

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:		Northeastern California Connect Consortium						
Name of Project:		Reducing the Digital Divide in Northeastern California						
Proposed Start Date of Project:		1-Jul-20						
Broadband deployment activities funded by other state or federal grants		N/A						
Confirmation that CASF consortium budget does not duplicate any other sources of funding		Confirmed			If checked, explain why there is no funding duplication:			
Year 1 [2020-2021] [see instructions below for work plan terminology definitions and requirements]								
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	Carry out an assessment of regional broadband deployment based on CPUC's broadband data and maps	Report of broadband deployment status per county identifying gaps to CASF goal	1-Jul-20	31-Dec-20	1. 1 broadband deployment status reports per county 2. 1 continuous outreach campaign per county and action items and collaborative work agreements as results of the campaigns	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Conduct marketing and outreach to local broadband stakeholders and residential customers	Marketing and outreach materials and outreach summary	1-Jul-20	31-Dec-20	3. Minimum of 100 public feedback forms, surveys, or Calspeed tests		Consortium Manager
	Activity 3	Gather public feedback and input on broadband service and needs from local broadband stakeholders and residential customers	Public feedback forms and surveys, CalSPEED measurements, and public feedback input report	1-Jul-20	31-Dec-20	4. Maps and lists of a minimum of 4 priority areas per county		Consortium Manager
	Activity 4	Consolidate public feedback and input on broadband service and needs and map all results to identify priority areas for broadband deployments	Priority areas maps and lists based on public feedback and broadband deployment status	1-Jul-20	31-Dec-20	5. Data files and public feedback summaries of a minimum of 4 priority areas per county		Consortium Manager
	Activity 5	Work with the CPUC to update the broadband data/map, including priority areas and public feedback input	Priority areas data and public feedback summary material to submit to the CPUC	1-Jul-20	31-Dec-20			Consortium Manager
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	Carry out a data-based analysis to identify priority areas; incorporating input from local partners and asset inventories information	Report and maps of identified priority areas for broadband infrastructure projects	1-Oct-20	31-Mar-21	1. A minimum of 4 priority areas identified per county 2. A minimum of 3 <input type="checkbox"/> and potential partners identified per county	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Identify ISPs with interest and capacity for potential infrastructure projects in priority areas and also identify key local partners	Report of ISPs for potential priority areas projects and potential project partners	1-Oct-20	31-Mar-21	3. 1 need-gap analysis per county		Consortium Manager
	Activity 3	Carry out a need-gap analysis for priority areas	Need-gap analysis report	1-Oct-20	31-Mar-21	4. A minimum of 4 potential CASF infrastructure projects identified per county <input type="checkbox"/>		Consortium Manager
	Activity 4	Identify potential CASF infrastructure projects in priority areas	Report of potential CASF infrastructure projects identified - If under NDA, confidentiality must apply to some report items	1-Oct-20	31-Mar-21	5. A minimum of 2 complementary funding opportunities and solutions identified <input type="checkbox"/>		Consortium Manager
	Activity 5	Identify complementary funding opportunities and solutions involving local partners and organizations	Report of other potential funding opportunities and solutions	1-Oct-20	31-Mar-21			Consortium Manager
	Activity 1	Inform ISPs about CASF and share priority areas information for assessing feasibility and viability of potential projects	Reports of assessment of potential CASF infrastructure projects	1-Dec-20	31-Mar-21	1. A minimum of 4 priority areas per county shared with ISPs <input type="checkbox"/> 2. A minimum of 4 <input type="checkbox"/>	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly	Consortium Manager

Objective 3. Assisting CASF infrastructure applicants in the project development or grant application process	Activity 2	Provide information, data and maps to ISPs of broadband availability, market and demand aggregation, strategic assets, and potential local partners, with emphasis on priority areas		Reports of information, data, maps and others provided to ISPs - If under NDA, confidentiality must apply to some report items	1-Dec-20	31-Mar-21	information, data and maps packages per county provided to ISPs 3. A minimum of 3 local broadband stakeholders per county briefed about and supporting potential CASF projects 4. A minimum of 3 strategic partnerships per county established for potential CASF projects 5. A minimum of 1ISP or potential infrastructure project or application assisted per county (contingent to ISPs moving towards filing applications)	reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 3	Support ISPs to connect with local broadband stakeholders to gather support for potential CASF projects		Report of local stakeholders assessing and supporting potential CASF projects	1-Dec-20	31-Mar-21			Consortium Manager
	Activity 4	Support ISPs to develop strategic partnerships to achieve cost-effective broadband deployment		Report of strategic partnership to achieve cost-effective CASF projects	1-Dec-20	31-Mar-21			Consortium Manager
	Activity 5	Support ISPs to prepare CASF infrastructure project applications and application items including letters of support		Report of CASF infrastructure application development - If under NDA, confidentiality must apply to some report items	1-Dec-20	31-Mar-21			Consortium Manager

Objective 4 , Conducting activities leading to CASF infrastructure applications	Activity 1	Support project permitting activities for CASF applications or projects		Reports of project permit support for CASF applications or projects	1-Jul-20	30-Jun-21	1. At minimum of 1 project permit supported per CASF application or project (contingent to ISPs moving towards filing applications) 2. At minimum of 2 stakeholders engaged per application or project (contingent to ISPs moving towards filing applications) 3. 1 inventory of public assets per county with emphasis on priority and potential project areas 4. A minimum of 4 potential projects areas were conducted demand assessment and aggregation, or speed tests and validation	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Engage stakeholders to better understand and explain regional broadband needs and solutions		Broadband stakeholders outreach summary	1-Jul-20	30-Jun-21			Consortium Manager
	Activity 3	Continue developing an inventory of public assets (e.g. rights-of-ways, publicly owned towers, public utility poles, equipment housing, publicly owned property)		Report of work with local public works and planning departments and generation of a public assets inventory	1-Jul-20	30-Jun-21			Consortium Manager
	Activity 4	Support demand aggregation, conducting speed tests and validation efforts		Report of potential demand, demand aggregation, speed tests and validation in potential project areas	1-Jul-20	30-Jun-21			Consortium Manager
	Activity 5								
Objective 5 , Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize CalSPEED for Home marketing materials.		Marketing materials produced by the consortium.	1-Jul-20	30-Jun-21	1. # of volunteers signed up in the consortium region as needed by the CPUC. 2. At minimum of 3 outlets CalSPEED was promoted.	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Promote volunteers to sign-up for the study at www.calspeed.net.		List of outlets where CalSPEED for Home has been posted, presented or otherwise promoted.	1-Jul-20	30-Jun-21			Consortium Manager
	Activity 3	Educate public on importance of the CalSPEED study.		Educational materials used to communicate to the public.	1-Jul-20	30-Jun-21			Consortium Manager
	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			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 Consortium Grant program objectives. The CASF Consortium Grant Account will fund consortia activities directly related to and in support of infrastructure applications. Please note, a Consortium Account shall not be used for adoption activities; a Consortium Account grant shall not be used for construction of infrastructure facilities; a Consortium Account grant shall not be used for work on legislation, including meetings, travel, or lobbying; and a Consortium 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 Consortium 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 Consortium 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 Consortium 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).

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Name of Project:		Reducing the Digital Divide in Northeastern California						
Proposed Start Date of Project:		1-Jul-20						
Broadband deployment activities funded by other state or federal grants		N/A						
Confirmation that CASF consortium budget does not duplicate any other sources of funding		Confirmed		If checked, explain why there is no funding duplication:				
Year 2 [2021-2022] [see instructions below for work plan terminology definitions and requirements]								
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	Updates on assessment of regional broadband deployment based on latest CPUC's broadband data and maps	Updates report of broadband deployment status per county identifying gaps to CASF goal	1-Jul-21	31-Dec-21	1. 1 broadband deployment status reports per county 2. 1 continuous outreach campaign per county and action items and collaborative work agreements as results of the campaigns 3. Minimum of 100 public feedback forms, surveys, or Calspeed tests 4. Maps and lists of a minimum of 4 priority areas per county 5. Data files and public feedback summaries of a minimum of 4 priority areas per county	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Continue conducting marketing and outreach to local broadband stakeholders and business and residential customers	Marketing and outreach materials and outreach summary	1-Jul-21	31-Dec-21			Consortium Manager
	Activity 3	Continue gathering public feedback and input on broadband service and needs from local broadband stakeholders and residential and business customers	Public feedback forms and surveys, CalSPEED measurements, and public feedback input report	1-Jul-21	31-Dec-21			Consortium Manager
	Activity 4	Continue consolidating public feedback and input on broadband service and needs and map all results to identify additional priority areas for broadband deployments	Updates on priority areas maps and lists based on public feedback and broadband deployment status	1-Jul-21	31-Dec-21			Consortium Manager
	Activity 5	Continue working with the CPUC to update the broadband data/map, including priority areas and public feedback input	Updated priority areas data and public feedback summary material to submit to the CPUC	1-Jul-21	31-Dec-21			Consortium Manager
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	Updates on data-based analysis to identify priority areas; incorporating input from local partners and asset inventories information	Updates on identified priority areas for broadband infrastructure projects	1-Oct-21	31-Mar-22	1. A minimum of 4 priority areas identified per county 2. A minimum of 3 ISPs and potential partners identified per county 3. 1 need-gap analysis per county 4. A minimum of 4 potential CASF infrastructure projects identified per county 5. A minimum of 2 complementary funding opportunities and solutions identified	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Continue identifying ISPs with interest and capacity for potential infrastructure projects in priority areas and also identify key local partners	Updates report of ISPs for potential priority areas projects and potential project partners	1-Oct-21	31-Mar-22			Consortium Manager
	Activity 3	Continue carrying out a need-gap analysis for priority areas	Updated need-gap analysis report	1-Oct-21	31-Mar-22			Consortium Manager
	Activity 4	Continue identifying potential CASF infrastructure projects in priority areas	Updates report of potential CASF infrastructure projects identified - If under NDA, confidentiality must apply to some report items	1-Oct-21	31-Mar-22			Consortium Manager
	Activity 5	Continue identifying complementary funding opportunities and solutions involving local partners and organizations	Updates report of other potential funding opportunities and solutions	1-Oct-21	31-Mar-22			Consortium Manager

Objective 3 , Assisting CASF infrastructure applicants in the project development or grant application process	Activity 1	<u>Continue informing</u> ISPs about CASF and sharing priority areas information for assessing feasibility and viability of potential projects	Updates report of assessment of potential CASF infrastructure projects	1-Dec-21	31-Mar-22	1. A minimum of 4 priority areas per county shared with ISPs 2. A minimum of 4 maps packages per county provided to ISPs 3. A minimum of 3 local broadband stakeholders per county briefed about and supporting potential CASF projects 4. A minimum of 3 strategic partnerships per county established for potential CASF projects 5. A minimum of 1 ISP or potential infrastructure project or application assisted per county (contingent to ISPs moving towards filing applications)	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	<u>Continue providing</u> information, data and maps to ISPs of broadband availability, market and demand aggregation, strategic assets, and potential local partners, with emphasis on priority areas	Updates report of information, data, maps and others provided to ISPs - If under NDA, confidentiality must apply to some report items	1-Dec-21	31-Mar-22			Consortium Manager
	Activity 3	<u>Continue supporting</u> ISPs to connect with local broadband stakeholders to gather support for potential CASF projects	Updates report of local stakeholders assessing and supporting potential CASF projects	1-Dec-21	31-Mar-22			Consortium Manager
	Activity 4	<u>Continue supporting</u> ISPs to develop strategic partnerships to achieve cost-effective broadband deployment	Updates report of strategic partnership to achieve cost-effective CASF projects	1-Dec-21	31-Mar-22			Consortium Manager
	Activity 5	<u>Continue supporting</u> ISPs to prepare CASF infrastructure project applications and application items including letters of support	Updates report of CASF infrastructure application development - If under NDA, confidentiality must apply to some report items	1-Dec-21	31-Mar-22			Consortium Manager

Objective 4 , Conducting activities leading to CASF infrastructure applications	Activity 1	<u>Continue supporting</u> project permitting activities for CASF applications or projects		Updates report of project permit support for CASF applications or projects	1-Jul-21	30-Jun-22	1. At minimum of 1 project permit supported per CASF application or project (contingent to ISPs moving towards filing applications) 2. At minimum of 2 stakeholders engaged per application or project (contingent to ISPs moving towards filing applications) 3. 1 inventory of public assets per county with emphasis on priority and potential project areas 4. A minimum of 4 potential projects areas were conducted demand	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	<u>Continue engaging</u> stakeholders to better understand and explain regional broadband needs and solutions		Broadband stakeholders outreach summary	1-Jul-21	30-Jun-22			Consortium Manager
	Activity 3	<u>Continue developing</u> an inventory of public assets (e.g. rights-of-ways, publicly owned towers, public utility poles, equipment housing, publicly owned property)		Updates report of work with local public works and planning departments and generation of a public assets inventory	1-Jul-21	30-Jun-22			Consortium Manager
	Activity 4	<u>Continue supporting</u> demand aggregation, conducting speed tests and validation efforts		Updates report of potential demand, demand aggregation, speed tests and validation in potential project areas	1-Jul-21	30-Jun-22			Consortium Manager
	Activity 5								
Objective 5 , Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize CalSPEED for Home marketing materials.		Marketing materials produced by the consortium.	1-Jul-20	30-Jun-21	1. # of volunteers signed up in the consortium region as needed by the CPUC. 2. At minimum of 3 outlets CalSPEED was promoted.	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Promote volunteers to sign-up for the study at www.calspeed.net.		List of outlets where CalSPEED for Home has been posted, presented or otherwise promoted.	1-Jul-20	30-Jun-21			Consortium Manager
	Activity 3	Educate public on importance of the CalSPEED study.		Educational materials used to communicate to the public.	1-Jul-20	30-Jun-21			Consortium Manager
	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			n/a	n/a	Fiscal Agent

Instructions:

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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.
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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.

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Name of Project:		Reducing the Digital Divide in Northeastern California						
Proposed Start Date of Project:		1-Jul-20						
Broadband deployment activities funded by other state or federal grants		N/A						
Confirmation that CASF consortium budget does not duplicate any other sources of funding		Confirmed			If checked, explain why there is no funding duplication:			
Year 3 [2022] [see instructions below for work plan terminology definitions and requirements]								
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	Updates on assessment of regional broadband deployment based on latest CPUC's broadband data and maps	Updates report of broadband deployment status per county identifying gaps to CASF goal	1-Jul-22	31-Dec-22	1. 1 broadband deployment status reports per county 2. 1 continuous outreach campaign per county and action items and collaborative work agreements as results of the campaigns 3. Minimum of 100 public feedback forms, surveys, or Calspeed tests 4. Maps and lists of a minimum of 4 priority areas per county 5. Data files and public feedback summaries of a minimum of 4 priority areas per county	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Continue conducting marketing and outreach to local broadband stakeholders and business and residential customers	Marketing and outreach materials and outreach summary	1-Jul-22	31-Dec-22			Consortium Manager
	Activity 3	Continue gathering public feedback and input on broadband service and needs from local broadband stakeholders and residential and business customers	Public feedback forms and surveys, CalSPEED measurements, and public feedback input report	1-Jul-22	31-Dec-22			Consortium Manager
	Activity 4	Continue consolidating public feedback and input on broadband service and needs and map all results to identify additional priority areas for broadband deployments	Updates on priority areas maps and lists based on public feedback and broadband deployment status	1-Jul-22	31-Dec-22			Consortium Manager
	Activity 5	Continue working with the CPUC to update the broadband data/map, including priority areas and public feedback input	Updated priority areas data and public feedback summary material to submit to the CPUC	1-Jul-22	31-Dec-22			Consortium Manager
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 After CASF Infrastructure Grant Deadline on April 1st, 2022, this objective will focus on the following: - Deployment projects using complementary funding sources - Deployment projects based on additional CASF grant rounds	Activity 1	Updates on data-based analysis to identify priority areas; incorporating input from local partners and asset inventories information	Updates on identified priority areas for broadband infrastructure projects	1-Jul-22	31-Dec-22	1. A minimum of 4 priority areas identified per county 2. A minimum of 3 ISPs and potential partners identified per county 3. 1 need-gap analysis per county 4. A minimum of 4 potential CASF infrastructure projects identified per county 5. A minimum of 2 complementary funding opportunities and solutions identified	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Continue identifying ISPs with interest and capacity for potential infrastructure projects in priority areas and also identify key local partners	Updates report of ISPs for potential priority areas projects and potential project partners	1-Jul-22	31-Dec-22			Consortium Manager
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<p>Objective 3. Assisting CASF infrastructure applicants in the project development or grant application process</p> <p>After CASF Infrastructure Grant Deadline on April 1st, 2022, this objective will focus on the following: - Deployment projects using complementary funding sources - Deployment projects based on additional CASF grant rounds</p>	Activity 1	Continue informing ISPs about CASF and sharing priority areas information for assessing feasibility and viability of potential projects		Updates report of assessment of potential CASF infrastructure projects	1-Jul-22	31-Dec-22	<p>1. A minimum of 4 priority areas per county shared with ISPs</p> <p>2. A minimum of 4 maps packages per county provided to ISPs</p> <p>3. A minimum of 3 local broadband stakeholders per county briefed about and supporting potential CASF projects</p> <p>4. A minimum of 3 strategic partnerships per county established for potential CASF projects</p> <p>5. A minimum of 1ISP or potential infrastructure project or application assisted per county (contingent to ISPs moving towards filing applications)</p>	<p>1. Tracking and measuring of performance measures on a monthly basis</p> <p>2. Generating quarterly reports of performance measures</p> <p>3. Filing bi-annual reports to the CPUC</p> <p>4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted</p>	Consortium Manager
	Activity 2	Continue providing information, data and maps to ISPs of broadband availability, market and demand aggregation, strategic assets, and potential local partners, with emphasis on priority areas		Updates report of information, data, maps and others provided to ISPs - If under NDA, confidentiality must apply to some report items	1-Jul-22	31-Dec-22			Consortium Manager
	Activity 3	Continue supporting ISPs to connect with local broadband stakeholders to gather support for potential CASF projects		Updates report of local stakeholders assessing and supporting potential CASF projects	1-Jul-22	31-Dec-22			Consortium Manager
	Activity 4	Continue supporting ISPs to develop strategic partnerships to achieve cost-effective broadband deployment		Updates report of strategic partnership to achieve cost-effective CASF projects	1-Jul-22	31-Dec-22			Consortium Manager
	Activity 5	Continue supporting ISPs to prepare CASF infrastructure project applications and application items including letters of support		Updates report of CASF infrastructure application development - If under NDA, confidentiality must apply to some report items	1-Jul-22	31-Dec-22			Consortium Manager

Objective 4, Conducting activities leading to CASF infrastructure applications After CASF Infrastructure Grant Deadline on April 1st, 2022, this objective will focus on the following: - Deployment projects using complementary funding sources - Deployment projects based on additional CASF grant rounds	Activity 1	Continue supporting project permitting activities for CASF applications or projects		Updates report of project permit support for CASF applications or projects	1-Jul-22	31-Dec-22	1. At minimum of 1 project permit supported per CASF application or project (contingent to ISPs moving towards filing applications) 2. At minimum of 2 stakeholders engaged per application or project (contingent to ISPs moving towards filing applications) 3. 1 inventory of public assets per county with emphasis on priority and potential project areas 4. A minimum of 4 potential projects areas were conducted demand	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Continue engaging stakeholders to better understand and explain regional broadband needs and solutions		Broadband stakeholders outreach summary	1-Jul-22	31-Dec-22			Consortium Manager
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	Activity 5								
Objective 5, Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize CalSPEED for Home marketing materials.		Marketing materials produced by the consortium.	1-Jul-20	30-Jun-21	1. # of volunteers signed up in the consortium region as needed by the CPUC. 2. At minimum of 3 outlets CalSPEED was promoted.	1. Tracking and measuring of performance measures on a monthly basis 2. Generating quarterly reports of performance measures 3. Filing bi-annual reports to the CPUC 4. Based on CPUC feedback, measuring, tracking and reporting can be adjusted	Consortium Manager
	Activity 2	Promote volunteers to sign-up for the study at www.calspeed.net.		List of outlets where CalSPEED for Home has been posted, presented or otherwise promoted.	1-Jul-20	30-Jun-21			Consortium Manager
	Activity 3	Educate public on importance of the CalSPEED study.		Educational materials used to communicate to the public.	1-Jul-20	30-Jun-21			Consortium Manager
	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			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).