

Appendix A-4, ANNUAL WORK PLAN AND PERFORMANCE METRICS PLAN (see Sec VI. 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:	Tahoe Basin Project	
Name of Project:	Connected Tahoe	
Proposed Start Date of Project:	January, 2023	
Broadband deployment activities funded by other state or federal grants		
Confirmation that CASF consortium budget does not duplicate any other sources of funding	Confirmed: At this time, the Tahoe Prosperity Center is receiving funding in the form of jurisdictional contracts for all of our projects, but we do not have any formal grants that cover this scope of work.	If checked, explain why there is no funding duplication:

Year 1: 2023

[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 and other state agencies 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		Broadband data mapping, feedback, and updated consortia details gathered and consolidated.	January	December	1. Work with commission on mapping updates needed. 2. Broadband data mapping and feedback are available on the Commission and TPC websites. <i>(in progress)</i>	1. Updated mapping data and speed test data available on website using GIS layers.	PM / C
	Activity 2	In collaboration with local jurisdictions, collect public feedback related to broadband needs.	Public feedback survey results and include social media comments to compile a representation of Tahoe Basin's broadband needs. <i>(in progress)</i>	January	December	3. A social media campaign is conducted quarterly, 4 total. 4. 2 public input surveys are conducted.	2. Track community outreach through metrics on social media and email campaigns. 3. Market speed tests; self-reporting on PUC map; track if speeds are different from map	PM
	Activity 3	Conduct marketing and outreach efforts around Tahoe Basin projects.	Via online marketing outlets, TPC will receive feedback and data to direct our efforts with the input of our community.	January	December	5. Marketing materials will be available via website, e-newsletter, and social media, updated quarterly. TPC will conduct direct marketing efforts and produce outreach materials. <i>(ongoing)</i>	4. Agenda is shared and check-ins are conducted regularly. 5. Record and report on survey results.	PM / C
	Activity 4	Facilitate and coordinate with Placer County to revise Policy J-4 to meet their jurisdictional needs and adopt new DOP.	1. Meet with Placer County to adjust existing policy language. 2. Assist in presenting policy to Placer County Counsel for internal review; implement necessary changes. 3. Present policy for final staff review/recommendation and agenda preparation.	January	December	6. Continue to work with Placer County Supervisors and County Public works staff to finalize approved DOP. 7. Dig Once Policy is, with the assistance of TPC, adopted in Placer County.	6. Marketing summary is compiled internally. 7. Status of DOP adoption process will be tracked internally by TPC.	PM
	Activity 5	Development of Basin Wide Broadband Action Plan	An action plan for Lake Tahoe that encompasses jurisdictional efforts underway, addresses the gaps not included in current planning efforts, and identifies funding opportunities.	January	December	8. One Broadband Action Plan is, with outside technical assistance, developed to consolidate all planning information for the Basin, identifies steps forward, and includes community input.	8. Consultant will report back to Project Manager monthly regarding progress and potential roadblocks in project prioritization process. 9. Action Plan is shared with partners and is available on TPC website when complete.	PM / C

Objective 2 , Identifying potential CASF infrastructure projects or potential broadband deployment projects related to new programs created under SB 156 and AB 164, 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	Continue to work with providers to improve speeds, reliability, and capacity of broadband infrastructure.		1. Speed test survey results and cost-effective program outline. 2. Organize educational sessions hosted by TPC and providers about the process of expanding small and micro-cell technology with communities and local governments.	January	December	1. Assist ISPs with information and data. 2. Host at least two stakeholder meetings to bring together TRPA, USFS, and jurisdictions. 3. Dig Once Policy is utilized and conduit is laid in identified infrastructure projects. 4. Assist local jurisdictions and agencies via informational meetings to facilitate funding applications. Highlight the need for and assist with partnered applications to strengthen said applications. 4.1 Assist in at least one CASF application Y1	1. Use broadband maps, speed tests, surveys, and other data to identify priority areas. 2. Meeting notes will be recorded. 3. Upcoming projects will be charted by TPC and projects which are able to utilize new Dig Once Policies will be documented. 4. Funding methods will be listed on it's own page on the new website, and TBP will highlight these opportunities with local partners during monthly TRBC meetings.	PM / C
	Activity 2	Facilitate and coordinate conversations with the TRPA, the USFS, and local jurisdictions about adding innovative technology options.		Coordinate stakeholder meetings with ISPs and land managers in Tahoe Basin to ensure coordination, ongoing communication, and understanding of unique aspects to expanding broadband in region.	January	December			PM
	Activity 3	Work with lead agencies on implementing the Dig Once Policy for those projects determined conducive to undergrounding utilities and placement of conduit.		1. When infrastructure projects are identified, work with lead agency to put Dig Once Policy into effect. 2. Coordinate with ISPs to ensure they are apprised of build out potential and CASF opportunities for these projects.	January	December			PM
	Activity 4	Utilizing the broadband website (Obj. 4), work with local jurisdictions and agencies to identify funding opportunities.		As funding opportunities arise, meet with key stakeholders to identify opportunities for application in Tahoe.	January	December			PM
	Activity 5								
Objective 3 , Assisting potential CASF infrastructure applicants or potential applicants for broadband deployment projects related to the new programs created under SB 156 and AB 164 in the project development or grant application process	Activity 1	Develop and implement cost-effective strategies for broadband deployment based on available infrastructure and geographic barriers.		Broadband strategy implementation progress reports.	January	December	1. Assist with at least one (1) infrastructure application per year. 2. Cost-effective strategies developed and implemented 3. Present bi-annually at a minimum to regional employers and jurisdictions about funding opportunities. 4. In line with NOFO's, distribute educational material via online communications quarterly or as available.	1. Track current broadband plans 2. Convene stakeholder, key anchor institution and ISP conversations. 3. Assist with data needed for applications through speed tests, surveys, and letters of intent; act as liaison with public. 4. Presentation materials available on broadband website.	PM / C
	Activity 2	grant applications; assist in identifying match		potential CASF grant applications.	January	December			PM
	Activity 3	Work with anchor employers and jurisdictions to foster education and partnership for broadband deployment.		1. Present to these entities as new opportunities arise. 2. Information about these opportunities will be shared via online platforms and communications.	January	December			PM / C

Objective 4. Conducting activities that will lead to or that can be reasonably expected to lead to CASF infrastructure projects or broadband deployment projects related to new programs created under SB 156 and AB 164, including the Federal Funding Account, Middle-Mile, Broadband Loan Loss Reserve, and Local Agency Technical Assistance.	Activity 1	Utilizing inventory of public assets, upcoming proposed infrastructure projects, and "dig once opportunity projects" for broadband expansion.		1. Meet with public works staff and jurisdictions about future projects that need conduit for fiber. 2. Add GIS mapping layers for projects around the region. <i>(ongoing)</i>	January	December	1. TPC will publicly support permit requests bi-annually or as they arise (tower builds, etc.). 2. Engage stakeholders; attend meetings and speak with utility companies and municipalities on a quarterly basis. 3. Encourage or assist with inventory of public assets and infrastructure. 4. Working with consultant, regional partners, community focus groups, and marketing team, publish a functional website to assist with information sharing and identifying upcoming funding opportunities.	1. Maps of broadband provider offerings will be updated. 2. Key anchor institutions and stakeholders will be updated. 3. TPC will encourage collaboration with ISPs and local jurisdictions. 4. Other opportunities will be identified as discovered during engagement process. 5. Website will be functional and usable. 6. Funding opportunities will be identified using the information contained on the website.	PM / C
	Activity 2	Continue to engage stakeholders, businesses, and public agencies to better understand and explain broadband needs and opportunities.		Convene aforementioned parties to identify potential roadblocks and solutions.	January	December			PM
	Activity 3	Continue to update broadband provider offerings and key anchor institutions in consortia areas.		1. As needs and opportunities change, work with stakeholders and ISPs to adjust and continue toward 98% broadband deployment goal and CASF grant applications to get there.	January	December			PM
	Activity 4	Develop stand-alone broadband informational hub website		Utilizing existing maps, project information, upcoming funding information, and public input, create a stand-alone TBP website	January	December			PM / C
Objective 5. Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize and advertise wireline testing volunteer requests via our social network channels and local publications		Wireline results will be available to assist local ISPs and the CPUC in decision making and CASF awards	January	December	1. TPC will conduct these campaigns bi-monthly (6 campaigns/year) throughout the Basin to establish an ongoing understanding of connectivity shortfalls 2. Engage with the local community to bring in volunteers to assist in testing as needed	1. Number of volunteers gained with each campaign. 2. Press releases and social media posts for each campaign. 3. Wireline data and analysis will be published and available.	PM / C
	Activity 2	Collect and analyze all data gathered by volunteers and staff			January	December			PM / C
Conducting and Submitting annual audit reports, as required	Annual Audit	Example: provide the required annual audit report		Annual audit report			n/a	n/a	

Appendix A-4, ANNUAL WORK PLAN AND PERFORMANCE METRICS PLAN (see Sec VI. 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:	Tahoe Basin Project		
Name of Project:	Connected Tahoe		
Proposed Start Date of Project:	January, 2023		
Broadband deployment activities funded by other state or federal grants			
Confirmation that CASF consortium budget does not duplicate any other sources of funding	Confirmed: At this time, the Tahoe Prosperity Center is receiving funding in the form of jurisdictional contracts for all of our projects, but we do not have any formal grants that cover this scope of work.	If checked, explain why there is no funding duplication:	

Year 2: 2024
[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 and other state agencies 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		Broadband data mapping, feedback, and updated consortia details gathered and consolidated. <i>(ongoing)</i>	January	December	1. Work with commission on mapping updates needed. 2. Broadband data mapping and feedback are available on the Commission and TPC websites, updated quarterly. <i>(in progress)</i> 3. A social media campaign is conducted quarterly, 4 total. 4. Two public input surveys are conducted. 5. Marketing materials will be available via website, e-newsletter, and social media. TPC will conduct direct marketing efforts and produce outreach materials. <i>(ongoing)</i> 8. Broadband Action Plan is presented to regional stakeholders (to be identified) and jurisdictions (5) 9. Responsible parties are identified to champion initiatives outlined therein 10. Funding to enact initiatives is identified and applicants identified	1. Updated mapping data and speed test data available on website using GIS layers. 2. Track community outreach through metrics on social media and email campaigns. 3. Market speed tests; self-reporting on PUC map; track if speeds are different from map 4. Agenda is shared and check-ins are conducted regularly. 5. Record and report on survey results. 6. Marketing summary is compiled internally. 7. Status of DOP adoption process will be tracked internally by TPC. 8. Consultant will report back to Project Manager monthly regarding progress and potential roadblocks in project prioritization process. 9. Action Plan is presented to partners and stakeholders and is available on TPC website when complete. 10. Parties identified as champions are included on website.	PM / C	
	Activity 2		Public feedback survey results and include social media comments to compile a representation of Tahoe Basin's broadband needs. <i>(annually)</i>	January	December			PM	
	Activity 3		Via online marketing outlets, TPC will receive feedback and data to direct our efforts with the input of our community.	January	December			PM / C	
	Activity 4	Y1		Y1					PM
	Activity 5	Phase 1 of Basin Wide Broadband Action Plan		1. The Action Plan developed in Y1 is presented to regional stakeholders and jurisdictions 2. Parties are identified to spearhead initiatives 3. Funding opportunities are identified for said parties	January			December	PM / C
	Activity 1		1. Speed test survey results and cost effective program outline. 2. Organize educational sessions hosted by TPC and providers about the process of expanding small and micro-cell technology with communities and local governments.	January	December	1. Assist ISPs with information and data. 2. Host at least two stakeholder meetings to bring together TRPA, USFS, and jurisdictions. 3. Dig Once Policy is utilized and conduit is laid in identified infrastructure projects. <i>(ongoing)</i>	1. Use broadband maps, speed tests, surveys, and other data to identify priority areas. 2. Meeting notes will be recorded. 3. Upcoming projects will be charted by TPC and projects which are able to utilize new Dig	PM / C	

Objective 2. Identifying potential CASF infrastructure projects or potential broadband deployment projects related to new programs created under SB 156 and AB 164, 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 2	Facilitate and coordinate conversations with the TRPA, the USFS, and local jurisdictions about adding innovative technology options.		Coordinate stakeholder meetings with ISPs and land managers in Tahoe Basin to ensure coordination, ongoing communication, and understanding of unique aspects to expanding broadband in region.	January	December	4. Assist local jurisdictions and agencies via informational meetings held bi-monthly to facilitate funding applications. Highlight the need for and assist with partnered applications to strengthen said applications. 5. TBP will assist with grant management and writing as necessary / appropriate.	Once Policies will be documented. 4. Funding methods will be listed on it's own page on the new website, and TBP will highlight these opportunities with local partners during monthly TRBC meetings. 5. Funding opportunities utilized will be catalogued by TBP. 6. Any grants being written or managed by TBP will remain on record and reported out.	PM
	Activity 3	Work with lead agencies on implementing the Dig Once Policy for those projects determined conducive to undergrounding utilities and placement of conduit.		1. When infrastructure projects are identified, work with lead agency to put Dig Once Policy into effect. 2. Coordinate with ISPs to ensure they are apprised of build out potential and CASF opportunities for these projects.	January	December			PM
	Activity 4	Utilizing the broadband website (Obj. 4), work with local jurisdictions and agencies to identify funding opportunities.		1. As funding opportunities arise, meet with key stakeholders to identify opportunities for application in Tahoe. 2. TBP will facilitated partnership on applications and assist with the application process / grant management as appropriate.	January	December			PM
Objective 3. Assisting potential CASF infrastructure applicants or potential applicants for broadband deployment projects related to the new programs created under SB 156 and AB 164 in the project development or grant application process	Activity 1	Develop and implement cost-effective strategies for broadband deployment based on available infrastructure and geographic barriers.		Broadband strategy implementation progress reports. <i>(Ongoing)</i>	January	December	1. Assist with at least one (1) infrastructure application per year. 2. Cost-effective strategies developed and implemented 3. Present bi-annually at a minimum to regional employers and jurisdictions about funding opportunities. 4. In line with NOFO's, distribute educational material via online communications. 5. Assist in the funding application process as needed.	1. Track current broadband plans 2. Convene stakeholder, key anchor institution and ISP conversations. 3. Assist with data needed for applications through speed tests, surveys, and letters of intent; act as liaison with public. 4. Presentation materials available on broadband website. 5. Any grants being written or managed by TBP will remain on record and reported out.	PM / C
	Activity 2	grant applications; assist in identifying match		potential CASF grant applications.	January	December			PM
	Activity 3	Work with anchor employers and jurisdictions to foster education and partnership for broadband deployment.		1. Present to these entities as new opportunities arise. <i>(ongoing)</i> 2. Information about these opportunities will be shared via online platforms and communications. 3. TBP will assist in applying when appropriate.	January	December			PM / C

Objective 4, Conducting activities that will lead to or that can be reasonably expected to lead to CASF infrastructure projects or broadband deployment projects related to new programs created under SB 156 and AB 164, including the Federal Funding Account, Middle Mile, Broadband Loan Loss Reserve, and Local Agency Technical Assistance.	Activity 1	Utilizing inventory of public assets, upcoming proposed infrastructure projects, and "dig once opportunity projects" for broadband expansion.		1. Meet with public works staff and jurisdictions about future projects that need conduit for fiber. 2. Add GIS mapping layers for projects around the region. (ongoing)	January	December	1. TPC will publicly support permit requests as they arise (tower builds, etc.). 2. Engage stakeholders; attend meetings and speak with utility companies and municipalities quarterly at minimum. 3. Lead gathering inventory of public assets and infrastructure. (ongoing) 4. Update website with funding opportunities, workshop materials, speed test data, nonconfidential fiberline data, upcoming project information, and CASF application area information on an ongoing basis (monthly). 5. Website will be functional and usable. 6. Funding opportunities will be identified using the information contained on the website. 7. Mapping information will be regularly updated using TBP and regional partner information.	1. Maps of broadband provider offerings will be updated. 2. Key anchor institutions and stakeholders will be updated. 3. TPC will encourage collaboration with ISPs and local jurisdictions. 4. Other opportunities will be identified as discovered during engagement process. 5. Website will be functional and usable. 6. Funding opportunities will be identified using the information contained on the website. 7. Mapping information will be regularly updated using TBP and regional partner information.	PM / C
	Activity 2	Continue to engage stakeholders, businesses, and public agencies to better understand and explain broadband needs and opportunities.		Convene aforementioned parties to identify potential roadblocks and solutions.	January	December			PM
	Activity 3	Continue to update broadband provider offerings and key anchor institutions in consortia areas.		1. As needs and opportunities change, work with stakeholders and ISPs to adjust and continue toward 98% broadband deployment goal and CASF grant applications to get there.	January	December			PM
	Activity 4	Develop stand-alone broadband informational hub website		Utilizing existing maps, project information, upcoming funding information, and public input, create a stand-alone TBP website	January	December			PM / C
	Activity 5								
Objective 5, Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize and advertise wireline testing volunteer requests via our social network channels and local publications		Wireline results will be available to assist local ISPs and the CPUC in decision making and CASF awards	January	December	1. TPC will conduct these campaigns bi-monthly (6/year) throughout the Basin to establish an ongoing understanding of connectivity shortfalls 2. Engage with the local community to bring in volunteers to assist in testing as needed.	1. Number of volunteers gained with each campaign. 2. Press releases and social media posts for each campaign. 3. Wireline data and analysis will be published and available.	PM / C
	Activity 2	Collect and analyze all data gathered by volunteers and staff			January	December			PM / C
Conducting and Submitting annual audit reports, as required	Annual Audit	Example: provide the required annual audit report		Annual audit report			n/a	n/a	

Appendix A-4, ANNUAL WORK PLAN AND PERFORMANCE METRICS PLAN (see Sec VI. 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:	Tahoe Basin Project	
Name of Project:	Connected Tahoe	
Proposed Start Date of Project:	January, 2023	
Broadband deployment activities funded by other state or federal grants		
Confirmation that CASF consortium budget does not duplicate any other sources of funding	Confirmed: At this time, the Tahoe Prosperity Center is receiving funding in the form of jurisdictional contracts for all of our projects, but we do not have any formal grants that cover this scope of work.	If checked, explain why there is no funding duplication:

Year 3: 2025

[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 and other state agencies 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		Broadband data mapping, feedback, and updated consortia details gathered and consolidated. <i>(ongoing)</i>	January	December	1. Work with commission on mapping updates needed. 2. Broadband data mapping and feedback are available on the Commission and TPC websites. <i>(in progress)</i> 3. A social media campaign is conducted quarterly, 4 total. 4. Two public input surveys are conducted. 5. Marketing materials will be available via website, e-newsletter, and social media. TPC will conduct direct marketing efforts and produce outreach materials. <i>(ongoing)</i> 8. Parties identified to champion certain initiatives in the plan develop their own steps with TBP monitoring, checking in, and recording progress internally on a monthly basis.	1. Updated mapping data and speed test data available on website using GIS layers. 2. Track community outreach through metrics on social media and email campaigns. 3. Market speed tests; self-reporting on PUC map; track if speeds are different from map 4. Agenda is shared and check-ins are conducted regularly. 5. Record and report on survey results. 6. Marketing summary is compiled internally. 7. Status of DOP adoption process will be tracked internally by TPC. 8. Consultant will report back to Project Manager monthly regarding progress and potential roadblocks in project prioritization process. 9. Action Plan is present on the website. 10. Parties identified as champions are included on website. 11. TBP checks in with and records progress of responsible entities.	PM / C
	Activity 2		Public feedback survey results and include social media comments to compile a representation of Tahoe Basin's broadband needs. <i>(annually)</i>	January	December			PM
	Activity 3		Via online marketing outlets, TPC will receive feedback and data to direct our efforts with the input of our community.	January	December			PM / C
	Activity 4	Y1	Y1					PM
	Activity 5			1. The steps outlined in the Action Plan (Y1) are put into practice by appropriate entities.	January			December
	Activity 1		1. Speed test survey results and cost-effective program outline. 2. Organize educational sessions hosted by TPC and providers about the process of expanding new technology with communities and local governments.	January	December	1. Assist ISPs with information and data. 2. Host at least two stakeholder meetings to bring together TRPA, USFS, and jurisdictions. 3. Dig Once Policy is utilized and conduit is laid in identified infrastructure projects. <i>(ongoing)</i>	1. Use broadband maps, speed tests, surveys, and other data to identify priority areas. 2. Meeting notes will be recorded. 3. Upcoming projects will be charted by TPC and projects which are able to utilize new Dig	PM / C

Objective 2 , Identifying potential CASF infrastructure projects or potential broadband deployment projects related to new programs created under SB 156 and AB 164, 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 2	Facilitate and coordinate conversations with the TRPA, the USFS, and local jurisdictions about adding innovative technology options.		Coordinate stakeholder meetings with ISPs and land managers in Tahoe Basin to ensure coordination, ongoing communication, and understanding of unique aspects to expanding broadband in region.	January	December	4. Assist local jurisdictions and agencies via informational meetings to facilitate funding applications. Highlight the need for and assist with partnered applications to strengthen said applications. 5. TBP will assist with grant management and writing as necessary / appropriate.	Once Policies will be documented. 4. Funding methods will be listed on it's own page on the new website, and TBP will highlight these opportunities with local partners during monthly TRBC meetings. 5. Funding opportunities utilized will be catalogued by TBP. 6. Any grants being written or managed by TBP will remain on record and reported out.	PM
	Activity 3	Work with lead agencies on implementing the Dig Once Policy for those projects determined conducive to undergrounding utilities and placement of conduit.		1. When infrastructure projects are identified, work with lead agency to put Dig Once Policy into effect. 2. Coordinate with ISPs to ensure they are apprised of build out potential and CASF opportunities for these projects.	January	December			PM
	Activity 4	Utilizing the broadband website (Obj. 4), work with local jurisdictions and agencies to apply for funding opportunities.		1. As funding opportunities arise, meet with key stakeholders to identify opportunities for application in Tahoe. 2. TBP will facilitated partnership on applications and assist with the application process / grant management as appropriate.	January	December			PM
Objective 3 , Assisting potential CASF infrastructure applicants or potential applicants for broadband deployment projects related to the new programs created under SB 156 and AB 164 in the project development or grant application process	Activity 1	Develop and implement cost-effective strategies for broadband deployment based on available infrastructure and geographic barriers.		Broadband strategy implementation progress reports. <i>(Ongoing)</i> potential CASF grant applications.	January	December	1. Assist with at least one (1) infrastructure application per year. 2. Cost-effective strategies developed and implemented 3. Present bi-annually at a minimum to regional employers and jurisdictions about funding opportunities. 4. In line with NOFO's, distribute educational material via online communications. 5. Assist in the funding application process as needed.	1. Track current broadband plans 2. Convene stakeholder, key anchor institution and ISP conversations. 3. Assist with data needed for applications through speed tests, surveys, and letters of intent; act as liaison with public. 4. Presentation materials available on broadband website. 5. Any grants being written or managed by TBP will remain on record and reported out.	PM / C
	Activity 2	grant applications; assist in identifying match			January	December			PM
	Activity 3	Work with anchor employers and jurisdictions to foster education and partnership for broadband deployment.			1. Present to these entities as new opportunities arise. <i>(ongoing)</i> 2. Information about these opportunities will be shared via online platforms and communications. 3. TBP will assist in applying when appropriate.	January			December

Objective 4, Conducting activities that will lead to or that can be reasonably expected to lead to CASF infrastructure projects or broadband deployment projects related to new programs created under SB 156 and AB 164, including the Federal Funding Account, Middle-Mile, Broadband Loan Loss Reserve, and Local Agency Technical Assistance.	Activity 1	Utilizing inventory of public assets, upcoming proposed infrastructure projects, and "dig once opportunity projects" for broadband expansion.		1.Meet with public works staff and jurisdictions about future projects that need conduit for fiber. 2. Add GIS mapping layers for projects around the region. (ongoing)	January	December	1. TPC will publicly support permit requests as they arise (tower builds, etc.). 2. Engage stakeholders; attend meetings and speak with utility companies and municipalities quarterly at minimum. 3. Lead gathering inventory of public assets and infrastructure. 4. Update website with funding opportunities, workshop materials, speed test data, nonconfidential fiberline data, upcoming project information, and CASF application area information on an ongoing basis (monthly).	1. Maps of broadband provider offerings will be updated. 2. Key anchor institutions and stakeholders will be updated. 3. TPC will encourage collaboration with ISPs and local jurisdictions. 4. Other opportunities will be identified as discovered during engagement process. 5. Website will be functional and usable. 6. Funding opportunities will be identified using the information contained on the website. 7. Mapping information will be regularly updated using TBP and regional partner information.	PM / C
	Activity 2	Continue to engage stakeholders, businesses, and public agencies to better understand and explain broadband needs and opportunities.		Convene aforementioned parties to identify potential roadblocks and solutions.	January	December			PM
	Activity 3	Continue to update broadband provider offerings and key anchor institutions in consortia areas.		1. As needs and opportunities change, work with stakeholders and ISPs to adjust and continue toward 98% broadband deployment goal and CASF grant applications to get there.	January	December			PM
	Activity 4	Continue to update stand-alone broadband informational hub website.		Utilizing existing maps, project information, upcoming funding information, and public input, update the stand-alone TBP website	January	December			PM / C
Objective 5, Assisting the Commission in publicizing requests for wireline testing volunteers in areas, as needed	Activity 1	Publicize and advertise wireline testing volunteer requests via our social network channels and local publications		Wireline results will be available to assist local ISPs and the CPUC in decision making and CASF awards	January	December	1. TPC will conduct these campaigns throughout the Basin to establish an ongoing understanding of connectivity shortfalls 2. Engage with the local community to bring in volunteers to assist in testing	1. Number of volunteers gained with each campaign. 2. Press releases and social media posts for each campaign. 3. Wireline data and analysis will be published and available.	PM / C
	Activity 2	Collect and analyze all data gathered by volunteers and staff			January	December			PM / C
Conducting and Submitting annual audit reports, as required	Annual Audit	Example: provide the required annual audit report		Annual audit report			n/a	n/a	