

# CASF Public Housing Account Application Instructions

California Public Utilities Commission (CPUC) Communications Division Staff prepared these instructions to assist California Advanced Services Fund (CASF) Broadband Public Housing Account applicants in submitting their applications. Filing requirements are summarized below. Please refer to the Broadband Public Housing Account [Guidelines](#) for more detailed information.

If you have questions regarding the application process, please contact [CPUC\\_Housing@cpuc.ca.gov](mailto:CPUC_Housing@cpuc.ca.gov)

## **Steps:**

### **1) Create a CPUC File Transfer Protocol (FTP) account**

If you do not have an existing CPUC FTP account, please follow these instructions:

Go to <https://kwftp.cpuc.ca.gov>

- A) Click on “Need help signing in?”
- B) Create your FTP account by entering your email address in the dialog window.
- C) An email will be sent to the email account you just entered. Click on ‘ACTIVATE’ to enter a password.
- D) Create a personal password for your account. Your registration process is now complete. Bookmark the FTP link to upload documents to complete the application process.

### **2) Complete the Application Workbook(s)**

- A) CASF Public Housing Application: [Click here for the Workbook Application Public Housing](#) –
- B) In the workbook application, the **Applicant Information** tab must be filled out once per workbook. Please indicate the number of projects involved and total funding required in the **Applicant Information** tab.

**C)** The ***Project Information*** tab pertains to information specific to each project location. Please complete separate ***Project Information*** tabs for each project location if the application involves multiple project locations. For additional ***Project Information*** tabs, please follow the following steps:

- i.) Right-click on the ***Project Information*** tab
- ii.) Select move or copy
- iii.) Select ***Project Information***
- iv.) Check the Create a Copy Box
- v.) Click ok.
- vi.) Repeat these steps until you have the required number of ***Project Information*** tabs for your Application. The ***Project Name*** in each ***Project Information*** tab must be unique.

**D)** Save the Application Workbook(s) to your local computer. Please rename the Application Workbook file according to the following format:

*Applicant Name\_Type of Application\_# of this application type submitted to date*

(e.g. ABC Housing Authority\_Infrastructure\_2.xls; ABC Housing Authority\_Adoption\_1.xls)

### 3) Prepare supporting documentation

Please submit these documents for each Application:

Documentation	Naming Convention	Type of Document
Eligibility Documents		
<p><u>Chartered Public Housing Authorities</u> Annual HUD Contribution Contract</p> <p><u>OR</u></p> <p><u>Publicly Supported Housing developments that are NOT in contract with HUD:</u></p> <p>1. Any agreements between the applicant and the source of the public subsidy.</p> <p><u>AND</u></p> <p>2. Details of the publicly supported housing development, including any applicable income eligibility requirements for the program residents.</p> <p><u>OR</u></p> <p><u>Non-Profit Organizations</u></p> <p>1. IRS Letter confirming status as a 501(c)(3) entity. The IRS letter must also include applicant's Tax Identification Number.</p> <p><u>AND</u></p> <p>2. Award letter from a public agency proving its receipt of public funding for affordable housing purposes.</p>	<p><i>Applicant Name_HUD Contribution Contract</i></p> <p>(eg. ABC Housing Authority_HUD Contribution Contract.pdf)</p> <p><i>Applicant Name_Non HUD Agreement</i></p> <p>(eg. ABC_Non HUD Agreement.pdf)</p> <p><i>Applicant Name_Non HUD Income Eligibility</i></p> <p>(eg. ABC_Non HUD Income Eligibility.pdf)</p> <p><i>Applicant Name_IRS Letter</i></p> <p>(eg. ABC Nonprofit_IRS Letter.pdf)</p> <p><i>Applicant Name_Award Letter</i></p> <p>(eg. ABC Nonprofit_Award Letter.pdf)</p>	<p>PDF</p>  <p>PDF</p> <p>PDF</p> <p>PDF</p> <p>PDF</p>

Documentation	Naming Convention	Type of Document
Financials		
<u>Chartered Public Housing Authorities:</u> The most recently prepared annual report and audit submitted to the HUD.	<i>Applicant Name_HUD_Annual Report</i> (e.g. ABC Housing Authority_HUD Annual Report.pdf)	PDF
<u>OR</u> <u>Publicly Supported Housing developments that are NOT in contract with HUD:</u> 1. Program details of the publicly supported housing development, including any applicable income eligibility requirements for the program residents. 2. Any housing development contracts or agreements between the applicant and the source of the public subsidy.	<i>Applicant Name_HUD Audits</i> (e.g. ABC Housing Authority_HUD Audits.pdf)	PDF
<u>OR</u> <u>501(c)(3) Non-Profit Organizations</u> The most recently prepared annual report and audit submitted to a government entity (for example, the California Tax Credit Allocation Committee).	<i>Applicant Name_Non HUD Applicable Income</i> (e.g. ABC_Non HUD Applicable Income.pdf)	PDF
	<i>Applicant Name_Non HUD Contracts</i> (e.g. ABC_Non HUD Applicable Contracts.pdf)	PDF
	<i>Applicant Name_Gov Entity Annual Report</i> (e.g. ABC Non-Profit_TCAC Annual Report.pdf)	PDF
	<i>Applicant Name_Gov Entity Audits</i> (e.g. ABC Non-Profit_TCAC Audits.pdf)	PDF

Documentation	Naming Convention	Type of Document
Organizational Chart and Background		
Organizational chart showing applicant's parent organization, subsidiaries and affiliates.	<i>Applicant Name_Org Chart</i> (e.g. ABC Housing Authority_Org Chart.pdf)	PDF
Notarized Affidavit of Application's Accuracy		
Notarized and signed affidavit, under penalty of perjury, that to the best of your knowledge, all statements and representations made in the application and information submitted are true and correct. Additionally, an applicant must also agree to abide by the Commission rules of practice and procedure, be subject to Public Utilities Code sections 2108 and 2111 and to submit quarterly reports and annual recertification or audit documents. A blank affidavit can be found on the Broadband Public Housing Account website here: <a href="#">Guidelines</a>	<i>Applicant Name_Affidavit</i> (e.g. ABC Housing Authority_Affidavit.pdf)	PDF

**Please submit the following documents for each Project:**

Documentation	Naming Convention	Type of Document
Engineering Documents and Schematics		
<ol style="list-style-type: none"> <li>1. Engineering documents/schematics for the proposed network</li> <li>2. High-Level narrative of the proposed network to include a brief description of the location and installation of the network components</li> <li>3. Technical Description and Specification of all Networking Elements of the Project and a brief narrative for supporting network downstream and upstream speed capability</li> </ol>	<p><i>Project Name_Engineering Doc</i></p> <p>(e.g. XYZ Apartments_Engineering Doc.pdf)</p>	PDF
Project Schedule		
<p>Deployment schedule with a commitment to complete project within 12 months of Commission approval of the application. The schedule should identify major prerequisite(s), construction, and any other milestones that can be verified by Commission staff. The schedule should list the following: Major Milestone Description, Milestone Start and End date, Milestone Risks. Please include the following:</p> <ol style="list-style-type: none"> <li>1. Any permit review time in the construction schedule with a reference to the government agencies that will issue the permits.</li> </ol>	<p><i>Project Name_Infrastructure Project Schedule</i></p> <p>(e.g. XYZ Apartments_Infrastructure Project Schedule.doc)</p>	DOCX

#### **4) Save the Application Workbook and the supporting documents described above into a ZIP Formatted Folder**

Please use the following naming convention for the ZIP Formatted Folder:

*Applicant Name\_Type of Application\_# of this application type submitted to date*

(e.g. ABC Housing Authority\_ Infrastructure\_2.ZIP; ABC Housing Authority\_Adoption\_1.ZIP)

#### **5) Upload Application and Support Documents:**

- A) Go to <https://kwftp.cpuc.ca.gov>
- B) Initiate an upload request to the following address: [CPUC\\_Housing@cpuc.ca.gov](mailto:CPUC_Housing@cpuc.ca.gov)
- C) Attach the ZIP Formatted Folder into the upload request from Step
- D) Provide a brief description of the documents being uploaded.
- E) Click “send” to complete the upload request. Your submission is complete!

#### **6) Print and mail a copy of the completed Application workbook and the Supporting Documents to:**

Public Advocates Office  
Re: California Advanced Services  
Fund California Public Utilities  
Commission  
505 Van Ness Ave.  
San Francisco, CA 94102