Application Item 19

 APPLICATION CHECKLIST

[Company/Organization Name]

[Project Name]

To assist the Commission in verifying the completeness of your proposal, mark the box to the left of each item submitted. Please note that this Application Checklist is intended only as an aid for applicants and Staff. The required information for many of these items can be found in the [Decision (D.) 22-11-023](https://docs.cpuc.ca.gov/PublishedDocs/Published/G000/M498/K965/498965038.PDF) which outlines the Broadband Infrastructure Grant Program Rules.

|  |  |  |
| --- | --- | --- |
| **Applicant****Check-off** | **CASF Broadband Infrastructure Grant****Application Items Checklist** | **CASF Staff Only** |
|[ ]  **Item 1 - Project Summary**Note: Item 1 - Project Summary is the only section that will be released publicly and may duplicate information collected elsewhere. All other items are considered confidential and will not be released publicly. |[ ]
|[ ]  Basic Project/Applicant Information, including:* Company/Applicant’s Name
* CPCN/U-Number or WIR or pending CPCN/WIR application number, if applicable
* Contact person
* Project title
* Named Project Location (community/county)
* Project Type (Last-mile or hybrid last-mile/middle mile)
* Amount of CASF grant funding requested and project cost
 |[ ]
|[ ]  Map of the proposed project area, including identification of serviceable locations (points) proposed to be served |[ ]
|[ ]  The number of serviceable locations in the proposed project area |[ ]
|[ ]  The maximum upload and download speeds currently offered to serviceable locations in the project area (in mbps) |[ ]
|[ ]  Median household income of the project area |[ ]
|[ ]  The number of businesses, anchor institutions and public safety locations in the project area that will receive new or improved service | [ ]  |
|[ ]  A description of the major infrastructure to be deployed |[ ]
|[ ]  Estimated breakdown of aerial and underground installation |[ ]
|[ ]  Major equipment expenses |[ ]
|[ ]  Estimated construction timeline |[ ]
|[ ]  Description of proposed broadband project plan for which CASF funding is being requested including the type of technology to be provided in the proposed service areas:* Download speed capabilities of proposed facilities
* Upload speed capabilities of proposed facilities
* Sufficient construction detail to enable a preliminary indication of the need for a California Environmental Quality Act (CEQA) review and if proposed project areas contain any environmentally sensitive areas
* Identification of the leveraging of existing available facilities
* A statement of whether the applicant is disputing the Broadband Map depiction of served status
* A statement of whether the applicant is seeking Ministerial Review and, if so, information that the application meets all requirements for Ministerial Review
* A description of middle-mile facilities for which funding is requested in the proposed project area and an attestation that applicant will consult with CDT as required by these guidelines
* A statement accepting open access requirements for any middle-mile facilities in the proposed project
 |[ ]
|[ ]  **Item 2 - Applicant Entity Information** |[ ]
|[ ]  Information Sheet (Attachment A of the Program Rules) with a Certificate of Good Standing issued by the Secretary of State |[ ]
|[ ]  Organizational Chart, Company History, and Statement of Readiness to Build, Manage, and Operate Broadband |[ ]
|[ ]  Key Contact Information (Name, Title, Address, Email Address, and Phone number) |[ ]
|[ ]  Key Company Officers |[ ]
|[ ]  **Item 3 - Description of the Applicant’s Current Broadband Infrastructure and Existing Infrastructure in the Area** |[ ]
|[ ]  Description of the provider’s current broadband infrastructure and service within five miles of the proposed project |[ ]
|[ ]  Description of other providers’ infrastructure within the project area which can be leased, purchased or accessed via interconnection including to the statewide Middle Mile network. |[ ]
|[ ]  **Item 4 - Project Location Data** |[ ]
|[ ]  Geographic location of all eligible and priority eligible locations. This information will be provided in a plain-text, comma-separated values (CSV format) file, or .kmz/.kml or shapefile, that contains [Location ID](https://help.bdc.fcc.gov/hc/en-us/articles/10419121200923-How-Entities-Can-Access-the-Location-Fabric) and geo-located street address information including latitude and longitude coordinates. |[ ]
|[ ]  Geographic location of the project related key network equipment, such as DSLAMs, wireless towers, router facilities, remote terminals, network interconnection, etc. |[ ]
|[ ]  Geographic boundary of the project area within which all serviceable locations will fall (shapefile or .kml) |[ ]
|[ ]  **Item 5 - Median Income** |[ ]
|[ ]  Median household income for each census block group (CBG) that intersects the project area |[ ]
|[ ]  **Item 6 - Project Eligibility** |[ ]
|[ ]  An assertion that the applicant reviewed the available data on the Broadband Map and determined that the broadband project area proposed is eligible |[ ]
|[ ]  **Item 7 - Deployment Schedule** |[ ]
|[ ]  A schedule for obtaining necessary permits prior to construction. The schedule must include the timeline required for the California Environmental Quality Act (CEQA) review, as applicable |[ ]
|[ ]  A schedule for project construction, following receipt of permits, to complete the project within 24 months, or within 18 months if the project is categorically exempt from CEQA |[ ]
|[ ]  **Item 8 - Proposed Project Expenditures**(Use the template provided on the CASF Infrastructure Account webpage) |[ ]
|[ ]   Identification of expense categories (direct or indirect) |[ ]
|[ ]  Identification of direct expenses |[ ]
|[ ]  Identification of individual cost elements and their cost amount |[ ]
|[ ]  Identification of allocated indirect costs |[ ]
| [ ] ☐ |  **Item 9 - Economic Life of All Assets to be Funded** |[ ]
|[ ]  The applicant must identify all the equipment to be funded by the CASF bycategory, the type of equipment, and the estimated useful life |[ ]
|[ ]   **Item 10 - Letter of Credit Requirement** |[ ]
|[ ]  An eligible applicant that does not hold a CPCN issued by the Commission isrequired to submit a Letter of Credit |[ ]
|[ ]   **Item 11 - Pricing Commitment** |[ ]
|[ ]  Fixed monthly service level subscription rates |[ ]
|[ ]  Acknowledgement that any installation/service connection charges will be waived |[ ]
| [ ]  | Any commitments and/or requirements that the customer must accept in order to receive equipment during the commitment period such as return ofequipment |[ ]
| [ ]  | Low-income broadband plan detailing prices and speeds to be offered. At minimum, the low-income broadband plan must meet all CASF performance criteria |[ ]
|[ ]   **Item 12 - Marketing/Outreach Plan** |[ ]
|[ ]  The applicant must provide a plan to encourage subscription of the broadband service in the project location |[ ]
|[ ]   **Item 13 - Government and Community Support** |[ ]
|[ ]  The applicant may submit endorsements or letters of support from state and local government, community groups, and anchor institutions supporting thedeployment of the broadband infrastructure |[ ]
|[ ]   **Item 14 - Funding Sources** |[ ]
|[ ]  Identify all project funding sources such as loans, bonds, financial contributions of the provider, and other sources |[ ]
|[ ]   **Item 15 - Financial Qualifications** |[ ]
|[ ]  Certified Public Accountant audited financial statements for the last three years, including:* Balance Sheet
* Income Statement
* Statement of Cash Flows
 |[ ]
|[ ]  Pro Forma Financial Forecast for a five-year period, including:* Balance Sheet
* Income Statement
* Statement of Cash Flows
 |[ ]
|[ ]  Five-year annual EBIT (Earnings Before Income and Tax) projection for the company |[ ]
|[ ]   **Item 16 - Project Viability** |[ ]
|[ ]  The applicant must provide a five-year projected project business planshowing project profitability, revenues, and expenses |[ ]
|[ ]  Provide the annual take rate for the project for the first five years following completion |[ ]
|[ ]   **Item 17 - Providing Voice Service** |[ ]
|[ ]  The applicant must provide information about the following:* Availability of voice service that meets FCC standards for E-911 service and battery back-up;
* Listing of types of voice services offered; and
* Timeframe of voice offering(s)
 |[ ]
|[ ]   **Item 18 - CEQA Attestation** |[ ]
|[ ]  The applicant must provide information about their project demonstrating how CEQA compliance is to be obtained. Fill out the CEQA Questionnaire including responding to questions and uploading documents such as a detailed map showing terrain characteristics and proposed infrastructure, photos, preliminary design, etc. For additional information go to: <https://www.cpuc.ca.gov/ceqa> |[ ]
|[ ]   **Item 19 - Application Checklist** |[ ]
|[ ]  This is the [Application Checklist](https://www.cpuc.ca.gov/-/media/cpuc-website/divisions/communications-division/documents/casf-infrastructure-and-market-analysis/broadband-infrastructure-grant-account---landing-page/item-19---application-checklist---applicant-name---project-name.docx); please check the boxes as you complete thesections and include the complete Checklist with your application |[ ]
|[ ]   **Item 20 - Affidavit** |[ ]
|[ ]  Applicants must submit an affidavit, under penalty of perjury, that all the statements and representations made in the application information submitted is true and correct (See Attachment C of the [Program Rules](https://docs.cpuc.ca.gov/PublishedDocs/Published/G000/M498/K965/498965038.PDF)) |[ ]

**Applications are due on October 31, 2025.**

**Submit completed applications online via secure ftp transmission.**

**To request the ftp link to submit your application, please send a request to:** **CASF\_Application\_Questions@cpuc.ca.gov**