

California Public Utilities Commission (CPUC)

Broadband Adoption Account Application Instructions

A. Review the [Adoption Account Requirements, FAQs](#), and Administrative Manual

B. Complete the Application Package

Applicants must provide the required documentation below as part of the application package. Applicants must submit one application per project request. The complete Application Package includes:

1. [Adoption Account Application Form](#)
 - a. Tab 1- Applicant- General Information
 - b. Tab 2-Project Description
 - c. Tab 3-Preference & Expedited List
 - d. Tab 4-Work Plan & Metrics
 - e. Tab 5-Budget
2. ATTACHMENT A: Cover Letter
 - a. Company/Organization Profile, & Organization Type
 - b. Description of the business including mission/vision
 - c. Past/Current experience in providing digital literacy and broadband access
(Submit as 1 PDF, labeled "Attachment A")
3. ATTACHMENT B: Information that will assist in evaluating the quality of the service or project (, e.g. Current Curriculum, Brochures, Outreach Materials, etc.).
(Submit as 1 PDF, labeled "Attachment B")
4. ATTACHMENT C: Optional, Endorsements from Community, Letters of Support
(Submit as 1 PDF, labeled "Attachment C")
5. ATTACHMENT D: If Applicable, Copy of IRS Non-Profit Tax-Exempt Ruling
(Submit as 1 PDF, labeled "Attachment D")
6. [ATTACHMENT E: Notarized Affidavit](#)
(Submit as 1 PDF, labeled "Attachment E")

C. Sumit the Application Package

1. Ensure that Attachments A-E are in pdf format and the Adoption Account Application Form in Excel format. Place all files into a compressed (zipped) folder.
2. Log into your CPUC FTP account. If you do not have an existing CPUC FTP account, please follow instructions below:
 - a. Go to <https://kwftp.cpuc.ca.gov>
 - b. Click on "Create account"
 - c. An email will be sent to the email account you just entered. Click on 'ACTIVATE' to enter a password.
 - d. Your registration process is now complete.
 - e. Create a new message to be sent to: CASF_Adoption@cpuc.ca.gov, with CC to: ORA_CommunicationsNotice@cpuc.ca.gov
 - f. Upload your Zipped Application Package & Click "send" to complete the upload request

D. Approval

The CPUC will evaluate each application based on the criteria established for the Broadband Adoption Account. Applications approved via expedited review will be notified by an approval letter and others will result in a Resolution which will be mailed to the CASF service lists. All approved applications will be listed on the website. Commission staff will notify an applicant by letter specifying reasons for rejection should an application fail to meet the Commission criteria or other factors.