

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



December 31, 2018

Cynthia Bojorquez  
City of Sunnyvale  
665 W. Olive Avenue  
Sunnyvale, CA 94086  
cbojorquez@sunnyvale.ca.gov

**SUBJECT: CASF ADOPTION PROGRAM GRANT AWARD FOR DIGITAL LITERACY**

This letter serves to notify you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves grant funding to the City of Sunnyvale (Grantee) from the California Advanced Services Fund (CASF) Adoption Program.

In your application, you requested \$62,583. The Commission has approved your application for CASF grant funding of up to \$58,033 for the City of Sunnyvale Digital Literacy Columbia Middle School project.

**Requirements**

The grant award is predicated on the Grantee's agreement to provide adoption services as detailed in its application and in compliance with the requirements of the Expedited Review checklist. In its application, Grantee previously agreed and attested to comply with the specified requirements on the checklist, which include meeting all the milestones and goals set out for the project(s), as well as fulfilling the requirements per D.18-06-032. Key requirements include, among others:

- Grantee will provide at least eight hours of digital literacy training to each participant through digital literacy classes, one on one tutoring or self-paced instruction.
- Grantee will perform education and outreach to educate the community of available broadband internet services
- Grantee has identified a designated space for digital literacy training.
- Grantee must provide technical support, either by phone or in person, within 24 hours.
- Grantee must be ready to provide classes within six months of the grant award.
- Grantee must complete the project within 24 months from the ramp up period.
- Grantee must sustain the adoption project for 24 months or until the project deliverables and milestones have been met, whichever is sooner.

**Reporting**

The grant award is also contingent upon fulfilling the reporting requirements per D. 18-06-032, Appendix 1. These reports include a Ramp-up period report (if applicable), a Year 1 Progress

Report and a Year 2 Completion Report. Please refer to the Administrative Manual posted on the CPUC CASF website for the reporting templates.

Grantee must maintain files, invoices, and other related documentation for three years after final payment. Grantee shall make these records available to the Commission upon request and agree that these records are subject to audit and review by the Commission at any time within three years after Grantee has incurred the expense being audited.

### **Payment**

Grantees may submit up to three payment requests throughout the project period. Payment requests will accompany the 3 reports required above. Payment will be based upon receipt and approval of invoices and other supporting documents showing that expenditures incurred for the project are in accordance with their approved application and budget.

The Commission has the right to conduct any necessary audit, verification, and discovery during project implementation to ensure that CASF funds are spent in accordance with the terms of approval the Commission grants. Please refer to the Administrative Manual posted on the CASF page on the CPUC 's website for the payment request templates.

### **Execution and Performance**

Grantee must begin the project within six months after the CPUC grant's approval (after the ramp –up time if applicable) and must complete the project within 24-months. The Commission may withhold or terminate grant payments if the Grantee does not comply with any of the requirements set forth in its application and with the CASF rules. If the Grantee fails to complete the project in accordance with the terms of approval the Commission's grant, the grantee must reimburse some or all the CASF funds that it has received.

By receiving a CASF grant, Grantee agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the Commission regarding disbursement and administration of the grant and the Commission's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. In the event Grantee fails to complete the project in accordance with the terms of the approval granted by the Commission as set forth in D.18-06-032 and this award letter, Grantee must reimburse some or all the CASF funds it has received.

Grantee must report any material changes in the entries for the application, such as discontinuing operation or bankruptcy, or change of name (DBA), change of address, telephone, fax number or E-mail address, by letter to the California Public Utilities Commission, Director of the Communications Division, 505 Van Ness Avenue, San Francisco, CA 94102 and [CDCompliance@cpuc.ca.gov](mailto:CDCompliance@cpuc.ca.gov).

### **Award Acceptance**

Should Grantee agree to the terms set herein, please sign and email the Consent form and acceptance letter (see Attachment 1). A completed and executed Attachment 1 should be emailed to [CASF\\_Adoption@cpuc.ca.gov](mailto:CASF_Adoption@cpuc.ca.gov) within 30 calendar days from the date of this letter. Should Grantee choose not to accept this award, or move forward with the specified project, no further action is required. Failure of Grantee to accept the terms of the grant award or submit the Award Acceptance letter within 30 calendar days from the date of this letter, will result in the award being rescinded.

Thank you once again for your application and we look forward to your response. Please contact [CASF\\_Adoption@cpuc.ca.gov](mailto:CASF_Adoption@cpuc.ca.gov) if you have any questions about the CASF Adoption Program and/or your CASF grant.

Sincerely,

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A handwritten signature in black ink, appearing to read 'Cynthia Walker', with a long horizontal flourish extending to the right.

Cynthia Walker  
Director  
Communications Division

**ATTACHMENT 1**

**Consent Form and Acknowledgement and Acceptance of the  
California Advanced Services Fund Broadband Adoption Grant Award**

Name of Grantee: City of Sunnyvale for the Columbia Middle School Digital Literacy project

Grantee identified above hereby acknowledges acceptance of the California Advanced Services Fund Broadband Adoption Grant and agrees to comply with all grant terms, conditions, and requirements set forth in the Approval Letter and Decision 18-06-032. Grantee also agrees to fulfill the goals it identified in the application and understands that all payment requests will be subject to it meeting those goals.

**Budget:** Grant funding is approved for this project of up to \$58,033 in the following categories.

<b>CASF Broadband Adoption Grant Funding</b>	
<b>Category</b>	<b>Approved Funding Amount</b>
<i>Take Home Computing Devices</i>	\$10,000
<i>Other Misc. Supplies/Equipment</i>	\$1,500
<i>Marketing and Outreach (including marketing and outreach staff, fliers, advertising, other marketing and outreach efforts)</i>	\$2,489
<i>Technical Support</i>	\$5,950
<i>Digital literacy instructors or Staffing for monitoring the designated space or staffing for call centers</i>	\$32,094
<i>Other Staffing (including administrative support, project management, other staff, (excludes marketing and outreach staff))</i>	\$6,000
<b>Total</b>	\$58,033

**Goals:** Grant funding is approved for this project based on the below goals as stated in the grantee's application.

<b>CASF Broadband Adoption Grant Funding</b>	
<b>Goal</b>	<b>Metric</b>
<i>Grantee will provide digital literacy training to the following</i>	<i>125 participants</i>
<i>Grantee will perform the following education and outreach to educate the community of available broadband internet services</i>	<i>Activities as stated per Application</i>
<i>Grantee will subscribe the following number of participants in broadband internet services</i>	<i>50 subscriptions</i>

Undersigned representative of the City of Sunnyvale for the Columbia Middle School Digital Literacy Project is duly authorized to execute this Agreement Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth by the California Public Utilities Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Organization or Name of Company \_\_\_\_\_

Business Address (include street address, suite/apt. number, city, state, and ZIP Code)

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December 31, 2018

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**SUBJECT: CASF ADOPTION PROGRAM GRANT AWARD FOR DIGITAL LITERACY**

This letter serves to notify you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves grant funding to the City of Sunnyvale (Grantee) from the California Advanced Services Fund (CASF) Adoption Program.

In your application, you requested \$42,107. The Commission has approved your application for CASF grant funding of up to \$40,657 for the City of Sunnyvale Ellis Elementary School Digital Literacy project.

**Requirements**

The grant award is predicated on the Grantee's agreement to provide adoption services as detailed in its application and in compliance with the requirements of the Expedited Review checklist. In its application, Grantee previously agreed and attested to comply with the specified requirements on the checklist, which include meeting all the milestones and goals set out for the project(s), as well as fulfilling the requirements per D.18-06-032. Key requirements include, among others:

- Grantee will provide at least eight hours of digital literacy training to each participant through digital literacy classes, one on one tutoring or self-paced instruction.
- Grantee will perform education and outreach to educate the community of available broadband internet services
- Grantee has identified a designated space for digital literacy training.
- Grantee must provide technical support, either by phone or in person, within 24 hours.
- Grantee must be ready to provide classes within six months of the grant award.
- Grantee must complete the project within 24 months from the ramp up period.
- Grantee must sustain the adoption project for 24 months or until the project deliverables and milestones have been met, whichever is sooner.

**Reporting**

The grant award is also contingent upon fulfilling the reporting requirements per D. 18-06-032, Appendix 1. These reports include a Ramp-up period report (if applicable), a Year 1 Progress

Report and a Year 2 Completion Report. Please refer to the Administrative Manual posted on the CPUC CASF website for the reporting templates.

Grantee must maintain files, invoices, and other related documentation for three years after final payment. Grantee shall make these records available to the Commission upon request and agree that these records are subject to audit and review by the Commission at any time within three years after Grantee has incurred the expense being audited.

### **Payment**

Grantees may submit up to three payment requests throughout the project period. Payment requests will accompany the 3 reports required above. Payment will be based upon receipt and approval of invoices and other supporting documents showing that expenditures incurred for the project are in accordance with their approved application and budget.

The Commission has the right to conduct any necessary audit, verification, and discovery during project implementation to ensure that CASF funds are spent in accordance with the terms of approval the Commission grants. Please refer to the Administrative Manual posted on the CASF page on the CPUC 's website for the payment request templates.

### **Execution and Performance**

Grantee must begin the project within six months after the CPUC grant's approval (after the ramp –up time if applicable) and must complete the project within 24-months. The Commission may withhold or terminate grant payments if the Grantee does not comply with any of the requirements set forth in its application and with the CASF rules. If the Grantee fails to complete the project in accordance with the terms of approval the Commission's grant, the grantee must reimburse some or all the CASF funds that it has received.

By receiving a CASF grant, Grantee agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the Commission regarding disbursement and administration of the grant and the Commission's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. In the event Grantee fails to complete the project in accordance with the terms of the approval granted by the Commission as set forth in D.18-06-032 and this award letter, Grantee must reimburse some or all the CASF funds it has received.

Grantee must report any material changes in the entries for the application, such as discontinuing operation or bankruptcy, or change of name (DBA), change of address, telephone, fax number or E-mail address, by letter to the California Public Utilities Commission, Director of the Communications Division, 505 Van Ness Avenue, San Francisco, CA 94102 and [CDCompliance@cpuc.ca.gov](mailto:CDCompliance@cpuc.ca.gov).

### **Award Acceptance**

Should Grantee agree to the terms set herein, please sign and email the Consent form and acceptance letter (see Attachment 1). A completed and executed Attachment 1 should be emailed to [CASF\\_Adoption@cpuc.ca.gov](mailto:CASF_Adoption@cpuc.ca.gov) within 30 calendar days from the date of this letter. Should Grantee choose not to accept this award, or move forward with the specified project, no further action is required. Failure of Grantee to accept the terms of the grant award or submit the Award Acceptance letter within 30 calendar days from the date of this letter, will result in the award being rescinded.

Thank you once again for your application and we look forward to your response. Please contact [CASF\\_Adoption@cpuc.ca.gov](mailto:CASF_Adoption@cpuc.ca.gov) if you have any questions about the CASF Adoption Program and/or your CASF grant.

Sincerely,

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Cynthia Walker  
Director  
Communications Division



**ATTACHMENT 1**

**Consent Form and Acknowledgement and Acceptance of the  
California Advanced Services Fund Broadband Adoption Grant Award**

Name of Grantee: City of Sunnyvale for the Ellis Elementary School Digital Literacy Project

Grantee identified above hereby acknowledges acceptance of the California Advanced Services Fund Broadband Adoption Grant and agrees to comply with all grant terms, conditions, and requirements set forth in the Approval Letter and Decision 18-06-032. Grantee also agrees to fulfill the goals it identified in the application and understands that all payment requests will be subject to it meeting those goals.

**Budget:** Grant funding is approved for this project of up to \$40,657 in the following categories.

<b>CASF Broadband Adoption Grant Funding</b>	
<b>Category</b>	<b>Approved Funding Amount</b>
<i>Take Home Computing Devices</i>	\$10,000
<i>Misc. Supplies/Equipment</i>	\$1,500
<i>Marketing and Outreach (including marketing and outreach staff, fliers, advertising, other marketing and outreach efforts)</i>	\$2,239
<i>Technical Support</i>	\$2,550
<i>Digital literacy instructors or Staffing for monitoring the designated space or staffing for call centers</i>	\$20,340
<i>Other Staffing (including administrative support, project management, other staff, (excludes marketing and outreach staff))</i>	\$4,028
<b>Total</b>	<b>\$40,657</b>

**Goals:** Grant funding is approved for this project based on the below goals as stated in the grantee's application.

<b>CASF Broadband Adoption Grant Funding</b>	
<b>Goal</b>	<b>Metric</b>
<i>Grantee will provide digital literacy training to the following</i>	<i>75 participants</i>
<i>Grantee will perform the following education and outreach to educate the community of available broadband internet services</i>	<i>Activities as stated per Application</i>
<i>Grantee will subscribe the following number of participants in broadband internet services.</i>	<i>50 subscriptions</i>

Undersigned representative of the City of Sunnyvale for the Ellis Elementary School Digital Literacy Project is duly authorized to execute this Agreement Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth by the California Public Utilities Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Organization or Name of Company \_\_\_\_\_

Business Address (include street address, suite/apt. number, city, state, and ZIP Code)

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In your application, you requested \$42,107. The Commission has approved your application for CASF grant funding of up to \$40,657 for the City of Sunnyvale Lakewood Elementary School Digital Literacy project.

**Requirements**

The grant award is predicated on the Grantee's agreement to provide adoption services as detailed in its application and in compliance with the requirements of the Expedited Review checklist. In its application, Grantee previously agreed and attested to comply with the specified requirements on the checklist, which include meeting all the milestones and goals set out for the project(s), as well as fulfilling the requirements per D.18-06-032. Key requirements include, among others:

- Grantee will provide at least eight hours of digital literacy training to each participant through digital literacy classes, one on one tutoring or self-paced instruction.
- Grantee will perform education and outreach to educate the community of available broadband internet services
- Grantee has identified a designated space for digital literacy training.
- Grantee must provide technical support, either by phone or in person, within 24 hours.
- Grantee must be ready to provide classes within six months of the grant award.
- Grantee must complete the project within 24 months from the ramp up period.
- Grantee must sustain the adoption project for 24 months or until the project deliverables and milestones have been met, whichever is sooner.

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Report and a Year 2 Completion Report. Please refer to the Administrative Manual posted on the CPUC CASF website for the reporting templates.

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### **Payment**

Grantees may submit up to three payment requests throughout the project period. Payment requests will accompany the 3 reports required above. Payment will be based upon receipt and approval of invoices and other supporting documents showing that expenditures incurred for the project are in accordance with their approved application and budget.

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### **Execution and Performance**

Grantee must begin the project within six months after the CPUC grant's approval (after the ramp –up time if applicable) and must complete the project within 24-months. The Commission may withhold or terminate grant payments if the Grantee does not comply with any of the requirements set forth in its application and with the CASF rules. If the Grantee fails to complete the project in accordance with the terms of approval the Commission's grant, the grantee must reimburse some or all the CASF funds that it has received.

By receiving a CASF grant, Grantee agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the Commission regarding disbursement and administration of the grant and the Commission's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. In the event Grantee fails to complete the project in accordance with the terms of the approval granted by the Commission as set forth in D.18-06-032 and this award letter, Grantee must reimburse some or all the CASF funds it has received.

Grantee must report any material changes in the entries for the application, such as discontinuing operation or bankruptcy, or change of name (DBA), change of address, telephone, fax number or E-mail address, by letter to the California Public Utilities Commission, Director of the Communications Division, 505 Van Ness Avenue, San Francisco, CA 94102 and [CDCompliance@cpuc.ca.gov](mailto:CDCompliance@cpuc.ca.gov).

### **Award Acceptance**

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Thank you once again for your application and we look forward to your response. Please contact [CASF\\_Adoption@cpuc.ca.gov](mailto:CASF_Adoption@cpuc.ca.gov) if you have any questions about the CASF Adoption Program and/or your CASF grant.

Sincerely,

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Cynthia Walker  
Director  
Communications Division

**ATTACHMENT 1**

**Consent Form and Acknowledgement and Acceptance of the  
California Advanced Services Fund Broadband Adoption Grant Award**

Name of Grantee: City of Sunnyvale for the Lakewood Elementary School Digital Literacy Project

Grantee identified above hereby acknowledges acceptance of the California Advanced Services Fund Broadband Adoption Grant and agrees to comply with all grant terms, conditions, and requirements set forth in the Approval Letter and Decision 18-06-032. Grantee also agrees to fulfill the goals it identified in the application and understands that all payment requests will be subject to it meeting those goals.

**Budget:** Grant funding is approved for this project of up to \$40,657 in the following categories.

<b>CASF Broadband Adoption Grant Funding</b>	
<b>Category</b>	<b>Approved Funding Amount</b>
<i>Take Home Computing Devices</i>	\$10,000
<i>Misc. Supplies/Equipment</i>	\$1,500
<i>Marketing and Outreach (including marketing and outreach staff, fliers, advertising, other marketing and outreach efforts)</i>	\$2,239
<i>Technical Support</i>	\$2,550
<i>Digital literacy instructors or Staffing for monitoring the designated space or staffing for call centers</i>	\$20,340
<i>Other Staffing (including administrative support, project management, other staff, (excludes marketing and outreach staff))</i>	\$4,028
<b>Total</b>	<b>\$40,657</b>

**Goals:** Grant funding is approved for this project based on the below goals as stated in the grantee's application.

<b>CASF Broadband Adoption Grant Funding</b>	
<b>Goal</b>	<b>Metric</b>
<i>Grantee will provide digital literacy training to the following</i>	<i>75 participants</i>
<i>Grantee will perform the following education and outreach to educate the community of available broadband internet services</i>	<i>Activities as stated per Application</i>
<i>Grantee will subscribe the following number of participants in broadband internet services.</i>	<i>50 subscriptions</i>

Undersigned representative of the City of Sunnyvale for the Lakewood Elementary School Digital Literacy Project is duly authorized to execute this Agreement Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth by the California Public Utilities Commission.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Organization or Name of Company \_\_\_\_\_

Business Address (include street address, suite/apt. number, city, state, and ZIP Code)

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605 VAN NESS AVENUE  
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In your application, you requested \$62,583. The Commission has approved your application for CASF grant funding of up to \$58,033 for the City of Sunnyvale San Miguel Elementary School Digital Literacy project.

**Requirements**

The grant award is predicated on the Grantee's agreement to provide adoption services as detailed in its application and in compliance with the requirements of the Expedited Review checklist. In its application, Grantee previously agreed and attested to comply with the specified requirements on the checklist, which include meeting all the milestones and goals set out for the project(s), as well as fulfilling the requirements per D.18-06-032. Key requirements include, among others:

- Grantee will provide at least eight hours of digital literacy training to each participant through digital literacy classes, one on one tutoring or self-paced instruction.
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Thank you once again for your application and we look forward to your response. Please contact [CASF\\_Adoption@cpuc.ca.gov](mailto:CASF_Adoption@cpuc.ca.gov) if you have any questions about the CASF Adoption Program and/or your CASF grant.

Sincerely,

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Cynthia Walker  
Director  
Communications Division

**ATTACHMENT 1**

**Consent Form and Acknowledgement and Acceptance of the  
California Advanced Services Fund Broadband Adoption Grant Award**

**Name of Grantee:** City of Sunnyvale for the San Miguel Elementary School Digital Literacy Project

Grantee identified above hereby acknowledges acceptance of the California Advanced Services Fund Broadband Adoption Grant and agrees to comply with all grant terms, conditions, and requirements set forth in the Approval Letter and Decision 18-06-032. Grantee also agrees to fulfill the goals it identified in the application and understands that all payment requests will be subject to it meeting those goals.

**Budget:** Grant funding is approved for this project of up to \$58,033 in the following categories.

<b>CASF Broadband Adoption Grant Funding</b>	
<b>Category</b>	<b>Approved Funding Amount</b>
<i>Take Home Computing Devices</i>	\$10,000
<i>Other Misc. Supplies/Equipment</i>	\$1,500
<i>Marketing and Outreach (including marketing and outreach staff, fliers, advertising, other marketing and outreach efforts)</i>	\$2,489
<i>Technical Support</i>	\$5,950
<i>Digital literacy instructors or Staffing for monitoring the designated space or staffing for call centers</i>	\$32,094
<i>Other Staffing (including administrative support, project management, other staff, (excludes marketing and outreach staff))</i>	\$6,000
<b>Total</b>	<b>\$58,033</b>

**Goals:** Grant funding is approved for this project based on the below goals as stated in the grantee's application.

<b>CASF Broadband Adoption Grant Funding</b>	
<b>Goal</b>	<b>Metric</b>
<i>Grantee will provide digital literacy training to the following</i>	<i>125 participants</i>
<i>Grantee will perform the following education and outreach to educate the community of available broadband internet services</i>	<i>Activities as stated per Application</i>
<i>Grantee will subscribe the following number of participants in broadband internet services</i>	<i>50 subscriptions</i>

Undersigned representative of the City of Sunnyvale for the San Miguel Elementary School Digital Literacy Project is duly authorized to execute this Agreement Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth by the California Public Utilities Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Organization or Name of Company \_\_\_\_\_

Business Address (include street address, suite/apt. number, city, state, and ZIP Code)

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## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



December 31, 2018

Cynthia Bojorquez  
City of Sunnyvale  
665 W. Olive Avenue  
Sunnyvale, CA 94086  
cbojorquez@sunnyvale.ca.gov

**SUBJECT: CASF ADOPTION PROGRAM GRANT AWARD FOR DIGITAL LITERACY**

This letter serves to notify you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves grant funding to the City of Sunnyvale (Grantee) from the California Advanced Services Fund (CASF) Adoption Program.

In your application, you requested \$62,583. The Commission has approved your application for CASF grant funding of up to \$58,033 for the City of Sunnyvale Vargas Elementary School Digital Literacy project.

**Requirements**

The grant award is predicated on the Grantee's agreement to provide adoption services as detailed in its application and in compliance with the requirements of the Expedited Review checklist. In its application, Grantee previously agreed and attested to comply with the specified requirements on the checklist, which include meeting all the milestones and goals set out for the project(s), as well as fulfilling the requirements per D.18-06-032. Key requirements include, among others:

- Grantee will provide at least eight hours of digital literacy training to each participant through digital literacy classes, one on one tutoring or self-paced instruction.
- Grantee will perform education and outreach to educate the community of available broadband internet services
- Grantee has identified a designated space for digital literacy training.
- Grantee must provide technical support, either by phone or in person, within 24 hours.
- Grantee must be ready to provide classes within six months of the grant award.
- Grantee must complete the project within 24 months from the ramp up period.
- Grantee must sustain the adoption project for 24 months or until the project deliverables and milestones have been met, whichever is sooner.

**Reporting**

The grant award is also contingent upon fulfilling the reporting requirements per D. 18-06-032, Appendix 1. These reports include a Ramp-up period report (if applicable), a Year 1 Progress

Report and a Year 2 Completion Report. Please refer to the Administrative Manual posted on the CPUC CASF website for the reporting templates.

Grantee must maintain files, invoices, and other related documentation for three years after final payment. Grantee shall make these records available to the Commission upon request and agree that these records are subject to audit and review by the Commission at any time within three years after Grantee has incurred the expense being audited.

### **Payment**

Grantees may submit up to three payment requests throughout the project period. Payment requests will accompany the 3 reports required above. Payment will be based upon receipt and approval of invoices and other supporting documents showing that expenditures incurred for the project are in accordance with their approved application and budget.

The Commission has the right to conduct any necessary audit, verification, and discovery during project implementation to ensure that CASF funds are spent in accordance with the terms of approval the Commission grants. Please refer to the Administrative Manual posted on the CASF page on the CPUC 's website for the payment request templates.

### **Execution and Performance**

Grantee must begin the project within six months after the CPUC grant's approval (after the ramp –up time if applicable) and must complete the project within 24-months. The Commission may withhold or terminate grant payments if the Grantee does not comply with any of the requirements set forth in its application and with the CASF rules. If the Grantee fails to complete the project in accordance with the terms of approval the Commission's grant, the grantee must reimburse some or all the CASF funds that it has received.

By receiving a CASF grant, Grantee agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the Commission regarding disbursement and administration of the grant and the Commission's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. In the event Grantee fails to complete the project in accordance with the terms of the approval granted by the Commission as set forth in D.18-06-032 and this award letter, Grantee must reimburse some or all the CASF funds it has received.

Grantee must report any material changes in the entries for the application, such as discontinuing operation or bankruptcy, or change of name (DBA), change of address, telephone, fax number or E-mail address, by letter to the California Public Utilities Commission, Director of the Communications Division, 505 Van Ness Avenue, San Francisco, CA 94102 and [CDCompliance@cpuc.ca.gov](mailto:CDCompliance@cpuc.ca.gov).

### **Award Acceptance**

Should Grantee agree to the terms set herein, please sign and email the Consent form and acceptance letter (see Attachment 1). A completed and executed Attachment 1 should be emailed to [CASF\\_Adoption@cpuc.ca.gov](mailto:CASF_Adoption@cpuc.ca.gov) within 30 calendar days from the date of this letter. Should Grantee choose not to accept this award, or move forward with the specified project, no further action is required. Failure of Grantee to accept the terms of the grant award or submit the Award Acceptance letter within 30 calendar days from the date of this letter, will result in the award being rescinded.

Thank you once again for your application and we look forward to your response. Please contact [CASF\\_Adoption@cpuc.ca.gov](mailto:CASF_Adoption@cpuc.ca.gov) if you have any questions about the CASF Adoption Program and/or your CASF grant.

Sincerely,

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Cynthia Walker  
Director  
Communications Division

ATTACHMENT 1  
 Consent Form and Acknowledgement and Acceptance of the  
 California Advanced Services Fund Broadband Adoption Grant Award

Name of Grantee: City of Sunnyvale for the Vargas Elementary School Digital Literacy Project

Grantee identified above hereby acknowledges acceptance of the California Advanced Services Fund Broadband Adoption Grant and agrees to comply with all grant terms, conditions, and requirements set forth in the Approval Letter and Decision 18-06-032. Grantee also agrees to fulfill the goals it identified in the application and understands that all payment requests will be subject to it meeting those goals.

**Budget:** Grant funding is approved for this project of up to \$58,033 in the following categories.

<b>CASF Broadband Adoption Grant Funding</b>	
<b>Category</b>	<b>Approved Funding Amount</b>
<i>Take Home Computing Devices</i>	\$10,000
<i>Other Misc. Supplies/Equipment</i>	\$1,500
<i>Marketing and Outreach (including marketing and outreach staff, fliers, advertising, other marketing and outreach efforts)</i>	\$2,489
<i>Technical Support</i>	\$5,950
<i>Digital literacy instructors or Staffing for monitoring the designated space or staffing for call centers</i>	\$32,094
<i>Other Staffing (including administrative support, project management, other staff, (excludes marketing and outreach staff))</i>	\$6,000
<b>Total</b>	<b>\$58,033</b>

**Goals:** Grant funding is approved for this project based on the below goals as stated in the grantee's application.

<b>CASF Broadband Adoption Grant Funding</b>	
<b>Goal</b>	<b>Metric</b>
<i>Grantee will provide digital literacy training to the following</i>	<i>125 participants</i>
<i>Grantee will perform the following education and outreach to educate the community of available broadband internet services</i>	<i>Activities as stated per Application</i>
<i>Grantee will subscribe the following number of participants in broadband internet services</i>	<i>50 subscriptions</i>



Undersigned representative of the City of Sunnyvale for the Vargas Elementary School Digital Literacy Project is duly authorized to execute this Agreement Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth by the California Public Utilities Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Organization or Name of Company \_\_\_\_\_

Business Address (include street address, suite/apt. number, city, state, and ZIP Code)

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