# Overview of Steps for Applying for CASF Broadband Adoption Account Grant

# Is your organization eligible?

Is your organization a **local government**, **senior center**, **school**, **public library**, **nonprofit organization**, or **community-based organization** with programs to increase publicly available or after school broadband access and digital inclusion, such as digital literacy training programs?

# Is your proposed project eligible?

Is your project a **digital literacy training program** providing public education to communities with limited broadband adoption or a **broadband access project** providing free broadband access in community training rooms or other public space such as local government centers, senior centers, schools, public libraries, or other such places?  Does your proposed project provide outreach to the community in order to increase broadband access and adoption?  **These projects and similar** are eligible for funding.
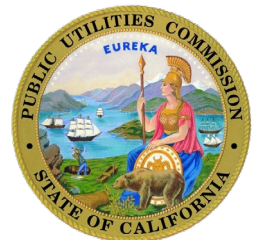
# How to apply – completing the application package

The application package consists of the following items:
- Adoption Account Application Form
- The Project Workplan
- The following attachments (in PDF format):
  - Attachment A – The cover letter which provides the following information:
    - Company/organization profile, & organization type
    - Description of the business including mission/vision
    - Past/current experience in providing digital literacy and broadband access
  - Attachment B - Current curriculum or plans for new curriculum, any outreach materials, published material from past and similar work, etc.)
  - Attachment C (optional but recommended to provide) - Endorsements from the community, letters of support
  - Attachment D - For any non-profit, a copy of the IRS non-profit tax-exempt ruling, a copy of the most recently submitted IRS 990 form, if required to submit, and any documentation showing good standing with the California Secretary of State or the California Department of Justice
  - Attachment E -  Notarized affidavit

*Please see the Adoption Account website for the application package and any of the required forms!*
*https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account*

# Completing the application form

Please select the application form appropriate for your project type (please note that separate applications need to be submitted for projects which have both a digital literacy and broadband access component):

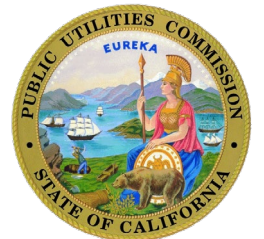[Adoption Account Application Form – Digital Literacy](#)
[Adoption Account Application Form – Broadband Access](#)
[Adoption Account Application Form – Call Center](#)

The application form has two tabs:
a. Tab 1- Applicant Information
b. Tab 2- Project Information

If the applicant has more than one project of the same type, the applicant can fill out the Project Information tab for the first project and then add more tabs by copying the tab and modify it, as necessary for the next project.  If more than one project is being submitted in one application, please rename the tab with unique project names.

# Completing the application form - sample

**CPUC, CASF Broadband Adoption Account _Digital Literacy Project_ Application**

| | |
|---|---|
| **1. Applicant Organization Name** | |
| Non-profit digital inclusion group | |
| **2. Applicant Tax ID (Employer Identification Number or EIN)** | |
| 99-9999999 | |
| | nonprofit organization (not already listed) |
| **4. Digital Literacy Background** | |
| ☑ One year or more of experience implementing digital literacy classes or at least one digital literacy project | |
| Please provide references in the submitted cover letter | |
| **5. Non-profit organization time in existence (inclusive of non-profit senior centers and CBOs)** | |
| ☑ The non-profit organization has been in existence for one-year or more (if applicable) | |
| Please provide organizational history in the submitted cover letter and please provide supporting tax documents | |
| **6. Applicant Organization Website** | |
| www.digincl.org | |

**7. Organizational Representative Contact Submitting Application**

| First Name | John | Last Name | Doe | Title | Program Manager |
|---|---|---|---|---|---|
| Email: | john.doe@digincl.org | | | Phone: | 999-999-9999 |

| | **Please check boxes if you have provided the following additional information (in PDF format):** | |
|---|---|---|
| ☑ | Cover Letter (must include organizational profile and history and detail regarding background in digital inclusion activities) | Submit as Attachment A |
| ☑ | Curriculums, brochures, outreach material, etc. | Submit as Attachment B |
| ☑ | Endorsements from communities and letters of support | Submit as Attachment C |
| ☑ | For non-profits (including non-profit senior centers and CBOs), a copy of the IRS non-profit tax-exempt ruling , a copy of the most recently submitted IRS 990s form, if required to submit, and any documentation showing good standing with  the California Secretary of State, or the California Department of Justice | Submit as Attachment D |
| ☑ | Notarized affidavit | Submit as Attachment E |

**NOTE: NO ADOPTION GRANT RECIPIENT CAN CHARGE FOR CLASSES (FUNDED BY A GRANT) OR MAKE A PROFIT OF ANY KIND FROM THE GRANT FUNDS**
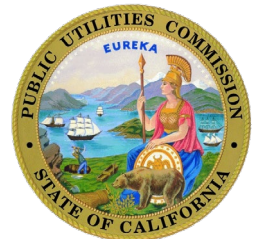
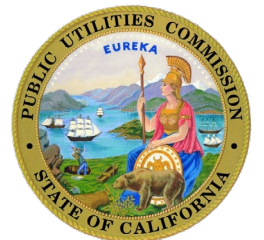Please enter your organization information on the Applicant Information tab

Enter your Federal Tax ID

Experience attested to – please include details in cover letter

Provide required documents

# Completing the application form – sample (continued)

| City | Hysiot | | State | TX | | Zip Code: | 08888 |
|------|--------|--|-------|----|--|-----------|-------|
| Email: | AlexM@CXD.com | | | | | Phone: | |

**5. Location where classes will be held (all locations in Calfornia)**

**Project location address (for projects with a single location):**

| Address: | | | | | | |
|----------|--|--|--|--|--|--|
| City: | | Zip Code: | | County: | | |

**Project with multiple locations:**

| Cities/towns/unicorporated areas where classes will be held: | San Greenland; Drioxide, Monroe, Ixonia | Zip Codes where trainings will be held: | 09999; 09995 |
|---|---|---|---|

**Project with an online component:**

| Name of online platform | CXD digital literacy suite |
|---|---|
| Online platform URL (home page or portal entry): | www.cxd.com/portal |

**6. Community to be served**

| Community name: | Immigrant communities souther XYD county | | |
|---|---|---|---|
| Community address (if applicable) | | | |
| Community city: | | Communinty zip code: | |
| Community location (if no address - be descriptive and include county information, if applicable): | San Greenland; Drioxide, Monroe, Ixonia and other low income Hispanic communities in southern XYD county | | |
| Community population size: | 15,000 | Community age range: | Primarily youth and their families |

**7. Project Descrintion**

Please enter your project information on the Project Information tab

Note that project locations (where classes are held or broadband access provided) can be a single location or multiple locations, as well as being an online portal.

The community being served is not the same as the project location. However, the project location needs to be accessible to the community being served.

# Completing the application form – sample (continued)

## 7. Project Desciption

| Please provide a concise project description that details the problem(s) the project is meant to address and the method(s) applied in addressing the problem(s) | Project to provide needed digital literacy skills to immigrant youth of XYD county and their immediate families. Demographic information indicates that there is low educational achievement in the target communities and a high drop out rate from the local high schools. One of the issues is that the parents often do not have any education beyond high school, and some have only elementary school education; additionally, many family heads do not speak English. These conditions have led to a low employment rate and a subsequent high crime rate and other social issues. The proposed project will provide an immediate benefit by educating youth in basic digital literacy and beyond, in order to provide youth with the skills to work in their local community in jobs that are not just manual labor. The project will include efforts to provide access to those youth who have no access in their homes and will be provided both in-person and remotely. |
|---|---|

## 8. Preference Checklist

| a. Project serves a low-income population (The community with a median household income at or below the CARE income limits for a household of four) | Yes | What is the Median Income of the community? | 25,000 | |
|---|---|---|---|---|
| b. Project is serving a community with a high percentage of residents with limited English proficiency. (More than 50% of residents have limited English proficiency) | Yes | What other languages are spoken in the community? | Spanish (mainly) | |
| c. Project is serving a community with a high | | | | |

The project description should provide a short summary of the project and the issues that the project is proposed to address and how the project will address those issues.

The preference checklist lists various issues that impact broadband adoption in communities. Identify whether it meets the described preference and provide supporting attestations and/or evidence in support of the assertion that your project meets the preference checklist selection.

# Completing the application form – sample (continued - Budget)

## 14. Detailed Budget Breakdown

### COMPUTING DEVICES AND HOT SPOTS ONLY

| 14 (a) Computing Devices and Hot Spots | Description | Unit Price | Quantity | Total Cost | Grant Request | Match Funding |
|---|---|---|---|---|---|---|
| In-Classroom Computing Devices (maximum subsidy $750 per device and $11,250 per project) | | | | | | $  - |
| Take Home Computing Devices provided to participants (inclusive of computer warranty) (maximum subsidy $300 per device and $40,000 per project) | | | | $  - | | $  - |
| Hot Spot (maximum $300 per device and $20,000 per project) (only allowable if there is no existing in-building network that participants can connect to) | | | | $  - | | $  - |
| NOTE: REFURBISHED DEVICES MUST HAVE AT LEAST A SIX-MONTH WARRANTY; NEW DEVICES MUST HAVE AT LEAST A 30-DAY WARRANTY | | | | | | |
| | | | COMPUTING DEVICES AND HOT SPOTS TOTALS: | $  - | $  - | $  - |

Note that projects are funded through two categories:
- Computing devices and hot spots
- Program implementation costs

Please note that you need to account for **matching funding.**

Specific to computing devices and hot spots:
- Take-home computers can only be funded for digital literacy projects.
- In-classroom (or in office) computers can be funded through both digital literacy or broadband access projects (including call center projects).
- Hot spot devices are only funded to provide access when there is no existing in-building network that participants can connect to.
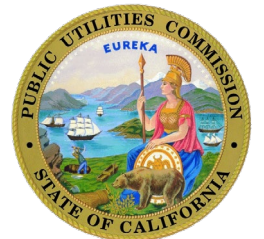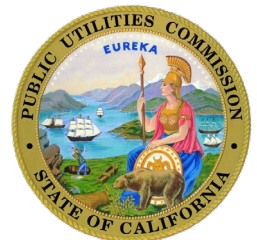
# Completing the application form – sample (continued - Budget)

Projects can be approved by staff by ministerial review or by the full Commission via Resolution. Please refer to the Adoption Account Requirements, FAQs for details.

The budget sheet in the application automatically calculates the per participant cost, the percentage of the grant for administrative costs and the total match.  Please note the following:
- To be approved by ministerial review –
  - the highest amount that can be approved, per participant, specific to program implementation (not inclusive of computing devices and hot spots) is:
    - $477 per participant for digital literacy projects
    - $42 per participant provided access for broadband access projects
    - $205 per subscription obtained for call center projects

For all projects, administrative costs can be no greater than 15% of the proposed budget for program implementation and matching funds of 15% of all program costs need to be provided.

# Completing the application form – sample (continued - Budget)



Required percentages for administrative costs and matching funds are automatically calculated in the application form.  The benchmark amount per participant is also calculated.  Please adjust your budget to meet program benchmarks.

# Completing the project workplans

Please complete the project workplans; if the workplan is the same for more than one project, then only one workplan is required (please note which projects the workplan refers to – if for all projects submitted, please note):

[Ramp up workplan (if applicable)](#)

[Program implementation workplan](#)

| Major Milestones | Milestone Description | Start Date | End Date | Milestone Risks |
|---|---|---|---|---|
| Outreach and Enrollment | | Month x of planning / implementation period. | Month x of implementation period. | |
| Program Launch and Ongoing Classes | | Month x of implementation period. | Month x of implementation period. | |
| Assessment and Class | | Month x of | Month x of | |

Please note that the project workplan templates are pre-populated with suggested milestones.  Modify as necessary, but keep in mind we would like to see items listed that cover similar topics (such as outreach or program launch and ongoing classes).

# Submit the Application

1. Ensure that Attachments A-E are in PDF format and the Adoption Account Application Form in Excel format. Place all files into a compressed (zipped) folder.
2. Log into your Commission FTP account. If you do not have an existing Commission FTP account, please follow instructions below:
    a. Go to https://kwftp.cpuc.ca.gov
    b. Click on "Create account"
    c. An email will be sent to the email account you just entered. Click on 'ACTIVATE' to enter a password.
    d. Your registration process is now complete.
    e. Create a new message to be sent to: CASF_Adoption@cpuc.ca.gov, with CC to: ORA_CommunicationsEnotice@cpuc.ca.gov
    f. Upload your zipped application package & click "send" to complete the upload request
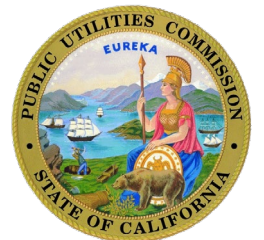
# Reviews and Approvals

- The Commission will evaluate each application based on the criteria established for the CASF Broadband Adoption Account.

- Applicants of projects approved via ministerial review will be notified by an approval letter. Projects not meeting ministerial review may be approved via Resolution. Successful applicants will be provided a consent form through which the applicant can accept the grant. If the applicant fails to sign and return the provided consent form, the Commission will deem the grant null and void.

- Staff will notify applicants by letter specifying the reasons for rejecting an application if an application fails to meet the Commission criteria or other factors.

- All approved applications will be listed on the Commission website.
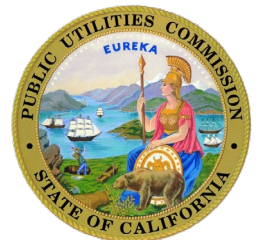
# Rejection

The Commission staff will notify an applicant by letter specifying reasons for rejection should an application fail to meet the Commission criteria or other factors.

Reasons for rejection include but are not limited to the following:

- The applicant is not an eligible applicant per program rules
- The applicant submitted an incomplete application and did not respond to a follow-up request for the missing material, sent to the designated contact on the application
- The applicant is a non-profit organization that that failed to provide documentation showing good standing with the U.S. Internal Revenue Service and the California Secretary of State
- The applicant has previously had a Commission grant award rescinded for violation of Commission or program rules
- The applicant has made false statements to the Commission or to the Federal Communications Commission (FCC)
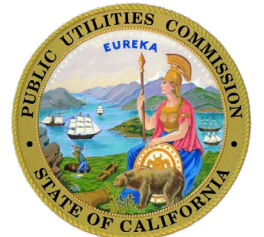
For additional information please review the

[Adoption Account Requirements, FAQs](#), and

[Administrative Manual](#)

*Thank you for your participation in the CASF Adoption Account*
*Please email [casf_adoption@cpuc.ca.gov](mailto:casf_adoption@cpuc.ca.gov) with any questions regarding the application process.*