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:	LA-Digital Equity Action League (LA-DEAL) Consortium							
Name of Project:	Advancing Equitable Broadband Infrastructure Deployment							
Proposed Start Date of Project:	August 1, 2021							
Broadband deployment activities	None							
Confirmation that CASF	Confirmed			If checked, explain why there is no funding duplication: there are no other existing funding to conduct such				
	Year 1 and Year 2							
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		**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	Develop the Consortium Stewardship Group through outreach to existing networks, municipalities, councils of government and interested stakeholders whose input is important to ensuring an equitable process for broadband infrastructure deployment		Deliverable: List of names who are in the Stewardship Group	March 2021	May 2021	12 individuals representing each of the 7 regions from government, nonprofit, philanthropic, public and private sectors	Signed commitment letters from 12 individuals	LAEDC & UNITE-LA
	Activity 2	Convene the Consortium Stewardship Group quarterly to build a common agenda for the consortium and the Los Angeles region, regularly measure and monitor progress towards shared goals, identify emerging opportunities for collaborative action, develop and execute a community engagement plan, pursue funding opportunities to advance broadband infrastructure solutions		Deliverable #1: A common agenda/guiding principles for consortium Deliverable #2: Maintain Stewardship Meetings Deliverable #3: Document meeting notes Deliverable#4: Engagement Plan	June 2021	December 2022	1. 1 Stewardship Group Guiding Principle document 2. 7 Stewardship Group Meeting Agendas 3. 4 Reports to Stewardship Group on progress towards goals 4. 40 phone calls to regional stakeholders and network backbones to enlist them in sub-regional committees 5. List of 5-10 members in each sub-regional subcommittee 6. 1 master plan for Stewardship Group and sub-committees, combining recommendations for tackling the broadband infrastructure gap across the County. 7. 7 newsletters to over 70 Consortium partners and stakeholders 8. 7 requests for input/data from sub-regional committees 9. 1 white paper from LAEDC 88 city summit 10. 7 reports to CPUC on new ISP infrastructure projects in priority communities 11. 7 GIS maps (one for each region), demonstrating infrastructure assets	Excel spreadsheet that includes promised activities and metrics and tracks progress towards those deliverables Central depository for meeting agendas and notes Spreadsheet of contact outreach	LAEDC & UNITE-LA
	Activity 3	Develop sub-regional committees through outreach to existing networks, municipalities, and interested stakeholders whose input is important to ensuring an equitable process for broadband infrastructure deployment. Membership on sub-regional committees should include diverse representation of local leaders representing health sector, k-12 education, higher education, workforce development organizations, health care institutions, housing stakeholders, community organizations and community leaders, municipalities, major employers, small businesses, and ISPs		Deliverable: List of organizations committed to participating in sub-regional committees	May 2021	July 2021		Excel spreadsheet that organizes recommended approaches for tackling broadband infrastructure gap Mailchimp and website will store info on newsletters Survey Monkey will store input/information from sub-regional committees solicited by the Stewardship Group Word document with notes from LAEDC's 88 city summit	LAEDC & UNITE-LA
	Activity 4	Conduct committee meetings regularly with targeted sector/industry/community stakeholders to collect data and better understand and document priority areas in specific sectors (education, workforce, health, housing, small business, etc)		Deliverable: Consolidation of each committee's recommendations into a master quarterly community stakeholder report to identify potential barriers and solutions to broadband deployment/access	August 2021	October 2021			LAEDC & UNITE-LA

	Activity 5	Develop and execute a communications plan to engage multi-sector stakeholders to increase awareness of regional broadband opportunities, resources, challenges and needs (utilizing the stewardship and committees' existing and comprehensive ecosystems)		Deliverable #1: Quarterly systemwide newsletter/updates to share information/data gathered from stakeholder committee meetings as well as from the Stewardship Group meetings; Deliverable #2: Establish stakeholder feedback/input system to solicit additional input from community stakeholders to help guide and set regional priorities	July 2021	December 2022		LAEDC & UNITE-LA
	Activity 6	Conduct regular meetings with Los Angeles County, local municipalities and COGs to collect data and resources to better understand governmental priority areas and resources/funding available to the region.		Deliverable #1: Key takeaways and notes from the LAEDC 88 Cities summit with input and data regarding local municipalities' needs and challenges on broadband deployment and access. Deliverable #2: Summary document/White paper from business surveys to support LA County's plan for better broadband deployment	April 2021	April 2021		LAEDC
	Activity 7	Host meetings, conversations, convenings between ISPs and community stakeholders and governmental partners to identify priority areas and strategies		Deliverable #1: Data on new ISP infrastructure in LA County to update the CPUC's California Interactive Map Deliverable #2: GIS map of existing broadband infrastructure and ISP service areas in LA County	October 2021	December 2022		LA County Chief Data Officer & LAEDC

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	Develop or identify an existing indexing system to help rate and identify conditions, priority areas, and the needs of each consortia region. Utilizing gap analysis data from No Going Back Report to identify targeted needs from underserved communities, and overlaying the information with the County's existing data on current ISP deployment areas, create a heatmap to help pinpoint specific deficiencies in deployment in underserved communities and establish a priority sequencing structure for deployment of ISP services in areas with highest needs.		Deliverable #1: An index Deliverable #2: A guide for how to deploy it Deliverable #3: Deploy the index & heat map	June 2021	August 2021	1. 2 priority areas identified in each region based off of the index 2. 1 sequencing plan for priority areas identified through index 3. 1 heat map with 14 priority areas 4. 250 key community stakeholders identified 5. 10 of broadband provider options 4. 5 of CASF infrastructure projects identified 5. 1-2 of other opportunities identified	List of communities CPUC has identified through the Interactive Broadband Infrastructure map that are unserved/underserved, along with an index number next to each community name that rates need based on other socio-economic factors A heat map, utilizing GIS technology Excel spreadsheet of organizations and contacts from each priority community Excel spreadsheet of broadband providers and options Excel spreadsheet with possible broadband projects for each priority community, as well as other opportunities identified, and public resources that can be leveraged	LAEDC & UNITE-LA
	Activity 2	Partner with community stakeholders to help ISPs explore various methods for expanding broadband infrastructure; Analyze methods that would result in the greatest deployment of infrastructure and adoption of services in each priority area		Deliverable: List of potential solutions to help expand infrastructure projects for both ISPs, municipalities and the County	August 2021	December 2021			LAEDC & UNITE-LA
	Activity 3	Identify and mobilize City, County, State, and private sector resources and efforts to invest in and leverage towards broadband infrastructure expansion		Deliverable: Summary List of resources/incentives available in the County and each of the cities to be delivered to consumers	August 2021	December 2022			LAEDC & UNITE-LA
Objective 3, Assisting CASF infrastructure applicants in the project development or grant application process	Activity 1	Explore public and private funding opportunities to support prioritized infrastructure projects		Deliverable: List of funding public and private funding opportunities throughout the Los Angeles region	August 2021	December 2022	1. 3-5 of cost-effective strategies developed and implemented 2. 3-5 of infrastructure applications assisted 3. 3-5 of ISPs assisted 4. 3-5 of priority projects	Report from salesforce that lists all public and private funding opportunities in region for projects Repository of application materials Checklist/Toolkit/Resource Guide Excel spreadsheet of priority projects with connected ISPs	LAEDC & UNITE-LA
	Activity 2	Provide assistance and best practices for state and federal grant application procedures		Deliverable #1: Checklist of steps to take on state and federal grant applications Deliverable #2: List of resources/reports and community partners working on broadband related issues in one centralized location to expedite grant application process	October 2021	December 2022			LAEDC & UNITE-LA
	Activity 3	In partnership with community stakeholders, assist ISPs and government partners to better understand how to allocate and spend grant funding.		Deliverable: List of Priority projects from LA County and 88 cities	August 2021	December 2022			LAEDC

Objective	Activity	Activity Description	Deliverable	Timeline (Beginning Month)	Timeline (End Month)	Performance Measure	Method for Performance Tracking and Measuring	Responsible
	Activity 4	Facilitate relationships between ISPs and communities stakeholders to improve projects and grant applications	Facilitation of relationships between ISPs and community stakeholders	May 2021	December 2022			LAEDC & UNITE-LA
	Activity 5							
Objective 4, Conducting activities leading to CASF infrastructure applications	Activity 1	Support project permitting activities by facilitating connections between ISPs and municipal governments	Deliverable: Facilitation of relationships between ISP and municipalities	May 2021	December 2022	1. 5 of project permits supported 2. 250 of stakeholders engaged 3. 1 inventory list of public assets and aggregate demand updated 4. 1 broadband availability maps developed per region for each of the 7 regions	Spreadsheet of project permits, names of stakeholders engaged, inventory of public assets Broadband maps	LAEDC & UNITE-LA
	Activity 2	Engage stakeholders to better understand and explain regional broadband needs and solutions	Deliverable: Description of activities performed and results achieved	May 2021	December 2022			LAEDC & UNITE-LA
	Activity 3	Conduct an inventory of publicly available data on municipal 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.	Deliverable #1: Public assets inventory updates; Deliverable #2: regional broadband availability maps	August 2021	March 2022			LAEDC & UNITE-LA
	Activity 4	Provide support to the development of a regional GIS map to identify low broadband adoption regions/areas to better determine where digital literacy is most needed.	Deliverable: GIS Map of regions/areas where digital literacy is most needed	May 2021	August 2021			LAEDC
	Activity 5	Conduct annual regional broadband forums to reach out and communicate the CPUC broadband imperative.	Deliverable: Annual Forum on CPUC Broadband imperative	March 2022	March 2022			LAEDC & UNITE-LA
Objective 5, Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize wireline testing volunteer requests	Deliverable: Publicizing materials and list of testing volunteers	March 2021	December 2022	1. 1 of wireline testing conducted 2. 1 mapping data updates identified as a result of testing	None required	Not Applicable
	Activity 2	Assist volunteers in wireline testing	Deliverable: Wireline testing training materials	March 2021	December 2022			Not Applicable
	Activity 3	Collect and analyze wireline testing data	Deliverable: Wireline testing data analysis	March 2021	December 2022			Not Applicable
Objective 6, Conducting and Submitting annual audit reports, as required	Annual Audit	Provide the required annual audit report	Annual audit report	March 2021	December 2022	Annual audit report	Audit report	LAEDC

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
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
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 milestones, including deliverables and
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
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 cost budget, 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).