

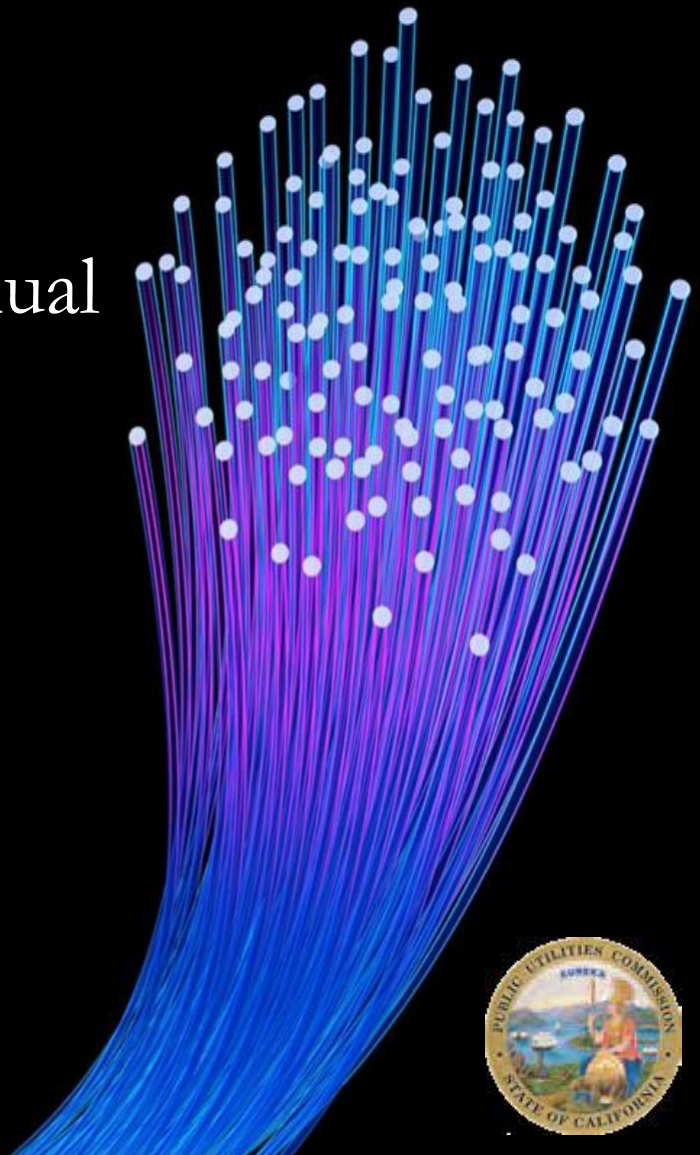


CALIFORNIA PUBLIC UTILITIES COMMISSION

**California Advanced Services Fund
Rural and Urban Regional Broadband Consortia
Grant Program**

Administrative Manual

Version 5 (February 2017)





To all CASF Regional Consortia:

The California Public Utilities Commission (CPUC or the Commission) thanks you for your interest in promoting broadband deployment, access, and adoption in California. We welcome all the consortia groups to the California Advanced Service Fund (CASF) Program and look forward to working with you to reach our common goal of expanding broadband throughout California.

Respectfully,

The CASF Team
CPUC Communications Division

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I. Introduction

The Communications Division (CD) staff prepared this Administrative Manual to implement the CASF Rural and Urban Regional Broadband Consortia Grant program (Consortia Grant). This manual describes the requirements and process for obtaining grant funds and for CD staff's oversight of the consortia's operations applicable to grant recipients.

We encourage each consortium to download and review the pertinent documents under which the Consortia Grant program operates and to familiarize itself with the Consortia Grant program operations in relation to the three other programs under CASF including:

- [Broadband Infrastructure Grant](#),
- [Broadband Revolving Loan Account](#), and
- [Broadband Public Housing Account](#)

Pertinent documents include the following CPUC decisions and resolutions which are also hyperlinked on the [CPUC Consortia webpage](#):

- [Decision 11-06-038](#) established the guidelines for applying, selecting, and administering the consortia grant recipients.
- [Decision 11-07-034](#) corrected language specifically referencing the Los Angeles County region grant recipients.
- [Resolution T-17529](#) replaced the annual summit requirement provided in D.11-06-038 to at least one summit be organized during the grant implementation period.
- Resolutions approved Consortia grants as shown in Table 1, Consortia Approved Grants below. The Consortia Grant program has two grants cycles, i.e. the 2011 Grants Cycle which was concluded with the last payment issued in September 2016, and the 2016 Grants Cycle which commenced in September 2016.

TABLE 1 – Consortia Approved Grants Name of Consortium	2011 Grants Cycle		2016 Grants Cycle	
	Approved Amount ¹	Resolution/ Approval Date	Approved Amount ²	Resolution/ Approval Date
California's One Million New Internet User Coalition	\$450,000	T-17355 2/16/2012		
Broadband Consortium of the Pacific Coast	\$300,000	T-17445 6/12/2014	\$250,000	T-17550 1/19/2017
Central Coast Broadband Consortium	\$450,000	T-17349 12/2/2011	\$264,500	T-17529 8/18/2016
Central Sierra Connect Consortium	\$450,000	T-17355 2/16/2012	\$249,000	T-17544 12/1/2016
Connected Capital Area Broadband Consortium	\$448,301	T-17355 2/16/2012	\$298,750	T-17538 11/10/2016
East Bay Broadband Consortium	\$450,000	T-17349 12/2/2011	\$272,160	T-17529 8/18/2016
Eastern Sierra Connect Consortium	\$450,000	T-17355 2/16/2012	\$126,700	T-17550 1/19/2017
Gold Country Broadband Consortium	\$450,000	T-17355 2/16/2012	\$298,750	T-17538 11/10/2016
Inland Empire Broadband Consortium	\$450,000	T-17355 2/16/2012	\$300,000	T-17538 11/10/2016
Inyo-Mono Broadband Consortium			\$105,216	T-17537 10/27/2016
Los Angeles County Regional Broadband Consortium	\$2,310,000	T-17349 12/2/2011	\$600,000	T-17544 12/1/2016
North Bay/North Coast Broadband Consortium	\$250,000	T-17445 6/12/2014	\$250,000	T-17544 12/1/2016
Northeast California Connects Consortium	\$449,991	T-17349 12/2/2011	\$289,343	T-17550 1/19/2017
Redwood Coast Connect Consortium	\$450,000	T-17349 12/2/2011	\$208,000	T-17537 10/27/2016
San Diego Imperial Regional Broadband Consortium	\$450,000	T-17355 2/16/2012		
San Joaquin Valley Regional Broadband Consortium	\$450,000	T-17349 12/2/2011	\$180,000	T-17537 10/27/2016
Tahoe Basin Projects	\$176,000	T-17440 5/15/2014	\$200,000	T-17529 8/18/2016
Upstate California Connect Consortium	\$448,184	T-17349 12/2/2011	\$267,445	T-17550 1/19/2017
Total	\$8,873,476		\$4,159,864	

¹ Approved amount does not reflect summit costs. D.11-06-038 authorized supplemental funding up to \$10,000 per consortium for summit attendance. For the 2011 Grants Cycle, CD hosted 3 learning summits and reimbursed consortia a total of \$62,460.

² Ibid.

II. CASF Staff Team

The CASF Section in CD is responsible for overseeing the CASF program. Questions may be directed to the program contact as needed and appropriate. Contacts for the CASF program include:

- CASF – Selena Huang, xiaoselena.huang@cpuc.ca.gov
CASF Section Supervisor
415.703.5247
 - Broadband Infrastructure Grant and Revolving Loan Account,
CASF_Application_Questions@cpuc.ca.gov
 - Rural and regional Urban Consortia Account,
CASF_Consortia_Grant_Administrator@cpuc.ca.gov
 - Broadband Public Housing Account,
CPUC_Housing@cpuc.ca.gov

In addition, the following staff in CD’s Video Franchising and Broadband Deployment Section may be contacted for questions related to the CPUC’s broadband mapping efforts:

Rob Osborn
Broadband Deployment Administrator
robert.osborn@cpuc.ca.gov
916-327-7788

III. Consortia Primary and Fiscal Agent Contacts

For the 2016 Grants Cycle, the Consortia primary and fiscal agent contacts are listed in Table 2, Consortium Contacts, below:

Table 2 – Consortium Contacts

Consortium	Primary Contact	Fiscal Contact
Broadband Consortium of the Pacific Coast	Bruce Stenslie /Bill Simons bruce.stenslie@edc-vc.com ; bsimons@iprise.com 805-794-0455	Bruce Stenslie bruce.stenslie@edc-vc.com 805-794-0455
Central Coast Broadband Consortium	Steve Blum steveblum@tellusventure.com 831-582-0700	William Hays bill.hays@cityofwatsonville.org 831-768-3460
Central Sierra Connect Consortia	Patrick Kane pkane@atcaa.org 209-781-0700	Patrick Kane pkane@atcaa.org 209-781-0700
Connected Capital Area Broadband Consortium	Trish Kelly Trish.Kelly@valleyvision.org 916-325-1630	Bill Mueller Bill.mueller@valleyvision.org 916-325-1630
East Bay Broadband Consortium	Linda Best linda-best@comcast.net 925-998-8742	Kristin Connelly kconnelly@ebclmail.org 925-246-1880
Eastern Sierra Connect Consortium	Judy Hyatt judy@hyattconsultinggroup.com 661-378-6628	Donna Thomas dmrcandd@iwvisp.com 760-446-1974
Gold Country Broadband Consortium	Chelsea Walterscheid cwalterscheid@sbcouncil.org 530-582-4800	Kristin York kYork@sierrabusiness.org 530-210-3434
Inland Empire Regional Broadband Consortium	Martha van Rooijen martha@iebroadband.com 951-845-4391	Lea Deesing ldeesing@riversideca.gov 951-826-5109
Inyo-Mono Broadband Consortium	Nate Greenberg ngreenberg@mono.ca.gov 760-924-1819	Jim Tatum jtatum@cityofbishop.com 760-873-5863
Los Angeles County Regional Broadband Consortium	Diana Rodriguez drodriquez@ypiusa.org 213-688-2802	Steven Schultz sschultz@ypiusa.org 213-688-2802
North Bay/North Coast Regional Broadband Consortium	Tom West tom@westfamily.org 562-858-9378	Valeria Rose Val.Rose@sonoma-county.org 707-565-7152
Northeast California Connects Consortium	David Espinoza despinozaaguilar@csuchico.edu 530 898-3945	Jason Schwenkler jschwenkler@csuchico.edu 530-898-4372
Redwood Coast Connect Consortium	Connie Stewart conniestew@humboldt.edu 707-826-3402	Steven Karp Steven.karp@humboldt.edu 707-826-4190
San Joaquin Valley Regional Broadband Consortium	Shelby Gonzales sagonzales@csufresno.edu 559- 278-0517	Shelby Gonzales sagonzales@csufresno.edu 559- 278-0517
Southern Border Broadband Consortium	Timothy Kelley tim@ivedc.com 760-353-8332	Mark Baza markbaza@imperialctc.org 760-592-4494
Tahoe Basin Projects	Heidi Hill Drum Heidi@tahoeprosperity.org 775-298-0265	Chris Fajkos chris@tahoeprosperity.org 775-298-0268
Upstate California Connects Consortium	David Espinoza despinozaaguilar@csuchico.edu 530 898-3945	Jason Schwenkler jschwenkler@csuchico.edu 530-898-4372

IV. Grant Fund Request Form, Consent Form, and Payee Data Record

For the 2016 Grants Cycle, CD has contacted the Consortia when their grants have been approved by the Commission requesting each grant recipient to complete and submit a Grant Fund Request Form, a Consent Form, and a Payee Data Record (STD 204) if it is not already on file with the Commission. A copy of the Grant Fund Request Form and Consent Form, as well as a hyperlink to STD 204 is attached as Appendix A.

The Grant Fund Request Form coordinates the start date of the grant with the Consortium. The Consent Form binds the grant recipient to the terms, conditions, and requirements of both the Decision and the resolution awarding the grant.³ A completed STD 204 is required when receiving payment from the State of California and information provided in this form will be used by the CPUC to prepare Information Returns, i.e. Internal Revenue Service, Form 1099. The CPUC will not begin to pay for the Consortium's activities until a start date has been established and until CD staff receives a signed Consent Form.

V. Performance

All performance specified under the terms of any award shall be completed on or before the termination date of the award, as per the signed Consent Form, i.e. the Start Date of Grant plus number of years of the approved grant. For example, if the Start Date is January 1, 2017 for a 2-year grant, the end date would be December 31, 2018. Should the grant recipient or its contractor fail to commence work at the agreed upon time, the Commission may terminate the award.⁴ In the event that the grant recipient fails to complete the project, in accordance with the terms of approval granted by the Commission, the grant recipient will be required to reimburse some or all of the CASF funds that it has received.⁵

VI. Changes to a Consortium's Action Plan

Any changes to the substantive terms and conditions underlying Commission approval of the grant (e.g., changes to the Action Plan, Work Plan budget or designated Fiscal Agent, etc.) must be communicated in writing to the Director of CD at least 30 days before the anticipated change, and may be

³ D.11-06-038, p. 29.

⁴ Id. at p. 31.

⁵ Ibid.

subject to approval by either the Director or by Commission resolution before becoming effective.⁶ Refer to Sections 4, 6, and 10 in D.11-06-038 which address such changes. The following table shows typical changes and the actions to be taken to initiate review for approval.

Change	Consortia Action
Work Plan / Action Plan – - Tasks - Activities - Deliverables - Timeline	1) Contact the Consortia Grant Administrator about proposed changes 2) Revise document(s), including proposed Budget if affected by changes and submit to Consortia Grant Administrator 3) If a substantive change is requested, submit documents at least 30 days before the anticipated change to Consortia Grant Administrator with a cover letter addressed to CD Director explaining requested change
Budget Allocation	1) Contact the Consortia Grant Administrator about proposed change 2) Revise budget document(s) 3) Submit to Consortia Grant Administrator with a cover letter explaining requested change
Designated Fiscal Agent – - Agency entity/organization - Representative/person	1) Contact the Consortia Grant Administrator about proposed change 2) For a new fiscal agent entity/organization, submit letter to the CD Director at least 30 days in advance of anticipated change explaining the change and new fiscal agent recommendation - New Attachment E form must be prepared when a new fiscal agent entity is proposed - Must include a description of the proposed fiscal agent entity/organization or a bio describing new representative’s relevant experience 3) For a change in the fiscal agent representative, send email to the Consortia Grant Administrator with message explaining change and the new contact information.
Official Membership – - Add/remove agency or representative - Change representative but not agency	For any change – 1) Revise membership list 2) Send to Consortia Grant Administrator in email explaining change
Key Contact for Consortium - Representative	1) Send email to Consortia Grant Administrator with message explaining change and the recommendation of new representative 2) Include a bio or description of the new representative

VII. Quarterly Progress Report

A sample Quarterly Progress Report template as established in D.11-06-038, Attachment I, is included as Appendix B. Quarterly Progress Reports shall be based upon the approved Action Plan,

⁶ Ibid.

Work Plan, Consent Form, timelines, milestones, and costs identified in the application. Further, the Quarterly Progress Report should indicate the actual date of completion for each task/milestone as well as problems/issues encountered and the actions taken to resolve these problems/issues. The Quarterly Progress Report must be submitted and certified under penalty of perjury by using the *Quarterly Report and Payment Request Transmittal Letter and Declaration* (see Appendix C). All grant recipients must submit quarterly progress reports on the status of the project irrespective of whether progress payment is requested.

In order to receive progress payment, each consortium must submit a Quarterly Progress Report to CD staff together with a Quarterly Progress Payment Request supported by relevant documentation⁷ as explained in Section VIII, Quarterly Progress Payment Requests, below.

A. *Quarterly Progress Report Reporting Schedule*

The cover period and the due date for the Quarterly Progress Reports for each consortium have been established in the resolution approving the grant and they are:

Group 1 – Consortia groups approved in Resolution T-17529 on August 18, 2016

- a. First Quarter: September – November, due December 1
- b. Second Quarter: December – February, due March 1
- c. Third Quarter: March – May, due June 1
- d. Fourth Quarter: June – August, due September 1

Group 2 – Consortia groups approved in Resolution T-17537 on October 27, 2016

- a. First Quarter: November – January, due February 1
- b. Second Quarter: February – April, due May 1
- c. Third Quarter: May – July, due August 1
- d. Fourth Quarter: August – October, due November 1

Group 3 – Consortia groups approved in Resolution T-17538 on November 10, 2016

- a. First Quarter: December – February, due March 1
- b. Second Quarter: March – May, due June 1
- c. Third Quarter: June – August, due September 1
- d. Fourth Quarter: September – November, due February 1

Group 4 – Consortia groups approved in Resolution T-17544 on December 1, 2016

- a. First Quarter: January – March, due April 1
- b. Second Quarter: April – June, due July 1

⁷ D.11-06-038, p. 30.

- c. Third Quarter: July – September, due October 1
- d. Fourth Quarter: October – December, due January 1

Group 5 – Consortia groups approved in Resolution T-17550 on January 19, 2017

- a. First Quarter: February – April, due May 1
- b. Second Quarter: May – July, due August 1
- c. Third Quarter: August – October, due November 1
- d. Fourth Quarter: November – January, due February 1

B. *Submission of Quarterly Progress Report*

The Quarterly Progress Report and the Quarterly Progress Payment Request, if any, must be submitted, either (preferably) electronically or via hard copy.

- a. If by electronic, please send to: CASF.Consortia.Grant.Administrator@cpuc.ca.gov.

The Commission’s firewall may prevent consortia from successfully sending large electronic data files over standard email services to the Consortia Grant Administrator.

Using the secure FTP Server will allow you to send files up to 2 GB in size. Go to:

<https://cpucftp.cpuc.ca.gov/> to initiate new user registration using your email address and follow the steps to complete your account set up. Thereafter, you can go to the hyperlink site, log in, attach files, and send them to the Consortia Grant Administrator.

- b. If by hard Copy, please send to:

California Public Utilities Commission
Communications Division
Attn: CASF Consortia Grant Administrator
505 Van Ness Avenue, 3rd FL
San Francisco, CA 94102-3298

VIII. Quarterly Progress Payment Requests

The Consortia Grant program’s disbursement of grant funds process contained herein is in accordance with the guidance set forth in D.11-06-038, Resolutions approving Consortia grants, and SAM, i.e. [the State Administrative Manual](#).

A. *Disbursement of Annual Grant Funds Schedule*

Disbursements of grant funds will be made to the Fiscal Agent. The Consortium must first submit the Quarterly Progress Report to CD together with the Quarterly Progress Payment Request supported by documentation, e.g., invoices, quotes and receipts. Progress payments will not exceed an

accumulated 25% of the total annual award value after the first quarter, 50% after the second quarter, 75% after the third quarter, and 100% after the fourth quarter.

A grant recipient may request reimbursement of start-up costs equivalent to a maximum of 10% of the first-year award prior to its first Quarterly Progress Payment Request. Such request must be supported by documentation, e.g., receipts, invoices, quotes, etc. When a start-up costs payment request is submitted, the first quarterly progress payment including the start-up costs shall not exceed a total of 25% of the first year award value.

B. *Quarterly Progress Payment Requests*

All progress payment requests must be submitted together with the Quarterly Progress Report, and must be supported by documentation such as receipts and/or invoices for services rendered. Each payment request package consists of the following documents:

1. *Payment Request Cover Sheet* (Appendix D) summarizing expenses claimed and payments received thus far. Please note that this is a revised Payment Request Cover Sheet. CD revised the sheet from a summary of the payment request by expense category and Objectives/Goals to a summary of requests and payments received thus far. The goal of this revision is to resolve any differences at the earliest rather than at the final payment of the grant.
2. *Payment Request spreadsheet* (Appendix E) is the main document for input and listing of expenses. Expenses must be allocated among activities/goals approved in the Work Plan and be supported by attaching relevant invoices, receipts, etc.
 - a. Travel Expense Claim and Business Expense Reimbursements: each claimant must complete a form STD-262A, Travel Expense Claim Form, and follow instructions therein. The allowable rates/costs are those negotiated and approved under the collective bargaining agreement(s) that are in use by State employees. An electronic copy of STD 262A, instructions as well as all current applicable information are available at: <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.
 - b. Non-Reimbursable Expenses: These include but are not limited to meals, food and refreshments for group gathering(s) such as meetings, conferences, workshops, etc.; and expenses working on proposed state legislation such as meetings, travel, lobbying, etc.
3. *For the Annual Year-End (4th Quarter) Payment Request*: must include an Attestation Report prepared by an independent, licensed certified Public Accountant expressing a

conclusion about the reliability of the primary financial/business functions of the Consortium.⁸

C. Final Payment and Project Completion Reports

All performance specified under the terms of any award shall be completed on or before the termination date of the award. A project completion report will be required showing that all activities in the Work Plan have been accomplished. The final payment will be equal to the outstanding balance due under the consortium grant or actual expenditures, whichever is less. The grant recipient's final payment report should be submitted to CD no later than 60 days after the project completion, and should include the following documents:

- Quarterly Progress and Payment Request Transmittal Letter and Declaration;
- Quarterly Progress Report;
- Payment Request Cover Sheet;
- Payment Request Spreadsheet including all documentation and receipts;
- Attestation Report; and
- Project Completion Report

IX. Reimbursement for Consortia Summit

Consortia may claim reimbursement for travel expenses and per diem costs associated with each Consortia Summit hosted by CD. The maximum reimbursement allowable under the Consortia Grant is \$2,000 per person for up to five delegates for each summit, for a total of up to \$10,000 per consortium. To request reimbursement, a *Learning Summit, Reimbursement Request Form* attached as Attachment F must be completed and submitted along with the Quarterly Progress Payment Request. For each delegate requesting reimbursement, a TEC Form STD 262A (see Section VIII, Quarterly Progress Payment Request above) must be used.

X. Regular Meetings

CD's Consortia Grant Administrator will schedule conference calls with all consortia on a regular basis. The Consortia Grant Administrator will establish the agenda and seek input from the Consortia. Representatives from each consortium are encouraged to participate in the conference calls.

⁸ D.11-06-038, p. 25.

XI. Payment Processing

The Consortia Grant Administrator will review payment requests comparing expenses against the Consortium's approved budgets, Action Plan, Work Plan, Consent Form, timelines milestones, costs and the activities/accomplishments shown in the Quarterly Progress Report. The Consortia Grant Administrator may request additional information regarding the report, expenses, and/or supporting documentation. Upon approval, the Consortia Grant Administrator will submit payment voucher documents to the Commission's Fiscal Office. The Fiscal Office will review all payment voucher submissions in accordance to SAM; and upon satisfactory review, will schedule payment with the State Controller's Office (SCO), which is responsible for issuing and distributing the check to the payee designated by the Commission, i.e. the Consortium's fiscal agent.

The following is the suggested timeline for processing CASF consortia payments:

Event	Payment Cycle 1 (Day/Month)	Payment Cycle 2 (Day/Month)
Payment request package due from consortium to CD	5th of Month following the end of Quarter	19th of Month following the end of Quarter
Payment authorization letter from CD to Fiscal Office	On 19th of Month	On 3rd of Next Month
Payment authorization submitted from Fiscal Office to SCO for payments	20th through 26th of Month	4th through 20th of Next Month

If any date in this payment schedule falls on a weekend or holiday, that date will be advanced to the next business day but the remaining dates in the payment schedule will remain unchanged. The SCO requires 14 to 21 days to issue payment from the day it receives payment requests.

XII. Publicity and Acknowledgment

In accordance with the requirements set forth in D.11-06-038, any publications, studies, or reports made possible or derived in whole or in part from the project, and any news articles, brochures, seminars, or other promotional materials or media through which the grant recipient publicizes the Project will acknowledge the CASF's Consortia program in the following manner:

“Funding for this project has been provided in full or in part through a grant by the Rural and Urban Regional Broadband Consortia Grant Account of the California Advanced Services Fund, a program administered by the California Public Utilities Commission.”

APPENDIX

California Advanced Services Fund (CASF) Rural and Regional Urban Consortia Account Grant Fund Request Form

Name of Regional Consortium

Name of Fiscal Agent (Please attach Payee Data Record, STD 204, if not on file with the Commission
<http://www.courts.ca.gov/documents/4-2-RFP-13-14-01GW-Attachment-5-Payee-Data-Record.pdf>)

Commission Resolution awarding grant: Resolution T- _____ Issuance Date: _____

Total CASF Approved Amount: \$ _____

Year 1: \$ _____ Year 2: \$ _____

Year 3: \$ _____ Year 4: \$ _____

Start Date of Grant: _____

Quarter end-dates for Quarterly Progress Reports and payment requests (Month and Day):

Quarter 1: _____ Quarter 2: _____

Quarter 3: _____ Quarter 4: _____

Is a bank account solely for CASF deposits and expenditures established: Yes: No:

If no, please explain: _____

Please explain how billing to discrete funding sources will not overlap:

Recipient Signature

Fiscal Agent Signature

Printed Name

Printed Name

Date

Date

Telephone Number (include area code):

() _____

Telephone Number (include area code):

() _____

Email Address:

Email Address:

Decision 11-06-038, ATTACHMENT H

CONSENT FORM

Name of Regional Consortium (Consortium):

Members of Consortium:

(Include additional pages if necessary)

Commission Resolution awarding grant from the California Advanced Services Fund (CASF) Rural and Urban Regional Consortia Grant Account (Consortia Grant Account): Resolution T-_____, dated _____, 20__.

The Consortium identified above hereby agrees to comply with all grant terms, conditions, and requirements set forth in Commission Decision 11-06-038 and Commission Resolution T-_____.

Undersigned representative of _____ [Name of Member of Consortium] is duly authorized to execute this Consent Form on behalf of the Consortium and to bind the Consortium to the terms, conditions, and requirements set forth in Commission Decision 11-06-038 and Commission Resolution T-_____.

Dated this ____ day of _____, 20__.

Signature

Printed Name

Title: _____

Organization (Name of Member of Consortium):

Business Address (include street address, suite/apt. number, city, state, and ZIP Code):

Telephone Number (include area code):

Email Address:

() _____

Sample of Quarterly Report Format

[Name of Regional Consortium]

[Name of Project]

QUARTERLY REPORT

Start Date: ___/___/2011

Quarter (circle one): 1Q 2Q 3Q 4Q

Date Report Submitted: ___/___/2011

Goals/ Objectives (as stated in the Action Plan)	Activity(ies) (as stated in the Work Plan)	Performance Measures	Estimated Completion Date	Revised Estimated Completion Date	Date Completed	Actual Performance Results	Comments (e.g. reason why actual results not meeting planned performance measures)
Goal A	Convened meetings with community-based organizations (CBOs)	<ul style="list-style-type: none"> • Conducted four (4) meetings • Conducted seven (7) conference calls 	2/14/11		2/14/11	2 meetings conducted 3 conference calls conducted	Reason why performance measure was not met

Quarterly Report and Payment Request Transmittal Letter and Declaration

California Advanced Services Consortia Program

**Quarterly Report and Payment Request
Transmittal Letter and Declaration**

To: CASF Consortia Grant Administrator

Attached are the Quarterly Report and/or Payment Request for:

Work Plan Year: _____ Quarter: _____

I 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 Quarterly Report are true and correct.

Regional Consortium: _____

Signature and Title

Print Name and Title

Date: _____

Payment Request Cover Sheet

Name of Consortium			
Approved Grant, Year 1			
Approved Grant, Year 2			
Period of Progress Payment Request (Y1Q1, Y1Q2, etc.):			
Quarter Ending (MM/YY):			
	Amount Requested	Amount Approved	Amount Received
Start-Up Costs			
Y1Q1, Progress Payment			
Y1Q2, Progress Payment			
Y1Q3, Progress Payment			
Y1Q4, Progress Payment			
Y2Q1, Progress Payment			
Y2Q2, Progress Payment			
Y2Q3, Progress Payment			
Y2Q4, Progress Payment			
Total			

(name) Broadband Consortium
 Payment Request
 Budget Year: 20xx QTR: x

Line Item #	Description	Invoice or Receipt #	Invoice or Receipt Date	Supporting Document Attached	Goal 1:	Goal 2:	Goal 3:	Goal 4:	Goal 5:	TOTAL AMOUNT
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Personnel Compensation										
1		###	(mm/dd/yyyy)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	subtotal				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Travel										
6		###	(mm/dd/yyyy)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	subtotal				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Equipment										
11		###	(mm/dd/yyyy)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	subtotal				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Training/Educational Supplies										
16		###	(mm/dd/yyyy)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		subtotal			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Office Supplies/Printing										
21		###	(mm/dd/yyyy)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		subtotal			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Advertising/Promotional										
26		###	(mm/dd/yyyy)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		subtotal			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Meetings/Conferences/Conventions										
31		###	(mm/dd/yyyy)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
32					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
35					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		subtotal			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

External Consultants										
36		###	(mm/dd/yyyy)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
38					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
39					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		subtotal			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Other Expenses										
41		###	(mm/dd/yyyy)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
44					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
45					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
subtotal					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

GRAND TOTALS					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Learning Summit, Reimbursement Request Form

Name of Consortium	
Date of Learning Summit	
Location of Learning Summit (City)	
Name of Delegate	Requested Amount , please attach a Travel Request Form, STD 262-A for each claimant.
Total	