

Local Agency Technical Assistance (LATA) Grantee User Guide

CALIFORNIA PUBLIC UTILITIES COMMISSION

UPDATED December 2025



**California Public
Utilities Commission**

Table of Contents

Introduction.....	4
Navigation.....	5
My Awards	5
Submission of Quarterly and Monthly Contractor Reports.....	7
Quarterly Reports	7
Monthly Contractor Reports	12
Amendment Requests.....	17
Payment Requests/Completion Reports.....	27
How to Upload Files	40
Contact Information and Additional Resources	42

Broadband Grant Portal - User Guide

INTRODUCTION

The California Public Utilities Commission (CPUC) [Broadband Grant Portal](#) (Portal) is a web-based system designed to allow users to submit applications and manage awards for broadband grants. It is a comprehensive system that covers all aspects of the grant cycle, from user registration and application submission to review cycles, award notifications, reporting, and closeout. The Portal also provides for the application objection process.

The Broadband Grant Portal first launched with the Federal Funding Account and eventually expanded to include other CPUC broadband grant programs, including the Local Agency Technical Assistance Program. The Portal's commonality and accessibility will streamline the process for all programs it serves, allowing for faster and more efficient analyses of grant applications.

This guide covers the user registration and application submission process for Local Agency Technical Assistance (LATA) reporting, modification requests, and payment requests. Please note that the CPUC is not currently accepting LATA grant applications and is only open for current LATA recipients to submit the required progress reports for their awards.

NAVIGATION

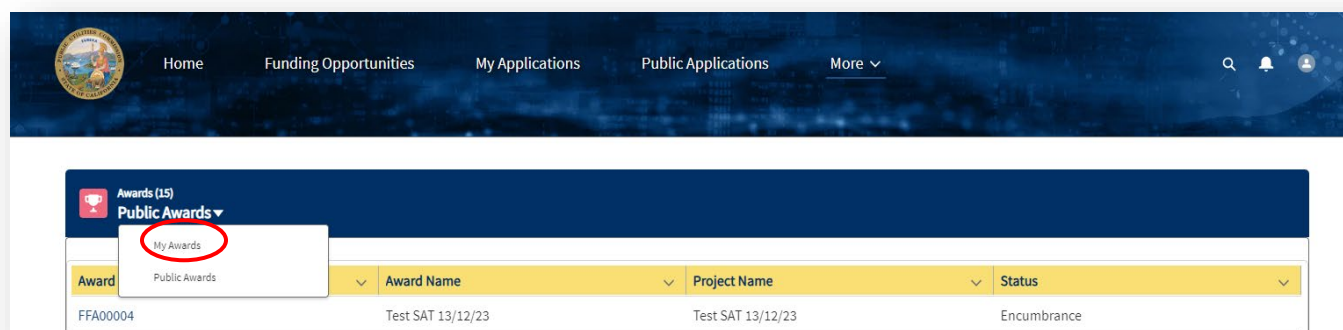
Please first log in to the Portal. On the top right corner of the webpage, please log in by clicking on the icon under the red arrow.




My Awards

On the homepage, there are links to the various sections within the Portal at the top of the page. These links will assist with navigating through the Portal. The “Awards” section only appears once logged in. Please click on “Awards”.

Click on “Public Awards” and select “My Awards” from the drop-down menu to view your awards.




On the “My Awards” page, under “Award ID”, please click on the link to the relevant award.

 Awards (1)
My Awards ▾

Award ID ▾	Award Name ▾	Project Name ▾	Status ▾
24LATA122	LATA Project	LATA Project	Amendment Request

Now, you can view your award “Detail” tab.

 Award
24LATA122

New Report

New Payment Request

New Amendment Request

Application
LATA Project

Project Period
1/8/2024 - 12/31/2024

Detail

Amendments

Payment Request

Progress Report

Files

▼ Award Information

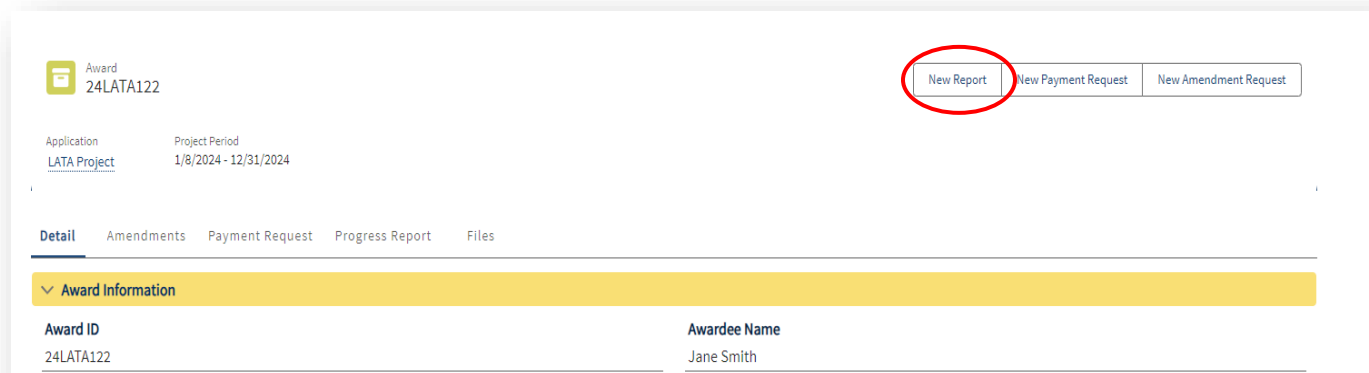
Award ID
24LATA122

Awardee Name
Jane Smith

SUBMISSION OF QUARTERLY AND MONTHLY CONTRACTOR REPORTS

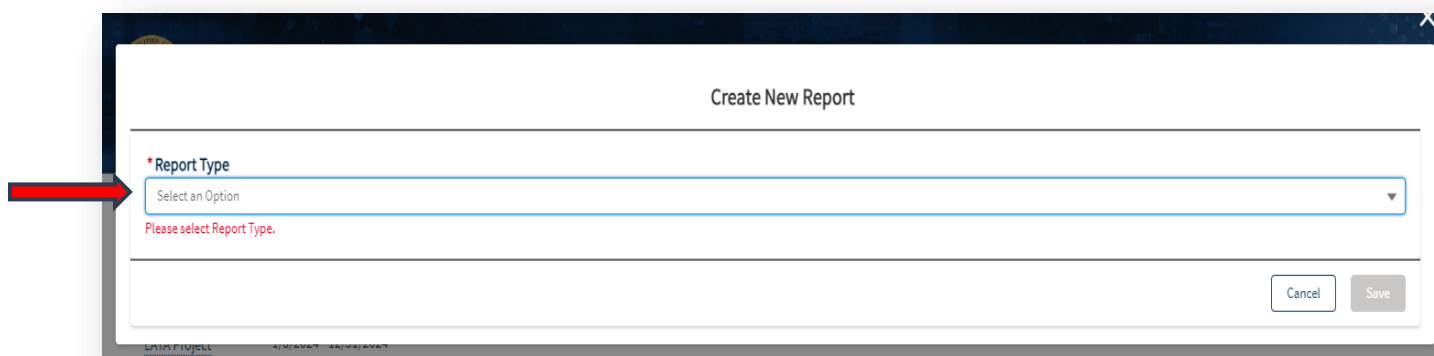
Quarterly Reports

On the Award page (please see “Navigation” section for how to access award page), please click on “New Report” in the upper right-hand corner.



The screenshot shows the 'Award' page for award ID 24LATA122. In the top right corner, there are three buttons: 'New Report', 'New Payment Request', and 'New Amendment Request'. The 'New Report' button is circled in red. Below the buttons, there is a section for 'Award Information' with a yellow header. It displays the 'Award ID' as 24LATA122 and the 'Awardee Name' as Jane Smith. There are also tabs for 'Detail', 'Amendments', 'Payment Request', 'Progress Report', and 'Files'.

Please select “Quarterly Reports” in the pop-up window.



The screenshot shows a 'Create New Report' pop-up window. It has a title bar with a close button. The main content area has a label '* Report Type' and a dropdown menu with the text 'Select an Option'. A red arrow points to the dropdown menu. Below the dropdown, there is a red error message: 'Please select Report Type.' At the bottom right, there are 'Cancel' and 'Save' buttons.

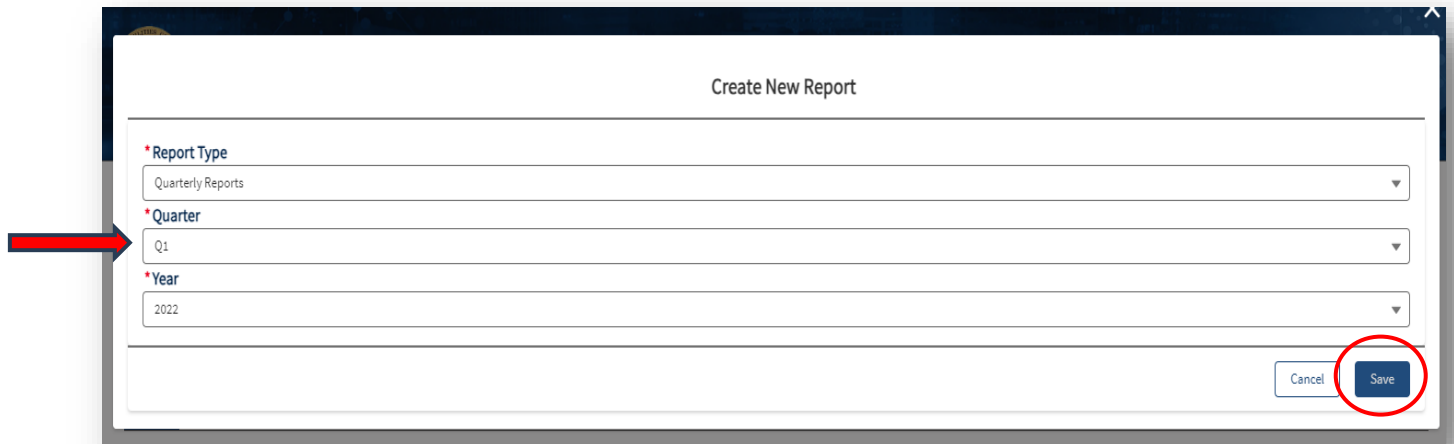
Then select the “Quarter” and “Year” of the report in which you would like to submit. Click on the “Save” button to create the report.

Q1: January-March

Q2: April- June

Q3: July- September

Q4: October- December



Create New Report

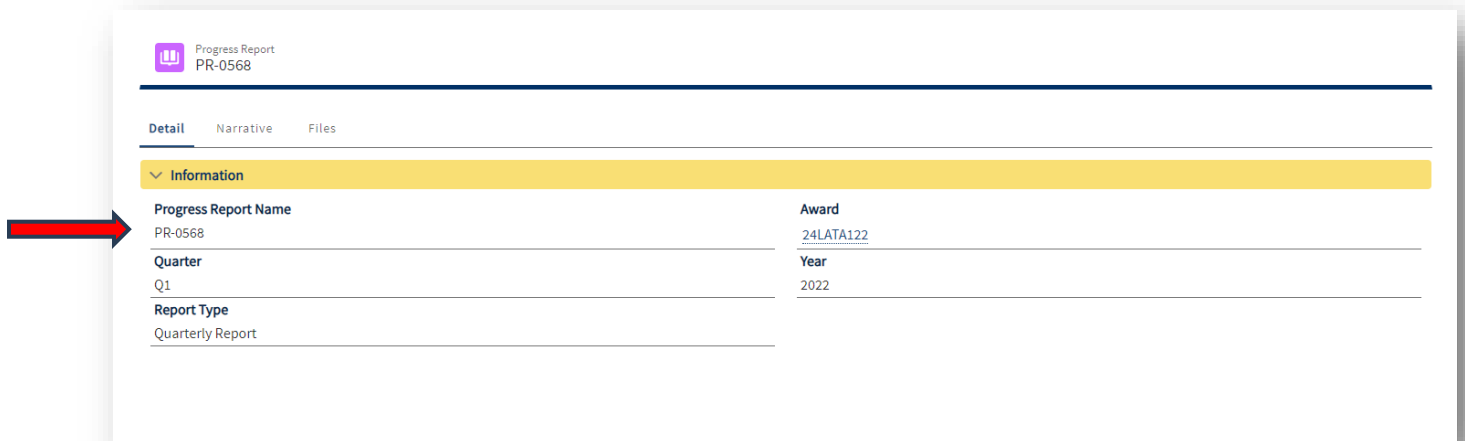
*Report Type
Quarterly Reports

*Quarter
Q1

*Year
2022

Cancel Save

You can now view the Progress Report Name (PR-XXXX) under the “Detail” tab. In this example, the Progress Report Name is PR-0568.



Progress Report
PR-0568

Detail Narrative Files

Information

Progress Report Name	Award
PR-0568	24LATA122
Quarter	Year
Q1	2022
Report Type	
Quarterly Report	

Click on the “Narrative” tab to view the questions of the report.

Progress Report
PR-0568

Detail **Narrative** Files

Save Progress Submit Report

Reporting Requirements

* 1.1) The counties, cities and census designated places where households, businesses, and community anchor institutions are planned to be served by the broadband project.

Salesforce Sans 12 [Color Picker] [Bold] [Italic] [Underline] [Link] [Unlink] [Bulleted List] [Numbered List] [Indent] [Outdent] [Link] [Link Icon]

Please answer each question by typing in the text box and please do not include any attachments to the report. Please note you may change the font and access other formatting tools at the top of each text box. All required fields are marked with a red asterisk.

For Question 2.1, please include (estimated) percentage of work product completion. You may include optional attachments.

You may save your progress to complete at a later time by clicking on the “Save Progress” button.

To submit the report, please click the “Save Progress” button before submitting, then click “Submit Report” in the upper right-hand corner.

Progress Report
PR-0568

Detail **Narrative** Files

Save Progress **Submit Report**

▼ Reporting Requirements

*1.1) The counties, cities and census designated places where households, businesses, and community anchor institutions are planned to be served by the broadband project.

Salesforce Sans 12 B I U \$

Once the report is submitted, CD staff will review the report. If there are any discrepancies with the report, you will receive an email from a CD staff member requesting a resubmittal of the quarterly report with the correction(s). You will also receive an email from grantportal.noreply@cpuc.ca.gov stating a correction is needed and that a CPUC staff member will reach out to you.

You may view all progress reports and their status under the “Progress Report” tab.

Award
24LATA122

Application
LATA Project

Project Period
1/8/2024 - 12/31/2024

New Report New Payment Request New Amendment Request

Detail Amendments **Progress Report** Files

Progress Reports (3)

Progress Report Name	Report Type	Status
PR-0565	Monthly Contractor Reports	Created
PR-0568	Quarterly Reports	Accepted
PR-0569	Quarterly Reports	Accepted

View All

To make a correction to the report, click on the applicable Progress Report Name. Please make the changes to the applicable fields that require correction, and then click the “Submit Report” button. Please note that you cannot make changes to reports once they have been approved.

 Award
24LATA122




[New Report](#)[New Payment Request](#)[New Amendment Request](#)

Application
LATA Project

Project Period
1/8/2024 - 12/31/2024

[Detail](#) [Amendments](#) [Payment Request](#) **[Progress Report](#)** [Files](#)

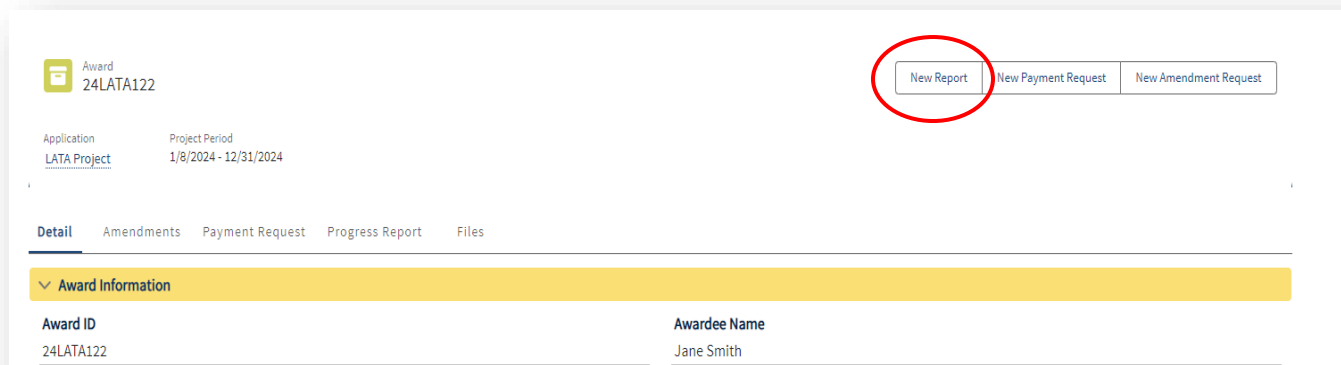
 Progress Reports (3)

Progress Report Name	Report Type	Status	
PR-0565	Monthly Contractor Reports	Created	
PR-0568	Quarterly Reports	Accepted	
PR-0569	Quarterly Reports	Accepted	
View All			

Once the report is approved, you will receive an email from grantportal.noreply@cpuc.ca.gov with a letter of approval.

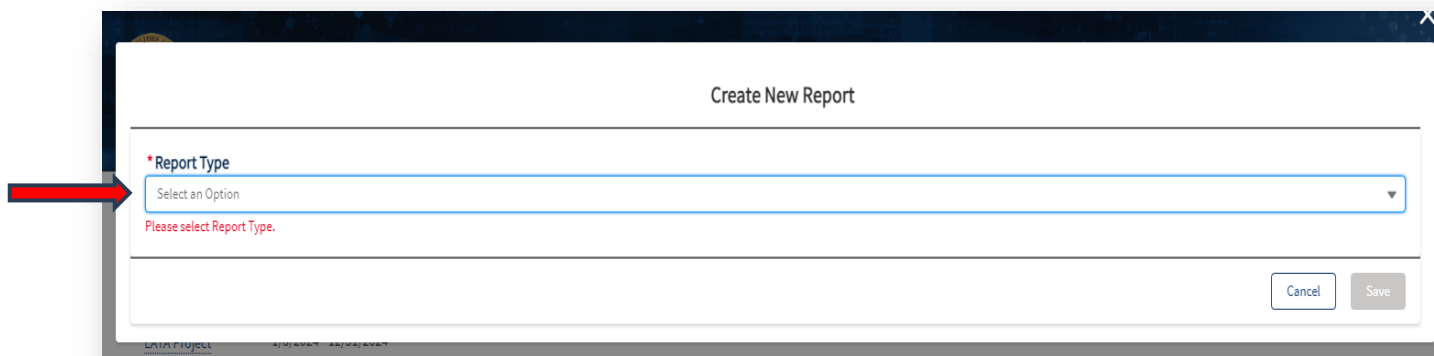
Monthly Contractor Reports

On the Award page, please click on “New Report” in the upper right-hand corner.



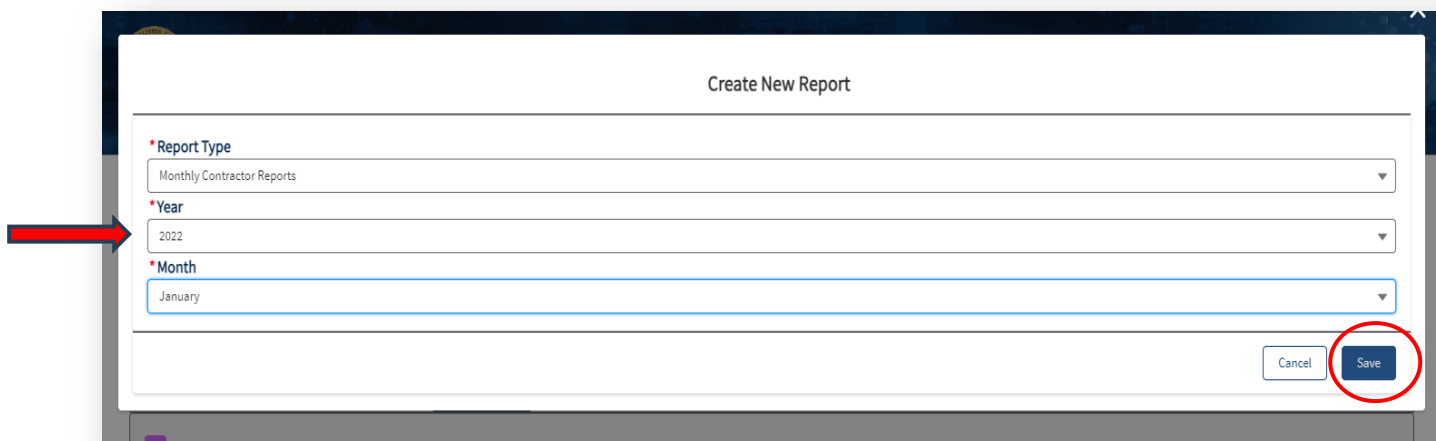
The screenshot shows the 'Award' page for award ID 24LATA122. In the top right corner, there are three buttons: 'New Report', 'New Payment Request', and 'New Amendment Request'. The 'New Report' button is circled in red. Below the buttons, there is a section for 'Award Information' with fields for 'Award ID' (24LATA122) and 'Awardee Name' (Jane Smith). The page also has tabs for 'Detail', 'Amendments', 'Payment Request', 'Progress Report', and 'Files'.

Please select “Monthly Contractor Reports” in the pop-up window.



The screenshot shows a 'Create New Report' pop-up window. A red arrow points to the 'Report Type' dropdown menu, which currently shows 'Select an Option'. Below the dropdown, there is a red error message that says 'Please select Report Type.' At the bottom right of the window, there are 'Cancel' and 'Save' buttons.

Please enter the “Year” and “Month” for the report you are submitting. Click on the “Save” button to create the report.



Create New Report

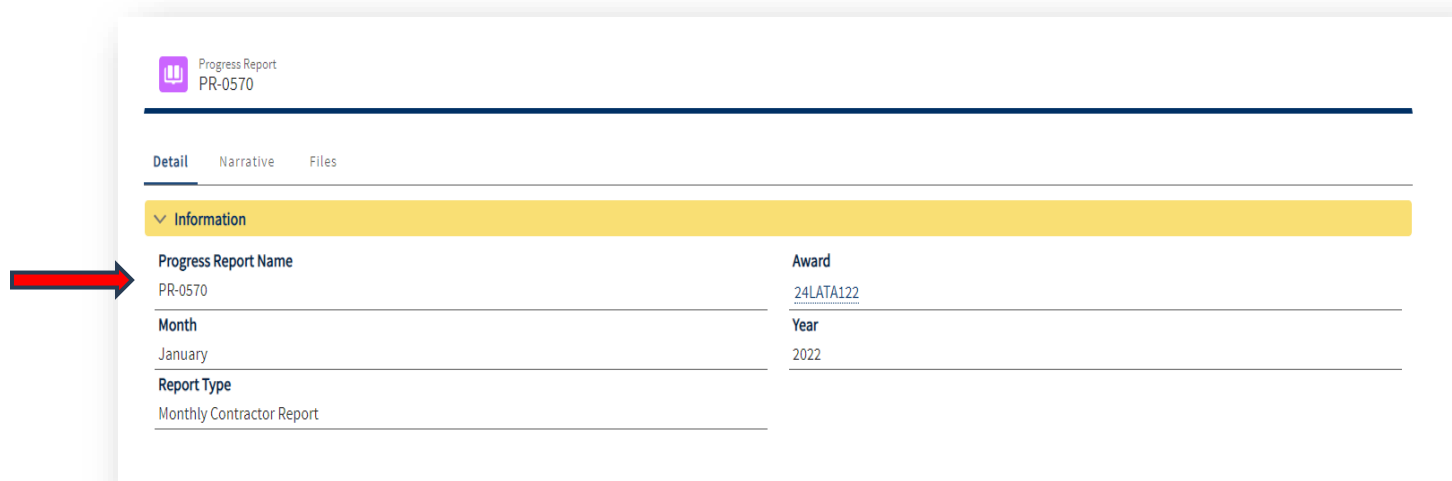
*Report Type
Monthly Contractor Reports

*Year
2022

*Month
January

Cancel Save

You may now view the Progress Report Name for the report. In this example, progress report name is PR-0570.



Progress Report
PR-0570

Detail Narrative Files

Information

Progress Report Name	Award
PR-0570	24LATA122
Month	Year
January	2022
Report Type	
Monthly Contractor Report	

Please enter data into all required fields with a red asterisk. For question 3) “Broadband Program”, please select “Local Agency Technical Assistance.” You will also be required to certify that all statements are true and correct and electronically sign the document before submitting.

* 11) Certification:
I, the undersigned, am a legal representative of the Grantee, and declare under penalty of perjury under the laws of the State of California that, to the best of my knowledge, all of the statements and representations made in this Report are true and correct

☐ Yes
☐ No

* 12) Name of Signatory

* 13) Title of Signatory

* 14) Signed Date

You may save your progress to complete at a later time by clicking on the “Save Progress” button.

To submit the report, please click the “Save Progress” button before submitting, then click the “Submit Report” button in the upper right-hand corner.

Progress Report
PR-0570

Detail **Narrative** Files

Save Progress Submit Report

▼ Grantee Monthly Contractor Reporting

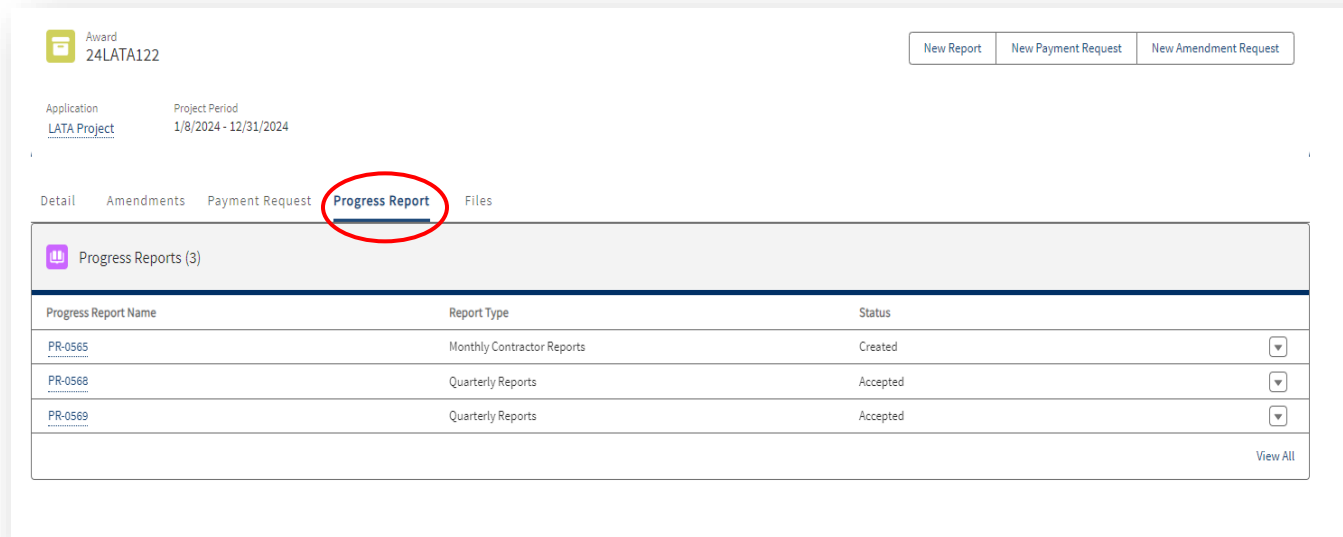
* 1) Reporting Period
January/2022

* 2) Name of Grantee

* 3) Broadband Program
Select an Option

Once the report is submitted, CD staff will review the report. If there are any discrepancies with the report, you will receive an email from a CD staff member requesting a resubmittal of the quarterly report with the correction(s). You will also receive an email from grantportal.noreply@cpuc.ca.gov stating a correction is needed and that a CPUC staff member will reach out to you.

You may view all progress reports and their status under the “Progress Reports” tab.




The screenshot displays the user interface of the Broadband Grant Portal. At the top, there is a header bar with the award number "24LATA122" and three buttons: "New Report", "New Payment Request", and "New Amendment Request". Below the header, the application details are shown: "Application: LATA Project" and "Project Period: 1/8/2024 - 12/31/2024". A navigation bar contains tabs for "Detail", "Amendments", "Payment Request", "Progress Report" (which is highlighted with a red circle), and "Files". Below the navigation bar, a section titled "Progress Reports (3)" contains a table with the following data:

Progress Report Name	Report Type	Status
PR-0565	Monthly Contractor Reports	Created
PR-0568	Quarterly Reports	Accepted
PR-0569	Quarterly Reports	Accepted

A "View All" link is located at the bottom right of the table.

To make a correction to the report, click on the applicable Progress Report Name. Please make the changes to the applicable fields that require correction, and then click the “Submit Report” button. Please note that you cannot make changes to reports that have been approved.


 Award
24LATA122




[New Report](#) [New Payment Request](#) [New Amendment Request](#)

Application
LATA Project

Project Period
1/8/2024 - 12/31/2024

[Detail](#) [Amendments](#) [Payment Request](#) **[Progress Report](#)** [Files](#)

 Progress Reports (3)

Progress Report Name	Report Type	Status	
PR-0565	Monthly Contractor Reports	Created	
PR-0568	Quarterly Reports	Accepted	
PR-0569	Quarterly Reports	Accepted	
			View All

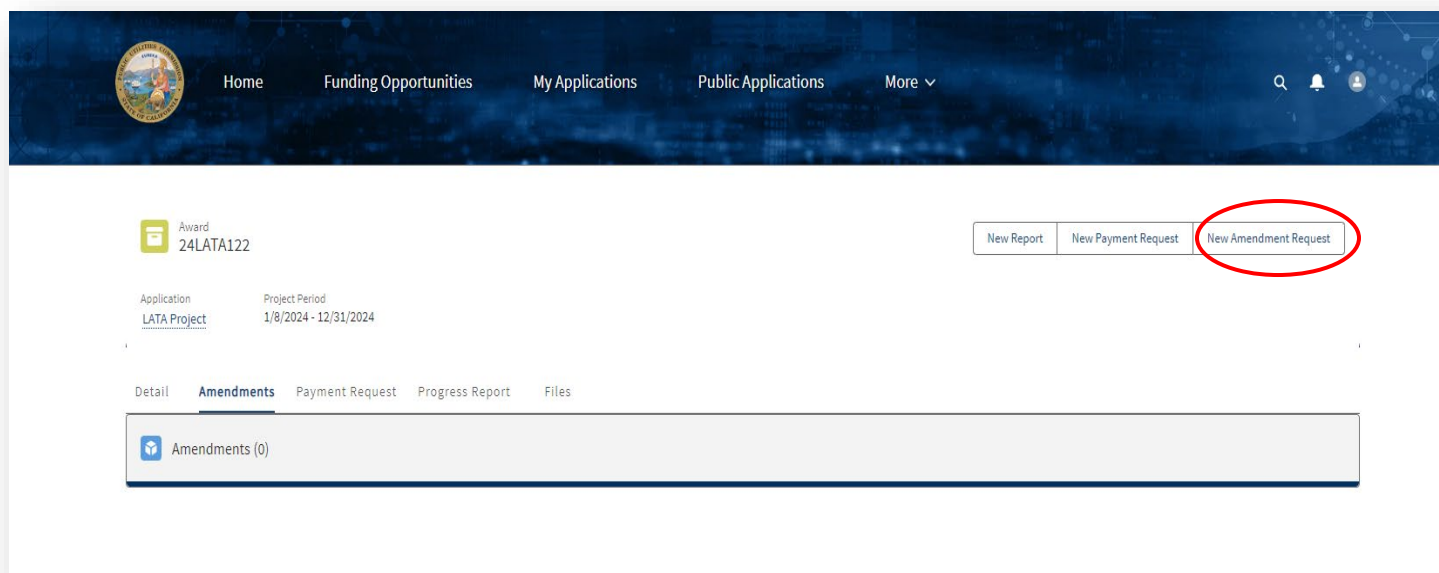
Once the report is approved, you will receive an email from grantportal.noreply@cpuc.ca.gov with a letter of approval.

AMENDMENT REQUESTS

Amendment requests include any changes to the awarded grant's budget, project scope, timeline, or other significant change to the grant award.

For any award modification request to your grants award, please use the following instructions:

In the Award page, click on the “New Amendment Request” button.



Select the type of request from the drop-down box.

- Request for Project Timeline Extension
- Request for Project Change of Scope
- Request for Project Change of Budget
- Request for Project Change in Contractor

Please note: If there are multiple requests, you may select one of the options. For any amendment request (including multiple requests) that includes a change in budget, please select “Request for Project Change of Budget.” Please include a written letter with a justification for the requested changes for all amendment request types. Please include a budget summary with changes (tab 3 of original LATA application) for a Request for Project Change of Budget.

Create New Amendment Request

***Request Type**

Select an Option

- Request for Project Time Line Extension
- Request for Project Change of Scope
- Request for Project Change of Budget
- Request for Project Change in Contractor

Detail Related **Amendments** Payment Request Progress Report Files Award Letter

Amendments (6+)

Amendment Name	Request Type	Status
AR-00035	Request for Project Change of Budget	Amended Award Letter
AR-00036	Request for Project Change of Scope	Approved
AR-00037	Request for Project Time Line Extension	Approved
AR-00038	Request for Project Time Line Extension	Rejected
AR-00042	Request for Project Time Line Extension	Approved
AR-00043	Multiple Requests/Other	Amended Award Letter

View All

Once saved, an Amendment ID (AR-XXXXX) will display at the top left. In this example, the Amendment ID is AR-00035.

Under the “Details” tab, please upload a letter addressed to Local Agency Technical Assistance Administrator containing your contact information, name of project, description(s) of amendment(s) sought and other detailed information relevant to your request. Please click on “Upload Files” to attach the document. You may upload multiple files.

Next, please upload any supporting documents for your request, such as new budgets, timelines, or maps. Please also included an amended [LATA Grant Application](#). Please click on “Upload Files” to attach the document. You may upload multiple files. Please see the “How to Upload Files” section of this Guide for further instructions.

Amendment AR-00035

Award 24LATA122

Detail Files

Request Type Request for Project Change of Budget	Award 24LATA122
Amendment Name AR-00035	Status Draft

• Please upload a letter addressed to Local Agency Technical Assistance Administrator containing your contact information, name of project, description(s) of amendment(s) sought and previous efforts to mitigate the issue(s), and other detailed information relevant to your request

Upload Files Or drop files

Please upload any supporting documents for your request, such as new budgets, timelines, or maps, here

Upload Files Or drop files

Submit

Once you have uploaded all applicable files, please click the “Submit” button at top right corner.

Please note that a Request for a Project Change in Budget requires an extra step. Please click on the “Related” tab. Under this tab, you can view and make changes to your approved budget line items found in the budget summary of the approved LATA application. To create a new budget line item, please click on “New”.

Details **Related** Files

Budget Category Line Item

BUDGET LINE ITEM	WORK PRODUCT TITLE	ADMINISTRATIVE COSTS	WORK PRODUCT COSTS	TOTAL COSTS	
BCLI-5915	Conceptual Network Designs an...	\$ 0.00	\$ 50,000.00	\$ 50,000.00	▼
BCLI-5916	High Level Design	\$ 0.00	\$ 100,000.00	\$ 100,000.00	▼
BCLI-5917	Low Level Design	\$ 0.00	\$ 80,000.00	\$ 80,000.00	▼

New

Next, please fill out all required information and click “Save”.

Budget Category Line Item

*Work Product Title

*Administrative Costs

*Work Product Costs

Total Costs


*Est Timeline to Complete Work Product (XX Weeks)

Cancel Save

You may also edit or delete a budget line item. To edit a budget line item, please click on the arrow button of the budget line item you want to edit. Next, click “Edit” and make changes to the appropriate area and then click “Save”.

Details **Related** Files

Budget Category Line Item

BUDGET LINE ITEM	WORK PRODUCT TITLE	ADMINISTRATIVE COSTS	WORK PRODUCT COSTS	TOTAL COSTS	
BCLI-5915	Conceptual Network Designs an...	\$ 0.00	\$ 50,000.00	\$ 50,000.00	
BCLI-5916	High Level Design	\$ 0.00	\$ 100,000.00	\$ 100,000.00	Edit
BCLI-5917	Low Level Design	\$ 0.00	\$ 80,000.00	\$ 80,000.00	Delete

New

Budget Category Line Item

*Work Product Title
Completed Network Designs and Cost Estimation

*Administrative Costs
\$ 0.00

*Work Product Costs
\$ 50,000.00

Total Costs
\$ 50,000.00

*Est Timeline to Complete Work Product (XX Weeks)
52 weeks

Cancel Save

To delete a record, please click “Delete” and click “OK”.

Details
Related
Files

Budget Category Line Item

BUDGET LINE ITEM	WORK PRODUCT TITLE	ADMINISTRATIVE COSTS	WORK PRODUCT COSTS	TOTAL COSTS	
BCLI-5915	Conceptual Network Designs an...	\$ 0.00	\$ 50,000.00	\$ 50,000.00	▼
BCLI-5916	High Level Design	\$ 0.00	\$ 100,000.00	\$ 100,000.00	Edit Delete
BCLI-5917	Low Level Design	\$ 0.00	\$ 80,000.00	\$ 80,000.00	

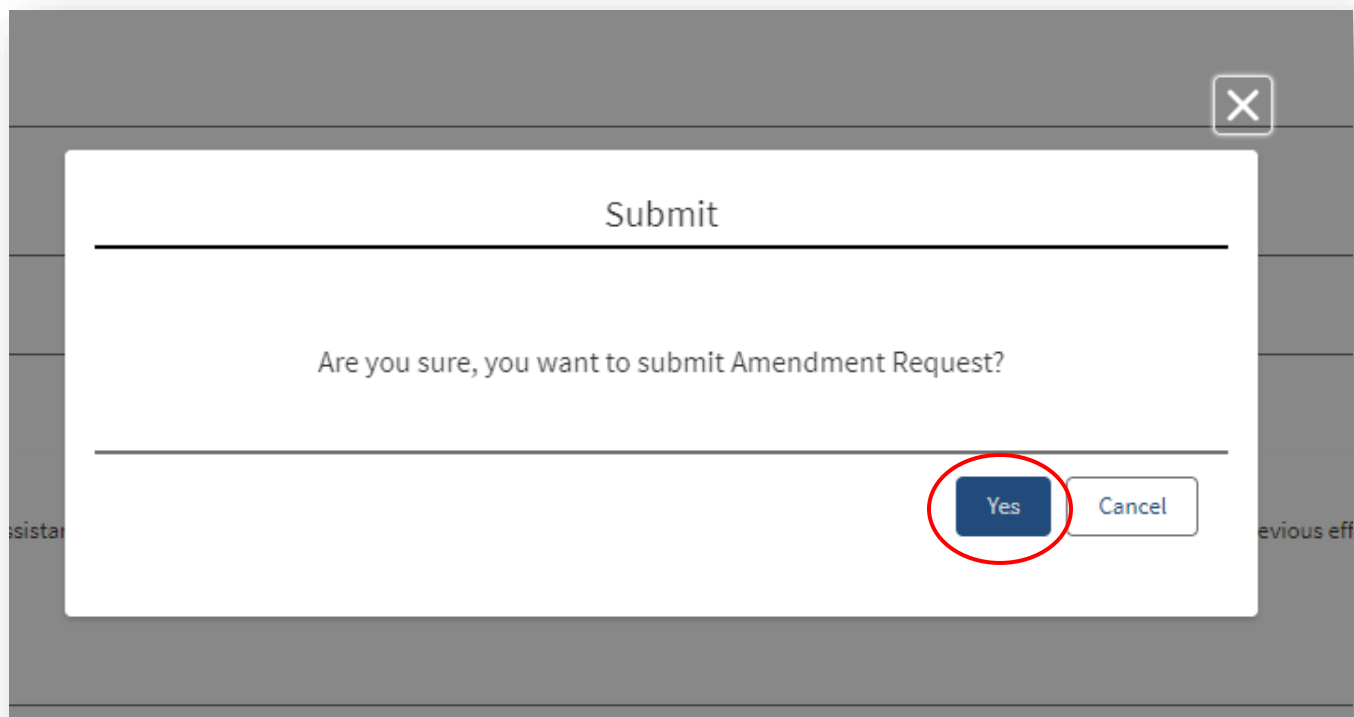
New

Confirm

Are you sure that you want to permanently delete the selected item


Cancel
OK

When completed with the amendment request, please click “Yes” to submit the request.



Once the amendment is successfully submitted, you will receive an email from grantportal.noreply@cpuc.ca.gov verifying your request has been received.


You may view the files you have submitted under the “Files” tab.

 Amendment
AR-00035

Submit

Award
[24LATA122](#)

Detail **Files**

 Files (2)

Title ↑	Owner	Last Modified Date	Size
Letter addressed to "Local Agency Technical As..."	Angela Beane	1/8/2024, 11:31 AM	12KB
Supporting documents.	Angela Beane	1/8/2024, 11:31 AM	12KB

Once approved by CD Staff, an email will be sent from grantportal.noreply@cpuc.ca.gov to the key project contact's email on file with either approval, request for edit, or denial. If CD Staff determines that the request requires an edit, CD Staff will send the request back for editing through the Broadband Grant Portal to the key project contact. The key project contact will receive an email from grantportal.noreply@cpuc.ca.gov like the email below with a summary of the edit. The key project contact will also receive an email from CD Staff with an explanation of what needs to be edited.



CALIFORNIA

Public Utilities Commission

Dear Jane Smith,

Amendment request AR-00298 for the 24LATA122 Local Agency Technical Assistance project has been sent back to you for edit. A Local Agency Technical Assistance team member will be reaching out to you shortly.

The following edit(s) must be made to your amendment request:

Please include the MM/DD/YYYY in the letter.

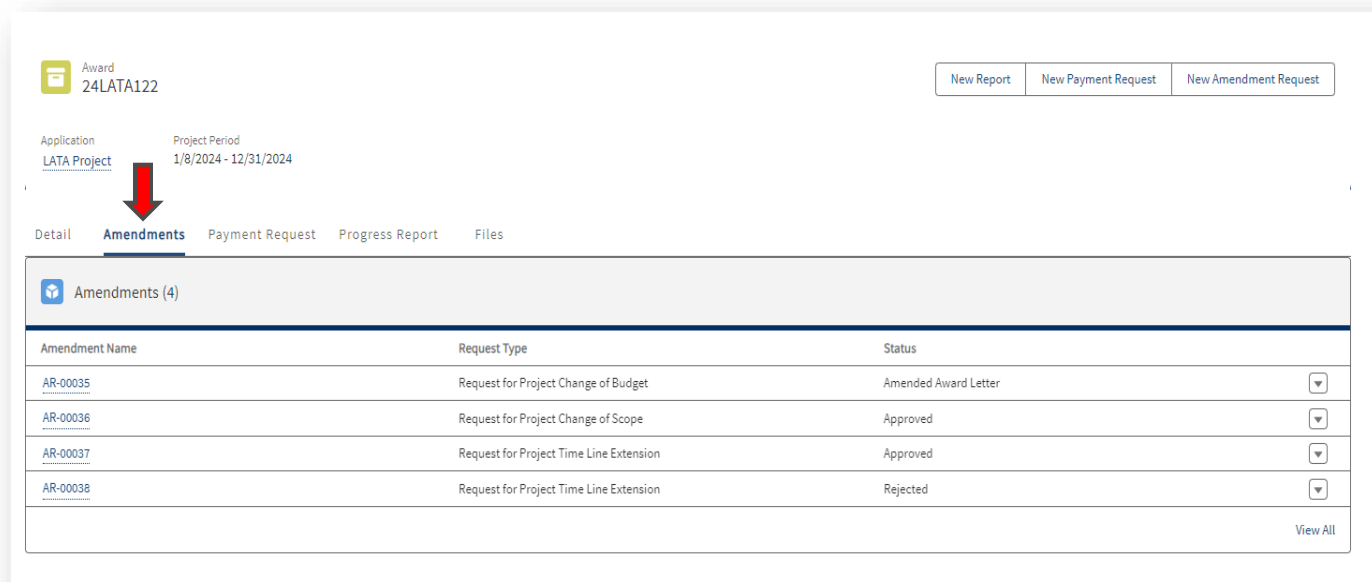
Thank you,

Local Agency Technical Assistance Team

In order to edit the amendment request, please go back into your amendment request in the Broadband Grant Portal (the status will say “Pending Edits”) and edit the amendment request. After you edit the request, please click the “submit” button to resubmit the amendment request.

If rejected, CD staff will follow up with you with details regarding the rejection. You will also receive an email from grantportal.noreply@cpuc.ca.gov regarding the denial.

You may view the status of any Amendment by clicking on the “Amendments” tab on the Award page.



Award
24LATA122

Application
LATA Project

Project Period
1/8/2024 - 12/31/2024

[New Report](#) [New Payment Request](#) [New Amendment Request](#)

[Detail](#) **[Amendments](#)** [Payment Request](#) [Progress Report](#) [Files](#)

Amendments (4)

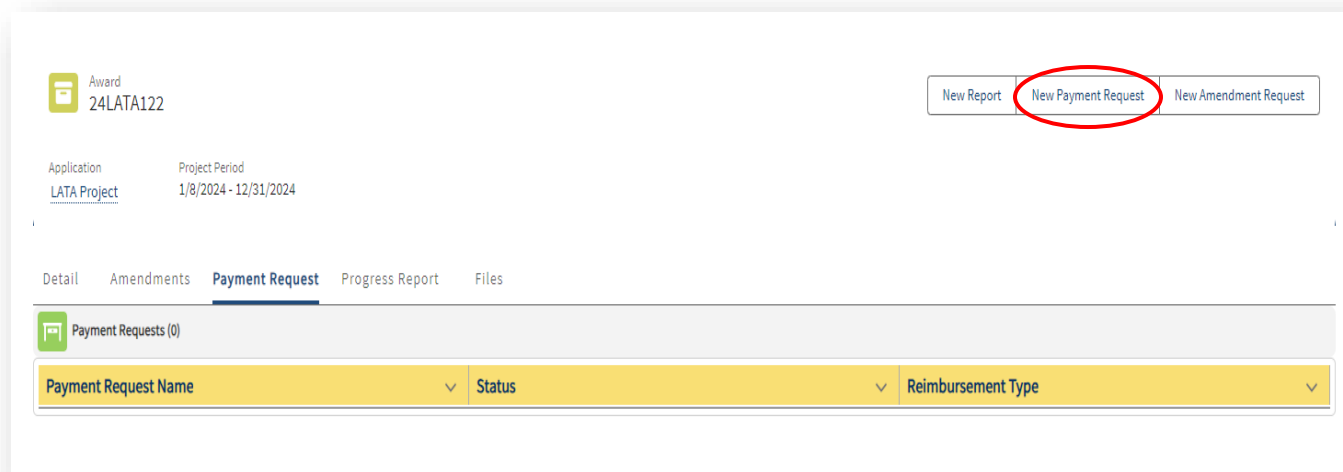
Amendment Name	Request Type	Status
AR-00035	Request for Project Change of Budget	Amended Award Letter <input type="button" value="▼"/>
AR-00036	Request for Project Change of Scope	Approved <input type="button" value="▼"/>
AR-00037	Request for Project Time Line Extension	Approved <input type="button" value="▼"/>
AR-00038	Request for Project Time Line Extension	Rejected <input type="button" value="▼"/>

[View All](#)

PAYMENT REQUESTS/COMPLETION REPORTS

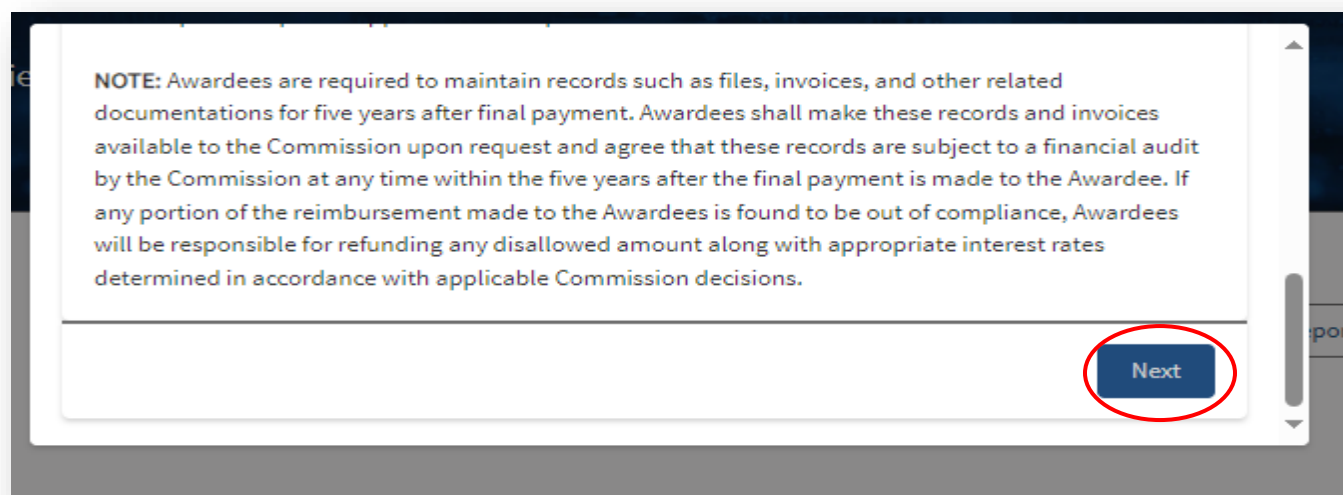
You may request a partial or full/final reimbursement payment for your LATA project. Please use the following steps:

On the Award page, click on “New Payment Request” in the top right corner.



The screenshot shows the 'Award' page for project 24LATA122. In the top right corner, there are three buttons: 'New Report', 'New Payment Request' (which is circled in red), and 'New Amendment Request'. Below these buttons, the 'Application' is listed as 'LATA Project' and the 'Project Period' is '1/8/2024 - 12/31/2024'. A navigation bar at the bottom of the header includes 'Detail', 'Amendments', 'Payment Request' (which is selected and underlined), 'Progress Report', and 'Files'. Below the navigation bar, there is a section titled 'Payment Requests (0)' with a table header containing 'Payment Request Name', 'Status', and 'Reimbursement Type', each with a dropdown arrow.

A pop-up box will appear with a Disclaimer. Please read the Disclaimer and scroll down to locate the “Next” button. Click on “Next” to continue.

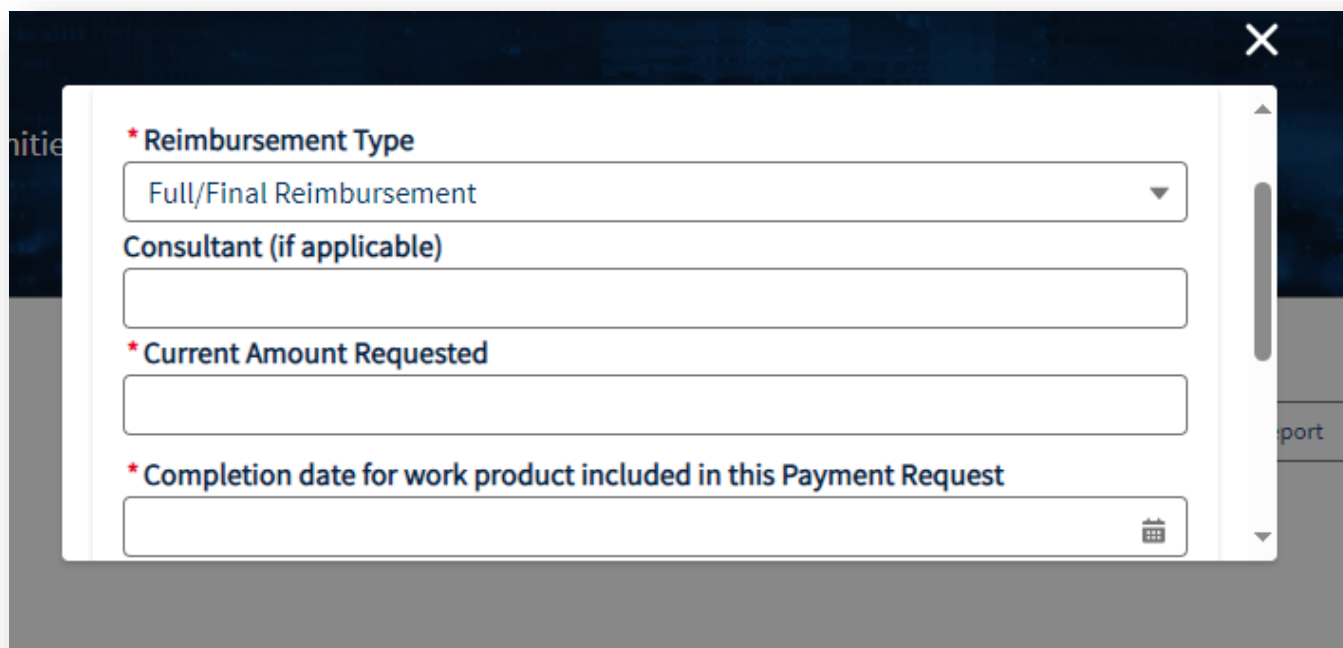


The screenshot shows a disclaimer pop-up box. The text inside reads: 'NOTE: Awardees are required to maintain records such as files, invoices, and other related documentations for five years after final payment. Awardees shall make these records and invoices available to the Commission upon request and agree that these records are subject to a financial audit by the Commission at any time within the five years after the final payment is made to the Awardee. If any portion of the reimbursement made to the Awardees is found to be out of compliance, Awardees will be responsible for refunding any disallowed amount along with appropriate interest rates determined in accordance with applicable Commission decisions.' At the bottom right of the box, there is a blue button labeled 'Next', which is circled in red.

To create the Payment Request, please select a Reimbursement Type by clicking on the down arrow and then selecting either “Partial Reimbursement” or “Full/Final Reimbursement.” Partial Reimbursement requests are reimbursement for completed work products that does not comprise of the entire project. “Full/Final Reimbursement” is for a request for reimbursement for the entire project. Please note that the CPUC will only reimburse for whole completed work products.

Once a reimbursement type has been selected, please fill out the following fields:

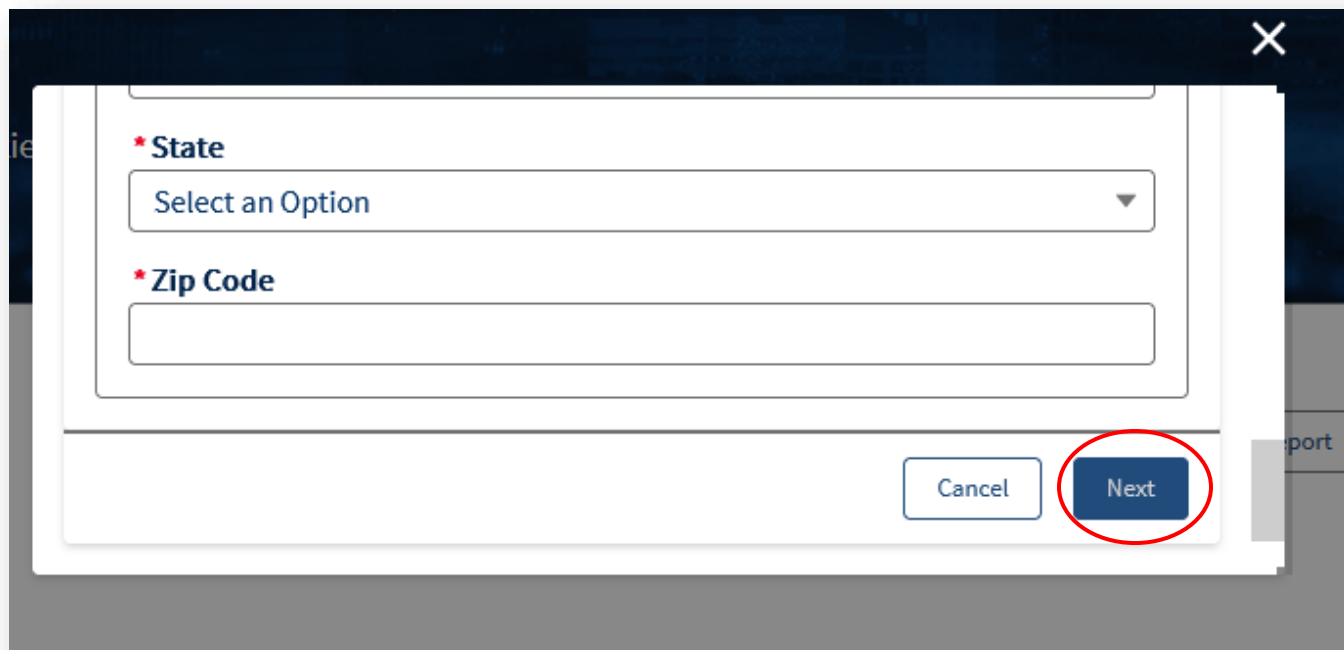
- Consultant (if applicable)
- Current Amount Requested (how much are you asking for the reimbursement)
- Completion date for work product included in this Payment Request (please click on calendar icon to select date)
- Work Product (Please list all work products you are requesting reimbursement for. You may find the work products listed on the budget summary tab of your LATA application)
- Address to which the payment will be sent (please list the address for which you will want to receive a check)



The screenshot shows a modal form titled "Payment Request" with a close button (X) in the top right corner. The form contains the following fields:

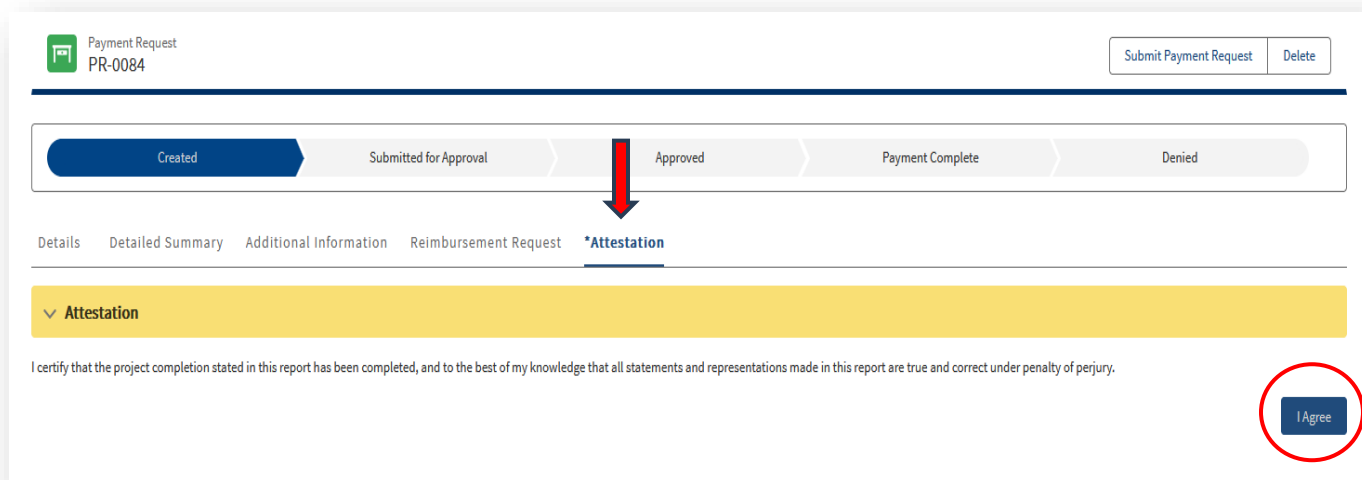
- * Reimbursement Type**: A dropdown menu with "Full/Final Reimbursement" selected.
- Consultant (if applicable)**: A text input field.
- * Current Amount Requested**: A text input field.
- * Completion date for work product included in this Payment Request**: A text input field with a calendar icon on the right.

Fill out all required fields (with asteriks), including the Payment Address to which the payment will be mailed to. Click on “Next” to continue.



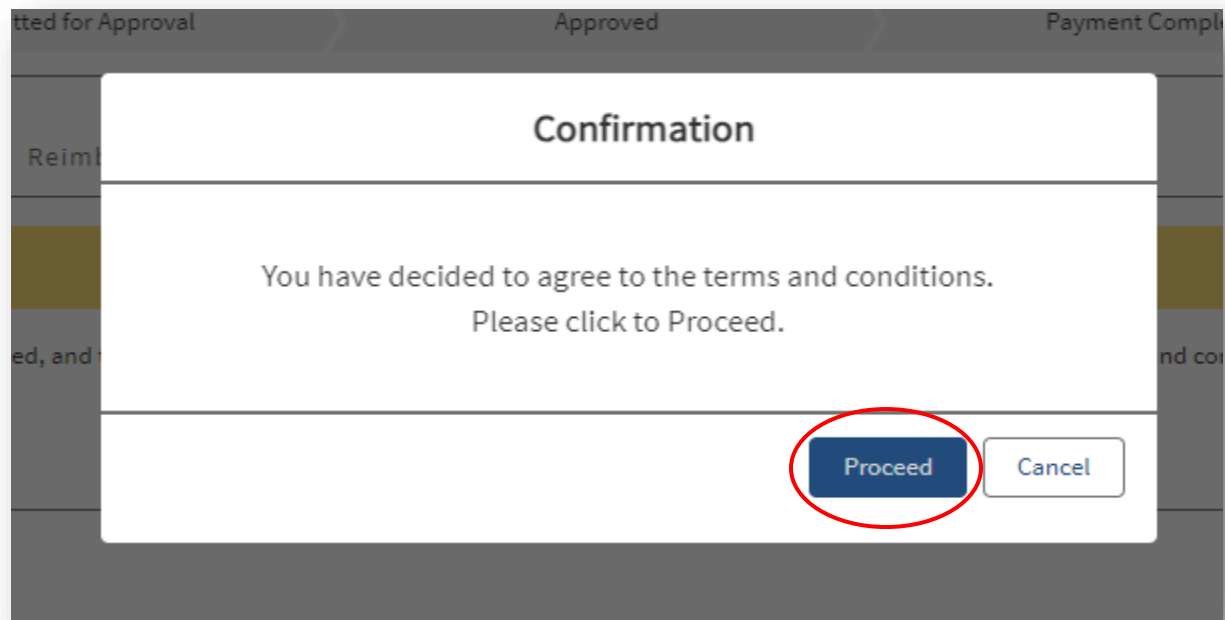
A screenshot of a web form. At the top right is a close button (X). The form contains two required fields: *** State** with a dropdown menu showing "Select an Option", and *** Zip Code** with a text input field. At the bottom right are two buttons: "Cancel" and "Next". The "Next" button is circled in red.

Click on the “Attestation” tab, review the attestation statement, and click “I Agree”. You may not proceed with the payment request until the attestation has been completed.



A screenshot of the "Payment Request" page for PR-0084. At the top right are "Submit Payment Request" and "Delete" buttons. Below is a progress bar with five stages: "Created" (active), "Submitted for Approval", "Approved", "Payment Complete", and "Denied". A red arrow points down from the "Approved" stage to the "Attestation" tab. The "Attestation" tab is selected and underlined. Below the tab is a yellow section titled "Attestation" with a downward arrow. The text reads: "I certify that the project completion stated in this report has been completed, and to the best of my knowledge that all statements and representations made in this report are true and correct under penalty of perjury." At the bottom right is a button labeled "I Agree", which is circled in red.

Click “Proceed”.



Click on the “Detailed Summary” tab. Fill out the three questions and then click on “Save”.



Details **Detailed Summary** Additional Information Reimbursement Request *Attestation

Please provide a detailed summary of the completed work product (identify whether by the consultant, contractor, and/or staff) including:

Save

▼ Questions

* Demonstration that the technical assistance work will reasonably lead to broadband infrastructure deployment project that, upon completion, will help "Promote economic growth, job creation, and the substantial social benefits of advanced information and communications technologies."

Salesforce Sans 12 [Color Picker] B I U [List Bulleted] [List Numbered] [List Disc] [List Square] [List Circle] [List Triangle] [List Diamond] [List Star] [List Heart] [List Circle] [List Square] [List Triangle] [List Diamond] [List Star] [List Heart]


* Identify the geographic area where where the Awardee intends to deploy broadband based on the work product.

Salesforce Sans 12 [Color Picker] B I U [List Bulleted] [List Numbered] [List Disc] [List Square] [List Circle] [List Triangle] [List Diamond] [List Star] [List Heart]

* Please provide a short summary of the completed work product submitted with this report. This is in addition to the summary requested and must be suitable for posting on the commission's website.

Salesforce Sans 12 [Color Picker] B I U [List Bulleted] [List Numbered] [List Disc] [List Square] [List Circle] [List Triangle] [List Diamond] [List Star] [List Heart]

Next, click on the “Additional Information” tab. Answer all five questions and then click on “Save”. Please remember to upload requested file attachments.



Details Detailed Summary **Additional Information** Reimbursement Request *Attestation

Please provide the following necessary documents and add NA as comment in the comment section. If no document is uploaded for any of the items below, please provide a brief explanation in the comment section explaining why a document was not uploaded.

Save

*** Copy of the original contract (for outsourced work) and/or project proposal (for in-house staff work). Include scope of work details and any approved changes.**

Upload Files

Or drop files

*** Invoices supporting consultant/contractor with proof of payment.**

Upload Files

Or drop files

*** Completed reimbursable technical assistance work product(s) (market analysis, environmental review, engineering, and design documents, etc.).**

Upload Files

Or drop files


*** Itemized accounting for local agency personnel and/or administrative costs.**

***Additional Supporting Documentation**

 Upload Files Or drop files

For the Additional Supporting Documentation question, you may type “N/A” if not applicable.

Next, click on the Reimbursement Request tab. Click on the “New Row” button to add reimbursement cost details.




Details Detailed Summary Additional Information **Reimbursement Request** *Attestation

If this is the only report and reimbursement request for an Awardee's technical assistance project, then the Total Requested Reimbursement should be equal to or less than the total amount awarded.

Work Product	Consulting costs	Local agency personnel costs	Administrative Costs	Other Expenses	Total Costs
				Total Requested	\$0.00

New Row

Save 

Fill out all required fields (indicated by a red asterisk) and click on the “Save Row” button. For the Work Product field, please give the name of the Work Product identified in the budget summary of the approved LATA award. For Consulting costs, local agency personnel costs, administrative costs, and other expenses, please give responses in dollars (\$).

The image shows a screenshot of a web application interface. At the top, there is a navigation bar with three tabs: "Submitted for Approval", "Approved", and "Payment Completed" (which has a red 'X' next to it). Below the navigation bar is a modal window titled "Reimbursement Request". Inside this modal, there are five input fields, each preceded by a red asterisk indicating it is required. The fields are labeled: "* Work Product", "* Consulting costs", "* Local agency personnel costs", "* Administrative Costs", and "Other Expenses". At the bottom right of the modal, there are two buttons: "Cancel" and "Save Row". The "Save Row" button is circled in red. The background of the application shows a table with columns like "ion", "n Aw", "less th", "Oth", and "Tota".

Submitted for Approval Approved Payment Completed X

Reimbursement Request

* Work Product

* Consulting costs

* Local agency personnel costs

* Administrative Costs

Other Expenses

Cancel Save Row

For every work product identified in the budget, please add a new row by clicking on the “New Row” button.

If this is the only report and reimbursement request for an Awardee's technical assistance project, then the Total Requested Reimbursement should be equal to or less than the total amount awarded.

Work Product	Consulting costs	Local agency personnel costs	Administrative Costs	Other Expenses	Total Costs
Work Product 1	\$200,000.00	\$0.00	\$3,000.00	\$0.00	\$203,000.00
				Total Requested	\$203,000.00

New Row

Save

Click the “Save” button when each work product has been added.


If this is the only report and reimbursement request for an Awardee's technical assistance project, then the Total Requested Reimbursement should be equal to or less than the total amount awarded.


Work Product	Consulting costs	Local agency personnel costs	Administrative Costs	Other Expenses	Total Costs
Work Product 1	\$200,000.00	\$0.00	\$3,000.00	\$0.00	\$203,000.00
				Total Requested	\$203,000.00

New Row

Save

When ready to submit the payment request for CPUC review, click the “Submit Payment Request” button.



 Payment Request
PR-0084

Submit Payment RequestDelete

Created

Submitted for Approval

Approved

Payment Complete

Denied

Details

Detailed Summary

Additional Information

Reimbursement Request

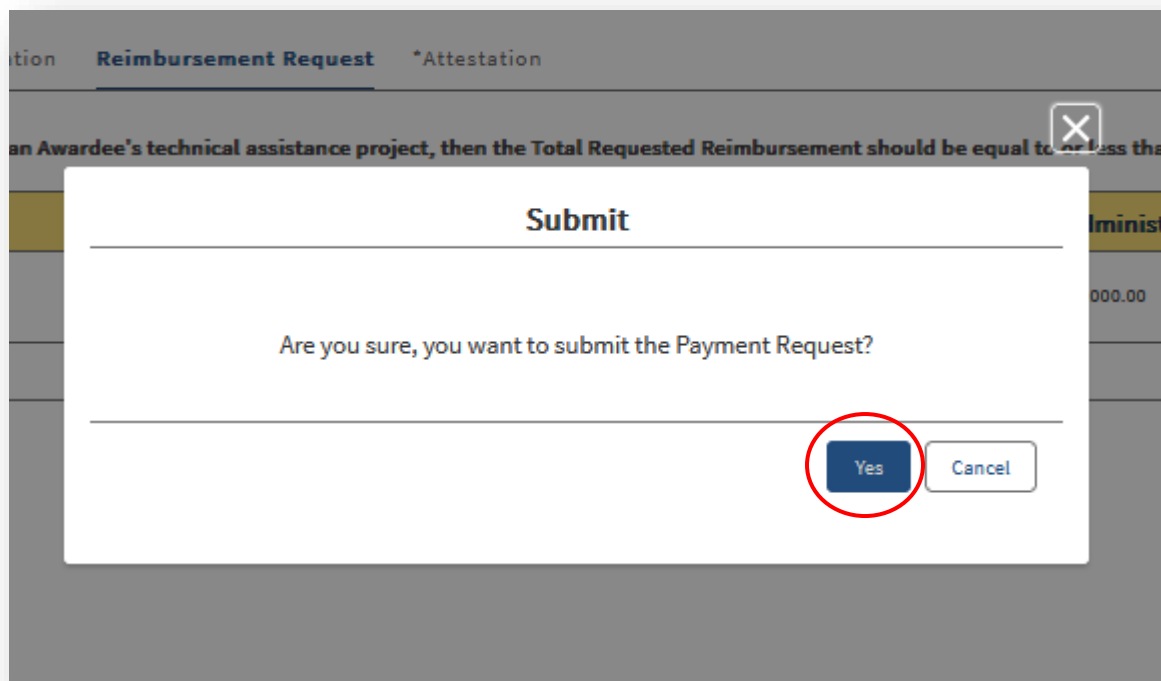
*Attestation

If this is the only report and reimbursement request for an Awardee's technical assistance project, then the Total Requested Reimbursement should be equal to or less than the total amount awarded.

Work Product	Consulting costs	Local agency personnel costs	Administrative Costs	Other Expenses	Total Costs
Work Product 1	\$200,000.00	\$0.00	\$3,000.00	\$0.00	\$203,000.00
				Total Requested	\$203,000.00

New RowSave

Click on “Yes” to submit the payment.

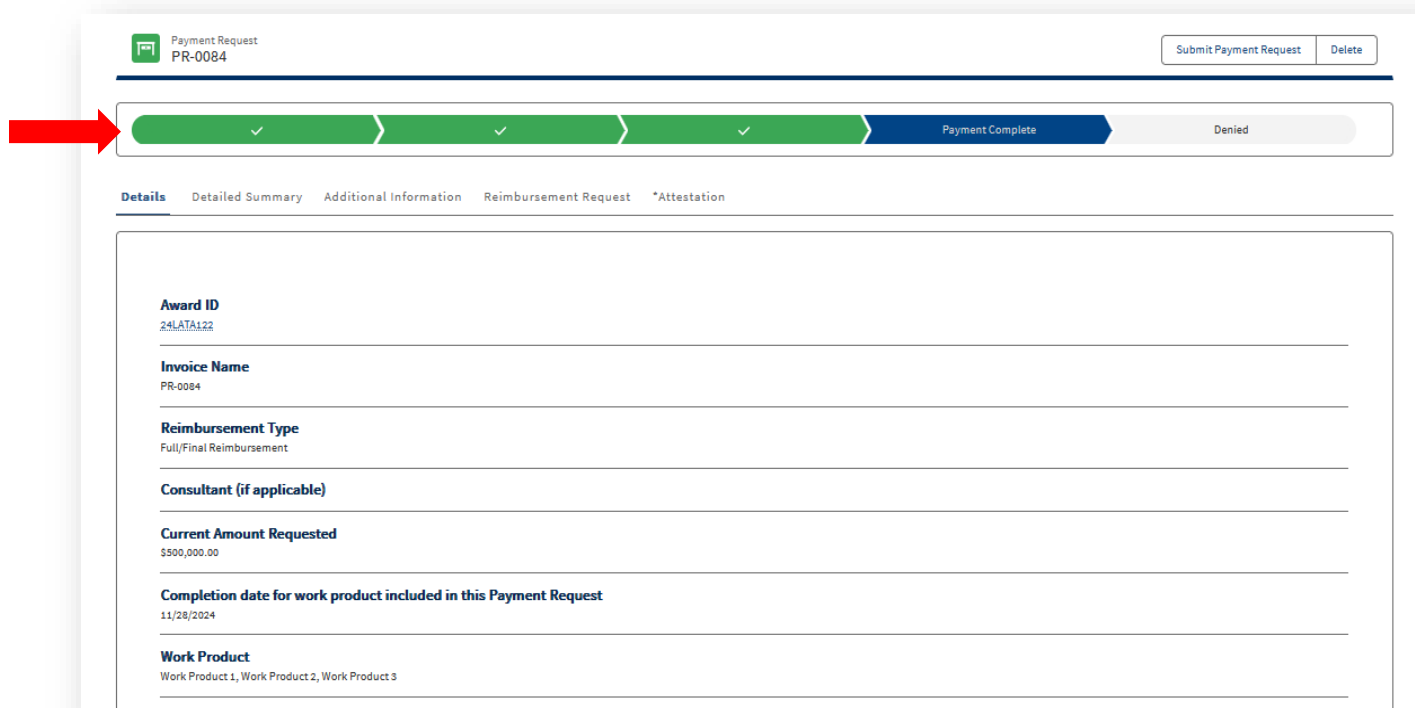


You may check the status of your payment on the payment request status bar.

If CD Staff determine the payment request requires an edit, CD Staff will send the request back for edit through the Broadband Grant Portal to the key project contact. The key project contact will receive an email from grantportal.noreply@cpuc.ca.gov with a summary of the edit requested. The key project contact will also receive an email from CD Staff with an explanation of what needs to be edited.

In order to edit the payment request, please go back into your payment request in the Broadband Grant Portal (the status will say “Pending Edits”) and edit the request. After you edit the request, please click the “submit” button to resubmit the payment request.


If the status is denied, you will receive an email from a CPUC staff member with an explanation.



The screenshot shows the 'Payment Request' interface for PR-0084. At the top, there's a header with a green icon, the text 'Payment Request PR-0084', and buttons for 'Submit Payment Request' and 'Delete'. Below this is a status bar with five segments: three green segments with checkmarks, a blue segment labeled 'Payment Complete', and a grey segment labeled 'Denied'. A red arrow points to the first green segment. Below the status bar is a tabbed interface with 'Details' selected. The 'Details' tab shows the following information:

Award ID	24LATA122
Invoice Name	PR-0084
Reimbursement Type	Full/Final Reimbursement
Consultant (if applicable)	
Current Amount Requested	\$500,000.00
Completion date for work product included in this Payment Request	11/28/2024
Work Product	Work Product 1, Work Product 2, Work Product 3

Alternatively, you may check the status of a payment request in the “Payment Request” tab under award details.

 Award
24LATA122

New Report

New Payment Request

New Amendment Request

Application
LATA Project

Project Period
1/4/2024 - 1/1/2025


Detail

Amendments

Payment Request

Progress Report

Files

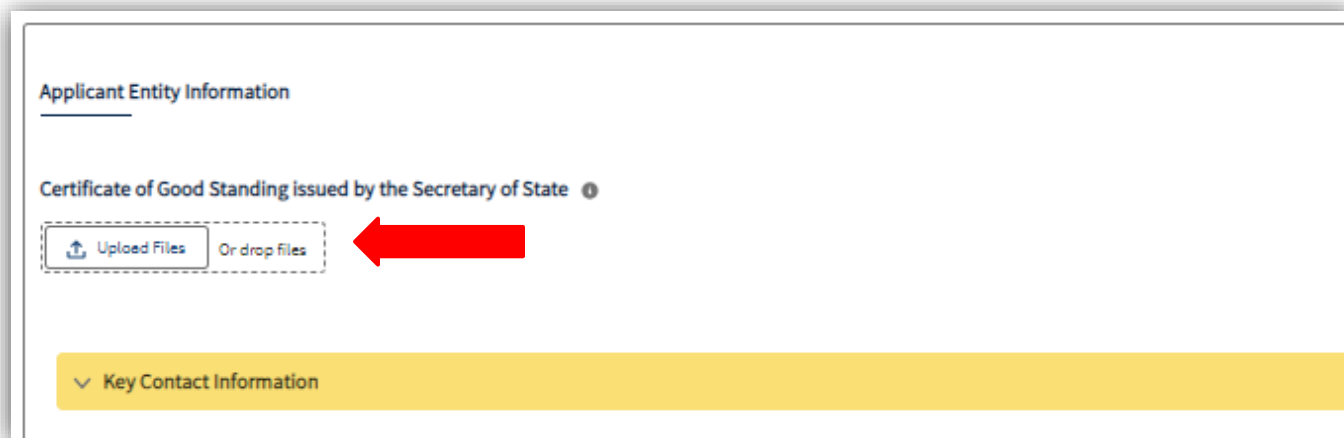
 Payment Requests (0)

Payment Request Name	Status	Reimbursement Type
PR-0058	Payment Complete	Full/Final Reimbursement
PR-0061	Payment Complete	Full/Final Reimbursement
PR-0078	Created	Full/Final Reimbursement
PR-0081	Created	Full/Final Reimbursement
PR-0084	Payment Complete	Full/Final Reimbursement
PR-0085	Denied	Full/Final Reimbursement

HOW TO UPLOAD FILES

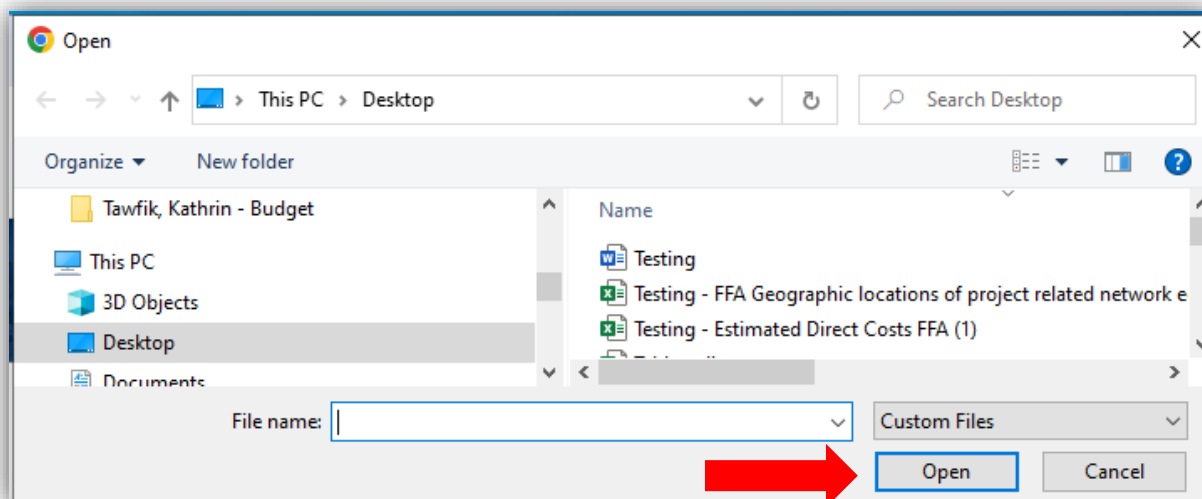
Some fields are designed to upload files.

- Files can be uploaded by either clicking on the “Upload Files” button or dragging and dropping files into the field.
- Uploads can be Word/Excel documents, pdfs, images, or shapefiles.

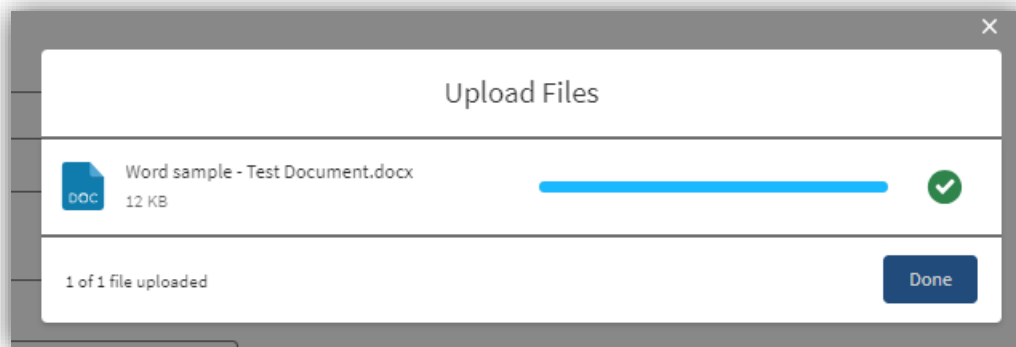


The screenshot shows a web form titled "Applicant Entity Information". Below the title is a section labeled "Certificate of Good Standing issued by the Secretary of State" with a help icon. Inside this section, there is a dashed box containing two options: "Upload Files" (with an upload icon) and "Or drop files". A red arrow points directly to the "Upload Files" button. Below this section is a yellow bar labeled "Key Contact Information" with a dropdown arrow.

When using the “Upload Files” function, click on the “Upload Files” button, select the appropriate file, and click “Open.”



The “Upload Files” popup shows the progress of the upload. When the upload is complete, the “Done” button will turn from grey to blue. Click “Done” to return to the application.



Repeat the process to attach additional files.

The names of the uploaded files will automatically be renamed to reflect the name of the step and field within the application.

The “Delete” icon on the right can be used to remove any uploaded files.



CONTACT INFORMATION AND ADDITIONAL RESOURCES

For any questions regarding the Local Agency Technical Assistance Program or to report issues with the Broadband Grant Portal, please contact:

broadband.techassist@cpuc.ca.gov

Revision Log:

Date	Category	Section(s)	Summary of changes
May 2024	First Release		
July 2024	Second Release	Quarterly Reports, Amendment Requests	Updated instructions on how to submit quarterly reports and added additional clarification of amendment request requirements.
August 2024	Third Release	Amendment Requests	Updated how to submit a Request for a Project Change of Budget.
December 2025	Fourth Release	Amendment and Payment Requests	Update on new function of how to edit a submitted payment or amendment request.