

Tribal Technical Assistance Overview for Applicants

The following is an overview of the Tribal Technical Assistance program, application, and payment process requirements. For more information review the [Administrative Manual](#) and the [TTA guidelines](#).

A. TTA Application Requirements

A California Tribe, with or without federal recognition that demonstrates tribal leadership support or Tribal Consortia must submit the following documents to apply for a grant from the Tribal Technical Assistance (TTA) Program:

1. [TTA Grant Application Package \(Excel doc with three tabs\)](#):

Tab 1: Application Checklist

All sections must be completed, signed and dated in the appropriate area at the bottom the spreadsheet.

Tab 2: Tribal Technical Assistance Summary

The application must specify (restate) the technical assistance will advance the CASF program goal to “provide broadband access to no less than 98 percent of California households in each consortia region” where broadband access is defined as service at 25 megabits per second download and 3 megabits per second upload (Pub. Util. Code sections 281(b)(1)(A) and (b)(1)(B)(ii)(I)) and explain why.

Tab 3: Budget Plan

2. **Consultant Proposed Contract or Written Estimate**

The Tribal applicant must provide a proposed contract (“the contract”) or written estimate with scope of work from the Tribe’s approved contractor for the purpose of the Technical Assistance.

This contract or estimate must state details of the proposed work, including a statement of work, detailed cost estimate and proposed timeline for completion.

3. **Consultant Personnel**

Names, titles, qualifications, and position descriptions of contractors working on TTA project.

4. **Support Letter or Resolution from Tribal Administrator, Chair or Council**

A California Tribe, with or without federal recognition, that demonstrates Tribal leadership support, for example, by furnishing of an official letter from the tribal administrator, chair, or council.

5. [Notarized Affidavit \(CPUC form\)](#)

Tribal applicants must submit an affidavit, under penalty of perjury, containing at minimum the 6 attestations listed in TTA Guidelines Section 5 Affidavit. Applications that do not include these attestations will not be considered for approval.

B. Requirements for Ministerial Approval

Communications Division Staff may approve applications, without the need of a Commission Resolution, that meet all of the following criteria:

1. The requested amount per Technical Assistance does not exceed \$250,000 per fiscal year per Tribe and/or Tribal consortia.

2. The application must specifically state the technical assistance will advance the CASF program goal to “provide broadband access to no less than 98 percent of California households in each consortia region” where broadband access is defined as service at 25 megabits per second download and 3 megabits per second upload (Pub. Util. Code sections 281(b)(1)(A) and (b)(1)(B)(ii)(I)) and explain why.
3. The applicant agrees that the technical assistance must be completed within 24 months from the date of listed in the Award Letter.
4. The application meets all the other requirements of a Technical Assistance grant listed in Sections 2, 3, 4, 5 and 6 of the TTA Guidelines.

C. Timelines

Applications may be submitted at any time, but CD Staff will consider applications submitted on or before each deadline listed below on a quarterly basis until funds are exhausted: January 1, 2021, April 1, 2021, July 1, 2021, and October 1.

Notifications of awards will be made by an Award Letter from the Communications Division Director.

The Tribe and/or Tribal consortia must sign, date and submit a Consent Form and Payee Payroll Record within 30 days of the Award Letter or Resolution authorizing the grant award. . A Consent Form is provided as part of a TTA grant Award Letter or Resolution.

Work must be completed within 24 months of the date listed on the Award Letter or Resolution.

D. Grant Acceptance:

Upon an application’s approval, the grantee will receive an Award Letter or Commission approved Resolution via email from the CPUC. To accept the TTA grant, the grantee must complete, sign, and date:

1. **Consent Form**

The Consent Form received as part of the formal TTA Award Letter or Resolution should be used. The form should be completed and submitted with the Award Letter.

2. **Payee Data Record (STD 204)**

For Tribes and/or Tribal consortia having other previous projects with the State of California, the address should match the address on file with the State of California.

E. Payments

Upon completion of work and before payment, a Tribe or Tribal Consortia must submit:

1. **Project Completion and Payment Reimbursement Form (CPUC Form)**

2. **Copy of the Final Report(s), Plans, Studies (etc.)**

The Final Report, Plan or Study, etc., must address all actions outlined in the Scope of Work submitted in the TTA application.

3. **Contract (Signed and Dated by Both Parties)**

4. **Invoices**

Invoices must support the payment amount requested showing expenditures incurred for the technical assistance along with documents detailed in Section 9 Reporting of the TTA Guidelines, including justification for time and deliverables.

Upon CPUC approval, payments are made to the Tribe or Tribal consortia address stated on the submitted Payee Data Record Form (STD 204).