

Appendix A-4, ANNUAL WORK PLAN AND PERFORMANCE METRICS PLAN (see Sec 1.6 B)									
[Consortium Members, create a separate work plan and performance metrics plan for each work plan year, if seeking multi-year funding]									
Name of Consortium:		Connected Capital Area Broadband Consortium							
Name of Project:		Capital Area Broadband Consortium 2019-2022							
Proposed Start Date of Project:		1-Aug-19							
Broadband deployment activities funded by other state or federal grants		None							
Confirmation that CASF consortium budget does not duplicate any other sources of funding		Confirmed	☑ Check	The Connected Capital Area Broadband Consortium receives funding from no other sources.					
Year 1 [August 2019-July 2020] <i>[see instructions below for work plan terminology definitions and requirements]</i>									
Objective	Activity Description	Start-Up Activity	Deliverable(s) *	Beginning Month	End Month	Performance Measure(s)*	Method for Performance Tracking and Measuring	Responsible Party(ies)	
Objective 1. Collaborating with the Commission to engage regional consortia, local officials, ISPs, stakeholders, and consumers regarding priority areas and cost-effective strategies to achieve the broadband access goal	Activity 1	Incorporate broadband improvement as priorities within regional economic, education, land use, transportation, and workforce development plans.	☐	Inventory of local/regional plans including broadband as a priority.	8/1/2019	7/31/2020	At least one public or institutional planning documents incorporate broadband as a stated priority for the region.	Review and record language included in adopted planning documents.	CCABC members
	Activity 2	Research local zoning and permitting issues and propose improvements to streamline broadband expansion.	☐	Catalogue of draft language for broadband policies.	1/1/2020	7/31/2020			Valley Vision
	Activity 3	Work with CPUC on the NTIA pilot to assure ground truth speed testing results are incorporated into FCC mapping.	☐	Position statements demonstrating need for ground truth speed testing results in mapping.	8/1/2019	7/31/2020			Valley Vision
	Activity 4		☐						
	Activity 5		☐						
Objective 2. Identifying potential CASF infrastructure projects, along with other opportunities, where ISPs can expand and improve their infrastructure and service offerings to achieve the goal of reaching 98% broadband deployment in each consortia region	Activity 1	Inventory and map broadband infrastructure assets, including fiber routes and nodes and wireless sites or assets that could support wireless infrastructure.	☐	Map(s) of assets	8/1/2019	1/31/2020	At least two priority projects identified.	Document methodology for selecting priority issues.	Consultant
	Activity 2	Map broadband infrastructure gaps, using CPUC maps, speed testing, socio-economic data, population density, and anchor institution customer/client place of residence.	☐	Map(s) of gaps	8/1/2019	1/31/2020			Consultant
	Activity 3	Identify priority geographies/communities for broadband infrastructure improvement based on gaps/assets assessments.	☐	Listing of priority geographies, with rationale/justification.	2/1/2020	3/31/2020			CCABC
	Activity 4		☐						
	Activity 5		☐						
Objective 3. Assisting CASF infrastructure applicants in the project development or grant application process	Activity 1	Identify and share CASF and other resources available to prioritized geographies to support broadband infrastructure projects.	☐	Resource list/Opportunity summary	1/1/2020	5/31/2020	At least one potential funding source identified for each of the prioritized geographies.	Maintain log of communications to providers about opportunities.	Valley Vision
	Activity 2	Create a reverse RFP process to seek providers to develop projects in selected priority areas.	☐	Reverse RFP	4/1/2020	7/31/2020			Reverse RFP issued for at least one of the prioritized geographies.
	Activity 3		☐						
	Activity 4		☐						
	Activity 5		☐						

Objective 4. Conducting activities leading to CASF infrastructure applications	Activity 1	Prepare a "pitch document" based on priorities and opportunities identified through gaps/assets assessment.	☐	Pitch document	1/1/2020	3/31/2020	At least one CASF infrastructure application submitted from the region.	Maintaining records of activities.	Valley Vision
	Activity 2	Research, compile, and share case studies of innovative strategies that have been used to improve broadband infrastructure.	☐	Summary report of innovative practices.	8/1/2019	10/31/2019			Valley Vision
	Activity 3	Conduct briefings and strengthen partnerships with municipalities and other public institutions, internet service providers, and other key stakeholders to share findings on needs and recommended solutions; gain perspective on their service territories and roll out plans; explore mutual interest; and solicit projects.	☐	Log of briefings Log of drafted or submitted CASF applications.	8/1/2019	7/31/2020			CC AB C me mb ers
	Activity 4		☐						
	Activity 5		☐						
Objective 5. Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Identify and activate venues and mediums for promoting ground truth speed testing opportunities.	☐	Log of ground truth speed testing promotions.	8/1/2019	7/31/2020	Promotion of ground truth speed testing distributed through at least two communication strategies of scale (greater than 10,000 individuals reached)	Maintaining records of activities.	Valley Vision
	Activity 2		☐						
	Activity 3		☐						
	Activity 4		☐						
	Activity 5		☐						
Objective 6. Administering the programmatic, financial, reporting, and other administrative activities of the Connected Capital Area Broadband Consortium.	Activity 1	Coordinate communications and meetings within and external to the Consortium, including annual workshop.	☐	Communications materials	8/1/2019	7/31/2020	n/a	n/a	Valley Vision
	Activity 2	Record, summarize, and deliver all information needed for progress reporting.	☐	Financial and performance reports.	8/1/2019	7/31/2020			Valley Vision
	Activity 3	Provide the annual audit report.	☐	Annual audit report	6/1/2020	7/31/2020			CPA
	Activity 4		☐						

Appendix A-4, ANNUAL WORK PLAN AND PERFORMANCE METRICS PLAN (see Sec 1.6 B)

[Consortium Members, create a separate work plan and performance metrics plan for each work plan year, if seeking multi-year funding]

Name of Consortium:	Connected Capital Area Broadband Consortium	
Name of Project:	Capital Area Broadband Consortium 2019-2022	
Proposed Start Date of Project:	1-Aug-19	
Broadband deployment activities funded by other state or federal grants	None	
Confirmation that CASF consortium budget does not duplicate any other sources of funding	Confirmed <input type="checkbox"/> Check Box 1	The Connected Capital Area Broadband Consortium receives funding from no other sources.

Year 2 [August 2020-July 2021]

[see instructions below for work plan terminology definitions and requirements]

Objective	Activity Description	Start-Up Activity	Deliverable(s) *	Beginning Month	End Month	Performance Measure(s)*	Method for Performance Tracking and Measuring	Responsible Party(ies)		
Objective 1 , Collaborating with the Commission to engage regional consortia, local officials, ISPs, stakeholders, and consumers regarding priority areas and cost-effective strategies to achieve the broadband access goal	Activity 1	Incorporate broadband improvement as priorities within regional economic, education, land use, transportation, and workforce development plans.	☐	Inventory of local/regional plans including broadband as a priority.	8/1/2020	7/31/2021	At least one public or institutional planning documents incorporate broadband as a stated priority for the region.	Review and record language included in adopted planning documents.	CCABC members	
	Activity 2	Research local zoning and permitting issues and propose improvements to streamline broadband expansion.	☐	Catalogue of draft language for broadband policies.	8/1/2020	12/31/2020			Valley Vision	
	Activity 3	Work with CPUC on the NTIA pilot to assure ground truth speed testing results are incorporated into FCC mapping.	☐	Position statements demonstrating need for ground truth speed testing results in mapping.	8/1/2020	7/31/2021			Valley Vision	
	Activity 4		☐							
	Activity 5		☐							
Objective 2 , Identifying potential CASF infrastructure projects, along with other opportunities, where ISPs can expand and improve their infrastructure and service offerings to achieve the goal of reaching 98% broadband deployment in each consortia region	Activity 1	Update inventory and maps of broadband infrastructure assets, including fiber routes and nodes and wireless sites or assets that could support wireless infrastructure.	☐	Map(s) of assets	8/1/2020	1/31/2021	At least two priority projects identified.	Document methodology for selecting priority issues.	Consultant	
	Activity 2	Update maps of broadband infrastructure gaps, using CPUC maps, speed testing, socio-economic data, population density, and anchor institution customer/client place of residence.	☐	Map(s) of gaps	8/1/2020	1/31/2021			Consultant	
	Activity 3	Update (if needed) priority geographies/communities for broadband infrastructure improvement based on gaps/assets assessments.	☐	Listing of priority geographies, with rationale/justification.	2/1/2021	3/31/2021			CCA BC	
	Activity 4		☐							
	Activity 5		☐							
Objective 3 , Assisting CASF infrastructure applicants in the project development or grant application process	Activity 1	Identify and share CASF and other resources available to prioritized geographies to support broadband infrastructure projects.	☐	Resource list/Opportunity summary	1/1/2021	5/31/2021	At least one potential funding source identified for each of the prioritized geographies.	Maintain log of communications to providers about opportunities.	Valley Vision	
	Activity 2	Reissue a reverse RFP process to seek providers to develop projects in selected priority areas.	☐	Reverse RFP	4/1/2021	7/31/2021			Reverse RFP issued for at least one of the prioritized geographies.	Valley Vision
	Activity 3		☐							
	Activity 4		☐							

	Activity 5								
Objective 4 , Conducting activities leading to CASF infrastructure applications	Activity 1	Update the "pitch document" based on priorities and opportunities identified through gaps/assets assessment (if needed).		Pitch document	1/1/2021	3/31/2021	At least one CASF infrastructure application submitted from the region.	Maintaining records of activities.	Valley Vision
	Activity 2	Research and share case studies of innovative strategies that have been used to improve broadband infrastructure.		Summary report of innovative practices.	8/1/2020	10/31/2020			Valley Vision
	Activity 3	Conduct briefings and strengthen partnerships with municipalities and other public institutions, internet service providers, and other key stakeholders to share findings on needs and recommended solutions; gain perspective on their service territories and roll out plans; explore mutual interest; and solicit projects.		Log of briefings Log of drafted or submitted CASF applications.	8/1/2020	7/31/2021			CCA BC me mbe rs
	Activity 4		□						
	Activity 5								
Objective 5 , Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Identify and activate venues and mediums for promoting ground truth speed testing opportunities.		Log of ground truth speed testing promotions.	8/1/2020	7/31/2021	Promotion of ground truth speed testing distributed through at least two communication strategies of scale (greater than 10,000 individuals reached)	Maintaining records of activities.	Valley Vision
	Activity 2		□						
	Activity 3		□						
	Activity 4		□						
	Activity 5								
Objective 6 , Administering the programmatic, financial, reporting, and other administrative activities of the Connected Capital Area Broadband Consortium.	Activity 1	Coordinate communications and meetings within and external to the Consortium, including annual workshop.		Communications materials	8/1/2020	7/31/2021	n/a	n/a	Valley Vision
	Activity 2	Record, summarize, and deliver all information needed for progress reporting.		Financial and performance reports.	8/1/2020	7/31/2021			Valley Vision
	Activity 3	Provide the annual audit report.		Annual audit report	6/1/2021	7/31/2021			CPA
	Activity 4		□						

Appendix A-4, ANNUAL WORK PLAN AND PERFORMANCE METRICS PLAN (see Sec 1.6 B)

[Consortium Members, create a separate work plan and performance metrics plan for each work plan year, if seeking multi-year funding]

Name of Consortium:	Connected Capital Area Broadband Consortium	
Name of Project:	Capital Area Broadband Consortium 2019-2022	
Proposed Start Date of Project:	1-Aug-19	
Broadband deployment activities funded by other state or federal grants	None	
Confirmation that CASF consortium budget does not duplicate any other sources of funding	Confirmed <input type="checkbox"/> Check Box 1	The Connected Capital Area Broadband Consortium receives funding from no other sources.

Year 3 [August 2021-July 2022]

[see instructions below for work plan terminology definitions and requirements]

Objective	Activity Description	Start-Up Activity	Deliverable(s) *	Beginning Month	End Month	Performance Measure(s)*	Method for Performance Tracking and Measuring	Responsible Party(ies)	
Objective 1 , Collaborating with the Commission to engage regional consortia, local officials, ISPs, stakeholders, and consumers regarding priority areas and cost-effective strategies to achieve the broadband access goal	Activity 1	Incorporate broadband improvement as priorities within regional economic, education, land use, transportation, and workforce development plans.		Inventory of local/regional plans including broadband as a priority.	8/1/2021	7/31/2022	At least one public or institutional planning documents incorporate broadband as a stated priority for the region.	Review and record language included in adopted planning documents.	CCABC members
	Activity 2	Research local zoning and permitting issues and propose improvements to streamline broadband expansion.		Catalogue of draft language for broadband policies.	8/1/2021	12/31/2022			Valley Vision
	Activity 3	Work with CPUC on the NTIA pilot to assure ground truth speed testing results are incorporated into FCC mapping.		Position statements demonstrating need for ground truth speed testing results in mapping.	8/1/2021	7/31/2022			Valley Vision
	Activity 4		<input type="checkbox"/>						
	Activity 5		<input type="checkbox"/>						
Objective 2 , Identifying potential CASF infrastructure projects, along with other opportunities, where ISPs can expand and improve their infrastructure and service offerings to achieve the goal of reaching 98% broadband deployment in each consortia region	Activity 1	Update inventory and maps of broadband infrastructure assets, including fiber routes and nodes and wireless sites or assets that could support wireless infrastructure.		Map(s) of assets	8/1/2021	1/31/2022	At least two priority projects identified.	Document methodology for selecting priority issues.	Consultant
	Activity 2	Update maps of broadband infrastructure gaps, using CPUC maps, speed testing, socio-economic data, population density, and anchor institution customer/client place of residence.		Map(s) of gaps	8/1/2021	1/31/2022			Consultant
	Activity 3	Update (if needed) priority geographies/communities for broadband infrastructure improvement based on gaps/assets assessments.		Listing of priority geographies, with rationale/justification.	2/1/2022	3/31/2022			CCA BC
	Activity 4		<input type="checkbox"/>						
	Activity 5		<input type="checkbox"/>						
Objective 3 , Assisting CASF infrastructure applicants in the project development or grant application process	Activity 1	Identify and share CASF and other resources available to prioritized geographies to support broadband infrastructure projects.		Resource list/Opportunity summary	1/1/2022	5/31/2022	At least one potential funding source identified for each of the prioritized geographies.	Maintain log of communications to providers about opportunities.	Valley Vision
	Activity 2	Reissue a reverse RFP process to seek providers to develop projects in selected priority areas.		Reverse RFP	4/1/2022	7/31/2022			Valley Vision
	Activity 3		<input type="checkbox"/>						
	Activity 4								
	Activity 5								

Objective 4, Conducting activities leading to CASF infrastructure applications	Activity 1	Update the "pitch document" based on priorities and opportunities identified through gaps/assets assessment (if needed).	"	Pitch document	1/1/2022	3/31/2022	At least one CASF infrastructure application submitted from the region.	Maintaining records of activities.	Valley Vision
	Activity 2	Research and share case studies of innovative strategies that have been used to improve broadband infrastructure.	"	Summary report of innovative practices.	8/1/2021	10/31/2021			Valley Vision
	Activity 3	Conduct briefings and strengthen partnerships with municipalities and other public institutions, internet service providers, and other key stakeholders to share findings on needs and recommended solutions; gain perspective on their service territories and roll out plans; explore mutual interest; and solicit projects.	"	Log of briefings Log of drafted or submitted CASF applications.	8/1/2021	7/31/2022			CCA BC me mbe rs
	Activity 4		"						
	Activity 5		"						
Objective 5, Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Identify and activate venues and mediums for promoting ground truth speed testing opportunities.	"	Log of ground truth speed testing promotions.	8/1/2021	7/31/2022	Promotion of ground truth speed testing distributed through at least two communication strategies of scale (greater than 10,000 individuals reached)	Maintaining records of activities.	Valley Vision
	Activity 2		"						
	Activity 3		"						
	Activity 4		"						
	Activity 5		"						
Objective 6, Administering the programmatic, financial, reporting, and other administrative activities of the Connected Capital Area Broadband Consortium.	Activity 1	Coordinate communications and meetings within and external to the Consortium, including annual workshop.	"	Communications materials	8/1/2021	7/31/2022	n/a	n/a	Valley Vision
	Activity 2	Record, summarize, and deliver all information needed for progress reporting.	"	Financial and performance reports.	8/1/2021	7/31/2022			Valley Vision
	Activity 3	Provide the annual audit report.	"	Annual audit report	6/1/2022	7/31/2022			CPA
	Activity 4		"						