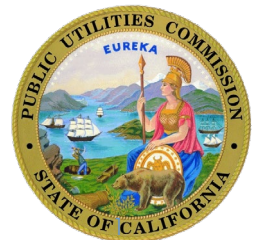


California Advanced Services Fund (CASF) Adoption Account

Provides grants to increase publicly available or after-school broadband access and digital inclusion, such as digital literacy training programs.

Staff's statements during the presentation express Staff's views only, and do not necessarily represent the views of the CPUC, its commissioners, or the State of California. Please follow CPUC rules adopted in Decision (D.) 22-05-029 for Broadband Adoption Account.

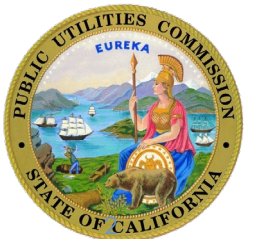


Welcome and Introductions

What is being covered?

**Introductions of Commission
Staff**

Account email: casf_adoption@cpuc.ca.gov

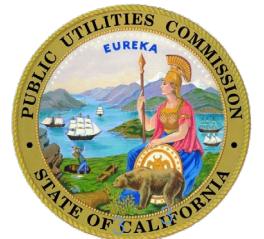


Overview of the Program – what is funded

- Education and outreach efforts and materials
- In Classroom and Take-home computing devices, computer software, printers, and hot spots (non-residential only)
- Technical support
- Desks and chairs
- For Digital Literacy Projects, curriculum preparation and distribution



- Network routers, switches, modems, and cabling deployed for the purpose of establishing a space for broadband access or digital literacy
- Staffing including digital literacy instructors, staff for monitoring the designated space, or staff for administering call centers
- Administrative costs

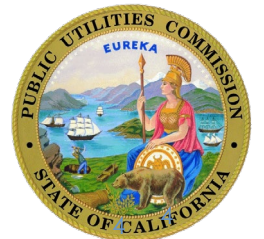


Overview of the Program – Expectations

- Grantees have a maximum of six months to complete a ramp up period – a ramp up period is not required
- Grantees have a maximum of two years to complete their projects
- Grantees can complete early if they have met their program goals
- Grantees are required to submit a year 1 and year 2 report, and a ramp up report if the grantee has a ramp up period



- Grantees can ask for a maximum of three payment requests – a last payment request must be submitted with the year 2 report; otherwise, the payment requests can be submitted irrespective of when the ramp up or year 1 report is submitted
- Payment is based on the grantee meeting their performance goals



Documents for Funded Projects

Administrative Manual (details standard procedures such as for project reporting and payment requests) and the Adoption Account Guidelines:

- [Adoption Account Administrative Manual](#)
- [Adoption Account Guidelines](#)

Forms Required to be Submitted for Reporting and Payments:

- [CASF Adoption Account Ramp Up and Year 1 Reporting Template](#) (Word document) for a narrative description of project activities and accomplishments for the ramp up and year 1 periods only
- [CASF Adoption Account Completion Reporting Template](#) (Word document) for a narrative description of project activities and accomplishments to be submitted on project completion
- [CASF Adoption Account Budget Details and Payment Request \(DL and BA projects\)](#) Excel workbook to report on the status of the reporting period milestones, as well as request payment for relevant expenses to date (for all projects except call center projects)
- [CASF Adoption Account Budget Details and Payment Request \(Call Center projects\)](#) Excel workbook to report on the status of the reporting period milestones, as well as request payment for relevant expenses to date (for call center projects only)





Reporting and Payment Forms

Overview

The current reporting forms are located on the Adoption Account website

<https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account>

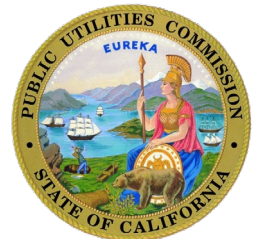
Reporting forms consist of

- A document to record narrative information for your reporting period where you will report on activities (including dates of events)
- An Excel Workbook that records all information pertinent to your payment request

You must also submit supporting documentation

If you submit a payment request outside of the reporting period, please submit your last narrative report (updated, if necessary, to justify payment)


You may submit a report without a payment request; in this instance, there is no need to provide the Excel Workbook



Completing the narrative report

CASF

Broadband Adoption Account RAMP UP OR YEAR 1 REPORT

Grantee Name:	Great Harvest Community Center
Project Name:	Home Kunnect Program
Project #:	22ADT022 Adelanto Elementary
Award Amount:	\$75,300
CASF Payments received to date (\$):	\$0
Current Reporting Period (MM/YY - MM/YY):	10/03/22 - 11/07/22
Report Date (MM/DD/YY):	11/7/22
Ramp Up or Year 1 report?	RAMP UP
Payment requested with this report (yes/no)?	YES \$11,903.40
Certification:	<p><u>Name:</u> Gregory Walker</p> <p><u>Signature:</u> </p>
<p>I certify to the best of my knowledge that all statements and representations made in this report are true and correct under penalty of perjury.</p>	

Project Summary

1. (If applicable) describe any training or computer room set up including setting up any local network and/or devices during the reporting period.

Computer Techs are verifying operational status of refurbished Chromebooks' hardware and software functionality, as well as external wear marks.

Computer Technicians are applying custom configurations to Chromebooks and adding access to Google Docs, Sheets, and Presentations. Adding proprietary graphics to inform clients of contact information for Great Harvest Community Center.

2. (If applicable) describe and software or software/network/online platform set up during the reporting period.

Web Admins are migrating Great Harvest Community Center Training curriculum (English, Spanish) to the Articulate platform for the Articulate 360 Self-paced Portal to allow clients to have access to continuing education and review and retake quizzes for Computer Basics, Internet Basics, MS Word Resume Writing, and MS Excel Basic Budget. They are also creating Google Forms (English, Spanish) for online client registrations for scheduled Digital Literacy workshops.



Completing the narrative report (continued)

3. (If applicable) list all outreach events during the reporting period. If submitting for payment, please update Table 8c in the Payment Detail and Budget Request workbook and leave this blank.

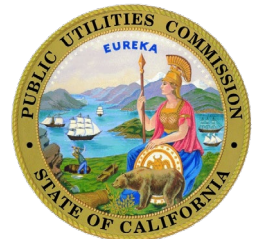
Date	Location	# Participants
N/A		

10. Project data - participation (to date):

Projected number of participants	Number of participants who completed at least 8 hours of instruction or were provided access	Number of project participants who subsequently subscribed to broadband	Number of participants trained who received a device
N/A			

11. Project performance support documents (from the reporting period)

No.	DOCUMENT	DOCUMENT SUBMITTED (YES/NO)	COMMENT
A	Outreach materials (Broadband Access and Digital Literacy projects)		N/A
B	Class Schedule (Digital Literacy Projects)		N/A
C	Curriculum (Digital Literacy Projects)		N/A
D	Class Participation (Digital Literacy Projects) class sign-in sheets		N/A

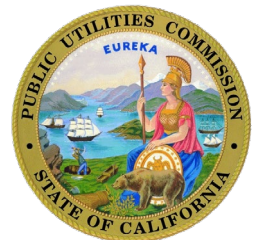


Completing the narrative report (additional material for completion report)

- | |
|--|
| 2. Specific to the entire project, please list the milestones listed in your workplan and how you met those milestones. Please include timeframes. |
| 3. Please state the intention of the project, summarize the work done, and state how the work completed fulfilled the stated intention: |

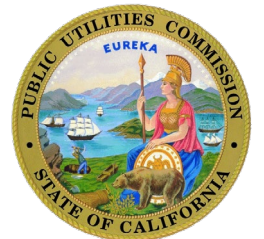
7. Project performance support document		
No.	DOCUMENT	DOCU SUBM (YES)
A	For the reporting period - Class Schedule (Digital Literacy Projects) or Broadband Access Schedule	
B	For the reporting period - Class participation (Digital Literacy Projects) sign-in sheets	
C	For the project – Please provide a list of all computing devices purchased in the Budget Detail and Payment Request workbook, including device type information their serial numbers. For any take-home	

	devices, indicate information on when the device was distributed (only distributed devices can be reimbursed for).	
D	For the project - An itemized list of materials purchased and reimbursed for (at what amount – previous payment requests documentation can be provided)	
E	For the project - Project participants survey	
F	For the project (optional) – Any photographs of activities and locations associated with the project.	



Completing the Budget Excel Workbook - Overview

Tab Name	Description	Required for Digital Literacy (DL)?	Required for Broadband Access (BA)?
Table 1 - Summary	Project overview budget	Yes	Yes
Table 2a - Payment Devices	Payment detail devices	Yes if any devices purchased	Yes, if in classroom devices or hotspots purchased
Table 2b - Program Implementation	Payment detail other than devices	Yes, if asking reimbursement	Yes, if asking reimbursement
Table 3 - Direct Labor Outreach	Payment worksheet for labor - outreach activities	Yes, if asking reimbursement	Yes, if asking reimbursement
Table 4 - Direct Labor Instr	Payment worksheet for labor - DL instruction	Yes, if asking reimbursement	No
Table 5 - Install Dev	Payment worksheet for labor to install devices	Yes, if asking reimbursement	Yes, if asking reimbursement
Table 6 - Other Staff	Payment worksheet for labor for other staffing	Yes, if asking reimbursement	Yes, if asking reimbursement
Table 7 - Administrative Costs	Payment worksheet for administrative costs	Yes, if asking reimbursement	Yes, if asking reimbursement
Table 8a-Participation (DigLit)	Worksheet recording participation in DL classes	If relevant, yes	No
Table 8b-Participation (Access)	Worksheet recording participation - BA	No	If relevant, yes
Table 8c- Outreach Events	Worksheet recording participation - outreach	If relevant, yes	If relevant, yes
Table 9a - Device Tracking (TH)	Worksheet recording take-home device distribution	If relevant, yes	No
Table 9b - Device Tracking (IC)	Worksheet recording in-classroom device installation	If relevant, yes	If relevant, yes



Completing the Budget Excel Workbook

Be sure and input identifying information

PROJECT NAME:	Adelanto Elementary District				
PROJECT NUMBER:	22ADT022				
GRANT AMOUNT:	\$75,300.00				
CASF Adoption Project Cost Summaries to date (inclusive of this payment)					
	Devices	Program Implementation Costs	Project Total Cost		
ALL COSTS					
Payment Request 1	\$ 10,000.00	\$ 1,903.40	\$ 11,903.40		
Payment Request 2			\$ -		
Completion Report			\$ -		
	\$ 10,000.00	\$ 1,903.40	\$ 11,903.40		
			TOTAL PROJECT COSTS		
PAYMENT REQUESTS					
Payment 1	\$ 10,000.00	\$ 1,903.40	\$ 11,903.40		
Payment 2			\$ -		
Final Payment			\$ -		
TOTAL CASF INVOICE	\$ 10,000.00	\$ 1,903.40	\$ 11,903.40		
			Total Payment		
Match (15%)	\$ -	\$ -	\$0.00		
			Match to date		
			\$ 1,785.51		
			15% Match (

Input all costs on top and what is being requested for payment on bottom. The difference between the two is the match.

Note that Match will have to be provided in future payments



Completing the Budget Excel Workbook - Devices

Invoice provided

Computing Devices and Hot Spots - Only						
Expense Item (as listed in your application)	Expense Description (Please be specific in description so that it matches invoices provided)	Total Approved Device/Hotspot Budget Amount	Reimburse ments Paid To Date	Expenses Incurred this reporting period	Payment Request for devices this reporting Period	Notes/ Reference to Invoice #
<i>In-Classroom Computing Devices (maximum subsidy \$750 per device and \$11,250 per project)</i>						
<i>provided to participants (inclusive of computer warranty) (maximum subsidy \$300 per device and \$40,000 per project)</i>	50 Refurbished Chromebooks x \$200 each	\$ 40,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	HIT4021
<i>Hot Spots (maximum \$300 per device and \$20,000 per project)</i>						
Totals		\$40,000.00	\$0.00	\$10,000.00	\$10,000.00	

Index	Table 1 - Summary	Table 2a-Payment Devices	Table 2b
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If expenses for devices are above the grant subsidy, the remainder can be used for the match under the program implementation tab



Completing the Budget Excel Workbook – Program Implementation

Invoice provided

Expense Item (as listed in your application)	Expense Description (Please be specific in description so that it matches invoices provided)	Reimbursements Paid To Date	Expenses Incurred this reporting period	Requested Reimbursement program implementation for this reporting Period	Match Funds program implementation this reporting period (note, matching funds is required for the entire project, not each budget line item)	Notes/ Reference to Invoice #
Staff for Outreach - See Table 3	See Table 3					
Staff for Instruction - See Table 4	See Table 4					
Staff for Equipment Installation	See Table 5		400.00	400.00		
Cabling						
Computer Software			650.00	650.00		ARTR279012
Administrative costs - cannot be more than 15% of total reimbursement for the grant.	See Table 7		853.40	853.40		
Totals		\$0.00	\$1,903.40	\$1,903.40	\$0.00	

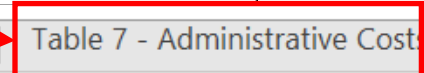
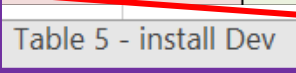
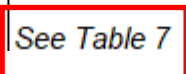
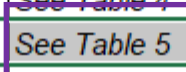
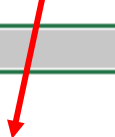


Table 2b-Program Implementation | Table 3 - Direct Labor Outreach | Table 4 - Direct Labor inst | Table 5 - install Dev | Table 6 - Other Staff | Table 7 - Administrative Costs

match
Funding for devices (Table 2a) exceeding capped amounts

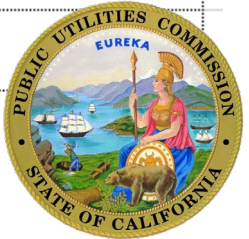
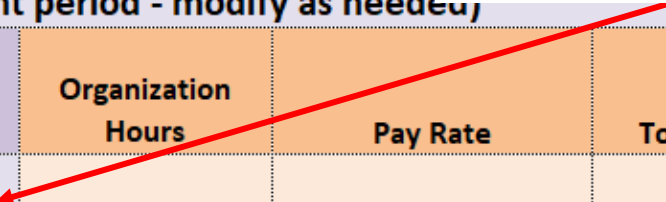
Note line item for accounting for match funds specific to devices



Completing the Budget Excel Workbook – Program Implementation – sub-items examples

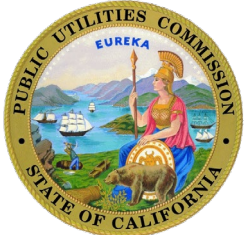
EQUIPMENT INSTALLATION DIRECT COSTS FOR LABOR (this payment period - modify as needed)								
RAMP UP		TIMEFRAME	CONTRACTOR INVOICE AMOUNT	ORGANIZATION PAYROLL AMOUNT	CONTRACTOR INVOICE NU	Organization Hours	Pay Rate	Total Payroll
Computer Install Techs			\$ 400.00	\$ -	#275231	16	\$25.00	\$ 400.00
2 x 8 hrs days x 30				\$ -				\$ -
(continue)				\$ -				\$ -
TOTAL			\$ 400.00	\$ -				
TOTAL RAMP UP COST				\$ 400.00				
PROGRAM IMPLEMENTATION		TIMEFRAME	CONTRACTOR INVOICE AMOUNT	ORGANIZATION PAYROLL AMOUNT				
(position description)				\$ -				\$ -
(continue)				\$ -				\$ -
TOTAL			\$ -	\$ -				
TOTAL PROGRAM IMPLEMENTATION COST				\$ -				
A - TOTAL COSTS LABOR FOR EQUIPMENT INSTALLATION				\$ 400.00				
B - TOTAL PAYMENT REQUEST COSTS LABOR FOR EQUIPMENT INSTALLATION								
TOTAL MATCH COSTS LABOR FOR EQUIPMENT INSTALLATION (LINE A - LINE B)				\$ 400.00				

Invoice provided



Completing the Budget Excel Workbook – Program Implementation – sub-items examples

ADMINISTRATIVE COSTS (modify as needed)						
POSITION	RELATION TO PROJECT	RATE	HOURS	TOTAL PAYOUT	TIMEFRAME	REFERENCE (if applicable)
Program Manager	Program Manager	\$100.00	4.267	\$426.70	Oct 3 - Nov 7	GHCC1213
CEO	Admin Operations	\$100.00	4.267	\$426.70	Oct 3 - Nov 7	GHCC1213
TOTAL ADMINISTRATIVE COSTS LABOR		\$853.40				
MATERIALS						
DESCRIPTION	COSTS	INVOICE NU				
TOTAL ADMINISTRATIVE COSTS MATERIALS		\$ -				
A - TOTAL ADMINISTRATIVE COSTS		\$853.40				
B - TOTAL PAYMENT REQUEST ADMINISTRATIVE COSTS						
TOTAL MATCH ADMINISTRATIVE COSTS (LINE A - LINE B)		\$853.40				



Completing the Budget Excel Workbook – Device Tracking

Take Home Computing Device Tracking Sheet

Recipient Name or Other Identification	Recipient Resides in what Town/City and California County?	Computing Device Brand and Model	Computing Device Serial No.	Class Start Date	Class Completion Date	Date Device Received	Does Recipient Meet Income Requirements? (Y/N)
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GHCC Home Kunnect Program - Take-Home Device Asset Tags (RAMP-UP)

22ADT022

District	CASF_Award	AssetTag	Device_Type	Ordered	Received	Distributed
Adelanto Elementary	22ADT022	P22122501001	Take-home			
Adelanto Elementary	22ADT022	P22122501002	Take-home			
Adelanto Elementary	22ADT022	P22122501003	Take-home			



Completing the Budget Excel Workbook – Participation

PROJECTED NUMBER OF PARTICIPANTS: 200						
Participation (Digital Literacy) (if applicable)						
	Date	Course # or Name	# Participants Enrolled	# Participants that Completed 8 Hour Training	# Participants that Received a Take Home Computing Device	# Participants that Signed up For Service
Period						
	Subtotal 1		0	0	0	0
Period						
	Subtotal 2		0	0	0	0
Period						
	Subtotal 3		0	0	0	0
Total			0	0	0	0

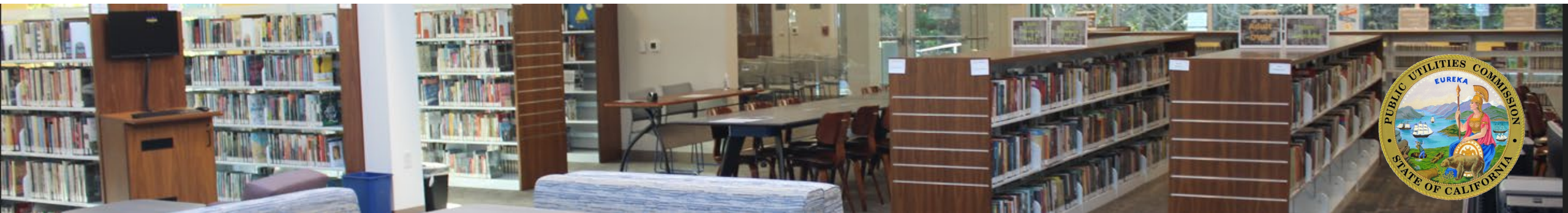


Completing the Budget Excel Workbook – Submission

Submit reports and payment request to casf_adoption@cpuc.ca.gov

The time for staff to process a payment may be up to a month (dependent upon whether or not materials submitted are complete).

Once issued to the Fiscal Department, payment may take an additional three weeks.



Adjustments to Project Budgets, Workplans, and Schedule

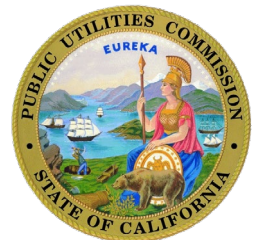
Modifications can be made to approved budget line items without prior authorization if

- The modifications do not exceed the overall adopted project budget
- Modifications are unrelated to the budget for classroom or take-home devices, including hotspots

Milestone /activity timelines can be made without prior authorization if

- The changes do not cause the project timeframe to exceed the overall adopted project timeframe

While prior approval is not required for these modifications, the applicant must notify the Communications Division by e-mailing CASF_Adoption@cpuc.ca.gov within 30 days of making such changes



Adjustments to Project Budgets, Workplans, and Schedule (continued)

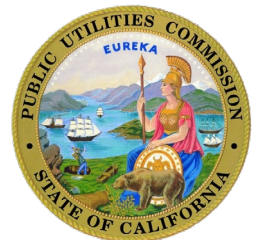
- Grantees must notify the Director of Communications Division as soon as they become aware they may not be able to meet the project deadline
- Send a request (addressed to the Director) to cd_director@cpuc.ca.gov. and cc william.goedecke@cpuc.ca.gov and the Adoption Account email address casf_adoption@cpuc.ca.gov. State the reasons for the need of an extension and indicate when you think the project will be complete.

Address to:

Mr. Robert Osborn, Director, Communications Division

California Public Utilities Commission

505 Van Ness Avenue San Francisco, CA 94102



Q & A





Thank you for your participation in the CASF Adoption Account
Please email casf_adoption@cpuc.ca.gov with any questions regarding
the program requirements.

