

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.37
(ID # 23852)

MEETING DATE:
Tuesday, January 09, 2024

FROM : RIVERSIDE COUNTY INFORMATION TECHNOLOGY:

SUBJECT: RIVERSIDE COUNTY INFORMATION TECHNOLOGY: Ratify and Approve Acceptance of Four (4) California Advanced Services Fund (CASF) Broadband Adoption Account (Adoption Account) grant funding from California Public Utilities Commission (CPUC), All Districts. [\$600,000 State Funding-100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the acceptance of four (4) California Advanced Services Fund (CASF) Broadband Adoption Account (Adoption Account) grants funding from the California Public Utilities Commission (CPUC) in the amount of \$600,000; and
2. Authorize the Chief Information Officer, or designee, to sign and execute any related grant documents, including modifications, amendments, extensions, progress reports, and reimbursement requests with the State, and approved as to form by County Counsel, on behalf of the County.

ACTION:Policy


Jim Smith, Chief Information Officer 12/21/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 9, 2024
xc: RCIT

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 300,000	\$ 600,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: State Grant Funds-100%			Budget Adjustment: No	
			For Fiscal Year: 23/24-25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The County of Riverside Broadband team has identified and applied for the California Advanced Services Fund (CASF) Broadband Adoption Account (Adoption Account) grant funding from California Public Utilities Commission (CPUC). On November 16, 2023, the County was awarded four (4) grants totaling \$600,000 from the CPUC CASF grant. The CASF grant supports local agencies in expanding broadband service to underserved communities throughout the state. The department is requesting ratification of the grant acceptance.

The purpose of these grants are to facilitate the enrollment of county residents into the federally funded Affordable Connectivity Program (ACP) and are complementary with the county's ongoing ACP outreach and enrollment program. Specifically, each of the four grants will provide reimbursement of up to \$150,000 each, totaling \$600,000 for the efforts to assist residents' enrollment in the Affordable Connectivity Program throughout the county.

The County's broadband program was renewed in the Fall 2022, and the program has informed, educated and assisted nearly 80,000 households with enrollment in the Affordable Connectivity Program. As of the most recent federal reporting in October 2023, 207,363 households have enrolled in ACP within Riverside County. This represents \$6,200,000 in monthly internet subsidies for county residents and households and more than \$61 million in federal funding since the program was inception last year.

The Affordable Connectivity Program (ACP) is the most successful program to date in closing the internet affordability gap in Riverside County communities. Qualified households in the \$30 monthly subsidy for internet service include students, veterans, seniors and adults, and families throughout the county. Enrollment in ACP is linked to participation in other programs including, students and their families participating in the state's free and reduced lunch program; adults and seniors receiving Supplemental Social Security (SSI), recipients of Medi-Cal, Supplemental Nutrition Assistance (SNAP), WIC benefits, Federal Public Housing Assistance; veterans receiving a Veterans Pension or Survivors Benefit; or any residents living below 200% the federal poverty guidelines for Riverside County.

In addition to these efforts to close the internet affordability gap, the ACP has also focused on improving and increasing access to high-speed internet throughout the county. During the past year, staff have identified gaps in coverage and pursued opportunities to close them with

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regional broadband providers. As a result, AT&T, Frontier, and Charter Spectrum have submitted grant applications totaling more than \$65 million to the state for projects within Riverside County. Should the state fully fund these projects, each will bring gigabit-level internet service to more than 11,000 households across the county. Additionally, staff will pursue new grant opportunities in 2024 to bring more services to county residents.

The County's broadband program has resulted in more than \$175 million in new funding for county residents to date. The team will continue to seek funding opportunities to grow this investment in Riverside County communities in 2024 and beyond. The department will adhere to Board Policy A-30 when applying for and administering these grant funds and County Counsel will review and approve as to form all contracts, grant agreements, and other legal documents prior to submission to the Board of Supervisors.

Impact on Residents and Businesses

Closing the digital divide remains a priority, and the County continues to work on initiatives that will positively impact residents and businesses. The County has established a toll-free call center (866-922-1016), website (RivcoConnect.org), and attendance at community events to assist all residents in signing up for ACP benefits. All materials and representatives speak English and Spanish and are ready to assist.

Additional Fiscal Information

Riverside County Information Technology Services may submit up to three payment requests throughout the project period. The actual timing of payment of grants to be determined by the state grant administrator, the California Public Utilities Commission. The table below provides the allocation of each awarded grant for each fiscal year:

RivCo Grant Project	CASF Funding Category	FY24/25	FY25/26	TOTALS
Central - 81	ACP Outreach Call Center Project	\$75,000	\$75,000	\$150,000
Eastern - 82	ACP Outreach Call Center Project	\$75,000	\$75,000	\$150,000
Northwestern - 83	ACP Outreach Call Center Project	\$75,000	\$75,000	\$150,000
Southern - 84	ACP Outreach Call Center Project	\$75,000	\$75,000	\$150,000
TOTALS		\$300,000	\$300,000	\$600,000

Contract History and Price Reasonableness:

American Rescue Plan Act (ARPA) funding was allocated on October 19, 2021 (Item 3.5) and February 8, 2022 (Item 3.3) to support the County's efforts to expand Broadband services within the County. On May 10, 2022 (Item 3.2), the Board provided direction for the Riverside County Broadband Master Plan. On April 4, 2023 (Item 3.18), the Board approved the acceptance of the CPUC Local Agency Technical Assistance (LATA) in the amount of \$500,000 to further expand broadband service to local underserved communities throughout Riverside County.

ATTACHMENTS:

- A. CASF Grant Award - award sequence 81 for Central Riverside County

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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- B. Consent Form and Acknowledgement and Acceptance of the California Advanced Services Fund Broadband Adoption Grant Award (award sequence 81 for Central Riverside County)
- C. CASF Grant Award - award sequence 82 for the Eastern Riverside County
- D. Consent Form and Acknowledgement and Acceptance of the California Advanced Services Fund Broadband Adoption Grant Award (award sequence 82 for Eastern Riverside County)
- E. CASF Grant Award - award sequence 83 for Northwestern Riverside County
- F. Consent Form and Acknowledgement and Acceptance of the California Advanced Services Fund Broadband Adoption Grant Award (award sequence 83 for Northwestern Riverside) CASF Grant Award County ACP Outreach Call Center Project (award sequence 83 for the Northwestern Riverside County)
- G. CASF Grant Award - award sequence 84 for Southern Riverside County
CASF Grant Award County ACP Outreach Call Center Project (award sequence 84 for Southern Riverside County)


Alonzo Barrera, Principal Management Analyst 12/28/2023


Dave Rogers, Assistant County Executive Officer / CIO 12/29/2023



PUBLIC UTILITIES COMMISSION
STATE OF CALIFORNIA
505 VAN NESS AVENUE | SAN FRANCISCO, CALIFORNIA 94102
300 CAPITOL MALL | SACRAMENTO, CALIFORNIA 95814

November 16, 2023

Tom Mullen
TMullen@rivco.org
Riverside County Information Technology Services
3450 14th Street
Riverside, CA 92501

SUBJECT: CASF ADOPTION ACCOUNT GRANT AWARD FOR CALL CENTER

This letter serves to inform you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves California Advanced Services Fund (CASF) Broadband Adoption Account (Adoption Account) grant funding to Riverside County Information Technology Services of up to \$150,000 for the Central Riverside County ACP Outreach Call Center Project project (award sequence 81).

Budget: Grant funding is approved for this project as described below.

CASF Broadband Adoption Grant Funding	
Category	Approved Grant
<i>Call Center Computing Devices</i>	\$0
<i>General Program Implementation¹</i>	\$150,000
<i>Total Grant Award</i>	\$150,000
<i>Funding per participant (exclusive of call center computer devices, if applicable)</i>	\$101.97*

*Funding per participant rounded to the nearest hundredth.

Requirements

The grant award is predicated on Riverside County Information Technology Services's commitment to provide adoption services as expressed in its application and consistent with

¹ This includes items and activities listed in the grantees' application and eligible for reimbursement per Decision (D.) 22-05-029, Broadband Adoption Account Guidelines. (See website [here](https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account) - <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account>).

the Ministerial Review criteria that Riverside County Information Technology Services agreed and/or attested to in its application which includes meeting all milestones and goals for each project(s) as well as fulfilling the requirements per D.22-05-029. Key requirements include, among others:

- Grantee will provide broadband access as described in its application.
- Grantee will perform education and outreach to educate the community of available broadband internet services.
- Grantee must be ready to provide broadband access within six months of acceptance of the grant award.
- Grantee agrees that the project costs \$205 per subscription or less.
- Grantee must complete the project within a 24-month timeframe or earlier.

Riverside County Information Technology Services must subscribe 1,471 participants to broadband internet services.

Reporting

The grant award is also contingent upon fulfilling the reporting requirements per D.22-05-029, Appendix 2. These reports include a Ramp-up period report (if applicable), a Year 1 Progress Report and a Year 2 Completion Report. If applicable, Riverside County Information Technology Services must fulfill the monthly reporting requirements set forth in Public Utilities Code, § 281(l)(1) if it is using a licensed contractor or subcontractor to undertake a contract or subcontract in excess of twenty-five thousand dollars (\$25,000) to perform work on the project funded or financed by CASF. Reporting templates are available in the Administrative Manual posted on the Adoption Account website.

Riverside County Information Technology Services must maintain files, invoices, and other related documentation for three years after final payment. Riverside County Information Technology Services shall make these records available to the CPUC upon request and agree that these records are subject to audit and review by the CPUC at any time within three years after Riverside County Information Technology Services has incurred the expense being audited to ensure that CASF funds are spent in accordance with the terms of approval the CPUC grants.

Payment

All reimbursements are contingent upon the Riverside County Information Technology Services fulfilling its obligation to provide digital literacy training as described in its application. Riverside County Information Technology Services may submit up to three payment requests throughout the project period. Payment requests may accompany the Ramp-up or Year 1 reports or be submitted separately; Year 2 Completion Report must be

submitted with a final payment request. 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. Ramp-up period payment requests may not exceed 25% of grant amount and no more than 90% of the grant amount will be reimbursed before the completion report and final payment request. Completion Reports must be submitted no later than three months post project completion. Payment request templates are available in the Administrative Manual posted on the Adoption Account website.

Execution and Performance

Riverside County Information Technology Services must begin the project within six months from the date that the Riverside County Information Technology Services accepted the terms stated in the award letter and must complete the project within 24-months. Riverside County Information Technology Services must complete all performance under the award on or before the termination date of the award.

By receiving a CASF grant, Riverside County Information Technology Services agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the CPUC regarding disbursement and administration of the grant and the CPUC's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. Riverside County Information Technology Services must notify the Director of Communications Division as soon as it becomes aware that it may not be able to meet project deadlines. The CPUC may withhold, reduce or terminate grant payments if the Riverside County Information Technology Services does not comply with any of the requirements set forth in its application and compliance with the CASF. In the event Riverside County Information Technology Services fails to complete the project in accordance with the terms of the approval granted by the CPUC as set forth in D. 22-05-029 and this award letter, Riverside County Information Technology Services must reimburse some or all the CASF funds it has received.

Riverside County Information Technology Services must notify CD regarding modifications to budget line items or milestone/activity timelines set forth in D.22-05-029, Appendix 2, Section XV. Riverside County Information Technology Services must also report any material changes in the entries for the application, 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.

Award Acceptance

Riverside County Information Technology Services must sign the Consent Form (Attachment 1) and the Payee Record Form (Attachment 2) and email both within 30 days from the date of this award letter to CASF_Adoption@cpuc.ca.gov. If Riverside County Information Technology Services does not submit the Consent Form within 30 calendar days from the date of the award, the CPUC will deem the grant to be null and void.

If you have any questions, please contact CASF_Adoption@cpuc.ca.gov.

Sincerely,

/s/ Maria Ellis
Maria Ellis, Deputy Director
Communications Division

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

Name of Grantee: _____

Grantee identified above hereby acknowledges receipt of the letter approving the California Advanced Services Fund Broadband Adoption Grant for the Central Riverside County ACP Outreach Call Center Project project (award sequence 81). The grantee agrees to comply with all grant terms, conditions, and requirements set forth in the letter dated November 13, 2023, as well as all CASF rules, including those in the Broadband Adoption Account Requirements, Guidelines and Application Materials. **Grantee also agrees to fulfill the goals it identified in the application and agrees that all payment requests will be subject to meeting those goals.**

Undersigned representative of _____ [Name of Grantee] 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 in the letter referenced above.

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)

ATTACHMENT 2
Payee Record Form

ATTACHMENT 1

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

Name of Grantee: Riverside County Information Technology (Broadband Services)

Grantee identified above hereby acknowledges receipt of the letter approving the California Advanced Services Fund Broadband Adoption Grant for the **Central Riverside County ACP Outreach Call Center Project project (award sequence 81)**. The grantee agrees to comply with all grant terms, conditions, and requirements set forth in the letter dated November 13, 2023, as well as all CASF rules, including those in the Broadband Adoption Account Requirements, Guidelines and Application Materials. **Grantee also agrees to fulfill the goals it identified in the application and agrees that all payment requests will be subject to meeting those goals.**

Undersigned representative of Riverside County Information Technology (Broadband Services) [Name of Grantee] 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 in the letter referenced above.

Dated this 16th day of November, 2023.

Signature 

Printed Name: Tom Mullen

Title: Director, Broadband Services

Organization or Name of Company: County of Riverside, Riverside County Information Technology (Broadband Services)

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

3450 14th Street, Riverside CA 92501

Grants: Riverside County Central - 81
Riverside County Eastern - 82
Riverside County Northwestern - 83
Riverside County Southern - 84



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November 16, 2023

Tom Mullen
TMullen@rivco.org
Riverside County Information Technology Services
3450 14th Street
Riverside, CA 92501

SUBJECT: CASF ADOPTION ACCOUNT GRANT AWARD FOR CALL CENTER

This letter serves to inform you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves California Advanced Services Fund (CASF) Broadband Adoption Account (Adoption Account) grant funding to Riverside County Information Technology Services of up to \$150,000 for the Eastern Riverside County ACP Outreach Call Center Project project (award sequence 82).

Budget: Grant funding is approved for this project as described below.

CASF Broadband Adoption Grant Funding	
Category	Approved Grant
<i>Call Center Computing Devices</i>	\$0
<i>General Program Implementation¹</i>	\$150,000
<i>Total Grant Award</i>	\$150,000
<i>Funding per participant (exclusive of call center computer devices, if applicable)</i>	\$101.97*

*Funding per participant rounded to the nearest hundredth.

Requirements

The grant award is predicated on Riverside County Information Technology Services's commitment to provide adoption services as expressed in its application and consistent with

¹ This includes items and activities listed in the grantees' application and eligible for reimbursement per Decision (D.) 22-05-029, Broadband Adoption Account Guidelines. (See website [here](https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account) - <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account>).

the Ministerial Review criteria that Riverside County Information Technology Services agreed and/or attested to in its application which includes meeting all milestones and goals for each project(s) as well as fulfilling the requirements per D.22-05-029. Key requirements include, among others:

- Grantee will provide broadband access as described in its application.
- Grantee will perform education and outreach to educate the community of available broadband internet services.
- Grantee must be ready to provide broadband access within six months of acceptance of the grant award.
- Grantee agrees that the project costs \$205 per subscription or less.
- Grantee must complete the project within a 24-month timeframe or earlier.

Riverside County Information Technology Services must subscribe 1,471 participants to broadband internet services.

Reporting

The grant award is also contingent upon fulfilling the reporting requirements per D.22-05-029, Appendix 2. These reports include a Ramp-up period report (if applicable), a Year 1 Progress Report and a Year 2 Completion Report. If applicable, Riverside County Information Technology Services must fulfill the monthly reporting requirements set forth in Public Utilities Code, § 281(l)(1) if it is using a licensed contractor or subcontractor to undertake a contract or subcontract in excess of twenty-five thousand dollars (\$25,000) to perform work on the project funded or financed by CASF. Reporting templates are available in the Administrative Manual posted on the Adoption Account website.

Riverside County Information Technology Services must maintain files, invoices, and other related documentation for three years after final payment. Riverside County Information Technology Services shall make these records available to the CPUC upon request and agree that these records are subject to audit and review by the CPUC at any time within three years after Riverside County Information Technology Services has incurred the expense being audited to ensure that CASF funds are spent in accordance with the terms of approval the CPUC grants.

Payment

All reimbursements are contingent upon the Riverside County Information Technology Services fulfilling its obligation to provide digital literacy training as described in its application. Riverside County Information Technology Services may submit up to three payment requests throughout the project period. Payment requests may accompany the Ramp-up or Year 1 reports or be submitted separately; Year 2 Completion Report must be

submitted with a final payment request. 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. Ramp-up period payment requests may not exceed 25% of grant amount and no more than 90% of the grant amount will be reimbursed before the completion report and final payment request. Completion Reports must be submitted no later than three months post project completion. Payment request templates are available in the Administrative Manual posted on the Adoption Account website.

Execution and Performance

Riverside County Information Technology Services must begin the project within six months from the date that the Riverside County Information Technology Services accepted the terms stated in the award letter and must complete the project within 24-months. Riverside County Information Technology Services must complete all performance under the award on or before the termination date of the award.

By receiving a CASF grant, Riverside County Information Technology Services agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the CPUC regarding disbursement and administration of the grant and the CPUC's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. Riverside County Information Technology Services must notify the Director of Communications Division as soon as it becomes aware that it may not be able to meet project deadlines. The CPUC may withhold, reduce or terminate grant payments if the Riverside County Information Technology Services does not comply with any of the requirements set forth in its application and compliance with the CASF. In the event Riverside County Information Technology Services fails to complete the project in accordance with the terms of the approval granted by the CPUC as set forth in D. 22-05-029 and this award letter, Riverside County Information Technology Services must reimburse some or all the CASF funds it has received.

Riverside County Information Technology Services must notify CD regarding modifications to budget line items or milestone/activity timelines set forth in D.22-05-029, Appendix 2, Section XV. Riverside County Information Technology Services must also report any material changes in the entries for the application, 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.

Award Acceptance

Riverside County Information Technology Services must sign the Consent Form (Attachment 1) and the Payee Record Form (Attachment 2) and email both within 30 days from the date of this award letter to CASF_Adoption@cpuc.ca.gov. If Riverside County Information Technology Services does not submit the Consent Form within 30 calendar days from the date of the award, the CPUC will deem the grant to be null and void.

If you have any questions, please contact CASF_Adoption@cpuc.ca.gov.

Sincerely,

/s/ Maria Ellis
Maria Ellis, Deputy Director
Communications Division

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

Name of Grantee: _____

Grantee identified above hereby acknowledges receipt of the letter approving the California Advanced Services Fund Broadband Adoption Grant for the Eastern Riverside County ACP Outreach Call Center Project project (award sequence 82). The grantee agrees to comply with all grant terms, conditions, and requirements set forth in the letter dated November 13, 2023, as well as all CASF rules, including those in the Broadband Adoption Account Requirements, Guidelines and Application Materials. **Grantee also agrees to fulfill the goals it identified in the application and agrees that all payment requests will be subject to meeting those goals.**

Undersigned representative of _____ [Name of Grantee] 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 in the letter referenced above.

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)

ATTACHMENT 2
Payee Record Form

ATTACHMENT 1

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

Name of Grantee: Riverside County Information Technology (Broadband Services)

Grantee identified above hereby acknowledges receipt of the letter approving the California Advanced Services Fund Broadband Adoption Grant for the **Eastern Riverside County ACP Outreach Call Center Project project (award sequence 82)**. The grantee agrees to comply with all grant terms, conditions, and requirements set forth in the letter dated November 13, 2023, as well as all CASF rules, including those in the Broadband Adoption Account Requirements, Guidelines and Application Materials. **Grantee also agrees to fulfill the goals it identified in the application and agrees that all payment requests will be subject to meeting those goals.**

Undersigned representative of Riverside County Information Technology (Broadband Services) [Name of Grantee] 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 in the letter referenced above.

Dated this 16th day of November, 2023.

Signature 

Printed Name: Tom Mullen

Title: Director: Broadband Services

Organization or Name of Company: County of Riverside, Riverside County Information Technology (Broadband Services)

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

3450 14th Street, Riverside CA 92501

Grants: Riverside County Central - 81
Riverside County Eastern - 82
Riverside County Northwestern - 83
Riverside County Southern - 84



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November 16, 2023

Tom Mullen
TMullen@rivco.org
Riverside County Information Technology Services
3450 14th Street
Riverside, CA 92501

SUBJECT: CASF ADOPTION ACCOUNT GRANT AWARD FOR CALL CENTER

This letter serves to inform you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves California Advanced Services Fund (CASF) Broadband Adoption Account (Adoption Account) grant funding to Riverside County Information Technology Services of up to \$150,000 for the Northwestern Riverside County ACP Outreach Call Center Project project (award sequence 83).

Budget: Grant funding is approved for this project as described below.

CASF Broadband Adoption Grant Funding	
Category	Approved Grant
<i>Call Center Computing Devices</i>	\$0
<i>General Program Implementation¹</i>	\$150,000
<i>Total Grant Award</i>	\$150,000
<i>Funding per participant (exclusive of call center computer devices, if applicable)</i>	\$101.97*

*Funding per participant rounded to the nearest hundredth.

Requirements

The grant award is predicated on Riverside County Information Technology Services's commitment to provide adoption services as expressed in its application and consistent with

¹ This includes items and activities listed in the grantees' application and eligible for reimbursement per Decision (D.) 22-05-029, Broadband Adoption Account Guidelines. (See website [here](https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account) - <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account>).

the Ministerial Review criteria that Riverside County Information Technology Services agreed and/or attested to in its application which includes meeting all milestones and goals for each project(s) as well as fulfilling the requirements per D.22-05-029. Key requirements include, among others:

- Grantee will provide broadband access as described in its application.
- Grantee will perform education and outreach to educate the community of available broadband internet services.
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Riverside County Information Technology Services must subscribe 1,471 participants to broadband internet services.

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Riverside County Information Technology Services must maintain files, invoices, and other related documentation for three years after final payment. Riverside County Information Technology Services shall make these records available to the CPUC upon request and agree that these records are subject to audit and review by the CPUC at any time within three years after Riverside County Information Technology Services has incurred the expense being audited to ensure that CASF funds are spent in accordance with the terms of approval the CPUC grants.

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Execution and Performance

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By receiving a CASF grant, Riverside County Information Technology Services agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the CPUC regarding disbursement and administration of the grant and the CPUC's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. Riverside County Information Technology Services must notify the Director of Communications Division as soon as it becomes aware that it may not be able to meet project deadlines. The CPUC may withhold, reduce or terminate grant payments if the Riverside County Information Technology Services does not comply with any of the requirements set forth in its application and compliance with the CASF. In the event Riverside County Information Technology Services fails to complete the project in accordance with the terms of the approval granted by the CPUC as set forth in D. 22-05-029 and this award letter, Riverside County Information Technology Services must reimburse some or all the CASF funds it has received.

Riverside County Information Technology Services must notify CD regarding modifications to budget line items or milestone/activity timelines set forth in D.22-05-029, Appendix 2, Section XV. Riverside County Information Technology Services must also report any material changes in the entries for the application, 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.

Award Acceptance

Riverside County Information Technology Services must sign the Consent Form (Attachment 1) and the Payee Record Form (Attachment 2) and email both within 30 days from the date of this award letter to CASF_Adoption@cpuc.ca.gov. If Riverside County Information Technology Services does not submit the Consent Form within 30 calendar days from the date of the award, the CPUC will deem the grant to be null and void.

If you have any questions, please contact CASF_Adoption@cpuc.ca.gov.

Sincerely,

/s/ Maria Ellis
Maria Ellis, Deputy Director
Communications Division

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

Name of Grantee: _____

Grantee identified above hereby acknowledges receipt of the letter approving the California Advanced Services Fund Broadband Adoption Grant for the Northwestern Riverside County ACP Outreach Call Center Project project (award sequence 83). The grantee agrees to comply with all grant terms, conditions, and requirements set forth in the letter dated November 13, 2023, as well as all CASF rules, including those in the Broadband Adoption Account Requirements, Guidelines and Application Materials. **Grantee also agrees to fulfill the goals it identified in the application and agrees that all payment requests will be subject to meeting those goals.**

Undersigned representative of _____ [Name of Grantee] 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 in the letter referenced above.

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)

ATTACHMENT 2
Payee Record Form

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

Name of Grantee: Riverside County Information Technology (Broadband Services)

Grantee identified above hereby acknowledges receipt of the letter approving the California Advanced Services Fund Broadband Adoption Grant for the **Northwestern Riverside County ACP Outreach Call Center Project project (award sequence 83)**. The grantee agrees to comply with all grant terms, conditions, and requirements set forth in the letter dated November 13, 2023, as well as all CASF rules, including those in the Broadband Adoption Account Requirements, Guidelines and Application Materials. **Grantee also agrees to fulfill the goals it identified in the application and agrees that all payment requests will be subject to meeting those goals.**

Undersigned representative of Riverside County Information Technology (Broadband Services) [Name of Grantee] 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 in the letter referenced above.

Dated this 16th day of November, 2023.

Signature 

Printed Name: Tom Mullen

Title: Director: Broadband Services

Organization or Name of Company: County of Riverside, Riverside County Information Technology (Broadband Services)

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

3450 14th Street, Riverside, CA 92501

Grants: Riverside County Central - 81
Riverside County Eastern - 82
Riverside County Northwestern - 83
Riverside County Southern - 84



PUBLIC UTILITIES COMMISSION
STATE OF CALIFORNIA
505 VAN NESS AVENUE | SAN FRANCISCO, CALIFORNIA 94102
300 CAPITOL MALL | SACRAMENTO, CALIFORNIA 95814

November 16, 2023

Tom Mullen
TMullen@rivco.org
Riverside County Information Technology Services
3450 14th Street
Riverside, CA 92501

SUBJECT: CASF ADOPTION ACCOUNT GRANT AWARD FOR CALL CENTER

This letter serves to inform you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves California Advanced Services Fund (CASF) Broadband Adoption Account (Adoption Account) grant funding to Riverside County Information Technology Services of up to \$150,000 for the Southern Riverside County ACP Outreach Call Center Project project (award sequence 84).

Budget: Grant funding is approved for this project as described below.

CASF Broadband Adoption Grant Funding	
Category	Approved Grant
<i>Call Center Computing Devices</i>	\$0
<i>General Program Implementation¹</i>	\$150,000
<i>Total Grant Award</i>	\$150,000
<i>Funding per participant (exclusive of call center computer devices, if applicable)</i>	\$101.97*

*Funding per participant rounded to the nearest hundredth.

Requirements

The grant award is predicated on Riverside County Information Technology Services's commitment to provide adoption services as expressed in its application and consistent with

¹ This includes items and activities listed in the grantees' application and eligible for reimbursement per Decision (D.) 22-05-029, Broadband Adoption Account Guidelines. (See website [here](https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account) - <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/casf-adoption-account>).

the Ministerial Review criteria that Riverside County Information Technology Services agreed and/or attested to in its application which includes meeting all milestones and goals for each project(s) as well as fulfilling the requirements per D.22-05-029. Key requirements include, among others:

- Grantee will provide broadband access as described in its application.
- Grantee will perform education and outreach to educate the community of available broadband internet services.
- Grantee must be ready to provide broadband access within six months of acceptance of the grant award.
- Grantee agrees that the project costs \$205 per subscription or less.
- Grantee must complete the project within a 24-month timeframe or earlier.

Riverside County Information Technology Services must subscribe 1,471 participants to broadband internet services.

Reporting

The grant award is also contingent upon fulfilling the reporting requirements per D.22-05-029, Appendix 2. These reports include a Ramp-up period report (if applicable), a Year 1 Progress Report and a Year 2 Completion Report. If applicable, Riverside County Information Technology Services must fulfill the monthly reporting requirements set forth in Public Utilities Code, § 281(l)(1) if it is using a licensed contractor or subcontractor to undertake a contract or subcontract in excess of twenty-five thousand dollars (\$25,000) to perform work on the project funded or financed by CASF. Reporting templates are available in the Administrative Manual posted on the Adoption Account website.

Riverside County Information Technology Services must maintain files, invoices, and other related documentation for three years after final payment. Riverside County Information Technology Services shall make these records available to the CPUC upon request and agree that these records are subject to audit and review by the CPUC at any time within three years after Riverside County Information Technology Services has incurred the expense being audited to ensure that CASF funds are spent in accordance with the terms of approval the CPUC grants.

Payment

All reimbursements are contingent upon the Riverside County Information Technology Services fulfilling its obligation to provide digital literacy training as described in its application. Riverside County Information Technology Services may submit up to three payment requests throughout the project period. Payment requests may accompany the Ramp-up or Year 1 reports or be submitted separately; Year 2 Completion Report must be

submitted with a final payment request. 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. Ramp-up period payment requests may not exceed 25% of grant amount and no more than 90% of the grant amount will be reimbursed before the completion report and final payment request. Completion Reports must be submitted no later than three months post project completion. Payment request templates are available in the Administrative Manual posted on the Adoption Account website.

Execution and Performance

Riverside County Information Technology Services must begin the project within six months from the date that the Riverside County Information Technology Services accepted the terms stated in the award letter and must complete the project within 24-months. Riverside County Information Technology Services must complete all performance under the award on or before the termination date of the award.

By receiving a CASF grant, Riverside County Information Technology Services agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the CPUC regarding disbursement and administration of the grant and the CPUC's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. Riverside County Information Technology Services must notify the Director of Communications Division as soon as it becomes aware that it may not be able to meet project deadlines. The CPUC may withhold, reduce or terminate grant payments if the Riverside County Information Technology Services does not comply with any of the requirements set forth in its application and compliance with the CASF. In the event Riverside County Information Technology Services fails to complete the project in accordance with the terms of the approval granted by the CPUC as set forth in D. 22-05-029 and this award letter, Riverside County Information Technology Services must reimburse some or all the CASF funds it has received.

Riverside County Information Technology Services must notify CD regarding modifications to budget line items or milestone/activity timelines set forth in D.22-05-029, Appendix 2, Section XV. Riverside County Information Technology Services must also report any material changes in the entries for the application, 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.

Award Acceptance

Riverside County Information Technology Services must sign the Consent Form (Attachment 1) and the Payee Record Form (Attachment 2) and email both within 30 days from the date of this award letter to CASF_Adoption@cpuc.ca.gov. If Riverside County Information Technology Services does not submit the Consent Form within 30 calendar days from the date of the award, the CPUC will deem the grant to be null and void.

If you have any questions, please contact CASF_Adoption@cpuc.ca.gov.

Sincerely,

/s/ Maria Ellis
Maria Ellis, Deputy Director
Communications Division

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

Name of Grantee: _____

Grantee identified above hereby acknowledges receipt of the letter approving the California Advanced Services Fund Broadband Adoption Grant for the Southern Riverside County ACP Outreach Call Center Project project (award sequence 84). The grantee agrees to comply with all grant terms, conditions, and requirements set forth in the letter dated November 13, 2023, as well as all CASF rules, including those in the Broadband Adoption Account Requirements, Guidelines and Application Materials. **Grantee also agrees to fulfill the goals it identified in the application and agrees that all payment requests will be subject to meeting those goals.**

Undersigned representative of _____ [Name of Grantee] 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 in the letter referenced above.

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)

ATTACHMENT 2
Payee Record Form

ATTACHMENT 1

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

Name of Grantee: Riverside County Information Technology (Broadband Services)

Grantee identified above hereby acknowledges receipt of the letter approving the California Advanced Services Fund Broadband Adoption Grant for the **Southern Riverside County ACP Outreach Call Center Project project (award sequence 84)**. The grantee agrees to comply with all grant terms, conditions, and requirements set forth in the letter dated November 13, 2023, as well as all CASF rules, including those in the Broadband Adoption Account Requirements, Guidelines and Application Materials. **Grantee also agrees to fulfill the goals it identified in the application and agrees that all payment requests will be subject to meeting those goals.**

Undersigned representative of Riverside County Information Technology (Broadband Services) [Name of Grantee] 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 in the letter referenced above.

Dated this 16 day of November, 2023.

Signature 

Printed Name: Tom Mullen

Title: Director, Broadband Services

Organization or Name of Company: County of Riverside, Riverside County Information Technology (Broadband Services)

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

3450 14th Street, Riverside CA 92501

Grants: Riverside County Central - 81
Riverside County Eastern - 82
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