

California Advanced Services Fund (CASF) Broadband Public Housing Account Grant

An Application Process Overview



California Public
Utilities Commission

Using this guide

This guide is intended to be used as a brief overview of application steps and should be used as a companion to the more detailed application instructions located on the Broadband Public Housing Account webpage: [Broadband Public Housing Account Application Instructions](#)



California Public
Utilities Commission

This guide does not replace or waive any of the rules or guidelines adopted in D.22-05-029 nor has the CPUC passed upon the accuracy or adequacy of the information in it. The contents of the manual are for informational proposed only.

Overview of the Steps Necessary

1

Download the [Broadband Public Housing Account Application Package](#)

2

Create a CPUC File Transfer Protocol (FTP) account for uploading your application

3

Complete the Application Workbook / Template

4

Gather supporting documentation to be submitted with your application

5

Upload and submit your application package

Step 1: Download the Application

The application is located on the CASF [Broadband Public Housing Account webpage](#) here: [Broadband Public Housing Account Application Package](#)



Step 2: Create a CPUC File Transfer Protocol (FTP) account

FTP is the secure method to electronically submit your application. If you do not already have an FTP account, you will need to create one before proceeding.



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

- Create a new account



CPUC Kiteworks SFTP

Sign in

Username or email

Next

New user? [Create account](#)

Secured by **Kiteworks**

If you are a CPUC employee, please login with your 3 digit user ID.
Otherwise, please login using the email associated with your Kiteworks account.

This computing system is the property of the State of California and is for official use only. The State reserves the right to monitor and log without notice all network activity. You should have no expectation of privacy in the use of computer related resources. Penalties for unauthorized access or use may include disciplinary measures and/or legal action.

Follow the process to create your account

CPUC Kiteworks SFTP



Create account

Already a kiteworks user? [Sign in](#)

Email

Password

Confirm Password

- 1 number
- 1 uppercase character
- 8 characters minimum

[Create account](#)

Step 3: Complete the Application Workbook / Template



Complete the Applicant Information Tab

In the Applicant Information tab, fill in contract information for you and your contractor.

In part 5, indicate the number of locations (projects) and total funding requested in the Applicant Information tab.

In part 6, there are 4 quadrants that indicate a specific type of eligibility, please check the appropriate box for your organization.

CPUC, CASF Broadband Public Housing Project Application				
1. Applicant Name				
2. Key Project Contact Information				
First Name		Last Name		Title
Address:				
City		State		Zip Code:
Email:			Phone:	
3. Key Project Management Information				
Company				
First Name		Last Name		Title
Address:				
City		State		Zip Code:
Email:			Phone:	
4. Lead Contractor/Vendor				
Company				
First Name		Last Name		Title
Address:				
City		State		Zip Code:
Email:			Phone:	
5. Total Funding Request On this Application				
Grant:		Loan:		
Total Number of Locations in this application:				
6. Applicant Eligibility - Check Appropriate Box and Provide Corresponding Information:				
<input type="checkbox"/> Chartered Public Housing Authority		<input type="checkbox"/> 501 (c)(3) Organization		
HA Code #		Tax ID #		
Applicant Information Project Information Documents for CPUC Map +				



Fill Out the Application Workbook / Template based on your organization's specific eligibility

Check the boxes based on your eligibility type:

“Publicly supported housing development” is a publicly supported multi-unit housing development that is wholly owned by either of the following:

(i) A public housing agency that has been chartered by the state, or by any city or county in the state.

(ii) An incorporated nonprofit organization as described in Section 501 (c)(3) of the Internal Revenue Code (26 U.S.C. Sec. 501(c)(3))¹² that is exempt from taxation under Section 501 (a) of that code (16 U.S.C. Sec. 501(a)) and that has received public funding to subsidize the construction or maintenance of housing occupied by residents whose annual income qualifies as “low” or “very low” income according to federal poverty guidelines.

Or

“Farmworker housing” is housing that is consistent with the definition of “farmworker housing” set forth in California Health and Safety Code Section 50199.7 (h), which includes the requirement that “farmworker housing” means housing in which at least 50 percent of the units are available to, and occupied by, farmworkers and their households.

6. Applicant Eligibility - Check Appropriate Box and Provide Corresponding Information:			
<input type="checkbox"/> Chartered Public Housing Authority		<input type="checkbox"/> 501 (c)(3) Organization	
HA Code #		Tax ID #	
Latest PHAS Score		<i>For 501(c)(3) entities, please identify the source of public funds:</i>	
<input type="checkbox"/> Please check box if you have provided the most Recent Annual HUD Contribution Contract		<input type="checkbox"/> Please check box if you have provided an IRS Letter indicating 501(c)(3) Status	
		<input type="checkbox"/> Please check box if you have provided an award letter indicating receipt of public funds to subsidize affordable	
<input type="checkbox"/> Publicly Supported Housing Development (non HUD)		<input type="checkbox"/> Farmworker Housing	
<p>For Publicly Supported Housing Development (non HUD) please be aware of the following</p> <p><i>A publicly supported housing development that is not in contract with HUD must include in its submission the program details of the publicly supported housing development, including any applicable income eligibility requirements for the program residents, and any housing development contracts or agreements between the applicant and the source of the public subsidy.</i></p>		<p>For Farmworker Housing please be aware of the following</p> <p><i>“Farmworker housing” is housing that is consistent with the definition of “farmworker housing” set forth in California Health and Safety Code Section 50199.7 (h) which includes the requirement that “farmworker housing” means housing in which at least 50 percent of the units are available to, and occupied by, farmworkers and their households.</i></p>	



California Public Utilities Commission

[Link to California Health and Safety Code Section 50199.7\(h\)](#)

Fill Out the Project Information Tab

Please complete separate Project Information tabs for each project location.

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.

Please insert the project map in the Map tab, and label the map with the project name

CPUC, CASF Broadband Public Housing Project Application			
1. Project Name			
Project location address:		State:	
City:		Zip Code:	
County:			
Number of units in project building(s):			
Number of residents:			
For Farmworker Housing			
Total Number of Units in Development:			
Number Units Available To And Occupied By Farmworkers:			
3. Total Amount of Funds Requested for this Project			
Grant:			
Loan:			
Please insert the project map in the Map spreadsheet (use the Map tab) - label the Map with the project name.			
4. Detailed Budget Breakdown			
<div style="display: flex; justify-content: space-between; align-items: center;"> Applicant Information Project Information Documents for CPUC Map + </div>			



Step 4: Gather your Supporting Documentation



Documents for CPUC Tab

The Documents for the CPUC tab is a checklist of supporting documentation must be submitted with your application.

For more information regarding required documents for your eligibility type and file naming conventions, please refer to the [Broadband Public Housing Account Application Instructions](#).



California Public
Utilities Commission

Checklist of items to upload:

- Applicant Workbook**
CASF Public Housing Account Infrastructure Project(s) Application workbook. See application instructions.

- Eligibility Documents**
Chartered Public Housing Authorities:

or
Publicly Supported Housing developments that are NOT in contract with HUD:
Any agreements between the applicant and the source of the public subsidy.
Details of the publicly supported housing development, including any applicable income eligibility requirements for the program residents.
or
501(c)(3) Non-Profit Organizations:
IRS Letter approving its status as a 501(c)(3) entity to provide affordable housing. The IRS Letter must include applicant's Tax Identification Number. AND
Award letter from a public agency such as California Tax Credit Allocation Committee (TCAC), proving receipt of public funding for affordable housing purposes.

- Financials**
Chartered Public Housing Authorities:
The most recently prepared annual reports and audits submitted to HUD.
or
A publicly supported housing development that is NOT in contract with HUD must include in its submission:
Program details of the publicly supported housing development, including any applicable income eligibility requirements for the program residents.
Any housing development contracts or agreements between the applicant and the source of the public subsidy.
or
501(c)(3) Non-Profit Organizations:
The most recently prepared annual reports and audits submitted to a government entity (for example, the California Tax Credit Allocation Committee).

- Organizational Chart and Background**
The applicant must submit an organizational chart showing its parent organization, subsidiaries and affiliates.

Save the Application Workbook and Supporting Documents

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)

Follow the format for naming your supporting documents as per instructions located on pages 3 and 4 in the application instructions: [Broadband Public Housing Account Application Instructions](#)



Application Package Checklist

1. The Broadband Public Housing Application Workbook / Template
2. Eligibility Documents (These are unique to your eligibility type).
3. Financial Documents (These are unique to your eligibility type).
4. Organizational Chart and Background.
5. Notarized Affidavit.
6. Engineering Documents and Schematics.
7. Project Schedule.



Step 5: Submit the Application



Application Submittal

1. Ensure that Attachments are in PDF format and the Broadband Public Housing Application in Excel format. Place all files into a compressed (zipped) folder.
2. Log into your Commission FTP account.
3. Create a new message to be sent to: CPUC_Housing@cpuc.ca.gov,
 - a. Upload your zipped application package & click “send” to complete the upload request.



California Public
Utilities Commission



Reviews and Approvals

- Applications will be evaluated based on the criteria established for the CASF Broadband Public Housing Account.
- Applicants of projects approved via ministerial review will be notified by an award letter. Projects not meeting ministerial review may be approved by the Commission via Resolution. Successful applicants are required to sign a consent form within 30 days from the date of the award agreeing to the terms stated in the award letter or Resolution. If the applicant fails to sign and return the provided consent form within the time frame required, the Commission will deem the grant null and void.
- All approved applications will be listed on the Commission website.
- See guidelines for more details, [bpha-guidelines.pdf \(ca.gov\)](#)



California Public
Utilities Commission



Rejection

The Commission staff will notify an applicant by letter specifying reasons for rejection should an application fail to meet the Commission criteria or other factors.

Possible reasons for rejection include the following:

- The applicant is not an eligible applicant per program rules.
- The applicant submitted an incomplete application and did not respond to a follow-up request for the missing material, sent to the designated contact on the application.
- The applicant has previously had a Commission grant award rescinded for violation of Commission or program rules.
- The applicant has made false statements to the Commission or to the Federal Communications Commission (FCC).



California Public
Utilities Commission



For additional information please review the Rules and Guidelines in Appendix 1 of (D.) 22-05-029, Review Broadband Public Housing Account Application Instructions, and FAQs



Questions?

Please email

CPUC_Housing@cpuc.ca.gov

