

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA

**Communications Division
Consumer Programs Branch**

**RESOLUTION T-17842
December 5, 2024**

RESOLUTION

Resolution T-17842: Moves the Digital Divide Grant Program from Pilot to Permanent.

SUMMARY

This Resolution transitions the Digital Divide Grant Program from a pilot to a permanent program to eligible Community Technology Programs. The total grant amount available is \$200,000 yearly, on an ongoing basis until funds are exhausted or otherwise discontinued. This Resolution authorizes up to \$100,000 to projects for low-income rural and urban schools, and up to two \$50,000 awards to projects for Community-Based Organizations (CBOs). The source of the funding is the Digital Divide Account. The grants are aimed at reducing the digital divide in schools and communities located in low-income urban and rural areas by providing necessary resources and access to digital technology. The projects aim to deliver holistic solutions through digital literacy training, take-home devices, and broadband connections.

BACKGROUND

Public Utilities Code (Pub. Util. Code) Section (§) 280.5, enacted by AB 855 (Ch. 820, Stats. 2003), established the Digital Divide Account and requires the California Public Utilities Commission (CPUC or Commission) to administer the Digital Divide Grant Program.¹ The program is funded through a percentage of revenues collected from lease agreements for wireless telecommunications facilities located on state-owned property,² which is then deposited into the Digital Divide Account.³ Currently, the Digital Divide Account maintains a balance of approximately \$200,000.⁴

¹ All statutory references refer to the Public Utilities Code, unless otherwise stated.

² Govt. Code § 14666.8.

³ The Digital Divide Account is housed within the California Teleconnect Fund Administrative Committee Fund pursuant to Pub. Util. Code § 270 and must be used only for digital divide pilot projects. Pub. Util. Code § 280.5(b).

⁴ [Department Report \(ca.gov\)](#)

Pub. Util. Code § 280.5(c)(2) requires the Commission to award grants to community-based nonprofits⁵ subject to criteria to be established by the Commission in a way that disburses the funds widely, including urban and rural areas for the purpose of funding community technology programs. The statute defines “digital divide projects” as community technology programs involved in activities that include, but are not limited to, the following:

- (1) Providing open access to and opportunities for training in technology.
- (2) Developing content relevant to the interests and wants of the local community.
- (3) Preparing youth for opportunities in the new economy through multimedia training and skills.
- (4) Harnessing technology for e-government services.

On September 18, 2020, the Commission initiated Rulemaking (R.) 20-09-001 (the “Broadband for All” proceeding) to set the strategic direction and changes necessary to expeditiously deploy reliable, fast, and affordable broadband. The rulemaking addressed use of the roughly \$1 million available in the Digital Divide Account to help schools and students. In Decision (D.) 21-10-020, Ordering Paragraph 7, the Commission authorized Communication Division (CD) to initiate a pilot program and delegated staff the authority to approve grants using the following criteria:

- a. Grants are limited to serving urban and rural low-income small school districts.
- b. The beneficiary school must be in an urban or small rural school district, as identified by the California Department of Education.
- c. The beneficiary school must have a free lunch participation rate of at least 50 percent.
- d. The grant recipient must be a CBO non-profit with a demonstrated record of work addressing the digital divide.
- e. CBO administrative expenses are limited to no more than 10 percent of the grant amount.
- f. Grants must provide a holistic solution including, but not limited, to:
 - i. Student home broadband connection.
 - ii. Students require hardware including laptop, Chromebook and/or hotspots.

⁵ Also known as Community Based Organizations (CBOs). Grant recipients must exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Pub. Util. Code § 280.5(c)(2).

- iii. Student curriculum with focus on the use of technology.
 - iv. Software to enable distance learning for students and teachers; and
 - v. Training for teachers in the use of technology for distance learning.
- a. The term of the project is limited to one school year.
 - b. Ongoing subsidies for the Commission's California Teleconnect Fund eligible services may be available for the participating school; and
 - c. Grants shall not exceed \$250,000 per pilot project.

For the initial pilot, the Commission limited the grant funds to award projects for small, rural and urban schools, based on the reason that they are at the greatest disadvantage when it comes to obtaining funding.⁶ The Commission also recognized the need for local community organizations in low-income areas to have reliable broadband access to medical and public services. Therefore, the second round of projects will expand to include local communities for grant funding. After the project term ends, discounts on the cost of eligible services may be available to schools and community-based organizations that participate in the California Teleconnect Fund.⁷

On October 6, 2022, the Commission issued Resolution (Res.) T-17770,⁸ which set forth the final eligibility criteria, application process, required documentation, and scoring of the DDGP Pilot projects.

The resolution stated that the projects must provide a holistic solution including, but not limited to:

- 1. Student home broadband connection.
- 2. Students require hardware including laptop, Notebook and/or hotspots.
- 3. Student curriculum with focus on the use of technology.
- 4. Software to enable distance learning for students and teachers; and
- 5. Training for teachers in the use of technology for distance learning.⁹

The resolution indicated CD's intent "to ensure that the inaugural digital divide pilot projects have an excellent chance of ongoing success and are supported by the community and the students they will serve."¹⁰ A CBO, in partnership with one or more eligible public schools, may request funding for digital divide project, regardless of whether that project is established or proposed. To be considered for grants, the recipients must be a non-profit organization that have demonstrated a

⁶ D.21-10-020 at 22.

⁷ *Id.* at OP 7.

⁸ Res. T-17770.

⁹ *Id.* at 5.

¹⁰ Res. T-17770 at 3.

commitment to addressing the digital divide.¹¹ The resolution encouraged the CBOs and beneficiary schools to sustain the projects beyond the initial pilot grant period and for at least one full school year, and that Commission staff will evaluate the success of the pilot and considering permanently opening the program to other (non-school) related community technology programs.

Based on the Application Scoring Criteria set forth in Resolution T-17770, staff recommended the Commission award grants to four finalists (1) Outside the Lens, (2) Human IT, (3) Small School District Association, and (4) Thrive.

On August 10, 2023, the Commission approved the Pilot Projects in Resolution T-17794¹². The projects are described in Table 1 below:

Table 1: DDGP Pilot Awardees

Organization	School District Type	Schools Served	FRPM Participation	Project Budget	Total Students Served	Final Composite Score
Outside the Lens	Urban small school district	Monarch School (San Diego, San Diego County, CA)	100%	\$250,000 ¹³	96 ¹⁴	90.8 ¹⁵
		San Pasqual Academy (San Diego, San Diego County, CA)	100%			
		San Diego Court School (San Diego, CA)	100%			
Human IT	Rural small school district	Wonderful College Prep Academy Delano (Delano, Kern County, CA)	81.20%	\$250,000 ¹⁶	465 ¹⁷	95.6 ¹⁸

¹¹ *Id.* at 5.

¹² Res. T-17794, Approves \$999,480 in funding for four projects from the Digital Divide Account for the Digital Divide Grant Program.

¹³ Res. T-17794, Appendix A.

¹⁴ Outside the Lens Application, Section 2.3, p. 6.

¹⁵ Res. T-17794, Appendix B.

¹⁶ *Id.*, Appendix A.

¹⁷ Human IT Application, Section 2.4, p. 7.

¹⁸ Res. T-17794, Appendix B.

		Wonderful College Prep Academy Lost Hills (Lost Hills, Kern County, CA)	76.50%			
Small School District Association	Rural small school district	Owens Valley Elementary (Independence, Inyo County, CA)	63.20%	\$249,650 ¹⁹	101 ²⁰	93 ²¹
		Owens Valley High (Independence, Inyo County, CA)	66.70%			
Thrive	Rural small school district	Surprise Valley High School (Cedarville, Modoc County, CA)	58.60%	\$249,820 ²²	115 ²³	93 ²⁴
		Surprise Valley Elementary (Cedarville, Modoc County, CA)	63.20%			

DISCUSSION

During this DDGP pilot period, all the awardees submitted timely Progress Reports by February 27, 2024, and are on schedule and on budget to complete the projects. The Completion Reports are due on November 1, 2024.

Based on the Progress Reports submitted by all four awardees, CD staff derived the following information in *Table 2*.

¹⁹ *Id.*, Appendix A.

²⁰ Small School District Association Application, p. 12.

²¹ Res. T-17794, Appendix B.

²² Res. T-17794, Appendix A.

²³ Thrive Application, p. 14.

²⁴ Res. T-17794, Appendix B.

Table 2: DDGP Pilot Mid-Project Progress Report Summary

DDGP Grantee	School Beneficiary	Devices Purchased	Total Students to be Served	Technology Curriculum Offered
Outside the Lens	Monarch School	45 MacBook Pros	96	Yes
	San Pasqual Academy			
	San Diego Court School			
Human IT	Wonderful College Prep Academy Delano	440 iPad	465	Yes
	Wonderful College Prep Academy Lost Hills			
Small School District Association	Owens Valley Elementary	98 Chromebooks	101	Yes
	Owens Valley High			
Thrive	Surprise Valley High School	60 Chromebooks	115	Yes
	Surprise Valley Elementary			
Total		643	777	Yes

In general, the DDGP pilot met its initial goal in making technology accessible to students in rural and low-income areas. Reports from awardees indicate that distributing devices to these communities positively impacted student access to technology and education. For example, some of the device's distributions thus far are: Human IT provided 440 iPads to 465 students, and the Small School District Association provided 98 Chromebooks to 101 students.

Further, **Table 2** indicates that all schools with distributed devices provide a technology curriculum which ensures that students are equipped with the knowledge and skills to effectively leverage the digital devices and further bridge the digital divide effectively. The pilot DDGP ensured students have access to the technology curriculum when they didn't have access to it before the program, such as Small School District Association and Thrive. The pilot DDGP also provides access to the technology curriculum to additional students such as the program through Human IT.

By the time the pilot program ends on December 1, 2024, The CPUC staff anticipates the funding provided through DDGP will help approximately 777 students with devices that would enable them to participate in a technology curriculum in schools in need. Based on these results, the CPUC staff recommend the transition of the DDGP from a pilot to a permanent program.

Community Technology Programs.

During the pilot period, nine low-income, rural and urban schools were the beneficiaries of the DDGP funding. To ensure compliance with Pub. Util. Code § 280.5, it is necessary to expand the program to benefit wider local communities that meet the specified criteria. The statute states, in relevant part:

(d) For purposes of this section, “community technology programs” means a program that is engaged in diffusing technology in local communities and training local communities in the use of technology, especially local communities that otherwise would have no access or limited access to the Internet and other technologies.

(e) For purposes of this section, “digital divide projects” means community technology programs involved in activities that include, but are not limited to, the following:

- (1) Providing open access to and opportunities for training in technology.
- (2) Developing content relevant to the interests and wants of the local community.
- (3) Preparing youth for opportunities in the new economy through multimedia training and skills.
- (4) Harnessing technology for e-government services.

A Permanent DDGP Outline

The CPUC staff outline a permanent DDGP in terms of funding, eligibility criteria, application process, payments to recipients, project audit and review, and program outreach as follows:

1. DDGP Funding

For Fiscal Year 2024-25, the DDGP program is anticipated to receive an appropriation of approximately \$200,000 and every year thereafter when made permanent. To ensure wide distribution of the funds, CD staff propose allocating up to two \$50,000 awards for CBOs, and up to \$100,000 for low-income, urban and rural small schools or districts. Future application cycles and grant amounts will be determined by CD staff based on available DDGP funding.

2. Eligibility Criteria

For schools and districts, the eligibility requirements will continue to include communities or populations in low-income areas and rural and urban small school districts with a free lunch participation rate of at least 50%. Schools that were awarded DDGP funding in Res. T-17794 are not eligible to apply.

Eligible CBOs must be tax exempt, nonprofits under Internal Revenue Service 501(c)3 status with demonstrated experience in bridging the digital divide. Projects may address physical gaps in local broadband networks, affordability, access to personal devices and digital skills training. As provided by statute, no more than 5% of the awarded grant may be allocated to administrative expenses. Grant awardees must submit a progress report mid-project, and if on track, it will receive 25% of the total grant with the remainder to be paid upon successful completion and the submission of a Completion report.

After the conclusion of the project, all awardees may also apply to receive discounts from the Commission's California Teleconnect Fund to subsidize the costs of advanced communication services.

3. Application Process.

Detailed application instructions are attached to this resolution at Appendix A and are also available for download at the DDGP webpage at <http://www.cpuc.ca.gov/ddgp>. A CBO will submit its completed application, including all required documents, by email to:

DigitalDivideGrantProgram@cpuc.ca.gov.

The Communications Division will begin accepting applications for the DDGP 2024-2025 Funding Year seven days after adoption of this resolution. The application window will conclude 90 days after. Once the application window is closed, staff anticipate completing reviews and selecting awardees within 90 days. Staff will subsequently draft a Resolution proposing adoption of its recommendations subject to Commission approval, applicants will receive a notice of award upon adoption of the Final Resolution.

The table below lists important dates and activities for the DDGP and will be posted at <http://www.cpuc.ca.gov/ddgp>. Staff will update the website and provide notice to the Service List of this Resolution, applicants, and other interested parties, if there are changes to the adopted schedule.

Activity	Date
Resolution setting forth the DDGP adopted	December 5, 2024
Application period begins	December 12, 2024
Application period ends	February 12, 2025
Staff review and scoring of grant applications completed	March 12, 2025

Awardees announced via Notice of Draft Resolution	April 2025
Notice of Award provided upon adoption of Final Resolution	May 2025.

The application for the DDGP is organized into five sections, as shown in Appendix A. Applicants must respond in full to each section by providing the requested information, forms, attachments, and/or narrative responses.

4. Payments to DDGP Recipients

In both required reports, grantees must include all invoices and supporting documentation of project expenses incurred. The Commission will reimburse grantee expenses in accordance with the disbursement schedule described in Appendix F of this resolution, and within the time specified in Government Code § 927, *et seq.*

5. Project Audit and Review

Grantee agrees that the digital divide project is subject to audit and review by the Commission. The grantee shall implement a document retention policy and maintain all files, invoices, and other related documentation for a period of three years after final payment is received. The grantee shall make these records available to the Commission upon request. Staff may also conduct site visits if necessary.

Should the grantee fail to complete the project or incur any unreasonable expenses beyond the project's proposed scope of work or budget, the Commission may either: (1) disallow those expenditures against any of the grantee's remaining funds, or (2) order reimbursement of some or all the Digital Divide Account funds received. Any costs incurred beyond the funding amount awarded in the grant shall be borne by the grantee and/or the beneficiary school.

6. DDGP Outreach.

Once the Commission adopts this Resolution, CD will conduct outreach to target qualified CBOs with the necessary expertise and experience to submit a project proposal and DDGP application. The CPUC News and Outreach division will promote the DDGP by creating promotional materials, issuing a press release, and sharing information about the pilot program second round on the Commission's webpage and social media platforms. Staff will email the DDGP promotional materials to the CTF proceeding service list, R. 13-01-010 and publish the grant opportunity on the Cal Grants

website. The Commission will set an application deadline for February 12, 2025. To assist applicants, CD staff will publish detailed instructions—along with the application package and staff contact information—on the Communications Division DDGP webpage.

SAFETY CONSIDERATIONS

There are no safety considerations.

COMMENTS ON DRAFT RESOLUTION

In compliance with Public Utilities Code, §311(g), a notice letter was emailed on October 31, 2024, informing all parties on the CTF 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.

A timely comment was received identifying a typographical error in T-17842, Page 5, Discussion. *The Completion Reports are due in January 2025* is changed to *The Completion Reports are due November 1, 2024*.

FINDINGS

1. In Public Utilities Code § 280.5, Legislature declared its intent to bridge the digital divide through funding community technology programs to schools and community organizations in low-income areas, including urban and rural areas.
2. Public Utilities Code § 280.5(b) establishes the Digital Divide Account within the California Teleconnect Administrative Committee Fund and requires the California Public Utilities Commission to administer the Digital Divide Grant Program.²⁵
3. The Digital Divide Account is funded through a percentage of revenues collected from lease agreements for wireless telecommunications facilities located on state-owned property pursuant to Govt. Code § 14666.8.
4. The Digital Divide Grant Program shall provide grants pursuant to Public Utilities Code § 280.5 subject to criteria to be established by the commission and in a way that disburses the funds widely, including urban and rural areas. Grants shall be awarded to community-based nonprofit organizations that are exempt from taxation under Section 501(c)(3) of the

²⁵ All statutory references refer to the Public Utilities Code, unless otherwise stated.

Internal Revenue Code for the purpose of funding community technology programs.

5. Decision (D). 21-10-020 delegated Communications Division staff the authority to approve grants from the Digital Divide Account that meet the criteria set forth in Ordering Paragraph 7 and Public Utilities Code § 280.5.
6. In the first round of the Digital Divide Grant Program pilot, the Commission authorized \$998,480 from the Digital Divide Account to fund projects providing holistic solutions to bridge the Digital Divide to nine low-income schools in urban and rural areas.
7. The Commission will make permanent the Digital Divide Grant Program and also expand eligibility to serve Community Technology Programs as defined by § 280.5(c)(2) and provided by nonprofit, tax exempt community organizations serving low-income populations.
8. The Digital Divide Account currently has a balance of \$200,000.
9. The Commission set a maximum of up to \$100,000 each for projects with no more than 5% of the awarded grant allocated to administrative expenses.
10. Grant participants must be a Community Based Organization nonprofit with a demonstrated record of work in addressing the Digital Divide.
11. Resolution T-17770 set forth the Community Based Organization and beneficiary school eligibility criteria, application process application package, application scoring, project reporting and compliance requirements for the Digital Divide Grant Program pilot projects.
12. Communications Division staff will post the Digital Divide Grant Program eligibility criteria and application materials on the Communications Division webpage.
13. Staff will develop an outreach program to target potential Community Based Organizations with expertise in education and technology.
14. The Communications Division will begin accepting applications for the second round of the Digital Divide Grant Program pilot seven days after adoption of this Resolution. The application window will conclude 90 days after.
15. Staff will review all Digital Divide Grant Program applications received by the deadlines set forth in this resolution for Basic Requirements and will notify applicants of their application status.

16. Staff will review, evaluate and score the Digital Divide Grant Program applications according to the criteria set forth in this Resolution.
17. Future application cycles and grant amounts will be determined by CD staff based on available DDGP funding.
18. There are no safety issues concerning the awarding of the grants.
19. A timely comment was received identifying a typographical error in T-17842, Page 5, Discussion. The Completion Reports are due in January 2025 is changed to The Completion Reports are due November 1, 2024.

THEREFORE, IT IS ORDERED that:

1. The Digital Divide Grant Program pilot will be a permanent program that will continue on an ongoing basis or until funds are exhausted.
2. Grants shall be awarded to community-based nonprofit organizations that are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code for the purpose of funding community technology programs.
3. The 2024-2025 application cycle of the Digital Divide Grant Program eligibility criteria, application, instructions are contained in this Resolution and will be posted on the Commission's web site.
4. Communications Division staff shall evaluate and score applications to the Digital Divide Grant Program and award projects to fund using the criteria described in this Resolution.
5. Communications Division will post the awarded Digital Divide Grant Program recipients on the Commission web site.
6. Communications Division shall notice a draft Resolution authorizing the payment of Digital Divide Account funds to grant recipients in a manner consistent with this Resolution. Staff shall issue a Notice of Award promptly after the Commission adopts this Resolution.
7. Grant recipients shall submit at least two Project Status Reports to the Communications Division:
 - a. The Community Based Organization shall submit a Progress Report on the first four months of program implementation, including the status of milestones, based on the

template established by Commission staff. The Progress Report is due five months after the start of the project's term.

- b. The Community Based Organization shall report on the completion of the overall project, milestones met, and metrics to assess outcomes. The Completion Report is due one month after the end of the project's term.

This Resolution is effective today.

I certify that the foregoing resolution was adopted by the California Public Utilities Commission at its regular meeting on, _____ and the following Commissioners approved favorably thereon:

Rachel Peterson,
Executive Director

Appendix -A

Digital Divide Grant Program Application

An eligible Community Based Organization (CBO) is limited to one application per grant funding cycle. Applicants shall focus on a single proposed project, but the scope of the project may include more than one school.

Responses and supporting documentation should be organized consistently with these instructions. For each document, applicants must include a cover page identifying the applicant's name, project name, date of submission, and the relevant application section, question, and/or item. Digital files should use a file naming convention that includes the following descriptive elements: project name, document name, and relevant application section, question, and/or item.

The DDGP will begin accepting applications seven days after the adoption of this Resolution. The window to submit applications will end 90 days later. Applicants must submit their completed application, including all required documents, to DigitalDivideGrantProgram@cpuc.ca.gov.

Applicants must identify the partner school(s) if any, in their application. A list of eligible schools, as identified by the California Department of Education, is available at www.cpus.ca.gov/ddgp. Applicants can apply for multiple partner schools in the same application. Each school must review the application, agree to be a partner in the program, and sign separate Partnership Agreements.

The application is organized into six sections. Applicants must respond in full to the following:

Section 1. Basic Information.

This section of the application requires that the applicant provide basic information about the CBO or their partner school(s).

- 1.1 Provide the following information for the applicant CBO: organization name, Federal Employer Identification Number (FEIN), location address, mailing address, website, contact person, contact phone number, and contact email.

- 1.2 Provide the applicant CBO's mission statement and other documents on the CBO and its activities, including charter, annual reports, brochures, etc.
- 1.3 Required document: Franchise Tax Board Entity Status Letter (FTB 4263A).
- 1.4 Required document: Internal Revenue Service 501(c)(3) Tax Exempt Letter.
- 1.5 If your organization files an IRS Form 990 or California Form 190, please submit the most recent copy.
- 1.6 For schools, provide the following information for each beneficiary school(s): district, school name, county-school-district (CDS) code²⁶, school address, mailing address, contact person name, contact phone number, contact email, low grade, high grade, number of students, year-round (Y/N), and charter (Y/N).
- 1.7 Provide a list of the Board of Directors and Principal Officers. Include an organizational chart.
- 1.8 Submit resumes of personnel relevant and integral to the success of this project, especially those who have experience in deploying community technology programs, as well as resumes of those who have experience in collaborating with schools, students, and teachers.

Section 2. Scope of Work.

This section requires the applicant to present their digital divide project. The information provided must sufficiently demonstrate that the project meets all eligibility requirements. Applicants should provide a narrative description to the questions below.

²⁶ The county-school-district (CDS) code is the CA Department of Education's method for tracking California schools. Refer to <https://www.cde.ca.gov/ds/si/ds/>. The data source, Unduplicated Student Poverty – Free or Reduced-Price Meals Data 2018–19, was used to identify eligible schools and school districts and can be found on <https://www.cde.ca.gov/ds/ad/filesasp.asp>.

2.1 Describe the digital divide project. Identify and describe project functions, activities, schedules, locations, and deliverables. How does/will the project provide a holistic solution to bridge the digital divide? For example, a response to this question can include responses to the following questions:

- Provide a detailed list of the technology the organization or school currently uses, such as software, devices, connections, or technical training. Also, describe what digital resources the organization or beneficiary school or its students currently lack or what barriers to access the beneficiary school or its students are experiencing, and how will the CBO utilize the digital divide grants to procure the necessary digital resources or mitigate any barriers to access for the beneficiary school or its students.
- Will the project provide a broadband connection(s)? If so, where will end users utilize the broadband service? Who will be the end users of the broadband service? What type of broadband services? Who is the service provider? What are the costs of the broadband services (per connection and in total)? How many student homes will receive a broadband connection? How many students reside at those homes? Will the broadband service continue after the project term ends?
- Will the project provide hardware devices? If so, what type of hardware devices will the project provide? What is the cost of the devices (per device and in total)? What will happen to the devices after the project term ends? Who will be responsible for maintaining the devices during the project term and after the term ends?
- Does the project include an educational curriculum focusing on the use of technology that will be taught? If so, please describe that curriculum. What is the curriculum schedule? Who will teach the curriculum? What are the credentials of the teachers?
- Will the project deploy software installed on devices? If so, what software will be installed? What is the purpose of the software? Will the software

enable distance learning? What is the cost of the software? Will use of the software continue after the project ends?

- Will the project provide training on distance-learning technology? If so, please describe the training. What is the training schedule? Who will provide the training? What are the credentials of the teachers?
 - Describe any additional benefits, functions, activities, goods, and/or services provided as part of the project to help bridge the digital divide.
- 2.2 Provide a timeline identifying the term of the project and key milestones, including commencement and completion dates.
- 2.3 Describe the population that the project serves. How many participants will benefit from the project? Are the participants from low-income households, disabled, or belonging to urban, rural, or disadvantaged communities? Do the participants have special educational needs? Are the participants living in a residence or area that lacks access to high-speed internet? Describe the causes and effects of the digital divide experienced by the participants.
- 2.4 Identify and enumerate specific target goals for the project's primary functions/activities.
- 2.5 Identify and describe methods of tracking outcomes and assessing results, including quantitative and qualitative metrics to measure accomplishments against target goals.
- 2.6 Explain whether (and, if so, how) the project benefits will extend beyond a single year.

Section 3. Experience.

This section requires the applicant to provide information on their ability to execute the project and meet the requirements of the DDGP. The applicant should provide a narrative description to the questions below.

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- 3.1 Describe the applicant CBO's existing or past efforts in providing and implementing community technology projects and/or projects to bridge the digital divide. Provide documentation on previous or past efforts.
- 3.2 Describe the applicant CBO's experience deploying grant-funded projects.
- 3.3 Provide at least three letters of recommendation endorsing the ability of the CBO. The letters of recommendation must be from entities unrelated to the beneficiaries, including state or local government agencies, public schools or school districts, county offices of education, persons holding public office, trade associations or groups, community groups, and/or anchor institutions.
- 3.4 For school projects, describe the relationship between the applicant CBO and the partner school(s). How did the relationship start? Has the CBO previously worked with the school(s) on other projects? Confirm that the partner school(s) has reviewed the application and agrees to execute the project if selected.
- 3.5 For school projects, provide at least three letters of endorsement per partnership school supporting the digital divide project. One letter is required from each of the following: (1) the beneficiary school's district office, (2) the beneficiary school's school board, (3) the beneficiary school's Parent Teachers Association.²⁷
 - a. If your project proposal requires that your staff be present at school and interact with school children and/or teachers, the letter of endorsement from the district office must confirm and explain that you have discussed this with the school district and school and have met all school requirements for fingerprints and/or background checks. Explain how you plan to meet those requirements.
- 3.6 Is the CBO sustainable? How do you get your funding? Do you have other government funding?

²⁷ Applicants must submit all three letters of endorsement to meet the requirements of a complete application. Letters of endorsement from the beneficiary school's district office and Parent Teacher Association are due by the application deadline of December 31, 2022. The letter of endorsement from the beneficiary school's school board is due by February 28, 2023.

Section 4. Proposed Project Budget.

This section requires the applicant to provide information on the project's proposed budget.

- 4.1 Provide a narrative description of the project's proposed budget plan. The maximum narrative length for this item is three pages.
- 4.2 Submit a proposed budget for the project. A sample budget is attached to Appendix B or available for download at www.cpuc.ca.gov/ddgp.
- 4.3 Will the project be funded by additional funding sources? Provide a description of other funding sources and amounts. Include documentation verifying those secured sources and funding amounts.
- 4.4 Will the project continue to provide benefits or services beyond the grant's one year funding cycle? Provide a plan for how the CBO and partner school(s) will sustain the program for future years.

Section 5. Partnership Agreement.

- 5.1 Review and complete the Partnership Agreement form, attached to this Resolution at Appendix C or available for download at www.cpuc.ca.gov/ddgp. Each beneficiary school is required to sign a separate form.

END OF APPENDIX A

Appendix -B

Sample Proposed Budget and Administrative Expenses

Budget Line Item	Price Per Item	Number of Units	Total Amount
Student home broadband connection;	\$200.00	120	\$24,000.00
School hardware A	\$300.00	10	\$3,000.00
School hardware B	\$100.00	10	\$1,000.00
Student hardware C	\$300.00	120	\$36,000.00
Student hardware D	\$50.00	120	\$6,000.00
Student curriculum E	\$300.00	120	\$36,000.00
Student curriculum F	\$600.00	120	\$72,000.00
Teacher curriculum G	\$800.00	20	\$16,000.00
Software H - Teachers	\$15.00	10	\$150.00
Software I - Students	\$100.00	120	\$12,000.00
Administrative Costs *	n/a	n/a	\$9,550.00
Total			\$215,700.00

This example is for projects to beneficiary schools. Community Based Organization applicants can follow the same format.

*Administrative expenses related to the digital divide project are limited to those incurred by CBOs and not by schools served by the digital divide project. The Digital Divide Grant Program will only reimburse up to 10% of the total awarded grant amount for administrative expenses. Administrative expenses of CBOs exclude costs associated with services and goods used by students, teachers, or schools served by the digital divide project. Administrative expenses of CBOs include, but are not limited to, costs associated with the following:

- Administrative activities of the CBOs.
- Project planning, technical project management, oversight work, program execution and reporting, and procurement of goods and services.
- Wages, benefits, and payroll taxes of administrative staff (including accounting, human resources, etc.), legal staff, and management.

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- Ongoing operating expenses such as rent, utilities, IT, and other similar costs.
- Travel: Transportation, lodging, and meal costs associated with staff travel.
- Supplies and Materials: Office supplies, equipment, and other materials.
- Contracted Services: Third-party services including consulting, legal or technical support for proposal evaluation, data subscriptions to supplement benefits analysis, and augmentation of internal staff for project oversight and program coordination.
- Event Fees for Hosted and Attended Events: Costs associated with sponsoring, hosting, or attending events – including consortia, memberships, conferences, venue rentals, and other similar costs.
- Insurance.
- Audit fees and costs.
- Costs are usually included within GAAP General and Administrative Expenses and Overhead.

END OF APPENDIX B

Appendix -C

Partnership Agreement

DIGITAL DIVIDE GRANT PROGRAM
PARTNERSHIP AGREEMENT

This Partnership Agreement formalizes the agreement between the community based organization, _____ (a non-profit corporation), and _____ (a school, or "Partner School") (collectively, the "Grant Partners") for the purposes of implementing the Digital Divide Grant Program (DDGP) _____ (the "Project Proposal" or "Project"), as described in the accompanying application.

If selected to receive a grant by the California Public Utilities Commission (CPUC), the Grant Partners agree to execute the approved Project in good faith, with the Partner School as the sole beneficiary of all assets, interests, and/or services funded by the DDGP. **The Grant Partners understand that it may be necessary for the parties to execute a separate agreement to further define the parties' respective roles and responsibilities, especially if the Project is expected to continue beyond the DDGP one-year funding term and/or exceeds the CPUC approved budgets.** By participating in the DDGP, the Grant Partners agree to comply with the terms, conditions, and requirements of the California Public Utilities Commission, the Digital Divide Grant Program, California Public Utilities Code § 280.5, Decision 21-10-020, and Resolution T-17770, and any successor decisions.

We, the undersigned, have reviewed the application and supporting documents and are duly authorized to execute this Partnership Agreement.

CBO Representative:

Signed this ____ day of _____, 20____

Signature

Name:

Title:

Organization:

Address:

Email:

Partner School Representative:

Signed this ____ day of _____, 20____

Signature

Name:

Title:

Organization:

Address:

Email:

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Phone:

Phone:

By signing this application, I declare under penalty of perjury under the laws of the State of California that I am authorized to act on behalf of the applicant, that the information submitted with this application is true and accurate to the best of my knowledge. I understand and acknowledge that if selected as a grant award recipient, the organization and any of its officers, employees, agents will carry out the approved project in good faith and shall adhere to terms and conditions of the California Public Utilities Commission, the Digital Divide Grant Program, California Public Utilities Code § 280.5, Decision 21-10-020, and Resolution T-17770, and any successor decisions.

Signed this ____ day of _____, 20____.

By: _____

Name:

Title:

On behalf of:

Address:

Phone:

END OF APPENDIX C

Appendix -D
Terms and Conditions of the Digital Divide Grant Program

By signing this application, I declare under penalty of perjury under the laws of the State of California that I am authorized to act on behalf of the applicant, that the information submitted with this application is true and accurate to the best of my knowledge. I understand and acknowledge that if selected as a grant award recipient, the organization and any of its officers, employees, agents will carry out the approved project in good faith and shall adhere to terms and conditions of the California Public Utilities Commission, the Digital Divide Grant Program, California Public Utilities Code § 280.5, Decision 21-10-020, and Resolution T-17770, and any successor decisions.

Signed this ____ day of _____, 20____.

By: _____

Name:

Title:

On behalf of:

Address:

Phone:

END OF APPENDIX D

Appendix -E

Project Status Report for the Digital Divide Grant Program

Each project status report should include a cover page with the following table:

Grant Recipient (CBO Name):	
Project Name:	
Beneficiary Public Schools:	
Report Type (Progress or Completion):	
Report Submission Date: (MM/DD/YY)	
Payments Received to Date: (\$)	
Project Completion Date: (MM/DD/YY)	
Attestation: I certify that all statements and representations made in this report are true and correct under penalty of perjury.	Name: Signature: Report submission date:

The two project status reports must respond to each of the items enumerated below. Organize and label responses in a manner consistent with the list of items below.

1. What are the total project expenses incurred to date?
2. Are the expenses incurred during this reporting period consistent with the approved project budget? If not, please explain and provide justification for the difference.

3. Describe progress on the approved Scope of Work. Using both qualitative and quantitative terms, describe accomplishments made during this reporting period. Identify and organize accomplishments according to the approved Scope of Work. For each item within the approved Scope of Work, identify whether all the milestones/goals set for this reporting period were achieved. If any of the goals or milestones set for this reporting period were not met, explain why.
4. Are the accomplishments described consistent with the approved project plan? If not, please explain.
5. Describe any additional project accomplishments for this reporting period that were not part of the approved Scope of Work.
6. Identify, describe/explain, and provide justification for any changes or diversions from the approved Scope of Work during this reporting period. How will the changes and diversions during this reporting period affect project completion (e.g., delays, set goals that cannot be accomplished, etc.)? Was CPUC notified of these changes or diversions, and if so, were the changes or diversions approved by the CPUC? If not, please explain why CPUC was not notified.
7. Identify, describe/explain, and provide justification for any changes or diversions from the approved project budget during this reporting period. How will the changes and diversions during this reporting period affect project completion (e.g., delays, set goals that cannot be accomplished, etc.)? Was CPUC notified of these changes or diversions, and if so, were the changes or diversions approved by the CPUC? If not, please explain why CPUC was not notified.
8. Are additional changes or diversions anticipated to the approved Scope of Work during the remainder of the project period? If so, please describe and provide justifications, and explain how the changes or diversions will affect project completion or project goals.
9. Are additional changes or diversions anticipated to the approved project budget during the remainder of the project period? If so, please describe and provide justifications, and explain how the changes or diversions will affect project completion or project goals.

10. Identify challenges to the project experienced during this reporting period and describe the course of action taken to address the challenges.
11. Identify future challenges anticipated during the remainder of the project. For each challenge identified, what is the planned course of action to address the challenge. Will the challenges affect project completion? If so, please explain how project completion will be affected.
12. Identify and describe any unexpected benefits that resulted from the project during this reporting period.

END OF APPENDIX E

Appendix -F

Disbursement Schedule and Conditions of Payment

Disbursement Schedule and Conditions of Payment

- Grantee will receive grant funds at three points throughout the project period to be allocated as follows:
 - **First disbursement:** 25% of the grant award to be issued after approval of Res. T-17842 to fund the project's initial ramp up period.
 - **Second disbursement:** Up to 50% of the grant award
 - **Third disbursement:** 25% of the grant award, plus any remaining funds, if applicable.
- After the first disbursement, subsequent payment requests will accompany two of the reports required by T-17842. These include:
 - **Project Status Report:** due no later than **October 1, 2025**, and
 - **Project Final Completion Report:** due no later than **June 1, 2026**.
- The relevant project report must be submitted for a payment request to be granted.
- The grantee shall submit final requests for payment no later than 3 months after completion of the project or October 1, 2025, whichever is earlier.
- 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.
- Grantee shall notify the Commission as soon as it becomes 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 DDGP funds are spent in accordance with the terms of approval granted by the Commission.

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- Grantee invoices will be subject to audit by the Commission at any time within three years of final payment.

Certification Requirement: Grantee 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: DigitalDivideGrantProgram@cpuc.ca.gov.

END OF APPENDICES