Goal	Activities	Peformance Measures/ Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Increase Broadband Adoption and Access through outreach activities															
	Host 30 Local Town Hall Meetings *Target: 10 Local Town Hall Meetings per year*	30 town hall meetings are conducted; sign- in sheets verify attendance. Target 30 participants per meeting.	All Consortia Members		X	X	X	X	X	X	X	X	X	X	X
	Create an agenda for all local town hall meetings to ensure consistency	Agenda is created	Project Coordination Team	X											
	Send invitations to local elected officials, residents, stakeholders, technology companies to attend		Sub-region Leads		X	X	X	X	X	X	X	X	X	X	X
	Secure locations for the meetings		Sub-region Leads		X	X	X	X	X	X	X	X	X	X	X
	Host 10 county-wide Town Hall Meetings *Target: 3 meetings, year one; 3 meetings, year two; 4 meetings, year three*	Sign-in sheets verify attendance. Target 60 participants per meeting.	All Consortia Members		X	X	X	X	X		X	X	X	X	X
	Create the agenda template for the countywide Town Hall Meeting	Agenda is complete	Project Coordination Team	X											
	Secure locations for the meetings		Project Coordination Team- with help from sub-region leads		X	X	X	X	X	X	X	X	X	X	X
	Send invitations to county-wide elected officials, residents, technology companies to attend		Project Coordination Team- with help from sub-region leads		X	X	X	X	X	X	X	X	X	X	X

Goal	Activities	Peformance Measures/ Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Host and Participate in 90 Community Events *Target: 30 per year*	Log of Community Events and materials distributed	All Consortia Members	X	X	X	X	X	X	X	X	X	X	X	X
	Look at event schedules in each sub-region to determine events and meetings for Consortia members to attend		All sub-region leaders	X	X	X	X	X	X	X	X	X	X	X	X
	Distribute 9,000 pieces of broadband literature *Target: 3,000 pieces of broadband literature, annually*	Copies of broadband literature. Log of distribution locations and amounts	All Consortia members				X				X				X
	Create a consistent template for broadband literature		Led by Southeast Community Development	X											
	Prepare and print broadband literature		All sub-region leaders		X	X	X	X	X	X	X	X	X	X	X
	Distribute 18,000 pieces of outreach materials *Target: 6,000 pieces of broadband literature, annually*	Copies of broadband literature. Log of distribution locations and amounts	All Consortia members				X				X				X

Goal	Activities	Peformance Measures/ Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Prepare and print outreach materials.		Sub-region Leads	X											
	Keep outreach materials in computer labs, offices, distribute at meetings, etc.		Sub-region Leads	X	X	X	X	X	X	X	X	X	X	X	X
	Collect demographic information from 2,700 individuals *Target: Information from 900 individuals, annually*	Report of collected demographic information				X				X					X
	Create a consistent template for collecting demographic information	Copy of template	Led by Southeast Community Development	X											
	Represent Consortia at the L.A. County Fair, annually - Determine a schedule; Purchase a booth; Determine staffing schedule.		All Consortia Members		X				X				X		
	Distribute 19,000 pieces of promotional materials at the L.A. County Fair *Target: 3,000 year one ; 6,000 year two ; 10,000 year three*	Copies of promotional materials. Log of distribution and amounts	All Consortia Members		X				X				X		
	Prepare and print propotional materials		Project Coordination Team		X	X		X	X			X	X		

Goal	Activities	Peformance Measures/ Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Distribute 9,000 pieces of broadband literature at the L.A. County Fair *Target: 1,500, year one; 3,000, year two; 4,500, year three*	Copies of broadband literature Log of distribution and amounts	All Consortia Members			X				X				X	
	Collect demographic information from 2,450 L.A. County Fair Attendees *Target: 400, year one; 650, year two; 1,400, year three*	Report of collected demographic information	All Consortia Members			X				X				X	
	Solicit donations for incentives		All sub-region leaders		X	X		X	X	X		X	X	X	
	Prepare iPads and other technology for easy collection of demographic information		Project Coordination Team		X	X			X	X			X	X	
	Subscribe 500 L.A. County Fair attendees to broadband internet *Target: 50, year one; 150, year two; 300, year three*	Proof of new subscribers	All Consortia Members			X				X				X	
	Partner with ISPs at the Fair to provide incentives for new subscribers		Led by Southeast Community Development			X			X	X			X	X	

Goal	Activities	Peformance Measures/ Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Increase broadband access, awareness and adoption through informative classes and workshops at public computer centers and Mobile Technology center.															
	Provide 3,000 individuals with informative workshops *Target: 1,000 training participants per year*	Sign-in sheets and workshop materials	All Consortia members	X	X	X	X	X	X	X	X	X	X	X	X
	Provide 1,500 individuals with informative classes *Target: 500 training participants per year*	Sign-in sheets and class materials	All Consortia members	X	X	X	X	X	X	X	X	X	X	X	X
Promote and educate the community around the use and benefit of helpful online resources															
	Provide 36 Skyping for Health workshops *Target: 12 workshops per year*	Event activity Log	Led by Southeast Community Development Corporation		x	x	x	x	x	x	x	x	x	x	x
	Provide 36 Better Health Online workshops utilizing the HealthCare.gov website *Target: 12 workshops per year*	Event activity Log	Led by Southeast Community Development Corporation		x	x	x	x	x	x	x	x	x	x	x

Goal	Activities	Peformance Measures/ Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Promote broadband access and adoption															
	Provide 27,000 users with open lab access *Target: 9,000 users per year*	Web-based log-in or sign-in sheets	All Consortia members	X	X	X	X	X	X	X	X	X	X	X	X
	Deploy 15 Community WiFi Networks and 3 Hotspot locations across Los Angeles *Target: 5 new WiFi networks, annually 3 hotspot locations in each sub-region, annually*	Proof of installation	Led by Manchester Community Technologies, inc.				X				X				X
	Subscribe 1,500 L.A. County Residents to broadband internet *Target: 500, annually*	Proof of new subscribers	All Consortia Members	X	X	X	X	X	X	X	X	X	X	X	X
	Partner with ISPs across Los Angeles to provide affordable broadband solutions		All Consortia Members	X	X	X	X	X	X	X	X	X	X	X	X
Track progress to ensure that the Consortia is on-pace to meet expected outcomes															
	Conduct quarterly meetings with sub-region leads	Meeting agendas and sign-in sheets	Project Coordination Team		X	X	X	X	X	X	X	X	X	X	X
	Prepare Quarterly Reports	Quarterly reports	Project Coordination Team		X	X	X	X	X	X	X	X	X	X	X
	Generate a comprehensive report on the status and advancement of technology in Los Angeles County	Copy of report	Project Coordination Team					X				X			

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Build relationships with residents and businesses in the target communities															
	Conduct meetings with interested parties	Lists of residents, businesses and providers	Sub-region Lead Agency and partners	X											
Ensure that we are meeting the true broadband needs of the consituents in the region															
	Make recommendations to develop and priortization of projects	Project recommendation lists	Sub-region Lead Agency and partners			X	X			X					
Remain on track to meeting the ultimate goal to begin closing the digital divide.															
	Report Program outcomes to Consortium members, interested parties, and Grantor Agency	Steering Committee Agenda and Report	Sub-region Lead Agency and partners	X	X	X	X	X	X	X	X	X	X	X	X
	Partners will meet on a regular basis to oversee the implementation of the projects.	Sub Region Roster and Meeting Sign Sheets	Sub Region Partners	X	X				X				X		
Ensure that our target audience has the opportunity to benefit from the introduction and application of broadband in their communities															
	Identify opportunities for cost effective projects for broadband infrastructure deployment	Steering Committee Agenda and Report	Sub Region Lead Agency			X			X				X		

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
To publically announce the projects, provide updates to stakeholders, motivate new subscribers															
	Hold 6 Local Town Hall meetings, to announce and publicize the programs and projects. *Target: 2 per year; 30 participants per meeting*	Meeting request, minutes and announcements	Sub Region Lead Agency	X	X			X		X		X		X	
	Prepare and distribute press releases to announce implementation progress of the program		Sub Region Lead Agency	X	X			X		X		X		X	
Update the community on the progress of the projects, motivate and encourage constiuents to subscribe to services															
	Hold 2 Countywide Town Hall meetings to announce and publicize the programs and projects. *Target: 60 participants per meeting*	Sign-in sheets, meeting agenda	Sub Region Lead Agency					X							X
	Prepare and distribute press releases to announce implementation and progress of the program		Sub Region Lead Agency					X							X
	Participate in 18 community events to promote broadband adoption *Target 6 per year*	Event activity Log/Calendar of Events	Sub Region Lead Agency and Partners	X	X	X	X	X	X	X	X	X	X	X	X
	Contact Event organizers to secure a spot at the event	Event Activity Log	Milton Gaines - representing Sub Region Lead Agency	X	X	X	X	X	X	X	X	X	X	X	X

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Assess needs and promote adoption of broadband internet															
	Distribute 3,600 pieces of promotional outreach material *Target: 1,200 pieces of collateral, annually*	Copies of promotional materials, Log of distribution locations and amounts	Sub Region Partners		X	X	X	X	X	X	X	X	X	X	X
	Partner with internet service provider to refer customers to broadband service	List of Internet Service Providers	Sub Region Lead Agency	X				X							
	Secure commitments from partners (create and sign MOU if needed)	Copies of MOUs	Saundra Davis, Executive Director, Community Centers, Inc	X											
	Distribute 1,800 pieces of broadband literature *Target: 600 pieces of broadband literature, annually*	Copies of broadband literature. Log of distribution locations and amounts	Sub Region Partners		X	X	X	X	X	X	X	X	X	X	X
	Prepare and print broadband literature		Saundra Davis, Executive Director, Community Centers, Inc		X	X	X	X	X	X	X	X	X	X	X
	Collect demographic information from 540 individuals *Target: Information from 180 individuals each year*	Sub Region Report	Sub Region Lead Agency	X	X	X	X	X	X	X	X	X	X	X	X
	Subscribe 375 new users to broadband at home. *Target: 125 new users each year.*	Proof of new broadband subscribers	Sub Region Lead Agency and Partners	X	X	X	X	X	X	X	X	X	X	X	X

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Promote broadband access, awareness and adoption by conducting informative classes and workshops.															
	Provide 600 individuals with informative classes *Target: 200 training participants, annually*	Sign-in sheets and workshop materials	Part-time instructors		X	X	X	X	X	X	X	X	X	X	X
	Provide 300 individuals with informative workshops *Target: 100 training participants, annually*	Sign-in sheets and workshop materials	Part-time instructors		X	X	X	X	X	X	X	X	X	X	X
	Develop and implement new classes and workshops in computer refurbishing, getting connected, digital literacy, and others	Copy of Class Schedule	CCI Staff, together with Bridge Over Digital Divide, Sub-region Lead Agency, Class Instructors, and Partners	X	X										
	Provide Senior High Students the Opportunity Work/Instruct Senior Citizens- Intergenerational Program	Copy of Class Schedule	CCI Staff, together with Brotherhood Crusade and Community Centers		X	X	X	X	X	X	X	X	X	X	X
Expand and encourage participation from every corner of the sub-region															
	Contact community organizations, CBOs and civic organizations to setup workshops	Event Activity Log	Sub Region Lead Agency and Partners	X											
	Gather and prepare materials needed for workshops	Event Activity Log	Milton Gaines - representing Sub Region Lead Agency	X											

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Provide the community with access to computers and broadband internet															
	Provide 5,400 users with open lab access Target 450 users per quarter	Web-based log-in or sign-in sheets, depending on location	Sub Region Lead Agency and Partners	X	X	X	X	X	X	X	X	X	X	X	X

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Increase broadband deployment by identifying potential regional projects															
	Identify stakeholders and providers.	List of stakeholders and providers	Cesar Zaldivar-Motts - Executive Director	x											
	Conduct meetings with interested parties to discusses options for infrastructure projects.	Meeting sign in sheets	Cesar Zaldivar-Motts - Executive Director	x	x	x	x	x	x	x	x	x	x	x	x
	Make recommendations for development and prioritization of projects.	Project Recommendation list	Cesar Zaldivar-Motts - Executive Director				x			x					x
	Report Program outcomes to Consortium members and interested parties	Consortia agenda Items	Cesar Zaldivar-Motts - Executive Director	x	x	x	x	x	x	x	x	x	x	x	x
	Identify opportunities for cost effective projects for broadband infrastructure and deployment.	Consortia agenda Items	Cesar Zaldivar-Motts - Executive Director		x				x				x		
	Create partnership with Gateway Cities Chamber to identify and support broadband infrastructure projects.	Consortia membership roster	Cesar Zaldivar-Motts - Executive Director	x					x			x			

	Activity	Documentation	Responsible Party	1	2	3	4	5	6	7	8	9	10	11	12
	Inform state and congressional representatives of Gateway Cities of broadband infrastructure projects, issues and concerns.	Meeting request	Cesar Zaldivar-Motts - Executive Director		x				x				x		
	Host 6 Regional Town hall meetings to discuss broadband needs in the region *Target: 2 meetings per year, 30 paricipants per meeting*	Meeting sign-in sheets/list of attendees; meeting agenda.	Cesar Zaldivar-Motts - Executive Director		x		x		x		x		x		x
	Invite local businesses, ISPs, elected officials, residents to attend.		Cesar Zaldivar-Motts - Executive Director		x		x		x		x		x		x
	Host 2 Countywide Town hall meetings to discuss broadband needs in the county *Target: 60 paricipants per meeting*	Meeting sign-in sheets/list of attendees; meeting agenda.	Cesar Zaldivar-Motts - Executive Director							x				x	
	Invite local businesses, ISPs, elected officials, residents to attend.		Cesar Zaldivar-Motts - Executive Director							x				x	
Increase Broadband Adoption and Access through outreach activities															
	Participate in 18 local community events to promote the consortium's work *Target: 6 events per year*	Event Activity Log & Sign-in sheets	Trinidad Reyes – Mobile Technology Center Manager	x	x	x	x	x	x	x	x	x	x	x	x
	Use the Mobile Technology Unit to participate in community events to promote broadband adoption.	Event Activity Log	Trinidad Reyes – Mobile Technology Center Manager	x	x	x	x	x	x	x	x	x	x	x	x
	Identify community events throughout Gateway Cities region.	Event Activity Log	Trinidad Reyes – Mobile Technology Center Manager	x	x	x	x	x	x	x	x	x	x	x	x

Task	Deliverable	Responsible	1	2	3	4	5	6	7	8	9	10	11	12
Contact event organizers to secure a spot at the event.	Event Activity Log	Trinidad Reyes – Mobile Technology Center Manager	x	x	x	x	x	x	x	x	x	x	x	x
Create handouts on how to get connected.	Handouts	Trinidad Reyes – Mobile Technology Center Manager	x	x	x	x	x	x	x	x	x	x	x	x
Partner with internet service provider to refer customers to broadband service.	List of internet service provider	Trinidad Reyes – Mobile Technology Center Manager	x	x										
Collect demographic information from 540 individuals *Target: 180 individuals per year*	Demographic information	Trinidad Reyes – Mobile Technology Center Manager	x	x	x	x	x	x	x	x	x	x	x	x
Provide 5,400 users with open lab access *Target 1,800 users per year*	Web-based log-in/Sign-in sheets	SCDC Staff	x	x	x	x	x	x	x	x	x	x	x	x
Distribute 3,600 pieces of outreach material *Target: 1,200 pieces of collateral per year*	Copies of outreach material, Log of distribution locations and amounts	Trinidad Reyes – Mobile Technology Center Manager	x	x	x	x	x	x	x	x	x	x	x	x
Distribute 1,800 pieces of broadband literature *Target: 600 pieces of broadband literature, annually*	Copies of broadband literature. Log of distribution locations and amounts	Trinidad Reyes – Mobile Technology Center Manager						x			x			x
Participate in the LA County Fair annually to promote broadband and the Consortia.		SCDC Staff			x				x				x	

Increase broadband access, awareness and adoption through informative classes and workshops at public computer centers and Mobile Technology center.															
	Provide computer training to 600 participants, through workshops *Target: 200 workshop participants per year*	Copy of Class Schedule	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
	Provide computer training to 300 participants, through classes *Target: 100 class participants per year*	Copy of Class Schedule	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
	Identify locations and partners for the computer classes	Copy of Class Schedule	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
	Secure commitments from partners (create and sign MOU if needed)	Copy of MOU	Cesar Zaldivar-Motts - Executive Director	x	x	x	x	x	x	x	x	x	x	x	x
	Create schedule on a quarterly basis.	Copy of Class Schedule	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
	Conduct outreach 2 weeks prior to class start date.		Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
	Print and gather curriculum materials.		Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
	Provide Class (2 days per week, 1.5 hours per day over the course of 4 weeks)	Copy of Class Schedule	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x

	Provide 2 hour informational workshops on how to *Get Connected*.	Copy of Class Schedule	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
	Identify community events, CBO's and civic organizations throughout the Gateway Cities Region.	Event activity Log	Sara Caughey –Program Manger	x	x										
	Contact community events, CBO's and civic organizations to setup workshops.	Event activity Log	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
	Gather and prepare materials needed for workshops.	Event activity Log	Sara Caughey –Program Manger	x	x										
	Conduct workshops.	Event activity Log and copy of class schedule	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
	Conduct outreach 2 weeks prior to workshop date.	Event activity Log	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
Promote and educate the community around the use and benefit of helpful online resources															
	Provide 36 Skyping for Health workshops *Target: 12 workshops per year*	Event activity Log	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x
	Provide 36 Better Health Online workshops utilizing the HealthCare.gov website *Target: 12 workshops per year*	Event activity Log	Sara Caughey –Program Manger	x	x	x	x	x	x	x	x	x	x	x	x

Increase Broadband Adoption through broadband subscriptions															
	Subscribe 375 new users to broadband at home over three years *Target: 125 new users, per year*	Proof of new broadband subscribers	Trinidad Reyes – Mobile Technology Center Manager	x	x	x	x	x	x	x	x	x	x	x	x

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Promote Broadband Access and adoption through outreach activities															
	Host 6 Local Town Hall Meetings *Target: 10 Local Town Hall Meetings, annually; 30 participants per meeting*	Sign- in sheets verify attendance.	Director of Educational Technology, Program Manager	X	X	X	X	X	X	X	X	X	X	X	X
	Create meeting agenda	Copy of agendas	Project Coordination Team	X											
	Send invitations to local elected officials, residents, stakeholders, technology companies to attend		Director of Educational Technology, Program Manager	X	X	X	X	X	X	X	X	X	X	X	X
	Secure locations for the meetings		Director of Educational Technology, Program Manager	X	X	X	X	X	X	X	X	X	X	X	X
	Host 2 county-wide Town Hall Meetings *Target: 60 participants per meeting*	Sign-in sheets verify attendance.	Director of Educational Technology, Program Manager		X					X					
	Create meeting agenda	Copy of agenda	YPI Program Manager		X					X					
	Secure meeting locations		Director of Educational Technology, YPI Program Manager		X					X					

San Fernando Valley Sub-Region

FINAL Approved 2011

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Send invitations to county-wide elected officials, residents, technology companies to attend		Director of Educational Technology, YPI Program Manager		X	X				X	X				
	Participate in 18 Community Events *Target: 6 per year*		Program Manager, part-time instructors	X	X	X	X	X	X	X	X	X	X	X	X
	Look at event schedules to determine events and meetings		YPI Program Manager	X	X	X	X	X	X	X	X	X	X	X	X
	Distribute 1,800 pieces of broadband literature *Target: 600 pieces of broadband literature, annually*	Copies of broadband literature. Log of distribution locations and amounts	YPI Staff	X	X	X	X	X	X	X	X	X	X	X	X
	Prepare and print broadband literature		YPI Program Manager	X	X	X	X	X	X	X	X	X	X	X	X
	Distribute 3,600 pieces of outreach materials *Target: 1,200 pieces of broadband literature, annually*	Copies of broadband literature. Log of distribution locations and amounts	YPI Program Manager, Part-time instructors	X	X	X	X	X	X	X	X	X	X	X	X
	Prepare and print outreach materials.		YPI Program Manager	X	X	X	X	X	X	X	X	X	X	X	X
	Keep outreach materials in computer labs, offices, distribute at meetings, etc.		YPI Program Manager, Part-time instructors	X	X	X	X	X	X	X	X	X	X	X	X
	Collect demographic information from 540 individuals *Target:Information from 180 individuals, annually*	Report of demographic information	Program Manager, Part-time instructors				X				X				X

2

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Prepare and print collection materials	Copy of template	YPI Program Manager	X				X				X			
	Collect demographic information via: survey, interview, and other methods.		Program Manager, Part-time instructors	X	X	X	X	X	X	X	X	X	X	X	X
	Represent Consortia at the L.A. County Fair, annually		All Consortia Members			X				X				X	
Promote broadband access, awareness and adoption by conducting informative classes and workshops at 14 public computer centers.															
	Write & post job descriptions and recruit instructors	Copy of job description	YPI Program Manager	X											
	Hire part-time instructors to implement new classes and workshops *Target: 14 instructors annually*		Director of Educational Technology, Program Manager	X	X										
	Develop new classes and workshops in computer literacy, internet safety, broadband connectivity, job skills, etc.	Copies of curriculum	Alas Media	X	X			X				X			

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Conduct trainings for part-time staff on how to implement new classes and workshops	Training materials	Alas Media		X			X				X			
	Conduct on-going staff development trainings for part-time instructors to become "broadband ambassadors" in the region	Training materials	Alas Media		X	X	X	X	X	X	X	X	X	X	X
	Provide 600 individuals with informative classes *Target: 200 training participants, annually*	Sign-in sheets and workshop materials	Part-time instructors		X	X	X	X	X	X	X	X	X	X	X
	Provide 300 individuals with informative workshops *Target: 100 training participants, annually*	Sign-in sheets and workshop materials	Part-time instructors		X	X	X	X	X	X	X	X	X	X	X
Increase broadband access and adoption for community residents															
	Provide 5,400 users with open lab access *Target:1,800 users, annually*	Web-based log-in or sign-in sheets	Part-time instructors, Site Staff	X	X	X	X	X	X	X	X	X	X	X	X
	Subscribe 375 residents to broadband internet *Target: 125 annually*	Proof of new subscribers	Director of Educational Technology, Program Manager	X	X	X	X	X	X	X	X	X	X	X	X

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Partner with ISPs across Los Angeles to provide affordable solutions		Director of Educational Technology, Program Manager	X	X	X	X	X	X	X	X	X	X	X	X
Track and report progress within the San Fernando Valley															
	Prepare Quarterly Reports	Quarterly reports	Director of Educational Technology, YPI Program Manager		X	X	X	X	X	X	X	X	X	X	X
	Contribute to the comprehensive report on the status and advancement of technology in Los Angeles County	Copy of report	Director of Educational Technology, YPI Program Manager				X				X				

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Establish and communicate goals and expectations to all sub-region partners and stakeholders															
	Conduct informational meetings with sub-region partners to review application and map out next steps - Connect via individual and small group meetings, email, telephone, etc.	Meeting sign-in sheets	EMRAS, El Monte Union High School District, Sub-region partners; community CBOs	x	x	x	x	x	x	x	x	x	x	x	x
Update and replace existing hardware and software to support project implementation															
	Conduct survey of hardware status		IT staff, EMRAS	x		x		x	x					x	
	Perform routine maintenance on existing hardware		IT staff, EMRAS	x	x	x	x	x	x	x	x	x	x	x	x
	Plan and execute any necessary hardware upgrades		IT staff, EMRAS			x			x					x	
	Assess future hardware needs		IT staff, EMRAS		x				x					x	
	Review and refine existing ESL Curriculum, yearly	Curriculum revisions made, copies of course curriculum	EMRAS Principal and instructors, EMUHSD Dir. Curriculum		x				x				x		
	Review newly available offerings, annually		EMRAS Principal and instructors, EMUHSD Dir. Curriculum		x				x				x		
	Train staff on new material, as needed	Staff training on new materials completed	EMRAS Principal and instructors, EMUHSD Dir. Curriculum		x				x				x		
	Make purchasing decisions, annually		EMRAS Principal and instructors, EMUHSD Dir. Curriculum, IT staff		x				x				x		

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Coordinate and facilitate professional development for key program staff to ensure that school site staff are able to manage and maintain the program properly															
	Provide access to specialized training in distance learning, yearly Lead instructor trained by OTAN	Trainings held, Copies of training material	EMRAS Coord., OTAN			x			x					x	
	Enrich at least 4 other EMRAS teachers' ability to integrate remote computer use into existing curricula, in bimonthly meetings	Meetings held, meeting sign-in sheets	EMRAS Coord., OTAN			x			x					x	
	Use monthly troubleshooting meetings to refine strategies	New ideas assimilated into curricular materials, meeting sign-in sheets	EMRAS Coord., OTAN	x	x	x	x	x	x	x	x	x	x	x	x
Equip students with essential digital literacy skills															
	Check 100% students' understanding of email, internet, and help technologies	Asessment results	EMRAS Coord. And staff, El Monte Union High School District	x	x	x	x	x	x	x	x	x	x	x	x
	Provide/create orientation materials for new students	Copies of orientation materials	EMRAS Coord. And staff, El Monte Union High School District	x	x	x									
	Translate materials into appropriate languages	Copies of orientation materials	EMRAS Coord. And staff, El Monte Union High School District	x	x	x									
	500 students have acquired digital literacy skills	500 students have acquired digital literacy	EMRAS Coord. And staff, El Monte Union High School District												x

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Increase Broadband Access and Adoption															
	Set schedule to develop a coordinated L.A. campaign, including print and non-print advocacy	PR strategy in place	EMRAS Coord., sub-region partners		x				x				x		
	Work with sub-region partners to map SGV hot spots and develop local PR strategy, including contact with foreign language media, monthly	PR strategy in place	EMRAS Coord., sub-region partners	x	x	x	x	x	x	x	x	x	x	x	x
Broadband Deployment, Access and Availability															
	Hold 2 county-wide Town Hall meetings *Target: 60 participants per meeting*		EMRAS staff, sub-region partners, Project Coordination Team						x				x		
	Hold 6 regional Town Hall meetings *Target: 2 meetings per year, 30 participants per meeting*		EMRAS staff		x	x	x	x	x	x	x	x	x	x	x
	LACRBC represented at 18 local community events *Target: 6 per year*		EMRAS staff		x	x	x	x	x	x	x	x	x	x	x
	Distribute 1,800 pieces of broadband literature *Target: 600 pieces of broadband literature, annually*	Copies of broadband literature. Log of distribution locations and amounts	EMRAS Staff				x				x				x
	Distribute 3,600 pieces of outreach materials *Target: 1,200 pieces of broadband literature, annually*	Copies of broadband literature. Log of distribution locations and amounts	EMRAS Staff				x				x				x

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Collect demographic information from 540 individuals *Target: Information from 180 individuals, annually*	Report of demographic information	Program Manager, Part-time instructors				x				x				x
	Represent Consortia at the L.A. County Fair, annually		EMRAS Staff		x					x				x	
Provide distance learning and on-line education opportunities to the community															
	Create remote access option to serve 600 new users (30% increase in community residents accessing continuing education in a digital format) *Target: 200 new users, annually*	Proof of new users	IT EMUHSD, EMRAS Principal, EMRAS Coord. and staff				x				x				x
	Train community members in ESL and educational classes via distance learning/online classes *Target: 1,500 new students/yr in distance learning enrolled, 500 students/yr*	Course materials, Course records	IT EMUHSD, EMRAS Principal, EMRAS Coord. and staff	x	x	x	x	x	x	x	x	x	x	x	x
	Provide 5,400 users with open lab access *Target:1,800 users, annually*	Web-based log-in or sign-in sheets	IT EMUHSD, EMRAS Principal, EMRAS Coord. and staff	x	x	x	x	x	x	x	x	x	x	x	x

Goal	Activities	Peformance Measures /Deliverables	Responsible Party	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Program Assessment and Evaluation															
	Procure an outside evaluator	Evaluator hired	EMRAS Principal and Coord	x	x										
	Establish benchmarks, Integrate benchmarks into monthly meetings to analyze data, troubleshoot, and identify action steps for program refinements	Benchmarks documented	EMRAS Principal and Coord		x	x	x	x	x	x	x	x	x	x	x
	Set annual internal review dates	Review dates set	EMRAS Principal and Coord	x				x				x			
	Use agreed-upon assessment tools to measure progress	Copy of assessment tool(s)	EMRAS Principal and Coord				x				x				x
	Create external reporting schedules	Reporting schedules observed	EMRAS Principal and Coord	x				x			x				
	Disseminate evaluation information to all stakeholders	Asssment and evaluation results	EMRAS Principal and Coord	x				x				x			

GOAL	Activities	Performance Measure(s)	Responsible Party(ies)	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Increase broadband deployment by identifying potential regional projects															
	Identify stakeholders and providers	List of stakeholders and providers	MCT and Project Mgmt Team	x	x	x	x	x	x	x	x	x	x	x	x
	Conduct meetings with interested parties to discuss infrastructure project options	Meeting sign-in sheets, copies of calendar pages	MCT and Project Mgmt Team			x	x	x	x	x	x	x	x	x	x
	Make recommendations for development and prioritization of projects.	Project recommendation list	MCT and Project Mgmt Team			x	x	x	x	x	x	x	x	x	x
	Report Program outcomes to Consortium members and interested parties	Consortia agenda item	MCT and Project Mgmt Team	x	x	x	x	x	x	x	x	x	x	x	x
	Identify opportunities for cost effective projects for broadband infrastructure and deployment.	Steering Committee Agenda and Report	MCT and Project Mgmt Team		x	x	x	x	x	x	x	x	x	x	x
	Create partnership with local chambers to identify and support broadband infrastructure projects.	Membership rosters	MCT and Project Mgmt Team		x			x				x			
	Inform state and congressional representatives of South Bay of broadband infrastructure projects, issues and concerns.	Steering Committee Agenda and Report. Report to elected quarterly.	MCT and Project Mgmt Team		x	x	x	x	x	x	x	x	x	x	x

GOAL	Activities	Performance Measure(s)	Responsible Party(ies)	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
Promote Broadband Access and adoption through outreach activities															
	Host 6 Local Town Hall Meetings *Target:10 Local Town Hall Meetings per year, 30 participants per meeting*	Sign- in sheets verify attendance.	MCT				x				x				x
	Create meeting agenda	copy of agendas	MCT		x	x	x	x	x	x	x	x	x	x	x
	Send invitations to local elected officials, residents, stakeholders, technology companies to attend		MCT		x	x	x	x	x	x	x	x	x	x	x
	Secure locations for the meetings		MCT		x	x	x	x	x	x	x	x	x	x	x
	Host 2 county-wide Town Hall Meetings *Target: 60 participants per meeting*	Sign-in sheets verify attendance.	MCT, LACRBC Sub-region leads					x				x			
	Create meeting agenda	Copy of agenda	MCT					x				x			
	Secure meeting locations		MCT				x				x				
	Send invitations to county-wide elected officials, residents, technology companies to attend		MCT					x			x				
	Participate in 18 community events *Target: 6 events per year*	Log of Community Events and materials distributed	MCT					x			x				x
	Identify community events throughout the South Bay region. Contact event organizers to secure a booth. Create and print collateral	Events identified - event agreement secured - copy of handout.	MCT	x	x	x	x	x	x	x	x	x	x	x	x

GOAL	Activities	Performance Measure(s)	Responsible Party(ies)	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Distribute 1,800 pieces of broadband literature *Target: 600 pieces of broadband literature, annually*	Copies of broadband literature, Log of distribution locations and amounts	MCT and collaborative partners				x				x				x
	Prepare and print broadband literature		MCT		x	x	x	x	x	x	x	x	x	x	x
	Distribute 3,600 pieces of outreach materials *Target: 1,200 pieces of broadband literature, annually*	Copies of broadband literature, Log of distribution locations and amounts	MCT and collaborative partners				x				x				x
	Prepare and print outreach materials.		MCT		x	x	x	x	x	x	x	x	x	x	x
	Collect demographic information from 540 individuals *Target: Information from 180 individuals, annually*	Report of demographic information	MCT and collaborative partners				x				x				x
	Prepare and print collection materials	Copy of template	MCT	x											
	Collect demographic information via: survey, interview, and other methods.		MCT and collaborative partners	x	x	x	x	x	x	x	x	x	x	x	x
	Represent Consortia at the L.A. County Fair, annually		All Consortia Members		x				x				x		
	Prepare broadband literature for distribution	Copy of materials	MCT			x				x				x	
	Prepare outreach materials for distribution	Copy of materials	MCT			x				x				x	
	Prepare survey materials for demographic survey		MCT			x				x				x	
	Represent Consortia at the South Bay Tech Fair		MCT					x		x				x	
	Book exhibitors		MCT		x	x			x	x			x	x	
	Book speakers		MCT		x	x			x	x			x	x	
	Prepare materials for Hack-a-thon	Copy of materials	MCT		x	x			x	x			x	x	
	Coordinate reception	Copy of invitation	MCT		x	x			x	x			x	x	
	Prepare broadband literature for distribution	Copy of materials	MCT					x		x				x	
	Prepare outreach materials for distribution	Copy of materials	MCT					x		x				x	
	Prepare survey materials for demographic survey	Copy of materials	MCT					x		x				x	

GOAL	Activities	Performance Measure(s)	Responsible Party(ies)	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Subscribe 375 residents to broadband internet *Target: 125 residents, annually*	Proof of new subscribers	MCT and collaborative partners		x	x	x	x	x	x	x	x	x	x	x
	Partner with Internet Service provider(s) to refer customers to broadband service	List of ISPs - Ongoing participation.	Sub Region Lead Agency	x	x	x	x	x	x	x	x	x	x	x	x
	Infrastructure advocacy (Public Safety) Engage representatives from South Bay cities to participate in disaster recovery / public safety interoperability options.	Meeting agenda's and outcome reporting.	Sub-Region Lead Agency, Bill Price and Associates and Project Mgmt Team	x	x	x	x	x	x	x	x	x	x	x	x
Deployment- Expand broadband access and availability															
	Smart Housing - Provide wifi connectivity to 3 Senior Facilities *Target: 1 center annually (promote telehealth)*		MCT		x			x				x			
	Establish 15 MANs throughout Los Angeles County *Target: Establish 5 MANs per year*	Agreements with Hot Spot locations	Sub Region Lead Agency and Project Mgmt Team	x	x	x	x	x	x	x	x	x	x	x	x
	Deploy 5, half-mile, free community Wi-Fi networks by establishing 45 hotspots across all regions. (1 community wifi network per region) *Target: Establish 15 hotspots per year.*	Physical Deployment	Sub Region Lead Agency and Project Mgmt Team	x	x	x	x	x	x	x	x	x	x	x	x
	On-going monitoring and maintenance of hotspot locations, and support - reports	Monthly monitoring logs	Sub Region Lead Agency and Project Mgmt Team		x	x	x	x	x	x	x	x	x	x	x

GOAL	Activities	Performance Measure(s)	Responsible Party(ies)	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
	Provide 36 training workshops to hotspot business participants. *Target: 12 workshops per year (Courses scheduled to begin February 2012)*	Copy of course schedule, materials sign-in sheets	MCT and Project Mgmt team	x	x	x	x	x	x	x	x	x	x	x	x
	Secure commitments from collaborative partners (create and sign MOU) - Create and deliver MOUs for signature at the beginning of the grant term (January 2012)	Signed MOUs	MCT Executive Dir.	x	x										
	Provide 5,400 users with open lab access *Target:1,800 users, annually*	Web-based log-in or sign-in sheets	MCT and participating locations within networks.	x	x	x	x	x	x	x	x	x	x	x	x
	Conduct informative workshops serving 600 attendees. *Target: 200 attendees per year*	Workshop sign-in sheets	MCT, Mobile Science Labs, Family Love Outreach, K. Kinermon, Parents4Kids	x	x	x	x	x	x	x	x	x	x	x	x
	Gather and prepare materials needed for workshops	Printed materials, coursework and class schedule	MCT, Mobile Science Labs, Family Love Outreach, K. Kinermon, Parents4Kids	x	x	x	x	x	x	x	x	x	x	x	x