

Appendix -A

Digital Divide Grant Program Application

An eligible Community Based Organization (CBO) is limited to one application per grant funding cycle. Applicants shall focus on a single proposed project, but the scope of the project may include more than one school.

Responses and supporting documentation should be organized consistently with these instructions. For each document, applicants must include a cover page identifying the applicant's name, project name, date of submission, and the relevant application section, question, and/or item. Digital files should use a file naming convention that includes the following descriptive elements: project name, document name, and relevant application section, question, and/or item.

The DDGP will begin accepting applications seven days after the adoption of this Resolution. The window to submit applications will end 90 days later. Applicants must submit their completed application, including all required documents, to DigitalDivideGrantProgram@cpuc.ca.gov.

Applicants must identify the partner school(s) if any, in their application. A list of eligible schools, as identified by the California Department of Education, is available at www.cpuc.ca.gov/ddgp. Applicants can apply for multiple partner schools in the same application. Each school must review the application, agree to be a partner in the program, and sign separate Partnership Agreements.

The application is organized into six sections. Applicants must respond in full to the following:

Section 1. Basic Information.

This section of the application requires that the applicant provide basic information about the CBO or their partner school(s).

- 1.1 Provide the following information for the applicant CBO: organization name, Federal Employer Identification Number (FEIN), location address, mailing address, website, contact person, contact phone number, and contact email.

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- 1.2 Provide the applicant CBO's mission statement and other documents on the CBO and its activities, including charter, annual reports, brochures, etc.
- 1.3 Required document: Franchise Tax Board Entity Status Letter (FTB 4263A).
- 1.4 Required document: Internal Revenue Service 501(c)(3) Tax Exempt Letter.
- 1.5 If your organization files an IRS Form 990 or California Form 190, please submit the most recent copy.
- 1.6 For schools, provide the following information for each beneficiary school(s): district, school name, county-school-district (CDS) code²⁶, school address, mailing address, contact person name, contact phone number, contact email, low grade, high grade, number of students, year-round (Y/N), and charter (Y/N).
- 1.7 Provide a list of the Board of Directors and Principal Officers. Include an organizational chart.
- 1.8 Submit resumes of personnel relevant and integral to the success of this project, especially those who have experience in deploying community technology programs, as well as resumes of those who have experience in collaborating with schools, students, and teachers.

Section 2. Scope of Work.

This section requires the applicant to present their digital divide project. The information provided must sufficiently demonstrate that the project meets all eligibility requirements. Applicants should provide a narrative description to the questions below.

²⁶ The county-school-district (CDS) code is the CA Department of Education's method for tracking California schools. Refer to <https://www.cde.ca.gov/ds/si/ds/>. The data source, Unduplicated Student Poverty – Free or Reduced-Price Meals Data 2018–19, was used to identify eligible schools and school districts and can be found on <https://www.cde.ca.gov/ds/ad/filessp.asp>.

2.1 Describe the digital divide project. Identify and describe project functions, activities, schedules, locations, and deliverables. How does/will the project provide a holistic solution to bridge the digital divide? For example, a response to this question can include responses to the following questions:

- Provide a detailed list of the technology the organization or school currently uses, such as software, devices, connections, or technical training. Also, describe what digital resources the organization or beneficiary school or its students currently lack or what barriers to access the beneficiary school or its students are experiencing, and how will the CBO utilize the digital divide grants to procure the necessary digital resources or mitigate any barriers to access for the beneficiary school or its students.
- Will the project provide a broadband connection(s)? If so, where will end users utilize the broadband service? Who will be the end users of the broadband service? What type of broadband services? Who is the service provider? What are the costs of the broadband services (per connection and in total)? How many student homes will receive a broadband connection? How many students reside at those homes? Will the broadband service continue after the project term ends?
- Will the project provide hardware devices? If so, what type of hardware devices will the project provide? What is the cost of the devices (per device and in total)? What will happen to the devices after the project term ends? Who will be responsible for maintaining the devices during the project term and after the term ends?
- Does the project include an educational curriculum focusing on the use of technology that will be taught? If so, please describe that curriculum. What is the curriculum schedule? Who will teach the curriculum? What are the credentials of the teachers?
- Will the project deploy software installed on devices? If so, what software will be installed? What is the purpose of the software? Will the software

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enable distance learning? What is the cost of the software? Will use of the software continue after the project ends?

- Will the project provide training on distance-learning technology? If so, please describe the training. What is the training schedule? Who will provide the training? What are the credentials of the teachers?
 - Describe any additional benefits, functions, activities, goods, and/or services provided as part of the project to help bridge the digital divide.
- 2.2 Provide a timeline identifying the term of the project and key milestones, including commencement and completion dates.
 - 2.3 Describe the population that the project serves. How many participants will benefit from the project? Are the participants from low-income households, disabled, or belonging to urban, rural, or disadvantaged communities? Do the participants have special educational needs? Are the participants living in a residence or area that lacks access to high-speed internet? Describe the causes and effects of the digital divide experienced by the participants.
 - 2.4 Identify and enumerate specific target goals for the project's primary functions/activities.
 - 2.5 Identify and describe methods of tracking outcomes and assessing results, including quantitative and qualitative metrics to measure accomplishments against target goals.
 - 2.6 Explain whether (and, if so, how) the project benefits will extend beyond a single year.

Section 3. Experience.

This section requires the applicant to provide information on their ability to execute the project and meet the requirements of the DDGP. The applicant should provide a narrative description to the questions below.

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- 3.1 Describe the applicant CBO's existing or past efforts in providing and implementing community technology projects and/or projects to bridge the digital divide. Provide documentation on previous or past efforts.
- 3.2 Describe the applicant CBO's experience deploying grant-funded projects.
- 3.3 Provide at least three letters of recommendation endorsing the ability of the CBO. The letters of recommendation must be from entities unrelated to the beneficiaries, including state or local government agencies, public schools or school districts, county offices of education, persons holding public office, trade associations or groups, community groups, and/or anchor institutions.
- 3.4 For school projects, describe the relationship between the applicant CBO and the partner school(s). How did the relationship start? Has the CBO previously worked with the school(s) on other projects? Confirm that the partner school(s) has reviewed the application and agrees to execute the project if selected.
- 3.5 For school projects, provide at least three letters of endorsement per partnership school supporting the digital divide project. One letter is required from each of the following: (1) the beneficiary school's district office, (2) the beneficiary school's school board, (3) the beneficiary school's Parent Teachers Association.²⁷
 - a. If your project proposal requires that your staff be present at school and interact with school children and/or teachers, the letter of endorsement from the district office must confirm and explain that you have discussed this with the school district and school and have met all school requirements for fingerprints and/or background checks. Explain how you plan to meet those requirements.
- 3.6 Is the CBO sustainable? How do you get your funding? Do you have other government funding?

²⁷ Applicants must submit all three letters of endorsement to meet the requirements of a complete application. Letters of endorsement from the beneficiary school's district office and Parent Teacher Association are due by the application deadline of December 31, 2022. The letter of endorsement from the beneficiary school's school board is due by February 28, 2023.

Section 4. Proposed Project Budget.

This section requires the applicant to provide information on the project's proposed budget.

- 4.1 Provide a narrative description of the project's proposed budget plan. The maximum narrative length for this item is three pages.
- 4.2 Submit a proposed budget for the project. A sample budget is attached to Appendix B or available for download at www.cpuc.ca.gov/ddgp.
- 4.3 Will the project be funded by additional funding sources? Provide a description of other funding sources and amounts. Include documentation verifying those secured sources and funding amounts.
- 4.4 Will the project continue to provide benefits or services beyond the grant's one year funding cycle? Provide a plan for how the CBO and partner school(s) will sustain the program for future years.

Section 5. Partnership Agreement.

- 5.1 Review and complete the Partnership Agreement form, attached to this Resolution at Appendix C or available for download at www.cpuc.ca.gov/ddgp. Each beneficiary school is required to sign a separate form.

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Appendix -B

Sample Proposed Budget and Administrative Expenses

Budget Line Item	Price Per Item	Number of Units	Total Amount
Student home broadband connection;	\$200.00	120	\$24,000.00
School hardware A	\$300.00	10	\$3,000.00
School hardware B	\$100.00	10	\$1,000.00
Student hardware C	\$300.00	120	\$36,000.00
Student hardware D	\$50.00	120	\$6,000.00
Student curriculum E	\$300.00	120	\$36,000.00
Student curriculum F	\$600.00	120	\$72,000.00
Teacher curriculum G	\$800.00	20	\$16,000.00
Software H - Teachers	\$15.00	10	\$150.00
Software I - Students	\$100.00	120	\$12,000.00
Administrative Costs *	n/a	n/a	\$9,550.00
Total			\$215,700.00

This example is for projects to beneficiary schools. Community Based Organization applicants can follow the same format.

*Administrative expenses related to the digital divide project are limited to those incurred by CBOs and not by schools served by the digital divide project. The Digital Divide Grant Program will only reimburse up to 10% of the total awarded grant amount for administrative expenses. Administrative expenses of CBOs exclude costs associated with services and goods used by students, teachers, or schools served by the digital divide project. Administrative expenses of CBOs include, but are not limited to, costs associated with the following:

- Administrative activities of the CBOs.
- Project planning, technical project management, oversight work, program execution and reporting, and procurement of goods and services.
- Wages, benefits, and payroll taxes of administrative staff (including accounting, human resources, etc.), legal staff, and management.

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- Ongoing operating expenses such as rent, utilities, IT, and other similar costs.
- Travel: Transportation, lodging, and meal costs associated with staff travel.
- Supplies and Materials: Office supplies, equipment, and other materials.
- Contracted Services: Third-party services including consulting, legal or technical support for proposal evaluation, data subscriptions to supplement benefits analysis, and augmentation of internal staff for project oversight and program coordination.
- Event Fees for Hosted and Attended Events: Costs associated with sponsoring, hosting, or attending events – including consortia, memberships, conferences, venue rentals, and other similar costs.
- Insurance.
- Audit fees and costs.
- Costs are usually included within GAAP General and Administrative Expenses and Overhead.

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Appendix -C

Partnership Agreement

DIGITAL DIVIDE GRANT PROGRAM
PARTNERSHIP AGREEMENT

This Partnership Agreement formalizes the agreement between the community based organization, _____ (a non-profit corporation), and _____ (a school, or "Partner School") (collectively, the "Grant Partners") for the purposes of implementing the Digital Divide Grant Program (DDGP) _____ (the "Project Proposal" or "Project"), as described in the accompanying application.

If selected to receive a grant by the California Public Utilities Commission (CPUC), the Grant Partners agree to execute the approved Project in good faith, with the Partner School as the sole beneficiary of all assets, interests, and/or services funded by the DDGP. **The Grant Partners understand that it may be necessary for the parties to execute a separate agreement to further define the parties' respective roles and responsibilities, especially if the Project is expected to continue beyond the DDGP one-year funding term and/or exceeds the CPUC approved budgets.** By participating in the DDGP, the Grant Partners agree to comply with the terms, conditions, and requirements of the California Public Utilities Commission, the Digital Divide Grant Program, California Public Utilities Code § 280.5, Decision 21-10-020, and Resolution T-17770, and any successor decisions.

We, the undersigned, have reviewed the application and supporting documents and are duly authorized to execute this Partnership Agreement.

CBO Representative:

Partner School Representative:

Signed this ___ day of _____, 20__

Signed this ___ day of _____, 20__

Signature

Signature

Name:

Name:

Title:

Title:

Organization:

Organization:

Address:

Address:

Email:

Email:

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Phone:

Phone:

By signing this application, I declare under penalty of perjury under the laws of the State of California that I am authorized to act on behalf of the applicant, that the information submitted with this application is true and accurate to the best of my knowledge. I understand and acknowledge that if selected as a grant award recipient, the organization and any of its officers, employees, agents will carry out the approved project in good faith and shall adhere to terms and conditions of the California Public Utilities Commission, the Digital Divide Grant Program, California Public Utilities Code § 280.5, Decision 21-10-020, and Resolution T-17770, and any successor decisions.

Signed this ___ day of _____, 20__.

By: _____

Name:

Title:

On behalf of:

Address:

Phone:

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Appendix -D
Terms and Conditions of the Digital Divide Grant Program

By signing this application, I declare under penalty of perjury under the laws of the State of California that I am authorized to act on behalf of the applicant, that the information submitted with this application is true and accurate to the best of my knowledge. I understand and acknowledge that if selected as a grant award recipient, the organization and any of its officers, employees, agents will carry out the approved project in good faith and shall adhere to terms and conditions of the California Public Utilities Commission, the Digital Divide Grant Program, California Public Utilities Code § 280.5, Decision 21-10-020, and Resolution T-17770, and any successor decisions.

Signed this ___ day of _____, 20__.

By: _____

Name:

Title:

On behalf of:

Address:

Phone:

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Appendix -E

Project Status Report for the Digital Divide Grant Program

Each project status report should include a cover page with the following table:

Grant Recipient (CBO Name):	
Project Name:	
Beneficiary Public Schools:	
Report Type (Progress or Completion):	
Report Submission Date: (MM/DD/YY)	
Payments Received to Date: (\$)	
Project Completion Date: (MM/DD/YY)	
Attestation: I certify that all statements and representations made in this report are true and correct under penalty of perjury.	Name: Signature: Report submission date:

The two project status reports must respond to each of the items enumerated below. Organize and label responses in a manner consistent with the list of items below.

1. What are the total project expenses incurred to date?
2. Are the expenses incurred during this reporting period consistent with the approved project budget? If not, please explain and provide justification for the difference.

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3. Describe progress on the approved Scope of Work. Using both qualitative and quantitative terms, describe accomplishments made during this reporting period. Identify and organize accomplishments according to the approved Scope of Work. For each item within the approved Scope of Work, identify whether all the milestones/goals set for this reporting period were achieved. If any of the goals or milestones set for this reporting period were not met, explain why.
4. Are the accomplishments described consistent with the approved project plan? If not, please explain.
5. Describe any additional project accomplishments for this reporting period that were not part of the approved Scope of Work.
6. Identify, describe/explain, and provide justification for any changes or diversions from the approved Scope of Work during this reporting period. How will the changes and diversions during this reporting period affect project completion (e.g., delays, set goals that cannot be accomplished, etc.)? Was CPUC notified of these changes or diversions, and if so, were the changes or diversions approved by the CPUC? If not, please explain why CPUC was not notified.
7. Identify, describe/explain, and provide justification for any changes or diversions from the approved project budget during this reporting period. How will the changes and diversions during this reporting period affect project completion (e.g., delays, set goals that cannot be accomplished, etc.)? Was CPUC notified of these changes or diversions, and if so, were the changes or diversions approved by the CPUC? If not, please explain why CPUC was not notified.
8. Are additional changes or diversions anticipated to the approved Scope of Work during the remainder of the project period? If so, please describe and provide justifications, and explain how the changes or diversions will affect project completion or project goals.
9. Are additional changes or diversions anticipated to the approved project budget during the remainder of the project period? If so, please describe and provide justifications, and explain how the changes or diversions will affect project completion or project goals.

10. Identify challenges to the project experienced during this reporting period and describe the course of action taken to address the challenges.
11. Identify future challenges anticipated during the remainder of the project. For each challenge identified, what is the planned course of action to address the challenge. Will the challenges affect project completion? If so, please explain how project completion will be affected.
12. Identify and describe any unexpected benefits that resulted from the project during this reporting period.

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Appendix -F

Disbursement Schedule and Conditions of Payment

Disbursement Schedule and Conditions of Payment

- Grantee will receive grant funds at three points throughout the project period to be allocated as follows:
 - **First disbursement:** 25% of the grant award to be issued after approval of Res. T-17842 to fund the project's initial ramp up period.
 - **Second disbursement:** Up to 50% of the grant award
 - **Third disbursement:** 25% of the grant award, plus any remaining funds, if applicable.
- After the first disbursement, subsequent payment requests will accompany two of the reports required by T-17842. These include:
 - **Project Status Report:** due no later than **October 1, 2025**, and
 - **Project Final Completion Report:** due no later than **June 1, 2026**.
- The relevant project report must be submitted for a payment request to be granted.
- The grantee shall submit final requests for payment no later than 3 months after completion of the project or October 1, 2025, whichever is earlier.
- Payment will be based upon receipt and approval of invoices and other supporting documents showing the expenditures incurred for the project are in accordance with their approved application and budget.
- Grantee shall notify the Commission as soon as it becomes aware that they may not be able to meet project deadlines.
- Payment will be made in accordance with, and within the time specified in California Government Code § 927 et seq.
- The Commission has the right to conduct any necessary audit, verification, and discovery during project implementation to ensure that DDGP funds are spent in accordance with the terms of approval granted by the Commission.

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- Grantee invoices will be subject to audit by the Commission at any time within three years of final payment.

Certification Requirement: Grantee must certify that each report and payment request submitted is true and correct under penalty of perjury.

All required reports and payment requests, including invoices and other supporting documents should be submitted via email to: DigitalDivideGrantProgram@cpuc.ca.gov.

END OF APPENDICES