

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA  
COMMISSION ADVISORY AND COMPLIANCE DIVISION      RESOLUTION NO. T-13074  
Telecommunications Branch                              June 21, 1989

RESOLUTION AUTHORIZING THE DISBURSEMENTS COMMITTEE  
(DC) OF THE TELECOMMUNICATIONS EDUCATION  
TRUST TO AWARD TRUST FUNDS

BACKGROUND

1. Pursuant to D. 87-12-067, the Telecommunications Education Trust (Trust) has been established to promote consumer education and understanding of the telecommunications system.
2. The Disbursements Committee (DC) has five members; and was also established by D.87-12-067.
3. 96 applications were received in response to a request for proposals issued by the DC. These applications requested a total of over \$39 million.
4. The DC has estimated that the total amount of funds available for grantmaking will be approximately \$21 million (this includes 16.5 million in principle plus interest which will be accumulated over the 6 year life of the Trust).
5. The DC of the Trust has met and recommends that the 32 organizations listed in Attachment A be granted the specified amounts of funds to accomplish the purposes of the Trust.
6. The DC used the following criteria to evaluate applications:
  - Is the proposed project compatible with the applicant's overall mission, and relevant to the stated goals and current priorities of the Trust?
  - Does the applicant have the capacity to complete the project and to use Trust funds effectively?
  - Does the applicant have the necessary experience with the proposed target population, expertise in consumer education, and the necessary telecommunications knowledge, or a reasonable plan to work with persons with appropriate expertise?
  - Does the applicant have the support of the community with which it proposes to work? Is there evidence that members of the community have participated in project planning?
  - Are the proposed methodology and program objectives appropriate for the target population(s)?

- Will the project be of lasting benefit to consumers?
- Does the project present innovative, creative, or practical approaches to meeting Trust goals?
- Are funds to support the project available elsewhere?
- Is the proposed project cost-effective? Are the budget projections reasonable and sound?
- Does the proposal present a reasonable plan for evaluating the project as it proceeds and after it is finished? Does it describe a method to assure the accuracy of information conveyed to consumers?

7. The agreements with the organizations listed in Attachment A have been reviewed by the Trust's legal counsel, Silk, Alder and Colvin. They agree that all of the agreements are in keeping with the legal requirements of the Trust.

8. The DC also recommends that the Commission approve the attached budget and scope of work for the Trust's administrator, the California Community Foundation (CCF).

9. The DC is recommending that the Commission authorize the DC to expend up to \$15,000 to hold a mid-year conference with the 32 grantees.

#### FINDINGS

1. The DC has conducted a thorough, unbiased review of the 96 applications for Trust funds.
2. We find that it is reasonable to authorize the DC of the Trust to enter into the agreements proposed in Attachment A. The total amount of funds committed is \$3,548,035 in the 1st year and \$1,410,000 in the 2nd year for a total of \$4,958,035.
3. We find that it is reasonable to approve the attached agreement with the California Community Foundation to serve as the Trust's administrator for the year beginning October 1, 1989 for the sum of \$165,580.
4. We find that it is reasonable for the DC to expend up to \$15,000 to sponsor a mid-year conference for the Trust's grantees.

**THEREFORE IT IS ORDERED THAT:**

1. The Disbursements Committee (DC) of the Telecommunications Education Trust (Trust) is authorized to enter into agreements with the organizations and for the amounts described in Attachment A.
2. The DC of the Trust is authorized to enter into the attached agreement with the California Community Foundation (Attachment B).
3. The DC of the Trust is authorized to expend up to \$15,000 to sponsor a mid-year conference for the Trust's grantees.

I certify that this Resolution was adopted by the Public Utilities Commission at its regular meeting on June 21, 1989. The following Commissioners approved it:

G. MITCHELL WILK  
President  
FREDERICK R. DUDA  
STANLEY W. HULETT  
JOHN B. OHANIAN  
PATRICIA M. ECKERT  
Commissioners



Executive Director

Commissioner Patricia M. Eckert concurs in the resolution except for the award to Richstone, on which she abstains.

ATTACHMENT A - List of 32 funded organizations

ATTACHMENT B - California Community Foundation scope of work/budget agreement

**ATTACHMENT**

**A**

**TELECOMMUNICATIONS  
EDUCATION TRUST**

Established by the California Public Utilities Commission

3580 Wilshire Boulevard, Suite 1660, Los Angeles, CA 90010  
(213) 738-8743 FAX (213) 383-2046

TET 1989 Recommended Grantees

CONFIDENTIAL

**Basic Adult Spanish Education (BASE)**  
22968 Victory Blvd. Suite 115  
Woodland Hills, CA 91367  
Virginia Rafelson  
Executive Director  
(818) 348-4771

Since 1983 BASE has offered literacy training to adult Spanish speakers who arrive in the United States unable to read or write Spanish, and need minimal Spanish literacy in order to enroll in ESL courses. Consumer education is an important adjunct to the acculturation BASE provides to 1,500 people a year through classes at 17 community centers. Trust support is to develop a telecommunications curriculum, share it with teachers, and demonstrate it in BASE's regular program.

Recommended amount: \$17,231 for one year

**California/Nevada Community Action  
Association**  
926 J Street Bldg., Room 408  
Sacramento, CA 95814  
Rudi Leonardi  
Executive Director  
(916) 443-1721

Cal/Neva is a 15 year-old, two-state association of community action agencies and other community-based agencies serving low-income communities with a wide array of human services, education, and training programs. Trust support is to provide telecommunications issues and consumer training statewide to trustees, managers, workers, and low-income clients of Cal Neva's member agencies, particularly in communities without other Trust-funded projects; to offer technical assistance to other community-based organizations receiving Trust funds; and to provide specifically focused educational services to meet the needs of small business proprietors and nonprofit agencies in rural Northern California.

Recommended amount: \$669,000 over 2 years

California Rural Legal Assistance  
Foundation (CRLA)  
2111 Mission Street, Suite 401  
San Francisco, CA 94110  
Marion B. Standish  
Executive Director  
(415) 863-3520

The CRLA Foundation, Inc., is dedicated to eliminating abuses, improving services, and maximizing independent living opportunities for low-income seniors and the disabled. It has become recognized as a source of accurate, understandable information on issues that concern these populations, and its distribution network, through direct mailings, other service providers, and the Assembly Office of Research, reaches more than 10,000 clients. Trust support is provided for a series of telecommunications education fact sheets in English and Spanish and public service announcements that promote them.

Recommended amount: \$10,000 for one year

Cambodian Family, Inc., The  
1111 East Wakeham, Suite E  
Santa Ana, CA 92705  
Rifka Hirsch  
Executive Director  
(714) 542-2907

The Cambodian Family, Inc., is the lead agency in an Orange County consortium of agencies providing education training, information and human services to limited English speakers, immigrants, refugees, and other vulnerable populations. Trust support is provided for a project to develop and implement a school-and-community-based curriculum to help Southeast Asian immigrants and other limited English speakers understand modern telecommunications.

Recommended amount: \$99,990 for one year

Career Resources Development Center (CRDC)  
655 Geary Street  
San Francisco, CA 94102  
Chui L. Tsang, Ph.D.  
Executive Director  
(415) 775-8880

CRDC specializes in vocational training and acculturation for adults whose English language skills are limited. It has developed a textbook series of pre-vocational English called English That Works that is used by community colleges throughout the state. Trust support is provided for a two-year program to develop and test a curriculum--including a text and classroom exercises--for teaching telephone consumers skills to immigrants, refugees, and other limited English speaking consumers.

Recommended amount: \$32,400 over two years

Center for Independent Living (CIL)  
2539 Telegraph Avenue  
Berkeley, CA 94704  
Jacqueline Ervin  
Director of Development  
(415) 841-4776

The Center for Independent Living is the prototype of the independent living movement in California and the nation, and in 17 years has directly served 140,000 people with disabilities as well as countless others through its educational efforts. CIL is 70% led and staffed by people with disabilities. It serves a client base that is 49% ethnic minority and of which 78% earn less than \$6,500 per year. Trust support is to provide a peer-led, comprehensive telecommunications consumer education program to consumers with disabilities in nine Bay Area counties; and to develop a disabled consumers' guide to adaptive telecommunications technology, and a telecommunications education manual for other agencies serving consumers with disabilities.

Recommended amount: \$205,161 over two years

Center for Public Interest Law  
University of San Diego  
Alcala Park  
San Diego, CA 92110  
Robert Fellmeth  
Director  
(619) 260-4806

For this project, the Center for Public Interest Law, based at the University of San Diego and dedicated to regulatory actions and policies, will collaborate with UCAN (Utility Consumers' Action Network), whose 59,700 members, drawn from a wide economic, geographic, and ethnic cross-section of the San Diego community, make it the third largest utility ratepayers association in the nation. These two organizations will use Trust support to design and carry out a pilot project, beginning in March of 1990, to educate San Diego residential consumers on the implications of the deregulation of inside telephone wiring.

Recommended amount: \$176,300 for one year

Community Memory Project, The  
2617 San Pablo Avenue  
Berkeley, CA 94702  
Carl Farrington  
President  
(415) 841-1114

For more than ten years, the Community Memory Project has worked to develop an easy-to-use, publicly accessible, two-way, computer based information tool for sharing information, resources, and ideas in the Berkeley community. Trust support will establish terminals at public sites accessible to low income populations, and will fund the outreach necessary to build advanced telecommunications skills among populations whose access to technology has been otherwise limited.

Recommended amount: \$94,830 for one year

CompuMentor  
385 8th Street, 2nd Floor  
San Francisco, CA 94103  
Daniel Ben-Horin  
Director  
(415) 255-6040

Since 1986, CompuMentor has fostered connections between technologically adept volunteers and Bay Area nonprofits whose ability to serve their clients could be significantly enhanced by improving their telecommunications capacity. Trust support will enable CompuMentor to enhance the telecommunications capacities of a group of Northern California nonprofits serving low income or minority clients, by offering group training, individualized technical assistance through volunteer "member", and by helping the groups secure low-cost or donated basic equipment.

Recommended amount: \$48,000 for one year

Congress of CA Seniors Education and  
Research Fund  
200 Woodward Building, 477 15th Street  
Oakland, CA 94612  
Theodore T. Tarail  
Executive Vice President  
(415) 834-2281

The Congress of California Seniors Education and Research Fund is affiliated with nearly 40 membership and service organizations affecting seniors, as well as the 200,000 individual member of its 400 affiliate clubs. TET support will assist with the development of appropriate telecommunications consumer materials for seniors, and their distribution through the Congress' own network.

Recommended amount: \$46,860 for one year



Consumer Action (CA)  
116 New Montgomery Street  
Suite 223  
San Francisco, CA 94105  
Ken McEldowney  
Executive Director  
(415) 777-9648

Through its publications, surveys, technical assistance, and consumer complaint and information services, Consumer Action has in 18 years been generally recognized by government, industry, and education for accuracy and comprehensiveness in the service of consumers. In the past seven years, CA has taken a leading role in telecommunications consumer education and intervention. With Trust support, through consumer service agencies and community based organizations statewide, Consumer Action will provide information on telecommunications issues to low-income, senior, disabled, minority, and limited-English speaking consumers. CA will take the lead in developing a telecommunications education manual for agencies and basic supplementary materials for consumers; and will provide technical assistance for other Trust grantees.

Recommended amount: \$838,000 over 2 years

Dayle McIntosh Center  
150 West Cerritos, Building 4  
Anaheim, CA 92805  
Brenda Preme  
Executive Director  
(714) 772-8285

The Dayle McIntosh Center is an independent living center that offers a range of mediation, counseling, food, shelter, information referral, and educational services for persons with disabilities living in Orange County; and, under contract to the California Department of Vocational Rehabilitation, Dayle McIntosh Center will be establishing similar services in Riverside County. Trust funding will support a one-year program of community outreach and training about specially adapted telecommunications services for consumers with disabilities, making particular use of desktop publishing facilities and volunteers from the Telephone Pioneers.

Recommended amount: \$45,000 for one year

Downey City Library  
11121 Brookshire Avenue  
Downey, CA 90241-8006  
Pamela Alger  
Literacy Coordinator  
(213) 923-3256

The Downey City Library operates Project READ, offering literacy instruction to adults whose inability to read severely hampers their ability to make informed consumer choices. Trust funds will support the design and pilot-testing of materials and techniques to incorporate telecommunications consumer education into library-based literacy programs, and the dissemination of those materials through the statewide literacy program network.

Recommended amount: \$44,870 for one year

Evaluation and Training Institute (ETI)  
12401 Wilshire Blvd., Suite 304  
Los Angeles, CA 90025  
Dr. Clara Rose  
President  
(213) 820-8521

The Evaluation and Training Institute is a non-profit consulting firm that specializes in market research, management consulting, and consumer surveys for public sector clients. In 15 years it has participated in more than 500 studies covering a broad range of educational and policy issues, and its multi-ethnic survey crew brings to its work a particular sensitivity to cultural differences. For the Trust, ETI will conduct a one-year baseline survey to determine what California consumers know about the telecommunications system.

Recommended amount: \$232,866 for one year

Institute for Local Self-Government  
1400 K Street  
Sacramento, CA 95814  
Clark Goecker  
Executive Director  
(916) 444-5790

The Institute for Local Self Government is a non-profit, non-partisan organization established by the League of California Cities to conduct research and education programs. With Trust support, the Institute will offer a one-year program on telecommunications issues and policy on a non-partisan basis to elected municipal officials and senior managers, particularly from communities with significant populations of low-income, minority, senior, or limited-English speaking citizens.

Recommended amount: \$119,240 for one year

Korean Youth Center  
3986 Ingraham Street  
Los Angeles, CA 90005  
Bong Hwan Kim  
Executive Director  
(213) 383-5218

The Korean Youth Center is serving as the lead agency in a four-member consortium whose members--including the Chinatown Service Center, the Little Tokyo Service Center, and Search to Involve Filipino-Americans--bring more than 50 years' experience in providing bilingual human and educational services to Los Angeles Asian-Pacific communities. Trust support is provided for an information services demonstration project: to develop a telecommunications-based, telephone-accessible information and referral network among the agencies, to provide better coordination of services to consumers.

Recommended amount: \$200,000 for one year

KRCB TV Community Public Television  
P. O. Box 2638  
Rohnert Park, CA 94927  
Nancy Dobbs  
General Manager  
(707) 585-8522

KRCB-TV (Channel 22), established in 1984, serves Napa, Sonoma, and Marin Counties as California's newest public television station. Operated by the Rural California Broadcasting Corporation, KRCB has committed itself to serving Latino viewers locally and throughout the state, and produces and distributes EN CAMINO, the only regularly-scheduled Latino public affairs program on California public television. Trust support is provided for a public affairs special and a series of public service announcements to educate urban and rural Latinos about the use of modern telecommunications. These materials will be promoted for statewide distribution.

Recommended amount: \$61,075 for one year

La Cooperativa  
1301 H Street  
Sacramento, CA 95814  
Raul Meyreles  
Executive Director  
(916) 442-4791

La Cooperativa is a statewide association of agencies providing human services to California's one million migrant farmworkers, who almost by definition lack residential phone service and depend on telephones as a critical source of information. Trust funding is for an information services demonstration program: an eighteen month pilot of the California Migrant Farmer Telecommunications Project, a 24-hour bilingual service that will harness 800 service and voicemail technology to convey critical information to this very vulnerable consumer population.

Recommended amount: \$210,000 over 18 months

La Raza Information Center  
3174 24th Street  
San Francisco, CA 94110  
Deborah Alvarez-Rodriguez  
Executive Director  
(415) 826-5855

Established in the Mission District of San Francisco, the La Raza Information Center provides information and referral services to Spanish speaking Bay Area residents. Trust funding will support the development and field-testing of a fotonovela to help educate Spanish speaking consumers about telecommunications issues and choices.

Recommended amount: \$40,000 for one year

Latino Issues Forum  
1535 Mission Street  
San Francisco, CA 94103  
John C. Gamboa  
Executive Director  
(415) 552-3152

Latino Issues Forum is a recently-established organization dedicated to providing coordinated advocacy and technical assistance for California's Latino organizations and the Latino community. Trust funding will support a pilot training project on telecommunications issues for Latino community leaders in Northern California.

Recommended amount: \$120,000 for one year

National Consumer Law Center, Inc. (NCLC)  
11 Beacon Street  
Boston, MA 02108  
Willard P. Ogburn  
Executive Director  
(617) 523-8010

The National Consumer Law Center's mission is to seek justice for poor Americans struggling with consumer and utility problems. Funded in 1969, the NCLC provides consultation, technical assistance, and litigation assistance in consumer law cases nationwide, and publishes a bimonthly newsletter and a series of manuals for legal services attorneys that address specific aspects of consumer law practice. Trust funds will be used to develop a California-specific comprehensive practice manual explaining telecommunications customer service regulations, to be distributed free to legal services workers and consumer advocates throughout California. The Public Interest Clearinghouse, in San Francisco, will serve as a consultant to the project.

Recommended amount: \$42,157 for one year

Occur Community Information  
Service, Inc.  
1419 Broadway, Suite 315  
Oakland, CA 94612  
David Glover  
Executive Director  
(415) 839-2446

The Oakland Citizens Committee for Urban Renewal operates the Community Information Service to help ensure citizen participation in the city's development. By providing technical assistance and information, OCCUR works to achieve "information equity" for citizens. Trust funds will support a one-year information services demonstration project in which a network linking agencies providing homelessness prevention services will be accessible by telephone to at-risk clients, and secondary school students who will themselves gain hands-on experience with telecommunications will be trained as back-up staff.

Recommended amount: \$118,900 for one year

Pacific Foundation (for KPFA FM)  
KPFA FM 94, 2207 Shattuck Avenue  
Berkeley, CA 94704  
Barinetta Scott  
Executive Producer  
(415) 848-6767

Pacific Foundation is the non-profit corporate entity governing listener-supported radio stations KPFA and KPFK in the Bay Area and Southern California, respectively. Trust funding will support the production at KPFA of a series of 8 one-hour participatory radio programs intended to educate Californians about changes in telecommunications. The program will then be broadcast by KPFA, KPFK, and made available to other California public radio stations.

Recommended amount: \$142,149 for one year

Radio Bilingue  
1111 Fulton Mall, Suite 700  
Fresno, CA 93721  
Hugo Morales  
Executive Director  
(209) 486-5174

Radio Bilingue, based in Fresno, is serving as the lead agency in a consortium of primarily Spanish/English radio stations serving Californians from Fresno, Santa Rosa, San Francisco, Salinas, Bakersfield, and El Centro. Trust funding will support a telecommunications consumer education project including public service announcements and programming that will reach an audience of more than 400,000 Latino listeners.

Recommended amount: \$135,000 for one year

Richstone Family Center  
13620 Cordary Avenue  
Hawthorne, CA 90250  
Dorothy Courtney  
Executive Director  
(213) 970-1921

The Richstone Family Center is a 16-year old agency providing child abuse prevention and other family services in the Centinela Valley/South Bay areas of Los Angeles. The South Bay has recently experienced an influx of immigrants from Latin America, Asia, and Europe, and Richstone is adapting and expanding its services to assist families who use any of 11 different languages. Trust funding will support an information services demonstration project in which call forwarding and other telecommunications technologies will be used to establish a family counseling and intervention "warmline", staffed by trained, bilingual volunteers who will be able to work from their homes.

Recommended amount: \$40,000 over 2 years

San Diego County Office of Education  
6401 Linda Vista Road  
San Diego, CA 92111-7399  
Al Rogers  
Network Administrator  
(619) 475-4852

The San Diego County Office of Education's Teachers Education and Computer Center has been the lead agency in the development of FredMail, the "Free Educational Mail Network" that functions as a network of classroom based electronic bulletin boards serving over 1,200 California classroom teachers and their students. FredMail is a nationally recognized model project; yet, because of the vagaries of education funding, the project has never been able to stabilize and institutionalize itself. Trust funding is to encourage the organizational development and stabilization of FredMail, including the development of a strategic fundraising and program plan.

Recommended amount: \$65,000 for one year



San Diego State University Foundation  
o/o Eugene L. Stein,  
San Diego, CA 92182-1900  
Dr. Bernard Dodge  
Office of Educational Technology  
(619) 594-6091

San Diego State University's Office of Educational Technology enjoys a national reputation for its work in computer-assisted instruction, video simulation and instructional game design, classroom needs assessment, and teacher training. Trust funding is to support the work of Dr. Bernard Dodge in the development of a series of computer-based units for low-achieving students that teach critical thinking and writing skills together with telecommunications consumer skills. The project will pilot-test the materials in teacher-training workshops, demonstrate them at professional meetings statewide; and make the software available at nominal cost to teachers.

Recommended amount: \$132,006 for one year

Self-Help for the Elderly  
445 Grant Avenue, 2nd Floor  
San Francisco, CA 94108-3248  
Anni Chung  
Executive Director  
(415) 982-9171

Self-Help for the Elderly and its partner agency, Mission Neighborhood Centers, provide a wide range of social services annually to low-income seniors, adults, and children in their predominantly Asian and Latino communities in San Francisco. Trust support will enable them to reach their clients with materials that will help them choose appropriate telecommunications services.

Recommended amount: \$52,000 for one year

Toward Utility Rate Normalization (TURN)  
693 Mission Street  
San Francisco, CA 94105  
Sylvia Siegel  
Executive Director  
(415) 543-1576

TURN exists to serve, educate, and represent residential and small business utility customers in California. The organization has been party to every major telephone proceeding before the PUC since 1973. Trust funding will support TURN's publication of a quarterly newsletter, for Trust grantees and other interested consumer groups, that follow the telecommunications regulatory process, and the provision of technical assistance and information related to telecommunications regulation to other Trust grantees.

Recommended amount: \$145,000 for one year

Union of Pan Asian Communities (UPAC)  
1031 25th Street  
San Diego, CA 92102  
Beverly C. Yip  
Executive Director  
(619) 232-6454

The Union of Pan Asian Communities and its partner for this project, the Chicano Federation of San Diego County, manage a wide range of human service programs for the rapidly growing Asian-Pacific and Latino communities of San Diego County. Each was involved in the identification of telephone customers victimized in the 1985-86 marketing abuse case; each serves a population that is generally characterized by limited education, difficulties with English, own-language illiteracy, cultural transition, and a preference for one-to-one relationships rather than impersonal business related contracts. Trust funding will support a two year telecommunications education project in which consumer education and issues training for community leaders will be conducted by outreach workers fluent in Vietnamese, Hmong, Lao, Khmer, and Spanish.

Recommended amount: \$535,000 over 2 years

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University of San Francisco  
Telecommunications & Policy Program  
Ignatian Heights  
San Francisco, CA 94117-1080  
Heather Hudson, Ph.D.  
Director  
(415) 666-8642

The Telecommunications Management and Policy Program is a special concentration in the McLaren College of Business at the University of San Francisco. With Trust assistance, a team of program faculty and other specialists, led by Dr. Heather Hudson, will design and conduct a telecommunications education program for minority, nonprofit, and other small businesses in the Bay Area.

Recommended amount: \$125,000 for one year

World Institute on Disability  
1720 Oregon Street, Suite 4  
Berkeley, CA 94703  
Edward V. Roberts  
President  
(415) 486-8314

The World Institute on Disability is a national research, information and advocacy center established to focus on public policy issues from the perspective of people with disabilities. Issues of telecommunications development, regulation, and pricing can be crucial for people with disabilities, who often have low incomes and who are particularly dependent on emerging technology to provide access to jobs, education, services, and enhanced quality of life. Trust funds will enable the Institute to strengthen the computer network that links agencies serving Californians with disabilities, and to conduct telecommunications issues education to familiarize community leaders with the changing technological and regulatory environment.

Recommended amount: \$115,000 for one year

Total recommended grants \$4,958,035  
32 projects

# ATTACHMENT B

PROPOSED 1989-90 SCOPE OF WORK  
FOR THE TELECOMMUNICATIONS EDUCATION TRUST  
CALIFORNIA COMMUNITY FOUNDATION  
May 25, 1989

## Review of Activities to Date

From October of 1988 to June of 1989, the California Community Foundation, acting as administrator for the Disbursements Committee of the Telecommunications Education Trust, has worked with the committee to:

- Establish an administrative infrastructure for the program, including working out relationships with the bank, attorneys, and other service providers of the Trust.
- Develop and implement a process for responsible grantmaking, including, in the first round of applications, the review of some 98 full proposals and 13 formal letters of inquiry, requesting more than \$39 million in resources.
- Develop systems for record-keeping (and for making those records available to the public).
- Gather public comment and answer public inquiries about the goals and purposes of the Trust, and publicize the Trust to the media and the interested public.

Although its role is facilitative rather than directive, the Foundation has been involved in virtually every aspect of the Trust's activities, from developing a mailing list and organizing public input sessions to meeting with potential applicants; from drafting guidelines to keeping minutes; from working with printers to working with caterers, and from conducting initial proposal reviews to negotiating, at the Disbursements Committee's request, with specific applicants.

### Administrative Structure and Staffing

California Community Foundation activities on behalf of the Trust have been supervised by the president and executive vice-president of the foundation and managed by the program officer who serves as the Trust's full-time project director. She, in turn, has been supported by a full-time secretary, and assisted as needed by the foundation's three program officers and the Director for Special Projects. An aspect of the foundation's original proposal was the use of colleagues in other community foundations around the state, and in 1989, the directors and staffs of nine other foundations helped to identify potential applicants and organize application workshops in their own communities.

### Issues for 1989-90

The first nine months of the Trust program have been particularly challenging because of the need to move quickly to make a first round of grants without sacrificing the methodical process necessary to assure public accountability. With one round of funding accomplished, and a better sense of how applicants translate guidelines into specific funding proposals, the guideline development process should be easier and less time-consuming in 1989-90.

However, the Foundation's experience in grantmaking suggests that the number of applications--both full proposals and letters of inquiry--is likely to increase in the second grant cycle; and proposal review is labor-intensive, time-consuming, and not particularly subject to streamlining or simplification.

Moreover, in the same period the Foundation will take on the additional responsibility of administering multiple grant cycles for the Trust: in other words, of monitoring and evaluating one set of grants simultaneously with managing a process to make new ones. In addition, the Foundation will be expected to coordinate on behalf of the Disbursements Committee considerable interaction among grantees, as well as Disbursements Committee interaction with the statewide survey project and the telecommunications clearinghouse. The Foundation will also be asked to engage in some special outreach to communities from which the Trust has received few applications; to provide limited technical assistance to unsuccessful applicants; and to prepare for publication an annual report (for public dissemination) of the Trust's first full year of funding activity.

The following is an outline of activities the Foundation would expect to carry out on behalf of the Trust in 1989-90. The list is annotated to indicate which activities are ongoing, and which new; and to indicate at which times of the year activities principally occur. All such scheduling notes are tentative and subject to Disbursements Committee review.

### 1989-90 Project Activities

#### Grantmaking

- o Guidelines development & dissemination (October-December 1989)
  - Assisting the Disbursements Committee to establish funding priorities, and providing specific expertise in grantmaking models.
  - Preparing drafts for Disbursements Committee comment.
  - Arranging publication and distribution of guidelines.
- o Technical Assistance to Applicants (Ongoing; heaviest December 1989-January, 1990)
  - Conducting "How to Apply" meetings around the state.
  - Answering queries.
  - Reviewing drafts.
- o Proposal Review (Ongoing; heaviest January-May, 1990)
  - Establishing and maintaining files and a database of applications and letters of inquiry.
  - Reviewing proposals and preparing summaries for the Disbursements Committee.
  - Working with applicants to obtain clarification of, or requested changes to, proposals.
  - Facilitating the Disbursements Committee's review process.

o Grantmaking (May-August, 1990)

-Negotiating grant agreements per Disbursements Committee instructions.

-Notifying grantees.

-Providing feedback to successful and unsuccessful applicants.\*

-Assisting with the coordination of grant announcements, publicity, etc.\*

o Grant Monitoring (Ongoing beginning June 1989)\*

-Facilitating the coordination of grantees on related projects.\*

-Monitoring the submission of scheduled reports from grantees, reviewing the reports, and triggering quarterly grant payments.\*

-Informing the Disbursements Committee when funded programs may require intervention, and recommending appropriate action.\*

-Coordinating Trust input on the clearinghouse and survey projects.\*

-Arranging site visits as needed to monitor particular program activities.\*\*

o Program Outreach and Promotion

-Working to identify and encourage qualified applicants to the Trust from underrepresented regions or consumer groups, and from groups capable of helping to meet new funding priorities as identified by the Disbursements Committee. (In 1989-90, these may include, but not be limited to, groups serving the far northern part of the state, the desert and mountain communities south and east of the Sierras, the Inland Empire, and Imperial County). (Heaviest August-November, 1989)\*\*

-Maintaining and building up the mailing list. (Ongoing)

\* New tasks as of June 1, 1989

\*\* New tasks as of October 1, 1989

- Working with the PUC to promote ongoing media coverage of the Trust's objectives and funded projects. (Ongoing)
- Preparing an annual report of the Trust's activities for dissemination to present and potential applicants and other interested parties. (October-November, 1989)\*\*

o Program Planning and Evaluation

- Coordinating at the direction of the Disbursements Committee a planning retreat to evaluate the first year of funding, and establish a timetable and develop objectives for subsequent grantmaking.
- Convening for the Disbursements Committee occasional sessions to gather advice and expert comment on telecommunications issues and funding directions.
- Building and maintaining relationships for the Trust with other agencies or funders that provide resources for telecommunications education.

Administration (Ongoing)

- o Maintaining the records of the Trust, and making them available to the public as needed.
- o Coordinating the work products of other agents of the Trust, including the Trust's financial trustee and/or advisors and its counsel; communicating with such service providers as insurance agencies.
- o Staffing the Disbursements Committee, including arranging and facilitating meetings, preparing minutes, distributing materials and supplying occasional special reports as requested.
- o Assisting the Disbursements Committee to track Trust expenditures.



TELECOMMUNICATIONS EDUCATION TRUST

April 27, 1989

1989-90 BUDGET

<u>Personnel</u>	<u>Proposed</u>	<u>In Kind</u>	<u>Total</u>
Salaries	\$75,000	\$22,550	\$97,550
Benefits @ 22%	<u>16,500</u>	<u>4,960</u>	<u>21,460</u>
SUBTOTAL	91,500	27,510	119,010
 <u>Operating</u>			
Space Rental	12,480	-0-	12,480
Consultants	15,000	-0-	15,000
On-site CCF staff	10,000	-0-	10,000
Equipment maintenance	500	-0-	500
Printing			
Copies	2,500		
Off-site	4,000		
Annual report	<u>3,500</u>		
	10,000	-0-	10,000
Telephone	4,200	-0-	4,200
Supplies	900	-0-	900
Postage/Couriers	4,000	-0-	4,000
Travel	10,000	-0-	10,000
Meetings/seminars	<u>7,000</u>	<u>-0-</u>	<u>7,000</u>
SUBTOTAL	<u>74,080</u>	<u>-0-</u>	<u>74,080</u>
TOTAL	<u>\$165,580</u>	<u>\$27,510</u>	<u>\$193,090</u>

## Notes to TET 1989-90 Budget

Personnel (Increase \$6100 in direct costs; decrease of \$2,563 in in-kind services.) Based on merit increases for project-dedicated personnel, and a change in the scope of the Foundation's anticipated role in public relations.

### Operating

Space rental (Increase \$6,480 over 8/88 budget.) CCF's actual 1988-89 cost for space for TET was \$1,000 per month; however, CCF's lease will not go up again until July, 1990. The amount shown reflects the actual cost of TET office space, including TET's "share" of the increase to be incurred in the last quarter of the contract period.

Consultants (Decrease \$3,000.) CCF believes a saving can be made in this line-item in Year Two of the contract.

On-site CCF staff (Decrease \$3,000.) CCF has been able to absorb more TET costs than anticipated as in-kind services, and expects to effect similar economies in 1990.

Printing (Increase \$7,000.) 1989 budget was \$3,000. Actual to date has been \$3,567, not including the 35,000 copies done on the in-house Xerox, and there will need to be at least one more large mailing in the contract year. Proposal reflects a similar or slightly higher level of grantmaking activity for next year as well as the need for an annual report for the project.

Telephone (No change.) Assumes the one-time installation expenses in 1989, which will not recur in 1990, will be equalled by the expense of the previously-unbudgeted answering service.

Postage (Increase \$1,500.) Based on twice the six-month actuals for 1989. Also includes Federal Express shipments, primarily to the Disbursements Committee.

Travel (Increase \$5,888.) Doubles the six-month actual for 1989, based on increased air fares and the number of Disbursements Committee meetings, public sessions, and outreach trips anticipated.

Meetings/Seminars (New item; increase \$7,000.) Reflects the \$3,500 cost to the Foundation of non-reimbursable expenses of the Disbursements Committee's planning retreat, as well as the non-personnel expenses of public input meetings, how to apply meetings, outreach work, and a grantees' reception/meeting in 1990.

4/27/89