



City of San Leandro

Meeting Date: June 21, 2021

Staff Report

File Number: 21-403 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.R.

TO: City Council

FROM: Fran Robustelli
City Manager

BY: Fran Robustelli
Interim City Manager

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: Staff Report for a City of San Leandro City Council Resolution to Accept \$49,716.00 in State grant funding from the California Advanced Services Fund through the San Leandro Public Library System and Approval of a Corresponding Appropriation of \$49,716.00 to Provide Digital Inclusion Programs

SUMMARY AND RECOMMENDATIONS

Staff recommends the City Council accept grant funds of \$49,716.00 from the California Advanced Services Fund (CASF) to create and implement digital inclusion programs at the San Leandro Main Library and Manor Branch Library. Staff also recommends City Council approve appropriating the grant funds to operating expenditure account 150-18-102-5890.

BACKGROUND AND ANALYSIS

This month the California Advanced Services Fund (CASF), which is managed by the California Public Utilities Commission (CPUC), awarded two Broadband Adoption grants to the City of San Leandro of \$49,716.

The first grant is for \$27,165 to create a digital inclusion program at the San Leandro Main Library. This program would include the following: \$9,966 in take-home devices and \$17,199 for program implementation, which includes running six-to-eight week digital literacy and skills training courses, both virtually and on-site at the Library's computer lab, over a period of 48 months. The program is expected to serve 83 residents.

The second grant, which will be distributed simultaneously, is for \$22,551 to create a digital inclusion program at the San Leandro Manor Branch Library. This program would include the following: \$4,488 in classroom devices (e.g., a computer lab); \$7,140 in take-home devices; and \$10,923 for program implementation, which includes running six-to-eight week digital literacy and skills training courses, both virtually and on-site at the Manor Branch Library's computer lab, over

a period of 48 months. The program is expected to serve 56 residents.

The City will partner with Community Tech Network (CTN), a San Francisco-based nonprofit organization, to run the training and skills programs. CTN will provide instructors and curriculum and brings credibility and expertise from similar work in San Francisco, Oakland, and other Bay Area communities.

These programs will build on San Leandro's other programs, such as the Library Tech-2-Go kits, which aim to address the digital divide. These courses will provide underserved residents with take home devices (e.g., tablets and laptops) and skills training to build digital literacy.

Fiscal Impacts and Budget Authority

This project will be paid for with grant funds totaling \$49,716. Budget authority, if City Council approves appropriation, will be captured in operating account 150-18-102-5890. As part of this project, City staff will provide in-kind labor for grant administration and project management, as needed. No additional City funds or allocations for proposed staff work are required or anticipated for the project.

PREPARED BY: Tony Batalla, Chief Technology Officer, City Manager's Office

Attachment(s) to Staff Report

- City of San Leandro - CASF Grant Acceptance Form

**ATTACHMENT A
Consent Form (Digital Literacy)
Acknowledgement and Acceptance
of**

The California Advanced Services Fund Broadband Adoption Grant Award

Name of Grantee: City of San Leandro

Name of Project: San Leandro Main Library Digital Inclusion Program

Approved Budget: \$27,165

Grantee identified above hereby acknowledges acceptance of the California Advanced Services Fund (CASF) Broadband Adoption Grant and agrees to comply with all grant terms conditions, and requirements set forth in the Approval Letter and Decision (D.) 19-02-008.

Grantee also agrees to fulfill the goals it identified in the application and understands that all payment requests will be subject to its meeting those goals.

Budget: Grant funding is approved for this project of up to \$27,165 in the following categories:

CASF Broadband Adoption Grant Funding	
Category	Approved Grant
In-Classroom Computing Devices	
Take Home Computing Devices	\$9,966
* General Program Implementation	\$17,199
Total Grant Award	\$27,165

* The grant approved for “General Program Implementation” includes eligible program costs as approved in Commission Decision (D.) 19-02-008 such as:

- Education and outreach efforts (including travel) and materials;
- Software, Printers and Routers;
- Provision of technical support for the computing devices subsidized through this program;
- Desks and chairs to furnish a designated space for broadband access; and
- Staff for monitoring the designated space, or staff for administering call centers (if applicable).

Facility rent, utilities, internet service costs, food costs, lodging, marketing incentives for participation, and other items not listed above are not eligible for reimbursement. Any remaining project costs not authorized for funding by the CASF Adoption grant must be funded by other sources.

Goals: Grant funding is approved for this project based on the below goals as stated in the grantee’s application. All reimbursements will be made based on the Grantee meeting the following goals and metrics.

CASF Broadband Adoption Grant Funding	
Goal	Metric
Grantee will provide digital literacy training to the following	83
Grantee will perform the following education and outreach to educate the community of available broadband internet services	As described in Grantee's Application
Grantee will subscribe the following number of participants in broadband internet services	

Name of Grantee: City of San Leandro

Name of Project: San Leandro Main Library Digital Inclusion Program

Consent Form: Page 2

Undersigned representative of City of San Leandro is duly authorized to execute this Consent Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth by the California Public Utilities Commission.

Dated this _____ day of _____, 20_____.

Signature _____

Printed Name _____

Title _____

Organization or Name of Company _____

Business Address (include street address, suite/apt. number, city, state, and ZIP code)

ATTACHMENT A
Consent Form (Digital Literacy)
Acknowledgement and Acceptance
of

The California Advanced Services Fund Broadband Adoption Grant Award

Name of Grantee: City of San Leandro

Name of Project: San Leandro Manor Branch Library Digital Inclusion Program

Approved Budget: \$22,551

Grantee identified above hereby acknowledges acceptance of the California Advanced Services Fund (CASF) Broadband Adoption Grant and agrees to comply with all grant terms conditions, and requirements set forth in the Approval Letter and Decision (D.) 19-02-008.

Grantee also agrees to fulfill the goals it identified in the application and understands that all payment requests will be subject to its meeting those goals.

Budget: Grant funding is approved for this project of up to \$22,551 in the following categories:

CASF Broadband Adoption Grant Funding	
Category	Approved Grant
In-Classroom Computing Devices	\$4,488
Take Home Computing Devices	\$7,140
* General Program Implementation	\$10,923
Total Grant Award	\$22,551

* The grant approved for “General Program Implementation” includes eligible program costs as approved in Commission Decision (D.) 19-02-008 such as:

- Education and outreach efforts (including travel) and materials;
- Software, Printers and Routers;
- Provision of technical support for the computing devices subsidized through this program;
- Desks and chairs to furnish a designated space for broadband access; and
- Staff for monitoring the designated space, or staff for administering call centers (if applicable).

Facility rent, utilities, internet service costs, food costs, lodging, marketing incentives for participation, and other items not listed above are not eligible for reimbursement. Any remaining project costs not authorized for funding by the CASF Adoption grant must be funded by other sources.

Goals: Grant funding is approved for this project based on the below goals as stated in the grantee’s application. All reimbursements will be made based on the Grantee meeting the following goals and metrics.

CASF Broadband Adoption Grant Funding	
Goal	Metric
Grantee will provide digital literacy training to the following	56
Grantee will perform the following education and outreach to educate the community of available broadband internet services	As described in Grantee's Application
Grantee will subscribe the following number of participants in broadband internet services	

Name of Grantee: City of San Leandro

Name of Project: San Leandro Manor Branch Library Digital Inclusion Program

Consent Form: Page 2

Undersigned representative of City of San Leandro is duly authorized to execute this Consent Form on behalf of the Grantee and to bind the Grantee to the terms, conditions, and requirements set forth by the California Public Utilities Commission.

Dated this _____ day of _____, 20_____.

Signature _____

Printed Name _____

Title _____

Organization or Name of Company _____

Business Address (include street address, suite/apt. number, city, state, and ZIP code)



City of San Leandro

Meeting Date: June 21, 2021

Staff Report

File Number: 21-404 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Fran Robustelli
City Manager

BY: Fran Robustelli
Interim City Manager

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council to Accept Grant Awards from the California Advanced Services Fund in the combined amount of \$49,716.00 for Digital Inclusion Programs through the San Leandro Public Library and Appropriation Approval of Grant Funds to Account 150-18-102-5890

WHEREAS, the California Advanced Services Fund (CASF) was authorized by the California Public Utilities Commission (CPUC) on December 20, 2007 to develop grant programs to bridge the “digital divide” in unserved and underserved areas in the state; and

WHEREAS, said procedures established by the California Advanced Services Fund require the Applicant to certify by resolution the approval of the application that is submitted to the State; and

WHEREAS, successful Applicants will enter into a contract with the California Advanced Services Fund to complete the scope of the project as outlined in the grant application.

NOW, THEREFORE, the City Council of the City of San Leandro hereby RESOLVES that:

Appropriation of Grant Funds to Account 150-18-102-5890 is authorized; and

Action by the City Manager is approved and execution is authorized to accept the grant awards in the combined amount of \$49,716 for digital literacy training programs at the San Leandro Public Library; and

1. The City of San Leandro, as the Applicant, certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
2. The City of San Leandro, as the Applicant, certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Acceptance Form; and

3. The City Council delegates the authority to the City Manager or her designee to sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
4. The City of San Leandro agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.