

FOR MICROFILM

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA

COMMISSION ADVISORY AND COMPLIANCE DIVISION
Telecommunications Branch

RESOLUTION NO. T-15093
September 16, 1992

RESOLUTION AUTHORIZING THE DISBURSEMENTS COMMITTEE (DC)
OF THE TELECOMMUNICATIONS EDUCATION TRUST TO AWARD TRUST
FUNDS AND TO RENEW IT'S AGREEMENT WITH IT'S
ADMINISTRATOR

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. 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).
4. 164 applications were received in response to the 1992 guidelines issued by the DC. These applications requested a total of over \$27 million.
5. The Commission awarded \$2,913,540 to 29 organizations at its June 17, 1992 meeting.
6. The DC held 14 proposals for further consideration and for action by the Commission at its September 16th meeting. The DC is also making recommendations on seven applications received in response to previously submitted abstracts.
7. The DC of the Trust has met and considered these applications and now recommends that the 7 organizations listed in Attachment A be granted to specified amounts of funds to accomplish the purposes of the Trust.
8. 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?

9. The agreements 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.

10. The DC is hereby informing the Commission of several minor modifications to existing grant agreements which do not require Commission action. See Attachment B.

11. The Trust is being administered by Richard Heath and Associates, a minority-owned business.

12. The Trust's current agreement with Heath and Associates expires on September 30, 1992.

13. The DC has reviewed the proposed 1992-93 agreement to administer the Trust from Richard Heath and Associates, and recommends that the Commission authorize it to execute the agreement. Attachment C.

14. The cost of the 1992-93 agreement will not exceed \$260,322.

FINDINGS

1. The DC has conducted a thorough, unbiased review of the applications for Trust funds in the second 1992 cycle.

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 \$508,532.

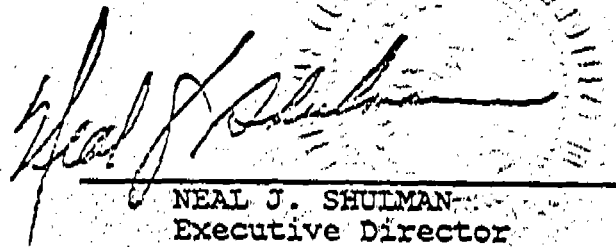
3. We find that it is reasonable to authorize the DC to enter into the agreement with Richard Heath and Associates to administer the Trust at a cost not to exceed \$260,322. The proposed agreement is Attachment C.

September 16, 1992

THEREFORE IT IS ORDERED THAT:

1. The DC of the Trust is authorized to enter into agreements with the organizations and for the amounts described in Attachment A. The total amount of funds committed is \$508,532.
2. The DC of the Trust is authorized to enter into the attached agreement with Richard Heath and Associates to administer the Trust at a cost not to exceed \$260,322.

I certify that this Resolution was adopted by the Public Utilities Commission at its regular meeting on September 16, 1992. The following Commissioners approved it:



NEAL J. SHULMAN
Executive Director

DANIEL Wm. FESSLER
President
JOHN B. OHANIAN
PATRICIA M. ECKERT
NORMAN D. SHUMWAY
Commissioners

- ATTACHMENT A - List of organizations recommended for funding.
- ATTACHMENT B - Information only modifications to TET grant agreements.
- ATTACHMENT C - 1992-93 proposed agreement with Richard Heath and Associates.

ATTACHMENT "A"

1992

(Summer Cycle)

RECOMMENDED GRANTS

Alliance for Public Technology
901 Fifteenth Street, N.W., Suite 230
Washington, D.C. 20005
Barbara O'Connor, Chairperson

The Alliance for Public Technology is a national private, nonprofit organization whose goal is to foster broad access to affordable and useable information and communication technologies. Trust funds will support a leadership training project in California on new technologies and how to obtain their benefits. The training will be provided through a series of four conference/workshops around the state for 800 civic and community leaders.

Recommended: \$160,641 for one year

United Council of Spanish Speaking Organizations
837 Arnold Drive, Suite 100
Martinez, California 94553
Richard Lujan, Executive President

U.C.S.S.O is a community based nonprofit organization providing various human services in Contra Costa County. Trust funds will be used to support a basic telecommunication consumer education project throughout Contra Costa County. The consumer education will be accomplished primarily through ten communication workshops for predominately Spanish speaking consumers. Additionally, another approximately 7,000 consumers will be provided basic telecommunication information materials, with approximately 1,000 of these consumers receiving one-to-one direct assistance.

Recommended: \$96,000 for one year

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North Peninsula Neighborhood Service Center
600 Linden Avenue
South San Francisco, California 94080
Ortensia Lopez, Executive Director

NPNSC, Inc. is a private nonprofit organization providing human services and job training programs in the San Mateo and South San Francisco area. Trust funds will continue an existing consumer education project working with predominately limited literacy and english Tongans, Samoans, Filipino, and Hispanic consumers on San Mateo County. The project will provide in-home one-on-one basic telecommunication consumer education to at least 2000 telephone customers.

Recommended: \$80,000 for one year

Hmong Council, Inc.
4753 E. Olive Avenue, Suite 102
Fresno, California 93702
Phen Vue, Executive Director

The Hmong Council is a private non-profit organization established in 1981 to assist the Hmong population in the United States with issues related to acculturation and assimilation. Trust funds will support a leadership training project in the Central Valley. The Hmong Council will initially train 80 Hmong and Lao community leaders as teachers on telecommunications issues; they will then assist these leaders in training an additional 240 South East Asian community leaders in basic telecommunication services and options available to California consumers.

Recommended: \$68,000 for one year

National Federation of the Blind of California
5982 South Land Park Drive
Sacramento, California 95822
Sharon Gold, President

The National Federation of the Blind of California is a 52 year old consumer organization established to advance opportunities for the blind to achieve equality and integration into society. Trust funds will be used to reproduce TET materials into formats accessible to the blind (i.e. braille, recordings, etc.). This reformatted material will be distributed and made available around the State.

Recommended: \$50,370 for one year

**1992 TET Grant Recommendations
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Special Services for Groups
1313 W. 8th Street, #201
Los Angeles, California 90017
Herbert Hatanake, Executive Director

Special Services For Groups is a private non-profit organization that provides direct services and training programs in the downtown Los Angeles area. Trust support will continue the TET funded Neighborhood Latino Telephone Program in South Central Los Angeles. Working with parents and kids in after school activities, they will provide basic telecommunications consumer education on usage and service options through 24 workshops to at least 250 participants. Additionally 3,000 consumers will be provided bi-lingual telecommunications consumer information packages.

Recommended: \$38,521 for one year

Harvey Chess
P.O. Box 366
Westport, California 95488

Mr. Chess is a consultant who provides non-profit organizations with basic training in grantsmanship and fund raising. Trust funds will provide such training to TET grantees at the 1992 grantee conference. Additionally, on-site follow-up training as needed, and determined by the TET administrator, to specified TET grantees and applicants will be provided. Training by Mr. Chess is intended to assist grantees in acquiring funds to continue telecommunication consumer education operations developed on TET grants.

Recommended: Up to \$15,000 for one year

TELECOMMUNICATIONS EDUCATION TRUST

Established by the California Public Utilities Commission

2055 San Joaquin • Fresno, California 93721
(209) 237-2955 • FAX (209) 237-0181

DATE: August 21, 1992
TO: California Public Utilities Commission
FROM: Anthony Samson, Chair
Telecommunications Education Trust
Disbursements Committee
RE: CHANGES TO TET GRANT AGREEMENTS

This memo provides a summary of changes to grant agreements approved by the Disbursements Committee since May 1992. They all represent "insubstantial" changes to the original agreements; none of the changes alters the amount of funding provided by the Trust, nor materially changes the scope of work as approved by the CPUC. These changes, in the Disbursement Committee's view, come under the heading of the kinds of changes about which the CPUC should be advised simply as a matter of information.

The seven grantees listed immediately below received Disbursements Committee permission to shift funds among categories in their approved project budgets. All of the changes allow the grantees to maximize the use of their grant dollars and improve their ability to carry out the grant purpose.

1. 91-012G, Cambodian Family
2. 91-060G, Hermandad Mexicana Nacional Legal Center
3. 91-077G, Interface: Children and Family Services
4. 91-074G, Special Services for Groups
5. 91-031G, Union of Pan Asian Communities
6. 90-141G, Legal Services of Northern California
7. 91-055G, Hmong Council, Inc.

The six grantees listed below received Disbursements Committee approval to extend their grant periods at no cost to the Trust.

1. 91-071G, Center for Public Interest Law
2. 90-044G, Coalition for Children with Special Needs
3. 89-095G, San Diego State University Foundation
4. 91-091G, ConflictNet
5. 91-072G, Legal Aid Society of Santa Clara
6. 90-167G, Northern California Indian Development Council

ATTACHMENT "C"

**TELECOMMUNICATIONS
EDUCATION TRUST**

Established by the California Public Utilities Commission

2055 San Joaquin • Fresno, California 93721
(209) 237-2955 • FAX (209) 237-0181

DATE: September 3, 1992
 TO: Telecommunications Education Trust
 Disbursements Committee
 FROM: Richard Heath
 Richard Heath and Associates, Inc.
 RE: PROPOSED ADMINISTRATIVE COSTS FOR THE PERIOD
 OCTOBER, 1992 THROUGH SEPTEMBER 1993

The following analysis describes the 1992 Budget, projects expenditures through September and summarizes the Disbursements Committee request for next year's administrative costs.

<u>Budget Item</u>	<u>1992 Budget</u>	<u>Projected Actual Cost</u>	<u>1993 Request</u>
Personnel & Overheads	\$206,526	\$206,526	\$215,820
Travel	21,534	21,236	23,500
Printing	7,500	7,470	9,500
Meeting	7,000	7,400	7,500
Guideline Development & Distribution	14,000	13,923	1,000
Telecommunications Network			3,000
Totals	\$256,560	\$256,555	\$260,320

Comment:

Personnel & Overheads

In RHA's original application to serve as administrator for the TET, we were asked to provide costs for years two and three. In that submission, we proposed to perform the work in subsequent years at a 4.5% increase in costs each year. We are therefore requesting this percentage increase in the fees we will charge for personnel and overheads. RHA will perform the same functions specified in our current contract which



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include guideline development, grant review and contracting, project monitoring and all necessary administrative functions.

Travel

Our original estimates for this year's travel were on target. We have added about \$2,000 to the travel budget because we anticipate added travel to perform the monitoring function during the coming year.

Printing

We recommend a \$2,000 increase in the printing category to cover additional costs which will be incurred in production and distribution of the bi-annual report.

Meeting

We project that meeting costs will run about \$400 higher than the original \$7,000 budget and we are requesting a \$7,500 budget for this item during the next year.

Guideline Development and Distribution

We project that \$8,000 will cover this item during the next year. However, \$7,000 has been charged to the current year, therefore, the additional request for 1993 is \$1,000.

DC Telecommunications Network

This new item is consistent with the Disbursements Committee's request to provide e-mail and hbs capability for Trust oversight. Up to \$3,000 is requested to cover costs for one year. The service will be designed for the DC and RHA to test this capability and determine if adding TET grantees is appropriate.

RH/lk

CONTRACT AMENDMENT

This Amendment to the contract dated August 7, 1991 between the California Public Utilities Commission and Richard Heath and Associates, Inc. (Contractor) authorizes the following changes:

Paragraph 2 Term is amended to extend the contract through September 30, 1993.

Paragraph 3 Job Price is changed to read:

For the period October 1, 1992 through September 30, 1993, Contractor shall be paid a fixed fee of \$215,820.00 in twelve monthly installments of \$17,985.00. This fee includes all personnel, general overheads and telephone expense.

Travel shall be billed monthly at actual cost.

Off-site printing will be billed at actual expense monthly.

Meeting costs will be billed at actual expense monthly.

The amount billed to the Commission for travel, off-site printing and meetings will not exceed \$40,500.00.

Contractor is authorized to establish an RHA/DC telecommunications network at a cost not to exceed \$3,000.00.

All other terms and conditions of this agreement remain unchanged.

California Public Utilities Commission

By _____ Date

Its _____

Accepted By:

Richard Heath and Associates, Inc. Date