



**GOVERNING BOARD MEETING**

**MINUTES**

Thursday, June 23, 2022 10:00 a.m.

**Locations:**

**In Person:**

197 Mono Way, Suite B  
 Sonora, CA 95370  
 (209) 533-3396

**Teleconference:**

Join Zoom Meeting:  
<https://us02web.zoom.us/j/6067573943>  
 Dial-in audio: 669-900-9128  
 Meeting ID: 606 757 3943

**CALL TO ORDER – ROLL CALL:**

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	Simon Montagu		X
Calaveras County Supervisor	Benjamin Stopper (Vice-Chair)	X	
Calaveras County Citizen Member	Kathryn Gallino	X	
Mariposa County Supervisor	Marshall Long (Chair)	X	
Mariposa County Citizen Member	Tara Schiff	X	
Tuolumne County Supervisor	Jaron Brandon (Anaiyah Kirk Alt.)	X	
Tuolumne County Citizen Member	< Open >		
City of Angels Camp	Caroline Schirato, Council Member		X
City of Sonora	Ann Segerstrom, Council Member	X	

**1. ACTION ITEM:**

- a. Consideration of Adopting a Resolution *Re-Authorizing* Findings in Support of Allowing Remote Meetings Pursuant to AB361 (Modifies Brown Act Procedures During a Declared Emergency) and Direction Regarding Holding CSEDD Board Meetings in Person or Remotely  
*Motion accepted. (M) T. Woodrow, (S) K. Gallino, ayes carried, 3 absent.*

**2. ORAL COMMUNICATION: None.**

**3. CONSENT AGENDA:**

- a. Approval of the Minutes of the May 19, 2022 meeting of the CSEDD Governing Board  
*Minutes accepted. (M) T. Schiff, (S) T. Woodrow, ayes carried, 3 absent.*

**4. ACTION ITEMS:**

- a. Election of Chair and Vice-Chair for 2022  
*Election of Marshall Long as Chair. (M) T. Schiff, (S) K. Gallino, ayes carried, 3 absent.*  
*Election of Ben Stopper as Vice Chair for 2022. (M) K. Gallino, (S) T. Woodrow, ayes carried, 3 absent.*
- b. Discussion and possible approval for CSEDD to apply for the California Advanced Services Fund (CASF) Rural and Urban Regional Broadband Consortia Grant  
*K. Gallino addressed the board on this matter, see PPT presentation attachment.*  
*Motion approved, (M) B. Stopper, (S) T. Woodrow, ayes carried, 3 absent.*

**5. INFORMATION/DISCUSSION ITEMS:**


*None.*

**6. NEXT MEETING(S):**

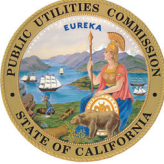
2022 meeting dates (all at 9:30 AM)  
Aug. 18, Nov. 10

**7. ADJOURN**


In accordance with the American with Disabilities Act, if you need special assistance (i.e. auxiliary aids or services) in order to participate in this public meeting, please contact the Administrative Assistant of Mother Lode Job Training (MLJT) at 209-588-1150. Notification 48 hours prior to the start of the meeting will enable the Administrative Assistant to make reasonable accommodations to ensure accessibility to this meeting.



## Application Instructions and Overview for California Advanced Services Fund (CASF) Rural and Urban Regional Broadband Consortia Account (Consortia Grant Account)




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## Consortia Grant Account Overview

- [Senate Bill \(SB\) 1040](#) established the Consortia Grant Account. See the program's [history](#) for more information.
- CPUC [Decision \(D\), 22-05-029](#), adopted on May 19, 2022, made programmatic changes to the Consortia Grant Account:
  - Expanding of allowable consortia activities
  - Increasing the annual maximum funding cap
  - Clarifying consortia regional boundary requirements
  - Allocating \$10.71 million in funding for Fiscal Year 2022/2023.
- The Consortia Grant Account funding shall be available 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 SB 156 and Assembly Bill (AB) 164.*




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## Consortia Grant Account Overview - Eligibility

- An eligible consortium may include, but not limited to:
  - Local and regional government, public safety, elementary and secondary education, postsecondary education, health care, libraries, community-based organizations, tourism, parks and recreation, agricultural, business, workforce organizations, and air pollution control or air quality management districts.
- An eligible consortium is not required to have as its lead fiscal agent an entity with a certificate of public convenience and necessity.
- Both existing and newly formed consortia may submit applications for the regions that are not currently represented or currently funded by CASF.




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## Consortia Grant Account Overview - Funding Availability

- The allocated funding for the Consortia Account is \$10.71 million for Fiscal Year 2022-2023.
- The maximum funding cap is \$200,000, per year per consortium.
- An allowable maximum reimbursement of \$2,000 per person for up to 5 representatives, for a total of up to \$10,000 per consortium for attendance at each annual public workshop.




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## Consortia Grant Account Overview - Administrative Manual

The CASF Rural and Urban Regional Broadband Consortia Grant Program Administrative Manual (Version 8, May 2022), along with the required forms, are available at the Commission's [CASF Consortia website](https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-consortia-account) (<https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-consortia-account>).

- **Consortia Grant Admin Manual**
- **Appendix A** Consortia Grant Application Package (available as a separate Excel file)
- **Appendix B** Consortia Grant Forms (available as a separate Word file)
- **Appendix C** Consortia Grant Bi-annual Progress Report and Payment Request Package (available as a separate Excel file)



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## Application Requirements - Required Forms

Consortia Grant applicants are required to complete and submit a grant application package found on the [CASF Consortia website](#).

A complete application package includes the following forms, all checklist items, and additional information (i.e., applicant's information and experience, endorsements, etc.):

- > **Appendix A-1** – CASF Consortia Grant Application Checklist
- > **Appendix A-2** – Description of Existing and Past Non-CASF Funded Projects
- > **Appendix A-3** – Board Member Background and Project Role
- > **Appendix A-4** – Work Plan and Performance Metrics Plan
- > **Appendix A-5** – Proposed Detailed Budget
- > **Appendix A-6** – Affidavit Form
- > **Letter Committing to Act As Fiscal Agent**




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## Application Requirements - How to Submit a Consortia Grant Application

- All applications must be submitted electronically by midnight of the deadline: July 15, 2022.
- Eligible applicants should submit their proposals via e-mail to the address below to ensure consideration.  
  
CASF\_Consortia\_Grant\_Administrator@cpuc.ca.gov.




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## Application Review & Evaluation

- **Overall Quality:** All applications will be objectively evaluated based on how well they meet the goals of the CASF Consortia program consistent with Pub. Util. Code, § 281.
- **Completeness:** All applications will be evaluated based on meeting all the requirements in D.22-05-029, Sec. VI. Information Required from Applicants and Sec. VII. Scoring and Evaluation Criteria.



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## Application Review & Evaluation (cont.)


- **Scoring Criteria**

Scoring Area	Weight/Points
Regional Consortium Representation and Endorsements	15
Regional Consortium/Members' Experience	35
Work Plan and Performance Metrics Plan	30
Budget	20
Total	100

- Those applicants who meet a minimum score of 70 points will be considered for funding.
- Where multiple consortia apply for the same region, the application with the highest score will be considered for a grant award.




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## Application Review & Evaluation (cont.)

- **Regional Consortium Representation and Endorsements**
  - ❖ Governing board structure
  - ❖ Description of geographical regional/population groups/community interests
  - ❖ Endorsements from the State and/or local government, community groups, and anchor institutions supporting the application.
- **Regional Consortium/Members' Experience**
  - ❖ Description of existing and past relevant projects
  - ❖ Identification of each consortium member, background, and role in the proposed consortium project
  - ❖ Description of the proposed broadband consortium project.




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## Application Review & Evaluation (cont.)

- **Work Plan and Performance Metrics Plan:** applications should include:
  - ❖ Specific work activities
  - ❖ Measurable, tangible, and verifiable work deliverables
  - ❖ Specific timeline milestones
  - ❖ Quantitative and data-driven performance measures
  - ❖ The method for performance tracking and measuring
- Examples of activities, deliverables, performance measures are provided in the *Work Plan and Performance Metrics Plan* form template (see Application Package, Appendix A-4).
- Work Plan key terminology (i.e., activity, deliverable, timeline, performance measure and tracking) definition and requirements are provided in Appendix A-4.



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## Application Review & Evaluation (cont.)


**Allowable Activities:**

- Collaborating with the Commission and other state agencies to engage regional consortia, local officials, internet service providers (ISPs), stakeholders, and consumers regarding priority areas and cost-effective strategies to achieve the broadband access goal.
- 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 providers can expand and improve their infrastructure and service offerings to achieve the goal of reaching 98% broadband deployment in each consortia region.
- 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.
- 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 but not limited to the following examples of allowable activities:
  - Supporting project permitting activities.

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## Application Review & Evaluation (cont.)


**Allowable Activities (cont.):**

- Engaging local government officials and communities to better understand and explain regional broadband needs and solutions and providing technical assistance to such entities.
- Conducting an inventory of public assets (e.g., rights-of-ways, publicly owned towers, public utility poles, equipment housing, publicly owned property) and aggregate demand, including speed tests and the identification and updates of priority areas.
- Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed.
- Assisting the Commission in promoting broadband deployment in California, related to the Federal Funding Account and other programs including Middle-Mile, Broadband Loan Loss Reserve, and Local Agency Technical Assistance created under SB 156 and AB 164.

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## Application Review & Evaluation (cont.)


**Non-Allowable Activities:** include, but are not limited to, the following activities and expenses:

- (1) Meals, food, and refreshments for group gathering(s) such as meetings, conferences, workshops, etc.
- (2) Work on legislation, including meetings, travel, or lobbying
- (3) Construction of infrastructure facilities
- (4) Adoption activities
- (5) Activities that are already funded by any other public or private sources

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## Application Review & Evaluation (cont.)

- **Budget:** applications should clearly propose its detailed budget, by objective, by project year, by budget line item, and by activity.
- The cost of preparation of the annual audit must be included in the *Work Plan* and *Proposed Detailed Budget*.
- Consortia may request an initial start-up cost budget, up to 25% of the entire grant. Consortia should clearly identify start-up cost items, and start-up activities and timeline on their *Work Plan* and *Proposed Budget Plan*.
- Communications Division (CD) Staff will review each application budget and may recommend adjustments to remove any non-allowable expenses and notify applicant.

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## Consortia Grant Forms After Grant Approval


Following approval of CASF Consortia grant award, three Consortia grant forms (see the *Consortia Grant Admin Manual (Version 8, May 2022)*, **Appendix B**) are required:

- **Appendix B-1, Grant Disbursement Schedule Form** – lists due dates for bi-annual reports and payment requests, based on grant approval date
- **Appendix B-2, Consent Form** – binds the grantee to terms, conditions, and requirements of both D.22-05-029 and the resolution awarding the grant
- **Payee Data Record Form (STD 204)** – is required when receiving payment from the State and information provided in this form will be used by the Commission to prepare IRS Form 1099.

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## Changes to Consortia Grant

- Any changes to substantive terms and conditions underlying Commission's approval, including, but are not limited to:
  - Work Plan and Performance Metrics Plan
  - Budget
  - Designated Fiscal Agent
- Submit documentation at least 30 days before the anticipated change to: [CASF Consortia Grant Administrator@cpuc.ca.gov](mailto:CASF_Consortia_Grant_Administrator@cpuc.ca.gov), with a cover letter addressing to the CD Director and explaining the change request.
- Substantive changes may be subject to Commission and/or CD Director approval prior to becoming effective.

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## Bi-Annual Reporting and Payment Requests

- Consortia grantees are required to submit bi-annual progress reports and/or payment requests.
- All reports must be submitted by no later than 3 months after each six-month reporting period.
- Bi-annual progress/completion reports and payment requests shall be based upon the approved *Work Plan and Performance Metrics Plan* and approved *Detailed Budget Proposal*.
- All grantees must submit bi-annual progress reports on the project status irrespective of whether a progress payment is requested.



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## Bi-Annual Reporting and Payment Requests (cont.)

The reporting package can be found on the [CASF Consortia website: Appendix C Consortia Grant Bi-Annual Progress Report and Payment Request Package](#).


A complete reporting package includes the following:

- **Appendix C-1** – *Bi-annual Report and Payment Request Transmittal Letter and Affidavit*
- **Appendix C-2** – *Bi-annual Payment Request Cover Sheet*
- **Appendix C-3** – *Bi-annual Progress Report*
- **Appendix C-4** – *Bi-annual Payment Request Worksheet*
- Supporting documentation of performance/outcomes reported, and invoices and receipts for expenses claimed
- Annual Audit\*
- Project Completion Report\*\*

\* Is required for every 12-month month reporting period.  
\*\* Is required at the end of the Grant.




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## Reimbursement for Annual Public Workshop

All consortia receiving CASF grants shall attend at least one of the CASF annual public workshops to be conducted by Communications Division.

- May claim reimbursement for travel expenses and per diem costs associated with each annual public workshop
- A total budget up to \$10,000 per consortium, \$2000 per person for up to five delegates, for each annual public workshop
- **Appendix C-5, Public Workshop Reimbursement Request Form**, submitted along with:
  - *Payment Request Package*
  - For each claimant requesting reimbursement, a *Travel Expense Claim (TEC) Form* (STD 262A) must be submitted with supporting documentation and receipts



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## Annual Audit Requirement

Each Consortium is required to conduct an annual audit of its Consortia Grant program expenditures and submit an annual report to the Commission, that includes both:


- A description of activities completed during the prior year, how each activity promotes the deployment of broadband services, and the cost associated with each activity
- The number of project applications assisted.

The annual audit report should be prepared by an independent, licensed certified CPA, and provide assurance that the consortium's financial statements are:



- Free of material misstatement
- Fairly presented based upon generally accepted accounting principles.



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Thank you!  
For Additional Information:  
[www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-consortia-account](http://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-consortia-account)  
Contact: [CASF\\_Consortia\\_Grant\\_Administrator@cpuc.ca.gov](mailto:CASF_Consortia_Grant_Administrator@cpuc.ca.gov)

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CSEDD CALIFORNIA ADVANCED SERVICE FUND (CASF) GRANT OPPORTUNITY  
\$200,000/YR. OVER 3-YEARS = \$600,000 APPLICATION DUE 7/15/2022 THREE  
YEAR CYCLE

WORK PLAN IDEAS

- 1) Develop governance structure and convene board/commission/work group
- 2) Create regional capacity to engage communities at all levels
- 3) Provide regional outreach/coordination of priority projects – based on Roadmap data
- 4) Engage state agencies (Caltrans, CPUC) and PG&E on projects for dark fiber/conduit opportunities
- 5) Identify Programmatic County Wide EIR opportunities to expedite shovel ready deployment strategies
- 6) Developed enhanced GIS mapping tools to detail unserved and underserved households & businesses (<10/1)
- 7) Provide clarity and guidance on grant opportunities, timing, and coordination
- 8) Expand on Geotel speed test data Alpine Co (nonresidential) from SBC Gold Country Consortium
- 9) Purchase speed test data via OOKLA (Placer, Nevada, El Dorado, Sierra = \$14,000) – this was supposedly done by the former Central Sierra Connect Broadband Consortium (CSCBC)

The former CSCBC under the (Amador Tuolumne Community Action Agency) represented Mariposa, Tuolumne, Calaveras, and Amador counties, as well as the western side of Alpine county. CSCBC received approval for a \$450,000 Consortia Account grant for a three-year program. After one year extension, the grant ended in November 2015. CSCBC's prior consortia grant funded activities included: identification of viable projects aimed at increasing access to unserved and underserved areas; promoting adoption of broadband for the disadvantaged populations; and providing opportunities for access and educational assistance through training programs and neighborhood information centers.

<https://www.atcaa.org/central-sierra-connect-broadband>

SBC is interested in working with us and supporting Alpine County be situated in our Consortia rather than splitting the county (east/west) into their Gold Country Consortium. Letter of support.