



# CTF Administrative Committee Meeting

June 2, 2025





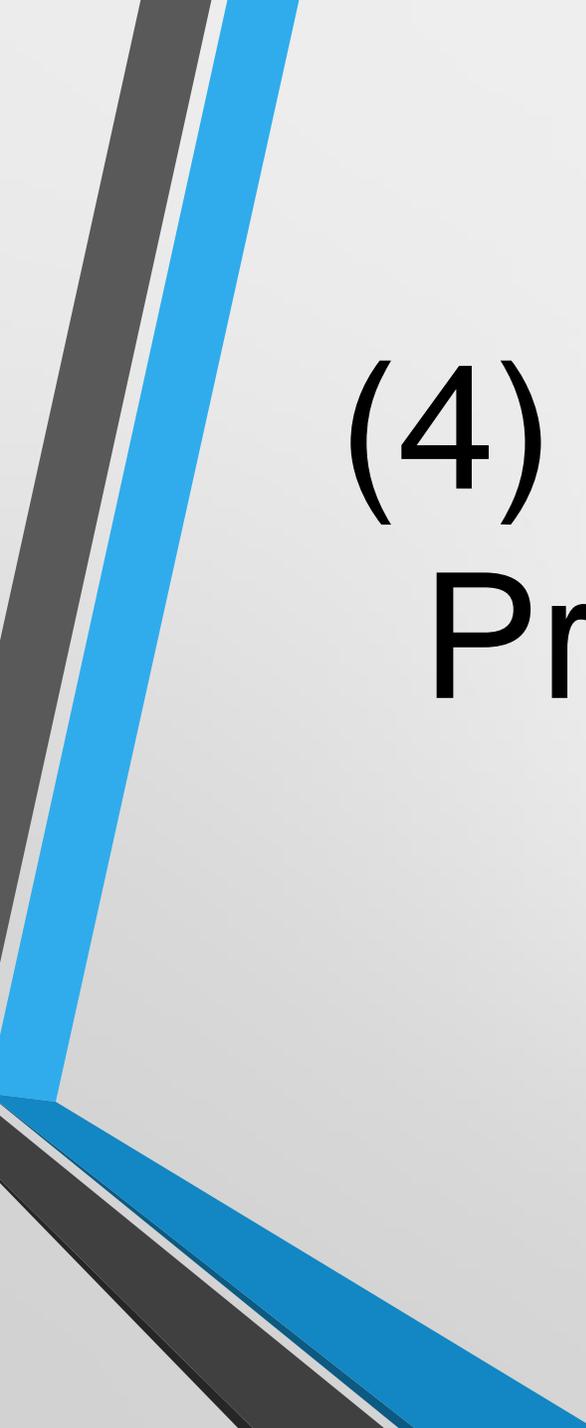
# (1) Introductions



## (2) Public Comments on Non-Agenda Items



## (3) Agenda Review



(4) Review and Approve  
Prior Meeting Minutes



# (5) Action Items from last Committee 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



# (7) 2025 Strategic Planning Meeting

## (9) Status of CTF and E-CAP

- Applications/Recertification
- Claims and Program Finances



# California Teleconnect Fund

## Applications - Q1 2025

January 1, 2025 - March 31, 2025

	CBO	Healthcare CBO	Gov Hospitals	Community Colleges	Libraries	Private Schools	Charter Schools	Public Schools*	2-1-1 Provider	Total
Count of Intake Number	74 (23.3%)	60 (18.9%)	17 (5.3%)	0 (0.0%)	119 (37.4%)	23 (7.2%)	7 (2.2%)	14 (4.4%)	4 (1.3%)	318 (100%)
Approved	33	27	5	0	0	19	4	14	3	105
Ineligible/ Rejected	39	23	12	0	119	4	3	0	1	201
Pending Info.	2	1	0	0	0	0	0	0	0	3
In Analyst Review	0	9	0	0	0	0	0	0	0	9

\*Non-Charter Public Schools





# California Teleconnect Fund

Fund Status Report as of March 31, 2025

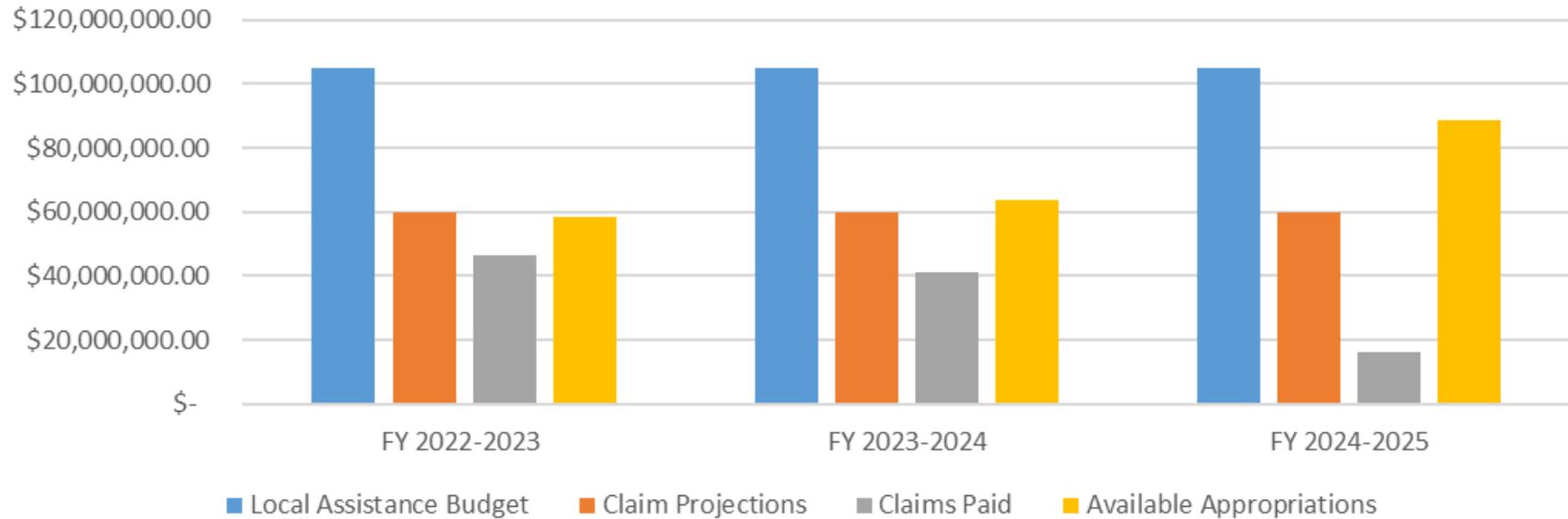
CTF Local Assistance Budget vs. Claim Projections and Payments			
Description	FY 2022-2023	FY 2023-2024	FY 2024-2025
Local Assistance Budget	\$ 105,000,000.00	\$ 105,000,000.00	\$ 105,000,000.00
Claim Projections	\$ 60,000,000.00	\$ 60,000,000.00	\$ 60,000,000.00
Claims Paid	<b>\$ 46,661,822.59</b>	<b>\$ 41,049,031.10</b>	<b>\$ 16,311,303.63</b>
Available Appropriations	\$ 58,338,177.41	\$ 63,950,968.90	\$ 88,688,696.37





# California Teleconnect Fund

## CTF Local Assistance Budget vs. Claim Projections and Payments





# California Teleconnect Fund

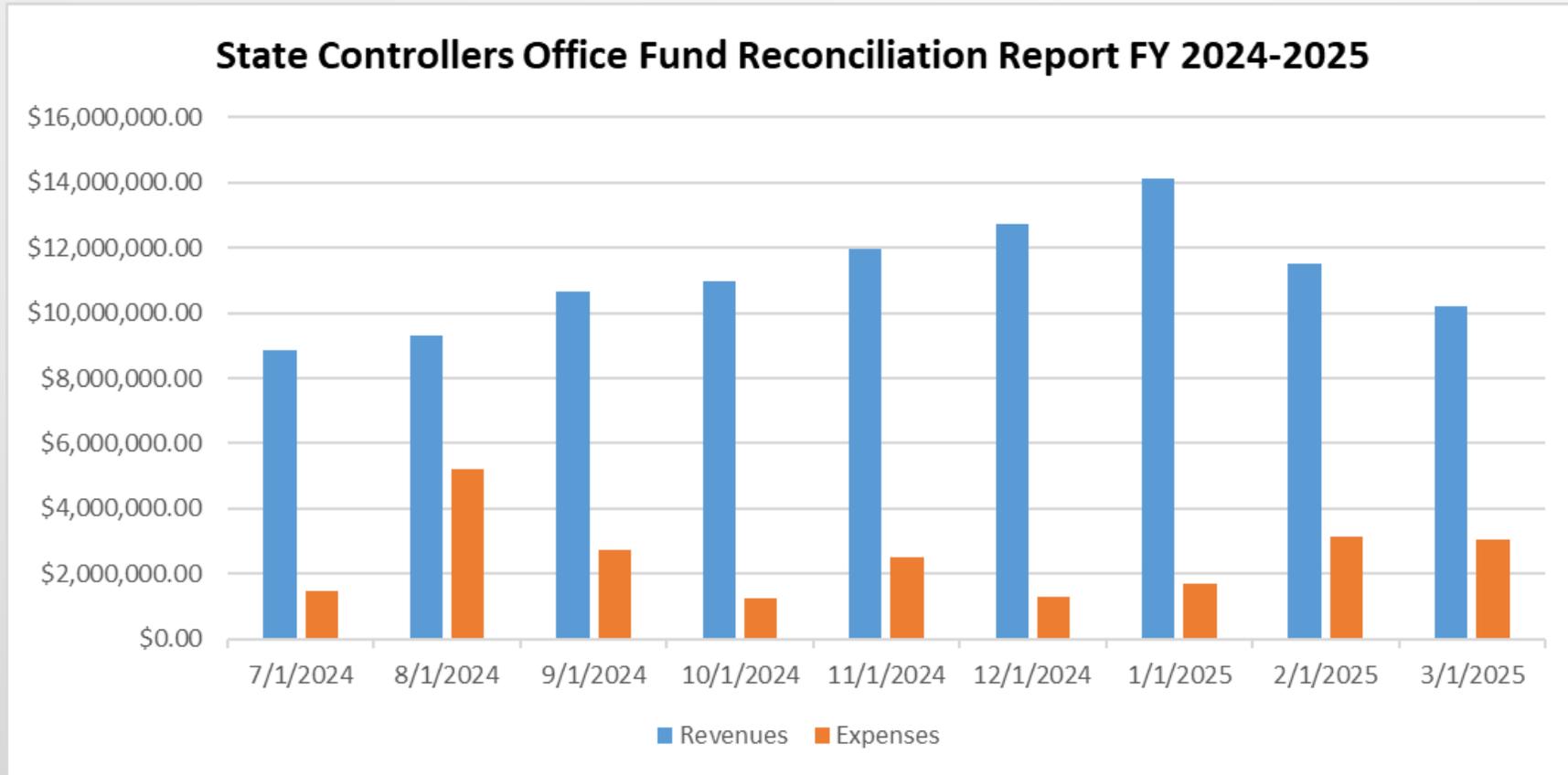
## Cash Balance as of March 31, 2025

State Controllers Office Fund Reconciliation Report FY 2024-2025					
Report Date	FY / period	Beginning Cash Balance	Revenues	Expenses	Ending Cash Balance
7/31/2024	FY24 P01	\$ 116,528,306	\$ 8,856,907	\$ 1,476,000	\$ 123,909,213
8/31/2024	FY24 P02	\$ 123,909,213	\$ 9,311,550	\$ 5,198,000	\$ 128,022,763
9/30/2024	FY24 P03	\$ 128,022,763	\$ 10,651,484	\$ 2,731,000	\$ 135,943,247
10/31/2024	FY24 P04	\$ 135,943,247	\$ 10,997,756	\$ 1,242,000	\$ 145,699,003
11/30/2024	FY24 P05	\$ 145,699,003	\$ 11,945,871	\$ 2,492,000	\$ 155,152,874
12/31/2024	FY24 P06	\$ 155,152,874	\$ 12,718,788	\$ 1,298,000	\$ 166,573,662
1/31/2025	FY24 P07	\$ 166,573,662	\$ 14,147,028	\$ 1,684,000	\$ 179,036,690
2/28/2025	FY24 P08	\$ 179,036,690	\$ 11,521,233	\$ 3,145,000	\$ 187,412,923
3/31/2025	FY24 P09	\$ 187,412,923	\$ 10,228,885	\$ 3,055,000	\$ 194,586,809





# California Teleconnect Fund





# California Teleconnect Fund

## Claims received from January 2025 through March 2025

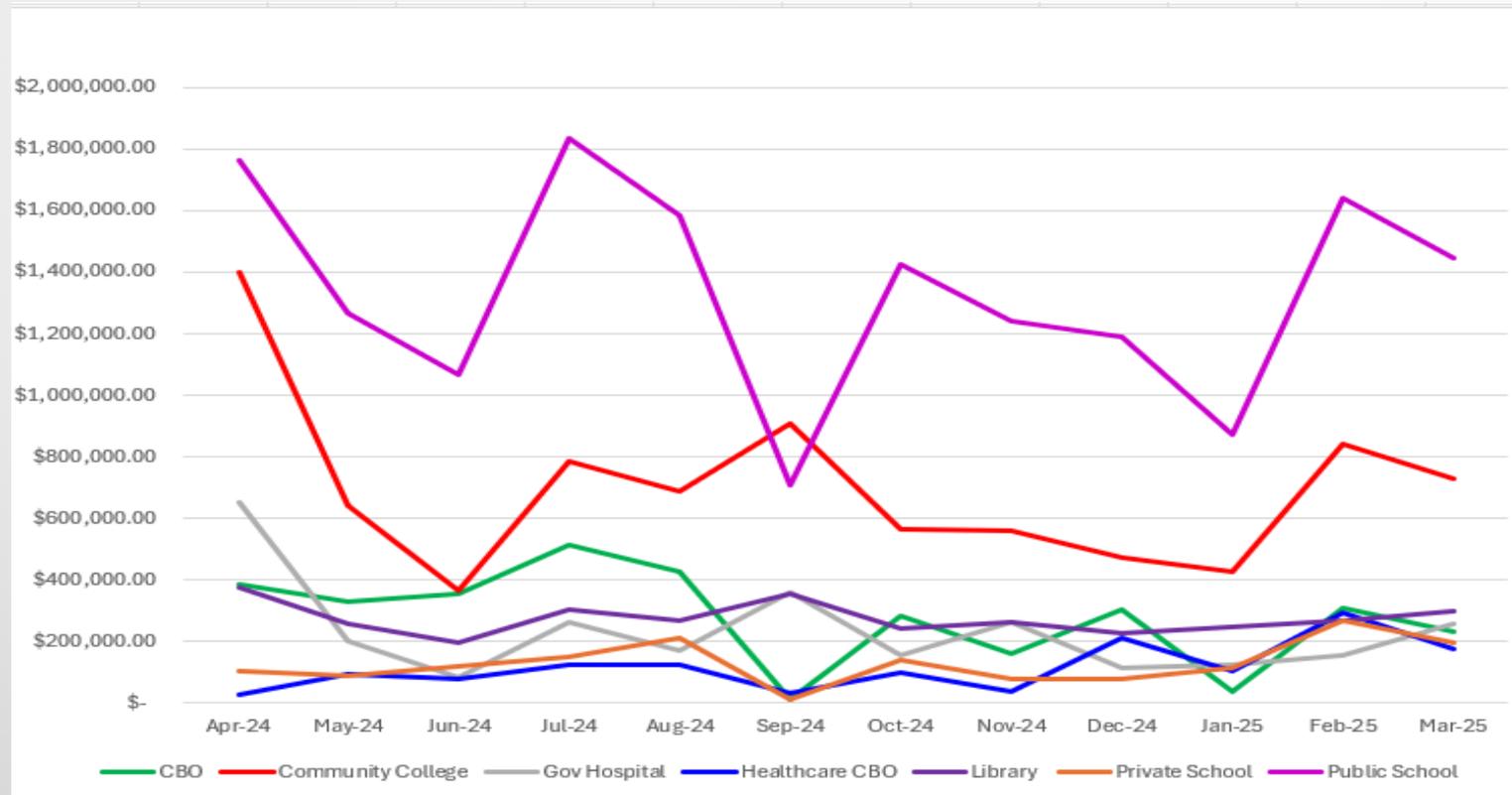
Q1 2025 CTF Claims Received & Approved, as of March 2025								
Service Month	CBO	Community College	Gov Hospital	Healthcare CBO	Library	Private School	Public School	Total
Jan-25	\$ 37,457.26	\$ 427,288.54	\$ 122,168.59	\$ 105,980.52	\$ 249,831.72	\$ 114,465.85	\$ 869,957.23	<b>\$ 1,927,149.71</b>
Feb-25	\$ 308,406.59	\$ 841,806.47	\$ 155,952.67	\$ 295,692.05	\$ 265,740.12	\$ 266,292.83	\$ 1,640,763.96	<b>\$ 3,774,654.69</b>
Mar-25	\$ 233,498.23	\$ 726,500.23	\$ 260,143.51	\$ 173,179.04	\$ 299,745.29	\$ 198,023.21	\$ 1,448,455.75	<b>\$ 3,339,545.26</b>

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





# Claims Received from April 2024-March 2025





# eCAP Updates/Enhancement Under Development

- Add informational tab within the claim worksheet for Service Provider to provide notes/explanations. This tab should not affect claim information in eCAP. – **still under development.**
- Updates due to Resolution T-17848 (E-Rate letter is no longer needed for Mobile Broadband services.) – **still under development.**
- Add the participant eligibility dates to the claim forms. – **Completed.**
- Add DBA information on Approval Letters. – **Completed.**





# Upcoming eCAP Enhancement



## Service Provider Penny Rounding





# (10) CTF Outreach



# CBO Outreach

Mailed out 10,000 CBO Outreach flyers to  
IRS 501c3 Nonprofit Database



# Digital Divide Grant Program

Presented Webinar on May 6, 2025

Application deadline

May 30, 2025



# (11) Order Instituting Rulemaking

## Update



## (12) LACOE Update



# (13) Pending Legislation



# (14) Agenda items for next meeting



# (15) September 2025 AC Meeting



# **CTF Administrative Committee Strategic Plan (2025–2027)**

# Why We are Here

The CTF Administrative Committee serves as an **advisory board** to the California Public Utilities Commission under Public Utilities Code § 280(a).

We guide program development and implementation to advance **universal service** through discounted rates for qualifying institutions.

Our scope includes schools, libraries, hospitals, health clinics, and community organizations as outlined in **Chapter 278 of the Statutes of 1994**.

All Committee responsibilities operate under Commission direction, control, and approval to ensure regulatory compliance and effective governance.

# Why a Strategic Plan?

This plan ensures the CTF-AC fulfills its mandate with purpose and accountability. It:



**Aligns our work with CPUC directives**



**Provides a clear roadmap for action**



**Enhances transparency and impact**



**Prepares us for policy and program shifts**

It turns our responsibilities into results through structured, measurable objectives.

# Strategic Plan Components

Our comprehensive approach to strategic planning includes these key elements:

## Purpose & Vision

Defines our aspirational goals and the fundamental reason for our existence

## Membership Structure

Outlines roles, responsibilities, and representation across our committee

## Priorities & Goals

Identifies key focus areas and specific objectives to be achieved

## Implementation & Metrics

Details actionable steps and measures to track progress and success

## Governance & Compliance

Establishes protocols for decision-making and regulatory adherence

## Monitoring & Review

Creates systems for ongoing assessment and strategic adjustments

# SWOT Analysis Summary from March Meeting

Key insights from our committee assessment



## Strengths

- Support of CTF staff
- Enhanced reporting capabilities
- Dedicated members who care about the program
- Effective community outreach and awareness
- Accessibility throughout the state



## Opportunities

- Expanding Internet Access & Affordability
- Funding & Policy Advocacy
- Technology Infrastructure & Innovation
- Partnerships & Community Engagement
- Sustainability & Future-Proofing Programs



## Weaknesses

- Lack of primary and alternate representatives
- Inconsistent meeting attendance
- Limited resources for program expansion
- Communication gaps between regions



## Threats

- Policy changes affecting program implementation
- Funding uncertainties
- Demographic shifts in service communities
- Competing priorities for community resources



# Vision Statement

To ensure equitable access to telecommunications services for California's eligible communities through proactive outreach, reliable funding, and strong governance.



## Equitable Access

Ensuring telecommunications services reach all eligible California communities regardless of geographic or economic barriers



## Proactive Outreach

Actively identifying and engaging underserved communities to maximize program participation and impact



## Reliable Funding

Maintaining sustainable financial support through effective governance and transparent administration



# Mission Statement

The CTF Administrative Committee provides oversight and strategic direction to support the effective, transparent, and inclusive administration of the California Teleconnect Fund.

## Strategic Oversight

Providing comprehensive governance and direction to ensure CTF program objectives align with community needs and state telecommunications goals

## Transparent Administration

Maintaining open, accountable processes that build stakeholder trust and demonstrate responsible stewardship of public resources

## Inclusive Engagement

Fostering broad participation from diverse stakeholders to ensure program decisions reflect the full spectrum of California's eligible communities



# Goal 1: Increase Program Awareness

Launch a statewide outreach campaign to increase awareness of the California Teleconnect Fund (CTF) by **XX%** among eligible CTF entities by June 2027.



## Multilingual Materials Development

Creating comprehensive outreach resources in other prevalent community languages to ensure broad accessibility

## Community Partnership Building

Establishing strategic alliances with local organizations to leverage existing trust networks

## Digital Engagement Platform

Hosting informational webinars and creating online resources to reach geographically dispersed communities



## Goal 2: Strengthen Governance & Representation

Ensure all committee positions have designated primaries and alternates by Q4 2025.

1

### Recruitment Campaign

Conducting targeted outreach to identify qualified candidates for vacant committee positions across all stakeholder categories

2

### Bylaws Modernization

Updating governance documents to reflect current operational needs and ensure clear succession planning protocols

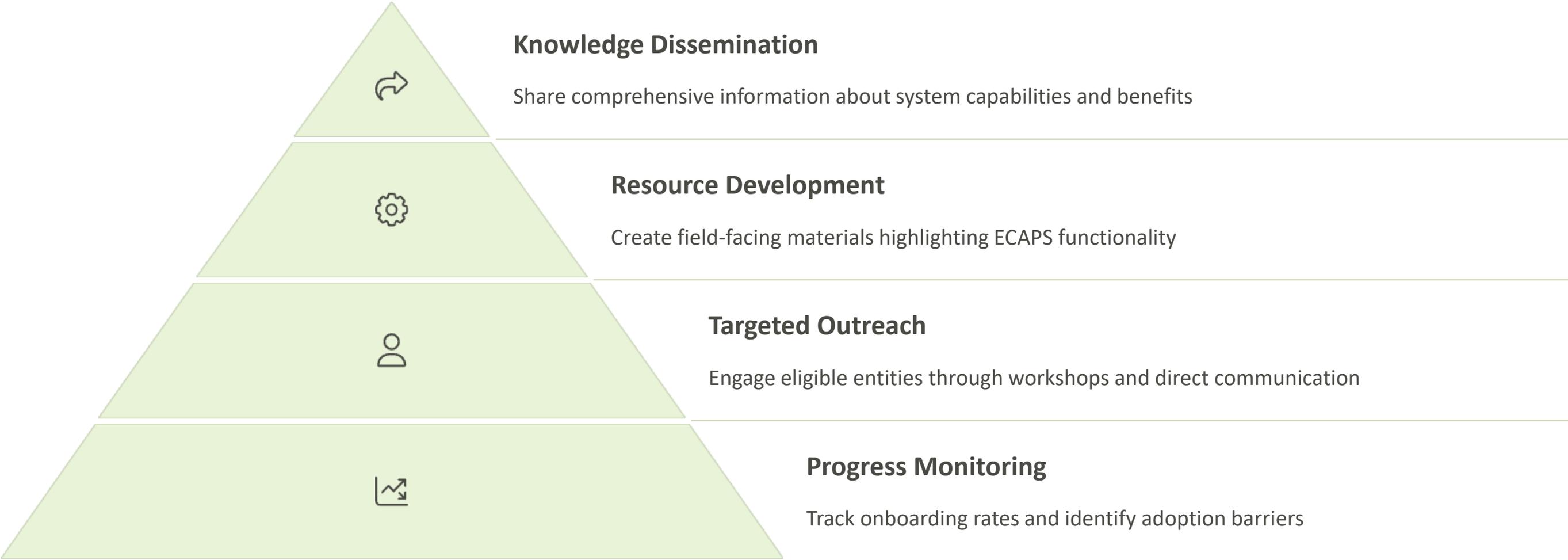
3

### Capacity Building

Implementing orientation programs and ongoing training to enhance committee member effectiveness and engagement

# Goal 3: Support ECAPS Onboarding

Support the Commission’s efforts to onboard eligible entities into ECAPS by sharing field-facing information about the system and its capabilities.



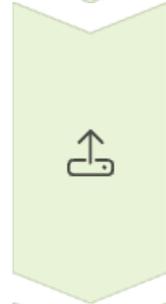
# Goal 4: Ensure Comprehensive Reporting Compliance

Establish standardized processes to meet all statutory reporting obligations consistently and transparently by 2026.



## Standardize Reporting Templates

- Develop uniform templates for annual reports
- Create streamlined Form 700 filing procedures
- Establish clear guidelines for statutory obligations



## Enhance Public Transparency

- Publish all reports on CTF website
- Ensure accessibility of public documents
- Provide searchable archive of historical reports



## Implement Tracking Systems

- Monitor Form 700 filing deadlines
- Track annual report completion status
- Create automated reminder notifications



## Measure Compliance Success

- Evaluate reporting timeliness and completeness
- Assess information quality and comprehensiveness
- Report compliance metrics to committee quarterly

# Goal 5: Monitor and Respond to Policy Shifts

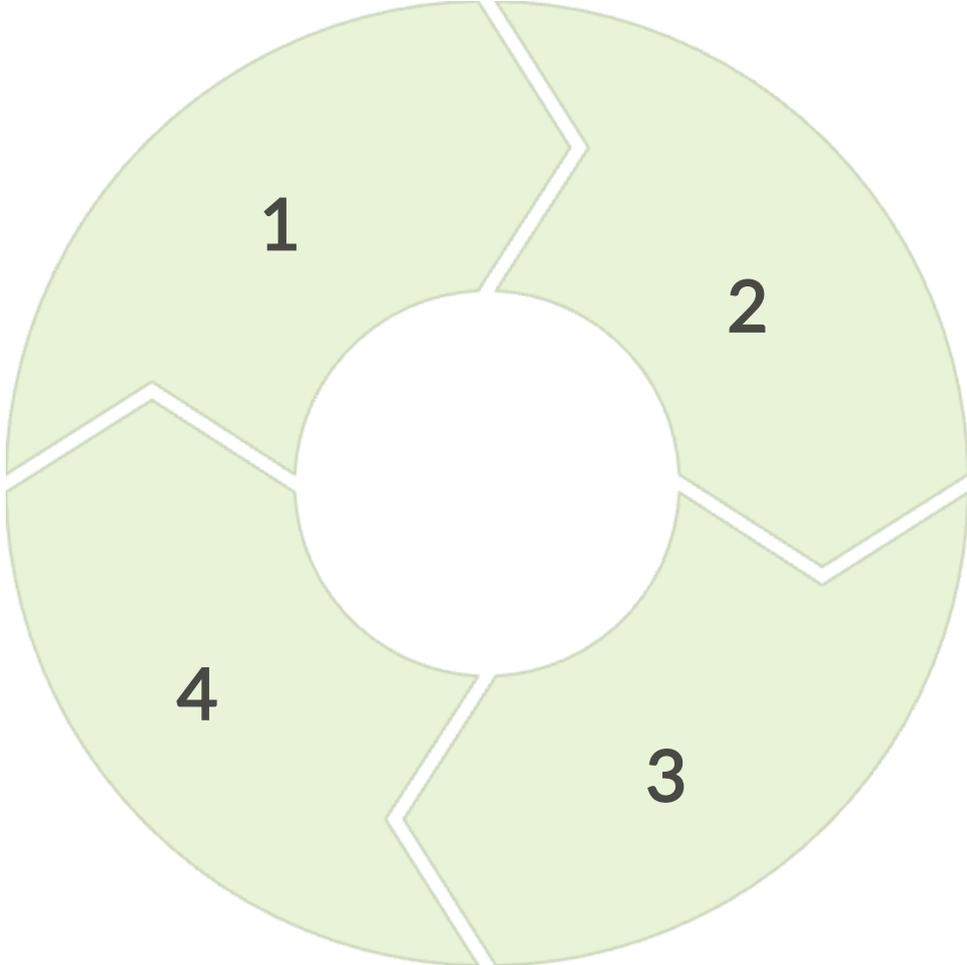
Develop an internal response plan by September 2025 to prepare for potential changes to federal programs such as E-Rate, including shifts in eligibility criteria that may increase demand on the California Teleconnect Fund.

## Policy Surveillance

Continuously monitoring federal E-Rate program changes and telecommunications policy developments that could impact CTF operations

## Implementation Readiness

Creating operational protocols that enable rapid response to policy changes without disrupting service to eligible communities



## Stakeholder Coordination

Engaging state partners, federal agencies, and community organizations to maintain aligned advocacy positions and information sharing

## Response Planning

Developing comprehensive adaptation strategies that protect California's telecommunications funding interests while maintaining program integrity



# Goal 6: Supporting CPUC Outreach Efforts



## Regional Partnerships

Collaborating with local government agencies, educational cooperatives, and community organizations spread awareness.



## Structured Feedback Collection

Implementing systematic approaches to gathering, analyzing, and responding to community input that directly influences program improvements and policy recommendations



## Communication Refinement

Using community insights to enhance outreach strategies, simplify application processes, and improve program accessibility for all eligible entities

# Implementation Framework

## Timeline Structure

Strategic initiatives are organized into quarterly milestones spanning 2025-2027, ensuring consistent progress monitoring and timely course corrections. Each quarter features specific deliverables that build toward annual objectives while maintaining operational flexibility.

This structured approach balances ambitious goals with realistic capacity constraints. Regular milestone reviews enable adaptive management while maintaining momentum toward transformative outcomes for California's telecommunications landscape.

## Role Assignments

Clear responsibility distribution ensures accountability:

**Outreach Lead:** Coordinate messaging and community engagement

**Reporting Lead:** Manage compliance documents and data tracking

**Governance Lead:** Oversee committee structure and meeting processes

**Policy Liaison:** Monitor federal/state policy and support response planning

# Evaluation Metrics

50%

Awareness Increase

Target growth in CTF program recognition within underserved communities

100%

Role Completion

Percentage of committee positions filled with primary and alternate representatives

4

Quarterly Reports

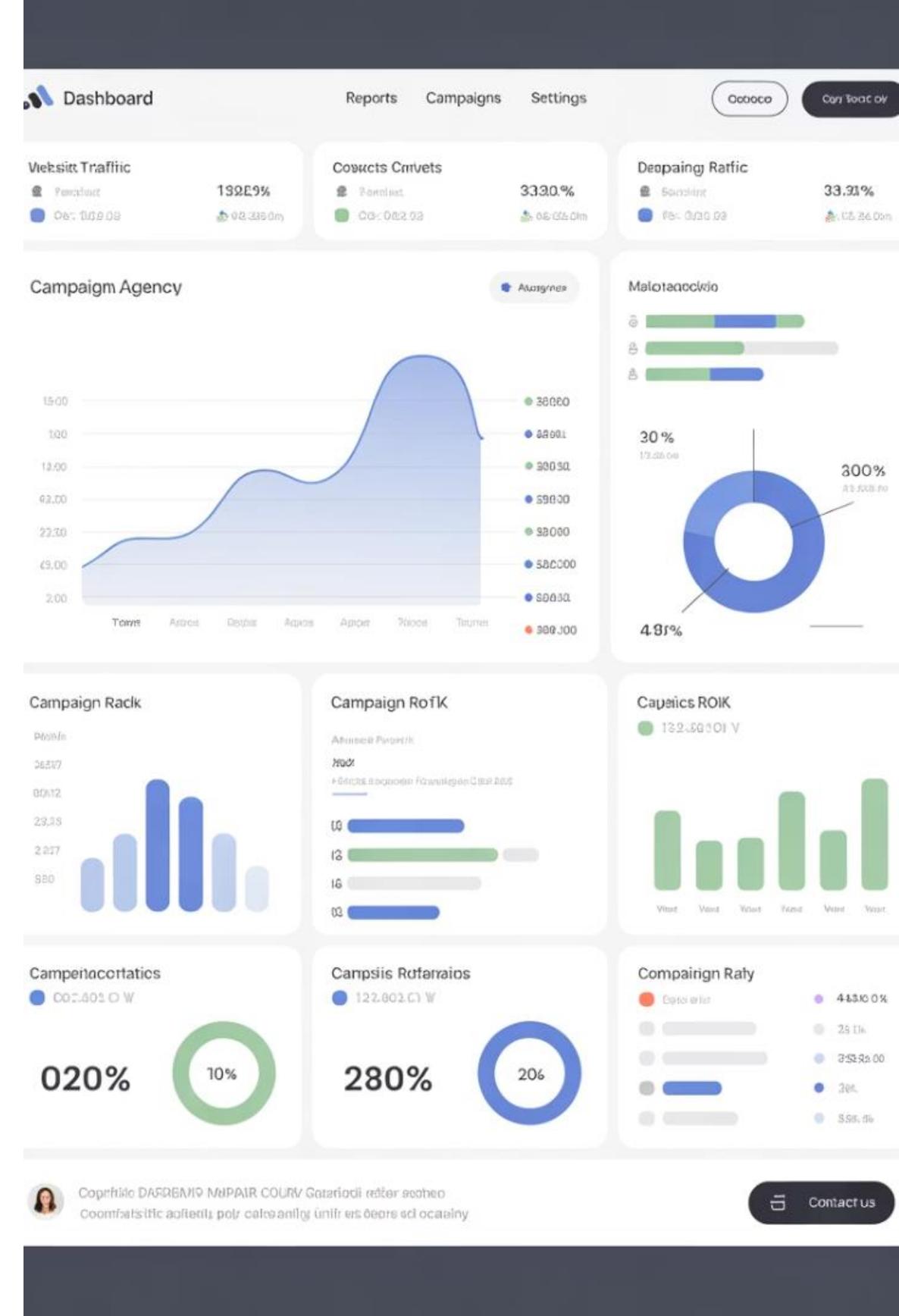
Regular transparency publications measuring program effectiveness and community impact

3

Regional Sessions

Community engagement events fostering direct stakeholder feedback and program improvement

These quantifiable metrics provide objective measures of strategic plan success while enabling continuous improvement. Regular assessment against these benchmarks ensures accountability and demonstrates tangible progress toward our vision of equitable telecommunications access.



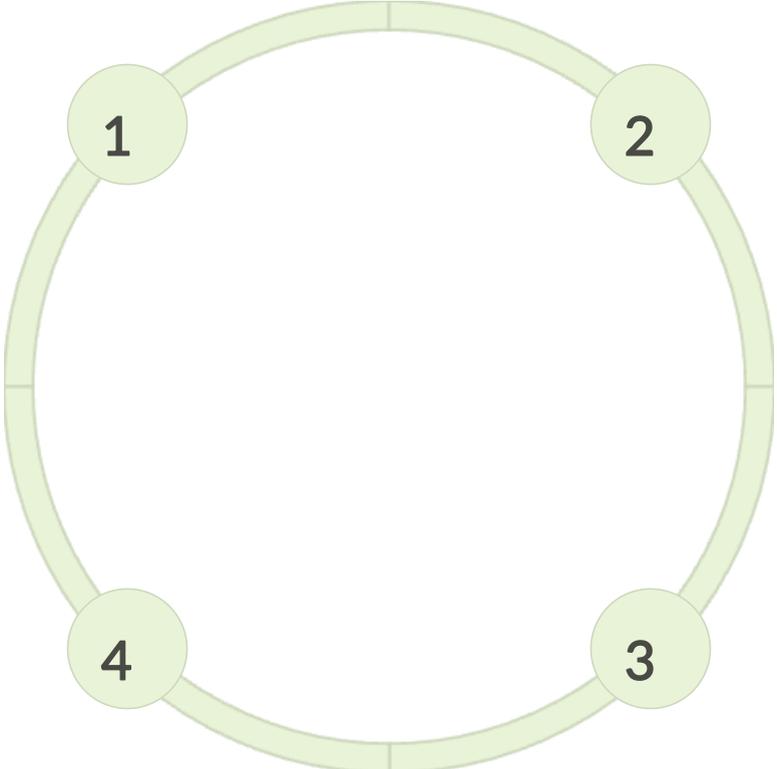
# Monitoring and Review

## Tracking

Continuous monitoring ensures visibility into progress across all strategic initiatives

## Stakeholder Input

Incorporating community feedback and committee insights into ongoing strategy refinement and priority adjustment processes



## Quarterly Assessment

Regular comprehensive reviews evaluating milestone achievement, identifying implementation challenges, and celebrating successes

## Adaptive Management

Flexible adjustment processes that enable responsive strategy modifications based on changing conditions and emerging opportunities

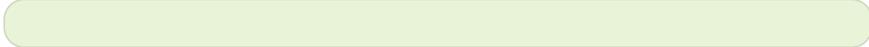
# Next Steps

If we are aligned on this strategic framework, we will proceed with implementation through the following actions:



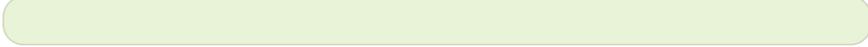
## Finalize Committee Agreement

Secure formal adoption of the strategic priorities and goals by the full Administrative Committee.



## Draft Full Strategic Plan Document

Develop the comprehensive narrative strategic plan document based on the approved framework outline.



## Identify Writing Leads

Assign responsibility for developing each major section of the strategic plan to ensure accountability and subject matter expertise.

These coordinated actions will transform our strategic framework into an actionable roadmap that guides CTF Administrative Committee activities through 2027.