



California
Teleconnect
Fund

California Teleconnect Fund (CTF) Program Application Process & ECAP Demo

Presented by CTF Staff



California Public
Utilities Commission



California Teleconnect Fund

The program aims to bring every Californian direct access to advanced communications services in their local communities, particularly those with lower rates of internet adoption and greater financial need. – *California Teleconnect Fund*

Agenda Items

- ❖ Background
- ❖ Entities, criteria, and timelines
- ❖ eCAP demonstration
- ❖ Required documentations
- ❖ Qualifying services worksheet
- ❖ Deficiencies
- ❖ Determination
- ❖ Conclusion



California
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CTF Background

CTF Background

- ❖ The CTF provides discounts of up to 50% off on eligible telecommunication services.
- ❖ Since its inception in 1996, the CTF has supported over 14,000 participants by bridging the Digital Divide through access and adoption to broadband services at discounted rates in their community.
- ❖ Entities eligible for the CTF are California schools, libraries, community colleges, Government Owned and operated hospitals, community-based organizations and members of the California Telehealth Network.
- ❖ Prior to 2023, entities would apply for CTF by completing and filling out an application form specific to their entity and mailing the form to the Commission.



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CTF- Application Entities, Criteria, Eligibility, & Timelines

Application Entities & Criteria

Schools

Public Schools-No requirement
Private Schools- must be a verifiable non-profit organization

Public Schools- None
Private Schools- \$50 Million Endowment Cap

Services: Elementary, pre-school, or K-12 academic instruction

CDS Code



Libraries

Certified by the CA State Library

No Revenue Cap

Services: Direct broadband access to community members

N/A



Government Hospitals & Clinics

Operated by municipal or local government

No Revenue Cap

Services: Only locations in CA that provide direct healthcare services to the community

CDPH/ Healthcare License Number



Community Colleges

N/A

No Revenue Cap

Services: Educational services to community members

MIS Code



Application Criteria Cont.



www.cpuc.ca.gov/ctf

Community Based Organizations (CBOs)

501-c3 Organization

\$5 Million Revenue Cap

Performs Qualifying Services per CTF rules

Majority Board members in CA

Not a religious organization



Healthcare CBO's

501-c3 Organization

\$50 Million Revenue Cap

Provides direct licensed healthcare services to public

Majority board members in CA

Licensed Healthcare Personnel on site

CDPH/ Healthcare License Number



2-1-1 Service Providers

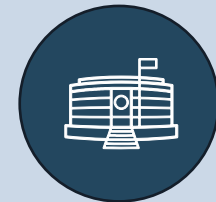
501-c3 Organization

None

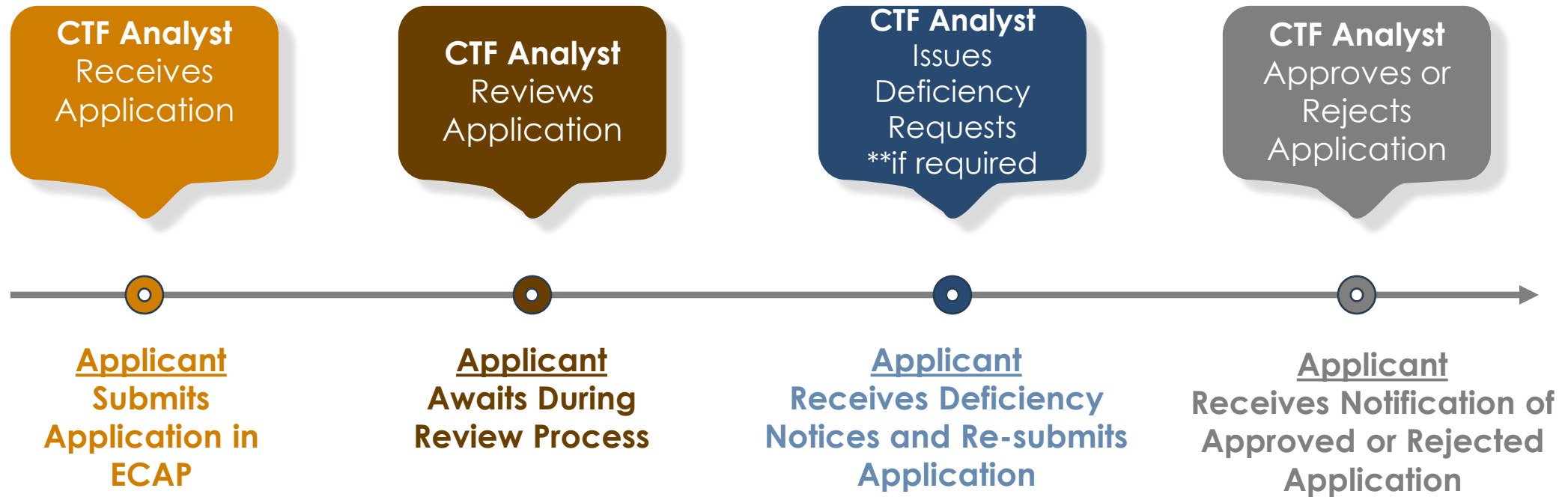
Offers 2-1-1 services as the primary function

Majority board members in CA

Be a designated 2-1-1 service provider by the CPUC via an adopted Resolution.



Application Timeline





California
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CTF- Application ECAP Demonstration



eCAP Web Portal:
<https://ecap.cpuc.ca.gov/>

HOW TO FILE APPLICATIONS IN ECAP

The following will be CTF staff presenting live demonstrations for applicants submitting CTF applications.



Community-Based Organizations (CBOs)

CTF staff will provide a live demonstration



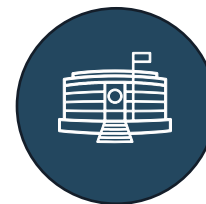
Public and Private Schools

CTF staff will provide a live demonstration



Healthcare Community-Based Organizations (HCBOs)

CTF staff will provide a live demonstration



Libraries, Community Colleges, Government Hospitals, 2-1-1 Service Providers

For these remaining entities, CTF staff will go through screenshots of how to file an application.

Organizations must utilize eCAP to manage their participation in the CTF program, including for submitting applications, maintaining contact information, and completing eligibility recertifications.

General Information



Welcome to eCAP Portal

 Email Address

 Password

Login

[Forgot your password](#)

[Create an Account](#)

List of submitted applications/cases

- ❖ Applications in applicant queue are called “cases”
- ❖ Each application is assigned a case number
- ❖ To begin a new application, applicant will click “New CTF Application” button.

Applications (3)

SUBJECT	STATUS	CASE RECORD TYPE	LAST MODIFIED DATE
CTF Libraries	✔ Submitted	CTF Libraries	Aug 24, 2022, 8:45:15 AM

My Cases ▼

3 items • Sorted by Case Number • Filtered by All cases - My Cases (PCMS), Case Record Type • Updated a minute ago

Search this list...

⚙️

🔄

Case Number ↑	Subject	Status	Date/Time Opened
1 00261591	CTF Libraries	✔ Submitted	8/24/2022 6:52 AM

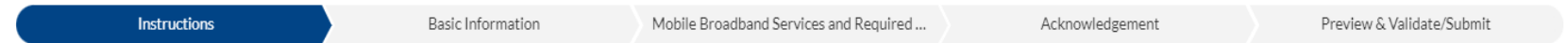
New CTF Application

Libraries

- ❖ The system will present a series of questions
- ❖ Select “No” until you see the question that best describes your organization and select “Yes”
- ❖ When selected, click “Next” to continue to the Instructions tab.
- ❖ The Instructions tab provides information and indicates the required documents to submit with the application.

*** Is the applicant a library outlet currently certified by the California State Library?**

- ☐ Yes
☐ No



Instructions

- 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).
- A list of service providers that participate in the CTF Program is available for download via this link [<https://www.cpuc.ca.gov/-/media/cpuc-website/divisions/communications-division/documents/california-teleconnect-fund/california-teleconnect-fund---service-providers.xlsx>]. Refer also to the California Interactive Broadband Map ([California Interactive Broadband Map](#)) to see the service providers that offer broadband service in your area (by clicking on the icon of the house, entering your address, and clicking the “Load Location” button).

☒ I Agree

Cancel

Next

Libraries: Basic Information

[Instructions](#) ✓

Basic Information

Mobile Broadband Services and Required ...

Acknowledgement

Preview & Validate/Submit

Basic Information

* Name of Library

* Service Address : This is your library outlet address

* Country

* Street

* City

State

* Zip Code

☐ Confirm Address

Cancel

Previous

Next

Libraries: Mobile Broadband Services

- ❖ The next tab will ask if the Applicant is requesting the CTF discount for mobile broadband services
- ❖ If “No” select it, upload the library certification document and click ‘Next’
- ❖ If “Yes,” indicate if the organization participates in the E-rate program, enter the # of onsite mobile connections requested, and upload all required documents
- ❖ Click Next to continue.

The screenshot shows the 'Mobile Broadband Services and Required Documents' step in a multi-tabbed form. The tabs are 'Instructions', 'Basic Information', 'Mobile Broadband Services and ...' (active), 'Acknowledgement', and 'Preview & Validate/Submit'. The form asks: '*Are you also requesting the CTF discount for mobile broadband services?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. Below this is a section for 'California State Library Certification' with an 'Upload Files' button and the text 'Or drop files'. A checkbox below reads 'I have attached the California State Library Certification document'. At the bottom right are 'Cancel', 'Previous', and 'Next' buttons.

This screenshot shows the same form step but with more content. It includes the same CTF discount question with 'Yes' selected. A new question appears: '*Do you participate in the E-rate program?' with 'Yes' selected. Below it is a text input field for 'Onsite Mobile Requested' with the prompt 'Please enter the number of mobile connections for which the applicant is requesting support.' Below this is a section for 'California State Library Certification' (same as above). A new section for 'Approved E-rate program' follows, with an 'Upload Files' button and the text 'Or drop files'. A checkbox below reads 'I have attached the Approved E-rate program document'. At the bottom right are 'Cancel', 'Previous', and 'Next' buttons.

Libraries: Terms & Conditions and Submission

Acknowledging Terms & Conditions:

Instructions ✓

Basic Information ✓

Mobile Broadband Services and Required ...

Acknowledgement

Preview & Validate/Submit

Acknowledgement

By checking I Agree, 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.

☒ I Agree

Application Validation:

Validate CTF Application

[Click here to download the application](#)

✓ Validation Successful!

Save as Draft

Submit

Libraries: “Save for Later”

- ❖ If the application is saved for a later submittal, it will appear in the list of applications with a status of Draft and will be assigned a Case Number
- ❖ To submit the application, click the Case Number link to navigate to the Details page
- ❖ To add a document, click on the Edit Application Button
- ❖ The tabs for the Application process appear again. From here you can go to the appropriate tab if changes to the application are needed, or you can click the “Preview & Validate/Submit” tab.

[Home](#)

Edit Application

[Details](#) [Documents](#)

 Files (0)

  Download

☐	NAME	FILE EXTENSION	DOCUMENT TYPE	SIZE	DOWNLOAD LINK
--------------------------	------	----------------	---------------	------	---------------

No data returned

Libraries: Submission

- ❖ Once submitted, a confirmation message will appear, and the application's status will change to Submitted.
- ❖ An email will also be sent to the email address(es) of all users listed in the account.
- ❖ To return to the homepage, click the Home link in the upper left-hand corner.

Thank you for submitting your application. CPUC will review the information you have submitted and will notify you of the results via email. Please monitor your email and portal home page for any updates regarding your application.

OK

- ❖ To view details of the case, click the Case Number on the homepage.

My Cases

4 items • Sorted by Case Number • Filtered by All cases - My Cases (PCMS), Case Record Type • Updated a few seconds ago

Search this list...

	Case Number	Subject	Status	Date/Time Opened	
1	00262663	CTF Libraries	Submitted	10/20/2022 1:54 PM	

Government Hospitals-Clinics

- ❖ Click New CTF Application
- ❖ The system will present a series of questions
- ❖ Select “No” until you see the question that best describes your organization and select “Yes”
- ❖ When selected, click “Next” to continue to the Instructions tab

1.   [New CTF Application](#)

2. *** Is the applicant a government owned and operated hospital or clinic?**
☐ Yes
☐ No

3. **Instructions** | Basic Information | Mobile Broadband Services and Required ... | Acknowledgement | Preview & Validate/Submit

Instructions

- Review the California Teleconnect Fund's [Applicant and Participant Guidebook](#) for important information, including on eligibility criteria.
- This form is for use by **government owned and operated hospitals and clinics**. Only locations (service addresses) that provide healthcare services to the community can participate in the CTF program. Administrative-only sites and sites that do not provide healthcare services to the community are not eligible to participate in the CTF program.
- Applicants must submit a separate application for each service address.
- Applicants must provide their Health Care Facility License Number from the California Department of Public Health.
- Obtain copies of necessary documents, including –
 - If you are requesting the CTF discount for mobile broadband services, you must provide a letter from the closest California Teleconnect Fund service provider stating fixed broadband is not available at your location.

☒ I Agree

[Cancel](#) [Next](#)

Government Hospitals-Clinics: Basic Information

Instructions ✓

Basic Information

Mobile Broadband Services and Required ...

Acknowledgement

Preview & Validate/Submit

Basic Information

*Name of the Hospital/Clinic

Check the box if the hospital/clinic is certified as a Critical Access Hospital. For additional information on Critical Access Hospitals, refer to the Critical Access Hospital Network website.

☐ Certified Critical Access Hospital

Check the box if the hospital/clinic is a member of the California Telehealth Network. For additional information on the California Telehealth Network, refer to the California Telehealth Network website.

☐ California Telehealth Network Member

California Department of Public Health License Number

*Service Address : This is your hospital/clinic address

*Country

*Street

*City

State

*Zip Code

☐ Confirm Address

Government Hospitals- Clinics: Mobile Broadband Services

- ❖ The next tab will ask if the Applicant is requesting the CTF discount for mobile broadband services
- ❖ If “No,” select it and click Next.
- ❖ If “Yes,” enter the # of onsite mobile connections requested, and upload the required document.
- ❖ Click Next to continue.

The screenshot shows a progress bar at the top with five steps: 'Instructions' (checked), 'Basic Information' (checked), 'Mobile Broadband Services and ...' (active), 'Acknowledgement', and 'Preview & Validate/Submit'. Below the progress bar, the title 'Mobile Broadband Services and Required Documents' is displayed. A question asks, '* Are you also requesting the CTF discount for mobile broadband services?'. The 'No' radio button is selected. At the bottom right, there are three buttons: 'Cancel', 'Previous', and 'Next'.

This screenshot shows the same form step as the previous one, but with the 'Yes' radio button selected for the CTF discount question. Below the question, there is a text input field labeled '* Onsite Mobile Requested' with a placeholder text: 'Please enter the number of mobile connections for which the applicant is requesting support.' Below this field, there is a section titled 'California Teleconnect Fund service provider Letter' with an 'Upload Files' button and a dashed box for dropping files. At the bottom, there is a checkbox labeled 'I, hereby attest that fixed broadband is not available at the requesting location'. The 'Next' button is highlighted in blue.

Government Hospitals-Clinics: Terms & Conditions and Submission

Acknowledging Terms & Conditions:

Instructions ✓

Basic Information ✓

Mobile Broadband Services and Required ...

Acknowledgement

Preview & Validate/Submit

Acknowledgement

By checking I Agree, 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.

☒ I Agree

Application Validation:

Validate CTF Application

[Click here to download the application](#)

✓

Validation Successful!

Save as Draft

Submit

Community Colleges

- ❖ Click New CTF Application
- ❖ The system will present a series of questions
- ❖ Select “No” until you see the question that best describes your organization and select “Yes”
- ❖ When selected, click “Next” to continue to the Instructions tab

1.   [New CTF Application](#)

2. *** Is the applicant a California Community College?**
☐ Yes
☐ No

3. **Instructions** Basic Information Mobile Broadband Services and Required... Acknowledgement Preview & Validate/Submit

Instructions

- Review the California Teleconnect Fund's [Applicant and Participant Guidebook](#) for important information, including eligibility criteria.
- Applicants must submit a separate application for each service address.
- Community college applicants must provide a valid MIS code for each campus location requesting the CTF discount. (Refer to the "District and College Codes" link in the "Supporting Files" section at <https://webdata.cccco.edu/ded/ded.htm>)
- Refer to the following document for District and College Codes from the California Community Colleges Chancellor's Office: <https://webdata.cccco.edu/ded/DistrictCollegeCodes.pdf>.
- A list of service providers that participate in the CTF Program is available for download via this link ([Click to Download](#)). Refer also to the California Interactive Broadband Map (<https://www.broadbandmap.ca.gov/>) to see the service providers that offer broadband service in your area (by clicking on the icon of the house, entering your address, and clicking the "Load Location" button).
- Obtain copies of necessary documents, including -
 - If you are requesting the CTF discount for mobile broadband services, you must provide a letter from the closest California Teleconnect Fund service provider stating fixed broadband is not available at your location.

☐ I Agree

[Cancel](#) [Next](#)

Community Colleges: Basic Information

Instructions ✓

Basic Information

Mobile Broadband Services and Required ...

Acknowledgement

Preview & Validate/Submit

Basic Information

*Name of Community College

*District Code And College Code

*Service Address : This is your community college campus address

*Country

*Street

*City

State

*Zip Code

☐ Confirm Address

Cancel

Previous

Next

Community Colleges: Mobile Broadband Services

- ❖ The next tab will ask if the Applicant is requesting the CTF discount for mobile broadband services
- ❖ If “No,” select it and click Next.
- ❖ If “Yes,” enter the # of onsite mobile connections requested, and upload the required document.
- ❖ Click Next to continue.

The screenshot shows a progress bar at the top with five steps: 'Instructions' (checked), 'Basic Information' (checked), 'Mobile Broadband Services and ...' (active), 'Acknowledgement', and 'Preview & Validate/Submit'. Below the progress bar, the title 'Mobile Broadband Services and Required Documents' is displayed. The main question is '* Are you also requesting the CTF discount for mobile broadband services?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected. At the bottom right, there are three buttons: 'Cancel' (outlined), 'Previous' (solid blue), and 'Next' (solid blue).

This screenshot shows the same form step as above, but with the 'Yes' radio button selected for the CTF discount question. To the right of the question, there is a text prompt: 'Please enter the number of mobile connections for which the applicant is requesting support.' Below this is a label '* Onsite Mobile Requested' followed by a text input field. Further down, there is a label 'California Teleconnect Fund service provider Letter' and a dashed box containing an 'Upload Files' button with a paperclip icon and the text 'Or drop files'. Below this is a checkbox with the text 'I, hereby attest that fixed broadband is not available at the requesting location'. At the bottom right, the 'Cancel', 'Previous', and 'Next' buttons are present.

Community Colleges: Terms & Conditions and Submission

Acknowledging Terms & Conditions:

Instructions ✓

Basic Information ✓

Mobile Broadband Services and Required ...

Acknowledgement

Preview & Validate/Submit

Acknowledgement

By checking I Agree, 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.

☒ I Agree

Application Validation:

Validate CTF Application

[Click here to download the application](#)

✓

Validation Successful!

Save as Draft

Submit

2-1-1 Service Provider

- ❖ Click New CTF Application
- ❖ The system will present a series of questions
- ❖ Select “No” until you see the question that best describes your organization and select “Yes”
- ❖ When selected, click “Next” to continue to the Instructions tab

1.

▼

↺

New CTF Application

2.

***Is the applicant a 2-1-1 information services provider authorized (via Resolution) by the California Public Utilities Commission?**

☐ Yes

☐ No

3.

Instructions

- Review the California Teleconnect Fund (CTF) program's Applicant and Participant Guidebook for important information, including eligibility criteria.
- This application form is intended for use by Community Based Organizations (CBO), Healthcare CBOs, and 2-1-1 Service Providers to apply to the CTF program.
- Applicants must submit a separate application for each service address.
- Applicants that provide healthcare services must provide the job title and state license number of medical personnel on site. This requirement is for information only (job title and state license number) and does not require submission of any documents or copies of documents.
- Obtain copies of necessary documents, including -
 - The Service Hours Worksheet, which is a Microsoft Excel file provided by the CTF Program.
 - Your 501(c)(3) tax-exempt letter from the Internal Revenue Service.
 - A copy of your organization's most recent Internal Revenue Service Form 990 (including Parts I and III) or California Franchise Tax Board Form 199.
 - If you wish to provide additional information in support of your application, you may provide items such as brochures, pictures, sign-in sheets, etc. Please provide these items as attachments to your application form.
 - If you are requesting eligibility for the CTF discount for mobile broadband services and you participate in the E-rate program, you must provide documentation from the E-rate program verifying the approval of E-rate support for your mobile broadband services.
 - If you are requesting eligibility for the CTF discount for mobile broadband services and you do not participate in the E-rate program, you must provide a letter from the closest CTF-participating service provider stating fixed broadband is not available at your location. If necessary, submit the documentation as an attachment to your application form.
 - If your organization provides healthcare services, you must provide documentation to verify which of the following insurance you accept, if any: Medicare, Medical, and/or Department of Veteran Affairs Insurance.

☐ I Agree

Cancel

Next

2-1-1 Service Providers: Basic Information

Instructions 

Basic Information

Qualifying Services

Board of Directors

Mobile Broadband Services ...

Acknowledgement

Preview & Validate/Submit

Basic Information

*Name of Organization

Doing-Business-As (dba) Name of Organization

*Federal Employer Identification Number (FEIN)

Website

Service Address

*Country

*Street

*City

State

*Zip Code

☐ Confirm Address

Cancel

Previous

Next

2-1-1 Service Provider: Qualifying Service Tab

- ❖ The Qualifying Service tab asks for specific information related to services provided.
- ❖ From the drop-down menu, the user selects “2-1-1 Service Provider.” Enter the information in the field on the right-hand side.

Instructions ✓ Basic Information ✓ **Qualifying Services** Board of Directors Mobile Broadband Services ... Acknowledgement Preview & Validate/Submit

Qualifying Services

* Select the service(s) that your organization provides to the community

2-1-1 Service Provider

Help Text: Enter one number that is the sum of hours worked (on average per month) by all members of your workforce on the the following tasks

* Total workforce average monthly hours for management tasks plus general/administrative tasks plus fundraising tasks

* CPUC Resolution Number

Provide information on all services that the applicant offers to the community. Click on the New button to enter a service and provide the requested information.

 **Service Hours Sheet (0)**   [New](#)

SERVICE	COMMUNITY	SCHEDULE & DURATION	FEES	AVG MONTHLY SERVICE HOURS	COMMUNICATION SERVICE	DEVICES
No data returned						

☐ I Agree that I have completed the Service Hours Sheet(s)

2-1-1 Service Provider: Service Hours Sheet

- ❖ For Service Hours Sheet section, click on the “New” button and provide the requested information on the populated sheet and click ‘Save.’
- ❖ Complete a new Service Hours Sheet for each service. After submitting this sheet (see screenshot below), you can enter additional services by clicking the New button again

Service Hours Sheet

Complete a new Service Hours Sheet for each service the applicant provides to the community. After submitting this form, you can enter additional services by clicking the New button. [Click here](#) to download the instructions for completing this webform.

* Service	* Service Location
* Community	* Schedule & Duration
* Fees	* Avg Monthly Service Hours
* Communication Service	* Devices

Save

2-1-1 Service Providers: Board of Directors

- ❖ Provide information on the organizations' Board of Directors
- ❖ Click “New” to add that information (at least one member must be added)
- ❖ Enter additional names by clicking the “New” button again

Instructions ✓ Basic Information ✓ Qualifying Services ✓ **Board of Directors** Mobile Broadband Services ... Acknowledgement Preview & Validate/Submit

Board of Directors

Provide the name, city of residence, and state of residence of each member of your organization's board of directors

 Board Of Directors (2)

▼

↺

New

NAME	CITY	STATE	
Daffy Duck	Malibu	California	EditDelete
Barbie Doll	Malibu	California	EditDelete

Cancel

Previous

Next

2-1-1 Service Providers: Mobile Broadband Services

- ❖ For Mobile Broadband Services and Required Documents Tab, indicate if this organization is requesting the CTF discount for mobile broadband services
- ❖ If No, select 'No,' and upload the required documents. Click Next to continue.
- ❖ If Yes, indicate if the organization participates in the E-rate program, enter the # of onsite and/or offsite mobile requested, and upload all required documents. Click Next to continue

Instructions ✓ Basic Information ... Qualifying Service... Board of Director... **Mobile Broadband...** Acknowledgement Preview & Validate...

Mobile Broadband Services and Required Documents

* Are you also requesting the CTF discount for mobile broadband services?

☐ Yes
☒ No

Internal Revenue Service 501(c)(3) or 501(d) tax-exempt letter

[Upload Files](#) Or drop files

☐ I have attached the Internal Revenue Service 501(c)(3) or 501(d) tax-exempt letter document

IRS Form 990 or CA Franchise Tax Board Form 199

[Upload Files](#) Or drop files

☐ I have attached the IRS Form 990 or CA Franchise Tax Board Form 199 document

[Cancel](#) [Previous](#) [Next](#)

Instructions ✓ Basic Information ✓ Qualifying Services ✓ Board of Directors ✓ **Mobile Broadband Ser...** Acknowledgement Preview & Validate/Sub...

Mobile Broadband Services and Required Documents

* Are you also requesting the CTF discount for mobile broadband services?

☒ Yes
☐ No

* Do you participate in the E-rate program?

☒ Yes
☐ No

Please enter the number of mobile connections for which the applicant is requesting support.

* Onsite Mobile Requested

Please enter the number of mobile connections (0 to 10,000) for which the applicant is requesting support.

* Offsite Mobile Requested

2-1-1 Service Providers: Terms & Conditions and Submission

Acknowledging Terms & Conditions:

Instructions ✓

Basic Information ✓

Mobile Broadband Services and Required ...

Acknowledgement

Preview & Validate/Submit

Acknowledgement

By checking I Agree, 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.

☒ I Agree

Application Validation:

Validate CTF Application

[Click here to download the application](#)

✓

Validation Successful!

Save as Draft

Submit

Live Demonstration



California
Teleconnect
Fund

CTF- Application Required Documentation

Documentation

❖ **Public and Private K-12 Schools**

- ☐ County District School (CDS) code
- ☐ Form 501 (C) 3- IRS Tax Exempt (Private School)
- ☐ Form 990 (Private School)

❖ **Libraries**

- ☐ Letter from State Librarian

❖ **Community Colleges**

- ☐ Management Information System (MIS) code

❖ **Government Hospital and Clinics**

- ☐ A valid healthcare license and identification number

Documentation (cont.)

❖ **Community Based Organization (CBO)**

- ☐ Form 501 (C) 3 or Form 501 (d)
- ☐ Form 990
- ☐ Qualifying Service Worksheet

❖ **HealthCare Community Based Organization**

- ☐ Form 501 (C) 3 or Form 501 (d)
- ☐ Form 990
- ☐ Qualifying Service Worksheet
- ☐ Healthcare Insurance document or Healthcare fee document
- ☐ California Department of Public Health License Number
- ☐ Name, titles, and license numbers for all Licensed Medical Personnel on site.

Completeness in Documentation

- ❖ All documents submitted through eCAP must be updated/most recent and accurate.
- ❖ Submit your applications under the correct category.
- ❖ All required fields in eCAP must be completed.
- ❖ Participants must keep their contact information current and up to date.
- ❖ Participants must respond to CTF staff's inquiry and/or requests for supporting documents.
- ❖ Failure to submit a completed application under the correct category with complete and accurate documents will result in rejection of your application.

Best Ways to Gathering Documents



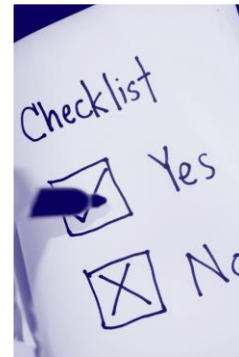
Understanding
the requirements



Organize your
documents

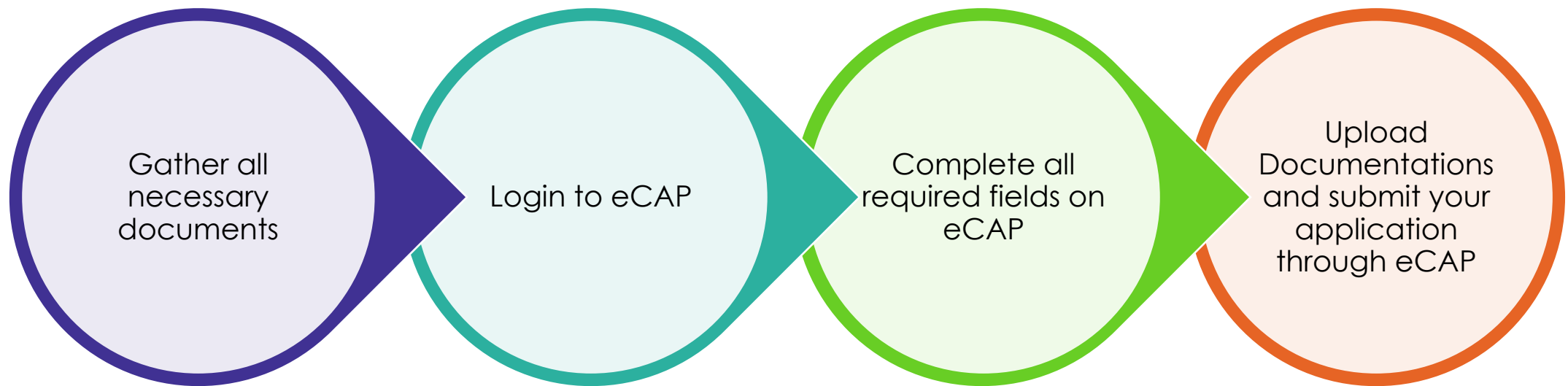


Verify for
accuracy



Create a
checklist

Submitting Documentation





California
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CTF- Application Qualifying Services Worksheet

Purpose of Qualifying Services Worksheet



Determination
of eligibility



Calculation of
discounts



Application
process



Compliance

How To Fill Out The Worksheet Accurately

[Home](#)

Click on the below link to view list of CTF Participants
[CTF Participant Report](#)

Applications (0)

SUBJECT	STATUS
No data returned	

Recently Viewed ▾

0 items • Updated 4 minutes ago

Case Number	Subject
-------------	---------

Instructions ...

Basic Inform...

Qualifying Se...

Board of Dire...

Mobile Broad...

Acknowledge...

Preview & Val...

Qualifying Services

* Select the service(s) that your organization provides to the community

I will select from the checkboxes below

* Select the service(s) that your organization provides to the community

☒ Educational Instruction

☒ Head Start Program

☒ Job Placement/Training

☒ Computer Technology Program

Help Text: Enter one number that is the sum of hours worked (on average per month) by all members of your workforce on the following tasks.

* Total workforce average monthly hours for management tasks plus general/administrative tasks plus fundraising tasks

50

* Describe the organization's mission and services to the community

Deploy technology for educational instruction, head start programming, job placement/training, and computer technology programming.

Provide information on all services that the applicant offers to the community. Click on the New button to enter a service and provide the requested information.

Service Hours Sheet (0)

Filter Reset New

SERVICE	SERVICE LOCATION	COMMUNITY	SCHEDULE & DURATION	FEES	AVG MONTHLY SERVICE HOURS	COMM
No data returned						

☒ I Agree that I have completed the Service Hours Sheet(s)

Cancel

Previous

Next

How To Fill Out The Worksheet Con't

Service Hours Sheet

Complete a new Service Hours Sheet for each service the applicant provides to the community. After submitting this form, you can enter additional services by clicking the New button. [Click here](#) to download the instructions for completing this webform.

*Service	*Service Location
Coworking	505 Van Ness, San Francisco CA 94102
*Community	*Schedule & Duration
Professionals who have disability related expenses	8:30am to 5:00pm daily
*Fees	*Avg Monthly Service Hours
free of charge	500
*Communication Service	*Devices
Broadband	Laptops

[Save](#)

[Cancel](#) [Previous](#) [Next](#)

Common Qualifying Services



Internet Access



Data Transmission
Services



Integrated Services
Digital Network



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CTF- Application Deficiencies

Deficiencies and Delays



Incomplete
information



Incorrect or
inaccurate
information



Eligibility
issues



Failure to
provide
supporting
documents

Deficiencies and Delays Con't



Service
provider
approval



Non-
compliance



Incomplete
cost details



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CTF- Application Determination

CTF's Determination

Eligibility Criteria

- Organizational type
- Non-profit status

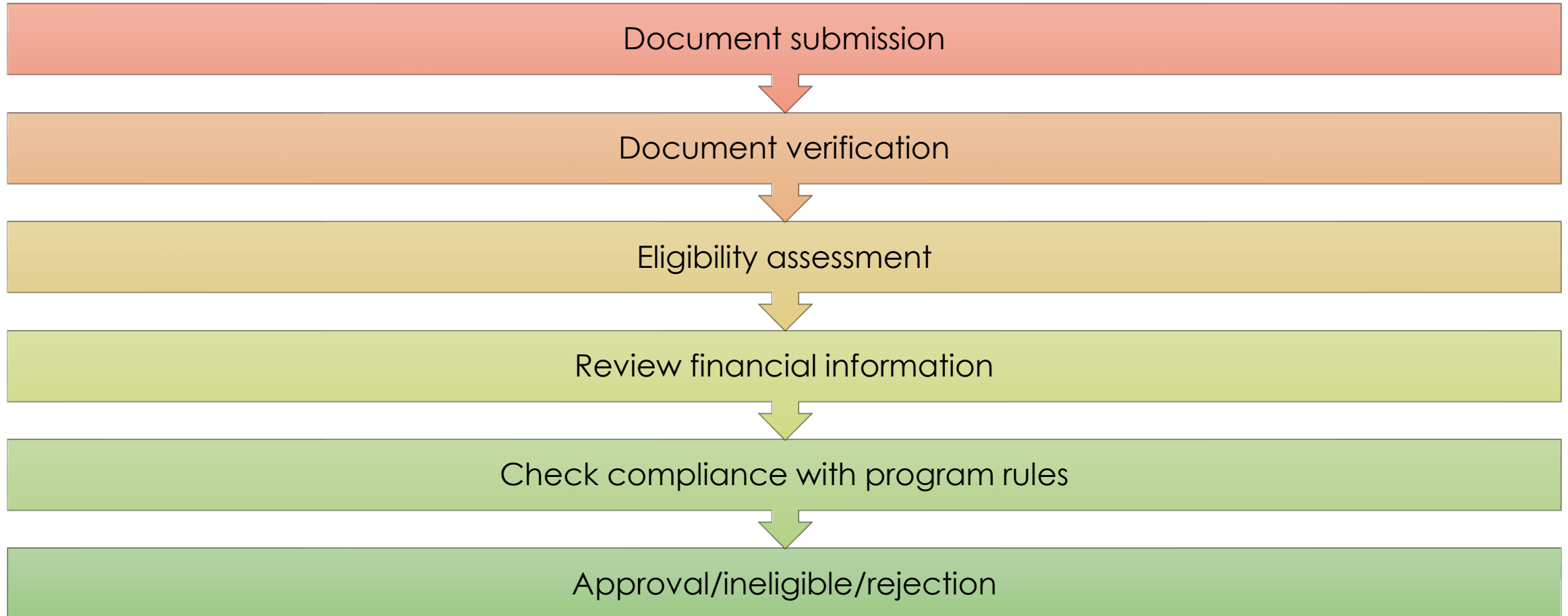
Application Submission

- Completed application
- Accurate supporting documents

Approval and Determination

- Documents verifications
- Determination - approval/ineligible/rejection
- Notification

Application Review Process





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Conclusion

Conclusion

- ❖ CTF accepts applications from nonprofit CBOs, schools, libraries, healthcare CBOs, government hospitals and clinics, and community colleges.
- ❖ Applicants to the CTF program must login to eCAP and submit a completed application with update and accurate supporting documents.
- ❖ Once application is submitted, staff is notified and starts its review and evaluation of the application and supporting documents.
- ❖ CTF program will make a determination of approved, ineligible, or rejected.



Questions?



Resources

Information on the previous webinar is

Available at:

Program Outreach and Education

For more information:

<https://www.cpuc.ca.gov/CTF>

CTF Applicant & Participant Guidebook

Available on our website in English, Spanish, and Chinese

E-CAP Frequently Asked Questions:

[Help - FAQs \(ca.gov\)](#)





California Public Utilities Commission

For questions regarding the CTF program and application process, please reach out to us at CTFHelp@cpuc.ca.gov.