

CTF Administrative Committee Meeting

September 9, 2024





(1) Introductions



(2) Public Comments on Non-Agenda Items



(3) Agenda Review

Agenda

The Agenda of Administrative Committee Meeting Monday, September 9, 2024, is:

10:30 AM – 11:30 AM

- (1) Introductions.
- (2) Public Comments on Non-Agenda Items.
- (3) Review Agenda.
- (4) Review and Approve 6/3/24 Meeting Minutes.
- (5) Action Items & Updates from Last Committee Meeting.
 - a. DDGP meeting with Thrive and SSDA will be postponed until the December AC meeting.
- (6) Discussion of Administrative Committee Vacancies:
 - a. Public Hospitals and Clinics-Primary and Alternate vacancies.
 - b. Rural Clinics and Telemedicine-Alternate vacancy.
 - c. Local Exchange Carrier-Alternate vacancy.
 - d. Deaf/Hard of Hearing-Alternate vacancy.
 - e. Community Based Organization-Alternate vacancy.
 - f. Public Advocates Office-Primary vacancy.

11:30 AM – 11:45 AM BREAK

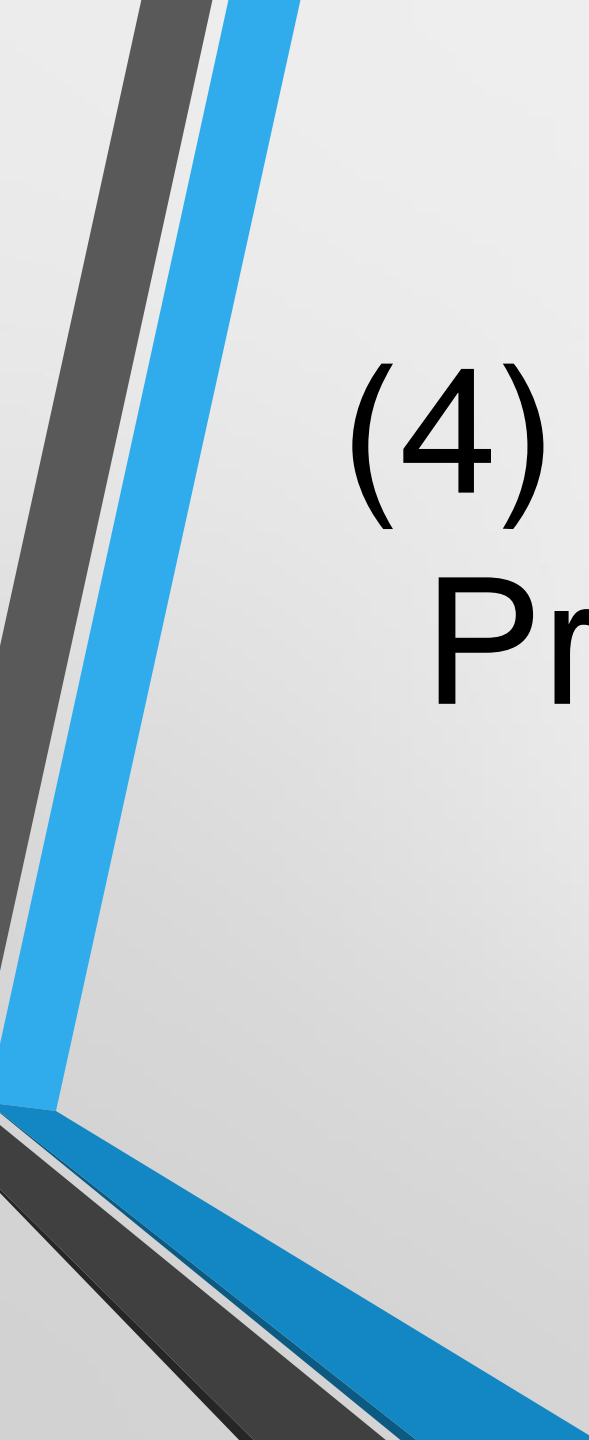
11:45 AM – 12:30 PM

- (7) Presentation by PAO.

12:30 PM- 2:00 PM

- (8) eCAP Update
 - a. Applications/Recertification.
 - b. Claims and Program Finances.
- (9) CTF Outreach.
 - a. Planned outreach to Community Based Organizations and other sectors.
 - b. Public webinar on schools and libraries annexes
- (10) Update on Los Angeles County Office of Education.
- (11) School Annex Update.
- (12) Pending Legislation.
- (13) Agenda Items for Next Meeting.
- (14) Confirm scheduling of December 2, 2024, AC Meeting in Sacramento.

For questions about this meeting, please contact Siamack Donighi at Siamack.donighi@cpuc.ca.gov



(4) Review and Approve
Prior Meeting Minutes

(5) Action Items from Last Committee Meeting

- DDGP meeting with Thrive and SSSDA will be postponed until the December AC meeting.

(6) Discussion of Current CTF-AC Vacancies

- Public Hospitals and Clinics-Primary and Alternate vacancies
- Rural Clinics and Telemedicine-Alternate vacancy
- Local Exchange Carrier-Alternate vacancy
- Deaf/Hard of Hearing-Alternate vacancy
- Community Based Organization- Alternate vacancy
- Public Advocates Office- Primary vacancy



(7) Presentation by PAO

(8) Status of CTF and E-CAP

- Applications/Recertification
- Claims and Program Finances

California Teleconnect Fund



Applications received from
May 1, 2024 through August 27, 2024

	CBO	Healthcare CBO	Gov Hospitals	Community Colleges	Libraries	Private Schools	Charter Schools	Public Schools	2-1-1 Provider	Total
Count of Intake Number	109 (50.5%)	53 (24.5%)	7 (3.2%)	0 (0.0%)	0 (0.0%)	11 (5.1%)	9 (4.2%)	27* (12.5%)	0 (0.0%)	216 (100%)
Approved	15	39	1	0	0	10	4	24	0	93
Ineligible/ Rejected	65	4	4	0	0	0	3	0	0	76
Pending Info.	19	9	2	0	0	1	1	3	0	35
In Analyst Review	10	1	0	0	0	0	1	0	0	12

*Non-Charter Public Schools





California Teleconnect Fund

Fund Status Report through June 30, 2024 Data collected August 26, 2024

CTF Local Assistance Budget vs. Claim Projections and Payments			
	FY 2021-2022	FY 2022-2023	FY 2023-2024
Local Assistance Budget	\$105,000,000	\$105,000,000	\$105,000,000
Claim Projections	\$67,000,000	\$60,000,000	\$60,000,000
Claim Paid	\$52,000,000	\$40,000,000	\$41,000,000
Budget less Paid	\$53,000,000	\$65,000,000	\$64,000,000





California Teleconnect Fund

Cash Balance as of June 30, 2024

State Controllers Office Fund Reconciliation Report					
Report Date	FY / period	Beginning Cash Balance	Revenues	Expenses	Ending Cash Balance
3/31/2024	FY23 P09	\$ 90,314,621	\$ 10,407,271	\$ 1,629,000	\$ 99,092,892
4/30/2024	FY23 P10	\$ 99,092,892	\$ 10,003,147	\$ 3,632,000	\$ 105,464,039
5/31/2024	FY23 P11	\$ 105,464,039	\$ 8,191,681	\$ 4,012,000	\$ 109,643,720
6/30/2024	FY23 P12	\$ 109,643,720	\$ 9,486,585	\$ 2,602,000	\$ 116,528,306





California Teleconnect Fund

Claims received from
April 2024 through June 2024

Q2 2024 CTF Claims Received & Approved, as of June 30, 2024								
Service Month	CBO	Community College	Gov Hospital	Healthcare CBO	Library	Private School	Public School	Total
Apr-24	\$ 385,932.79	\$ 1,397,460.16	\$ 652,376.55	\$ 28,578.49	\$ 373,625.08	\$ 105,257.91	\$ 1,765,014.11	\$4,708,245.09
May-24	\$ 329,573.75	\$ 640,955.93	\$ 203,473.42	\$ 92,272.58	\$ 259,476.74	\$ 88,808.40	\$ 1,264,742.08	\$2,879,302.90
Jun-24	\$ 354,754.40	\$ 366,933.14	\$ 81,703.50	\$ 80,625.01	\$ 197,368.80	\$ 121,761.19	\$ 1,064,891.63	\$2,268,037.67

*Figures are obtained from CTF Report, CTF Claim Line Items per Month, downloaded from eCAP portal.





eCAP Update

CBO and HCCBO Applications

- Future eCAP developments



How to Process CTF Application

1) Log into eCAP account with username(email) and password

WELCOME TO eCAP PORTAL

Email Address

Password

Login

[Forgot your password](#) [Create an Account](#)

2) Each application is assigned a case number. To begin a new application, applicant will click “ New CTF Application” button.

SUBJECT	STATUS	CASE RECORD TYPE	LAST MODIFIED DATE
CTF Libraries	Submitted	CTF Libraries	Aug 24, 2022, 8:43:15 AM

Case Number	Subject	Status	Date/Time Closed
00241295	CTF Libraries	Submitted	8/24/2022 4:52 AM

New CTF Application

How to process CTF Application

3) The system will present a series of questions. Select “No” until you see the question that best describes your organization and select “ Yes”

4) Enter the requested information on the Basic Information Tab.

*** Is the applicant a library outlet currently certified by the California State Library?**

Yes
 No

Instructions Basic Information Mobile Broadband Services and Required... Acknowledgement Preview & Validate/Submit

Instructions

- Review the CTF program's [Applicant and Participant Guidebook](#) for important information, including on eligibility criteria. For libraries, eligibility is limited to library outlet locations that provide library services directly to the community. Other sites, such as administrative sites, are not eligible to participate in the CTF program.
- A library can apply for eligibility at one of its library outlet locations (i.e., places where library services are provided to the community). Alternatively, a library district or other aggregator can apply on behalf of one of its affiliated library outlet locations.
- Applicants must submit a separate application for each location (service address).
- A list of service providers that participate in the CTF Program is available for download via this link (<https://www.csl.ca.gov/infocenter/website/infocenter/communications/communications/documents/csl/library-network-participant-agreement-and-service-provider-list>). Refer also to the California Interactive Broadband Map ([California Interactive Broadband Map](#)) to see the service providers that offer broadband service in your area (by clicking on the icon of the house, entering your address, and clicking the "Load Location" button).

I Agree

Cancel Next

Libraries: Basic Information

Instructions ✓ **Basic Information** Mobile Broadband Services and Required... Acknowledgement Preview & Validate/Submit

Basic Information

*Name of Library

*Service Address: This is your library outlet address

*Country
United States

*Street

*City

State
California

*Zip Code

Confirm Address

Cancel Previous Next

How to process CTF Application

5) Libraries: Mobile Broadband Services:

The next tab will ask if the Applicant is requesting the CTF discount for mobile broadband services.

6) Libraries: Terms and Conditions and Submission

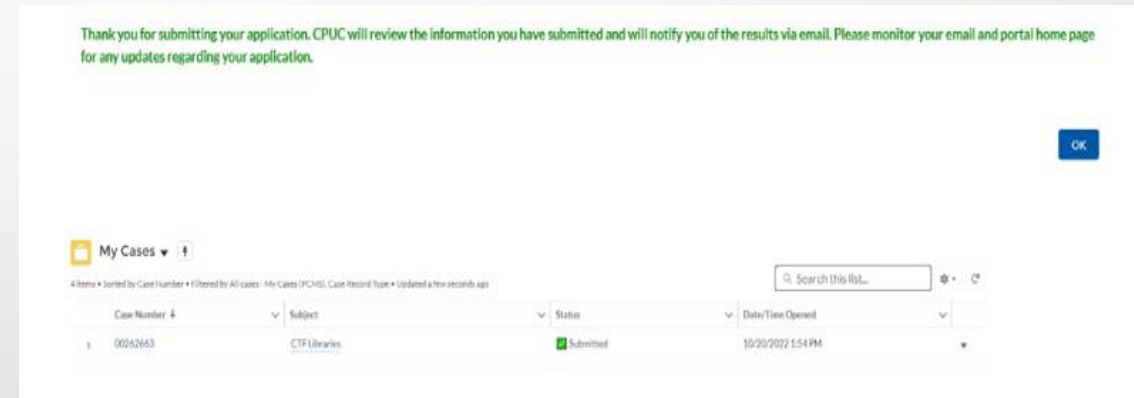
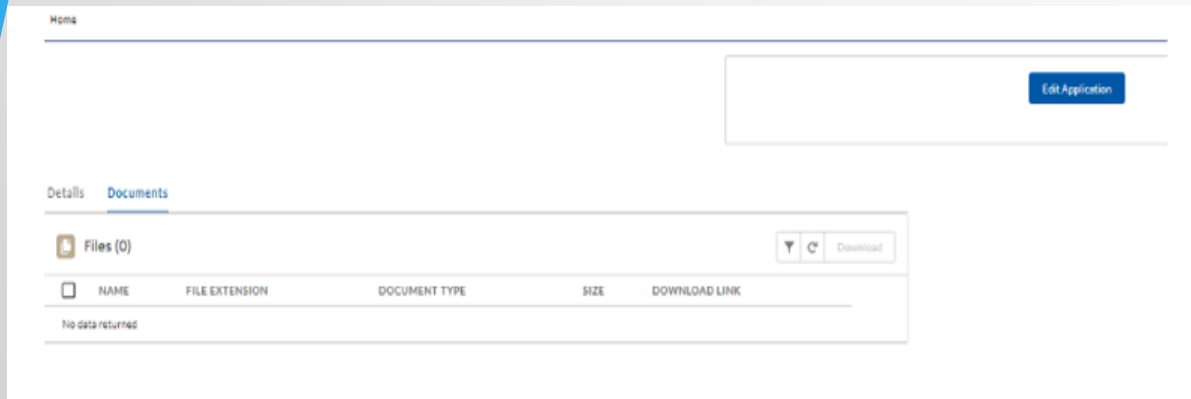
The screenshot shows a web form with a progress bar at the top containing five steps: 'Instructions' (checked), 'Basic Information' (checked), 'Mobile Broadband Services and Required Documents' (active), 'Acknowledgement', and 'Preview & Validate/Submit'. The main heading is 'Mobile Broadband Services and Required Documents'. The first question is '*Are you also requesting the CTF discount for mobile broadband services?' with radio buttons for 'Yes' and 'No' (selected). Below this is a section for 'California State Library Certification' with an 'Upload Files' button and a checkbox 'I have attached the California State Library Certification document'. A second section for 'Approved E-rate program' also has an 'Upload Files' button and a checkbox 'I have attached the Approved E-rate program document'. At the bottom are 'Cancel', 'Previous', and 'Next' buttons.

The screenshot shows a web form with a progress bar at the top containing five steps: 'Instructions' (checked), 'Basic Information' (checked), 'Mobile Broadband Services and Required Documents', 'Acknowledgement' (active), and 'Preview & Validate/Submit'. The main heading is 'Libraries: Terms & Conditions and Submission'. The section is titled 'Acknowledging Terms & Conditions:'. Below the progress bar is an 'Acknowledgement' section with a paragraph of legal text and a checkbox 'I Agree'. Below this is an 'Application Validation:' section with a 'Validate CTF Application' button. A green checkmark and the text 'Validation Successful' are displayed. At the bottom right are 'Save Draft' and 'Submit' buttons.

How to process CTF Application

7) Libraries” Save for Later”. If the application is saved for a later submittal, it will appear in the list of applications with a status of Draft and will be assigned a Case Number.

8) Libraries: Submission. Once submitted, a confirmation message will appear, and the application ‘s status will change to submitted.



The following two links are to provide instructions to apply CTF applications.

<https://ecap.cpuc.ca.gov/s/topic/0TO8z0000000D0XGAU/california-teleconnect-fund>

<https://ecap.cpuc.ca.gov/s/article/CTF-Application-Submission-Community-Based-Organizations-CBOs>



(9) CTF Outreach

Planned outreach to Community Based Organizations and other sectors



The California Teleconnect Fund for Community Based Organizations and Healthcare Community Based Organizations

THE CALIFORNIA TELECONNECT FUND (CTF) provides qualifying Community Based Organizations (CBOs) and Healthcare Community Based Organizations (HCBOs) with a 50% discount on their monthly recurring broadband and advanced communication services.

How does it work?

- Your organization submits a CTF application through their eCAP account.
- CTF staff reviews the application and sends a determination letter to the organization
- Organization provides their service provider with the CTF Approval Letter
- Service provider applies a 50% discount to the organizations bill

Which Community Based Organizations or Healthcare Community Based Organizations qualify for the California Teleconnect Fund discount?

- File taxes with the IRS as a 501(c)(3) organization.
- Have annual revenue less than \$5,000,000 (CBO) or \$50,000,000 (HCBO).
- Have a board of directors, with the majority residing in California.
- Provide one or more of the following types of services directly to the community, as their primary function, without charge or at a minimal fee:
 - » Regular, ongoing educational instruction (CBO)
Examples include English as a Second Language (ESL) classes, Citizenship classes, or technology instruction classes.
 - » Job Training/Placement (CBO)
 - » Community Technology Center (CBO)
 - » Outpatient, walk-in Healthcare Services (HCBO only)

Applications are submitted through our online portal, [eCAP](#).

For more information, please view our upcoming [CTF application videos](#).

Additional resources and information: [California Teleconnect Fund, CTF Applicant and Participant Guidebook](#).

Public Schools, Private Schools, Libraries, Community Colleges, and Government Hospitals/Clinics may qualify and have alternate eligibility requirements. Please contact CTF with questions.

Please contact us at CTFHelp@cpuc.ca.gov with any additional questions.

Checklist

For Community Based Organizations

- ✓ IRS 501(c)(3) letter
- ✓ The most recent IRS Form 990
- ✓ A list of the board of directors and the state in which they reside.
- ✓ Qualifying Services Worksheet: The average monthly hours spent on each qualifying activity. Organizations that primarily use internet/broadband services for administrative and fundraising activities are not eligible for the CTF discount.

For Healthcare Community Based Organizations

- ✓ Proof of Medi-Cal, Medi-care or Dept of Veterans Affairs insurance (HCBO only)
- ✓ The name, titles, and license numbers of onsite medical practitioners (HCBO only)
- ✓ Healthcare fee document
- ✓ California Department of Public Health license number (HCBO only)
- ✓ Organizations that do not have a California Department of Public Health license number, but believe they are otherwise eligible for CTF may still apply. Analysts will evaluate eligibility on a case-by-case basis.



California Public
Utilities Commission

505 Van Ness Ave.
San Francisco, CA 94102

800-848-5580 (Toll Free)
cpuc.ca.gov






(10) LACOE Update



(11) School Annex Update



(12) Pending Legislation



(13) Agenda items for next meeting



(14) December 2024 AC Meeting