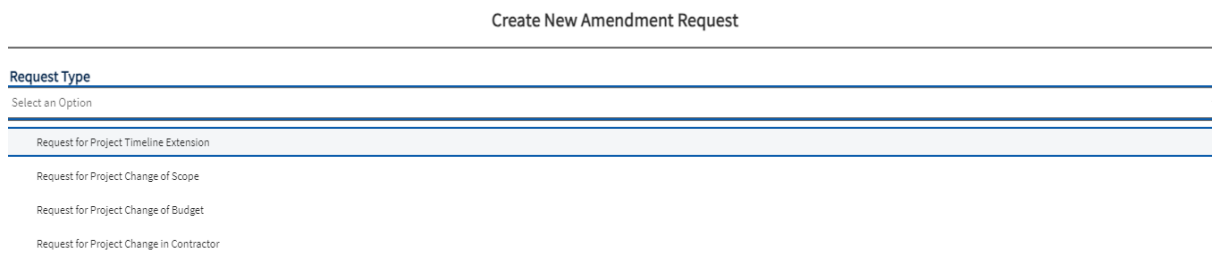
# AMENDMENT REQUESTS

Awardees must file formal amendment requests if they are seeking any changes to the awarded grant’s budget, project scope, timeline, number of served or unserved locations, or other significant change to the grant award. Please see other resources for awardees including the Awardee Administrative Manual for guidance on filing formal amendment requests. Awardees may submit supporting documentation through the Portal, only if directed by staff.

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



A “Create New Amendment Request” window will appear.



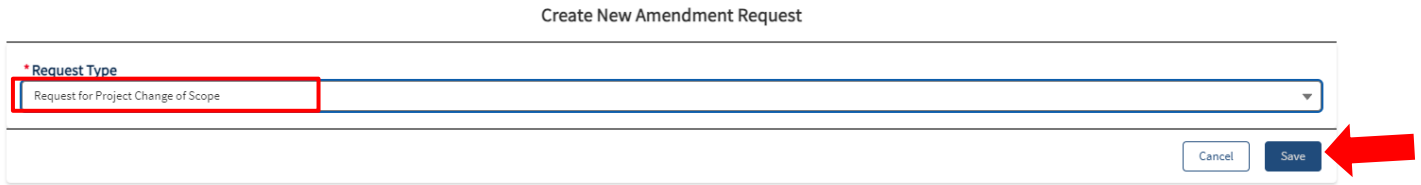
Select the type of request from the drop-down box and click the “Save” button.

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

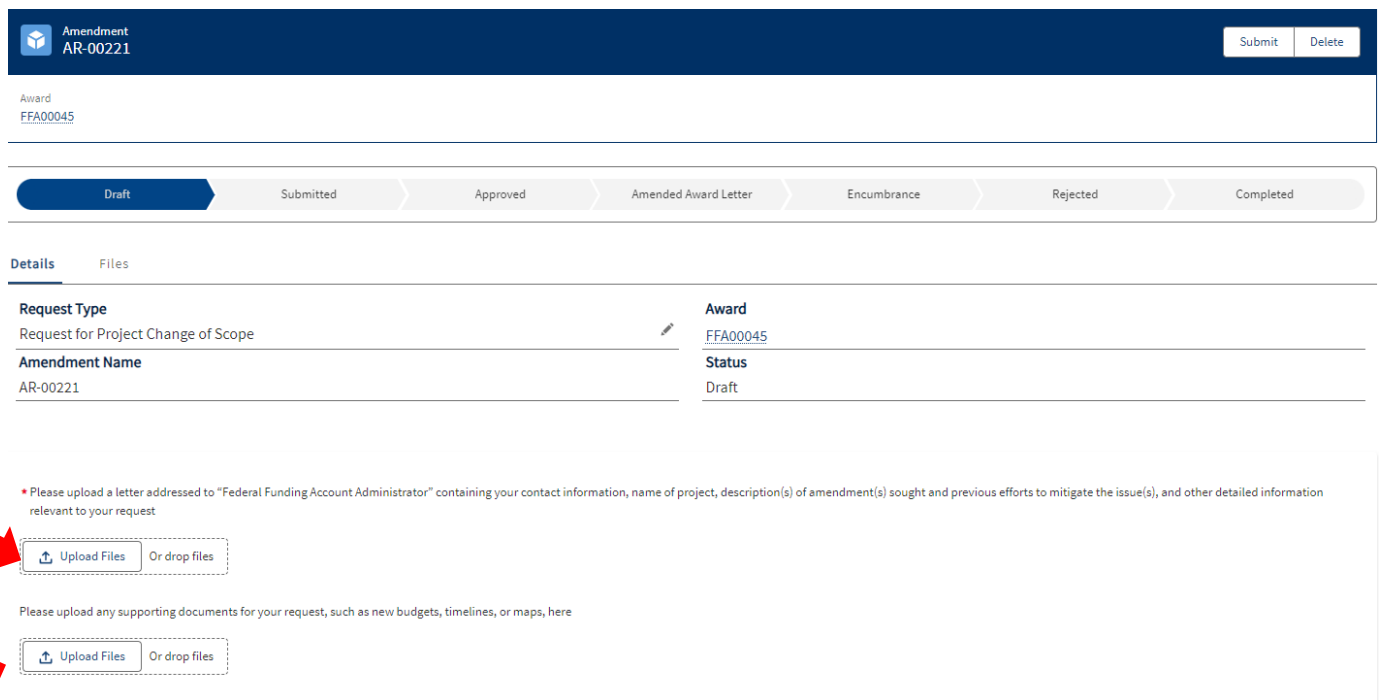
<b>Request Type</b> Request for Project Change of Scope	<b>Award</b> <a href="#">FFA00045</a>
<b>Amendment Name</b> AR-00221	<b>Status</b> Draft

\* 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



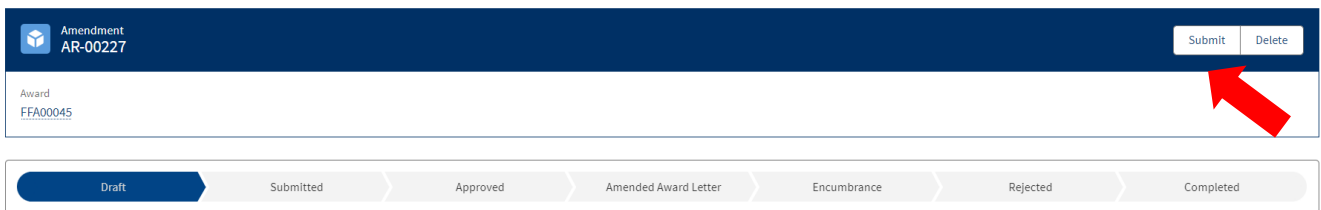
To upload supporting documents, such as new budgets, timelines, or maps, click “Upload Files” or “drop files.” You may upload multiple files.

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

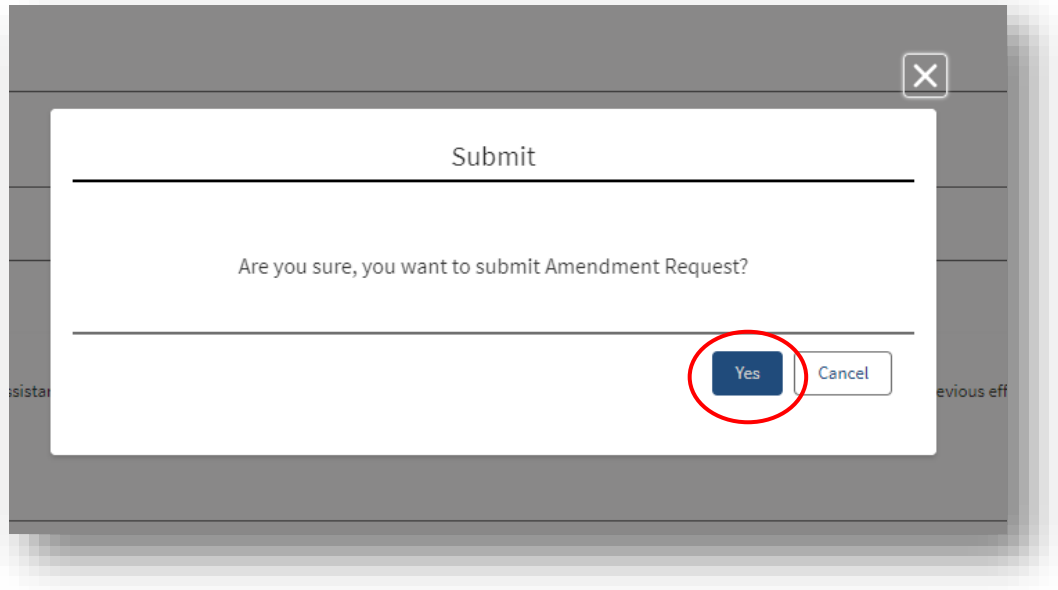
Amendment AR-00227 Submit Delete

Award [FFA00045](#)

DraftSubmittedApprovedAmended Award LetterEncumbranceRejectedCompleted

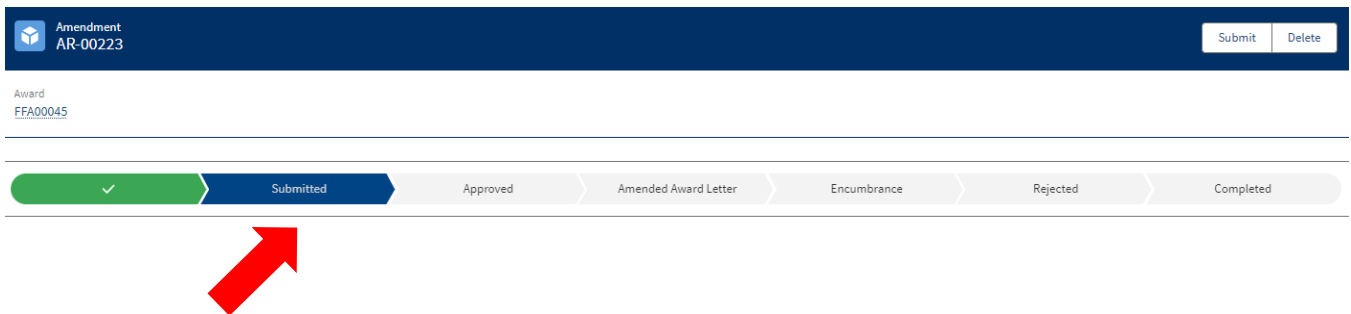


Click “Yes” on the pop-up window to submit or click “Cancel” if cancelling the submission.

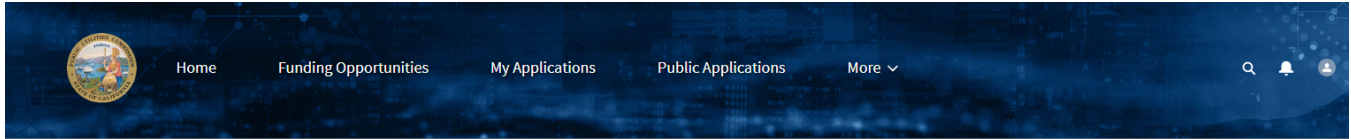


Once the Amendment Request is successfully submitted, you will receive an email from grantportal.noreply@cpuc.ca.gov verifying your request has been received.

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 <input type="button" value="v"/>
<a href="#">AR-00225</a>	Request for Project Timeline Extension	Approved <input type="button" value="v"/>
<a href="#">AR-00227</a>	Request for Project Change of Scope	Draft <input type="button" value="v"/>

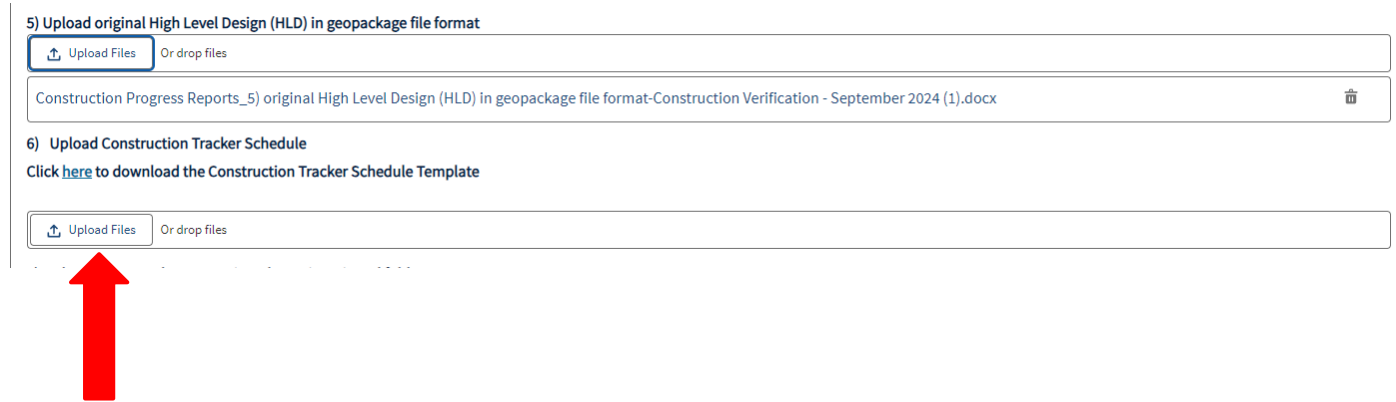
View All

# HOW TO UPLOAD FILES

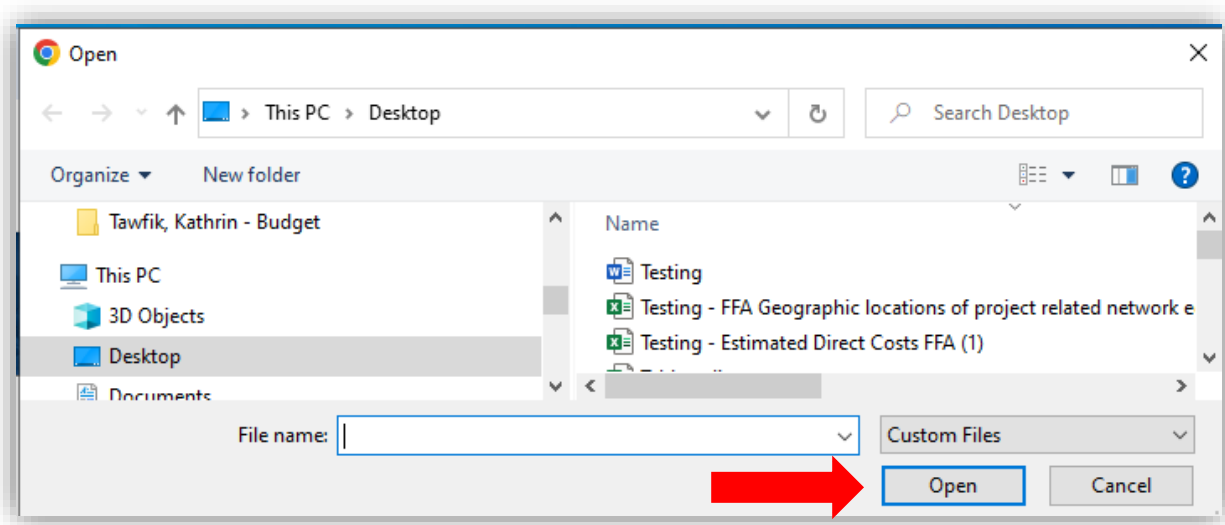
Some fields are designed to upload files.

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

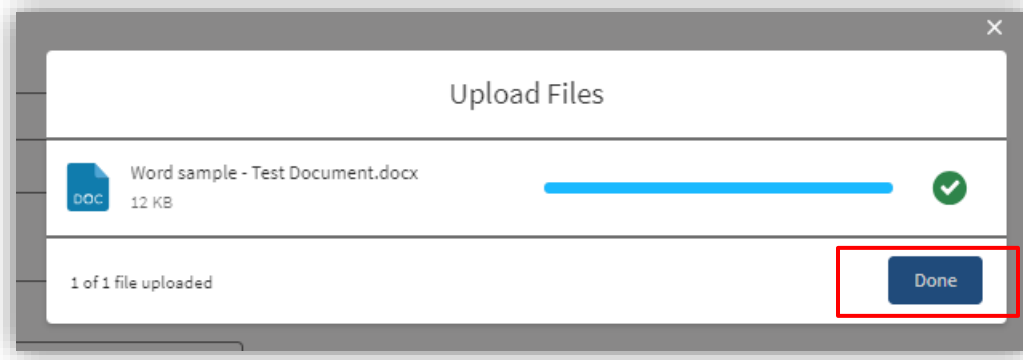
Uploads can be Word/Excel documents, pdfs, images, or shapefiles.



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

