

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA

**Communications Division
Broadband, Video and Market Branch**

**RESOLUTION T-17732
June 3, 2021**

RESOLUTION

Resolution T-17732: Approves \$1,329,545 from the California Advanced Services Fund for the Broadband Adoption Account grant applications submitted in the January 2021 application round.

1. Summary

This Resolution approves grant funding in the amount of \$1,329,545 from the California Advanced Services Fund (CASF) Adoption Account for 28 projects to the Boys & Girls Club of San Marcos (Computer Lab Reinvestment), Burbank Housing Management (Bell Manor Senior Apartments, Cabernet Senior Apartments, Charles Street Village, Fitch Mt Senior Apartments, Oak Ridge Senior Apartments, Park Land Senior Apartments, Sonoma Creek Senior Apartments, Village Green Senior Apartments, Vinecrest Senior Apartments), City of San Leandro (San Leandro Main Library Digital Inclusion Program, San Leandro Manor Branch Library Digital Inclusion Program), County of Sonoma (HR - West County Community Services - Bridging the Digital Gap Among Older Adults), EAH Inc. (100 Kings Circle - Cloverdale, 1535 W. San Carlos Street - San Jose, 164 N San Pedro Road - San Rafael, 1777 Newbury Drive - San Jose, 235 E. Dunne Avenue - Morgan Hill, 355 Race Street - San Jose, 600 A Street P.O. Box 1055 - Pt. Reyes Station), EveryoneOn (Opportunity Connect), Felton Institute (Expanding Digital Literacy for the Aging), human-I-T (human-I-T Connect), Sequoia Living (Eastern Park Apartments Digital Literacy, Town Park Towers Digital Literacy, Western Park Apartments Digital Literacy) and WISE & Healthy Aging (WISE Connections). Collectively, these projects will provide digital literacy trainings to 2,436 participants, broadband access to 3,000 participants and broadband subscriptions to 3,634 participants.

2. Background

On October 15, 2017, Governor Brown signed Assembly Bill (AB) 1665 (Garcia) into law. This legislation amended the statutes governing the CASF program, Public Utilities Code, §§ 281, 912.2, and 914.7, and added the Adoption Account, which provides grants

to increase publicly available or after school broadband access and digital inclusion and allocated twenty million dollars to the account. Eligible applicants include local governments, senior centers, schools, public libraries, non-profit organizations, and community-based organizations with programs to increase publicly available or after-school broadband access and digital inclusion. AB 1665 requires the Commission to give preference to programs in communities with demonstrated low broadband access, including low-income communities, senior communities, and communities facing socioeconomic barriers to broadband adoption.

On June 21, 2018, the Commission issued Decision (D). 18-06-032 which implemented provisions of AB 1665 and adopted rules and guidelines for the Adoption Account.¹ On February 21, 2019, the Commission issued D.19-02-008 modifying and clarifying the rules and guidelines (Adoption Account Guidelines).² These guidelines describe the eligibility and application requirements, types of activities and costs to be funded by the Adoption Account, and criteria for staff level expedited review and approval.

Projects eligible for grant funding include digital literacy projects and broadband access projects. Digital literacy projects may include digital literacy training programs and public education to communities with limited broadband adoption. Broadband access projects may include those that provide free broadband internet access in community training rooms or other public spaces. It may also include projects that perform community outreach such as analysis, comparison of Internet service plans within the community, and call centers that will increase broadband access and adoption.³

On October 28, 2020, the Communications Division (CD) sent a letter to interested parties stating that approximately \$1,329,545 in the Adoption Account is available for grants for the January 1, 2021 application cycle. In the letter, CD asked potential applicants to consider providing documentation on how the COVID-19 public health emergency is creating a demonstratable disadvantage to broadband adoption in the target demographic and plans to address this disadvantage.⁴

¹ *Decision Implementing the California Advanced Services Fund Broadband Adoption, Public Housing and Loan Accounts* [D.18-06-032] (2018).

² *Decision Revising the California Advanced Services Fund Broadband Adoption Account Provisions* [D.19-02-008] (2019), Appendix 1.

³ *Id.* at Section 1.6

⁴ The remaining fund balance is the net amount after deducting prior grant awards of \$11,244,726, a distribution of \$5,000,000 authorized in Resolution T-17697 to the California Department of Education in response to the COVID-19 public health emergency, and a multi-year period of state operations expenditures of \$2,425,729 from the authorized \$20,000,000 funding (letter can be found [here](#)).

III. Applicant Request

For the January 1, 2021 application cycle, 17 applicants requested a total of \$4,146,528 for 49 projects (a list of all submitted projects can be found on the [CASF Adoption Account website](#)). The total amount requested is approximately three times the amount of funds available for grants.⁵ Given the limited available Adoption Account funding, the Commission cannot approve all submitted applications. Therefore, staff recommends that these applications be approved through Commission resolution, in order to allow the Commission to deliberate on which projects to approve.

IV. Project Evaluation Process

D.19-02-008 directs staff to prioritize projects for funding based on preferences met from the Preference Checklist (Appendix A)⁶ and states that all applications be reviewed, prioritized, and awarded based on completeness, overall quality, and project costs reasonableness.⁷

Preference Criteria: AB 1665 requires the Commission to give preference to programs in communities with demonstrated low broadband access, including low-income communities, senior communities, and communities facing socioeconomic barriers to broadband adoption.⁸ Decision 19-02-008 includes a Preference Checklist to assist the Commission in the evaluation and prioritization of applications.⁹ Staff reviewed each project to see how many of the preference criteria was met and prioritized projects accordingly. (See Appendix A for preference criteria checklist).

Overall Quality: All projects were reviewed based on how well they met the requirements and goals set out in D.19-02-008 to increase publicly available or after-school broadband access and digital inclusion in communities with limited broadband adoption.

Completeness: D.19-02-008 requires all applicants to submit a complete application

⁵ The 17 applicants are Boys & Girls Club of San Marcos, Burbank Housing Management Corporation, California State University - Fresno Foundation, City of Oakland Human Services Department, City of San Leandro, County of Sonoma, EAH Inc., EveryoneOn, Felton Institute, First Community Housing, human-I-T, Safe Passages, San Diego Futures Foundation, Sequoia Living, Ventura County Library, Villagers Inc and WISE & Healthy Aging.

⁶ D.19-02-008, Appendix 1, Section 1.3.

⁷ *Id.* at Section 1.9.

⁸ Pub. Util. Code, § 281 (j)(5).

⁹ D.19-02-008, Appendix 1, Attachment 1.

package that includes the project description, work plan, performance metrics, detailed budget, cover letter, curriculum (if applicable), as well as a notarized affidavit. Staff reviewed each project's application to ensure that all the required information was submitted.

Budget: D.19-02-008 states the Commission may fund up to 85 percent of the eligible program costs and may reimburse for education and outreach efforts, travel, computing devices, printers, routers, staffing for instruction and technical support, desks, chairs, and the gathering, preparing, creating and distribution of digital literacy curriculum.¹⁰ Staff reviewed each project's budget to ensure that no more than 85 percent of eligible program costs were included and adjusted the final budgets removing any ineligible expenses such as reimbursement for rent, utilities, internet service, lodging, and snacks.¹¹

Staff further reviewed project cost by category based on the applicants' proposed budgets, in addition to an evaluation of overall cost per participant. Staff compared budget line items among projects and found large variations in expenses requested for similar items. Staff evaluated the mean, median, minimum, and maximum request amount for each of the expense categories and determined a reasonable cost for expenses. Staff also reviewed all expenses to ensure budgeted items were attributable to a required activity.

V. Project Review and Recommendations for Funding

Staff recommends funding for 28 projects submitted by ten applicants based on the number of preferences met and, on the quality, and completeness of the application as detailed in Appendix B, Project Evaluation and Recommended Funding. See Appendix C, Approved Project Budget and Performance Metrics, for per-project details regarding the approved budget and expected outcomes.

Staff reviewed the applications and finds that the following projects align with CASF's goal to increase publicly available or after-school broadband access and digital inclusion to serve communities with limited broadband adoption and recommends approval for these projects.

Details of each successful Adoption Account application are discussed below.

¹⁰ D.19-02-008, Appendix 1, Section 1.6

¹¹ *Id.* Project costs not authorized for funding by the Adoption grant must be funded by other sources (leveraged or self-funding).

The Boys and Girls Club of San Marcos (BGCSM) - (One Project)

BGCSM is a non-profit social services provider affiliated with nation-wide Boys & Girls Clubs of America. It has been in operation in San Marcos since 1979. BGCSM's proposed broadband access project is for the enhancement of a computer lab. The project will support a low-income Spanish speaking immigrant community with significant social issues. The project will fund the enhancement of the computer lab with the purchase of 25 new Chromebooks (which will be available for checkout) and a cart for charging and storage and will fund staffing for instruction and monitoring in the computer lab. It will provide access to 3,000 participants and stated a goal to subscribe up to 200 households to broadband services. Additionally, BGCSM will work with Spectrum and Cox Internet Communications to negotiate short-term fee reductions for families in need.

Therefore, staff recommends awarding CASF funding in the amount of \$38,717.50 for this project, averaging \$13 per participant to be provided access (see Appendix B for information on per project evaluation, funding request and recommended funding).

Burbank Housing Management Corporation (Burbank) - (Nine projects)

Burbank is a local non-profit dedicated to building affordable housing in the North Bay (principally in Sonoma County). It has been in operation since 1980. The nine digital literacy projects from Burbank Housing will provide free internet-connected devices and digital literacy instruction to approximately 240 low and extremely low-income seniors. The application requests that those participants who complete at least eight hours of training receive a take-home device. Burbank will be partnering with the Computer Technology Network (CTN) (a vendor with prior experience in digital inclusion work) in the execution of the grant. Burbank will be working with Comcast with a goal to subscribe up to 58 households to broadband services.

Therefore, staff recommends awarding total CASF funding for all nine projects in the amount of \$75,690.39, averaging \$315 per participant trained (see Appendix B for information on per project evaluation, funding request and recommended funding).

The City of San Leandro (San Leandro) - (Two projects)

San Leandro is a large suburban town in Alameda County, California. It is located on the eastern shore of San Francisco Bay, between Oakland to the northwest and the

unincorporated community of Ashland to the southeast. The two digital literacy projects from San Leandro target low-income seniors who participate in the city Senior Center and/or patronize the San Leandro Main Library or the San Leandro Manor Branch Library and will provide digital literacy instruction to approximately 139 participants. The application requests that those participants who complete at least eight hours of training receive a take-home device. Funding will also be provided for lab computers for the Manor Branch Library computer lab. San Leandro will be partnering with the CTN in the execution of the grant. San Leandro will be working with either Comcast or MonkeyBrains with a goal to subscribe over 150 households to broadband services.

Therefore, staff recommends awarding total CASF funding for the two projects in the amount of \$49,715.97, averaging \$358 per participant trained (see Appendix B for information on per project evaluation, funding request and recommended funding).

Sonoma County (Sonoma) - (One project)

Sonoma is a county in California, north of Marin County and the south of Mendocino County. It is west of Napa County and Lake County. Sonoma's Human Services Department, West County Community Services, proposed digital literacy project will provide digital literacy services to 67 low-income seniors located in western Sonoma County. The application requests that those participants who complete at least eight hours of training receive a take-home device. Sonoma will be partnering with the CTN in the execution of the grant.

Therefore, staff recommends awarding CASF funding in the amount of \$25,027.41, averaging \$374 per participant trained (see Appendix B for information on per project evaluation, funding request and recommended funding).

EAH Housing, Inc. (EAH) - (Seven projects)

EAH is a non-profit dedicated to building affordable housing in California and Hawaii, since 1968. The eight projects from EAH will provide digital literacy training to residents in low-income housing. The application requests that those participants who complete at least eight hours of training receive a take-home device. EAH will be partnering with the Urban Equity Group (a vendor with prior experience in digital inclusion work) in the execution of the grant. EAH will provide digital literacy training to 448 participants and will work with Comcast with a goal to subscribe up to 80 households to broadband services.

Therefore, staff recommends awarding total CASF funding for all eight projects in the amount of \$168,896, averaging \$377 per participant trained (see Appendix B for information on per project evaluation, funding request and recommended funding).

EveryoneOn (One project)

EveryoneOn is a nonprofit focused on digital inclusion issues. It has been connecting people to low-cost home internet service, affordable devices, and digital literacy training since 2012. The proposed project from EveryoneOn will provide online digital literacy training to 102 low-income K-12 parents and adults (working age or seniors) in the Boyle Heights and East Los Angeles neighborhoods of Los Angeles. The curriculum will vary depending on whether the participant is working age or senior. The application requests that those participants who complete at least eight hours of training will receive a take-home device (up to the maximum amount allowed per award). EveryoneOn will reach out to its target demographic and provide information about low-cost internet options, including Access from AT&T and Spectrum Internet Assist with a goal to subscribe up to 100 households to broadband services.

Therefore, staff recommends awarding CASF funding in the amount of \$32,154, averaging \$315 per participant trained (see Appendix B for information on per project evaluation, funding request and recommended funding).

The Felton Institute (Felton) - (One project)

Felton is a multifaceted nonprofit organization that provides mental health and social services in Bay Area counties. It was founded in 1889. The proposed project from Felton will provide digital literacy training to 750 low-income seniors with a focus on Felton's senior center in Visitacion Valley (southeast San Francisco) and in west San Francisco (with outreach through Felton's Geriatric mental health services). The application requests that those participants who complete at least eight hours of training receive a take-home device (up to the maximum amount allowed per award). Funding will also be provided for lab computers. The digital literacy curriculum will vary depending on whether or not the participant is completely unskilled or is partially skilled. Felton will be working with Comcast or AT&T with a goal to subscribe up to 100 households to broadband services.

Therefore, staff recommends awarding CASF funding in the amount of \$71,763.78, averaging \$96 per participant trained (see Appendix B for information on per project

evaluation, funding request and recommended funding).

human-I-T (One project)

human-I-T is a non-profit focused on digital inclusion issues. It has been providing refurbished hardware, internet access and digital literacy training since 2012. The proposed project from human-I-T is a continuation of its recently completed its prior CASF Adoption Account Connect program.¹² The Connect program is designed to help low-income households identify and sign up for low-cost internet service plans. human-I-T provides this assistance throughout California, including urban and rural neighborhoods (its previously completed project from a prior award was principally focused on the Los Angeles Basin region and east). The project is focused exclusively on low-income and underserved communities and will subscribe 3,634 households to broadband services.

Therefore, staff recommends awarding CASF funding in the amount of \$708,560.25, averaging \$195 per subscription (see Appendix B for information on per project evaluation, funding request and recommended funding).

Sequoia Living (Sequoia) - (Three projects)

Sequoia Living (Sequoia) is a non-profit that has been providing housing and residential services to seniors since 1958. Sequoia's three projects will provide digital literacy training to 150 residents in low-income senior housing. The application requests that those participants who complete at least eight hours of training will receive a take-home device. Sequoia will be partnering with CTN in the execution of the grant. These projects also will fund the replacement of old and outdated lab computers.

Therefore, staff recommends awarding total CASF funding for all three projects in the amount of \$59,568, averaging \$397 per participant trained (see Appendix B for information on per project evaluation, funding request and recommended funding).

WISE & Healthy Aging (WHA) - (One project)

WHA, a non-profit social services organization based in Santa Monica, is the result of a merger in November 2007 of WISE Senior Services and Center for Healthy Aging

¹² Approved in Resolution T-17663.

(formerly Senior Health & Peer Counseling). Each organization served the community for more than three decades. The proposed project from WHA will provide digital literacy training to 540 low-income seniors. The application requests that those participants who complete at least eight hours of training will receive a take-home device (up to the maximum amount allowed per award). The projects will fund replacement of old and outdated lab computers. WHA will be working with human-I-T with a goal to subscribe up to 486 households to broadband services.

Therefore, staff recommends awarding CASF funding in the amount of \$99,451.70, averaging \$184 per participant trained (see Appendix B for information on per project evaluation, funding request and recommended funding).

Additional Staff Recommendation

Based on the unique circumstances presented by the COVID-19 public health emergency, CD recommends that the Commission approve the following waiver of Adoption Account rules.

Specifically, the Adoption Account rules provide that reimbursement for computing devices used in community training rooms or other public space is limited to \$750 per device, with a cap of 15 devices per designated space or project.¹³

In this instance, the Commission would waive this requirement and would lift the 15-computer cap with respect to the Boys & Girls Club of San Marcos project and that the Boys & Girls Club of San Marcos be subsidized at the proposed number of computers as long as they stay within their proposed budget.

Staff recommends a waiver of the computing device cap with respect to the Boys & Girls Club of San Marcos project because the purchase of this equipment is central to this project and that the total amount of money to be subsidized does not exceed the maximum amount available for such devices.¹⁴ Specifically, in its Computer Lab Reinvestment project it proposes to purchase 25 Chromebooks for its computer lab at a subsidy of \$297.50 per device for a total cost of \$7,437.50 which is below the total maximum subsidy of \$11,250 per project. The applicant stated that 'these new Chromebooks will support student achievement and connectivity while at the Club, and will additionally be available for "check-out," so members can take them home for a night or over the weekend to ensure classwork completion.'

¹³ D.19-02-008, Appendix 1, Section 1.7.

¹⁴ *Id.* The total maximum subsidy of \$11,250 per project.

Further, we emphasize that this waiver is granted based only on the unique characteristics presented during the COVID-19 emergency and has *no precedential effect*.

CD further recommends that if any grantee elects not to accept the awards, then any monies not utilized here be made available to approve remaining projects through an expedited review process for those remaining unapproved projects listed on Appendix B as long as they meet the expedited review criteria.¹⁵

II. Compliance Requirements

Boys & Girls Club of San Marcos, Burbank Housing Management, City of San Leandro, County of Sonoma, EAH Inc., EveryoneOn, Felton Institute, human-I-T, Sequoia Living and WISE & Healthy Aging (grant recipient or recipients) are required to comply with all the guidelines, requirements, and conditions associated with the grant of CASF funds as specified in D.19-02-008. Such compliance includes but is not limited to the items listed below.

A. Execution and Performance

Each grant recipient must start the project within six months after the grant approval (after the ramp up time) and complete the project within a 24-month time frame or earlier. The Commission may withhold or terminate grant payments if a grant recipient does not comply with any of the requirements set forth in its application and compliance with CASF rules. In the event a 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 the CASF funds it has received.

Upon adoption of this Resolution, each grant recipient will receive an award acceptance letter and consent form requiring agreement to the terms set herein. A completed and executed consent form must be emailed to CASF_Adoption@cpuc.ca.gov within 30 calendar days from the date of the adoption of this Resolution. Failure to submit the consent form within 30 calendar days from the date of this Resolution's adoption will deem the grant null and void.

Material changes in the entries shown in the application, such as discontinuing operation or bankruptcy, or change of name (including DBA), change of address, telephone, fax number or E-mail address must be reported immediately by a letter to

¹⁵ D.19-02-008, Appendix 1, Section 1.11.

the Commission Director of the Communications Division, 505 Van Ness Avenue, San Francisco, CA 94102.

B. Project Audit and Reporting Requirements

See Appendix D.

III. Payments to CASF Recipients

The Commission may reimburse the expenses of grant recipients (Boys & Girls Club of San Marcos, Burbank Housing Management, the City of San Leandro, County of Sonoma, EAH Inc., EveryoneOn, Felton Institute, human-I-T, Sequoia Living and WISE & Healthy Aging) in accordance with, and within the time specified in California Government Code § 927 et seq. Details are in Appendix E.

COMMENTS ON DRAFT RESOLUTION

In compliance with Public Utilities Code, §311(g), a notice letter was emailed on April 30, 2021, informing all parties on the CASF Distribution List of the availability of the draft of this Resolution for public comments at the Commission's documents website at <http://www.cpuc.ca.gov/documents/>. This letter also informed parties that the final conformed Resolution adopted by the Commission will be posted and available at the same website.

FINDINGS

1. On October 28, 2020, the Communications Division (CD) sent out a letter to interested parties stating that there are approximately \$1,329,545 remaining funds in Adoption Account available for grants for the January 2021 application cycle.
2. On or before January 4, 2021, 17 applicants submitted applications for 49 projects to the CASF Adoption Account program. The total funding request is \$4,146,528 which is approximately three times the available funding. Given that not all submitted projects will be approved and in order to allow the Commission to deliberate on which projects to approve, all projects will be awarded through the Commission resolution process even if they would otherwise qualify for expedited review.

3. Staff prioritized projects based on the Preference Checklist review and on the completeness and quality of each application.
4. Based on its review, staff recommends funding for the projects as listed in Appendix B of this resolution. CD determined that the successful 10 applicants meet eligibility requirements. CD further determined that all 28 projects qualify for funding under D.19-02-008.
5. If necessary, staff reduced the requested budget consistent with requirements stated in D.19-02-008. Staff recommends funding as listed in Appendix B of this resolution.
6. If any grantee elects not to accept the award, staff recommends that any money not utilized will be made available to fund the remaining eligible projects not awarded through an expedited review process as long as they meet the expedited review criteria.
7. It is reasonable to waive the device cap limit with respect to The Boys & Girls Club of San Marcos project to be able to exceed the device cap for in-classroom computers as long as they stay within their proposed budget.
8. A notice letter was emailed on April 30, 2021, informing all parties on the CASF Distribution List of the availability of the draft of this Resolution for public comments at the Commission's documents website at <http://www.cpuc.ca.gov/documents/>. This letter also informed parties that the final conformed Resolution adopted by the Commission will be posted and available at the same website.

THEREFORE, IT IS ORDERED that:

1. The Commission shall waive the device limit cap with respect to the Boys & Girls Club of San Marcos project as long as they stay within their proposed budget.
2. The Commission shall award the requested grant amounts requested for the projects listed in Appendix B:
 - \$38,718 to Boys & Girls Club of San Marcos for 1 project;
 - \$75,690 to Burbank Housing Management for 9 projects;
 - \$49,716 to City of San Leandro for 2 projects;

- \$168,896 to EAH Inc. for 8 projects;
- \$32,154 to EveryoneOn for 1 project;
- \$71,764 to Felton Institute for 1 project;
- \$708,560 to human-I-T for 1 project;
- \$25,027 to Sonoma County for 1 project;
- \$59,568 to Sequoia Living for 3 projects; and
- \$99,452 to WISE & Healthy Aging for 1 project.

The total grant award is \$1,329,545. All awards are based on the descriptions of the projects as described herein and are predicated on commitments to provide adoption services as expressed in its application and in compliance with all guidelines, requirements and, conditions associated with a CASF award, as specified in D.19-02-008, and this Resolution.

3. Boys & Girls Club of San Marcos, Burbank Housing Management, City of San Leandro, County of Sonoma, EAH Inc., EveryoneOn, Felton Institute, human-I-T, Sequoia Living and WISE & Healthy Aging must complete all work and achieve all performance metrics identified in Appendix C of this Resolution and workplans submitted with its application.
4. Boys & Girls Club of San Marcos, Burbank Housing Management, City of San Leandro, County of Sonoma, EAH Inc., EveryoneOn, Felton Institute, human-I-T, Sequoia Living and WISE & Healthy Aging (grant recipients) must complete and execute the consent form (to be sent to grant recipients after this Resolution is adopted) agreeing to the conditions set forth in this Resolution. A completed and executed consent form shall be emailed to CASF_Adoption@cpuc.ca.gov within 30 calendar days from the date of the adoption of this Resolution. Failure of grant recipients to submit the consent form within 30 calendar days from the date of the adoption of this Resolution will deem the grant null and void.
5. By receiving a CASF grant, Boys & Girls Club of San Marcos, Burbank Housing Management, City of San Leandro, County of Sonoma, EAH Inc., EveryoneOn, Felton Institute, human-I-T, Sequoia Living and WISE & Healthy Aging agree to comply with the terms, conditions and requirements of the grant and thus submits to the jurisdiction of the Commission with regard to disbursement and administration of the grant.
6. Boys & Girls Club of San Marcos, Burbank Housing Management, City of San Leandro, County of Sonoma, EAH Inc., EveryoneOn, Felton Institute,

human-I-T, Sequoia Living and WISE & Healthy Aging (grant recipients) must maintain files, invoices, and other related documentation for three years after final payment. Grant recipients shall make these records available to the Commission upon request and agree that these records are subject to audit and review by the Commission at any time within three years after grant recipients incurred the expense being audited.

7. If Boys & Girls Club of San Marcos, Burbank Housing Management, City of San Leandro, County of Sonoma, EAH Inc., EveryoneOn, Felton Institute, human-I-T, Sequoia Living and WISE & Healthy Aging fail to complete the project in accordance with the terms outlined in D.19-02-008 and this Resolution, they must reimburse some or all the CASF funds it has received.

This Resolution is effective today.

I hereby certify that this Resolution was adopted by the Public Utilities Commission at its regular meeting on June 3, 2021. The following Commissioners approved it:

Rachel Peterson
Executive Director

APPENDIX A
Preference Checklist

1. Project is serving a low-income community (where the community has a median household income at or below the CARE income limits for a household of four).
2. Project is serving a community with a high percentage of residents with limited English proficiency (where more than 50 percent of residents have limited English proficiency).
3. Project is serving a community with a high percentage of residents with limited educational attainment (where more than 50 percent of residents have only a high school diploma or less).
4. Project is serving a rural community. A project is located in a "rural" area if it meets one of the following criteria:
 - a. It is in area that is eligible for federal program under the United States Department of Agriculture (USDA) Section 515 program;
 - b. It is in a city with a population of 40,000 or less or in a non-urbanized area; or
 - c. It is in an unincorporated area of a county and is not in an urbanized area.
5. Project has community support, endorsements and/or partnerships.
6. Project is serving a community with some other demonstrated disadvantage which affects broadband adoption, documented by applicant.
7. Project considers coordination with other public purpose programs and funding sources.

APPENDIX B Project Evaluation and Recommended Funding

Project Evaluation and Recommended Funding

#	Applicant Name	Project Name	Type+	Requested Funding	Recommended Funding	Low Inc.	Lmt. Eng.	Lmt. Ed.	Rural	Coor. Other Prog.	Other Barriers **	Barrier?	Overall Quality ***	Overall Completeness ****	Support? *****	Check Count
1	Boys & Girls Club of San Marcos	Computer Lab Reinvestment	BA	\$ 38,718.50	\$ 38,717.50	✓	✓	✓		✓	✓	Gang	✓	✓	✓	8*
2	EAH Inc.	990 College Ave. - St. Helena	DL	\$ 33,394.00	\$ 24,505.00	✓	✓	✓	✓		✓	Migrant workers	✓	✓	✓	8*
3	Felton Institute	Expanding Digital Literacy for the Aging	DL	\$ 82,331.31	\$ 71,763.78	✓	✓	✓		✓	✓	Senior	✓	✓	✓	8*
4	Burbank Housing Management	Bell Manor Sr. Apartments.	DL	\$ 15,614.50	\$ 14,866.50	✓		✓	✓		✓	Senior	✓	✓	✓	7*
5	Burbank Housing Management	Cabernet Sr. Apartments	DL	\$ 3,663.50	\$ 3,663.50	✓		✓	✓		✓	Senior	✓	✓	✓	7*
6	Burbank Housing Management	Charles Street Village	DL	\$ 9,902.50	\$ 9,154.50	✓		✓	✓		✓	Senior	✓	✓	✓	7*
7	Burbank Housing Management	Fitch Mt. Sr. Apartments.	DL	\$ 13,013.50	\$ 12,265.50	✓		✓	✓		✓	Senior	✓	✓	✓	7*
8	Burbank Housing Management	Oak Ridge Sr. Apartments	DL	\$ 7,163.38	\$ 6,415.38	✓		✓	✓		✓	Senior	✓	✓	✓	7*
9	Burbank Housing Management	Park Land Sr. Apartments	DL	\$ 5,489.30	\$ 5,040.50	✓		✓	✓		✓	Senior	✓	✓	✓	7*
10	Burbank Housing Management	Sonoma Creek Sr. Apartments	DL	\$ 7,163.38	\$ 6,415.38	✓		✓	✓		✓	Senior	✓	✓	✓	7*
11	Burbank Housing Management	Village Green Sr. Apartments	DL	\$ 7,652.13	\$ 6,904.13	✓		✓	✓		✓	Senior	✓	✓	✓	7*
12	Burbank Housing Management	Vinecrest Sr. Apartments.	DL	\$ 11,713.00	\$ 10,965.00	✓		✓	✓		✓	Senior	✓	✓	✓	7*
13	City of San Leandro	San Leandro Main Library Digital Inclusion Program	DL	\$ 27,165.47	\$ 27,165.47	✓	✓	✓			✓	Senior	✓	✓	✓	7*
14	City of San Leandro	San Leandro Manor Branch Library Digital Inclusion Program	DL	\$ 22,550.50	\$ 22,550.50	✓	✓	✓			✓	Senior	✓	✓	✓	7*

+Type DL is digital literacy; BA is broadband access; CC is call center.

*Applicant provided documentation on COVID impacts and plans to address these impacts.

**Project is serving a community with some other demonstrated disadvantage which affects broadband adoption, documented by applicant

***Application fully described how it will increase broadband access and digital inclusion in communities with limited broadband adoption as specified in D.18-06-032.

****The applicant submitted a complete application package as detailed in D.18-06-032, Appendix 1.

*****Project has community support, endorsements and/or partnerships (level of support varies).

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Project Evaluation and Recommended Funding (continued)

#	Applicant Name	Project Name	Type	Requested Funding	Recommended Funding	Low Inc.	Lmt. Eng.	Lmt. Ed.	Rural	Coor. Other Prog.	Other Barriers **	Barrier?	Overall Quality ***	Overall Completeness ****	Support? *****	Check Count
15	County of Sonoma	HR - West County Community Services - Bridging the Digital Gap Among Older Adults	DL	\$ 26,173.52	\$ 25,027.41	✓		✓	✓		✓	Senior	✓	✓	✓	7
16	EAH Inc.	100 Kings Circle - Cloverdale	DL	\$ 33,555.50	\$ 24,505.00	✓		✓	✓		✓	Senior	✓	✓	✓	7*
17	EAH Inc.	1535 W. San Carlos Street - San Jose	DL	\$ 33,513.00	\$ 24,505.00	✓	✓	✓			✓	Senior	✓	✓	✓	7*
18	EAH Inc.	164 N San Pedro Road - San Rafael	DL	\$ 32,576.00	\$ 22,620.00	✓	✓	✓			✓	Senior	✓	✓	✓	7*
19	EAH Inc.	1777 Newbury Drive - San Jose	DL	\$ 34,286.50	\$ 24,505.00	✓	✓	✓			✓	Senior	✓	✓	✓	7*
20	EAH Inc.	235 E. Dunne Avenue - Morgan Hill	DL	\$ 29,154.00	\$ 14,703.00	✓	✓	✓			✓	Senior	✓	✓	✓	7*
21	EAH Inc.	355 Race Street - San Jose	DL	\$ 33,904.00	\$ 24,505.00	✓	✓	✓			✓	Senior	✓	✓	✓	7*
22	EAH Inc.	600 A Street P.O. Box 1055 - Pt. Reyes Station	DL	\$ 26,776.50	\$ 9,048.00	✓		✓	✓		✓	Senior	✓	✓	✓	7*
23	EveryoneOn	Opportunity Connect	DL	\$ 35,971.15	\$ 32,154.00	✓	✓	✓		✓			✓	✓	✓	7
24	human-I-T	human-I-T Connect	CC	\$ 1,329,429.00	\$ 708,560.25	✓	✓	✓		✓			✓	✓	✓	7
25	Sequoia Living	Eastern Park Apartments Digital Literacy	DL	\$ 19,856.00	\$ 19,856.00	✓		✓		✓	✓	Senior	✓	✓	✓	7*
26	Sequoia Living	Town Park Towers Digital Literacy	DL	\$ 19,856.00	\$ 19,856.00	✓		✓		✓	✓	Senior	✓	✓	✓	7*
27	Sequoia Living	Western Park Apartments Digital Literacy	DL	\$ 19,856.00	\$ 19,856.00	✓		✓		✓	✓	Senior	✓	✓	✓	7*
28	WISE & Healthy Aging	WISE Connections	DL	\$ 100,000.00	\$ 99,451.70	✓		✓		✓	✓	Senior	✓	✓	✓	7*
Totals:				\$ 2,060,442.12	\$ 1,329,545.00											

+Type DL is digital literacy; BA is broadband access; CC is call center.

*Applicant provided documentation on COVID impacts and plans to address these impacts.

**Project is serving a community with some other demonstrated disadvantage which affects broadband adoption, documented by applicant

***Application fully described how it will increase broadband access and digital inclusion in communities with limited broadband adoption as specified in D.18-06-032.

****The applicant submitted a complete application package as detailed in D.18-06-032, Appendix 1.

*****Project has community support, endorsements and/or partnerships (level of support varies).

APPENDIX C
Approved Project Budget and Performance Metrics*

#	Applicant Name	Project Name	Project Type	Provide Access to	Provide Digital Literacy Training to	Number of Subscriptions	Device Award	In-classroom Devices	Take-home Devices	Funds for Implementation	Total Award
1	Boys & Girls Club of San Marcos	Computer Lab Reinvestment	Broadband Access	3000	N/A	N/A	\$ 7,438	25	0	\$ 31,280.00	\$ 38,717.50
2	Burbank Housing Management	Senior Connection Initiative - Bell Manor	Digital Literacy	N/A	50	N/A	\$ 7,480	0	50	\$ 7,386.50	\$ 14,866.50
3	Burbank Housing Management	Senior Connection Initiative - Cabernet	Digital Literacy	N/A	10	N/A	\$ 1,496	0	10	\$ 2,167.50	\$ 3,663.50
4	Burbank Housing Management	Senior Connection Initiative - Charles Street	Digital Literacy	N/A	30	N/A	\$ 4,488	0	30	\$ 4,666.50	\$ 9,154.50
5	Burbank Housing Management	Senior Connection Initiative - Fitch Mt.	Digital Literacy	N/A	40	N/A	\$ 5,984	0	40	\$ 6,281.50	\$ 12,265.50
6	Burbank Housing Management	Senior Connection Initiative - Oak Ridge	Digital Literacy	N/A	20	N/A	\$ 2,992	0	20	\$ 3,423.38	\$ 6,415.38
7	Burbank Housing Management	Senior Connection Initiative - Park Land	Digital Literacy	N/A	15	N/A	\$ 2,244	0	15	\$ 2,796.50	\$ 5,040.50
8	Burbank Housing Management	Senior Connection Initiative - Sonoma Creek	Digital Literacy	N/A	20	N/A	\$ 2,992	0	20	\$ 3,423.38	\$ 6,415.38
9	Burbank Housing Management	Senior Connection Initiative - Village Green	Digital Literacy	N/A	20	N/A	\$ 2,992	0	20	\$ 3,912.13	\$ 6,904.13
10	Burbank Housing Management	Senior Connection Initiative - Vinecrest	Digital Literacy	N/A	35	N/A	\$ 5,236	0	35	\$ 5,729.00	\$ 10,965.00
11	City of San Leandro	San Leandro Main Library Digital Inclusion Program	Digital Literacy	N/A	83	N/A	\$ 9,966	0	67	\$ 17,199.22	\$ 27,165.47
12	City of San Leandro	San Leandro Manor Branch Library Digital Inclusion Program	Digital Literacy	N/A	56	N/A	\$ 11,628	6	48	\$ 10,922.50	\$ 22,550.50

* Performance for broadband access projects is based on number of participants given access; performance for digital literacy projects is based on number of participants trained; performance for call centers is based on the number of subscriptions obtained.

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Approved Project Budget and Performance Metrics (continued)*											
#	Applicant Name	Project Name	Project Type	Provide Access to	Provide Digital Literacy Training to	Number of Subscriptions	Device Award	In-classroom Devices	Take-home Devices	Funds for Implementation	Total Award
13	County of Sonoma	HR - West County Community Services - Bridging the Digital Gap	Digital Literacy	N/A	67	N/A	\$ 9,995	0	67	\$ 15,032.68	\$ 25,027.41
14	EAH Inc.	100 Kings Circle - Cloverdale	Digital Literacy	N/A	65	N/A	\$ 9,750	0	65	\$ 14,755.00	\$ 24,505.00
15	EAH Inc.	1535 W. San Carlos Street - San Jose	Digital Literacy	N/A	65	N/A	\$ 9,750	0	65	\$ 14,755.00	\$ 24,505.00
16	EAH Inc.	164 N San Pedro Road - San Rafael	Digital Literacy	N/A	60	N/A	\$ 9,000	0	60	\$ 13,620.00	\$ 22,620.00
17	EAH Inc.	1777 Newbury Drive - San Jose	Digital Literacy	N/A	65	N/A	\$ 9,750	0	65	\$ 14,755.00	\$ 24,505.00
18	EAH Inc.	235 E. Dunne Avenue - Morgan Hill	Digital Literacy	N/A	39	N/A	\$ 5,850	0	39	\$ 8,853.00	\$ 14,703.00
19	EAH Inc.	355 Race Street - San Jose	Digital Literacy	N/A	65	N/A	\$ 9,750	0	65	\$ 14,755.00	\$ 24,505.00
20	EAH Inc.	600 A Street P.O. Box 1055 - Pt. Reyes Station	Digital Literacy	N/A	24	N/A	\$ 3,600	0	24	\$ 5,448.00	\$ 9,048.00
21	EAH Inc.	990 College Ave. - St. Helena	Digital Literacy	N/A	65	N/A	\$ 9,750	0	65	\$ 14,755.00	\$ 24,505.00
22	EveryoneOn	Opportunity Connect	Digital Literacy	N/A	102	N/A	\$ 9,000	0	60	\$ 23,154.00	\$ 32,154.00
23	Felton Institute	Expanding Digital Literacy for the Aging	Digital Literacy	N/A	750	N/A	\$ 20,665	15	66	\$ 51,098.78	\$ 71,763.78
24	human-I-T	human-I-T Connect	Call Center	N/A	0	3,634	\$ -	0	0	\$708,560.25	\$708,560.25

* Performance for broadband access projects is based on number of participants given access; performance for digital literacy projects is based on number of participants trained; performance for call centers is based on the number of subscriptions obtained.

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Approved Project Budget and Performance Metrics (continued)*											
#	Applicant Name	Project Name	Project Type	Provide Access to	Provide Digital Literacy Training to	Number of Subscriptions	Device Award	In-classroom Devices	Take-home Devices	Funds for Implementation	Total Award
25	Sequoia Living: Eastern Park Apartmnets	Eastern Park Digital Literacy	Digital Literacy	N/A	50	N/A	\$ 11,968	6	50	\$ 7,888.00	\$ 19,856.00
26	Sequoia Living: Town Park Towers	Town Park Towers Digital Literacy	Digital Literacy	N/A	50	N/A	\$ 11,968	6	50	\$ 7,888.00	\$ 19,856.00
27	Sequoia Living: Western Park Apartmnets	Western Park Digital Literacy	Digital Literacy	N/A	50	N/A	\$ 11,968	6	50	\$ 7,888.00	\$ 19,856.00
28	WISE & Healthy Aging	WISE Connections	Digital Literacy	N/A	540	N/A	\$ 13,750	15	100	\$ 85,701.70	\$ 99,451.70
				3,000	2,436	3,634	\$ 221,449	79	1,246	\$ 1,108,096	\$ 1,329,545
* Performance for broadband access projects is based on number of participants given access; performance for digital literacy projects is based on number of participants trained; performance for call centers is based on the number of subscriptions obtained.											

APPENDIX D

Reporting Requirements

Project Audit

Boys & Girls Club of San Marcos, Burbank Housing Management, City of San Leandro, County of Sonoma, EAH Inc., EveryoneOn, Felton Institute, human-I-T, Sequoia Living and WISE & Healthy Aging (grant recipients) must maintain files, invoices, and other related documentation for three years after final payment. Grant recipients shall make these records available to the Commission upon request and agree that these records are subject to audit and review by the Commission at any time within three years after the grant recipients incurred the expense being audited.

Project Reporting Requirements

The grant award is contingent upon fulfilling reporting requirements during and after project completion as specified in D.19-02-008, Appendix 1, Section 1.14.

A template for all necessary reports is provided in the CASF Adoption Program Administrative Manual, which is posted on the Commission's Adoption Account website. Up to three reports will be required throughout the course of the project:

i. Ramp-up period report

A "ramp-up period report" is required after completion of the ramp up activities and when deployment is set to begin (if applicable). This report must be submitted by no later than 3 months after the completion of the ramp up activities. In this report, recipients will report on the completion of the ramp up activities per the work plan, milestones met, as well as request payment for relevant expenses to date. The ramp up period may not exceed 6 months from the time the application is approved.

ii. Year 1 Progress Report

The Year 1 progress report is required at the end of the first year of deployment. This report must be submitted by no later than 3 months after the end of the first year of deployment. In this report, recipients will report on the status of Year 1 milestones per the work plan, as well as request payment for relevant expenses to date.

iii. Year 2 Completion Report

The Year 2 completion report is required at the end of the 24-month period, or after the work plan milestones/deliverables have been accomplished if earlier than the 24-month period. This report must be submitted by no later than 3 months after completion of the project. In this report, recipients will report on the completion of the overall project,

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milestones met per the work plan, as well as request payment for final and remaining relevant expenses.

All required reports must be submitted via email to: CASF_Adoption@cpuc.ca.gov. The grant recipients must certify that each report submitted is true and correct under penalty of perjury.

APPENDIX E Payments to CASF Recipients

- Boys & Girls Club of San Marcos, Burbank Housing Management, City of San Leandro, County of Sonoma, EAH Inc., EveryoneOn, Felton Institute, human-I-T, Sequoia Living and WISE & Healthy Aging (grant recipients) may submit payment requests at 3 points throughout the project period. Payment requests will accompany the 3 reports required above (Ramp Up Period, Year 1, Year 2).
- The relevant project report must be submitted in order for a payment request to be granted.
- Payment request for the ramp-up period may not exceed 25% of grant amount.
- All payments requests require documentation of outcome in “milestone” report.
- Grant recipients shall submit final requests for payment no later than 3 months after completion of the project.
- Payment will be based upon receipt and approval of invoices and other supporting documents showing the expenditures incurred for the project are in accordance with their approved application and budget.
- Grant recipients must notify the Commission as soon as it become aware that they may not be able to meet project deadlines.
- Payment will be made in accordance with, and within the time specified in California Government Code § 927 et seq.
- The Commission has the right to conduct any necessary audit, verification, and discovery during project implementation to ensure that CASF funds are spent in accordance with the terms of approval granted by the Commission.
- The Grant recipients’ invoices will be subject to audit by the Commission at any time within three years of final payment.

Grant recipients must certify that each report and payment request submitted is true and correct under penalty of perjury. All required reports and payment requests, including invoices and other supporting documents should be submitted via email to: CASF_Adoption@cpuc.ca.gov.