

Date Received Stamp

CPUC Use Only



Intake Number

Assigned Analyst: _____
CPUC Use Only

CALIFORNIA TELECONNECT FUND APPLICATION FOR LIBRARIES

Name of Library

Service Address (Library Outlet 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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Is the applicant requesting CTF support for mobile broadband services? Yes No

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

- Certification from the California State Library
- Mobile Broadband Documentation

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 LIBRARIES

Review the CTF program's [Applicant and Participant Guidebook](#) for important information, including on eligibility criteria. For libraries, eligibility is limited to library outlet locations that provide library services directly to the community. Other sites, such as administrative sites, are not eligible to participate in the CTF program.

A library can apply for eligibility at one of its library outlet locations (i.e., places where library services are provided to the community). Alternatively, a library district or other aggregator can apply on behalf of one its affiliated library outlet locations.

Applicants must submit a separate application for each location (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 -

- **Name of Library** – Enter the name of the library.
- **Service Address (Library Outlet Address), City, State and Zip Code** – Enter the address of the library outlet. A library outlet is a location where library services are provided to the community. This is also the service address applying to the CTF program. If approved, the library 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.
- **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.
- **Certification from the California State Library** – Provide a copy of the Certification from the California State Library for the library outlet. Provide the required document(s) as attachments to the application form.
- **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 attach to the application 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>."
- 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 periodically asks participants to provide updated information and documents to renew eligibility.
- 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