

CASF Public Housing Account Application Instructions

CPUC Staff prepared these instructions to assist CASF Public Housing Account applicants in submitting their applications. Filing requirements are summarized below. Please familiarize yourself with [The Decision](#), especially the guidelines contained in [AppendixB](#). Additionally, please provide complete and accurate information.

If you have questions regarding the application process, please contact CPUC_Housing@cpuc.ca.gov

Steps:

1.) Create a CPUC File Transfer Protocol (FTP) account

If you do not have an existing CPUC FTP account, please follow these instructions:

Go to <https://cpucftp.cpuc.ca.gov>

- A.) Click on “I don’t have an account yet”.
- B.) Create your FTP account by entering your email address in the dialog window.
- C.) A Verification Code will be immediately sent to your mailbox.
- D.) Retrieve the Verification Code from your mailbox and enter the Verification Code in the registration window to authenticate your email address.
- E.) Create a personal password for your account. Your registration process is now complete. Bookmark the FTP link to upload documents to complete the application process.

2.) Complete the Application Workbook(s)

A.) CASF Public Housing Infrastructure Application: [Click here for the Workbook Application – Public Housing Infrastructure](#)

B.) CASF Public Housing Adoption Application: [Click here for the Workbook Application – Public Housing Adoption](#)

Notes: If you wish to apply for both Infrastructure and Adoption funding, please fill out both applications.

C.) In either workbook application, the **Applicant Information** tab must be filled out once per workbook. Please indicate the number of projects involved and total funding required in the **Applicant Information** tab.

D.) The **Project Information** tab pertains to information specific to each project location. Please complete separate **Project Information** tabs for each project location if the application involves multiple project locations. For additional **Project Information** tabs, please follow the following steps:

- i.) Right-click on the **Project Information** tab
- ii.) Select move or copy
- iii.) Select *Project Information*
- iv.) Check the Create a Copy Box
- v.) Click ok.
- vi.) Repeat these steps until you have the required number of **Project Information** tabs for your Application. The **Project Name** in each **Project Information** tab must be unique.

E.) Save the Application Workbook(s) to your local computer. Please rename the Application Workbook file according to the following format:

Applicant Name_Type of Application_# of this application type submitted to date

(e.g. ABC Housing Authority_Infrastructure_2.xls; ABC Housing Authority_Adoption_1.xls)

3.) Prepare supporting documentation

Please submit these documents for each Application:

Documentation	Naming Convention	Type of Document
Eligibility Documents		
<u>Chartered Public Housing Authorities</u> Annual HUD Contribution Contract	<i>Applicant Name_HUD Contribution Contract</i> (eg. ABC Housing Authority_HUD Contribution Contract.pdf)	PDF
<u>OR</u>		
<u>Non-Profit Organizations</u> 1.) IRS Letter confirming status as a 501(c)(3) entity. The IRS letter must also include applicant's Tax Identification Number.	<i>Applicant Name_IRS Letter</i> (eg. ABC Nonprofit_IRS Letter.pdf)	PDF
<u>AND</u> 2.) Award letter from a public agency proving its receipt of	<i>Applicant Name_Award Letter</i>	PDF

public funding for affordable housing purposes.	(eg. ABC Nonprofit_Award Letter.pdf)	
Financials		
<p><u>Chartered Public Housing Authorities:</u> The most recently prepared annual report and audit submitted to the HUD.</p> <p><u>OR</u></p> <p><u>501(c)(3) Non-Profit Organizations</u> The most recently prepared annual report and audit submitted to a government entity (for example, the California Tax Credit Allocation Committee).</p>	<p><i>Applicant Name_HUD_Annual Report</i> (e.g. ABC Housing Authority_HUD Annual Report.pdf)</p> <p><i>Applicant Name_HUD Audits</i> (e.g. ABC Housing Authority_HUD Audits.pdf)</p> <p><i>Applicant Name_Gov Entity Annual Report</i> (e.g. ABC Non-Profit_TCAC Annual Report.pdf)</p> <p><i>Applicant Name_Gov Entity Audits</i> (e.g. ABC Non-Profit_TCAC Audits.pdf)</p>	<p>PDF</p> <p>PDF</p> <p>PDF</p> <p>PDF</p>
Organizational Chart and Background		
Organizational chart showing applicant’s parent organization, subsidiaries and affiliates.	<p><i>Applicant Name_Org Chart</i> (e.g. ABC Housing Authority_Org Chart.pdf)</p>	PDF
Notarized Affidavit of Application’s Accuracy		
Notarized and signed affidavit, under penalty of perjury, that to the best of your knowledge, all statements and representations made in the application and information submitted are true and correct. Additionally, an applicant must also agree to abide by the Commission rules of practice and procedure, be subject to Public Utilities Code Sections 2108 and 2111 and to submit quarterly reports and annual recertification or audit	<p><i>Applicant Name_Affidavit</i> (e.g. ABC Housing Authority_Affidavit.pdf)</p>	PDF

documents. For a copy of the Affidavit, please click here.		
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Please submit the following documents for each Infrastructure Project:

Documentation	Naming Convention	Type of Document
Engineering Documents and Schematics		
<ul style="list-style-type: none"> - Engineering documents/schematics for the proposed network - High-Level narrative of the proposed network to include a brief description of the location and installation of the network components - Technical description and specification of all networking elements of the project and a brief narrative for supporting network downstream and upstream speed capability 	<p><i>Project Name_Engineering Doc</i></p> <p>(e.g. XYZ Apartments_Engineering Doc.pdf)</p>	PDF
Project Schedule		
<p>Deployment schedule with a commitment to complete project within 12 months of Commission approval of the application. The schedule should identify major prerequisite(s), construction, and any other milestones that can be verified by Commission staff. The schedule should list the following: Major Milestone Description, Milestone Start and End date, Milestone Risks. Please include the following:</p> <ol style="list-style-type: none"> 1. A plan to encourage adoption of broadband Internet service, specifying activities used to encourage adoption. 	<p><i>Project Name_Infrastructure Project Schedule</i></p> <p>(e.g. XYZ Apartments_Infrastructure Project Schedule.doc)</p>	DOC

2. Any permit review time in the construction schedule with a reference to the government agencies that will issue the permits.		
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Please submit the following documents for each Adoption Project:

Documentation	Naming Convention	Type of Document
Work Plans		
<p>1.) Work plan with milestones and a timeline to be able to provide training classes within nine months of project approval.</p> <p>2). Work plan with major milestones to demonstrate how you plan to sustain the project for 12 months or until 75% of the residents are trained.</p> <p>The work plans should list the following: Major Milestone Description, Milestone Start and End date, Milestone Risks for (1) getting training ready after the funds have been awarded and (2) in sustaining the training after the project has begun.</p>	<p><i>Project Name_Adoption Rampup Work Plan</i> (e.g. XYZ Apartments_Adoption Rampup Work Plan.doc)</p> <p><i>Project Name_Adoption 12 Month Plan</i> (e.g. XYZ Apartments_Adoption 12 Month Plan.doc)</p>	<p>DOC</p> <p>DOC</p>

4.) Save the Application Workbook and the supporting documents described above into a ZIP Formatted Folder

Please use the following naming convention for the ZIP Formatted Folder:

Applicant Name_Type of Application_# of this application type submitted to date

(e.g. ABC Housing Authority_ Infrastructure_2.ZIP; ABC Housing Authority_Adoption_1.ZIP)

* Instructions to create a ZIP folder may be available from the following Microsoft web link: [Microsoft ZIP Instructions Link](#)

5.) Upload Application and Support Documents:

A.) Go to <https://cpucftp.cpuc.ca.gov>

- B.) Initiate an upload request to the following address: CPUC_Housing@cpuc.ca.gov
- C.) Attach the ZIP Formatted Folder into the upload request from Step B.
- D.) Provide a brief description of the documents being uploaded.
- E.) Click “send” to complete the upload request. Your submission is complete!

6.) Print and mail the completed Application workbook and the Supporting Documents to:

Communications Division
ATTN: California Advanced Services Fund
Housing Account Coordinator
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102

AND

Office of Ratepayer Advocates of the CPUC
Re: California Advanced Services Fund
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102