Federal Funding Account
Quarterly Report Guidance and Frequently Asked Questions
September 2025

GUIDANCE FOR AWARDEES ON SUBMITTING QUARTERLY REPORTS

The last mile Federal Funding Account (FFA) program is funded from the California State General Fund and the federal Capital Projects Fund (CPF). This guidance document provides clarification for FFA awardees on information that needs to be submitted on a quarterly basis. All awardees, regardless of funding source, must submit quarterly reports in compliance with federal rules.

Federal Funding Account awardees should follow the guidance below in preparing and submitting the quarterly reports in the Broadband Grant Portal.

1. **Questions denoted with a red asterisk** (*) in the report are required and a response must be provided.
2. **Projected Construction Start Date (Question 11):** Provide the estimated date the project's construction activities will begin. This should be after all permits, including California Environmental Quality Act, have been approved.
3. **Projected Construction Completion Date (Question 12):** Provide the estimated date the project's construction activities will be complete. These dates should be the same as the construction progress report information including the submission of completion photos, as-builts, and reports for completed sections. (See Post-Award Required Reporting Checklist).
4. **Projected Initiation of Operations (Question 13):** Provide the estimated date that the project will be substantially complete.
    a. A project is substantially complete when construction reporting documentation has been submitted to show a path is complete for data to travel from the Optical Line Terminal to a right of way outside of last mile location(s).
    b. Awardees should provide samples of performance testing consistent with Federal Communications Programs where last mile connections are reported at the time of substantial completion (see Performance Measures Testing - Universal Service Administrative Company.
    c. Additional specific guidance on substantial completion will be provided.

Protecting California since 1911

The CPUC regulates privately owned electric, natural gas, telecommunications, water, railroad, rail transit, and passenger transportation companies.

@CaliforniaPUC

5. **Total Planned Locations (Questions 28a-31a):** For this series of questions, awardees submit information on <u>planned</u> locations that will be served for projects in progress (i.e., not completed).
    a. For Questions 28a, provide the total number of locations intended to be served by the project. This number should equal the total number of records submitted in the <u>Broadband Location Data Template</u>.
6. **Total Actual Locations (Questions 28b-31b):** Provide the <u>actual</u> locations served for projects that are completed. This set of questions is only relevant to completed projects.
7. **Broadband Location Data Template:** Awardees must use the <u>Broadband Location Data Template</u> to provide project location data with each quarterly report. The total number of records reported in the template must equal the number reported in response to Question 28a. The template is available in the <u>Broadband Grant Portal</u> and at <u>Federal Funding Account Awardee Resources</u>. All required fields must be completed or the quarterly report submission will be considered incomplete.
8. **Total Number of Funded Locations Served by Type (Questions 33a-36a):** Provide the types of locations served for the reporting categories: residential locations, residential total housing units, business locations, and community anchor institutions.

Have a question on the quarterly report? Contact the Broadband Caseworkers at <u>broadbandcaseworkers@cpuc.ca.gov</u>.

QUARTERLY REPORT FREQUENTLY ASKED QUESTIONS

The following Frequently Asked Questions document is intended to provide guidance on the submission of quarterly reports and requirements set forth in the California Public Utilities Commission Decision (D.) 22-04-055, Appendix A and 2 CFR Part 200. The answers provided here are informational only and do not modify the requirements set forth in the program rules or award documents. Further questions may be sent to: broadbandcaseworkers@cpuc.ca.gov.

Project Construction and Completion Dates

1. What is the difference between projected and actual construction start dates?
   A. The construction start date is the date a project has permission to start construction from the California Public Utilities Commission (and can incur construction expenses). This is generally when a project receives environmental permitting clearance (such as under the California Environmental Quality Act).

      The projected start date is the estimated date an awardee anticipates work on the project to begin.

      The actual start date is the date work started on the project. The start of the project may only begin after the project was approved by the Commission and may include confirming project design, applying for permits, and hiring consultants.

2. What is the difference between projected and actual construction completion dates?
   A. The projected completion date is the date when construction is expected to be completed.

      The actual completion date is the date on which construction was completed.

      Construction completion should align with construction progress report information including the submission of completion photos, as-builts, and reports for completed sections. (See Post-Award Required Reporting Checklist).

3. Are CEQA approvals considered part of construction activities?
   A. CEQA activities are not considered part of construction, and approvals/disposition must be formally received before construction activities begin.

4. What does it mean to initiate operations for a project?
    A. Operations begin when the first customer has been offered service, which must be initiated within 10 days of the customer requesting service.

Best Practices for Submitting Project Location Data

5. What should an awardee do if the project location data changes?
    A. If project location data changes because the scope of the project is changing from the original award, please review the Administrative Manual and consult with your assigned Federal Funding Account Analyst.

6. What is the difference between locations planned to be served and locations served?
    A. Locations "planned to be served" are the part of the project, planning, design, and construction that have not yet been offered service but are planned in the project. Locations "served" are those that have been offered service in the project.

7. Do planned locations (locations not yet offered service) need to be reported?
    A. Yes, locations that are planned to be served in the project area must be reported in response to Question 28a and Question 40.

8. The project contains multiple dwelling units (MDUs). How should these be reported?
    A. Projects should report broadband serviceable locations in the quarterly report and the units separately. The fabric location ID(s) should be reported in Column C (Fabric ID Number) and the number of units in the multiple dwelling unit should be reported in Column J (Housing Units at Location) in the Broadband Location Data Template.

Broadband Location Data Template

9. Where can I find the Broadband Location Data Template?
    A. The template can be downloaded from the Broadband Grant Portal and the Federal Funding Account Awardee Resources webpage under "Reporting."

10. What if a location ID cannot be found for a project location?

A. The latitude/longitude coordinates should be provided in columns D and E and address can be provided in column A of the Broadband Location Data Template.

11. Do the number of locations reported in the Broadband Location Data Template have to match the narrative in the quarterly report?
    A. Yes, the total number of records reported in the Broadband Location Data Template must equal the number reported in response to Question 28a of the narrative quarterly report.

Speed and Pricing Template

12. Where can I find the Speed and Pricing Template?
    A. The template can be downloaded from the Broadband Grant Portal and on Federal Funding Account Awardee Resources webpage under "Reporting."

13. Is it required to upload a file to report offered speed tiers, base prices, and associated fees?
    A. Yes, for projects marked as "Complete," a speed and pricing file template must be uploaded. It must include offered speed tiers, non-promotional base prices, and applicable fees. The Speed and Pricing Template should be used.

14. What qualifies as a promotional offer?
    A. A specific deal or discount offered for a period of time to encourage commitment, and which "expires" when pricing reverts to a non-promotional price.