



COMMUNICATIONS DIVISION

Guidance on Supporting Documentation for Reimbursement Requests for Federal Funding Account Awardees

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The last mile Federal Funding Account is supported by multiple funding sources including the Federal Capital Projects Fund and the State General Fund. Project costs must meet both Title 2 of the Code of Federal Regulations Part 200 and California Public Utilities Commission criteria to be reimbursable. This document provides guidance on the supporting documentation for reimbursements requests but does not supersede the applicable authorities.

Awardees are encouraged to review [Decision 22-04-055, Appendix A: Federal Funding Account Program Rules and Guidelines, Guidance for Awardees on Submitting Reimbursement Requests](#), and the [Awardee Reimbursement Checklist](#), Title 2 of the Code of Federal Regulations Part 200, and to meet with their assigned Federal Funding Account Analyst for additional support and guidance before submitting a reimbursement request. This document provides guidance on the documentation that must be submitted to substantiate reimbursement requests. All reimbursements must be submitted through the [Broadband Grant Portal](#).

Documentation Supporting Reimbursement Requests

Project costs are reviewed to ensure the expense is allowable, necessary, reasonable, and documented. Adequate document for reimbursements of project costs includes invoices and receipts or other supporting documentation showing that the expenditures incurred aligns with the approved funding budget.

Invoices

All payment requests must include invoices that:

- Clearly show the name and contact information of the vendor, supplier, consultant, or contractor.
- Explicitly describe the goods or services provided.
- Show the date the goods were purchased.
- Show the date(s) the services were provided or completed.
- Clearly show the amounts being claimed for reimbursement, including any installation costs, shipping costs, or taxes.



- Include the name of the project on the front of the invoice. This can be added to the invoice by the Awardee.

Supporting Documentation Type 1: Proof of Payment

There are several ways to demonstrate proof of payment:

- Receipts are the preferred way of demonstrating proof of payment. Receipts must include:
 - Date of purchase
 - Amount of expense incurred
 - Name of vendor, contractor, etc.
 - Verification that the expense was paid
- Paid invoices showing \$0 due.
- Cancelled checks. Copies must include both sides of the check. The front should clearly show the vendor, the date, and the amount paid, and the back should show it has been processed by the bank.
- Bank statements showing the vendor, contractor, etc., has been paid. The bank statements should include the date the payment was made and the name on the bank account should be associated with the Awardee.
- Credit card statements showing the vendor, contractor, etc., has been paid. The credit card statement should include the date the expense was charged and the name on the credit card account should be associated with the Awardee.
- Email from the payee confirming payment of the cost incurred by the Awardee, the name of the project, and the date or time period the costs were incurred. The information must match the invoice.
- Purchase order history showing completed payment, referencing the prior purchase of the goods or services reflected on the invoice.

Supporting Documentation Type 2: Documentation Demonstrating Expenses Incurred

Awardees who have difficulty submitting proof of payment may submit documentation that clearly demonstrates that project expenses have been incurred by the Awardee, that is, goods were received or services were provided or completed. Documentation demonstrating that expenses were incurred will undergo additional evaluation and may only be considered if the awardees submits the required documentation.

Requirements:

- Justification explaining why the awardee is unable to submit proof of payment documents submitted with each payment request; and



- Documentation that the cost has been incurred must clearly demonstrate the delivery goods or completion of services

Documentation demonstrating project expenses have been incurred may include:

- Signed delivery note or packing slip verifying receipt of goods showing what good(s) were received, the order or invoice number, date good(s) shipped, and receiving staff should date stamp or write the date they confirmed good(s) were received.
- Service completion confirmation from third party vendor. The confirmation must include the date(s) the service(s) were provided or completed, the name of the project, and must match the details on the corresponding invoice.
- Timesheets or work reports (for labor or services).
- Access records, usage reports, or similar confirming documentation that include:
 - Descriptions of the goods or services
 - Dates goods were used or placed in service
 - Dates the services were provided or completed
 - The name or unique code used to identify the project
 - Method for calculating and allocating costs associated with usage of assets such as fleet vehicles
- Geotagged photos showing that items or goods purchased have been received or placed in service.

Additional Resources and References

For the most up to date guidance documents go to the [Federal Funding Account Awardee Resources](#) page.

Additional Information

For general questions regarding the reimbursement request process, please contact federalfundingaccount@cpuc.ca.gov.