|  |  |
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|  | **CASF Grantee Monthly Contractor Reporting Form**  Public Utilities Code section 281(l)(1) requires all California Advanced Services Fund (CASF) grantees approved and funded on or after July 21, 2021, that use a licensed contractor or subcontractor undertaking a contract or subcontract in excess of $25,000 to report monthly to the California Public Utilities Commission (Commission), at minimum, the name and contractor’s license of each licensed contractor or subcontractor, the location, and anticipated dates of work to be performed.  \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* |

**Instructions**

A CASF grantee approved and funded on or after July 21, 2021, must submit monthly a CASF Grantee Monthly Contractor Reporting Form for each licensed contractor or subcontractor undertaking a contract or subcontract in excess of $25,000. A data entry and report form, via the Microsoft Excel is available at:

[**https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund**](https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund)**.**

The Excel file, CASF Grantee Monthly Contractor Reporting Form, contains 5 worksheets titled Report\_1, Report\_2, etc. allowing a grantee to file up to 5 reports using one single file. If you need to file more than 5 reports, please add additional tab(s) or submit additional reporting form(s). Requested data for each form must be provided in column C row 2 through row 19 (C2:C19) including:

|  |  |
| --- | --- |
| **Data Field** | **Format** |
| Reporting Period | M/YY |
| CASF Program for the Grant Received | Select from the dropdown box |
| Name of CASF Grantee |  |
| Name of the Project |  |
| Type of Contract | Select from the dropdown box |
| Contract Amount in Excess of $25,000 | Select from the dropdown box |
| Contractor Name |  |
| Contractor License Number | License check is available from the Contractors State License Board at <http://www.cslb.ca.gov> |
| Location of Work to be Performed, Street | Leave blank if not applicable |
| Location of Work to be Performed, City | Separate by comma for each city for multiple cities |
| Location of Work to be Performed, Zip Code | Separate by comma for each zip code for multiple zip codes |
| Anticipated Start Date | M/D/YY |
| Anticipated End Date | M/D/YY |
| Name of Signatory |  |
| Title of Signatory |  |
| E-Signature | Auto-filled based on the Name of Signatory |
| Acceptance of E-Signature | Select from the dropdown box |
| Signed Date |  |

The report is available at A21:C41 (see attached sample). To print the report for your records, press Ctrl + P.

The completed Excel file must be filed electronically on or before the 25th of the month following execution of the contract, to [CASF@cpuc.ca.gov](mailto:CASF@cpuc.ca.gov).



*S a m p l e*