

**PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA**

**Communications Division  
Consumer Programs Branch**

**RESOLUTION T- 17892  
October 9, 2025**

**R E S O L U T I O N**

**Resolution T-17892: Digital Divide Grant Program Round Three Application Cycle for Fiscal Year 2025-2026**

*PROPOSED OUTCOME:*

Authorizes Round Three of the Digital Divide Grant Program for Fiscal Year 2025-2026 with up to \$200,000 appropriations from Digital Divide Account.

*SAFETY CONSIDERATIONS:*

There are no safety considerations associated with this resolution.

*ESTIMATED COST:*

There are no costs associated with this resolution.

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**SUMMARY**

This Resolution authorizes the third round of the Digital Divide Grant Program (DDGP) for Fiscal Year (FY) 2025-2026. The DDGP provides up to \$200,000 in funding to support reducing the digital gap in schools and communities located in low-income urban and rural areas by providing necessary resources and access to digital technology. This funding includes up to \$100,000 allocated for projects aimed at low-income rural and urban schools, as well as two awards of up to \$50,000 each for projects supporting community-based organizations (CBOs). The two categories for funding include school-focused projects aimed at improving access to technology in educational settings and community-based projects that enhance digital resources at the local community level. If one category does not meet the qualifying criteria, the Communications Division staff have the flexibility to reallocate funds to the other category as needed. 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 DDGP and requires the California Public Utilities Commission (CPUC or Commission) to award grants to fund digital divide programs.<sup>1</sup> The DDGP is funded through an allocation of a percentage of revenues generated from lease agreements for wireless telecommunications facilities located on state-owned property, which is then deposited into the Digital Divide Account.<sup>2</sup> Currently, the Digital Divide Account maintains a balance of approximately \$200,000 dollars.<sup>3</sup>

Section 280.5(c)(2) requires the Commission to award grants to community-based nonprofits organizations<sup>4</sup> on a competitive basis subject to criteria established by the Commission and in a way that disburses the funds widely, including to 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.<sup>5</sup>

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 sought comments on how the Commission should use

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<sup>1</sup> All statutory references refer to the Public Utilities Code, unless otherwise stated.

<sup>2</sup> Pursuant to Pub. Util. Code § 280.5 (b), the Digital Divide Account, established in the California Teleconnect Fund Administrative Committee Fund, must be used only for digital divide pilot projects.

<sup>3</sup> [Department Report](#)

<sup>4</sup> Also known as Community Based Organizations (CBOs). Grant recipients must be exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Pub. Util. Code § 280.5(c)(2).

<sup>5</sup> Pub. Util. Code § 280.5(e).

the roughly \$1 million in the Digital Divide Account to help schools and students. In Decision (D.) 21-10-020, Ordering Paragraphs 7 and 8, the Commission authorized the Communication Division (CD) to initiate a pilot program and delegated staff the authority to approve grants that met the following criteria:

- a. Grants are limited to serving CBOs and 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.
  - iii. Student curriculum focused 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.

On October 6, 2022, the Commission issued Resolution (Res.) T-17770,<sup>6</sup> defining eligibility criteria, the application process, required documentation, and the scoring system for the DDGP pilot projects. The methodology ensured competitive selection of four grant recipients in compliance with statutory requirements.

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<sup>6</sup> Res. T-17770.

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.<sup>7</sup>

The resolution indicated the Commission's intent to support projects that foster community engagement and student success. The resolution also encouraged CBOs and schools to sustain projects for at least one full school year beyond the initial grant period.

On December 5, 2024, the Commission adopted Res. T-17842 to move the DDGP from a pilot to a permanent program. The total grant amount available for the permanent program is \$200,000 annually,<sup>8</sup> 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 CBOs. The CPUC accepted applications for the permanent program on December 12, 2024 with a deadline extended until May 30, 2025, due to the volume of applications.

## **DISCUSSION**

In FY 2025-2026, the DDGP has approximately \$200,000<sup>9</sup> of available funding for a third round of grants that will support two categories: low-income rural and urban schools, and CBOs. This includes up to \$100,000 to projects for low-income rural and urban schools, and two awards of up to \$50,000 to projects for CBOs. In the event that one category does not qualify, CD staff retain the flexibility to allocate funds to the other category as needed. The CPUC will open the DDGP application period from December 12, 2025 to February 12, 2026, to accept applications that aim to reduce the digital divide in schools and communities located in low-income urban and rural areas by providing necessary resources and access to digital technology.

*Community Technology Programs.*

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<sup>7</sup> *Id.* at 5.

<sup>8</sup> [Department Report](#)

<sup>9</sup> [Department Report](#)

To ensure compliance with Section 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 DDGP Outline*

The CPUC staff outline 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 2025-2026, the DDGP program is appropriated approximately \$200,000. This includes up to \$100,000 to projects for low-income rural and urban schools, and two awards of up to \$50,000 each to projects for CBOs. In the event that one category does not qualify, CD staff retain the flexibility to allocate funds to the other category as needed. Future application cycles and grant amounts will be announced 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%.

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 D.21-10-010, for CBOs, no more than 10% of the awarded grant may be allocated to administrative expenses.<sup>10</sup> The Commission here institutes a limit for schools, that no more than 5% of the awarded grant may be for 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 (CTF) 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](mailto:DigitalDivideGrantProgram@cpuc.ca.gov).

CD will begin accepting applications for the DDGP 2025-2026 fiscal 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 if there are changes to the adopted schedule to the Service List of this Resolution, applicants, and other interested parties. These dates may be extended due to unforeseen circumstances or operational needs.

Activity	Date
Resolution setting forth the DDGP adopted	December 5, 2025
Application period begins	December 12, 2025
Application period ends	February 12, 2026
Staff review and scoring of grant applications completed	March 12, 2026

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<sup>10</sup> D.21-10-020, Ordering Paragraph 7.e.

Awardees announced via Notice of Draft Resolution	April 2026
Notice of Award provided upon adoption of Final Resolution	May 2026

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 adopted Res. T-17842, CD staff developed an outreach plan targeting qualified CBOs with the necessary expertise and experience to submit a project proposal and DDGP application. The CPUC News and Outreach division promoted the DDGP by creating promotional materials, issuing a press release, and sharing information about the program on the Commission's webpage and social media platforms. Staff emailed the DDGP promotional materials to the last CTF proceeding service list, for R. 13-01-010 (the CTF program includes CBO participants offering educational and technological services to the community) and reached out to

the Education sector representative of the CTF Administrative Committee to ensure this information reached the California Department of Education. Staff also ensured the grant opportunity was published on the Cal Grants website. Finally, staff held a DDGP public webinar on May 6, 2025, where staff promoted DDGP and discussed the eligibility criteria, who can apply, the application process and deadlines, and its success stories.

### **COMMENTS ON DRAFT RESOLUTION**

In compliance with Public Utilities Code § 311(g), a notice letter was emailed on August 28, 2025, informing all parties on the CTF Distribution List of the availability of the draft of this Resolution and of the opportunity 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.

Commission received no public comments.

### **FINDINGS**

1. In Public Utilities Code Section 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 Section 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.<sup>11</sup>
3. The Digital Divide Program is funded by an allocation of a percentage of fees collected from the lease agreements of certain state-owned wireless telecommunications facilities, pursuant to Government Code Section 14666.8.
4. The Digital Divide Grant Program shall provide grants pursuant to Public Utilities Code Section 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 Internal Revenue Code for the purpose of funding community technology programs.

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<sup>11</sup> All statutory references refer to the Public Utilities Code, unless otherwise stated.



5. Decision 21-10-020 delegated to 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 Section 280.5.
6. The Digital Divide Grant Program fund grants for Community Technology Programs as defined by Section 280.5(c)(2) and provided by nonprofit, tax exempt community organizations serving low-income populations.
7. For fiscal year 2025-2026, the DDGP program has been appropriated approximately \$200,000. This funding includes up to \$100,000 allocated for projects aimed at low-income rural and urban schools, as well as two awards of up to \$50,000 each for projects supporting community-based organizations. If one category does not meet the qualifying criteria, the Communications Division staff have the flexibility to reallocate funds to the other category as needed.
8. Grant participants must be a Community Based Organization nonprofit with a demonstrated record of work in addressing the Digital Divide. School eligibility must be in communities or populations within low-income areas and rural and urban school districts with a free lunch participation rate of at least 50%.
9. The Communications Division will begin accepting applications for the third round of the Digital Divide Grant Program pilot seven days after adoption of this Resolution. The application window will conclude 90 days after.
10. 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.
11. Staff will review, evaluate and score the Digital Divide Grant Program applications according to the criteria set forth in this Resolution.
12. Future application cycles and grant amounts will be determined by CD staff based on available DDGP funding.
13. There are no safety issues concerning the awarding of the grants.
14. The Commission received no public comments.

**THEREFORE, IT IS ORDERED that:**

1. The Digital Divide Grant Program pilot 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 2025-2026 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 set forth in Resolution T-17770.
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:

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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](mailto: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](http://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) code<sup>12</sup>, 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.

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<sup>12</sup> 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/filesfp.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.

- 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.<sup>13</sup>
  - 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?

#### **Section 4. Proposed Project Budget.**

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

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<sup>13</sup> 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.



- 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](http://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](http://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**

<b>Budget Line Item</b>	<b>Price Per Item</b>	<b>Number of Units</b>	<b>Total Amount</b>
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.

\*The Digital Divide Grant Program will only reimburse up to 10% of the total awarded grant amount for administrative expenses for CBOs and up to 5% for schools.

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.
- 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:

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 and 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 and 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-17892 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-17892. These include:
  - **Project Status Report:** due no later than **October 1, 2026**, and
  - **Project Final Completion Report:** due no later than **June 1, 2027**.
- 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, 2026, 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.

- 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](mailto:DigitalDivideGrantProgram@cpuc.ca.gov).

END OF APPENDICES