

# Local Agency Technical Assistance (LATA) Grantee User Guide

CALIFORNIA PUBLIC UTILITIES COMMISSION

UPDATED MAY 2024



**California Public  
Utilities Commission**



# Table of Contents

Introduction.....	4
Navigation.....	5
My Awards .....	5
Submission of Quarterly and Monthly Contractor Reports.....	7
Quarterly Reports .....	7
Monthly Contractor Reports .....	12
Amendment Requests.....	17
Payment Requests/Completion Reports.....	23
How to Upload Files .....	36
Contact Information and Additional Resources .....	38

# Broadband Grant Portal - User Guide

## INTRODUCTION

---

The California Public Utilities Commission (CPUC) [Broadband Grant Portal](#) (Portal) is a web-based system designed to allow users to submit applications and manage awards for broadband grants. It is a comprehensive system that covers all aspects of the grant cycle, from user registration and application submission to review cycles, award notifications, reporting, and closeout. The Portal also provides for the application objection process.

The Broadband Grant Portal first launched with the Federal Funding Account and eventually expanded to include other CPUC broadband grant programs, including the Local Agency Technical Assistance Program. The Portal's commonality and accessibility will streamline the process for all programs it serves, allowing for faster and more efficient analyses of grant applications.

This guide covers the user registration and application submission process for Local Agency Technical Assistance (LATA) reporting, modification requests, and payment requests. Please note that the CPUC is not currently accepting LATA grant applications and is only open for current LATA recipients to submit the required progress reports for their awards.

## NAVIGATION

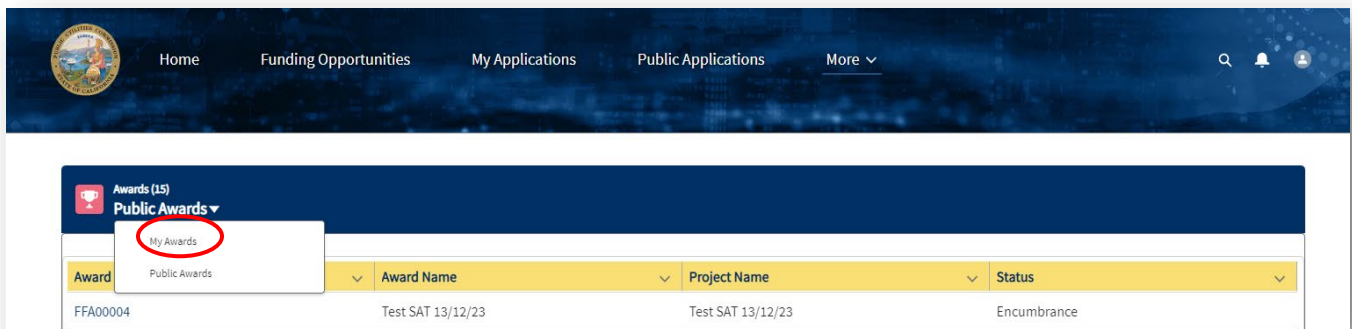
Please first log in to the Portal. On the top right corner of the webpage, please log in by clicking on the icon under the red arrow.



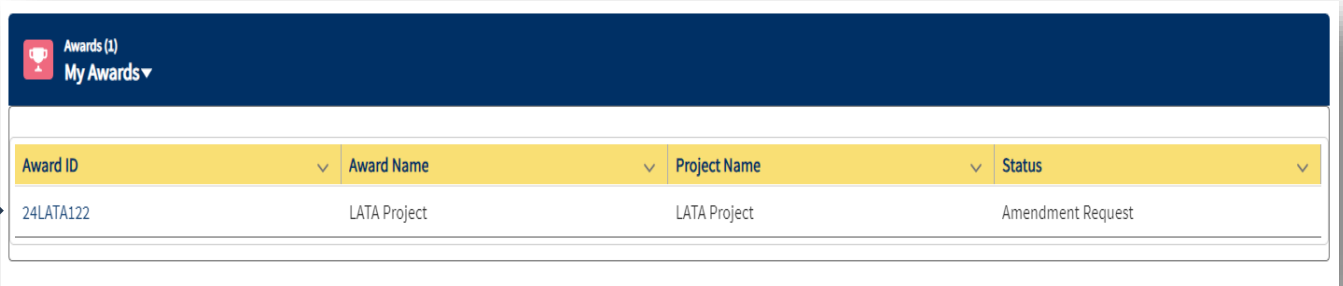
### My Awards

On the homepage, there are links to the various sections within the Portal at the top of the page. These links will assist with navigating through the Portal. The “Awards” section only appears once logged in. Please click on “Awards”.

Click on “Public Awards” and select “My Awards” from the drop-down menu to view your awards.



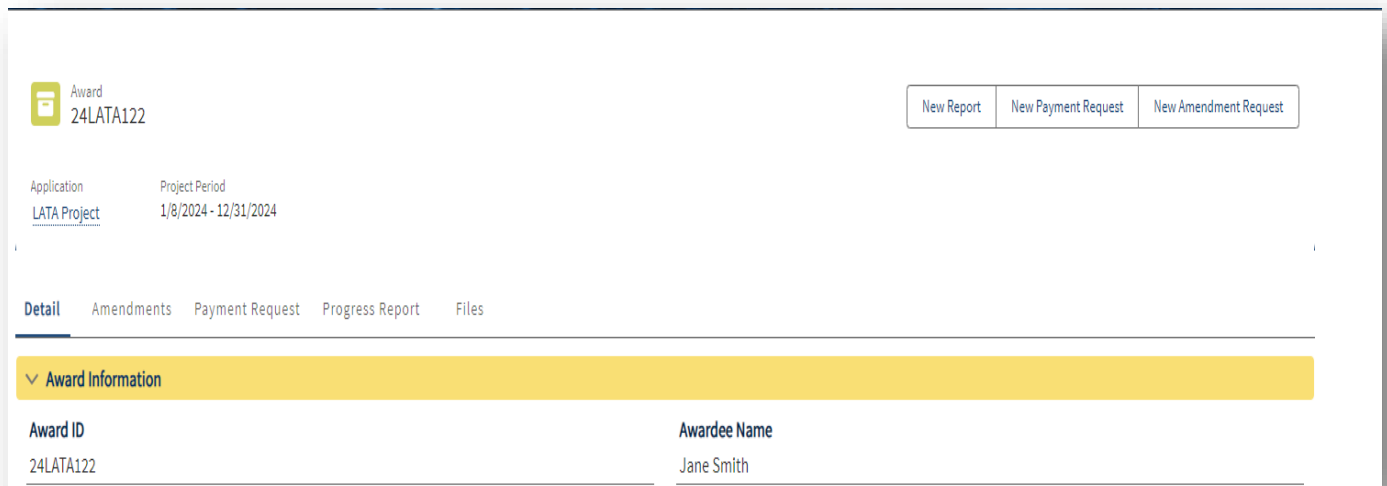
On the “My Awards” page, under “Award ID”, please click on the link to the relevant award.



The screenshot shows a table titled "Awards (1) My Awards" with a dark blue header. The table has four columns: "Award ID", "Award Name", "Project Name", and "Status". A red arrow points to the first row of data.

Award ID	Award Name	Project Name	Status
24LATA122	LATA Project	LATA Project	Amendment Request

Now, you can view your award “Detail” tab.



The screenshot shows the "Award Detail" page for award 24LATA122. It includes a header with the award ID and application name, a navigation menu with tabs for "Detail", "Amendments", "Payment Request", "Progress Report", and "Files", and a section for "Award Information" with a table of details.

**Award**  
24LATA122

Application: LATA Project | Project Period: 1/8/2024 - 12/31/2024

**Detail** | Amendments | Payment Request | Progress Report | Files

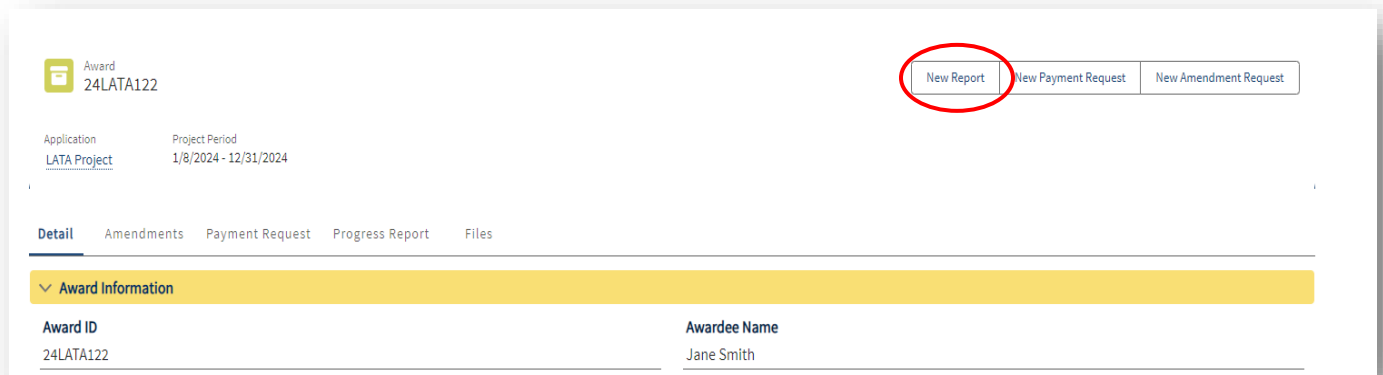
**Award Information**

Award ID	Awardee Name
24LATA122	Jane Smith

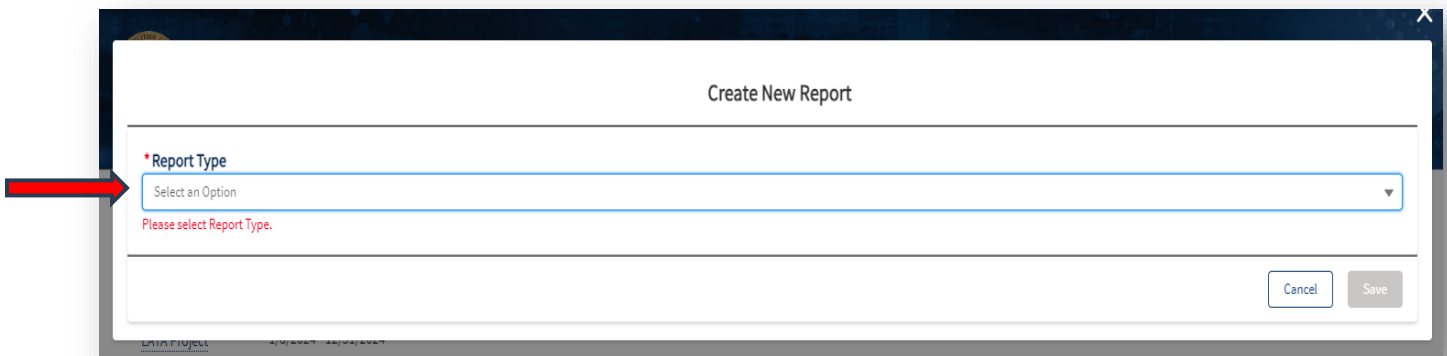
# SUBMISSION OF QUARTERLY AND MONTHLY CONTRACTOR REPORTS

## Quarterly Reports

On the Award page (please see “Navigation” section for how to access award page), please click on “New Report” in the upper right-hand corner.



Please select “Quarterly Reports” in the pop-up window.



Then select the “Quarter” and “Year” of the report in which you would like to submit. Click on the “Save” button to create the report.

**Create New Report**

\* **Report Type**  
Quarterly Reports

\* **Quarter**  
Q1

\* **Year**  
2022

Cancel Save

You can now view the Progress Report Name (PR-XXXX) under the “Detail” tab. In this example, the Progress Report Name is PR-0568.

Progress Report  
PR-0568

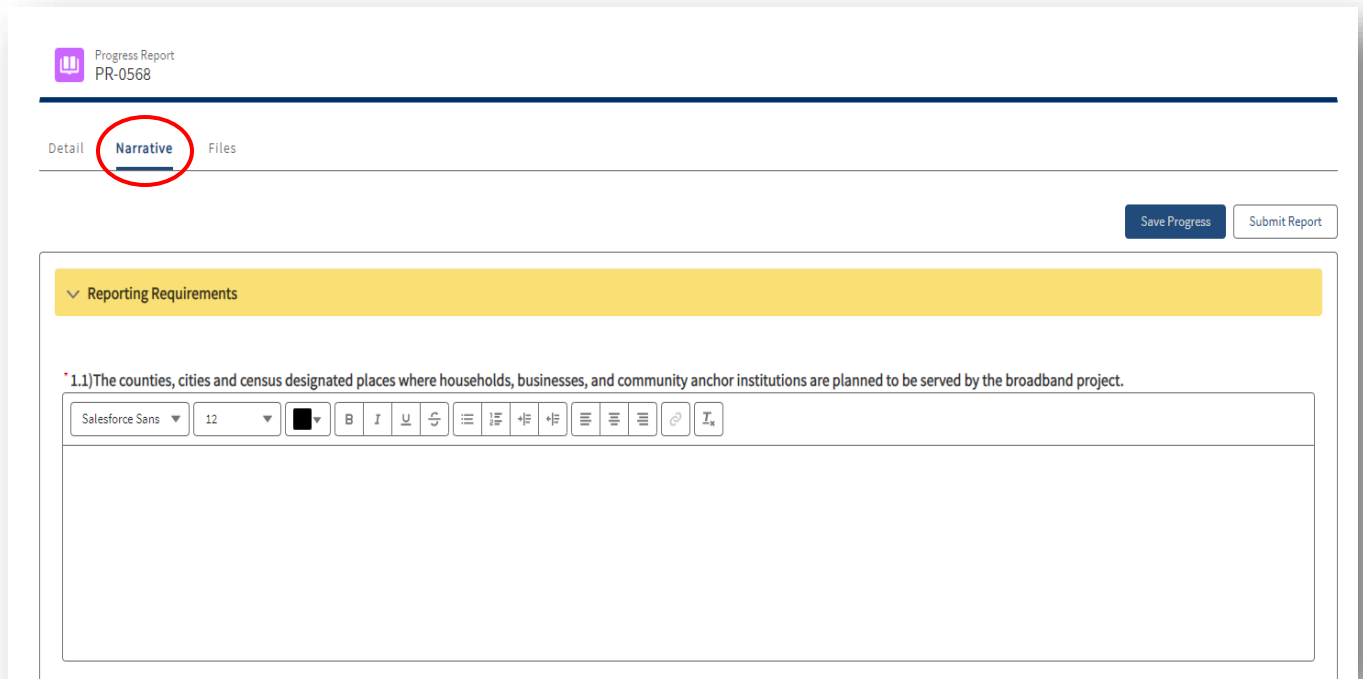
Detail Narrative Files

Information

<b>Progress Report Name</b> PR-0568	<b>Award</b> <a href="#">24LATA122</a>
<b>Quarter</b> Q1	<b>Year</b> 2022
<b>Report Type</b> Quarterly Report	



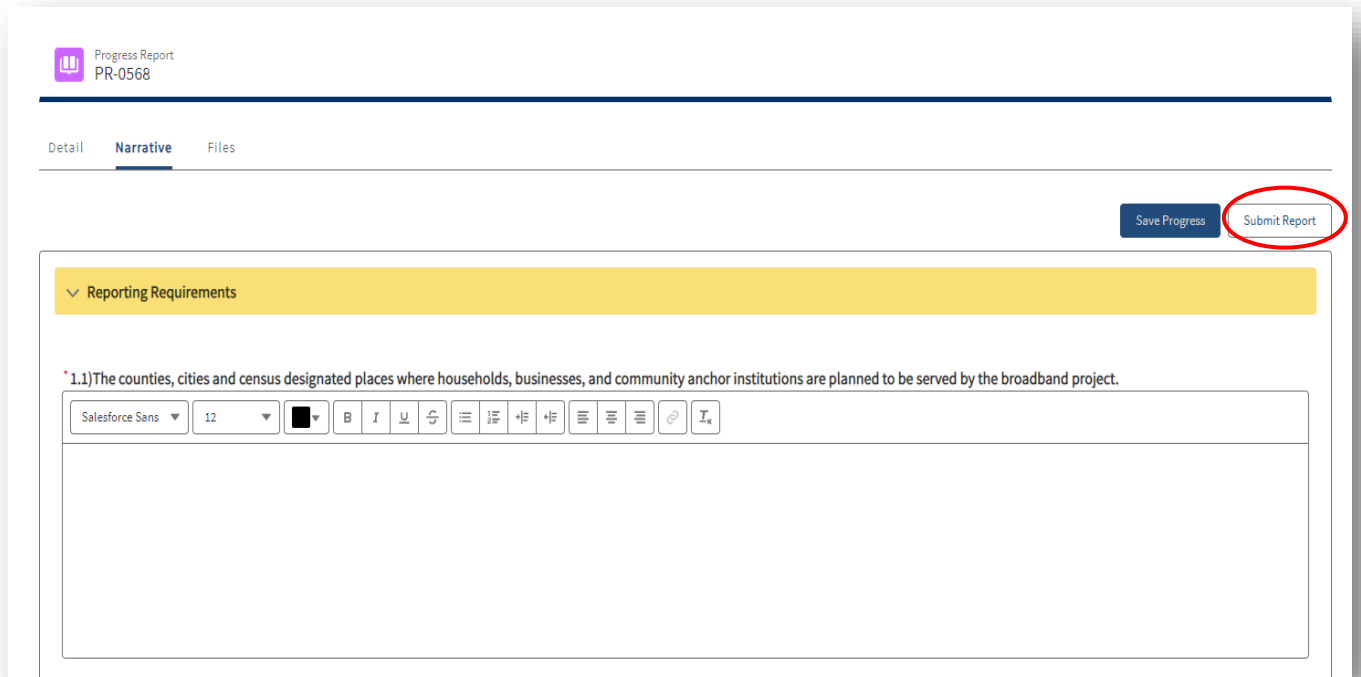
Click on the “Narrative” tab to view the questions of the report.



Please answer each question by typing in the text box and please do not include any attachments to the report. Please note you may change the font and access other formatting tools at the top of each text box. All required fields are marked with a red asterisk.

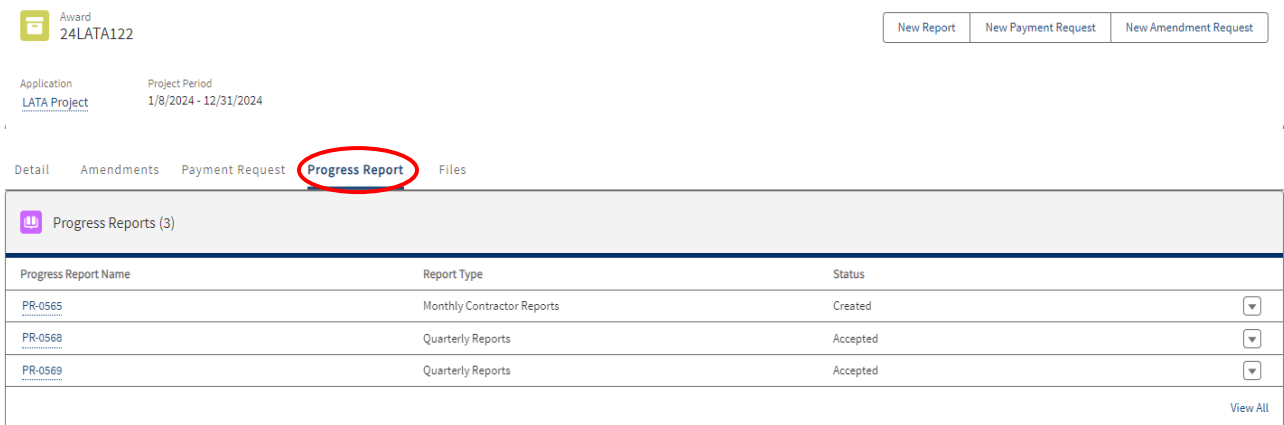
You may save your progress to complete at a later time by clicking on the “Save Progress” button.

To submit the report, please click the “Save Progress” button before submitting, then click “Submit Report” in the upper right-hand corner.



Once the report is submitted, CD staff will review the report. If there are any discrepancies with the report, you will receive an email from a CD staff member requesting a resubmittal of the quarterly report with the correction(s). You will also receive an email from grantportal.noreply@cpuc.ca.gov stating a correction is needed and that a CPUC staff member will reach out to you.

You may view all progress reports and their status under the “Progress Report” tab.



To make a correction to the report, click on the applicable Progress Report Name. Please make the changes to the applicable fields that require correction, and then click the “Submit Report” button. Please note that you cannot make changes to reports once they have been approved.

Award  
24LATA122

New Report    New Payment Request    New Amendment Request

Application    Project Period  
LATA Project    1/8/2024 - 12/31/2024

Detail    Amendments    Payment Request    **Progress Report**    Files

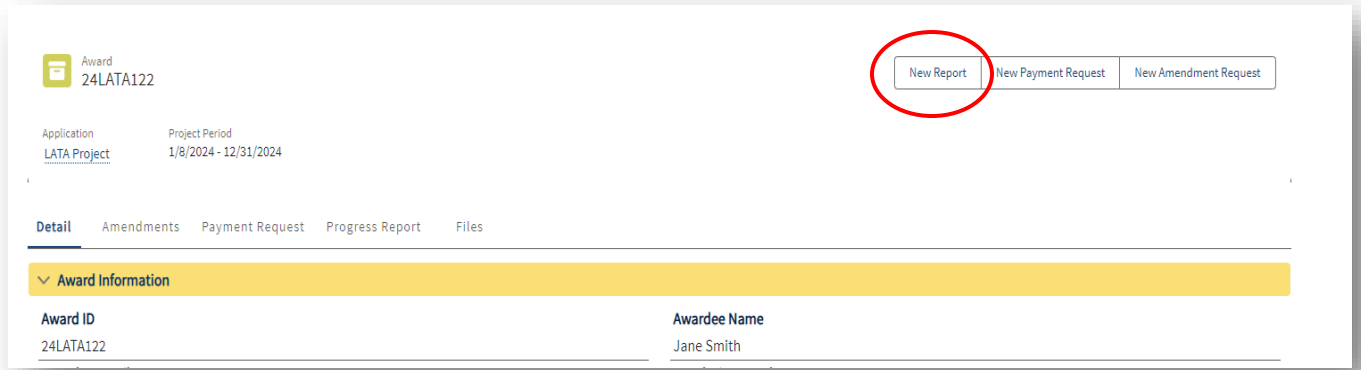
Progress Reports (3)			
Progress Report Name	Report Type	Status	
PR-0565	Monthly Contractor Reports	Created	▼
PR-0568	Quarterly Reports	Accepted	▼
PR-0569	Quarterly Reports	Accepted	▼
			View All



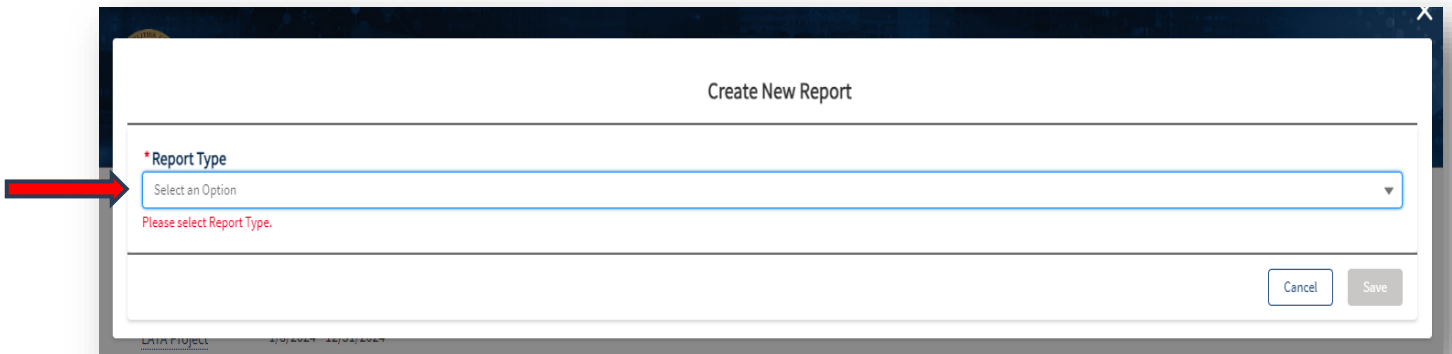
Once the report is approved, you will receive an email from grantportal.noreply@cpuc.ca.gov with a letter of approval.

## Monthly Contractor Reports

On the Award page, please click on “New Report” in the upper right-hand corner.



Please select “Monthly Contractor Reports” in the pop-up window.



Please enter the “Year” and “Month” for the report you are submitting. Click on the “Save” button to create the report.

Create New Report

\*Report Type  
Monthly Contractor Reports

\*Year  
2022

\*Month  
January

Cancel Save

You may now view the Progress Report Name for the report. In this example, progress report name is PR-0570.

Progress Report  
PR-0570

Detail Narrative Files

Information

<b>Progress Report Name</b>	<b>Award</b>
PR-0570	<a href="#">24LATA122</a>
<b>Month</b>	<b>Year</b>
January	2022
<b>Report Type</b>	
Monthly Contractor Report	

Please enter data into all required fields with a red asterisk. For question 3) “Broadband Program”, please select “Local Agency Technical Assistance.” You will also be required to certify that all statements are true and correct and electronically sign the document before submitting.

**\* 11) Certification:**  
I, the undersigned, am a legal representative of the Grantee, and 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 Report are true and correct

Yes  
 No

**\* 12) Name of Signatory**

**\* 13) Title of Signatory**

**\* 14) Signed Date**

You may save your progress to complete at a later time by clicking on the “Save Progress” button.

To submit the report, please click the “Save Progress” button before submitting, then click the “Submit Report” button in the upper right-hand corner.

Progress Report  
PR-0570

Detail **Narrative** Files

Save Progress **Submit Report**

Grantee Monthly Contractor Reporting

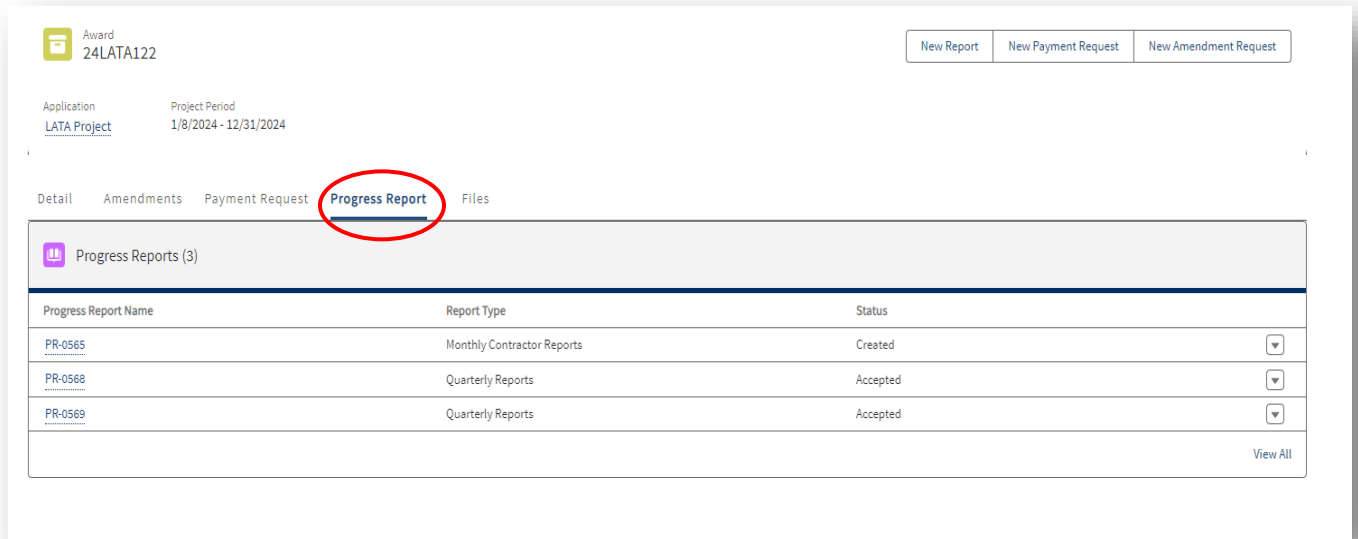
**\* 1) Reporting Period**  
January/2022

**\* 2) Name of Grantee**

**\* 3) Broadband Program**  
Select an Option

Once the report is submitted, CD staff will review the report. If there are any discrepancies with the report, you will receive an email from a CD staff member requesting a resubmittal of the quarterly report with the correction(s). You will also receive an email from grantportal.noreply@cpuc.ca.gov stating a correction is needed and that a CPUC staff member will reach out to you.

You may view all progress reports and their status under the “Progress Reports” tab.



To make a correction to the report, click on the applicable Progress Report Name. Please make the changes to the applicable fields that require correction, and then click the “Submit Report” button. Please note that you cannot make changes to reports that have been approved.

The screenshot displays the 'Progress Report' section for award 24LATA122. At the top, there are buttons for 'New Report', 'New Payment Request', and 'New Amendment Request'. Below these, the application is identified as 'LATA Project' with a project period of '1/8/2024 - 12/31/2024'. A navigation bar includes 'Detail', 'Amendments', 'Payment Request', 'Progress Report', and 'Files'. The main content area shows a list of 'Progress Reports (3)'. A table lists the reports with columns for 'Progress Report Name', 'Report Type', and 'Status'. A red arrow points to the first row, 'PR-0565', which is a 'Monthly Contractor Reports' with a status of 'Created'. The other two reports, 'PR-0568' and 'PR-0569', are 'Quarterly Reports' with a status of 'Accepted'. A 'View All' link is located at the bottom right of the table.

Progress Report Name	Report Type	Status
PR-0565	Monthly Contractor Reports	Created
PR-0568	Quarterly Reports	Accepted
PR-0569	Quarterly Reports	Accepted

Once the report is approved, you will receive an email from [grantportal.noreply@cpuc.ca.gov](mailto:grantportal.noreply@cpuc.ca.gov) with a letter of approval.

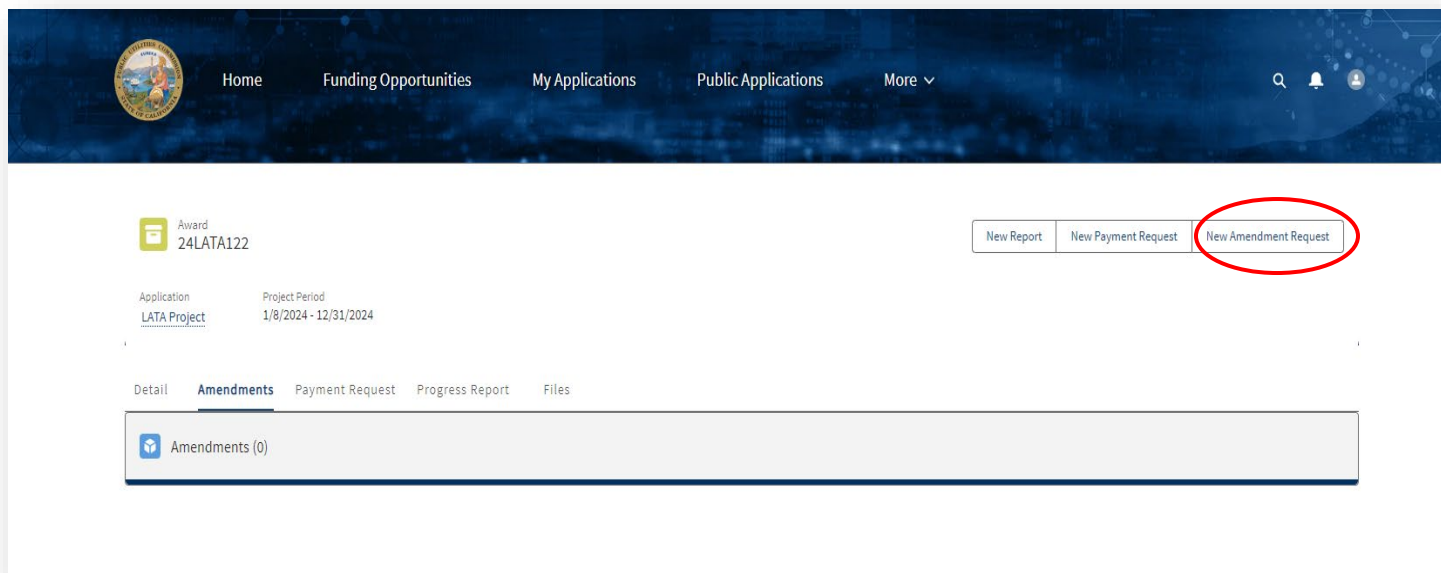


## AMENDMENT REQUESTS

Amendment requests include any changes to the awarded grant’s budget, project scope, timeline, or other significant change to the grant award.

For any award modification request to your grants award, please use the following instructions:

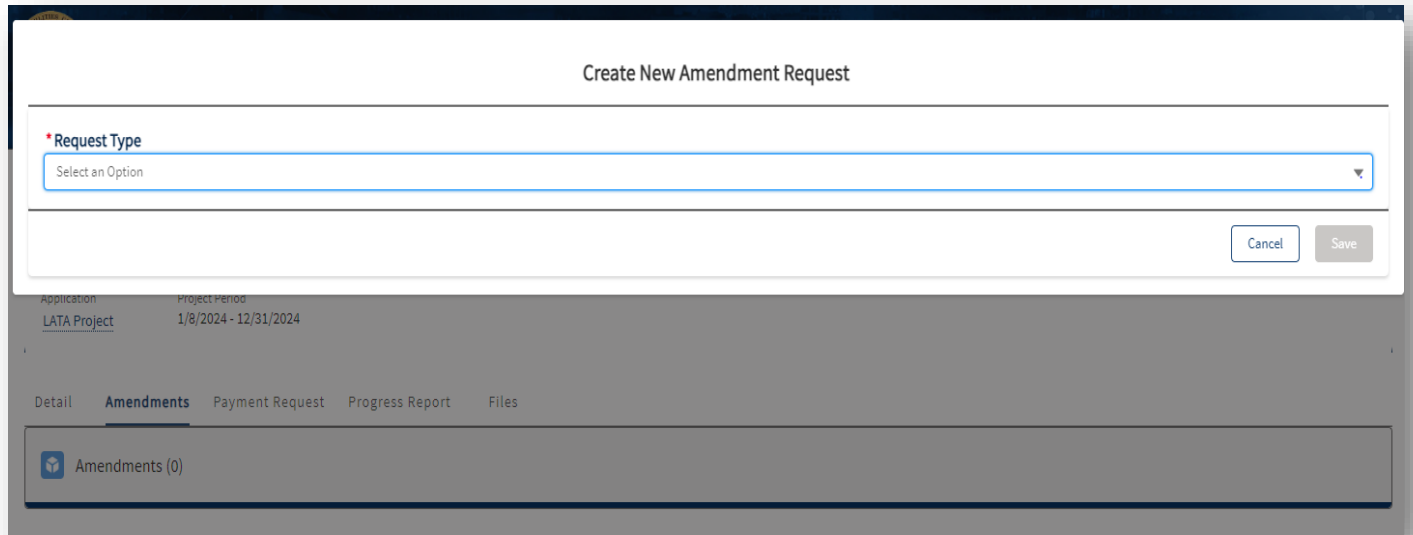
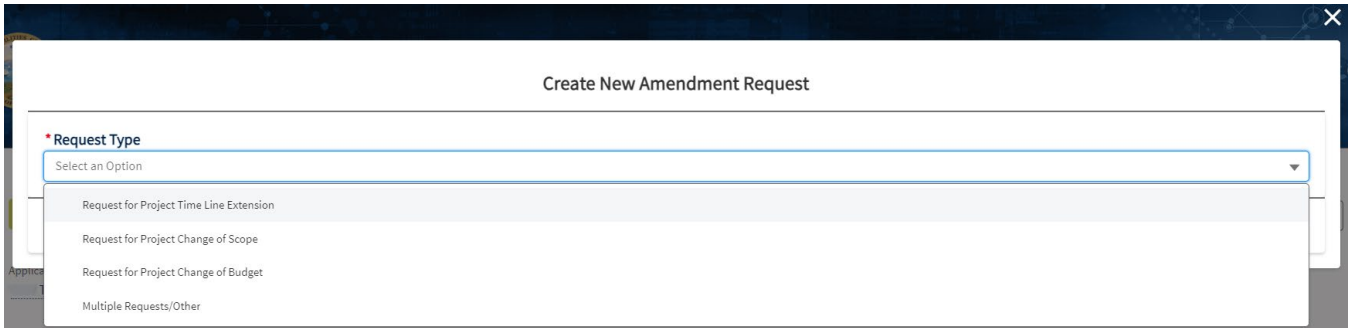
In the Award page, click on the “New Amendment Request” button.



Select the type of request from the drop-down box.

- Request for Project Timeline Extension
- Request for Project Change of Scope
- Request for Project Change of Budget
- Multiple Requests/Other

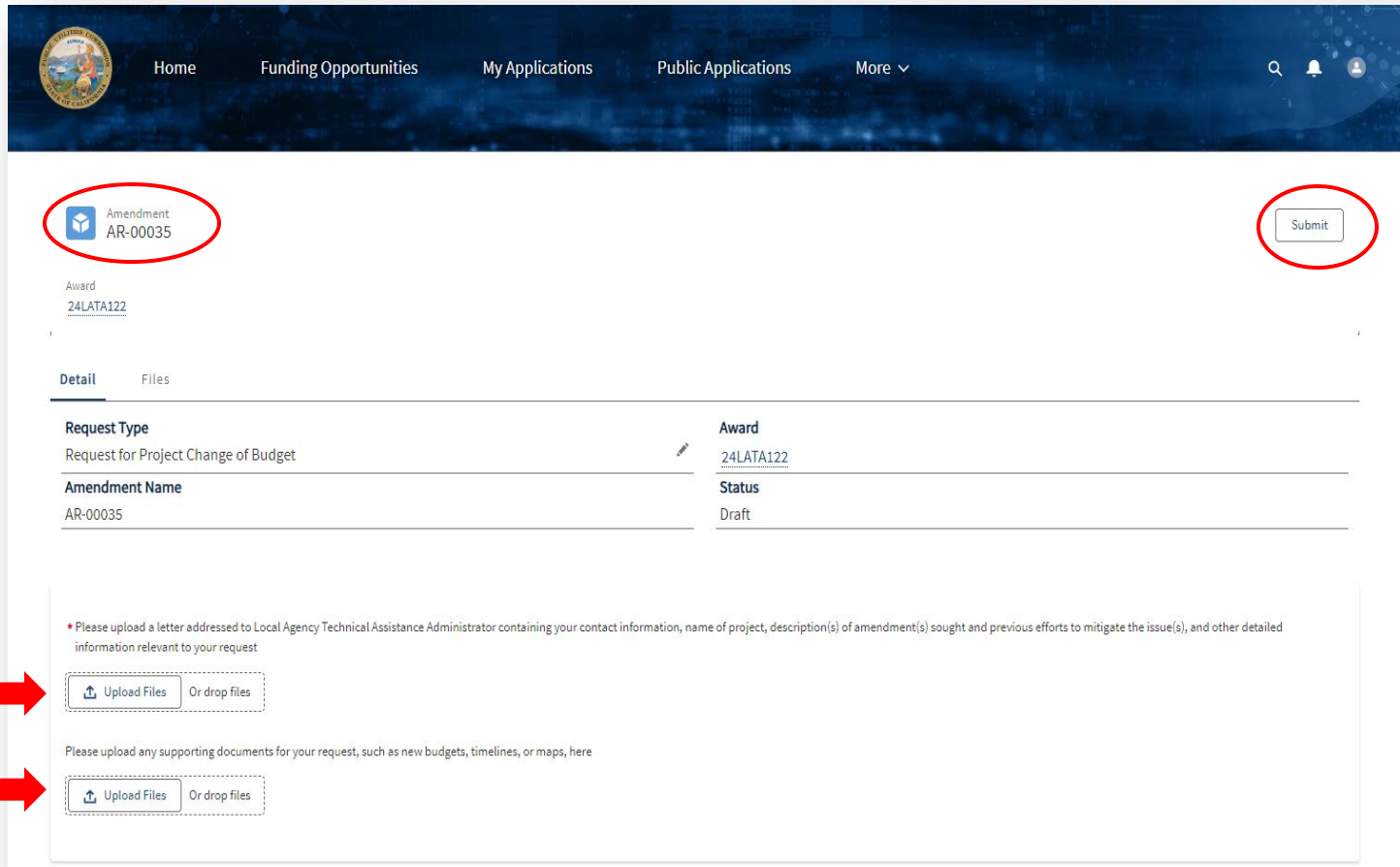
If there are multiple type of amendment requests or the request is not listed, please select “Multiple Requests/Other.”



Once saved, an Amendment ID (AR-XXXXX) will display at the top left. In this example, the Amendment ID is AR-00035.

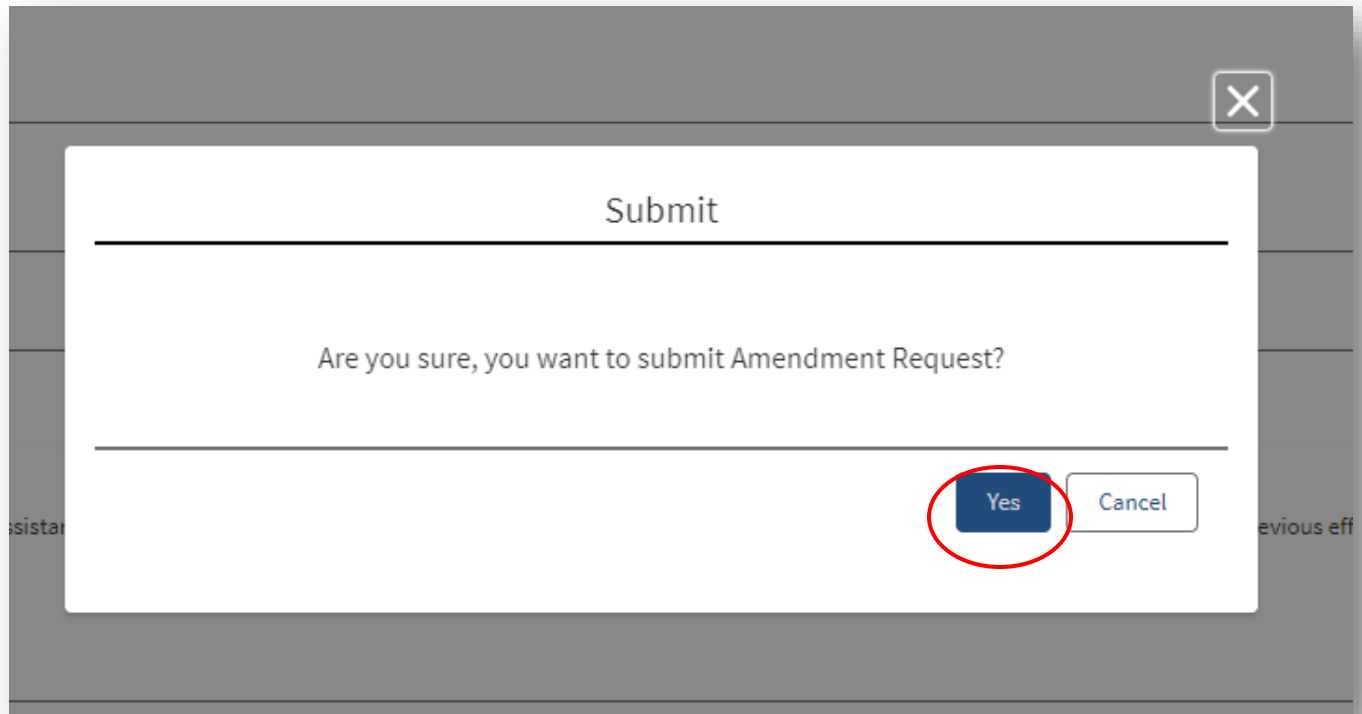
Under the “Details” tab, please upload a letter addressed to Local Agency Technical Assistance Administrator containing your contact information, name of project, description(s) of amendment(s) sought and other detailed information relevant to your request. Please click on “Upload Files” to attach the document. You may upload multiple files.

Next, please upload any supporting documents for your request, such as new budgets, timelines, or maps. Please also included an amended [LATA Grant Application](#). Please click on “Upload Files” to attach the document. You may upload multiple files. Please see the “How to Upload Files” section of this Guide for further instructions.



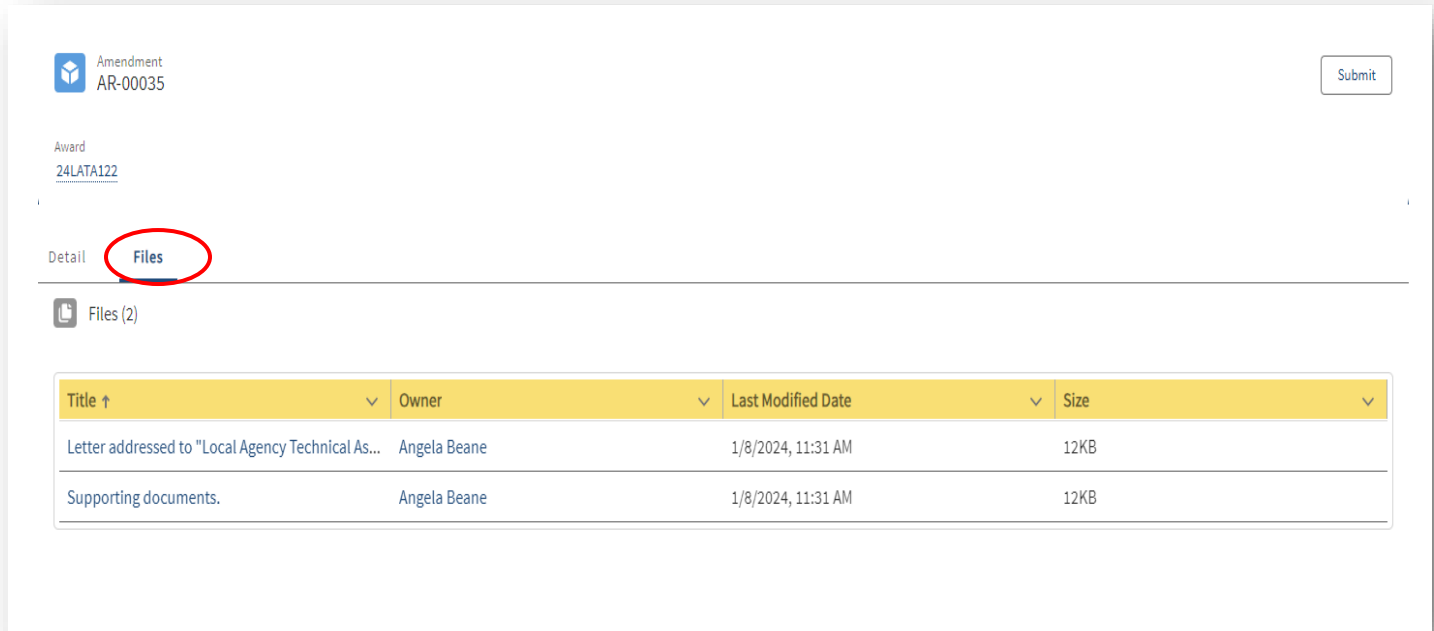
Once you have uploaded all applicable files, please click the “Submit” button at top right corner.

Please click “Yes” to submit the request.



Once the amendment is successfully submitted, you will receive an email from [grantportal.noreply@cpuc.ca.gov](mailto:grantportal.noreply@cpuc.ca.gov) verifying your request has been received.

You may view the files you have submitted under the “Files” tab.



Once approved by CD Staff, an email will be sent from the Communications Division to the key project contact’s email on file with either approval or denial. If rejected, CD staff will follow up with you with details supporting the rejection and how to correct the amendment request. You will also receive an email from grantportal.noreply@cpuc.ca.gov regarding the denial.

Please note: to make a correction, you will need to submit a new amendment request.

You may view the status of any Amendment by clicking on the “Amendments” tab on the Award page.

Award 24LATA122

Application: LATA Project | Project Period: 1/8/2024 - 12/31/2024

Buttons: New Report, New Payment Request, New Amendment Request

Navigation: Detail, **Amendments**, Payment Request, Progress Report, Files

Amendments (4)

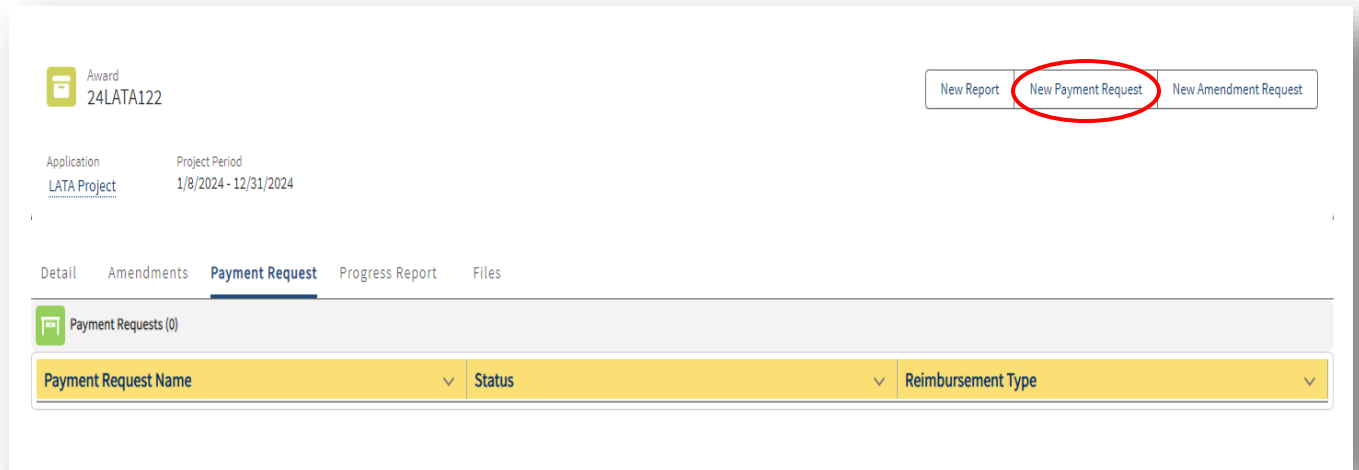
Amendment Name	Request Type	Status
<a href="#">AR-00035</a>	Request for Project Change of Budget	Amended Award Letter
<a href="#">AR-00036</a>	Request for Project Change of Scope	Approved
<a href="#">AR-00037</a>	Request for Project Time Line Extension	Approved
<a href="#">AR-00038</a>	Request for Project Time Line Extension	Rejected

[View All](#)

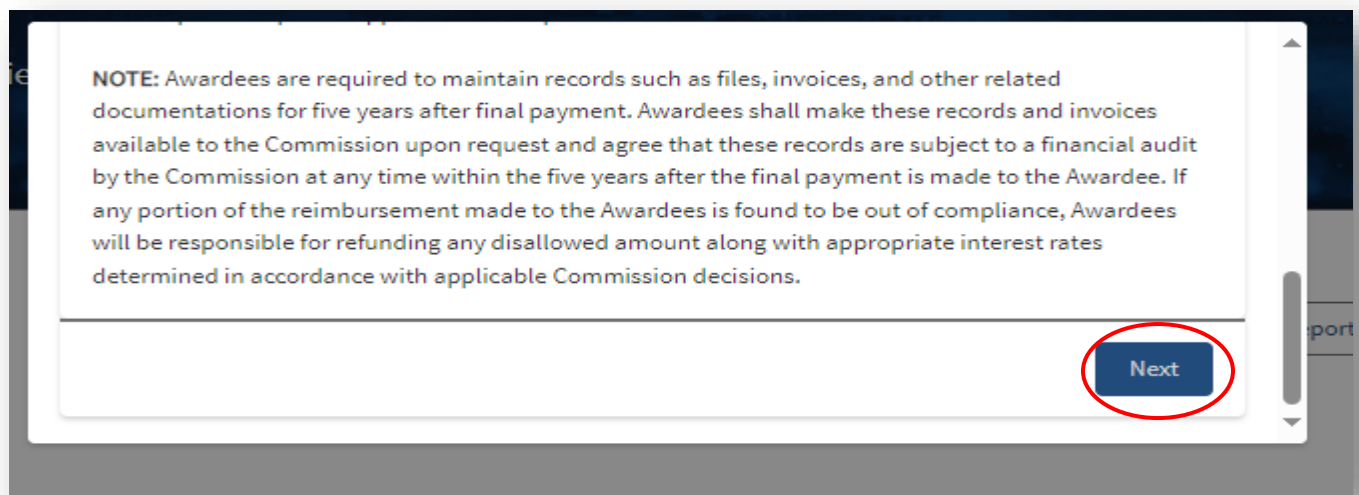
## PAYMENT REQUESTS/COMPLETION REPORTS

You may request a partial or full/final reimbursement payment for your LATA project. Please use the following steps:

On the Award page, click on “New Payment Request” in the top right corner.



A pop-up box will appear with a Disclaimer. Please read the Disclaimer and scroll down to locate the “Next” button. Click on “Next” to continue.



To create the Payment Request, please select a Reimbursement Type by clicking on the down arrow and then selecting either “Partial Reimbursement” or “Full/Final Reimbursement.” Partial Reimbursement requests are reimbursement for completed work products that does not comprise of the entire project. “Full/Final Reimbursement” is for a request for reimbursement for the entire project. Please note that the CPUC will only reimburse for whole completed work products.

Once a reimbursement type has been selected, please fill out the following fields:

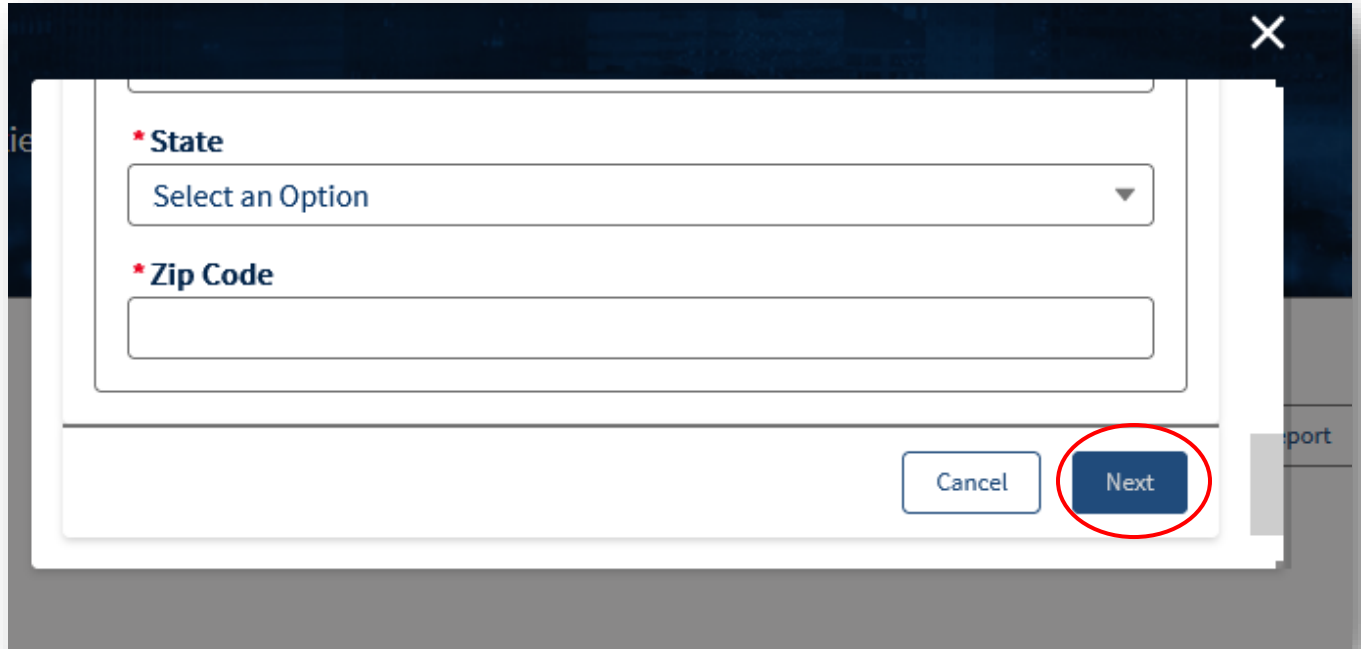
- Consultant (if applicable)
- Current Amount Requested (how much are you asking for the reimbursement)
- Completion date for work product included in this Payment Request (please click on calendar icon to select date)
- Work Product (Please list all work products you are requesting reimbursement for. You may find the work products listed on the budget summary tab of your LATA application)
- Address to which the payment will be sent (please list the address for which you will want to receive a check)

The screenshot shows a modal form with a close button (X) in the top right corner. The form contains the following fields:

- \* Reimbursement Type**: A dropdown menu with "Full/Final Reimbursement" selected.
- Consultant (if applicable)**: An empty text input field.
- \* Current Amount Requested**: An empty text input field.
- \* Completion date for work product included in this Payment Request**: An empty date picker field with a calendar icon on the right.

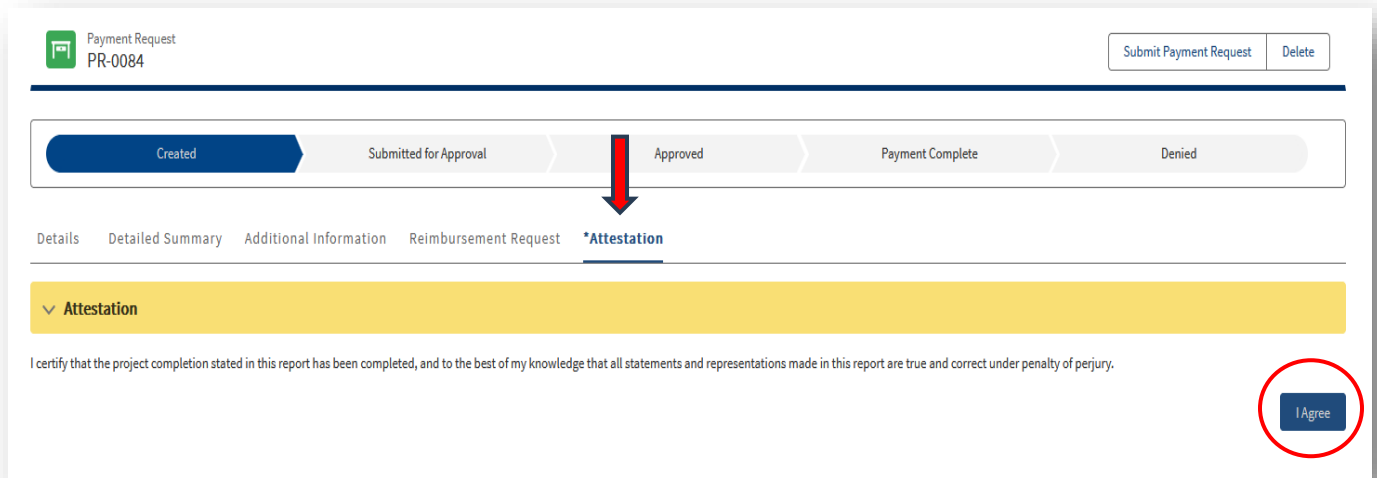


Fill out all required fields (with asteriks), including the Payment Address to which the payment will be mailed to. Click on “Next” to continue.



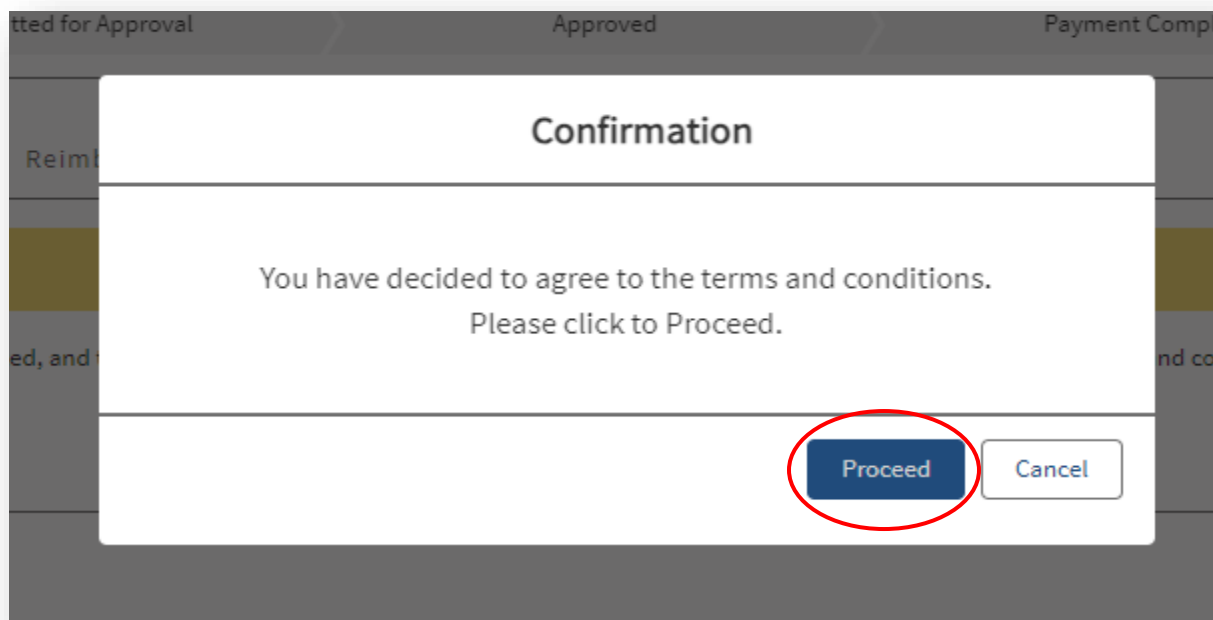
A screenshot of a web form. At the top right is a close button (X). Below it are two required fields: '\* State' with a dropdown menu showing 'Select an Option', and '\* Zip Code' with an empty text input. At the bottom right are two buttons: 'Cancel' and 'Next'. The 'Next' button is circled in red.

Click on the “Attestation” tab, review the attestation statement, and click “I Agree”. You may not proceed with the payment request until the attestation has been completed.



A screenshot of a payment request page. At the top left is a green icon and the text 'Payment Request PR-0084'. At the top right are 'Submit Payment Request' and 'Delete' buttons. Below is a progress bar with five stages: 'Created' (active), 'Submitted for Approval', 'Approved', 'Payment Complete', and 'Denied'. A red arrow points down from the 'Approved' stage to the 'Attestation' tab in the navigation menu. The 'Attestation' tab is highlighted in yellow. Below the tab is a text area with the statement: 'I certify that the project completion stated in this report has been completed, and to the best of my knowledge that all statements and representations made in this report are true and correct under penalty of perjury.' At the bottom right is an 'I Agree' button, which is circled in red.

Click “Proceed”.





Next, click on the “Additional Information” tab. Answer all five questions and then click on “Save”. Please remember to upload requested file attachments.



Details Detailed Summary **Additional Information** Reimbursement Request \*Attestation

Please provide the following necessary documents and add NA as comment in the comment section. If no document is uploaded for any of the items below, please provide a brief explanation in the comment section explaining why a document was not uploaded.

**\* Copy of the original contract (for outsourced work) and/or project proposal (for in-house staff work). Include scope of work details and any approved changes.**

[Upload Files](#) Or drop files

**\* Invoices supporting consultant/contractor with proof of payment.**

[Upload Files](#) Or drop files

**\* Completed reimbursable technical assistance work product(s) (market analysis, environmental review, engineering, and design documents, etc.).**

[Upload Files](#) Or drop files

**\* Itemized accounting for local agency personnel and/or administrative costs.**


[Save](#)

**\*Additional Supporting Documentation**

Or drop files

For the Additional Supporting Documentation question, you may type “N/A” if not applicable.

Next, click on the Reimbursement Request tab. Click on the “New Row” button to add reimbursement cost details.



Details   Detailed Summary   Additional Information   **Reimbursement Request**   \*Attestation

---

**If this is the only report and reimbursement request for an Awardee's technical assistance project, then the Total Requested Reimbursement should be equal to or less than the total amount awarded.**

Work Product	Consulting costs	Local agency personnel costs	Administrative Costs	Other Expenses	Total Costs
				Total Requested	\$0.00

Fill out all required fields (indicated by a red asterisk) and click on the “Save Row” button. For the Work Product field, please give the name of the Work Product identified in the budget summary of the approved LATA award. For Consulting costs, local agency personnel costs, administrative costs, and other expenses, please give responses in dollars (\$).

The screenshot shows a 'Reimbursement Request' form with the following fields and buttons:

- Submitted for Approval** (button)
- Approved** (button)
- Payment Complete** (button with a close icon)
- Reimbursement Request** (title)
- \* Work Product** (text input field)
- \* Consulting costs** (text input field)
- \* Local agency personnel costs** (text input field)
- \* Administrative Costs** (text input field)
- Other Expenses** (text input field)
- Cancel** (button)
- Save Row** (button, circled in red)

For every work product identified in the budget, please add a new row by clicking on the “New Row” button.

If this is the only report and reimbursement request for an Awardee's technical assistance project, then the Total Requested Reimbursement should be equal to or less than the total amount awarded.

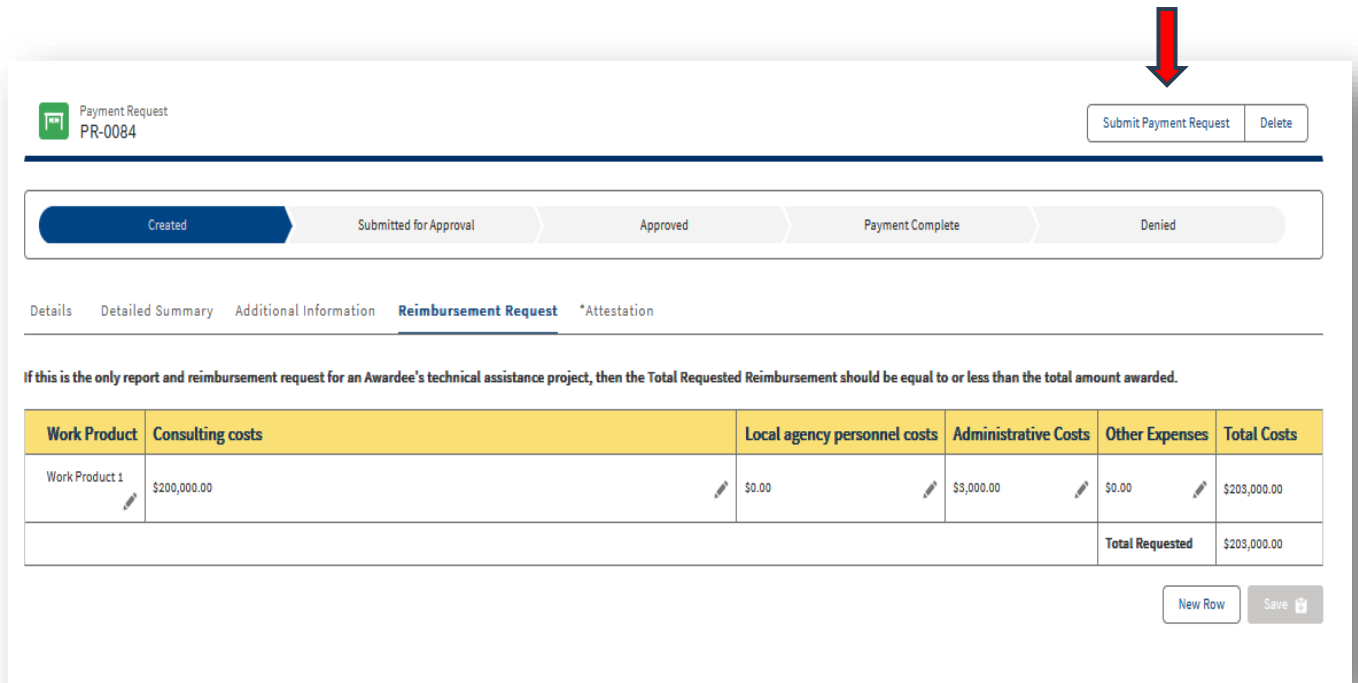
Work Product	Consulting costs	Local agency personnel costs	Administrative Costs	Other Expenses	Total Costs
Work Product 1	\$200,000.00	\$0.00	\$3,000.00	\$0.00	\$203,000.00
				<b>Total Requested</b>	\$203,000.00

Click the “Save” button when each work product has been added.

If this is the only report and reimbursement request for an Awardee's technical assistance project, then the Total Requested Reimbursement should be equal to or less than the total amount awarded.

Work Product	Consulting costs	Local agency personnel costs	Administrative Costs	Other Expenses	Total Costs
Work Product 1	\$200,000.00	\$0.00	\$3,000.00	\$0.00	\$203,000.00
				<b>Total Requested</b>	\$203,000.00

When ready to submit the payment request for CPUC review, click the “Submit Payment Request” button.



The screenshot shows the 'Payment Request' interface for PR-0084. At the top right, a red arrow points to the 'Submit Payment Request' button. Below the header is a progress bar with five stages: 'Created' (active), 'Submitted for Approval', 'Approved', 'Payment Complete', and 'Denied'. The 'Reimbursement Request' tab is selected in the navigation menu. A note states: 'If this is the only report and reimbursement request for an Awardee's technical assistance project, then the Total Requested Reimbursement should be equal to or less than the total amount awarded.' Below this is a table with columns for Work Product, Consulting costs, Local agency personnel costs, Administrative Costs, Other Expenses, and Total Costs. The table contains one row for 'Work Product 1' with a consulting cost of \$200,000.00, and a total requested amount of \$203,000.00. 'New Row' and 'Save' buttons are at the bottom right.

Payment Request  
PR-0084

Submit Payment Request Delete

Created Submitted for Approval Approved Payment Complete Denied

Details Detailed Summary Additional Information **Reimbursement Request** \*Attestation

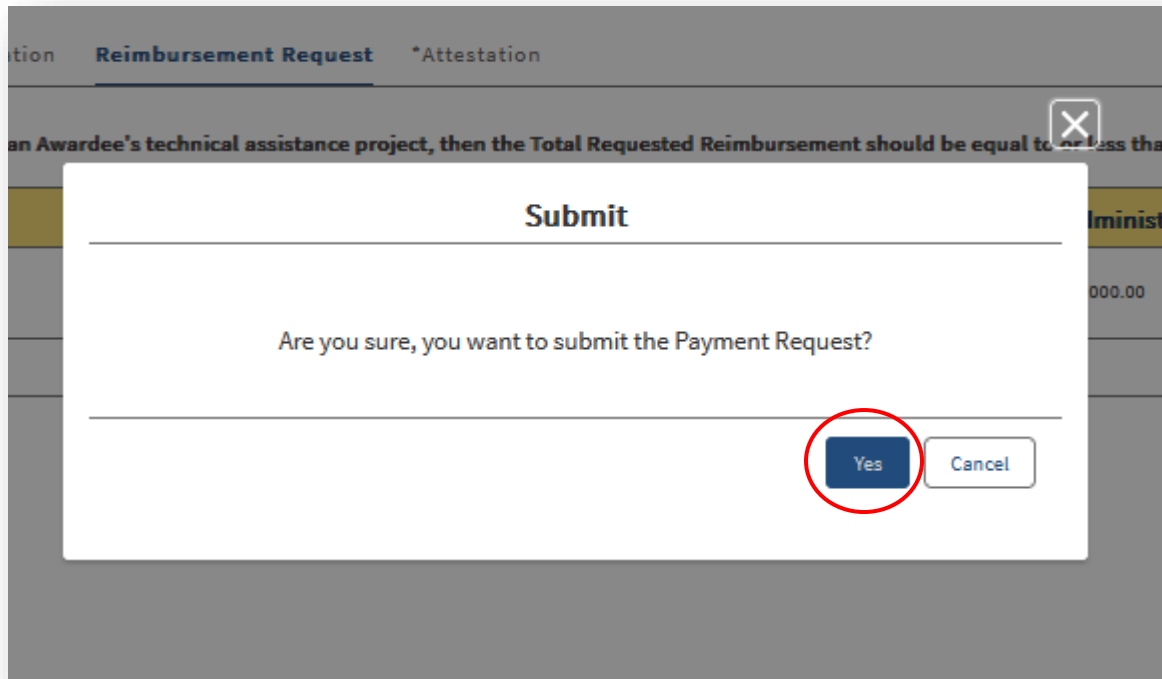
If this is the only report and reimbursement request for an Awardee's technical assistance project, then the Total Requested Reimbursement should be equal to or less than the total amount awarded.

Work Product	Consulting costs	Local agency personnel costs	Administrative Costs	Other Expenses	Total Costs
Work Product 1	\$200,000.00	\$0.00	\$3,000.00	\$0.00	\$203,000.00
				<b>Total Requested</b>	\$203,000.00

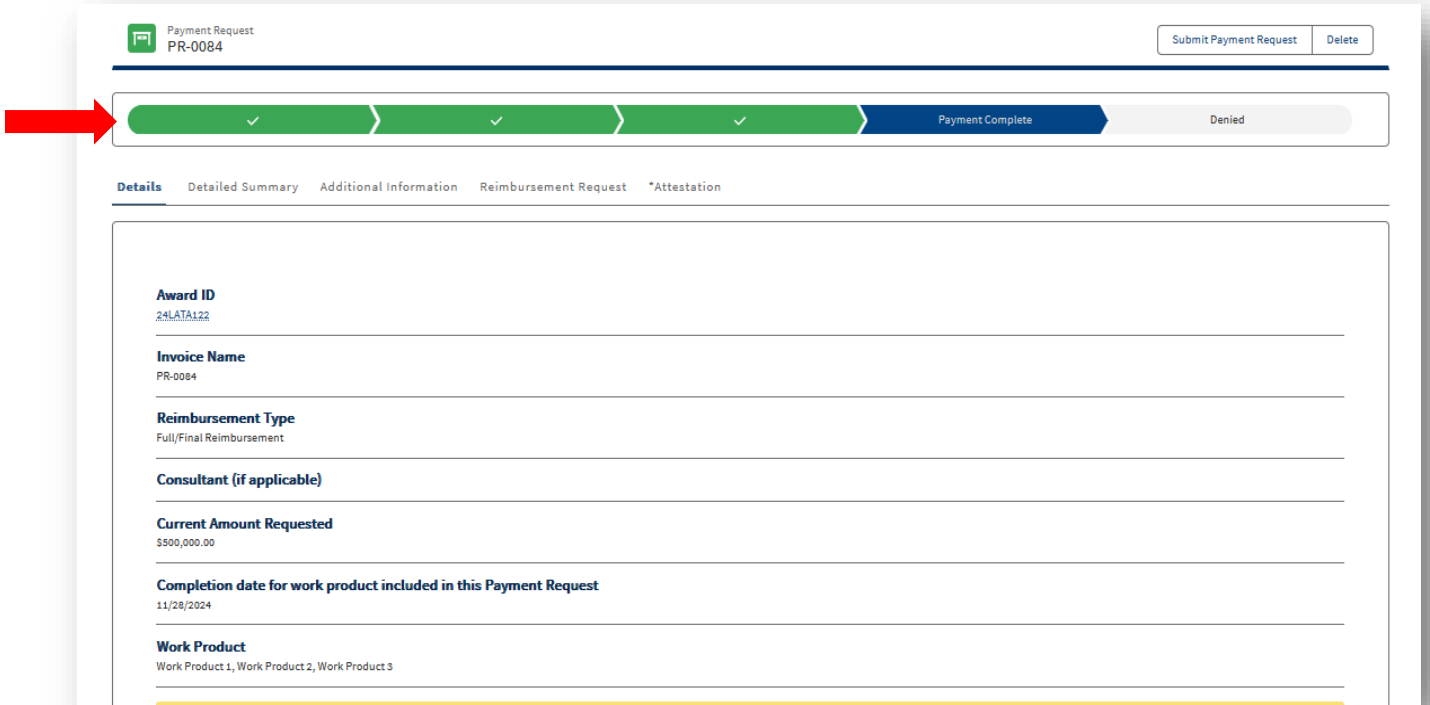
New Row Save



Click on “Yes” to submit the payment.



You may check the status of your payment on the payment request status bar. If the status is denied, you will receive an email from a CPUC staff member with an explanation.



The screenshot shows the interface for a Payment Request (PR-0084). At the top, there are buttons for "Submit Payment Request" and "Delete". Below this is a progress bar with five steps: three green steps with checkmarks, a blue step labeled "Payment Complete", and a grey step labeled "Denied". A red arrow points to the first green step. Below the progress bar are navigation tabs: "Details", "Detailed Summary", "Additional Information", "Reimbursement Request", and "\*Attestation". The "Details" tab is active, showing the following information:

<b>Award ID</b>	24LATA122
<b>Invoice Name</b>	PR-0084
<b>Reimbursement Type</b>	Full/Final Reimbursement
<b>Consultant (if applicable)</b>	
<b>Current Amount Requested</b>	\$500,000.00
<b>Completion date for work product included in this Payment Request</b>	11/28/2024
<b>Work Product</b>	Work Product 1, Work Product 2, Work Product 3

Alternatively, you may check the status of a payment request in the “Payment Request” tab under award details.

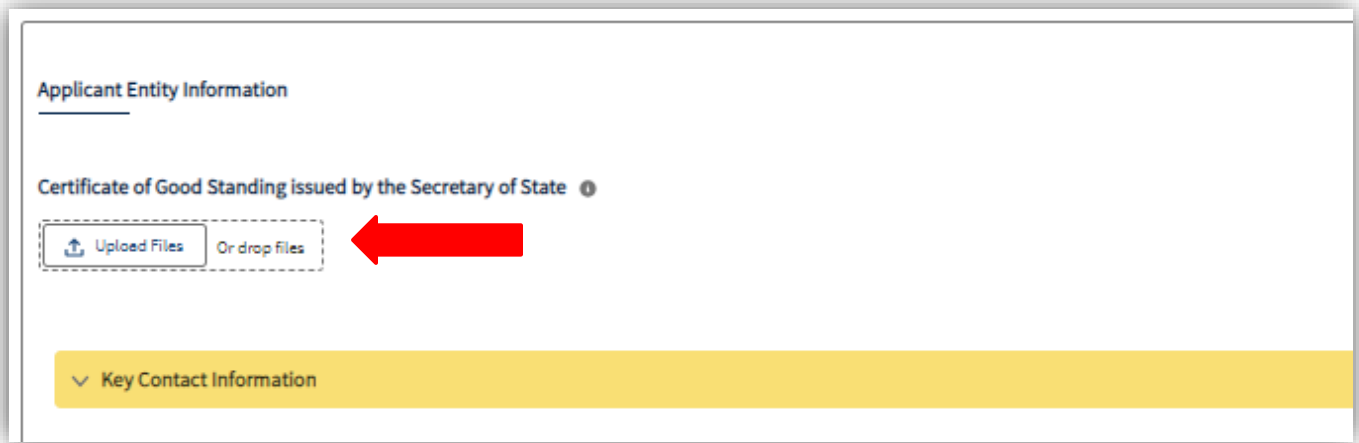
The screenshot displays the 'Payment Request' tab for award 24LATA122. At the top, there are buttons for 'New Report', 'New Payment Request', and 'New Amendment Request'. Below these, the application name 'LATA Project' and project period '1/4/2024 - 1/1/2025' are shown. The navigation tabs include 'Detail', 'Amendments', 'Payment Request' (which is active), 'Progress Report', and 'Files'. A sub-tab 'Payment Requests (6)' is visible above a table with the following data:

Payment Request Name	Status	Reimbursement Type
PR-0058	Payment Complete	Full/Final Reimbursement
PR-0061	Payment Complete	Full/Final Reimbursement
PR-0078	Created	Full/Final Reimbursement
PR-0081	Created	Full/Final Reimbursement
PR-0084	Payment Complete	Full/Final Reimbursement
PR-0085	Denied	Full/Final Reimbursement

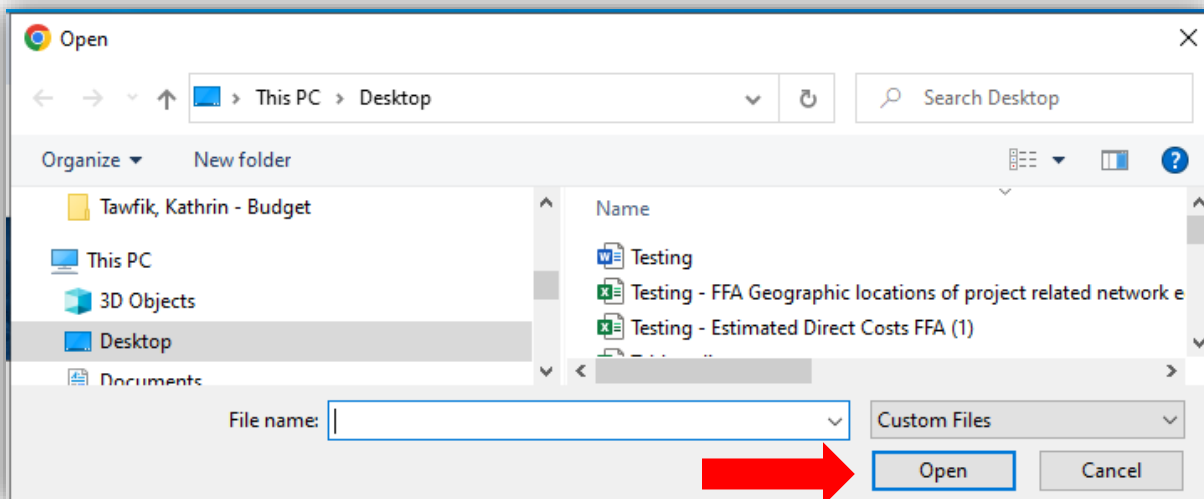
## HOW TO UPLOAD FILES

Some fields are designed to upload files.

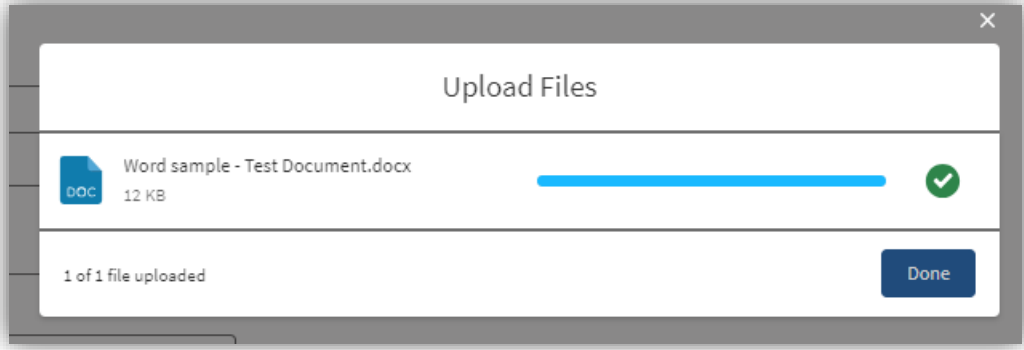
- Files can be uploaded by either clicking on the “Upload Files” button or dragging and dropping files into the field.
- Uploads can be Word/Excel documents, pdfs, images, or shapefiles.



When using the “Upload Files” function, click on the “Upload Files” button, select the appropriate file, and click “Open.”



The “Upload Files” popup shows the progress of the upload. When the upload is complete, the “Done” button will turn from grey to blue. Click “Done” to return to the application.



Repeat the process to attach additional files.

The names of the uploaded files will automatically be renamed to reflect the name of the step and field within the application.

The “Delete” icon on the right can be used to remove any uploaded files.



## CONTACT INFORMATION AND ADDITIONAL RESOURCES

---

For any questions regarding the Local Agency Technical Assistance Program or to report issues with the Broadband Grant Portal, please contact:

**[broadband.techassist@cpuc.ca.gov](mailto:broadband.techassist@cpuc.ca.gov)**