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California Emerging Technology Fund
Agreement to Collaborate
to Conduct 100 ACP Enrollment Events and Enroll 10,000 Households

This Agreement to Collaborate between the California Emerging Technology Fund (CETF), a statewide non-profit 501(c)(3) organization directed to be established by the California Public Utilities Commission (CPUC) and assigned the mission to close the Digital Divide in California, and the 12 Prospective Partners (Partners), including 7 Regional Broadband Consortia (RBCs), 3 non-profit community-based organizations (CBOs), and 2 Counties identified below, is entered into as of January 6, 2023 as a good-faith commitment to work together cooperatively if the Federal Communications Commission (FCC) awards an ACP Outreach Grant (Assistance Listing CFDA Number 32.011 D. Funding Opportunity FCC-ACOGP-22-00) to CETF for the purposes of promoting awareness and increasing enrollment by eligible households in the Affordable Connectivity Program (ACP).

If CETF receives a FCC ACP Outreach Grant consistent with the submitted Application, CETF and Partners shall enter into a Partnership Agreement to work collaboratively during the period of April 1, 2023 and March 31, 2025 to accomplish the following Outcomes:

- Organize and conduct 100 ACP Enrollment Events in high-poverty communities.
- Enroll 10,000 households in ACP.

CETF and Prospective Partners hereby declare that they will be individually and collectively responsible for conducting the 100 ACP Enrollment Events and enrolling 10,000 households. The Prospective Partners will accept individual responsibility to conduct the number of ACP Enrollment Events listed in Table A unless there is mutual agreement among all Partners to reallocate assignments. Further, it is agreed by CETF and Partners that the overarching collaboration principle shall be to conduct the 100 Enrollment Events and to enroll 10,000 households as soon as possible which will require continuous collective monitoring and conferring to accomplish the Outcomes.

The Partnership Agreement shall set forth the duties and responsibilities of CETF and the Partners, which shall include at least the following:

<u>Duties and Responsibilities of CETF</u>

- Ensure alignment with the State of California State Agencies, especially the California Department of Technology (CDT) and CPUC, in implementing *Get Connected! California* activities to promote awareness about ACP and increase enrollment rates.
- Facilitate coordination of distribution of ACP notices by CDT and State Agencies with the scheduling of ACP Enrollment Events by the Partners.
- Develop and regularly update a Tool Kit to support the organization and management of ACP Enrollment Events, including customized fliers in 4 languages for specific Events, Intake Forms and Questionnaires, and templates for submitting progress reports.

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- Engage statewide organizations to support and make referrals to ACP Enrollment Events, including: California State Association of Counties (CSAC), California County; League of California Cities (LCC); California County Superintendents Association; and Foundation for California Community Colleges.
- Continue to collaborate with the California Volunteers Association to recruit volunteers for the ACP Enrollment Events.
- Reach out to prioritized Counties and County Offices of Education (COEs) to coordinate sequence of notices to ACP-eligible households with ACP Enrollment Events.
- Train ACP Enrollment Event Host Organizations, staff, and volunteers.
- Manage the CETF Call Center (and IVR lines) to support ACP Enrollment Events and follow up on households needing additional assistance.
- Collect, compile, and analyze data from all ACP Enrollment Events and prepare reports for Partners, CDT, California Broadband Council, and FCC.
- Retrieve weekly and analyze FCC-USAC ACP enrollment data for Partners.
- Convene meetings monthly of the Partners to ensure disciplined implementation.
- Provide timely payments as Grant funds are received from the FCC.

Duties and Responsibilities 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.
- 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 CETF
- Obtain an Intake Form on all households attending an ACP Enrollment Event and collect a Questionnaire from any household who is given a device in a drawing or other process.
- Compile and submit all data from Intake Forms and Questionnaires 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.

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Table A

Partner	ACP Enrollment Events
Asian Youth Center Community-Based Organization, Los Angeles County	8
Broadband Consortium for the Pacific Coast Economic Development Collaborative	20
Connected Capital Area Broadband Consortium Valley Vision	10
Gold Country Sierra Business Council	6
Monterey County Information Technology Department	4
Napa County Health and Human Services Agency	2
Northeastern and Upstate California Connect Consortia North State Planning Collective, California State University, Chico	2
San Joaquin Valley Regional Broadband Consortium California State University, Fresno Foundation	20
Sigma Beta Xi Community-Based Organization, Riverside County	10
Southern Border Broadband Consortium Imperial Valley Economic Development Corporation	18
Tech Exchange Oakland Public Education Foundation	6
TOTAL	**100**

Based on experience in conducting ACP Enrollments Events in 2022, an average cost of $6,500 is being allowed per Event as set forth in the Projected Budget below, which may be modified for any specific event by mutual agreement between CETF and Partner(s) with concurrence from the FCC. Further, it is mutually agreed that the performance objective is to enroll an average of 100 households per Event.

Table B

Projected Average Budget for Each Enrollment Event			**Cost Per Event**	**100 Events**
Item	Unit Price	Units		
10 Persons @ 6 Hours	$40.00	60	$2,400	$240,000
Printing for Fliers	$.10	2,000	$200	$20,000
Flier Distribution Door-to-Door 5 Persons @ 6 Hours	$20.00	30	$600	$60,000
Direct Mail	$1.10	3,000	$3,300	$330,000
Total			**$6,500**	**$650,000**

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The California Emerging Technology Fund and Partners hereby affirm our commitment to enter into a Partnership Agreement to implement an ACP Outreach Grant awarded to CETF consistent with the Application and this Agreement to Collaborate.

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