

Date Received Stamp

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Intake Number

Assigned Analyst: _____
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CALIFORNIA TELECONNECT FUND APPLICATION FOR SCHOOLS

Section A: Basic Information

Name of School

Service Address (School Address)

City

State

Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Mailing Address, if different from Service Address

City

State

Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Type of School: Public School Charter School Private School

County-District-School (CDS) Code:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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School District or County Office of Education:

Federal Employer Identification Number (FEIN):

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Is the applicant requesting CTF support for mobile broadband services? Yes No

Section B: Required Documents

Refer to the appended instructions to determine which documents to submit for the following items:

- Tax Exempt Documentation
- Financial Documentation
- Mobile Broadband Documentation

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Section C: Signature

By signing this application, I declare under penalty of perjury under the laws of the State of California that I am authorized to act on behalf of the applicant, that the information submitted with this application is true and accurate, and that any discounted communications service will not be sold, resold, leased, transferred, shared with any other entity or person, used for personal purposes, or used for purposes other than the intended goals of the California Teleconnect Fund. I understand that this application and the associated information are subject to audit at any time by the State of California. I agree to notify the California Public Utilities Commission in writing within 30 days of any changes to the information submitted with this application.

Print Name

Title

Email Address

Phone Number

Signature

Date

INSTRUCTIONS FOR THE CTF APPLICATION FORM FOR SCHOOLS

Review the California Teleconnect Fund's [Applicant and Participant Guidebook](#) for important information, including on eligibility criteria.

An individual school can submit an application to request eligibility at its location. Alternatively, a School District, Board of Education, or County Offices of Education can submit an application on behalf of a school within its jurisdiction to request eligibility at the school location.

Applicants must submit a separate application for each service address.

Keep a copy of the completed application form and all attachments for reference when renewing eligibility.

Below are instructions for completing and submitting the application -

Section A. Basic Information.

- **Name of School** – Enter the name of the school.
- **Service Address (School Address), City, State and Zip Code** – Enter the school's address. If approved, the school will be eligible to receive support from the CTF program for communication services delivered to and used at this service address.
- **Mailing Address, City, State and Zip Code** – Enter the mailing address if different from the Service Address. The CTF program will use this information as the primary mailing address for communications related to the application and participation in the program.
- **Type of School** – Check the applicable box.
- **County-District-School (CDS) Code** – Enter the school's CDS code.
- **School District or County Office of Education** – Charter schools must enter their sponsoring School District or County Office of Education. Public Schools must enter their School District or County Office of Education. Private Schools should leave this field blank.
- **Federal Employer Identification Number (FEIN)** – Enter the school's FEIN. This field is required only for Private Schools. Public and Charter Schools should leave this field blank.
- **Is the applicant requesting CTF support for mobile broadband services?** Select the appropriate box to indicate whether the applicant is requesting CTF support for mobile broadband services.

Section B. Required Documents.

- **Tax Exempt Documentation** – This item is required only for Private Schools. Attach to the application a copy of the school's IRS 501(c)(3) tax-exempt letter. If the school's tax-exempt status is part of a group exemption held by a central organization, provide a copy of the group exemption letter and documentation evidencing the applicant as part of the group exemption.
- **Financial Documentation** – This item is required only for Private Schools. Attach to the application a copy of the school's most recently filed IRS Form 990, including a copy of

Schedule D if the answer to Part IV Line 10 is “Yes”. Or, if the school is exempt from filing a Form 990, provide the following three documents for the organization identified by the FEIN indicated in Section A of the Application Form:

- (1) Documentation issued by the IRS stating that the organization is exempt from filing an IRS Form 990,
 - (2) A pro forma [Form 990](#) covering the last tax period. **This pro forma Form 990 is used only for purposes of this application and is not a tax filing.** [Download](#) a copy of the Form 990 and complete only the following sections:
 - Page 1, Items A to M
 - Part I, Summary
 - Part II, Signature Block
 - Part IV, Checklist of Required Schedules – Line 10 only
 - If the answer to Part IV, Line 10, is “Yes”, complete Schedule D, Supplemental Financial Statements – Part V only
 - (3) Provide an additional document per the following criteria:
 - If annual revenue is less than \$100,000, provide a letter certifying that at the end of the last tax period the balance of total endowments was less than \$50 million, and that the organization has policies and procedures in place to ensure funds are properly accounted for.
 - If annual revenue is \$100,000 or more but less than \$250,000, provide a copy of reviewed or audited financial statements (dated within past 18 months).
 - If annual revenue is \$250,000 or more, provide a copy of audited financial statements (dated within past 18 months).
- **Mobile Broadband Documentation** – This item is required only if the applicant is requesting CTF support for mobile broadband services. Applicants requesting CTF support for mobile broadband services must submit one of the following (A) or (B):
 - (A) If the applicant participates in the E-rate program, provide documentation from the E-rate program verifying the approval of E-rate support for mobile broadband services; or,
 - (B) If the applicant does not participate in the E-rate program, provide both of the following documents:
 - A letter from the closest California Teleconnect Fund service provider stating fixed broadband is not available at its location. Submit the documentation as an attachment to the application form. A list of service providers that participate in the CTF program is available for [download via this link](#). Refer also to the [California Interactive Broadband Map](#) to see the service providers that offer broadband service in the applicant’s area (by clicking on the icon of the house, entering the applicant’s service address, and clicking the “Load Location” button).
 - A signed and dated attestation stating that fixed broadband is not available at the applicant’s service address. The attestation can be a simple note stating: “I,

<NAME> hereby attest that fixed broadband is not available at the following address: <ADDRESS>.

Section C. Signature.

- Designate a signatory who is a director, officer, or employee of the applying entity. The signatory must possess the appropriate authority to act on the behalf of the applying entity. The signatory should be able to answer questions related to the application and attached documents. Consultants or third-party administrators cannot sign on behalf of the applicant.
- Read the conditions and terms of agreement.
- Enter the signatory's name, title, email address, and phone number in the spaces provided. The CTF program uses the email address provided as a primary means of communicating with an applicant/participant. Please keep the contact information current and up to date with the CTF program. The CTF program will periodically ask participants to provide updated information and documents to update eligibility records.
- Sign and date the application in the space provided. Applicants can print the form and sign with a blue or black pen, then submit the application and attachments via postal mail to the address below. Alternatively, applicants can provide a digital signature if it meets all applicable [regulatory standards](#) (including for [Gov't Code Section 22003](#)) then submit the application and attachments via email to CTFHelp@cpuc.ca.gov. The CTF program can only accept an application via email if it contains a valid digital signature. The CTF program receives applications via postal mail at the following address:

California Public Utilities Commission
Communications Division – CTF program
505 Van Ness Avenue
San Francisco, CA 94102