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| C:\Users\wg1\Documents\web_site_communications\Home Page_files\pobtrans.gif | **In order to file an application, you must have a login account. You may request one by sending an e-mail to:** CASF\_Application\_Questions@cpuc.ca.gov**. Please include your company name, applicant name and phone number. You will receive an e-mail with a username and password.****Description:**

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| The online application allows you to file for funding from the California Advanced Services Fund (CASF).  Please make your best effort to file complete and accurate information.  The filing requirements are summarized below, but you should familiarize yourself with Appendix 2 in [Resolution T-17443](http://docs.cpuc.ca.gov/SearchRes.aspx?docformat=ALL&DocID=96989818) regarding grant applications and Appendix 2 in [Decision 12-02-015](http://docs.cpuc.ca.gov/WORD_PDF/FINAL_DECISION/159265.PDF) regarding loan applications.  Additionally, please refer to [Decision 14-02-018](http://docs.cpuc.ca.gov/PublishedDocs/Published/G000/M088/K728/88728961.PDF) and Resolution T-17443 regarding the rules applicable for non-telephone corporations applying for CASF funding.  If you have any questions regarding these requirements, please contact CASF\_Application\_Questions@cpuc.ca.gov. |

**Before filing:**

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| Please review the following information before filing an application.  Be sure that you have the data and files listed below needed to complete the online application process (Note that only one file is allowed to be uploaded per item; therefore, if you have more than one file per item, .ZIP the files so that one file can be uploaded). |

**Information Requirements for CASF Applications:**

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| Requirement | Document Type |
| 1. Project Summary
	1. Project summary must include applicant’s name, contact person, project title, proposed project area location (community/county), project type (last mile or middle-mile), CASF funding requested (amount of grant/amount of loan), description of the project, map of the proposed project, list of census block groups and list of zip codes
 | WORD  |
| 1. Certification (provide one of the following):
	1. Proof of your CPCN or U Number
	2. Proof of your application for certification (if applicable)
	3. A document stating that you are seeking funding as a non-telephone corporation
 | PDF |
| 1. Information Sheet with a Certificate of Good Standing issued by the CA Secretary of State attached (download information sheet form)
 | PDF |
| 1. Company organizational chart
 | PDF  |
| 1. Company history and readiness to build, manage and operate broadband
 | PDF  |
| 1. Resumes of key officers and management personnel
 | WORD |
| 1. Current Broadband Infrastructure Description (if applicable)
	1. Description of the provider's current broadband infrastructure and/or telephone service within 5 miles of the proposed project
 | WORD |
| 1. Current Broadband Infrastructure Shapefiles (if applicable) (Archived in a .ZIP file)
 | ZIP |
| 1. List showing number of households per CBG and per ZIP Code in project area
 | EXCEL |
| 1. Proposed Broadband Project Description
	1. Description of proposed broadband project plan for which CASF funding is being requested, including the project size and type of technology to be employed to provide broadband, and information about whether or not the area was defined as priority as indicated in the [priority area spreadsheet](http://cmsserver/NR/rdonlyres/79494BF0-3504-4743-B3A0-F67295507D8F/0/CASF_Priority_Areas_original_list_in_Resolution_T17443.xlsx) and map
 | WORD |
| 1. Proposed Broadband Project Description
	1. Download and upload speed capabilities of proposed facilities by CBG and ZIP Code
 | EXCEL |
| 1. Proposed Broadband Project Location
	1. Geographic locations by CBG(s) where broadband facilities will be deployed, List of CBG(s) that intersect the proposed project, Median income for each CBG that intersects the proposed project, to be based on most current U.S. Census Bureau data available, List of ZIP Code(s) that intersect the proposed project, number of households per CBG
 | EXCEL |
| 1. Proposed Broadband Project Location Shapefiles (Archived in a .ZIP file)
 | ZIP  |
| 1. Assertion that area being proposed is Unserved or Underserved
	1. Assertion that area being proposed is Unserved or Underserved. Including figures of: Average current upload speed per CBG, Average current download speed per CBG, Average current upload speed per ZIP code, Average current download speed per ZIP code
 | WORD |
| 1. Estimated potential subscriber size
	1. Estimated number of potential broadband households and subscribers in proposed project location by CBG, Estimated number of potential broadband households and subscribers in proposed project location by ZIP Code, Documentation of assumptions and data sources used to compile estimates
 | EXCEL  |
| 1. Estimated potential subscriber adoption plan
	1. Submit a plan on how you plan to encourage adoption of the broadband service in the proposed area(s). The plan should include the total number of households in the area, the number of households the applicant estimates will sign up for the service (the take rate), the marketing or outreach plans the applicant will employ to attract households to sign-up for the service
 | WORD |
| 1. Deployment and Permitting Schedule
	1. Milestones Start and Ending Dates, Descriptions of Key Activities, Comments, and Risks; this schedule must include any time required for CEQA review
	2. Estimated Schedule and Activities for meeting any and all permitting requirements, including environmental rules associated with CEQA and NEPA (if applicable). These dates and activities should be as detailed as possible, with the understanding that they are estimates
 | EXCEL |
| 1. Proposed Project Budget (Capital Start-Up, Permitting, Construction)
	1. Detailed breakdown of cost elements, amount of cost elements, Availability of matching funds to be supplied by applicant /certification can be attached , Amount of available funds from each individual funding source, and Amount of CASF funds requested
 | EXCEL  |
| 1. Economic Life of Assets to be Funded
	1. Identify all the equipment to be funded by the CASF by category, the type of equipment and the estimated useful life; category includes buildings, outside plant, towers and poles, network and access equipment, operating equipment, customer premise equipment; type of equipment includes new building, prefabricated building, rehab of existing building, new towers or poles, modification of existing towers and poles, broadband switching equipment, office furniture and fixture, etc.; estimated useful life is 10, 15, 20, (etc.) years.
 | EXCEL  |
| 1. Local Government and Community Support (optional, encouraged)
	1. Submit endorsements and/or letters of support from the local government, community groups, and/or anchor institutions supporting the deployment of the broadband infrastructure
 | PDF |
| 1. Agreement to Post Performance Bond if matching funds are not from applicant's capital budget and/or in the case of non-telephone corporation applications.
 | PDF |
| 1. Proposed Pricing
	1. Proposed 2-year monthly subscription fee, List of services, Service restrictions, Commitments and/or requirements for customers, initial service correction changes, if any, and any bundling of equipment in the proposed pricing, other recurring and non-recurring costs.
 | WORD |
| 1. Price Commitment Period to Offer Broadband Service to All Households at Proposed Subscription Rates
	1. The required Period of Commitment to which the initial price is applicable for all households within the service area of the project
 | WORD |
| 1. Financials
	1. CPA audited / attested financial statements for the last three years; the statements are to include the balance sheet, income statement and statement of cash flows
	2. Pro Forma financial forecast and project viability (balance sheet, income statement and statement of cash flows forecast over 5 years); include an analysis of the viability of the project and the assumptions used in the analysis such as the funding sources, subscriber data and adoption rates
	3. Annual EBIT (Earnings Before Interest and Tax) projection over 5 years
	4. Schedule of all outstanding and planned debt
	5. Collateral documentation (include depreciation schedule of assets) **(For Grant/Loan Combination Only)**
	6. Equity Requirement of 20% of the loan amount **(For Grant/Loan Combination Only)**  Equity requirement of 20% should be sustained throughout the life of the loan: 5 years
	7. Minimum TIER Requirement of 1.5 **(For Grant/Loan Combination Only)**  The minimum TIER requirement of 1.5 should be sustained throughout the life term of the loan: 5 years
	8. Non –telephone corporations that have been providing broadband service for less than 12 months must provide liquidity documentation; the applicant must show liquidity of 10% of the total project cost in cash or cash equivalents
 | EXCEL (for all files listed) |
| 1. Availability of voice service that meets FCC standards (if applicable)
 | PDF |
| 1. CEQA Compliance
	1. Agreement to provide the Proponent's Environmental Assessment (PEA) and identification of any other special permits required prior to requesting the first 25% of funding
 | PDF |
| 1. Notarized Affidavit (download affidavit form for telephone corporations) / (download affidavit form for non-telephone corporations)
 | PDF |

[CLICK HERE TO FILE AN APPLICATION](http://delphi.calpuc.cpuc.ca.gov:7778/pls/apex/f?p=111:LOGIN).  The general procedure to file is below.

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| 1. In order to file an application, you must have a login account. You may request one by sending an e-mail to: CASF\_Application\_Questions@cpuc.ca.gov. Please include your company name, applicant name and phone number. You will receive an e-mail with a username and password.
2. Enter your contact information and create your Profile.
3. Once you have a Profile add your officers one at a time and make sure to apply your changes for each officer.
4. Once you have your basic information entered please go to Attach Applicant Files and attach your appropriate corporate documents.
5. Only after completing your corporate information should you proceed to enter the project Information.
6. Create a new Project.
7. You should enter a name for your project and click Create to save this new project.  The name of your project should be descriptive and not only include numeric values.
8. Fill out the project information. Most of the items are attachments. You can click on the underlined attachment name to take you to the document upload screen. When the document is uploaded it will be checked for you.
9. **Note: Not all checkboxes are checked automatically. You will need to check some of the checkboxes yourself as a confirmation that you have included the corresponding detail within your attachment. ALL BOXES UNDER PROJECT DETAILS MUST BE CHECKED OFF EXCEPT FOR ITEM 2, ITEM 3, ITEM 4, ITEM 10, ITEM 19 and ITEM 23, WHERE 1 OR MORE BOXES MAY BE LEFT UNCHECKED.** If for some reason an item is not applicable to your company, you must UPLOAD a document explaining why and then CHECK the box to indicate that this item has been addressed. APPLICATION SUBMITTAL WILL FAIL IF ALL BOXES (with exception to the above) ARE NOT CHECKED.
10. Once you have your application completed to your satisfaction you can submit to the PUC.
11. Only submit once. You will see a confirmation at the top of the screen that the project has been submitted. You will be allowed to submit your project again but the submission date will be that of your most recent submission.
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| C:\Users\wg1\Documents\web_site_communications\Home Page_files\pobtrans.gif**Thank you** |

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