



**GOVERNING BOARD MEETING**  
**MEETING AGENDA**

**Central Sierra Economic Development District Board of Directors**  
Thursday, February 15, 2024 (9:30am)

**Teleconference (Non-voting Attendees):** **In-Person (Primary Location):**  
<https://us02web.zoom.us/j/6067573943> 197 Mono Way, Suite B  
 Phone audio: (669) 900-9128 Sonora, CA 95370  
 Meeting ID: 606 757 3943 (209) 588-1150

<b><i>In-Person (Amador):</i></b> 1 Prosperity Court Sutter Creek, CA 95685 (209) 267-5590	<b><i>In-Person (Calaveras):</i></b> 7 Main Street San Andreas, CA 95249 (209) 754-4242	<b><i>In-Person (Mariposa):</i></b> 5362 Lemee Lane Mariposa, CA 95338 (209) 966-3643	<b><i>In-Person (Alpine):</i></b> 99 Water St (Board Chamber) Markleeville, CA 96120 (530) 694-2281
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CSEDD Governing Board Members (12):

JPA Member Agency	Elected Board Member	Citizen Board Member
Alpine County	Terry Woodrow, Supervisor	JT Chevallier
Amador County	Frank Axe, Supervisor	Karen Warburton
Calaveras County	Benjamin Stopper, Supervisor	Kathryn Gallino
Mariposa County	Rosemarie Smallcombe, Supervisor	<Open>
Tuolumne County	Jaron Brandon, Supervisor	Robbie Bergstrom
City of Angels Camp	Alvin Broglio, Council Member	
City of Sonora	Suzanne Cruz, Council Member	

**1. CALL TO ORDER**

1.1. Roll call / Establish quorum

**2. ORAL COMMUNICATION**

The Public may speak on any item not on the printed agenda. No action may be taken. [Gov. Code § 54954.2(b)(2)]

**3. CONSENT AGENDA**

The following Consent Agenda items are expected to be routine. They will be acted upon by the District Board at one time. Any Board Member, staff member or interested person may request that any Consent items be removed for discussion.

3.1. Approval of Minutes of the December 11, 2023 CSEDD Governing Board Meeting

**4. ACTION ITEMS**

4.1. Election of 2024 Board Chair and Vice-Chair

4.2. Approve entering into contract with TEKsystems to administer and implement the California Public Utilities Commission (CPUC) CASF Rural and Urban Regional Broadband Consortia Grant Account

(Consortia) funds in compliance with the requirements of the CPUC, pursuant to the Request for Proposals (RFP) <https://www.csedd.org/procurements>.

- 4.3. Approve MLJT hiring an Economic Development Coordinator dedicated to CSEDD projects and executing the CA Jobs First contract

**5. INFORMATION/DISCUSSION ITEMS**

- 5.1. Update on the CA Jobs First Regional Planning Grant (Sierra Business Council)
- 5.2. Update on Eastern Sierra K-16 Planning Grant (Amy Frost)
- 5.3. Board member topics of interest (Roundtable)

**6. 2024 MEETINGS** (all 9:30am – 11:00 am)

May 16, August 15, November 14

**7. ADJOURN**



**GOVERNING BOARD MEETING**  
**MEETING MINUTES**

**Central Sierra Economic Development District Board of Directors**  
Monday, December 11, 2023 (1:00pm)

**Teleconference (Non-voting Attendees):** **In-Person (Primary Location):**  
<https://us02web.zoom.us/j/6067573943> 197 Mono Way, Suite B  
 Phone audio: (669) 900-9128 Sonora, CA 95370  
 Meeting ID: 606 757 3943 (209) 588-1150

**In-Person (Amador):** 1 Prosperity Court  
Sutter Creek, CA 95685  
(209) 267-5590

**In-Person (Calaveras):** 7 Main Street  
San Andreas, CA 95249  
(209) 754-4242

**In-Person (Mariposa):** 5362 Lemee Lane  
Mariposa, CA 95338  
(209) 966-3643

**In-Person (Alpine):** 99 Water St (Board Chamber)  
Markleeville, CA 96120  
(530) 694-2281

**1. CALL TO ORDER**

1.1. Roll call / Establish quorum

JPA Member	Member Name	Present	Absent
Alpine County Supervisor	Terry Woodrow	X	
Alpine County Citizen Member	JT Chevallier	X	
Amador County Supervisor	Frank Axe	X	
Amador County Citizen Member	Karen Warburton	X	
Calaveras County Supervisor	Benjamin Stopper (Chair)	X	
Calaveras County Citizen Member	Kathryn Gallino	X	
Mariposa County Supervisor	Rosemarie Smallcombe	X	
Mariposa County Citizen Member	<Open>		
Tuolumne County Supervisor	Anaiah Kirk	X	
Tuolumne County Citizen Member	Robbie Bergstrom	X	
City of Angels Camp	Caroline Schirato, Council Member	X	
City of Sonora	Suzanne Cruz, Council Member	X	

**Guests:** Courtney Farrell (Chico), Ben Vandersluis (Chico), Tom Crosby (Tuolumne County Business Council)

**2. ORAL COMMUNICATION**

*None*

**3. CONSENT AGENDA**

3.1. Approval of Minutes of the November 09, 2023 CSEDD Governing Board Meeting  
*Minutes approved. (M) T. Woodrow, (S) S.Cruz, ayes carried, 1 abstain.*

**4. ACTION ITEMS**

- 4.1. Approve the final 2024-2029 Comprehensive Economic Development Strategy (CEDs) and CEDs Technical Report, subsequent to the 30-day public review/comment period, and authorize submission to the Economic Development Administration for final review.

<https://www.csedd.org/ceds-2024>

*2024-2029 CEDs and Technical Report, subsequent to the 30-day public review/comment period, approved. (M) K. Gallino, (S) T. Woodrow, ayes carried.*

**5. INFORMATION/DISCUSSION ITEMS**

- 5.1. 2023 Broadband Utility Zone (CSBUZ) Contract Services for California Advanced Service Funds (CASF) Consortia Grant Implementation RFP <https://www.csedd.org/procurements>

*D. Thoeny notified the board that the RFP has been extended to 12/11/23, 5pm, at the request of a prospective respondent. No other responses have been submitted. Once the expected response is submitted, CSEDD Staff will notify the RFP Evaluation team, to be made up of K. Gallino, K. Warburton, and J. Chevallier.*

- 5.2. Discussion on the future framework for CSEDD (Dave Thoeny & Ben Stopper)

*The CSEDD Board was in agreement that CSEDD must work with a 3<sup>rd</sup> party contractor (instead of CSEDD becoming an Employer) if the decision to rejoin the ED is pursued.*

- 5.3. Update on the Community Economic Resilience Fund (CERF) Regional Planning Grant – Sierra Business Council

*R. Bergstrom announced that the application has been submitted for the catalyst portion of the grant. The catalyst grant will provide initial funding to get projects off the ground. Sierra Business Council is requesting project submissions, which will be used to create a matrix for additional implementation funding. Kathy also shared that CERF will be changing this grant name to CA Jobs First.*

- 5.4. Update on Eastern Sierra K-16 Planning Grant – ARCHES or Amy Frost

*Dave Thoeny shared that the goal of the K-16 Planning grant is to align it's career pathways with the CA Jobs First grant.*

- 5.5. Board member topics of interest (Roundtable)

*None*

**6. 2024 MEETINGS (all 9:30am – 11:00 am)**

February 15, May 16, August 15, November 14

**7. ADJOURN**



# DIRECTOR'S REPORT

CSEDD Board of Directors Meeting – February 15, 2024





# CSEDD FUNDING

- Recurring
  - Currently \$17,400 annually
  - Possibly \$140,000 (with EDA Partnership Planning Program)
- CA Jobs First (CERF) Grant
  - \$250,000 (Through 9/24)
  - Possibly more at CERF implementation
- CASF Consortia Grant
  - \$595,650 (Through 12/25)
  - Contracting with a dedicated CASF Coordinator



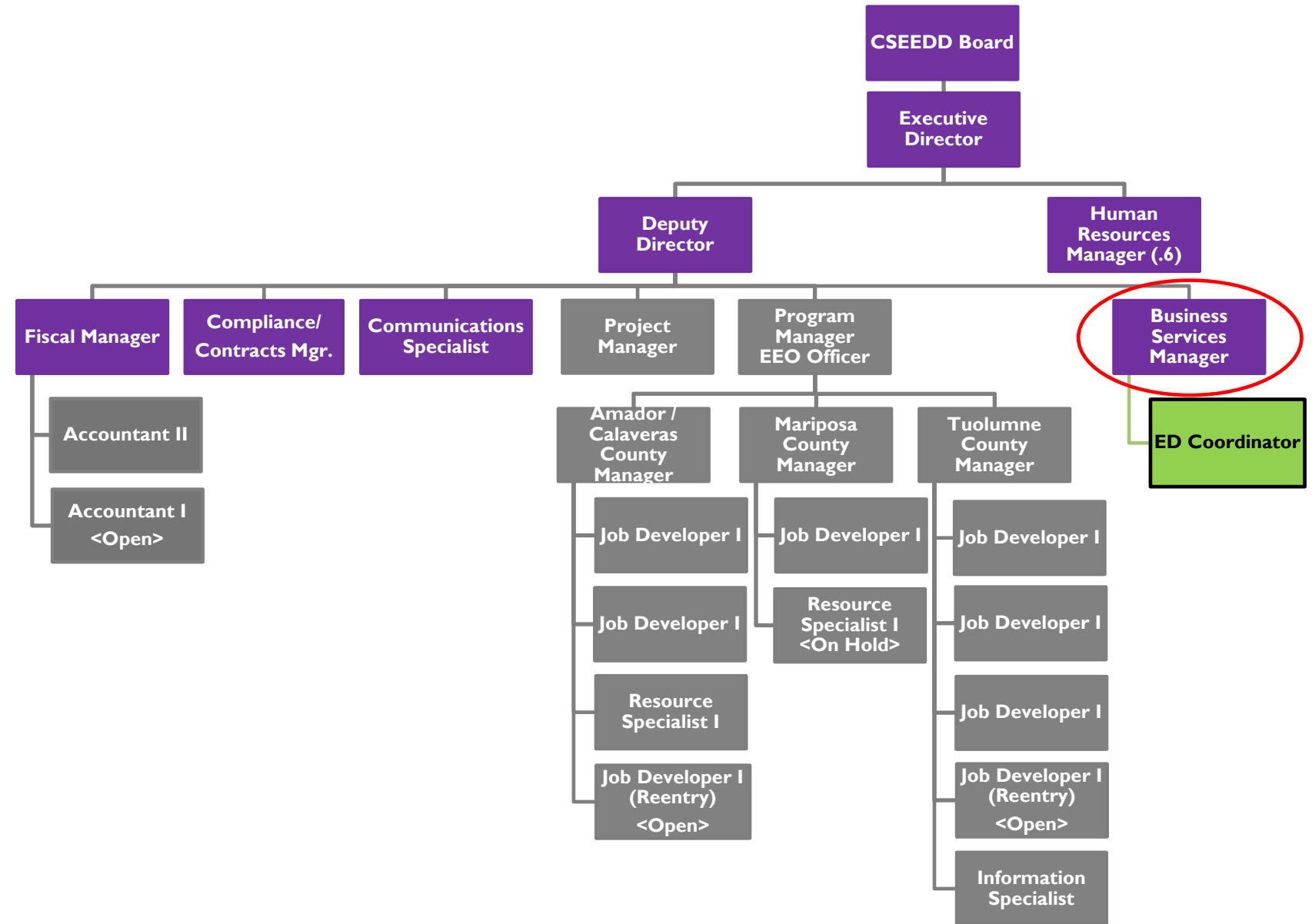
# FOR DISCUSSION

- MLJT hire staff dedicated to CSEDD
  - MLJT carries employer liabilities and management burden
  - Manage CSEDD CEDS and special grants
  - Covered under CSEDD-MLJT administration contract (confirmed by county counsel)
- Funding / Sustainability
  - Short-term: Funded by CA Jobs First (Contract)
  - Long-Term: EDA Partnership Planning Program
    - CA Jobs First (Catalyst or other grants) will handle non-federal match

# ORG CHART

## Economic Development Coordinator

- Under new Business Services Manager
- Focus on Industry, Economic Development
- Measured on Business Goals
- Enable long-term CSEDD Sustainability
- NEW FUNDING SOURCES!







## Economic Development Coordinator

<b>Hiring Range:</b>	\$ 53,461.20 to \$ 71,640.58
<b>FLSA Status:</b>	TBD
<b>Department:</b>	Business Services
<b>Reports To:</b>	Business Services Manager

### Position Summary:

Under the general direction of the Business Services Manager, the Economic Development Coordinator (EDC) spearheads the implementation of economic development strategies, establishes and nurtures relationships with businesses in targeted sectors, and collaborates with local stakeholders to address strategic business needs. The EDC is the primary liaison and support for local businesses within the Central Sierra Economic Development District (CSEDD), Mother Lode Job Training (MLJT), and the Mother Lode Workforce Development Board (MLWDB).

This role entails promoting CSEDD, MLJT, and MLWDB activities to the business community and cultivating relationships with employers, educators, economic developers, local elected officials, community-based organizations, and representatives from other workforce boards for collaborative projects.

The EDC must possess strong communication and facilitation skills to cultivate enduring partnerships crucial for organizational success. The EDC should demonstrate exceptional leadership, analytical, oral, and written communication skills and exhibit initiative, autonomy, and follow-through. Exceptional interpersonal skills and a high degree of integrity and professionalism are imperative.

A solid and evolving understanding of federal, State, and program policies, procedures, functions, and regulations is essential. The ability to assimilate new information quickly and stay abreast of legislative changes is crucial.

Promotion is merit-based and contingent upon the recommendation of the Business Services Manager, subject to approval by the Human Resources Manager.

### Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. Reasonable accommodation may be made to enable individuals with disabilities to perform

essential functions. The list below is intended to describe the general nature and level of work being performed by employees of this classification and is not to be construed as an exhaustive list of all job duties.

- **Economic Development:**
  - Lead the execution of the Comprehensive Economic Development Strategy (CEDS) and economic development strategies in alignment with the CA Jobs First (CERF) contract.
  - Collaborate with the Business Services Manager to identify and prioritize economic development opportunities contributing to the region's growth.
  - Facilitate the integration of economic development initiatives into the broader organizational goals of the Central Sierra Economic Development District (CSEDD).
- **Community Engagement and Stakeholder Management:**
  - Participate in High Road Transition Collaborative (HRTC) meetings and subcommittee meetings to assist in aligning the CA Jobs First projects with the CEDS.
  - Identify and engage community stakeholders, providing necessary data to support CA Jobs First efforts.
  - Create a network of existing partners and their plans to demonstrate synergies, potential, and challenges.
  - Clarify opportunities for collaborations and partnerships.
  - Engage with local governments, special districts, and other groups on the Westside of the CA Jobs First region.
  - Engage with the CA Jobs First Eastern Coordinator to identify potential for collaboration.
  - Provide an overview of disinvested communities, their economic barriers, and plans for outreach.
- **Labor and Workforce Dynamics Analysis:**
  - Capture snapshots of the region's labor and workforce dynamics, major employers, occupations, and wages.
  - Identify industry-specific labor standards aligned with high-road priorities.
  - Assess barriers limiting access to high-quality jobs.
  - Provide insights into relevant training, industry-driven programs, apprenticeships, and high-road training partnerships.
- **Strategic Industry Initiatives:**
  - Collaborate with the Workforce Development Business Services team to design solutions aligned with the Comprehensive Economic Development Strategy (CEDS).
  - Coordinate with employers and educational institutions to develop demand-driven training programs, addressing industry competitiveness.
  - Design, plan, and implement On-the-Job Training (OJT), Incumbent Worker Training (IWT), and Contract Training programs tailored to industry needs.
  - Integrate strategic initiatives into the broader workforce development framework, facilitating outreach, recruitment, and training for sustainable High Road jobs.

- **Data Capture and Analysis:**
  - Assist in capturing snapshots of major industries, industry trends, and projections.
  - Conduct an in-depth analysis of potential growth clusters based on the Westside's comparative advantages.
  - Measure potential job growth within industries and identify at-risk sectors.
- **Leadership, Networking and Benchmarking:**
  - Attend meetings, conferences, and seminars as requested.
  - Participate in statewide and local Business Services and Economic Development Representative meetings.
  - Benchmark activities to facilitate the presentation and adoption of best practices.
  - Assist in writing grants and technical proposals.
  - Train staff in Economic Development strategies and delivery of industry-driven programs.

### Job Specific Core Competencies:

- **Project Management:** Develops and coordinates project plans; monitors and executes project steps to meet deliverables; accurately anticipates the implications of events or decisions for various stakeholders in the organization and plans strategy accordingly; develops systems and processes for the program; builds commitment and overcomes resistance; completes projects on time; takes constraints and opportunities into account when setting goals and making plans for the agency; adopts appropriate work methods, systems, and processes for achieving goals; ensures that goals, structure, strategy, and work methods all fit well together.
- **Strategic Planning:** In coordination with the Senior Management team, sets vision and operative goals for the agency and establishes a system of measuring effectiveness of goal attainment; handles resistance to change and facilitates implementation of successful change actions; solves problems creatively through critical reflection, problem analysis, risk assessment and rewarding innovation; involves knowledge and skills in using processes such as delegation and information sharing to enhance staff ownership and empowerment over their task and performance; organizes people and resources to align with the agency's strategic plan.
- **Communication:** Fosters open communication within agency and outside of the organization; demonstrates tact while ensuring accountability and results; uses appropriate channels to communicate; coaches effectively to ensure the goals of MLJT/CSEDD are met; effectively communicates orally and in writing; asks questions for clarification; builds consensus and seeks the cooperation of others when working with other parties/units; recognizes and manages difficult relationships by stressing the importance of valuing diverse viewpoints; manages conflict by focusing on underlying interests rather than stated positions; deals with issues rather than personalities and does not make things personal; is clear and convincing when making presentations to external audiences; adapts presentation to the audience when speaking or presenting; listens carefully to different audiences in order to understand their key points and major concerns; frames issues so that different audiences can understand them; makes effective use of new technologies and platforms for communication.
- **Results Oriented:** Drives for results; meets difficult challenges with resourcefulness to see issues through to completion; has a strong sense of urgency about overcoming obstacles

and getting work done; approaches issues from a holistic and team perspective; seeks opportunities to develop experience and knowledge.

- **Change Management:** Creates and manages change; assists the executive team in setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change, and facilitating implementation of successful change actions; develops and uses different methods to help employees to react to change positively; actively embraces change efforts and initiatives to improve unit performance; works with others to identify creative ideas to manage change in the unit; works to build support, remove organizational barriers and get the necessary resources to implement change.
- **Economic and Workforce Development Structure, Policies, And Programs:** Demonstrates knowledge of federal, State, and local workforce development programs, funding guidelines, and workforce development roles in economic development; interprets and applies rules and regulations; relates public workforce development and economic development policy, initiatives, and funding sources with the current system; understands how the personal role and responsibility of the workforce professional strengthens the larger economic development system.
- **Technology Intelligence:** Operates office equipment including computers and supporting software including Microsoft 365 (Excel, SharePoint, Word, Teams, Outlook, Power Point, OneNote, etc.), Zoom, and database/cloud applications; adapts to changing technologies and learns the functionality of new equipment and systems.
- **Attention to Detail:** Applies and accepts constructive feedback; demonstrates thoroughness in accomplishing/completing a task showing concern for all areas involved, no matter how small; reviews work to ensure data/information is complete and error free by double checking spelling, grammar, and numbers for accuracy; plans and organizes time/resources efficiently, including the ability to bring together different elements in order to achieve results or accomplish tasks; follow up with others (on own work or that of others) to ensure that commitments have been fulfilled.

### Organizational Core Competencies:

- **Dependability:** Adheres to expectations of attendance and punctuality; minimizes unplanned absences and maintains pre-set schedule unless advance notice and approval has occurred; shows consistency in actions; performs timely office administration tasks such as submitting timesheets and mileage as to minimize negative impact to other units; understands the importance of accountability and record maintenance.
- **Teamwork:** Builds appropriate rapport and constructive relationships; uses communication skills and teamwork to maximize opportunities; engages colleagues, agencies, and partner associates in a positive, professional manner; builds team orientation including participative decision making and open and effective communication; fosters team cohesion by getting involved in the day-to-day events of the unit; provides the information the teams need to achieve their goals and objectives; involves team members in decision making when their commitment is important for implementation.
- **Problem Solving:** Analyzes situations accurately and adopt an effective course of action in day-to-day and emergency situations; solves problems creatively involves knowledge and skills in fostering creative problem solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation; uses innovative methods and technologies to get things done; reframes or restructures problems in a different way, when necessary, to solve them; willing to try radically different ways of solving a problem even if it has never been done before; uses collaborative approaches to increase creativity and innovation; carefully weighs the priority of things to be done; takes responsibility for

decisions within his/her control; leverages resources from internal / external customers; possesses analytical and observation skills that coupled with knowledge and information can lead to effective problem-solving assistance; seeks additional resources when needed for problem resolution; takes action required to prevent problem reoccurrence.

- **Internal Customer Service:** Identifies internal co-worker and partner needs and expectations to create positive interactions; listens to customer concerns and solicits feedback; places appropriate emphasis on “excellence” and “speed of response” in work performance; responds quickly to customer requests; understands the essential elements of a helping relationship, including rapport, trust, and mutual respect; treats all with respect; works with customers, colleagues, agencies, and partner associates in a positive, courteous, and professional manner.
- **Professional Development:** Accepts suggestions for performance improvement from the Senior Management team; seeks opportunities to work on teams to expand knowledge; seeks opportunities to engage in training opportunities; proactively educates self on trends, legislation, and regulations that may impact unit and MLJT/CSDD; utilizes resource network to benchmark similar activities of other WDBs or like agencies.
- **Program Implementation Principles And Strategies:** Demonstrates innovation and creativity in implementing program design, operation, and problem-solving; develops and coordinates project plans and project team; communicates changes and progress; establishes and communicates a shared vision, values, strategic goals, priorities, parameters, and accountability standards for the organization; fosters team environment internally and throughout the organization; plays a variety of task and relationship roles; uses indicators and established instruments to evaluate and document program performance and outcomes.

**Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Minimum Education	Preferred Education
High School Diploma or Equivalent	Four-year degree with an emphasis in legal studies, business, accounting, public policy, economics, human resources, management, or a related field.
Minimum Experience	Preferred Experience
An equivalent combination of four years of increasingly responsible experience that provides the desired knowledge and abilities as described herein.	A work background in economic development, policy interpretation, grant writing, labor market information, adherence to legal regulations, business administration, human services. Knowledge of federal, State, and local regulations, and related programs.

**License:** Driving is a requirement of this position. A valid California Driver’s License, personal automobile liability insurance, and a reliable vehicle are required.

**Supervisory Responsibilities:** TBD

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals with precision and fluency. Ability to effectively present

information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills and Knowledge of Software Programs:** Intermediate skills in Word, Outlook, PowerPoint, databases, and Excel. Intermediate knowledge of the use of the Internet for research and communications. Preferred typing speed is a minimum of 50wpm.

## Environment:

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Mobility* - frequent operation of computers and office equipment; repetitive motion; sitting for long periods, walking; occasional standing, pushing, pulling, bending, squatting, climbing stairs; occasional driving.

*Lifting* - Frequently 5 pounds or less; occasionally 5 to 30 pounds.

*Visual* - Constant good overall vision and reading/close-up work; frequent color perception and use of eye/hand coordination.

*Hearing* - Frequent telephone use, talking in person and virtually in Zoom or Teams.

*Dexterity* - Normal dexterity with frequent writing, keyboarding and repetitive motion.

*Emotional/Psychological* - Frequent decision making, concentration and public contact. Able to create/maintain professional boundaries and expectations. Must be able to handle situations requiring patience and the ability to adjust and adapt to frequent changes.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee will encounter moderate levels of stress for an office environment, due to the fast pace, high demand workload and emotionally charged clientele. The inability to cope with a stressful work environment does not constitute a protected disability.

The noise level is quiet to moderate, and typically the environment is an office setting or meeting environment. Employee is occasionally exposed to travel and outdoor weather conditions. May require working weekends, nights, and/or overtime. Employee may be exposed to clients that elevate emotionally charged problems or conflicts.

## Acknowledgements:

### ACKNOWLEDGMENTS:

I have reviewed and understand the above position guide and believe it to be accurate and complete.

I understand that CSEDD retains the right to change this position guide anytime.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here: (If none, so State): \_\_\_\_\_

\_\_\_\_\_

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is “at will,” for an unspecified duration, and may be terminated at any time by me or the company.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor


\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

REV 01/16/24





Central Sierra Economic Development District  
Broadband Utility Zone (CSBUZ)

# Contract Services for California Advanced Service Funds (CASF) Consortia Grant Implementation

February 9, 2024 – Revised Scope of Services

**Mark Knapton**

Business Development Manager  
TEKsystems Global Services  
200 N. Pacific Coast Highway, Suite 1500  
El Segundo, CA 90245  
Phone: (805) 557-1811  
Email: [mknapton@teksystems.com](mailto:mknapton@teksystems.com)

**Dave Thoeny**

CSBUZ  
197 Mono Way, Suite B  
Sonora, CA 95370  
Email: [dthoeny@mljt.org](mailto:dthoeny@mljt.org)



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**PROPRIETARY STATEMENT** The information in this document is proprietary and contains trade secrets and/or commercial or financial information that is privileged and/or confidential. No part of this document shall be disclosed outside of Central Sierra Economic Development District.

This document and the information in it shall not be duplicated, used, or disclosed in whole or in part for any purpose other than client evaluation. Provided a contract is awarded to TEKsystems Global Services, LLC, as a result of, or in connection with, the submission of this document, Central Sierra Economic Development District will have the right to duplicate, use, or disclose the data to the extent provided in the contract. This restriction does not limit Central Sierra Economic Development District's right to use information contained in this document if it is obtained from another source without restriction.

**ACKNOWLEDGEMENTS STATEMENT** TEKsystems Global Services, LLC, 7437 Race Road, Hanover, MD 21076 888-835-7978 [www.teksystems.com](http://www.teksystems.com). TEKsystems Global Services, LLC, is a TEKsystems, Inc., company. Certain names, products, and services listed in this document are trademarks, registered trademarks, or service marks of their respective companies. TEKsystems Global Services, LLC®, © 2024. TEKsystems, Inc. All rights reserved. Printed in USA 2024.

This RFP response is not a contractual document and a Statement of Work will be negotiated for actual work to be performed.

## 1. Cover Page

February 9, 2024

Dave Thoeny  
CSBUZ  
197 Mono Way, Suite B  
Sonora, CA 95370  
[dthoeny@mljt.org](mailto:dthoeny@mljt.org)

**Subject: Proposal to CSBUZ Contract Services for California Advanced Service Funds (CASF) Consortia Grant Implementation RFP – Revision to Scope of Services**

Dear Mr. Thoeny:

Enclosed is TEKsystems' revised response to CSBUZ's Contract Services for California Advanced Service Funds (CASF) Consortia Grant Implementation RFP. This revised response includes updates to Section 3 Scope of Work/Services and your TEKsystems point of contact.

This proposal is being submitted by:

Consultant's Name: TEKsystems Global Services, LLC

Title of Proposal: CSBUZ RFP Response\_TEKsystems

Date of Revision: February 9, 2024

TEKsystems appreciates the opportunity to participate in this RFP. Please feel free to contact me directly for any reason before or after your selection process.

Regards,

Mark Knapton  
Business Development Manager  
TEKsystems Global Services  
200 N. Pacific Coast Highway, Suite 1500  
El Segundo, CA 90245  
Phone: (805) 557-1811  
Email: [mknapton@teksystems.com](mailto:mknapton@teksystems.com)

## 2. Transmittal Letter

<b>Legal Name of the Organization</b>	TEKsystems Global Services
<b>Business Address</b>	HQ: 7437 Race Road, Hanover, MD 21076
<b>Authorized Contact Person:</b>	<b><i>Revised February 9, 2024</i></b>
<b>Name</b>	Mark Knapton
<b>Title</b>	Business Development Manager
<b>Address</b>	TEKsystems Global Services 200 N. Pacific Coast Highway, Suite 1500
<b>Email Address</b>	El Segundo, CA 90245
<b>Telephone Number</b>	Phone: (805) 557-1811 Email: <a href="mailto:mknapton@teksystems.com">mknapton@teksystems.com</a>

### 3. Scope of Work/Services

#### Scope of Services (revised February 9, 2024)

1. Collaborating with the Commission and other state agencies to engage regional consortia, local officials, ISPs, stakeholders, and consumers regarding priority areas and cost-effective strategies to achieve broadband access for all.
  - a. Utilize the Commission's broadband maps as relevant to the geographical areas.
  - b. Identify the Commission's mapping data improvement and work with the Commission to update the data/map.
  - c. Conduct marketing, outreach, and survey.
  - d. Collaborate with local and state agencies/organizations on broadband data collection for deployment priorities.
2. Identifying potential CASF infrastructure projects or potential broadband deployment projects related to new programs created under SB 156 and AB 164, 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.
  - a. Gather market data, undertake studies to identify priority areas.
  - b. Identify broadband provider offerings and identify key anchor institutions in consortia areas.
  - c. Develop gap analysis or other relevant analyses.
  - d. Identify CASF infrastructure projects.
  - e. Identify other opportunities (i.e., leverage funding, collaborating with other stakeholders).
3. Assisting potential CASF infrastructure applicants or potential applicants for broadband deployment projects related to the new programs created under SB 156 and AB 164 in the project development or grant application process.
  - a. Develop and implement cost-effective strategies for broadband deployment.
  - b. Provide information and data about broadband availability and demand aggregation to ISPs; and inform them about CASF and assist them in identifying CASF project areas.
  - c. Work with ISPs to develop projects and grant applications.
4. Conducting activities that will lead to or that can be reasonably expected to lead to CASF infrastructure projects or broadband deployment projects related to new programs created under SB 156 and AB 164, including the Federal Funding Account, Middle-Mile, Broadband Loan Loss Reserve, and Local Agency Technical Assistance.
  - a. Support project permit streamlining.
  - b. Engage stakeholders to better understand and explain regional broadband needs and solutions and providing technical assistance to such entities.
  - c. Conduct an inventory of public assets and aggregate demand.
5. Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed.
  - a. Publicize wireline testing volunteer requests.
  - b. Assist volunteers in wireline testing.
  - c. Collect and analyze available wireline testing data.

## Resource Team

TEKsystems will provide CSEDD with a co-managed team made up of the resources list in Table 1: Resource Team below. This team will perform Broadband Infrastructure support for CSEDD. TEKsystems Program Manager will perform for the team providing general oversight and management of resources and serving as a point of escalation and coordination for CSEDD.

Description
Program Manager
Practice Architect
Delivery Lead

TABLE 1: RESOURCE TEAM

## Deliverables and Acceptance

TEKsystems deliverables are limited to the following reporting:

- Monthly Invoice
- CSEDD Broadband Infrastructure Investment Program Handbook
- GIS Broadband Impact Analysis Report

Frequency of the above reporting deliverables will be mutually agreed upon during the first two (2) weeks of the engagement.

All Reporting Deliverables shall be deemed accepted upon presentation or submission to CSEDD.

## Assumptions and Dependencies

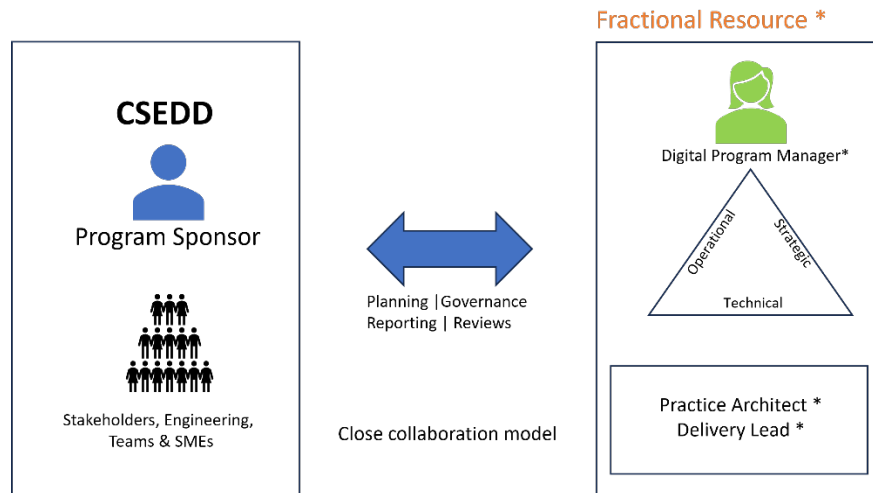
The success of this engagement will require close cooperation between TEKsystems and the CSEDD organization. Information provided by CSEDD was used to determine the time & materials, not to exceed price provided within this RFP. The following assumptions and dependencies are associated with the planning and execution of this engagement. Specifically, for this engagement, success will depend on the following:

- 1) CSEDD resources will be available during the engagement and will provide support in relation to scheduling meetings necessary to perform the scope of work.
- 2) CSEDD authorizes TEKsystems' resources to work remotely off-site within United States, away from a CSEDD location. Work will be performed during regular business hours.
- 3) CSEDD shall provide TEKsystems resources with a secure VPN connection to CSEDD controlled environments that has reasonable controls in place to prevent, (1) the removal/transfer/copying of CSEDD controlled environments, and (2) the unauthorized disclosure of data in the CSEDD controlled environments. At no time will TEKsystems be storing CSEDD data or information on TEKsystems equipment, systems, or TEKsystems' managed networks.
- 4) TEKsystems will provide Windows laptops for TEKsystems resources.

- 5) CSEDD will provide all required email accounts, software, licenses, and any additional hardware.
- 6) CSEDD will provide:
  - a. Access to CSEDD project management to review priorities, steer the engagement, attend status meetings, and approve engagement deliverables.
  - b. Access to and cooperation from CSEDD development, QA, IT, and business resources.
  - c. Access to all relevant documentation, including business and functional requirements, systems architecture, and design, use cases, etc. necessary for the engagement.
- 7) Responsiveness of CSEDD team members to TEKsystems requests and issues is anticipated to be within reason so delivery schedules are not adversely impacted. If issues do arise, TEKsystems will escalate to management according to a mutually agreed upon escalation process.

The only constraints would be the availability of a local resource to meet the schedule of the customer.

## 4. Staffing



The following three resources will be directly assigned to provide services.

### Program Manager

Project management and technical support services to review CPUC eligible project area maps (when released) and compare/contrast to existing map data collected by the CSEDD.

- Lead and assist in implementing digital equity projects and serve as a strategy expert for ongoing programs.
- Establish clear KPIs for projects and ensure continued measurement.
- Act as a central resource hub and oversee projects including the "CSEDD Connected" digital equity coalition, and CSEDD's digital equity seed funding program.

TEKsystems will drive initiatives to improve digital equity such as:

- Serving as an important point of contact for digital equity questions for residents
- Identifying and building future projects, programs, partners
- Leading grant proposals and new programs
- Managing a CSEDD digital equity coalition of stakeholders across the county

## Practice Architect

### Subject Matter Expertise

- 20+ years of industry experience and technical expertise
- Technical expertise across complex networking, infrastructure, platform, automation, risk & security, and operations engagements
- Supports the Engagement Manager (EM) and provides advisory oversight of the technical, process, and methodology aspects of the engagement

### Governance and Quality

- Consults on Best Practices and practice methodology for project execution, including deliverable reviews.
- Advises on deliverable creation and delivery of services by leveraging Practice related Intellectual Property such as documentation templates.
- Supports the QBR process and service improvements for effective client delivery.
- Consults the EM in creating execution strategy and roadmap aligned with CSF's and engagement deliverables.
- Engages Practices Architects in other practices as necessary.
- Drives Continual Service Improvement innovations and provides thought leadership.

## Delivery Lead

<p><b><u>Client Relationship Management</u></b></p> <ul style="list-style-type: none"> <li>▪ Reporting</li> <li>▪ Status</li> <li>▪ Communication</li> <li>▪ Client Point of Contact</li> </ul> <p><b><u>Team Coordination</u></b></p> <ul style="list-style-type: none"> <li>▪ Demand &amp; Capacity Management</li> <li>▪ TEKsystems on-boarding</li> <li>▪ Client specific on-boarding</li> </ul> <p><b><u>Financial Management</u></b></p> <ul style="list-style-type: none"> <li>▪ Budget Tracking</li> <li>▪ Time Reporting</li> <li>▪ Budget Burn-Down</li> <li>▪ Forecast Reporting</li> </ul>	<p><b><u>Resource Management</u></b></p> <ul style="list-style-type: none"> <li>▪ HR &amp; Personnel Management</li> <li>▪ Time-Card &amp; Payroll Management</li> <li>▪ Performance and Retention Management</li> </ul> <p><b><u>Quality Management</u></b></p> <ul style="list-style-type: none"> <li>▪ Quarterly Business Reviews</li> <li>▪ Resource and Team Performance</li> </ul>
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## 5. Statement of Experience and Qualifications

The majority of our work has been tied to an NDA (Non-Disclosure Letter) which prohibits us from sharing.

### **Mark Knaption** **Business Development Manager**

Mark has 27 years of experience helping customers solve business problems through Technology Solutions. He is responsible for understanding customers' business and technology problems and creating well thought out solutions by bringing together some of the world's top experts and our vast network of technology partners. Mark's primary specialty is in the Local Government and Education space where he has over 20 years of experience.

### **Vince Cordova** **Enterprise Operations, Telecom Services Practice Architect II**

Vincent has exceptional experience in "triple play" transport networks and system design in diverse markets. Vincent has 35+ years of experience in systems engineering, Layer 1 (OSP/ISP) to Layer 7 (Application) design, installation, and project management. A proven ability to lead, interface, present, and train to a very diverse spectrum of personnel consisting of: Executive Management, Senators, City Council, Middle Management, Engineering teams, Construction contractors, Technicians teams and End Users.

## 6. Cost Proposal

The following cost proposal is a not-to-exceed price to be billed monthly for all hours worked. Approximate average monthly cost will \$28,184.

Objective	Cost
#1	\$180,356.00
#2	\$148,006.00
#3	\$68,306.00
#4	\$127,006.00
#5	\$40,006.00
	\$563,680.00

Pricing Assumptions:

1. Pricing assumes Statement of Work signature by February 16, 2024.
2. Pricing assumes a project start date by April 1, 2024 and end date of December 31, 2025.
3. Pricing is calculated for a 20-month engagement.

## 7. Compensation

Refer to pricing provided in Section 6, Cost Proposal.

## 8. Project Schedule

TEKsystems will follow the schedule provided in the CASF Work Plan included as Appendix A-4 to this document.

## 9. Work Plan

TEKsystems will follow the approach and methodology provided in the CASF Work Plan included as Appendix A-4 to this document.

## **Appendix A-4: Work Plan**

Appendix A-4, ANNUAL WORK PLAN AND PERFORMANCE METRICS PLAN (see Sec VI. 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:		Central Sierra Broadband Utility Zone (CS BUZ)						
Name of Project:		CASF funding grant						
Proposed Start Date of Project:		10/1/2023						
Broadband deployment activities funded by other state or federal grants		1) EDA Grant Central Sierra Broadband Roadmap 2) Golden State Connect Authority JPA, 3) General assistance with long-term strategic infrastructure planning to local governments through EDA Comprehensive Economic Development Strategy as it relates to job creation, and 4) LATA grants for broadband engineering/design. FFA funds grant requests to follow under the Golden State Connect Authority MOU with partner counties/cities.						
Confirmation that CASF consortium budget does not duplicate any other sources of funding		Confirmed <input type="checkbox"/> Check	There will be no duplication of funding: The Roadmap project and limited survey identified areas of unserved/underserved communities and provided GIS data files that can be overlaid, and indicated where data gaps are located. The Golden State Connect Authority is a 38-county JPA that will assist with broadband strategic plan development.					
Year 1 - 2023 [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 and other state agencies to engage regional consortia, local officials, ISPs, stakeholders, and consumers regarding priority areas and cost-effective strategies to achieve broadband access for all	Activity 1	Utilize the Commission's broadband maps as relevant to the geographical areas	<input type="checkbox"/> Regional broadband deployment current state assessment analysis	Oct-23	Dec-23	1. One (1) community outreach campaigns per quarter. 2. Evaluate mapping updates quarterly 3. Update and/or survey stakeholders and CBOs; One (1) per quarter. 4. Collect public feedback through one survey per year.	1. Track community outreach through metrics on social media and email campaigns 2. Market speed tests; self-reporting on PUC map; track if speeds are different from map 3. Agenda and check-ins with consortia quarterly 4. Record and report on survey results	CSBUZ and consultant
	Activity 2	Identify the Commission's mapping data improvement and work with the Commission to update the data/map	<input type="checkbox"/> Broadband mapping data updates and feedback	Oct-23	Dec-23			CSBUZ and consultant
	Activity 3	Conduct marketing, outreach, and survey	<input type="checkbox"/> Develop press releases, marketing & outreach materials and social media outreach for survey data	Oct-23	Dec-23			CSBUZ and consultant
	Activity 4	Collaborate with local and state agencies/organizations on broadband data collection for deployment priorities	<input type="checkbox"/> Develop broadband team	Oct-23	Dec-23			CSBUZ and consultant
Objective 2, Identifying potential CASF Infrastructure projects or potential broadband deployment projects related to new programs created under SB 156 and AB 164, 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	Gather market data, undertake studies to identify priority areas	<input type="checkbox"/> Report of priority areas	Oct-23	Dec-23	1. Identify minimum of two (2) priority areas per county 2. Identify/update broadband provider offerings in all 5 counties 3. Identify/update key anchor institutions in all 5 counties 4. Identify additional broadband infrastructure with potential to leverage into CASF projects. 5. Identify other opportunities as discovered during engagement process.	1. Contact municipalities; get contact person for updates on local permits. 2. Keep calendar of meetings and opportunities to engage stakeholders 3. Collect data and maintain database of public assets. 4) and 5) make a list of such projects and opportunities.	CSBUZ and consultant
	Activity 2	Identify broadband provider offerings and identify key anchor institutions in consortia areas	<input type="checkbox"/> Broadband provider offering analysis; key anchor institution analysis	Oct-23	Dec-23			CSBUZ and consultant
	Activity 3	Develop gap analysis or other relevant analyses	<input type="checkbox"/> Gap analysis report and other relevant analysis reports	Oct-23	Dec-23			CSBUZ and consultant
	Activity 4	Identify CASF Infrastructure projects	<input type="checkbox"/> Proposals of CASF Infrastructure projects	Oct-23	Dec-23			CSBUZ and consultant
	Activity 5	Identify other opportunities (i.e., leverage funding, collaborating with other stakeholders)	<input type="checkbox"/> Description of other opportunities	Oct-23	Dec-23			CSBUZ and consultant
Objective 3, Assisting potential CASF Infrastructure applicants or potential applicants for broadband deployment projects related to the new programs created under SB 156 and AB 164 in the project development or grant application process	Activity 1	Develop and implement cost-effective strategies for broadband deployment	<input type="checkbox"/> Broadband deployment cost-effective strategy plan and strategy implementation progress reports	Oct-23	Dec-23	1. Cost-effective strategies developed and implemented 2. Assist two (2) ISPs with gathering information on future infrastructure applications. 3. Assist ISPs with obtaining information and data	1. Track current broadband plans. 2 and 3. Assist with data needed for applications through speed tests, surveys, and letters of intent; act as liaison with public.	CSBUZ and consultant
	Activity 2	Provide information and data about broadband availability and demand aggregation to ISPs; and inform them about CASF and assist them in identifying CASF project areas	<input type="checkbox"/> Progress reports on cost-effective strategy implementation	Oct-23	Dec-23			CSBUZ and consultant
	Activity 3	Work with ISPs to develop projects and grant applications	<input type="checkbox"/> Description of infrastructure application development	Oct-23	Dec-23			CSBUZ and consultant

Objective 4, Conducting activities that will lead to or that can be reasonably expected to lead to CASF Infrastructure projects or broadband deployment projects related to new programs created under SB 156 and AB 164, including the Federal Funding Account, Middle-Mile, Broadband Loan Loss Reserve, and Local Agency Technical Assistance.	Activity 1	Support project permit streamlining	-	Description of activities performed and results achieved	Oct-23	Dec-23	1. Support permit requests as they come up (tower builds, etc.) 2. Engage stakeholders; attend general plan update meetings; speak with utility companies and municipalities in all 5 counties. 3. Encourage or assist to inventory public assets and aggregate demand updated as needed in all 5 counties.	1. Contact municipalities; get on notice lists for permits; maintain database of permit requests 2. Keep calendar of meetings and opportunities to engage stakeholders 3. Collect data and maintain database of public assets	CSBUZ and consultant
	Activity 2	Engage stakeholders to better understand and explain regional broadband needs and solutions and providing technical assistance to such entities	-	Description of activities performed and results achieved	Oct-23	Dec-23			CSBUZ and consultant
	Activity 3	Conduct an inventory of public assets and aggregate demand	▣	Public assets inventory updates; regional broadband availability maps	Oct-23	Dec-23			CSBUZ and consultant
	Activity 4								CSBUZ and consultant
	Activity 5								CSBUZ and consultant
Objective 5, Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize wireline testing volunteer requests	-	Publicizing materials and list of testing volunteers		Dec-23	1.Help facilitate wireline testing in GS BUZ territory with test hardware provided by the PUC; number to be determined by hardware numbers available to use	1-3. Collect and maintain list of volunteers taking wireline tests; monitor calls from volunteers and report any relevant changes.	CSBUZ and consultant
	Activity 2	Assist volunteers in wireline testing	-	Set up website for hosting wireline testing training materials		Dec-23	2.Produce additional mapping data updates identified as a result of testing; number dependent on actual wireline tests recorded.		CSBUZ and consultant
	Activity 3	Collect and analyze available wireline testing data	-	Wireline testing data analysis indicating unserved or underserved areas		Dec-23			CSBUZ and consultant
	Activity 4								
	Activity 5								
Conducting and Submitting annual audit reports, as required	Annual Audit	Example: provide the required annual audit report	-	Annual audit report	TBD	TBD	n/a	n/a	CSBUZ

**Instructions:**

Work Plan Terminology	Definition / Requirements
Activity	Identifying the specific work activities which must be performed in order to produce the various project deliverables/outcomes/results and achieve the CASF Consortia Grant program objectives. The CASF Consortia Grant Account will fund consortia activities directly related to and in support of CASF Infrastructure applications. Please note, a Consortia Account shall not be used for adoption activities; a Consortia Account grant shall not be used for construction of infrastructure facilities; a Consortia Account grant shall not be used for work on legislation, including meetings, travel, or lobbying; and a Consortia Account grant shall not be used to fund activities that already funded by any other public or private sources.
Deliverable	Identifying the specific measurable, tangible, and verifiable work products (i.e., analysis, report, map data), outcomes, and/or results that must be produced to complete the project. Attending meetings and conducting conference calls are the work effort/processes to produce the CASF Consortia Grant program deliverables, and are not considered as deliverables.
Timeline (Beginning Month and End Month)	Identifying the planned beginning and end months for performing activities and for meeting deliverables/outcomes/results. The timeline establishes the project schedule, which is used to compare actual results to the approved Work Plan to determine if preventive or corrective action is needed to meet the program objectives. The timeline should describe each of the milestones, including deliverables and performance metrics to be accomplished.
Performance Measure	Identifying the specific, quantitative outcome/result measures which generate reliable data on the effectiveness and efficiency of program and assess how well the consortium is achieving the CASF Consortia Grant program objectives. Attending meetings and conducting conference calls are the work effort/processes to achieve the objectives, and are not considered as performance measures.
Method for Performance Tracking and Measuring	Explaining how the performance measure outcomes/results will be tracked and measured following milestone dates and/or completion of activities/deliverables, as described in the Work Plan.

\* Communications Division may request progress reporting and payment requests to include documentation of performance/outcomes, consistent with the application's Work Plan and Performance Metrics Plan.

\*\* Consortia grantees may request an initial start-up cost budget, up to 25% of the entire grant.

\*\*\* The CASF Rural and Urban Regional Broadband Consortia Grant Account shall be available for grants to eligible consortia to facilitate the deployment of broadband services by assisting CASF Infrastructure grant applicants in the project development or grant application process or assisting broadband deployment projects related to programs created under Senate Bill (SB) 156 and Assembly Bill (AB) 164.

Appendix A-4, ANNUAL WORK PLAN AND PERFORMANCE METRICS PLAN (see Sec VI. 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:		Central Sierra Broadband Utility Zone (CS BUZ)							
Name of Project:		CASF funding grant							
Proposed Start Date of Project:		1/1/2024							
Broadband deployment activities funded by other state or federal grants		1) EDA Grant Central Sierra Broadband Roadmap 2) Golden State Connect Authority JPA, and 3) General assistance with long-term strategic Infrastructure planning to local governments through EDA Comprehensive Economic Development Strategy as it relates to job creation.							
Confirmation that CASF consortium budget does not duplicate any other sources of funding		Confirmed <input checked="" type="checkbox"/> Check		There will be no funding duplication: The Roadmap project and limited survey identified areas of unserved/underserved communities and provided GIS data files that can be overlaid, and indicated where data gaps are located. The Golden State Connect Authority is a 38-county JPA that will assist with broadband strategic plan development.					
Year 2 - 2024 <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, Continue collaborating with the Commission and other state agencies 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	Utilize the Commission's broadband maps as relevant to the geographical areas	<input checked="" type="checkbox"/> Regional broadband deployment current state assessment analysis	Jan-24	Dec-24	1. One (1) community outreach campaigns per quarter. 2. Evaluate mapping updates quarterly 3. Update and/or survey stakeholders and CBOs; One (1) per quarter. 4. Collect public feedback through one survey per year.	1. Track community outreach through metrics on social media and email campaigns 2. Market speed tests; self-reporting on PUC map; track if speeds are different from map 3. Agenda and check-ins with consortia quarterly 4. Record and report on survey results	CSBUZ and consultant	
	Activity 2	Identify the Commission's mapping data improvement and work with the Commission to update the data/map	<input checked="" type="checkbox"/> Speed test results, broadband mapping data updates and feedback	Jan-24	Dec-24			CSBUZ and consultant	
	Activity 3	Conduct marketing and outreach for CS BUZ projects	<input checked="" type="checkbox"/> Social media and web posts, direct marketing & outreach materials and outreach summary	Jan-24	Dec-24			CSBUZ and consultant	
	Activity 4	Collect public feedback related to broadband needs	<input checked="" type="checkbox"/> Public feedback survey results and anecdotal comments from social media results	Jan-24	Dec-24			CSBUZ and consultant	
Objective 2, Continue identifying potential CASF Infrastructure projects or potential broadband deployment projects related to new programs created under SB 156 and AB 164, 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	Gather market data, undertake studies to identify priority areas	<input checked="" type="checkbox"/> Report of priority areas	Jan-24	Dec-24	1. Identify minimum of two (2) priority areas per county 2. Identify/update broadband provider offerings in all 5 counties 3. Identify/update key anchor institutions in all 5 counties 4. Identify additional broadband infrastructure with potential to leverage into CASF projects. 5. Identify other opportunities as discovered during engagement process.	1. Contact municipalities; get contact person for updates on local permits. 2. Keep calendar of meetings and opportunities to engage stakeholders 3. Collect data and maintain database of public assets. 4) and 5) make a list of such projects and opportunities.	CSBUZ and consultant	
	Activity 2	Continue to update broadband provider offerings and identify key anchor institutions in consortia areas	<input checked="" type="checkbox"/> Broadband provider offering analysis; key anchor institution analysis	Jan-24	Dec-24			CSBUZ and consultant	
	Activity 3	Develop gap analysis or other relevant analyses	<input checked="" type="checkbox"/> Gap analysis report and other relevant analysis reports	Jan-24	Dec-24			CSBUZ and consultant	
	Activity 4	Identify potential CASF Infrastructure projects	<input checked="" type="checkbox"/> Proposals of CASF Infrastructure projects	Jan-24	Dec-24			CSBUZ and consultant	
	Activity 5	Identify other opportunities (i.e., leverage funding, collaborating with other stakeholders)	<input checked="" type="checkbox"/> Description of other opportunities, partners, and potential funding mechanisms	Jan-24	Dec-24			CSBUZ and consultant	
Objective 3, Continue assisting potential CASF Infrastructure applicants or potential applicants for broadband deployment projects related to the new programs created under SB 156 and AB 164 in the project development or grant application process	Activity 1	Develop and implement cost-effective strategies for broadband deployment based on available infrastructure and geographic barriers.	<input checked="" type="checkbox"/> Broadband deployment cost-effective strategy plan and strategy implementation progress reports	Jan-24	Dec-24	1. Cost-effective strategies developed and implemented 2. Assist two (2) ISPs with gathering information on future infrastructure applications. 3. Assist ISPs with obtaining information and data	1. Track current broadband plans. 2. and 3. Assist with data needed for applications through speed tests, surveys, and letters of intent; act as liaison with public.	CSBUZ and consultant	
	Activity 2	Provide information and data about broadband availability and demand aggregation to ISPs; and inform them about CASF and assist them in identifying CASF project areas	<input checked="" type="checkbox"/> Progress reports on cost-effective strategy implementation	Jan-24	Dec-24			CSBUZ and consultant	
	Activity 3	Work with ISPs to develop projects and grant applications; assist in identifying match funding; continue to work on past year's projects to be application ready.	<input checked="" type="checkbox"/> Identify target ISPs in each county. Grant application completed with description of infrastructure application development	Jan-24	Dec-24			CSBUZ and consultant	



Objective 4, Continue conducting activities that will lead to or that can be reasonably expected to lead to CASF Infrastructure projects or broadband deployment projects related to new programs created under SB 156 and AB 164, including the Federal Funding Account, Middle-Mile, Broadband Loan Loss Reserve, and Local Agency Technical Assistance.	Activity 1	Support project permitting activities; promote "dig once" policies.	(-)	Description of activities performed and results achieved	Jan-24	Dec-24	1. Support permit requests as they come up (tower builds, etc.)	1. Contact municipalities; get on notice lists for permits; maintain database of permit requests	CSBUZ and consultant
	Activity 2	Engage stakeholders to better understand and explain regional broadband needs and solutions.	(-)	Description of activities performed and results achieved	Jan-24	Dec-24	2. Engage stakeholders; attend general plan update meetings; speak with utility companies and municipalities in all 5 counties.	2. Keep calendar of meetings and opportunities to engage stakeholders	CSBUZ and consultant
	Activity 3	Conduct an inventory of public assets and aggregate demand; target areas not inventoried in previous year's work	(-)	Public assets inventory updates; regional broadband availability maps	Jan-24	Dec-24	3. Encourage or assist to inventory public assets and aggregate demand updated as needed in all 5 counties.	3. Collect data and maintain database of public assets	CSBUZ and consultant
	Activity 4		(-)						CSBUZ and consultant
	Activity 5		(-)						CSBUZ and consultant
Objective 5, Continue assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize wireline testing volunteer requests	(-)	Publicizing materials and list of testing volunteers	Jan-24	Dec-24	1.Help facilitate wireline testing in GS BUZ territory with test hardware provided by the PUC; number to be determined by hardware numbers available to use	1-3. Collect and maintain list of volunteers taking wireline tests; monitor calls from volunteers and report any relevant changes.	CSBUZ and consultant
	Activity 2	Assist volunteers in wireline testing and provide support	(-)	Set up website for hosting wireline testing training materials	Jan-24	Dec-24	2.Produce additional mapping data updates identified as a result of testing; number dependent on actual wireline tests recorded.		CSBUZ and consultant
	Activity 3	Collect and analyze wireline testing data; provide data to update PUC maps if discrepancies are discovered in testing.	(-)	Wireline testing data analysis indicating underserved or underserved areas	Jan-24	Dec-24			CSBUZ and consultant
	Activity 4		(-)						
	Activity 5		(-)						
Objective 6, Continue conducting and submitting annual audit reports, as required	Annual Audit	Provide the required annual audit report	(-)	Annual audit report	TBD	TBD	n/a	n/a	CSBUZ

**Instructions:**

Work Plan Terminology	Definition / Requirements
Activity	Identifying the specific work activities which must be performed in order to produce the various project deliverables/outcomes/results and achieve the CASF Consortia Grant program objectives. The CASF Consortia Grant Account will fund consortia activities directly related to and in support of CASF Infrastructure applications. Please note, a Consortia Account shall not be used for adoption activities; a Consortia Account grant shall not be used for construction of infrastructure facilities; a Consortia Account grant shall not be used for work on legislation, including meetings, travel, or lobbying; and a Consortia Account grant shall not be used to fund activities that already funded by any other public or private sources.
Deliverable	Identifying the specific measurable, tangible, and verifiable work products (i.e., analysis, report, map data), outcomes, and/or results that must be produced to complete the project. Attending meetings and conducting conference calls are the work effort/processes to produce the CASF Consortia Grant program deliverables, and are not considered as deliverables.
Timeline (Beginning Month and End Month)	Identifying the planned beginning and end months for performing activities and for meeting deliverables/outcomes/results. The timeline establishes the project schedule, which is used to compare actual results to the approved Work Plan to determine if preventive or corrective action is needed to meet the program objectives. The timeline should describe each of the milestones, including deliverables and performance metrics to be accomplished.
Performance Measure	Identifying the specific, quantitative outcome/result measures which generate reliable data on the effectiveness and efficiency of program and assess how well the consortium is achieving the CASF Consortia Grant program objectives. Attending meetings and conducting conference calls are the work effort/processes to achieve the objectives, and are not considered as performance measures.
Method for Performance Tracking and Measuring	Explaining how the performance measure outcomes/results will be tracked and measured following milestone dates and/or completion of activities/deliverables, as described in the Work Plan.

\* Communications Division may request progress reporting and payment requests to include documentation of performance/outcomes, consistent with the application's *Work Plan and Performance Metrics Plan*.

\*\* Consortia grantees may request an initial start-up cost budget, up to 25% of the entire grant.

\*\*\* The CASF Rural and Urban Regional Broadband Consortia Grant Account shall be available for grants to eligible consortia to facilitate the deployment of broadband services by assisting CASF Infrastructure grant applicants in the project

Appendix A-4. ANNUAL WORK PLAN AND PERFORMANCE METRICS PLAN (see Sec VI. 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:		Central Sierra Broadband Utility Zone (CS BUZ)							
Name of Project:		CASF funding grant							
Proposed Start Date of Project:		1/1/2025							
Broadband deployment activities funded by other state or federal grants		1) EDA Grant Central Sierra Broadband Roadmap 2) Golden State Connect Authority JPA, and 3) General assistance with long-term strategic infrastructure planning to local governments through EDA Comprehensive Economic Development Strategy as it relates to job creation.							
Confirmation that CASF consortium budget does not duplicate any other sources of funding		Confirmed	<input checked="" type="checkbox"/> Check	There is no funding duplication: The Roadmap project and limited survey identified areas of unserved/underserved communities and provided GIS data files that can be overlaid, and indicated where data gaps are located. The Golden State Connect Authority is a 38-county JPA that will assist with broadband strategic plan development.					
Year 3 - 2025 <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, Continue collaborating with the Commission and other state agencies 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	Utilize the Commission's broadband maps as relevant to the geographical areas	(-)	Regional broadband deployment current state assessment analysis	Jan-25	Dec-25	1. One (1) community outreach campaigns per quarter. 2. Evaluate mapping updates quarterly 3. Update and/or survey stakeholders and CBOs; One (1) per quarter. 4. Collect public feedback through one survey per year.	1. Track community outreach through metrics on social media and email campaigns	CSBUZ and consultant
	Activity 2	Identify the Commission's mapping data improvement and work with the Commission to update the data map	(-)	Speed test results, broadband mapping data updates and feedback	Jan-25	Dec-25		2. Market speed tests; self-reporting on PUC map; track if speeds are different from map	CSBUZ and consultant
	Activity 3	Conduct marketing, outreach for CS BUZ projects	<input checked="" type="checkbox"/>	Develop press releases, marketing & outreach materials and social media outreach for survey data	Jan-25	Dec-25		3. Agenda and check-ins with consortia quarterly 4. Record and report on survey results	CSBUZ and consultant
	Activity 4	Collect public feedback related to broadband needs.	(-)	Public feedback survey results and anecdotal comments from social media results.	Jan-25	Dec-25			CSBUZ and consultant
Objective 2, Continue identifying potential CASF infrastructure projects or potential broadband deployment projects related to new programs created under SB 156 and AB 164, 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	Gather market data, undertake studies to identify priority areas	<input checked="" type="checkbox"/>	Report of prioritized areas with potential supporters such as local government, ISPs, business,	Jan-25	Dec-25	1. Identify minimum of two (2) priority areas per county 2. Identify/update broadband provider offerings in all 5 counties 3. Identify/update key anchor institutions in all 5 counties 4. Identify additional broadband infrastructure with potential to leverage into CASF projects. 5. Identify other opportunities as discovered during engagement process.	1. Contact municipalities; get contact person for updates on local permits.	CSBUZ and consultant
	Activity 2	Continue to update broadband provider offerings and update key anchor institutions in consortia areas.	<input checked="" type="checkbox"/>	Broadband provider offering analysis; key anchor institution analysis	Jan-25	Dec-25		2. Keep calendar of meetings and opportunities to engage stakeholders	CSBUZ and consultant
	Activity 3	Develop gap analysis or other relevant analyses	(-)	Gap analysis report and other relevant analysis reports	Jan-25	Dec-25		3. Collect data and maintain database of public assets.	CSBUZ and consultant
	Activity 4	Identify potential CASF infrastructure projects in areas not previously identified in prior years.	(-)	Proposals of CASF infrastructure projects	Jan-25	Dec-25		4) and 5) make a list of such projects and opportunities.	CSBUZ and consultant
	Activity 5	Identify other opportunities (i.e., leverage funding, collaborating with other stakeholders)	(-)	Description of other opportunities, partners, and potential funding mechanisms	Jan-25	Dec-25			CSBUZ and consultant
Objective 3, Continue assisting potential CASF infrastructure applicants or potential applicants for broadband deployment projects related to the new programs created under SB 156 and AB 164 in the project development or grant application process	Activity 1	Develop and implement cost-effective strategies for broadband deployment based on available infrastructure and geographic barriers.	(-)	Broadband deployment cost-effective strategy plan and strategy implementation progress reports	Jan-25	Dec-25	1. Cost-effective strategies developed and implemented 2. Assist two (2) ISPs with gathering information on future infrastructure applications. 3. Assist ISPs with obtaining information and data	1. Track current broadband plans. 2. Assist with data needed for applications through speed tests, surveys, and letters of intent; act as liaison with public.	CSBUZ and consultant
	Activity 2	Continue to inform and assist ISPs in gathering necessary data to incorporate into CASF infrastructure grant applications	(-)	Progress reports on cost-effective strategy implementation	Jan-25	Dec-25			CSBUZ and consultant
	Activity 3	Work with ISPs to develop projects and grant applications; assist in identifying match funding; continue to work on past year's projects to be application ready.	<input checked="" type="checkbox"/>	Engage target ISPs in each county. Grant applications completed with description of infrastructure application development	Jan-25	Dec-25			CSBUZ and consultant



<b>Objective 4.</b> Continue conducting activities that will lead to or that can be reasonably expected to lead to CASF Infrastructure projects or broadband deployment projects related to new programs created under SB 156 and AB 164, including the Federal Funding Account, Middle-Mile, Broadband Loan Loss Reserve, and Local Agency Technical Assistance.	Activity 1	Support project permitting activities; promote "dig once" policies	(+)	Description of activities performed and results achieved	Jan-25	Dec-25	1. Support permit requests as they come up (tower builds, etc.) 2. Engage stakeholders; attend general plan update meetings; speak with utility companies and municipalities in all 5 counties. 3. Encourage or assist to inventory public assets and aggregate demand updated as needed in all 5 counties.	1. Contact municipalities; get on notice lists for permits; maintain database of permit requests 2. Keep calendar of meetings and opportunities to engage stakeholders 3. Collect data and maintain database of public assets	CSBUZ and consultant
	Activity 2	Engage stakeholders to better understand and explain regional broadband needs and solutions/	(+)	Description of activities performed and results achieved	Jan-25	Dec-25			CSBUZ and consultant
	Activity 3	Continue to inventory of public assets and aggregate demand; target areas not inventoried in previous year's work	(+)	Public assets inventory updates; regional broadband availability maps	Jan-25	Dec-25			CSBUZ and consultant
	Activity 4		(+)						CSBUZ and consultant
	Activity 5		(+)						CSBUZ and consultant
<b>Objective 5.</b> Continue assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize wireline testing volunteer requests	(+)	Publicizing materials and list of testing volunteers	Jan-25	Dec-25	1.Help facilitate wireline testing in GS BUZ territory with test hardware provided by the PUC; number to be determined by hardware numbers available to use 2.Produce additional mapping data updates identified as a result of testing; number dependent on actual wireline tests recorded.	1-3. Collect and maintain list of volunteers taking wireline tests; monitor calls from volunteers and report any relevant changes.	CSBUZ and consultant
	Activity 2	Assist volunteers in wireline testing	(+)	Set up website for hosting wireline testing training materials	Jan-25	Dec-25			CSBUZ and consultant
	Activity 3	Collect and analyze available wireline testing data and provide data to update PUC maps if discrepancies are discovered in testing	(+)	Wireline testing data analysis indicating unserved or underserved areas	Jan-25	Dec-25			CSBUZ and consultant
	Activity 4		(+)						
	Activity 5		(+)						
<b>Objective 6.</b> Submitting annual audit reports, as required	Annual Audit	Provide the required annual audit report	(+)	Annual audit report	TBD	TBD	n/a	n/a	CSBUZ

**Instructions:**

Work Plan Terminology	Definition / Requirements
Activity	Identifying the specific work activities which must be performed in order to produce the various project deliverables/outcomes/results and achieve the CASF Consortia Grant program objectives. The CASF Consortia Grant Account will fund consortia activities directly related to and in support of CASF Infrastructure applications. Please note, a Consortia Account shall not be used for adoption activities; a Consortia Account grant shall not be used for construction of Infrastructure facilities; a Consortia Account grant shall not be used for work on legislation, including meetings, travel, or lobbying; and a Consortia Account grant shall not be used to fund activities that already funded by any other public or private sources.
Deliverable	Identifying the specific measurable, tangible, and verifiable work products (i.e., analysis, report, map data), outcomes, and/or results that must be produced to complete the project. Attending meetings and conducting conference calls are the work effort/processes to produce the CASF Consortia Grant program deliverables, and are not considered as deliverables.
Timeline (Beginning Month and End Month)	Identifying the planned beginning and end months for performing activities and for meeting deliverables/outcomes/results. The timeline establishes the project schedule, which is used to compare actual results to the approved Work Plan to determine if preventive or corrective action is needed to meet the program objectives. The timeline should describe each of the milestones, including deliverables and performance metrics to be accomplished.
Performance Measure	Identifying the specific, quantitative outcome/result measures which generate reliable data on the effectiveness and efficiency of program and assess how well the consortium is achieving the CASF Consortia Grant program objectives. Attending meetings and conducting conference calls are the work effort/processes to achieve the objectives, and are not considered as performance measures.
Method for Performance Tracking and Measuring	Explaining how the performance measure outcomes/results will be tracked and measured following milestone dates and/or completion of activities/deliverables, as described in the Work Plan.

\* Communications Division may request progress reporting and payment requests to include documentation of performance/outcomes, consistent with the application's Work Plan and Performance Metrics Plan.

\*\* Consortia grantees may request an initial start-up cost budget, up to 25% of the entire grant.

\*\*\* The CASF Rural and Urban Regional Broadband Consortia Grant Account shall be available for grants to eligible consortia to facilitate the deployment of broadband services by assisting CASF Infrastructure grant applicants in the project





# CENTRAL SIERRA ECONOMIC DEVELOPMENT DISTRICT BOARD MEETING SCHEDULE 2024

**Primary Location:**  
Central Sierra Economic  
Development District  
197 Mono Way, Suite B  
Sonora, CA 95370  
Tel: (209) 588-1150

**Teleconference Location  
(Amador):**  
1 Prosperity Court  
Sutter Creek, CA 95685  
Tel: (209) 223-3341

**Teleconference Location  
(Calaveras):**  
7 Main Street  
San Andreas, CA 95249  
Tel: (209) 754-4242

**Teleconference Location  
(Mariposa):**  
5362 Lemee Lane  
Mariposa, CA 95338  
Tel: (209) 966-3643

EVENT	DATE	TIME
REGULAR MEETING OF THE CENTRAL SIERRA ECONOMIC DEVELOPMENT DISTRICT	Thursday, February 15, 2024	9:30 a.m. - 11:00 a.m.
REGULAR MEETING OF THE CENTRAL SIERRA ECONOMIC DEVELOPMENT DISTRICT	Thursday, May 16, 2024	9:30 a.m. - 11:00 a.m.
REGULAR MEETING OF THE CENTRAL SIERRA ECONOMIC DEVELOPMENT DISTRICT	Thursday, August 15, 2024	9:30 a.m. - 11:00 a.m.
REGULAR MEETING OF THE CENTRAL SIERRA ECONOMIC DEVELOPMENT DISTRICT	Thursday, November 14, 2024	9:30 a.m. - 11:00 a.m.

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

May						
Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

If you require reasonable accommodation in order to participate in any of these meetings please contact Kelly Sepelyak, 72 hours in advance, at [ksepelyak@mljt.org](mailto:ksepelyak@mljt.org)  
CRS711 (TTY) Auxiliary aids and services are available upon request to individuals with disabilities. EOE/ADA