



California Advanced Services Fund Broadband Adoption Grant

Informational Webinar
February 07, 2019, 1PM- 3PM

Agenda

- 1:00- 1:10 PM Welcome & Introductions
- 1:10- 1:30 PM Adoption Account Overview
- 1:30- 1:45 PM Application Requirements
- 1:45- 2:10 PM Applying for a Grant
- 2:10- 2:25 PM Application Review
- 2:25- 2:35 PM Reporting and Payment Requests
- 2:35- 2:45 PM Adoption Account Proposed Decision
- 2:45- 3:00 PM Q&A

Adoption Account Overview

- The Broadband Adoption Account was created via Assembly Bill 1655 with the goal to increase publicly available or after-school broadband access and digital inclusion.
- The Broadband Adoption Account provides grants for digital literacy training programs and free broadband access.
- Preference is given to programs and projects in communities with demonstrated low broadband access, including low income communities, senior citizen communities, and communities facing socioeconomic barriers to broadband adoption.

Adoption Account Overview

Eligible Projects

Grants may be awarded for the following types of projects:

- **Digital Literacy Projects-** Includes digital literacy training programs and public education to communities with limited broadband adoption, including low-income communities, senior citizen communities, and communities facing socioeconomic barriers to broadband adoption.
- **Broadband Access Projects-** Includes free broadband access in community training rooms or other public spaces, such as local government centers, senior citizen centers, schools, public libraries, nonprofit organizations, and community-based organizations. It can also include funding community outreach, such as analysis, comparison of Internet plans with the community, and call center activities that will increase broadband access and adoption.

Adoption Account Overview

Eligible Applicants

The following entities are eligible to apply for grants:

- Local Governments
- Senior Centers
- Schools
- Public Libraries
- Nonprofit Organizations
- Community-Based Organizations
- *Publicly Supported Communities (PSCs)
(PSCs who are otherwise eligible to apply for grants from the Broadband Public Housing Account are now also eligible to submit an application).

Adoption Account Overview

Funding Availability

- The Broadband Adoption Account is authorized \$20 million to provide grants to projects that increase publicly available or after-school broadband access and digital inclusion.
- So far, \$2.6 million has been awarded via expedited review.
- Current Proposed Decision sets a \$7.5 million award cap for all future application cycles.

Application Requirements

Required Forms

Applicants are required to complete and submit a project application package found on the Commission's [CASF website](#). A completed application package includes:

- Adoption Account Application Form
 - Tab 1- Applicant- General Information
 - Tab 2- Project Description
 - Tab 3- Preference & Expedited List
 - Tab 4- Work Plan & Metrics
 - Tab 5- Budget
- Attachment A: Cover Letter
 - Description of the organization and organization type
 - Description of the organization's mission and vision
 - Description of past and/or current experience in providing digital literacy and broadband access

Application Requirements Required Forms (cont).

- Attachment B: Information that will assist Staff in evaluating the quality of the service or project including:
 - Current or Draft Curriculum to be taught
 - Brochures or other Outreach/Marketing material to be distributed
 - Educational materials
- Attachment C: Endorsements from Community, Letters of Support (Optional)
- Attachment D: Copy of IRS Non-Profit Tax-Exempt Ruling (If Applicable)
- Attachment E: Notarized Affidavit

Application Requirements

Additional Information

Additional requirements include:

- Description of the adoption levels, income, demographics, socioeconomic barriers, and other needs of the community, area or location to be served by the project.
- Tracking of the number of participants to be served by the project, as well as a projection of the number of new residential broadband subscriptions resulting from the project.
- Ability to start the project within six months after the grant approval (after the ramp-up period) and ability to complete the project within a 24-month timeframe or earlier.

Applying for a Grant

- To apply please visit the CPUC CASF [Adoption Website](#) for the Adoption Account Application Forms and Instructions.
- All applications must be submitted electronically to CASF_Adoption@cpuc.ca.gov by midnight of the deadline.
- Applications may be submitted at any time. However, staff will consider applications submitted on or before each deadline as a batch, until all funds have been awarded.
- The next application deadline is March 01, 2019.

Applying for a Grant (cont.)

Live Demonstration of Application Submission

Application Review

All projects are reviewed and prioritized based on it meeting the requirements of Commission Decision 18-06-032.

- *Completeness*: Applicants are required to submit a complete application package that includes the project description, work plan, performance metrics, detailed budget, cover letter, curriculum (if applicable), as well as a notarized affidavit.
- *Expedited Review Criteria*: Staff can approve applications that meet all the expedited review criteria, however projects not meeting all the expedited review requirements may still be considered through the Commission's Resolution process.

Application Review (cont.)

- *Preference Criteria:* Staff refers to an approved preference checklist to assist in the evaluation and prioritization of applications. All projects are reviewed to see how many of the preference criteria are met and are prioritized accordingly.
- *Budget:* Staff reviews each project's budget and may make adjustments to remove any ineligible expenses accordingly. The 85% cap applies to both individual budget line items as well as the overall budget.
- *Overall Quality:* All projects are reviewed based on how well they meet all the requirements and goals set out above and in D.18-06-032.

Reporting

Three reports will be required throughout the course of the project. All reports must be submitted by no later than 3 months after the completion of that phase.

- **Ramp-up period report (if applicable):** This report is required after completion of the ramp up activities and when deployment is set to begin. Grantees will report on the completion of the ramp up activities per the work plan, and milestones met.
- **Year 1 Progress Report:** This report is required at the end of the first year of deployment. Grantees will report on the status of Year 1 milestones per the work plan.
- **Year 2 Completion Report:** This report is required at the end of the 24 month period, or earlier if the work plan milestones/deliverables have all been accomplished. Grantees will report on the completion of the overall project and milestones met per the work plan.

Payment Requests

Grantees may submit payment requests at three points throughout the project period. Payment requests will accompany the three reports required above (Ramp Up Period, Year 1, Year 2).

- The relevant project report must be submitted in order for a payment request to be granted.
- Payment requests for the ramp-up period may not exceed 25% of grant amount.
- Grantees shall submit final requests for payment no later than 3 months after completion of the project.
- Payment will be based upon receipt and approval of invoices and other supporting documents showing the expenditures incurred for the project are in accordance with their application.

Proposed Decision

A proposed Decision was issued on January 22, 2018 making modifications and clarifications to the Broadband Adoption Account Application Requirements and Guidelines.

Specifically these modifications include:

- Setting a \$7.5 million award cap for each application cycle;
- Clarifying the types of reimbursable project costs and the 85% funding cap; and
- Modifying the application submission deadlines.

Comments are due on 2/11/19, and reply comments are due 2/16/19.

Proposed Decision

\$7.5 M Award Cap

- To ensure that funds would be allocated throughout the state, D.18-06-032 specified that only \$5 million of the \$20 million authorized would be awarded in the first application window (August 2018) to serve as a pilot to determine the effectiveness of the Adoption Account strategy and assess demand for adoption funds.
- The Proposed Decision sets a new funding cap at \$7.5 million per application cycle.

Proposed Decision

Clarification on Funding

The Proposed Decision clarifies the following funding requirements:

- The Commission may fund *up to* 85 percent of the total eligible CASF program costs, as opposed to total program cost which could include facilities rent, utilities, and other non-eligible reimbursable costs;
- At least 15 percent of the approved project costs must be supported or matched by other funds. Other funds may include funding via leveraged funds from other entities, public purpose programs or self-funding from the applicant themselves.

Proposed Decision

Modification to Application Deadline

Due to the timing of the proposed decision, the January 01, 2019 application deadline has been extended to March 1, 2019 in order for these modifications and clarifications to be implemented in the upcoming cycle. All other dates remain the same.

- March 1, 2019
- July 1, 2019
- January 1, 2020
- July 1, 2020
- January 1, 2021
- July 1, 2021
- January 1, 2022
- July 1, 2022

**Any deadline falling on a holiday or a weekend will be extended to the following business day.*

Q & A



Thank You

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