

Appendix A-4, ANNUAL WORK PLAN AND PERFORMANCE METRICS PLAN (see Sec 1.6 B)									
[Consortium Members, create a separate work plan and performance metrics plan for each work plan year, if seeking multi-year funding]									
Name of Consortium:		Broadband Consortium, Pacific Coast							
Name of Project:		Broadband Consortium, Pacific Coast: Developing the 4th Utility							
Proposed Start Date of Project:		1-Jul-19							
Broadband deployment activities funded by other state or federal grants		None							
Confirmation that CASF consortium budget does not duplicate any other sources of funding		Confirmed <input type="checkbox"/> Check			No other applications to other broadband funding sources have been submitted.				
Year 1 [Annual] <i>[see instructions below for work plan terminology definitions and requirements]</i>									
Objective	Activity Description	Start-Up Activity	Deliverable(s) *	Beginning Month	End Month	Performance Measure(s)*	Method for Performance Tracking and Measuring	Responsible Party(ies)	
Objective 1 , Collaborating with the Commission to engage regional consortia, local officials, ISPs, stakeholders, and consumers regarding priority areas and cost-effective strategies to achieve the broadband access goal	Activity 1	Continue to maintain steering committee meetings in northern and southern tri-county locations. Maintain ongoing stakeholder communications through the convening of regularly scheduled meetings and email updates.	"	Conduct and documentation of Steering Committee Meetings	Monthly	1. 9 of steering committee meetings 2. Collection of agendas and meeting minutes 3. Draft policies (regional) created 4. 2 of municipalities linking anchor institutions (and status)	Consortium summary reports and monthly status summaries to EDC	Coordinator	
	Activity 2	Create a regional working group to achieve and implement shared broadband standards.	"	Conduct and documentation of regional meetings	Q1			Coordinator	
	Activity 3	Update the BCPC municipality toolkit to include the processes and imperative for connection of anchor processes and the collection of local maps for the performance of inventory of public assets.	"	Draft, completion, and publishing of the municipality toolkit	Q2			Coordinator	
	Activity 4	Assist municipalities in the development of strategies targeted for socio economically challenged populations (Eliminate "The tale of two cities").	"	Municipality white papers and status reports	Ongoing			Coordinator	
	Activity 5		"						
Objective 2 , Identifying potential CASF infrastructure projects, along with other opportunities, where ISPs can expand and improve their infrastructure and service offerings to achieve the goal of reaching 98% broadband deployment in each consortia region	Activity 1	Refresh the tri-county potential CASF infrastructure project opportunities with updates in stakeholder status	"	Report of priority areas	Q2	1. 6 of priority areas identified 2. 6 of broadband provider offerings identified 3. 6 of key anchor institutions identified 4. 6 of CASF infrastructure projects identified 5. 3 of other opportunities identified	Consortium summary reports and monthly status summaries to EDC	Coordinator	
	Activity 2	Place a focus on resolving CPUC priority areas identified within municipal boundaries.	"	Municipal target list	Q2			Coordinator	
	Activity 3	Assist municipalities in the development of local broadband strategies & implementation support	"	White papers and custom plans as required	Ongoing			Coordinator	
	Activity 4	Maintain the dialogue between municipalities fostering a regional interconnection of municipal networks resulting in redundancy and economies of scale. Participate in the ongoing dialogue to create a regional network.	"	Regional Network Collaborative Documentation	Q1			Coordinator	
	Activity 5		"						

Objective 3 , Assisting CASF infrastructure applicants in the project development or grant application process	Activity 1	Connect with CAF recipients concerning priority areas identified and develop a strategy for both CAF and non-CAF (potential line extension) opportunities.	"	Tri County Priority Area Assessment Report	Q2	1. 3 of cost-effective strategies developed and implemented 2. 6 of infrastructure applications assisted 3. 6 of ISPs assisted	Consortium summary reports and monthly status summaries to EDC	Coordinator
	Activity 2	Create and pilot CASF proposal checklist/toolkit to share among industry partners.	"	Proposal Checklist / Toolkit	Q3			Coordinator
	Activity 3	Develop a process for sharing key performance indicators / completion metrics for the resolution of priority areas	"	Draft KPI process description and follow-on reports	Q4			Coordinator
	Activity 4	Identify and assist organizations to assist in application and award of adoption funding.	"	Adoption Applications	Ongoing			Coordinator
	Activity 5		"					
Objective 4 , Conducting activities leading to CASF infrastructure applications	Activity 1	Support project permitting activities	"	Description of activities performed and results achieved	Ongoing	1. 6 of project permits supported 2. 6 of stakeholders engaged 3. 6 of inventories of public assets and aggregate demand updated 4. Broadband availability maps developed	Consortium summary reports and monthly status summaries to EDC	Coordinator
	Activity 2	Provide support to the development of a regional GIS platform for managing regional fiber assets.	"	Description of activities performed and results achieved	Ongoing			Coordinator
	Activity 3	Conduct an inventory of public assets (e.g. rights-of-ways, publicly owned towers, public utility poles, equipment housing, publicly owned property) and aggregate demand, including speed tests and the identification and updates of priority areas.	"	Public assets inventory updates; regional broadband availability maps	Ongoing			Coordinator
	Activity 4	Continue to conduct annual regional broadband forums to reach out and communicate the CPLIC broadband	"	Program development and conduct of forums	Q3			Coordinator
	Activity 5		"					
Objective 5 , Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize wireline testing volunteer requests	"	Publicizing materials and list of testing volunteers	As Required	1. Wireline testing as required 2. Mapping data updates identified as a result of testing	Consortium summary reports and monthly status summaries to EDC	Coordinator
	Activity 2	Assist volunteers in wireline testing	"	Wireline testing training materials	As Required			Coordinator
	Activity 3	Collect and analyze wireline testing data	"	Wireline testing data analysis	As Required			Coordinator
	Activity 4		"					
	Activity 5		"					
Objective 6 , Conducting and Submitting annual audit reports, as required	Annual Audit	Provide the required annual audit report	"	Annual audit report	EDC FY	n/a	n/a	Fiscal Agent

Instructions:

Work Plan Terminology	Definition / Requirements
Activity	Identifying the specific work activities which must be performed in order to produce the various project deliverables/outcomes/results and achieve the CASF Consortia Grant program objectives. The CASF Consortia Grant Account will fund consortia activities directly related to and in support of infrastructure applications. Please note, a Consortia Account shall not be used for adoption activities; a Consortia Account grant shall not be used for construction of infrastructure facilities; a Consortia Account grant shall not be used for work on legislation, including meetings, travel, or lobbying; and a Consortia Account grant shall not be used to fund activities that already funded by any other public or private sources.
Deliverable	Identifying the specific measurable, tangible, and verifiable work products (i.e., analysis, report, map data), outcomes, and/or results that must be produced to complete the project. Attending meetings and conducting conference calls are the work effort/processes to produce the CASF Consortia Grant program deliverables, and are not considered as deliverables.
Timeline (Beginning Month and End Month)	Identifying the planned beginning and end months for performing activities and for meeting deliverables/outcomes/results. The timeline establishes the project schedule, which is used to compare actual results to the approved Work Plan to determine if preventive or corrective action is needed to meet the program objectives. The timeline should describe each of the monthly milestones, including deliverables and performance metrics to be accomplished.
Performance Measure	Identifying the specific, quantitative outcome/result measures which generate reliable data on the effectiveness and efficiency of program and assess how well the consortium is achieving the CASF Consortia Grant program objectives. Attending meetings and conducting conference calls are the work effort/processes to achieve the objectives, and are not considered as performance measures.
Method for Performance Tracking and Measuring	Explaining how the performance measure outcomes/results will be tracked and measured following milestone dates and/or completion of activities/deliverables, as described in the Work Plan.

* Communications Division may request progress reporting and payment requests to include documentation of performance/outcomes, consistent with the application's *Work Plan and Performance Metrics Plan*.

** Consortia grantees may request an initial start-up costs payment, up to 25% of the entire grant.

*** The CASF Rural and Urban Regional Broadband Consortia Grant Account shall be available for grants to eligible consortia to facilitate deployment of broadband services by assisting infrastructure applicants in the project development or grant application process. The CASF Consortia Grant Account funding is limited to Consortia activities directly related to and in support of CASF infrastructure applications (i.e., an infrastructure application requesting CASF funding, an infrastructure application requesting CASF and non-CASF funding).