

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



September 1, 2020

**To: California Advanced Services Fund (CASF) Broadband Adoption and Public Housing Adoption Grantees**

**Re: Guidance on Modification of CASF Broadband Adoption Project Workplans due to COVID-19**

In a [letter](#) dated March 30, 2020, the California Public Utilities Commission (CPUC) Communications Division (CD), in response to the COVID-19 emergency, recognized a potential impact to the CASF Adoption, Consortia and Public Housing projects and grantees. In order to mitigate this potential impact, the letter stated that the CD is considering taking various steps including extending projects, modifying workplans (when feasible, grantees may modify their curriculum and work plans from classroom-based settings to remote options such as online webinars, or self-paced, individual learning at home) and expediting payment request reviews.

In a [letter](#) dated May 1, 2020, the CPUC's Executive Director authorized the extension of completion dates for all projects currently in progress and suspending all project completion deadlines during the pendency of the Governor's Executive Order N-33-20. The letter stated that the CPUC will provide further instruction concerning applicable project deadlines upon the lifting of the Governor's Executive Order.

This letter serves to inform grantees that they may make curriculum and workplan modifications necessary to meet the COVID-19 emergency without further approval from the CPUC if those modifications consist only of a reallocation of funds within the approved budget and/or a change of milestone/activity timelines within the approved project timeframe. However, grantees must notify CD of such modification by e-mailing [CASF\\_Adoption@cpuc.ca.gov](mailto:CASF_Adoption@cpuc.ca.gov) or [CPUC\\_Housing@cpuc.ca.gov](mailto:CPUC_Housing@cpuc.ca.gov) within 30 days of the change. Any other changes require approval from the CD Director. To request approval of such proposed changes, please use the attached letter format in Attachment A and submit the request to the CD Director for consideration at least 30 days before the anticipated change.

If you have any questions, please e-mail your questions to [CASF\\_Adoption@cpuc.ca.gov](mailto:CASF_Adoption@cpuc.ca.gov) or [CPUC\\_Housing@cpuc.ca.gov](mailto:CPUC_Housing@cpuc.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Osborn".

Robert Osborn  
Director, Communications Division  
California Public Utilities Commission

## ATTACHMENT A

DD/MM/YYYY

Mr. Robert Osborn  
Director, Communications Division  
California Public Utilities Commission  
505 Van Ness Avenue  
San Francisco, CA 94102

Mr. Osborn,

First Paragraph: Please provide a project description. The project description should include the project name, as approved, project address or general geographic location of project activities, a one or two sentence summary of the project, and project approval date.

Second Paragraph: Please provide the project status. Status should include project milestones met. Provide the number of participants trained (for digital literacy projects) or number of participants provided access (for digital access projects).

Third Paragraph: Please provide detail on how the COVID-19 public health emergency is impacting project implementation.

Fourth Paragraph: Please provide detail on your proposed changes. Please note any new items that you would like the project to provide a subsidy for (that are not in your original budget).<sup>1</sup> Please note changes in proposed milestones and/or timelines. Please note any changes in expected program outcomes.

Fifth Paragraph: Please provide a rationale for the proposed changes and the anticipated change date.

Thank you.

Name  
Title

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<sup>1</sup> This letter is to be used to make changes in within the approved budget allocation; if there is a need for additional funds above the approved CASF grant amount, please address these needs in a separate request.