



TO: Sarah House
IT Manager—Systems and Ops
County of Monterey, ITD

FROM: Sunne Wright McPeak, CEO and President
Anne O, Chief Management Officer

DATE: October 25, 2023

RE: FCC ACP Outreach Grant Partnership

Please see attached the following items for signature and use during FCC Grant for ACP Promotion Partnership:

1. Partnership Agreement for the FCC ACP Outreach Grant
2. Agreement with FCC Grant Partners for Distribution of Computing Devices to Support ACP Enrollment Events
3. ACP Enrollment Event Survey
4. FCC ACP Outreach Grant Grantee Partner ACP Enrollment Event Invoice
5. FCC ACP Outreach Grant Timesheet

Below is the table of Reimbursable Activities through the FCC CETF ACP Outreach Grant.

| Cost Item | Units | Unit Price | Cost Per Event |
|---|-------|---------------|----------------|
| 10 Persons for 6 Hours | 60 | \$40 | \$2,400 |
| Fliers for Distribution | 2,000 | \$0.10 | \$200 |
| Distribution Door-to-Door 5 Persons for 5 Hours | 30 | \$20 | \$600 |
| Direct Mail | 3,000 | \$1.10 | \$3,300 |
| One-time CETF Grant Advancement | | Up to \$6,500 | |
| TOTAL | | | \$6,500 |



October 25, 2023

Sarah House
IT Manager
County of Monterey, ITD

Dear Sarah:

The purpose of this letter is to inform you that the California Emerging Technology Fund (CETF) has been awarded by the Federal Communications Commission (FCC) an ACP Outreach Grant in the amount of \$490,000 to promote awareness and increase enrollment of eligible households in the Affordable Connectivity Program (ACP) for FY 23-24 and FY 24-25. On January 6, 2023, your organization signed an Agreement to Collaborate for submission of the application to the FCC which included the Responsibilities and Duties delineated below and a commitment to organize and conduct a specified number of in-person ACP Enrollment Events with compensation of up to \$6,500 per event. The amount awarded by the FCC is half of what we collectively requested, which required an adjustment to the overall Outcomes and the number of initially-assigned ACP Enrollment Events for each Partner. The revised Grant Agreement with the FCC requires CETF and Partners collectively to accomplish the following Outcomes:

- Inform 500,000 eligible households about ACP.
- Organize and conduct 50 ACP Enrollment Events in high-poverty communities.
- Enroll 5,000 households in ACP through in-person ACP Enrollment Events

Attached is the Partnership Agreement between and among CETF and all Partners to implement the grant awarded by the FCC which includes an initial allocation to the County of Monterey, ITD of 3 ACP Enrollment Events. Please note that the Partnership Agreement retains the right for CETF to reallocate your initially-assigned number of ACP Enrollment Events among other Partners if you are not able to organize and conduct such Events in a timely manner nor meet the performance standards of an average of 100 enrollees per Event.

To fulfill the obligations for each ACP Enrollment Event, the following Responsibilities and Duties must be implemented:

Responsibilities and Duties of Partners

- Identify priority high-poverty communities within the target Counties with at least 5,000 ACP-eligible households currently not enrolled. Cooperate with CETF, CDT, and State Agencies to align and sequence a *Get Connected! California* activities statewide.
- Develop a proposed schedule of prioritized communities, dates, and locations for the number of ACP Enrollment Events in Table A.
- Prepare a work plan and specific expenditure plan for each ACP Enrollment Event and submit to CETF consistent with Table B in the Partnership Agreement.
- Become familiar with the Tool Kit and determine which resources may need to be customized for the ACP Enrollment Events.
- Recruit personnel, volunteers, and partners for each ACP Enrollment Event and prepare a roster of assignments for each individual.

- Ensure all ACP Enrollment Event personnel, volunteers, and partners participate in training by County of Monterey, ITD or CETF.
- Complete the ACP Passport for all participants and any household who is given a device in a drawing or other process will complete the Opt-in Device Survey.
- Compile and submit all data from the ACP Passport, Opt-in Device Survey, and complete the ACP Passport Entries form within 3 working days of each ACP Enrollment Event.
- Assist and support CETF in reaching out to Counties and COEs to request distribution of information about ACP and coordinate sequencing with scheduled Enrollment Events.
- Conduct the committed number of ACP Enrollment Events with a sincere effort to enroll at least 100 households during each Event. Notify CETF if it appears that it will not be feasible to conduct the total number of assigned ACP Enrollment Events and work with CETF and Partners to identify a Partner or other organization to conduct the ACP Enrollment Event(s).
- Submit all requisite data for reporting to CDT, California Broadband Council, and FCC in a timely manner.
- Participate in monthly meetings of the Partners convened by CETF.

The FCC award is a reimbursement-based grant which means that CETF and Partners will be paid based on submitted invoices with documented expenditures. CETF will provide standardized forms for you to report expenditures. CETF shall not be obligated to reimburse any Partner until funds are received from the FCC. However, CETF shall work with you to develop an implementation budget for your assigned ACP Enrollment Events and may consider advancing funds (up to \$6,500) if necessary to ensure your successful implementation of the Responsibilities and Duties. Reimbursement for ACP Enrollment Events will be issued until Partner commitments are completed or the FCC funding has been exhausted.

The opportunity for advances funds are to support County of Monterey, ITD in conducting Enrollment Events, which must be consistent with the outcomes outlined in this agreement. The advance of \$6,500 must be exhausted prior to requesting reimbursement of any further costs made by County of Monterey, ITD. Once the initial CETF advance of \$6,500 is exhausted, the original agreement process will continue until Partner commitments are completed or the FCC funding has been exhausted.

CETF is very pleased to work in collaboration with your organization in this very important endeavor. If you have any questions about this matter, please contact Chief Management Officer, Anne O, at (510) 688-5983 or Anne.O@cetfund.org for assistance.

Sincerely,



Sunne Wright McPeak
President and CEO



Anne O
Chief Management Officer

Accepted on behalf of the County of Monterey, ITD:

Signature

Date

Name

Title

If your organization will need an advance, please
indicate with an amount (up to \$6,500).

\$ _____



Agreement with FCC Grant Partners for Distribution of Computing Devices to Support ACP Enrollment Events

Background on ACP Mobilization *Get Connected California!*

The California Broadband Council (CBC) issued a “Call to Action” in March 2022 to get 90% of all eligible low-income households connected to high-speed Internet service by 2024. In response to this Call to Action, the California Department of Technology (CDT), California Department of Education (CDE), California State Library, California State Association of Counties (CSAC), and California Emerging Technology Fund (CETF) are coordinating a statewide mobilization to promote the Affordable Connectivity Program (ACP) called *Get Connected! California*. These State Agencies and statewide organizations (the “*Get Connected! Coalition*”) will promote information about ACP to the 5.8M+ eligible households in California with a commitment to reach every family with a child on the National School Lunch Program (NSLP), all participants in Medi-Cal, CalFresh, and WIC, and library patrons in priority neighborhoods throughout the state.

FCC Grant for ACP Promotion

The Federal Communications Commission (FCC) awarded in March 2023 a grant of \$490,000 to CETF and 11 Partners, including 7 Regional Broadband Consortia (RBCs), 3 non-profit community-based organizations (CBOs), and 1 County to:

- Inform 500,000 eligible households about ACP.
- Organize and conduct 50 ACP Enrollment Events in high-poverty communities.
- Enroll 5,000 households in ACP through in-person ACP Enrollment Events.

The FCC awarded a total of 15 ACP Promotion Grants to California organizations, including CDT. CETF will coordinate implementation of Grants with CBC and CDT in order to leverage resources and optimize participation in the ACP Enrollment Events.

Distribution of Computing Devices for ACP Enrollment Events

CETF has a limited supply of computing devices that have been returned by a School District from a Chromebook Distribution Project launched during the pandemic and another supply purchased with donations to for that purpose. CETF will share these computing devices with FCC Grant Partners to provide an additional incentive for eligible households to attend in-person ACP Enrollment Events.



Agreement for Acceptance of Computing Devices and Distribution at ACP Enrollment Events

The California Emerging Technology Fund (CETF) and Grant Partner signed below hereby agree to the following responsibilities to distribute devices at ACP Enrollment Events as set forth herein. The Partner shall distribute the computing devices through random drawings of the names of ACP Enrollees at Enrollment Events at the ratio of 1 computing device per no less than 10 ACP Enrollees, provided that each device recipient completes the Enrollment Questionnaire and agrees to participate in the periodic Customer Survey up to 4 times over the next 2 years to inform future strategies and activities for *Get Connected California!* The Partner shall be responsible for receiving the shipment of computing devices and shall become the owner of these devices to be used solely to support ACP Enrollment Events.

The California Emerging Technology Fund shall:

- Arrange for delivery or shipment of the computing devices to the Partner at the address specified by the Partner.
- Provide the template forms for ACP Enrollment Events and distribution of the computing devices, including the Questionnaire and Agreement to Participate in the Customer Survey, Master Inventory List, and Roster of Recipients.
- Provide an Image Permission Form and establish a Dropbox link for ACP Enrollment Event photographs and/or videos to be collected and uploaded by the Partner.

The Partner shall:

- Receive at the address specified by the Partner, inventory, and record serial numbers of the computing devices received from CETF on the Master Inventory List and submit to CETF electronically or in hard copy within a week of receipt of computing devices.
- Develop a fair process for the random drawing of names of ACP Enrollees to receive the computing devices with a ratio of 1 device distributed per no less than 10 ACP Enrollees. Inform CETF of the number of devices distributed within 24 hours of each Event.
- Collect fully completed and signed Enrollment Questionnaires and Agreements to Participate in the Customer Survey from each recipient before distributing the device and send hard copy Questionnaires to CETF with a week following each Event.
- Enter for each recipient the Questionnaire answers data online in the manner and format prescribed by CETF within a week following each Event.



- Record each recipient's name and all contact information along with the computing device serial number on the Roster of Recipients and submit to CETF within a week following each Event.
- Collect Image Permission Forms from all persons appearing in photographs and/or videos send them electronically or in hard copy to CETF within a week following each Event.
- Upload photographs and/or video to the designated Dropbox within a week of ACP Enrollment Event.

Accepted on behalf of Partner:

Name of Partner: _____

Signature: _____

Name: _____ Email: _____

Title: _____ Telephone: _____

Address: _____

No. of Devices to be Shipped: 15

Accepted for the California Emerging Technology Fund by:

Sunne Wright McPeak
President and CEO

Date





ACP Enrollment Event

Welcome! We are so glad that you are here.

**To get started with the Affordable Connectivity Program (ACP) Application
you will need 3 things:**



Email Address



Eligibility Letter



Verification of Identity

First Name: _____ **Last Name:** _____

Address: _____

City: _____ **Zip Code:** _____

Telephone: _____ **Email:** _____

Number of People in Household: _____ **Number of Children Under 18:** _____

Household Enroller Age (check the range that applies):

18-29 _____ 30-39 _____ 40-49 _____ 50-64 _____ 65-74 _____ 75+ _____

How did you find out about this ACP Enrollment Event?

| | |
|--|--|
| Received a notice from my child's school. | |
| Received a notice from another public agency. | |
| Received a notice from a community organization. | |
| Received a notice through social media. | |
| Received a notice from my Internet Service Provider. | |
| Heard a public information advertisement on radio or TV. | |
| Other (Explain): | |

Ethnic Identification

| | |
|------------------------|--|
| African-American | |
| Asian (Non-Vietnamese) | |
| Latino(a) | |
| Native American | |
| Vietnamese | |
| White (Non-LatinX) | |
| Other | |
| Decline to State | |

Primary Language Spoken at Home

| | |
|------------------------|--|
| English | |
| Spanish | |
| Vietnamese | |
| Other (please specify) | |

Household Annual Income

| | |
|----------------------|--|
| \$19,999 (and under) | |
| \$20,000 – \$39,999 | |
| \$40,000 – \$59,999 | |
| \$60,000 – \$99,000 | |
| \$100,000 or More | |
| Decline to State | |

School Aged Children and Devices

Do you own a working computing device (NOT a smartphone) for each STUDENT in your household? If YES, skip this section. If NO, answer the questions below:

| | Yes | No |
|---|-----|----|
| Does the school provide a computing device for your child in class? | | |
| Does the school allow the device to be brought home? | | |
| Does the school allow the family to use the device at home? | | |
| Has the school provided training on the device for parents? | | |
| Have you participated in the training provided by the school? | | |

Use of the Internet Outside the Home

Do you currently access the Internet outside of home? YES_____ NO_____

| If YES, where do you access and use the Internet? | Check All That Apply |
|--|----------------------|
| At work. | |
| At the home of a relative or friend. | |
| At a retail store (such as McDonalds, Taco Bell, Starbucks). | |
| At a retail store parking lot. | |
| At a school or library. | |
| At a school or library parking lot. | |
| At a public park. | |
| On public transit. | |
| Community Wi-Fi | |
| Other (Please describe) | |

Computer Experience

Do you have experience using a computing device? YES_____ NO_____

If you have experience using a computing device, do you consider yourself to be a:

☐ Beginner User ☐ Intermediate User ☐ Advanced User

Are you interested in more computer training for you or your family? YES_____ NO_____

Use of the Internet at Home

Do you currently subscribe to Internet service at home? YES_____ NO_____

If YES, approximately how much do you pay monthly? _____

Which company is your Internet Service Provider? _____

If NO, have you ever had a paid subscription to Internet service at home? YES_____ NO_____

If NO or currently do have a paid subscription, please check all the reasons that apply below:

| | |
|---|--|
| Can't afford home Internet subscription service. | |
| Don't have a device. | |
| Have a smartphone with free access to the Internet (free data). | |
| Live in an area with no Internet access. | |
| Other (Explain): | |

Importance of Home Internet Service and a Computer

| How important are home Internet service and a computer to you and your family? | Rate On a Scale of 1-5, with 5 Being Highest | | | | |
|--|--|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Importance of home Internet service: | | | | | |
| Importance of a computer: | | | | | |

May we share any photos of you enrolling in ACP with the California Emerging Technology Fund for reports to the FCC and other public agencies, including the State of California?

Please Sign for Permission to Use Your Photo: _____

For Staff Only

Event Date: _____ Event Location: _____

Applicant Eligibility: Medi-Cal _____ CalFresh _____ WIC _____ School Lunch _____ Income _____ Other _____

ACP Application ID Number: _____

Was this application Auto-Verified: ☐ Yes ☐ No

Notes: _____

☐ Need Follow Up ☐ Approved ☐ Denied

**California Emerging Technology Fund
FCC Grant for ACP Promotion
Grantee Partner ACP Enrollment Event Invoice**

| | | | | | | | |
|--|----------------------------|--------------------------|---------------------------|--|--------------------|--------------------------|-------------------|
| Name of Grantee Partner: | | | | | | | |
| Date of ACP Enrollment Event: | | | | | | | |
| Location of Event: | | | | | | | |
| Number of Participating HHs: | | | | | | | |
| Number of ACP Enrollments: | | | | | | | |
| | | | | | | | |
| Allowed Budget for Each Enrollment Event | | | | Partner Itemization for Reimbursement | | | |
| ACP Enrollment Event Personnel | Total Allowed Hours | Hourly Rate Limit | Total Allowed Cost | | Hourly Rate | # of Hours Worked | Total Cost |
| 10 Persons @ 6 Hours (Names) | 60 | \$40.00 | \$2,400.00 | | | | \$0.00 |
| 1. | | | | | | | \$0.00 |
| 2. | | | | | | | \$0.00 |
| 3. | | | | | | | \$0.00 |
| 4. | | | | | | | \$0.00 |
| 5. | | | | | | | \$0.00 |
| 6. | | | | | | | \$0.00 |
| 7. | | | | | | | \$0.00 |
| 8. | | | | | | | \$0.00 |
| 9. | | | | | | | \$0.00 |
| 10. | | | | | | | \$0.00 |
| Distribution Door-to-Door | 30 | \$20.00 | \$600.00 | | Hourly Rate | Hours Worked | Total |
| 5 Persons @ 6 Hours (Names) | | | | | | | \$0.00 |
| 1. | | | | | | | \$0.00 |
| 2. | | | | | | | \$0.00 |
| 3. | | | | | | | \$0.00 |
| 4. | | | | | | | \$0.00 |
| 5. | | | | | | | \$0.00 |
| Printing for Fliers | 2,000 | \$0.10 | \$200.00 | | # Fliers | Cost | Total |
| Description of Fliers Printed | | | | | | | \$0.00 |
| <i>Example: ACP Flier - English, ACP Flier - Spanish</i> | | | | | | | |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| Direct Notification or Mail | 3,000 | \$1.10 | \$3,300.00 | | # Notices | Cost | Total |
| Description of Notifications | | | | | | | \$0.00 |
| <i>Example: Mailing to Zip Codes X, Y, and Z</i> | | | | | | | |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| Total Allowed / Total Requested | | | \$6,500.00 | | | | \$0.00 |
| Goal: Enroll 100 HHs Per Event | | | | Number of HHs Enrolled: | | | |
| | | | | | | | |
| Signed: | | | | Date: | | | |

Name: _____

FCC ACP Outreach Grant Activities Log

Signature: _____

| Date | Description of Work | TOTAL |
|-------|---------------------|-------|
| 1 | | 0 |
| 2 | | 0 |
| 3 | | 0 |
| 4 | | 0 |
| 5 | | 0 |
| 6 | | 0 |
| 7 | | 0 |
| 8 | | 0 |
| 9 | | 0 |
| 10 | | 0 |
| 11 | | 0 |
| 12 | | 0 |
| 13 | | 0 |
| 14 | | 0 |
| 15 | | 0 |
| 16 | | 0 |
| 17 | | 0 |
| 18 | | 0 |
| 19 | | 0 |
| 20 | | 0 |
| 21 | | 0 |
| 22 | | 0 |
| 23 | | 0 |
| 24 | | 0 |
| 25 | | 0 |
| 26 | | 0 |
| 27 | | 0 |
| 28 | | 0 |
| 29 | | 0 |
| 30 | | 0 |
| 31 | | 0 |
| TOTAL | | 0 |

Month/Year: _____

Date Submitted: _____