

CALIFORNIA PUBLIC UTILITIES COMMISSION

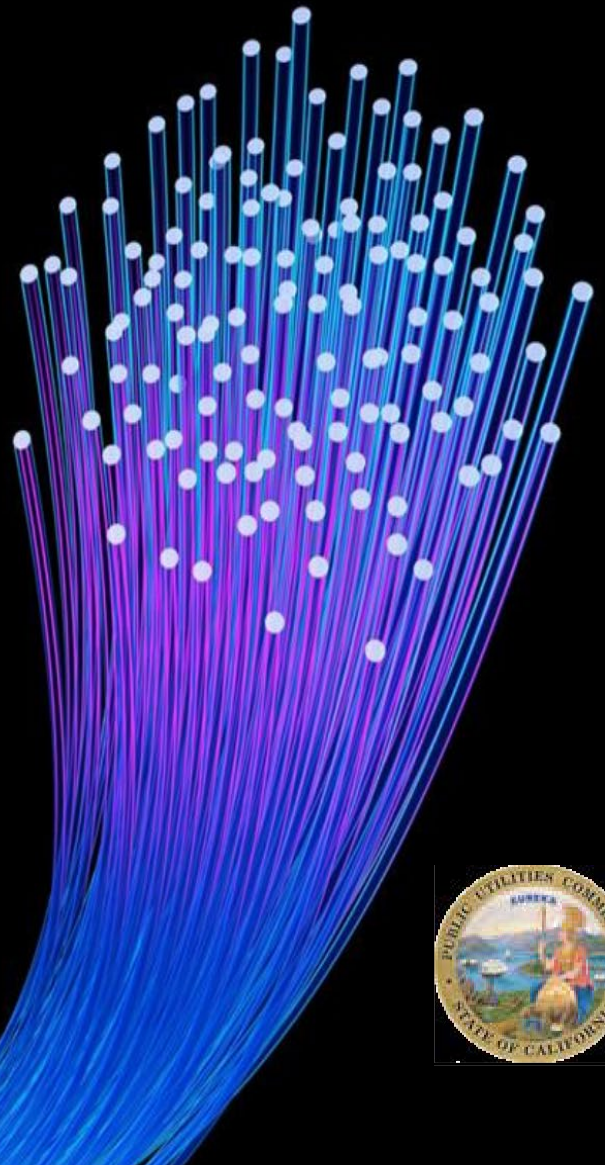
California Advanced Services Fund

Rural and Urban Regional Broadband

Consortia Grant Account

Administrative Manual

Version 12 (December 2025)





To all CASF Regional Consortia:

The California Public Utilities Commission (CPUC or the Commission) thank you for your interest in promoting broadband deployment in California. We welcome you to the California Advanced Services Fund (CASF) Program and look forward to working with you to help bridge the digital divide in California.¹

Respectfully,

The CASF Team
CPUC Communications Division

¹ This Administrative Manual was prepared by California Public Utilities Commission (CPUC) CD staff. It does not change, replace, or waive any of the rules or guidelines adopted in Decision (D.) 25-11-003 on Nov 20, 2025, nor has the CPUC passed upon the accuracy or adequacy of the information in it. The contents of the manual are for informational purposes only.

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I. Introduction

The purpose of this Administrative Manual (Manual) is intended solely for providing guidance for applicants applying for the CASF Rural and Urban Regional Broadband Consortia Grant Account (Consortia Grant Account) funding and for the CPUC Communications Division (CD) staff's oversight of the consortia's operations applicable to Consortia Grants.

Pertinent documents include the following CPUC decisions and resolutions which are also hyperlinked on the [CPUC Consortia webpage](#):

- [Decision \(D.\) 25-11-003](#) modifies program rules, requirements, and guidelines for the Consortia Grant Account and establishes Tribal Consortia.
- [D.22-05-029](#) revises rules, requirements, and guidelines for the Consortia Grant Account.
- [D.18-10-032](#) implemented programmatic changes to the Consortia Grant Account as required by Assembly Bill (AB) 1665 and established the requirements and guidelines for the 2019, 2020, and 2021 Consortia Grant Cycles.
- [D.11-06-038](#) established the requirements and guidelines for the 2016 Consortia Grant Cycle.

For more information, please visit the [Consortia Grant Account program website](#), or send an email to CASF_Consortia_Grant_Administrator@cpuc.ca.gov.

II. CASF Staff Team

The CD CASF Consortia Grant Account Team is responsible for overseeing the CASF Consortia Grant Account. Questions may be directed to the following:

- Rural and Urban Regional Broadband Consortia Account
CASF_Consortia_Grant_Administrator@cpuc.ca.gov

III. Definitions

Consortia Region: A geographic region consisting of tribal communities, cities, counties, and/or unincorporated areas that have united to form a network of leaders representing public, non-profit, and/or for-profit entities that share common goals and objectives regarding broadband deployment and adoption. The boundaries of Consortia Regions are largely consistent with county boundaries or the boundaries of multiple counties or other geographic lines, or tribal lands and membership living on or near tribal lands within a specific region (such lands do not need to be contiguous and may include the collective lands of all tribes within an identified region). Consortia regions' boundaries may follow other geographic lines

due to geographic characteristics/barriers, such as mountains and basins, that create hard-to-serve-areas, as long as the areas included using “other geographic lines” do not overlap with other Consortia regions (except that Tribal Consortia may overlap with other Consortia regions). In no case may an area be represented by more than one non-Tribal Consortium.

Regional Consortium: A network of leaders in a Consortia Region that represent public, non-profit, tribal, and/or for-profit entities that share common goals and objectives.

Regional Tribal Consortium: A network of Tribal governments within a Tribal Consortia Region (Northern California Region, Central California Region or Southern California Tribal Region) that represent public, non-profit, tribal and/or for-profit entities that share common goals and objectives with a focus on development of broadband for Tribal communities.

California Tribe: A California Native American Tribe that is either recognized by the federal government pursuant to the annual list published under the Federally Recognized Indian Tribe List Act of 1994 (25 U.S.C. Sec. 5131) in the Federal Register or a non-federally recognized tribe located in California that is on the contact list maintained by the Native American Heritage Commission for the purposes of Chapter 532 of the Statutes of 2014, Assembly Bill 52.

CASF Infrastructure Projects: Means projects under the CASF Broadband Infrastructure Grant Account, the Line Extension Program and the Broadband Public Housing Account, as well as Broadband, Equity, Access and Deployment (BEAD), which is a federal program that funds infrastructure deployment and adoption implemented by the Commission.

IV. Application Checklist and Requirements

Appendix A, *Application Package*, to this Manual provides CASF Consortia Grant application form templates illustrating key informational requirements and documents that must be properly completed and submitted with the application to be considered for approval. The *Application Package* forms are as follows and are available in Excel format:

- **Appendix A-1** – *CASF Consortia Grant Application Checklist*
- **Appendix A-2** – *Description of Existing and Past Non-CASF Funded Projects*
- **Appendix A-3** – *Board Member Background and Project Role*
- **Appendix A-4** – *Annual Work Plan and Performance Metrics Plan*

- **Appendix A-5** – *Proposed Detailed Budget*
- **Appendix A-6** – *Affidavit Form*

The *CASF Consortia Grant Application Checklist* lists the required information items, with references to D.25-11-003 Sections. Each Consortium applicant must submit all appendixes above as part of the application, along with supporting information.²

The *Work Plan and Performance Metrics Plan* must identify the Consortium goals as they relate to the region’s needs for broadband deployment and include detailed functions and activities related to implementation of each goal. The *Work Plan* is to be tailored to fit the needs of a given region’s constituents and geography, incorporating core responsibilities, including goals, measurable deliverables, work products, expected outcomes, and specific timeline milestones as they relate to broadband deployment. The *Work Plan and Performance Metrics Plan* must also explain how the performance results from the proposed functions and activities will be tracked and measured, following milestone dates as described in the Work Plan. Appendix A-4, *Work Plan and Performance Metrics Plan*, illustrates the form template format, and provides examples of activities, deliverables, performance measures, and work plan terminology definition and requirements.

V. Grant Disbursement Schedule Form, Consent Form, and Payee Data Record

The Consortia grantee will be contacted following approval of a CASF Consortia grant award. CD staff will request each grantee to complete and submit a *Grant Disbursement Schedule Form*, a *Consent Form*, and a *Payee Data Record (STD 204)* if not already on file with the Commission. A copy of the *Grant Disbursement Schedule Form* and *Consent Form*, as well as a hyperlink to STD 204 is attached as **Appendix B, Consortia Grant Forms**.

The *Grant Disbursement Schedule Form* lists due dates based on approval date of the grant award for bi-annual progress reports and bi-annual payment requests of the grant for the Consortium. A completed STD 204 is required when receiving payment from the State of California and information provided in this form will be used by the Commission to prepare Information Returns, i.e., Internal Revenue Service, Form 1099.

Grantees are required to sign a *Consent Form* which binds the grantee to the terms, conditions, and requirements of the Decision and the Resolution, as well as all CASF rules, including those in the Consortia Grant Account Requirements, Guidelines and Application Materials awarding the grant. Should the grantee

² D.25-11-003, Appendix C, p. 7.

not accept the award through failure to submit the consent form within 30 calendar days from the date of the award, the Commission may deem the grant null and void. The proposed wording of the consent form is available on the CASF Consortia website.

The Commission will not initiate payment for the Consortium's activities until CD staff receive the *Grant Disbursement Schedule Form, Consent Form, and Payee Data Record* (if applicable). In order to receive a progress payment, the grantee must first submit the Progress Report to CD staff, together with the request for payment and reimbursement supported by relevant documentation such as invoices, deliverables or other supporting documentation, and a signed affidavit that activities have been completed consistent with approved plans, etc. (see Section VIII.A. *Submission of Bi-annual Progress Reports and Payment Requests*, for the submission method).

VI. Execution and Performance

By receiving a CASF Consortia grant, the grantee agrees to comply with the terms, conditions, and requirements of the grant and submits to the jurisdiction of the Commission with regard to disbursement and administration of the grant.³ All performance specified under the terms of any award shall be completed on or before the termination date of the award as stated in the Resolution authorizing the award. The start of the Consortia grant will begin upon grant approval, once the Consent Form and Grant Disbursement Schedule are signed and received by CASF staff. Grantees must update their Work Plan and Performance Metrics Plan to align with the grant approval start dates when submitting the Consent Form accepting the grant award.^{4,5} Should the grantee or its contractor fail to commence work six months from the date of the submission of the Consent Form, the Commission may terminate the award by furnishing the Consortia grantee with 30 days written notice.⁶ In the event that the grantee fails to complete the project, in accordance with the terms of approval granted by the Commission, the grantee will be required to reimburse some or all of the CASF funding that it has received. If the Consortia grantee fails to perform in good faith, or fails to complete the project, in accordance with the expectations set forth in its *Work Plan and Performance Metrics Plan*, as affirmed in its *Affidavit Form*, the Commission may withhold subsequent grant disbursement, suspend, or terminate the Consortia grant, as warranted.⁷

³ D.25-11-003, Appendix C, p. 23.

⁴ Id. at p. 22.

⁵ Grant award begins upon submittal of signed consent form and grant disbursement schedule; to align with the start of the fiscal year, forms must be returned by July 1.

⁶ Id. at p. 23.

⁷ Id.

Each Consortia grantee must use the grant funding solely for the approved project as described in the Grantee's Commission approved *Work Plan and Performance Metrics Plan* as affirmed by the signed *Affidavit Form*. **Each Consortia grantee must complete the project in accordance with and within the project performance period set forth in the Commission approved *Work Plan*,**⁸ see Section VII, Changes to a Consortium's Work Plan. Any changes to the substantive terms and conditions underlying Commission approval of the Consortium grant (e.g., Changes to Work Plan, Performance Metrics Plan, Budget or designated Fiscal Agent, extensions, etc.) must be communicated in writing to the Communications Division Director at least 30 days before the anticipated change and may be subject to approval by either the Director or by Commission resolution before becoming effective. Grantee's performance and completion of the project must comply with all. Applicable CPUC laws and regulations. Grantees must notify the CD as soon as they become aware that they may not be able to meet performance metrics set forth in the *Work Plan and Performance Metrics Plan*.

VII. Changes to a Consortium Work Plan

Any changes to the substantive terms and conditions underlying Commission approval of the grant (e.g., changes to the *Work Plan*, budget changes greater than 10%, or designated Fiscal Agent, extensions etc.) must be communicated in writing to the Director of Communications Division at least 30 days before the anticipated change and may be subject to approval by either the Director or by Commission resolution before becoming effective.⁹ The table, on page 9, shows typical changes and the actions to be taken to initiate review for approval.

VIII. Bi-annual Progress Reporting

Consortia are required to submit bi-annual progress reports.¹⁰ The *Bi-annual Progress Reports* shall be based upon the approved *Work Plan and Performance Metrics Plan*, timelines, milestones, and costs identified in the application. Further, the *Bi-annual Progress Reports* should indicate the actual date of completion for each task/milestone as well as problems/issues encountered, and the actions taken to resolve these problems/issues A sample *Bi-annual Progress Report* template and *Start-up Period Report* is included as **Appendix C-3**. The *Bi-annual Progress Reports* must be submitted and certified under penalty of perjury by using the *Bi-annual Report and Payment Request Transmittal Letter and*

⁸ Id.

⁹ D.25-11-003, Appendix C, p. 23.

¹⁰ Id. at p. 17.

Declaration (see **Appendix C-1**). All grantees must submit bi-annual progress reports on the status of the project irrespective of whether progress payment is requested.

In order to receive progress payment, each consortium must submit a *Bi-annual Progress Report* to CD staff together with a *Bi-annual Progress Payment Request* supported by relevant documentation and a signed affidavit¹¹ as explained in Section IX, Bi-annual Progress Payment Requests, below.

A. *Submission of Bi-annual Progress Reports and Payment Requests*

Bi-annual progress reports and payment requests must be submitted electronically through the Electronic Claims and Applications Portal (eCAP) for the Commission's Communications Division.

- eCAP is available at: <https://ecap.cpuc.ca.gov/s/>.
- All Consortia grantees must use eCAP to submit payment requests for their CASF Consortia grants. Payment requests will no longer be accepted through the Consortia Account public email.
- [eCAP Help - FAQs Webpage](#): provides helpful videos and FAQs on how to use eCAP.

If a consortium encounters a technical problem using eCAP, please email

CASF.Consortia.Grant.Administrator@cpuc.ca.gov.

B. *Bi-annual Progress Reporting Timeline*

The *Bi-annual Progress Report* is required every six months, i.e., at the end of the six-month period, at the end of the 12-month period, at the end of the 18-month period at the end of the 24-month period, etc. Each Consortium must submit their *Bi-annual Program Reports* no later than three months after every six months.

IX. Progress Payment Requests

The Consortia Grant program's disbursement of grant funding process contained herein is in accordance with the guidance set forth in D.25-11-003, Resolutions approving Consortia grants, and the [State Administrative Manual](#) (SAM).

A. *Disbursement of Grant Funding*

All progress payment requests must be submitted together with the *Bi-annual Progress Report* and must be supported by verifiable and relevant documentation such as invoices, receipts, work products,

¹¹ Id. at p. 19.

deliverables, performance metrics plan, etc. The disbursement of funding at any time is subject to Commission discretion, including a review and approval process of each grantee through regular site visits, progress reports and supporting invoices and receipts.

Disbursements of grant funding will be made to the Fiscal Agent. Grant funds will be disbursed in accordance with, and within the time specified in California Government Code, § 927.¹²

A first time grantee may request reimbursement of start-up costs up to 25% of entire approved grant prior to its first Bi-annual Progress Payment Request. If a grantee requests an initial start-up cost payment, then a “Start-up Period Report” is required.¹³ Such request must be supported by itemized accounting and detailed documentation, e.g., receipts, invoices, etc. The Start-up Period Report and payment request must be submitted within three months after the completion of the start-up activities.

Proposed Change	Consortia Action
<p>Work Plan and Performance Metrics Plan (WP)</p> <ul style="list-style-type: none"> - Tasks - Activities - Deliverables - Performance measures - Timeline 	<p>All changes to WP are considered substantive, per D.25-11-003. Requires Commission and/or Director approval prior to becoming effective.</p> <p>Submit document(s), including proposed revised Budget, if affected, at least 30 days before the anticipated change to the Consortia Grant Administrator with a cover letter addressed to the CD Director explaining requesting approval of the change.</p>
<p>Budget Allocation</p>	<p>Consortia grantees may modify an approved budget without prior authorization if the modification does not exceed 10% of the approved objective or activity, and so long as those modifications do not exceed the overall approved annual cap amount.</p> <p>All other changes to Budget are considered substantive, per D.25-11-003. Requires 30 days advance notice before anticipated change and Commission and/or Director approval prior to becoming effective.</p> <p>Submit documents at least 30 days before the anticipated change to the Consortia Grant Administrator with a cover letter addressed to the CD Director explaining requesting approval of the change.</p>

¹² California Government Code § 927(b): “It is the intent of the Legislature that state agencies pay properly submitted, undisputed invoices, refunds, or other undisputed payments due to individuals within 45 days of receipt or notification thereof, or automatically calculate and pay the appropriate late payment penalties as specified in this chapter.”

¹³ D.25-11-003, Appendix C, p. 17.

<p>Designated Fiscal Agent - Agency entity/organization - Representative</p>	<p>All changes to Fiscal Agent are considered substantive, per D.25-11-003. Requires advance notice and Commission and/or Director approval prior to becoming effective.</p> <p>Submit to the Consortia Grant Administrator with a letter addressed to the CD Director at least 30 days before the anticipated change explaining the change and new fiscal agent recommendation and requesting approval of the change:</p> <ul style="list-style-type: none"> - Must submit a new <i>Letter Committing to Act as Fiscal Agent</i> (see Appendix A-1, <i>CASF Consortia Grant Application Checklist</i>, Item 15, for the letter requirements) and a new <i>Affidavit Form</i> (see Appendix A-6), when a new fiscal agent entity is proposed. - Must include a description of the proposed fiscal agent entity/organization or a bio describing new representative’s relevant experience.
<p>Extensions</p>	<p>All requests for a no-cost extension are considered substantive, per D.25-11-003. Requires advance notice and Commission and/or Director approval prior to becoming effective.</p> <p>Submit documents at least 30 days before the anticipated change to the Consortia Grant Administrator with a cover letter addressed to the CD Director explaining requesting approval of the change.</p>
<p>Official Membership - Add/remove agency(ies) and/or representative(s) - Other changes</p>	<p>Revise membership list; and notify the Consortia Grant Administrator in email explaining changes, including an updated membership list.</p>
<p>Key Contact for Consortium - Representative(s) - Other changes</p>	<p>Notify the Consortia Grant Administrator in email explaining changes and new representative(s), including a bio or professional/education experience description of the new representative(s).</p>

B. Progress Payment Requests

In order to receive a progress payment, the Consortium must submit the required forms, as illustrated in **Appendix C, *Bi-annual Progress Report and Payment Request Package***, to CD supported by verifiable and relevant supporting documentation, e.g., invoices, receipts, work products, deliverables, a signed affidavit, and an annual audit (i.e., for annual year-end payment request) (see Section VIII.A. *Submission of Bi-annual Progress Reports and Payment Requests*, for the submission method).

Each payment request package must consist of the following documents (available in Excel format):

- **Appendix C-1 - *Bi-annual Report and Payment Request Transmittal Letter and Affidavit***

Appendix C-2 - *Bi-annual Payment Request Cover Sheet*: summarizing expenses claimed, and payments received thus far

- **Appendix C-3 - *Bi-annual Progress Report***: is the main document for reporting actual progress made during the reporting period, including activities performed, deliverables completed, timeline milestone achieved, and actual performance measures met
- **Appendix C-4 - *Bi-annual Payment Request Worksheet***: is the main document for input and listing of expenses.
- **Allowable Expenses**: shall be for consortia activities directly related to and in support of CASF-funded infrastructure applications or broadband deployment projects related to the programs created under SB 156, AB 164, or other state and federal programs deploying broadband in California, including BEAD as set forth in D.25-11-003, Appendix C. The CASF Consortia Grant Account funding is limited to Consortia activities directly related to and in support of CASF-funded infrastructure applications (i.e., an infrastructure application 100% funded by CASF funding, an infrastructure application funded by both CASF and non-CASF funding), or broadband deployment projects related to programs created under SB 156, AB 164, as well as BEAD. No funding will be allowed for BEAD adoption activities, the Digital Equity Plan that the California Department of Technology implements, or other BEAD activities not implemented by the CPUC.
- **Administrative/ Indirect Overhead Costs**: Up to 15% of the total authorized award of administrative costs may be associated with the securing or completion of reimbursable work products, other than the cost of personnel/consultant hours.
- **Travel Expense Claim and Business Expense Reimbursements**: each claimant must complete a form STD-262A, Travel Expense Claim (TEC) Form, and follow instructions therein. Expense claims must comply with the travel expense, limitation rules applicable to State of California employees and contractors.¹⁴ Applicants are expected to choose the most cost effective and reasonable lodging and modes of transportation consistent with State of California travel reimbursement rates. An electronic copy of [STD 262A](#), instructions as well as all current applicable information are available at: [Travel Reimbursements - CalHR Website](#)
- **Non-Allowable Expenses**: Any costs not included in your approved budget, and not directly related to the approved grant project, are ineligible for reimbursement. These include, but are

¹⁴ <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2201>.

not limited to: (1) a Consortia Account grant shall not be used for meals, food and refreshments for group gathering(s) such as meetings, conferences, workshops, etc.; (2) a Consortia Account grant shall not be used for work on legislation, including meetings, travel, or lobbying; (3) a Consortia Grant shall not be used for construction of infrastructure facilities; (4) a Consortia Account shall not be used for adoption activities; and (4) a Consortia Account grant shall not be used to fund activities that are already funded by any other public or private sources.

- The Annual Year-End Payment Request (YxR2) must include an annual audit of consortia program expenditures, prepared by an independent, licensed Certified Public Accountant (CPA) expressing a conclusion about the reliability of the primary financial/business functions of the Consortium. Annual Audit Report must be submitted six months after the end of each budget or workplan year. Consortia grantees may submit the audit report after the second bi-annual progress report but before the third bi-annual progress report. Discrepancies identified in the audit report must be reflected in the following bi-annual progress report and payment request.

C. *Final Payment and Project Completion Reports*

All performance specified under the terms of any award shall be completed on or before the termination date of the award. A project completion report is required showing that all activities in the approved Work Plan have been accomplished. Completion reports must be submitted no later than three months after completion of the project and may be submitted in conjunction with a request for final payment report and should include the following documents:

- *Final Progress and Payment Request Transmittal Letter and Affidavit;*
- *Payment Request Cover Sheet;*
- *Final Progress Report;*
- *Final Payment Request Worksheet* including all documentation and receipts;
- *Annual Audit;* and
- *Project Completion Report.*

D. *Grant Oversight*

Staff has the right to conduct any necessary audit, site visits, verification, and discovery for work proposed or completed under the grant award to ensure that CASF funds are spent in accordance with Commission rules and with the terms of approval granted by the Commission. A consortium must keep

detailed records, such as invoices and receipts of each program element and eligible activities. Each Consortia grantee shall maintain books, records, documents and evidence sufficient to substantiate expenditures covered by the grant, according to generally accepted accounting practices. Each Consortia grantee shall make these records available to the Commission upon request and agrees that these records are subject to a financial audit by the Commission at any time upon request within five years after the Grantee incurred the expense being audited. A Consortia grantee shall provide access to the Commission upon 24-hour notice to evaluate work completed or being performed pursuant to the grant.

X. Reimbursement for Public Workshop

All consortia receiving CASF grants shall attend at least one of the annual public workshops to be conducted by the CD. Consortia may claim reimbursement for travel expenses and per diem costs associated with each annual public workshop hosted by the CD in-person (not allowable if held virtually). The maximum reimbursement allowable is \$2,000 per person for up to five delegates for each annual public workshop, for a total of up to \$10,000 per consortium. To request reimbursement, a *Public Workshop Reimbursement Request Form* attached as **Appendix C-5** must be completed and submitted along with the *Bi-annual Progress Payment Request*. For each delegate requesting reimbursement, a TEC Form STD 262A (see Section IX, Bi-annual Progress Payment Request above) must be used.

XI. Annual Audit

Each Consortium is required to conduct an annual audit of its expenditures for grant programs funded and submit to the Commission an annual report that includes both of the following:

- A description of activities completed during the prior year, a description of how each activity promotes the deployment of broadband services, and the cost associated with each activity (Appendix D).
- The number of project applications assisted.

The number of projects applications assisted must reflect actual performance with agreed upon performance metrics and with the information required by Pub. Util. Code, 281 within six months after each budget or workplan year. The cost of the annual audits must be included in the budget requirements and may not exceed \$15,000 per annual audit, inclusive of personnel costs to prepare documents required for audit. Annual Audit Report and related costs may be submitted separately from the bi-annual progress reports and payment requests.

To assist grantees to provide the required information, a template is included as **Appendix D, Annual**

Audit Report Template for Reporting Activity Information. Auditors may include Appendix D in the body of the annual audit or create a separate Appendix D Report to be attached to the Annual Audit for auditing purposes.

Auditors should review Annual Audit Report Activity details with the Commission-approved *Work Plan and Performance Metrics Plan* to verify that agreed upon Objectives and Activities were completed. The annual audit should describe how the Consortium tracked and measured performance results based on their Commission-approved *Work Plan and Performance Metrics Plan* to indicate how the end of year performance results were met, exceeded or fell short of meeting milestone dates, functions, activities, and deliverables.

The annual audit should be prepared by an independent, licensed certified public accountant (CPA) expressing a conclusion about the reliability of the primary financial/business functions of the Consortium. The annual audit should provide assurance that the consortium financial statements are specifically related to CASF grant funds and are free of material misstatement and are fairly presented based upon the application of generally accepted accounting principles. The Audit period is in accordance with performance period start dates as set forth in Appendix B-1, *Grant Disbursement Schedule Form*, from the Commission-approved Work Plan.

A sample Annual Audit Report is included in Appendix E.

XII. Regular Meetings

As part of the workplan each Consortium shall send a representative to participate in a bimonthly (every other month) review/check in with Commission Staff to discuss programmatic issues, as well as any questions or issues concerning the workplan. Programmatic information shared with consortia should extend beyond the Consortia Account to include information about the programs that the Consortia are responsible for promoting. Broadband caseworkers will attend these meetings to facilitate the Commission's sharing and intake of information outside the scope of the CASF Consortia Account, including learning what the Consortia are doing to promote broadband deployment and providing any pertinent feedback.

XIII. Payment Processing

The Consortia Grant Administrator will review payment requests after receiving adequate and correct documentation, comparing expenses against the Consortium approved budgets, *Work Plan and Performance Metrics Plan*, timelines milestones, costs and activity/deliverable/performance measure accomplishments shown in the *Bi-annual Progress Report* and *Bi-annual Payment Request*. The

Consortia Grant Administrator may request additional information regarding the reports, expenses, and/or supporting documentation including, but not limited to, timesheets with dates, employee names, hours worked, hourly rates, consultant contracts, invoices, receipts, worksheet determining costs associated with objectives' budgets, copies of fringe benefit contracts and/or indirect costs negotiated with state or federal government. Bi-Annual Report line items should correspond to costs submitted in objectives' budgets from Commission-approved *Work Plan & Performance Metrics Plan*.

Upon approval, the CD will submit payment voucher documents to the Commission's Fiscal Office. The Fiscal Office will review all payment voucher submissions in accordance with the State Administrative Manual; and upon satisfactory review, will schedule payment with the State Controller's Office, which is responsible for issuing and distributing the check to the payee designated by the Commission, i.e. the Consortium Fiscal Agent.

XIV. Publicity and Acknowledgement

Any publications, studies, or reports made possible or derived in whole or in part from the project, and any news articles, brochures, seminars, or other promotional materials or media through which the grantee publicizes the Project will acknowledge the CASF's Consortia program in the following manner:

“Funding for this project has been provided in full or in part through a grant by the Rural and Urban Regional Broadband Consortia Grant Account of the California Advanced Services Fund, a program administered by the California Public Utilities Commission.



Application Package Forms

To ensure applicants use the most current Commission-approved templates, the official forms are maintained on the CASF Consortia program website and are incorporated herein by reference. Applicants must download and submit the current versions of the forms from the official CASF Rural and Urban Regional Broadband Consortia Account page:

<https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-consortia-account>

Administrative Manual, Application Package, and Reporting Forms:

- [Consortia Account Administrative Manual](#)
- [Appendix A - Consortia Account Application Package](#)
- [Appendix B - Consortia Account Forms](#)
- [Appendix C - Consortia Account Bi-Annual Progress Report and Payment Request Package](#)
- [Appendix D - Annual Audit Template](#)
- [Consortia Account Application Instructions and Overview](#)