

## EXTERNAL USER- GRANTEES FOR THE CASF INFRASTRUCTURE PROGRAM SUBMITTING A CLAIM FOR A GRANT

This guide can be used to accompany the “[eCAP-CASF-Grantee-Claim-Submissions](#)” video for CASF Grantees filing claims using the electronic Claim and Application Portal (eCAP).

Effective September 26, 2023, the CASF program is now using the [Electronic Claims and Applications Portal \(eCAP\)](#), an electronic system for CASF grantees to submit payment requests to the CPUC, replacing paper based-submissions. If you do not already have an eCAP account, CASF Infrastructure staff will create one for you and send your login ID and password after your resolution has been approved.

To submit a claim for review and approval by the appropriate CASF Program Staff, log into your eCAP Account. Since Grantees for the Infrastructure and Line Extension Programs are generally Service Providers regulated by the CPUC, the homepage will appear like this:



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

Account Name : Cheesecake Telephone Company  
Utility ID : 9631

CTF Program Enrollment

File a Claim

Claims

Program Enrollment

 Claims

My Claims ▾ 

0 items • Sorted by Claim Number • Filtered by All claims - My Claims



| Claim Number ↑ ▾ | Claim Record Type ▾ | Claim Month & Year ▾ | Project ▾ | Award ID ▾ | Status ▾ | Sub Status Info ▾ | Due Date ▾ |  |
|------------------|---------------------|----------------------|-----------|------------|----------|-------------------|------------|--|
|------------------|---------------------|----------------------|-----------|------------|----------|-------------------|------------|--|

As this is a shared portal with other Public Purpose Programs such as the California Teleconnect Fund (CTF), there are features for CTF that can be ignored by Infrastructure Grantees.

1. On the right side of the page, click “File a Claim” to begin the claim process.

File a Claim

2. Select the appropriate program to submit a claim and click “Next”. If a Grantee has a Grant(s) for more than one program, such as Adoption, those will also appear. Also, if the entity is enrolled in another PPP such as CTF or LifeLine those options will also appear.

File a Claim

You are enrolled in : Infrastructure & LEP

\* Please select a program to file a claim for reimbursement

☐ Infrastructure & LEP

Cancel Next

3. The Instructions Page appears. As mentioned in the video, **eCAP-CASF-Grantee-Claim-Submissions** each CASF program will have a different set of instructions based on its requirements. Review the instructions provided and click “Next” to move to the Grant Information tab.
4. The Grant Information page will display all on-going Grants for that Grantee based on the program selected in Step 2. The columns shown indicate the following:
  - a. Grant (Project) Name
  - b. Award ID (Grant ID)
  - c. Grant Amount
  - d. Claimed Amount (shows the amount of claim already submitted for a Grant that is submitted and in review by CASF staff).
  - e. Approved Amount
  - f. Balance Amount (remaining Grant Amount)Select the appropriate Grant and click “Next”.

Instructions

Grant Information

Basic Claims Information

Attachments

Acknowledgment

Preview and Submission

Grant Information

Showing 1 of 1 item

Search this list...

| Grant Name                            | Award ID | Grant Amount | Claimed Amount | Approved Amount | Balance Amount |
|---------------------------------------|----------|--------------|----------------|-----------------|----------------|
| <input type="radio"/> Bazinga Project | 23INF026 | \$150,000.00 | \$0.00         | \$0.00          | \$150,000.00   |

Cancel

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Next

5. On the Basic Claims Information page, enter the claim details. There may be slight differences based on the specific program. For example, for Tribal Technical Assistance, there is a checkbox if a Travel Expense Claim is included, and for Adoption, the Claim Month/Year field is not present. Click “Next” when completed.

Instructions

Grant Information

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Basic Claims Information

Name of Grantee

 Cheesecake Telephone Company

Name of Project

 Bazinga Project

\* Claim Month/Year

 2023-06 (JUN)

\* Current Reporting From

 Jun 15, 2023

\* Current Reporting To

 Jun 30, 2023

\* Claim Amount

 \$25,000.00

Progress Level of Work Completed %

☐ Final Claim

Cancel

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Next

6. If a Grantee is required to submit a stand-alone report as part of the Grant requirements, then enter \$0.00 as the amount in the Claim Amount field. The system will still create a claim record, but this will allow Grantees to submit reports to meet reporting requirements. Click “Next” when completed.

✓ Instructions

✓ Grant Information

Basic Claims Information

Attachments

Acknowledgment

Preview and Submission

Basic Claims Information

Name of Grantee

Cheesecake Telephone Company

Name of Project

Bazinga Project

\* Claim Month/Year

2023-08 (AUG)

\* Current Reporting From

Aug 1, 2023

\* Current Reporting To

Aug 31, 2023

\* Claim Amount

\$0.00

Progress Level of Work Completed %

☐ Final Claim

Cancel

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7. On the Attachments page upload the required document(s) needed to submit the claim (indicated with an **\***) and check the box to confirm the document has been attached. If any of the boxes are not checked, a message will appear, “**Check this box after file is uploaded**”. When completed, click “Next”.

✓ Instructions

✓ Grant Information

✓ Basic Claims Information

Attachments

Acknowledgment

Preview and Submission

Attachments

\* Project Reports

Upload Files

Or drop files

☐ Confirm Upload

Other Documents

Upload Files

Or drop files

☐ Confirm Upload

Cancel

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8. On the Acknowledgement page, read and check the box to agree to the Terms and Conditions. Click “Next”.

✓ Instructions

✓ Grant Information

✓ Basic Claims Information

✓ Attachments

Acknowledgment

Preview and Submission

### Acknowledgment

By checking I Agree, I declare under penalty of perjury under the laws of the State of California that I am authorized to act on behalf of the Grantee, that the information submitted with this claim is true and correct. I understand that this claim 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 claim.

☒ I Agree

Cancel

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Next

9. Once the Acknowledgment has been verified, a “Validation Successful” message will appear. At this point, a preview of the claim can be downloaded, or the claim can be saved as a draft for later submission or submitted for review and approval.

### Preview and Submission

[Click here for claim preview](#)

✓

**Validation Successful!**

Your claim is ready for submission. Click Submit to submit your claim to the CASF program, or click “X” in the right hand corner to return to the claim.

Save as Draft

Submit

*Save as Draft:*

10. A claim can be created and saved as a draft to be edited and submitted at a later date. If “Save as Draft” is clicked, the following message appears:

### Save as Draft

---

Are you sure you want to save the Claim as Draft?

No

Yes

- No: Returns to the Preview and Submission page.
- Yes: Navigates to a claim details page. The claim can be edited and saved as a draft, or click “Validate and Submit”.

\*There is no time limit on how long a claim can remain as a draft before it must be submitted. A claim can remain in “Draft” status indefinitely.

### Claim Details page:

[Edit Claim](#)
[Validate and Submit](#)

Details
Documents

|                                    |                                               |                      |                              |
|------------------------------------|-----------------------------------------------|----------------------|------------------------------|
| Claim Number                       | 00031746                                      | Account              | Cheesecake Telephone Company |
| Subject                            | CASF - Infrastructure & LEP                   | Claim Month & Year   | 2023-06 (JUN)                |
| Status                             | <input checked="" type="checkbox"/> Submitted | Claim Amount         | \$25,000.00                  |
| Sub Status                         | Pending Infrastructure & LEP Analyst Review   | Disallowance Amount  |                              |
| Final Claim                        | <input type="checkbox"/>                      | Approved Amount      | \$0.00                       |
| Current Reporting From             | 6/14/2023                                     | Current Reporting To | 6/29/2023                    |
| Progress Level of Work Completed % |                                               | Submitted On         | 9/19/2023 11:46 AM           |
| Comments                           |                                               | Award ID             | 23INF026                     |
| Project                            | Bazinga Project                               | Disallowance Reason  |                              |
| Created By                         | Penny Cooper                                  | Created By           | 9/14/2023 2:18 PM            |
| Last Modified By                   | Penny Cooper                                  | Last Modified By     | 9/19/2023 11:47 AM           |

### Validate and Submit:

11. Click “Yes” to submit the claim for CASF review.

**Preview and Submission**

Are you sure you want to submit your claim for CASF Staff review? No changes can be made after submission.

After the claim is submitted a confirmation message will appear. Click “OK” to return to the homepage.

**Preview and Submission**

Thank you for submitting your claim. CASF Staff will review the information you have submitted. Please keep checking your Portal home page for any updates regarding your claim submission.

12. The claim details appear with a status of Submitted. Click the Home link to return to the list of claims.

| <div> Claims</div> <div><b>My Claims</b> ▼ </div> |                |                             |                    |                 |          |                                                                                                 |                                             |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------|--------------------|-----------------|----------|-------------------------------------------------------------------------------------------------|---------------------------------------------|--|
| 2 items • Sorted by Claim Number • Filtered by All claims - My Claims                                                                                                                                                   |                |                             |                    |                 |          |                                                                                                 |                                             |  |
|                                                                                                                                                                                                                         | Claim Number ↑ | Claim Record Type           | Claim Month & Year | Project         | Award ID | Status                                                                                          | Sub Status Info                             |  |
| 1                                                                                                                                                                                                                       | 00031746       | CASF - Infrastructure & LEP | 2023-06 (JUN)      | Bazinga Project | 23INF026 |  Draft     |                                             |  |
| 2                                                                                                                                                                                                                       | 00031748       | CASF - Infrastructure & LEP | 2023-07 (JUL)      | Bazinga Project | 23INF026 |  Submitted | Pending Infrastructure & LEP Analyst Review |  |

13. A Notification is sent and can be viewed by clicking the Bell icon. An email will also be sent to the email address on file for the Grantee's account.

