



PUBLIC UTILITIES COMMISSION
STATE OF CALIFORNIA
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November 26, 2025

Mark Revis
mark.revis@countyofnapa.org
County of Napa
County of Napa, 650 Imperial Way, Suite 201
Napa, CA 94559

SUBJECT: CASF ADOPTION ACCOUNT GRANT AWARD FOR DIGITAL LITERACY

This letter serves to inform you that the California Public Utilities Commission (CPUC) Communications Division (CD) approves California Advanced Services Fund (CASF) Broadband Adoption Account grant funding to County of Napa of up to \$82,900 for the County of Napa / Napa Valley Unified School District Adult Education Digital Literacy Training project.

Budget: Grant funding is approved for this project as described below.

CASF Broadband Adoption Grant Funding	
Category	Approved Grant
<i>In-Classroom Computing Devices</i>	\$0
<i>Take Home Computing Devices</i>	\$39,900
<i>Hotspots</i>	\$0
<i>General Program Implementation¹</i>	\$43,000
Total Grant Award	\$82,900
<i>Funding per participant (exclusive of in-person and take-home computer or hot spot funding, if applicable)</i>	\$323.31

*Funding per participant rounded to the nearest hundredth.

¹ This includes items and activities listed in the grantees' application and eligible for reimbursement per Decision (D.) 22-05-029, Broadband Adoption Account Guidelines. (See website [here](#) - <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/california-advanced-services-fund/cASF-adoption-account>).

Requirements

The grant award is predicated on County of Napa's commitment to provide adoption services as expressed in its application and consistent with the Ministerial Review criteria that County of Napa agreed and/or attested to in its application which includes meeting all milestones and goals for each project(s) as well as fulfilling the requirements per D.22-05-029. Key requirements include, among others:

- Grantee will provide at least eight hours of digital literacy training to each participant through digital literacy classes, one on one tutoring or self-paced instruction.
- Grantee has at least one year's experience conducting digital literacy projects or has completed at least one digital literacy project.
- If the grantee provides qualifying participants computers to be used as part of its digital literacy training, reimbursement for take-home computers is capped at \$300 per device, limited to two devices per eligible household, and limited to \$40,000 per project.
- Grantee must provide technical support, either by phone or in person, within 24 hours.
- Grantee agrees that reimbursement for computing devices used in community training rooms or other public space is capped at \$11,250 and limited to \$750 per device.
- Grantee must be ready to commence digital literacy classes within six months of submitting a consent form accepting the CASF grant.
- Grantee agrees that the project costs \$477 per participant trained or less.
- Grantee must complete the project within a 24-month timeframe or earlier.

County of Napa must provide at least eight hours of digital literacy training to 133 participants and aspires to subscribe 15 participants to broadband internet services.

Reporting

The grant award is also contingent upon fulfilling the reporting requirements per D.22-05-029, Appendix 2. These reports include a Ramp-up period report (if applicable), a Year 1 Progress Report and a Year 2 Completion Report. Ramp-up reports must be submitted no later than 3 months after completion of ramp-up activities. Year 1 Progress Report and Year 2 Completion Report must be submitted within 3 months after the end of the first year of deployment and no later than 3 months after completion of the project, respectively. If applicable, County of Napa must fulfill the monthly reporting requirements set forth in Public Utilities Code, § 281(l)(1) if it is using a licensed contractor or subcontractor to undertake a contract or subcontract in excess of twenty-five thousand dollars (\$25,000) to perform work on the project funded or financed by CASF. Reporting templates are available in the Administrative Manual posted on the Adoption Account website.

County of Napa must maintain files, invoices, and other related documentation for three years after final payment. County of Napa shall make these records available to the CPUC upon request and agree that these records are subject to audit and review by the CPUC at any time within three years after County of Napa has incurred the expense being audited to ensure that CASF funds are spent in accordance with the terms of approval the CPUC grants.

Payment

All reimbursements are contingent upon the County of Napa fulfilling its obligation to provide digital literacy training as described in its application. County of Napa may submit up to three payment requests throughout the project period. Payment requests may accompany the Ramp-up or Year 1 reports or be submitted separately; Year 2 Completion Report must be submitted with a final payment request. Payment will be based upon receipt and approval of invoices and other supporting documents showing that expenditures incurred for the project are in accordance with their approved application and budget. Ramp-up period payment requests may not exceed 25% of grant amount and no more than 90% of the grant amount will be reimbursed before the completion report and final payment request. Completion Reports must be submitted no later than three months post project completion. Payment request templates are available in the Administrative Manual posted on the Adoption Account website.

Execution and Performance

County of Napa must begin the project within six months after submitting a consent form accepting the terms stated in the award letter and must complete the project within 24-months. County of Napa must complete all performance under the award on or before the termination date of the award.

By receiving a CASF grant, County of Napa agrees to comply with the terms, conditions, and requirements of the grant award, and submit to the jurisdiction of the CPUC regarding disbursement and administration of the grant and the CPUC's enforcement authority under Pub. Util. Code, §§ 2108 and 2111. County of Napa must notify the Director of Communications Division as soon as it becomes aware that it may not be able to meet project deadlines. The CPUC may withhold, reduce or terminate grant payments if the County of Napa does not comply with any of the requirements set forth in its application and compliance with the CASF. In the event County of Napa fails to complete the project in accordance with the terms of the approval granted by the CPUC as set forth in D.22-05-029 and this award letter, County of Napa must reimburse some or all the CASF funds it has received.

County of Napa must notify CD within 30 days regarding modifications to budget line items or milestone/activity timelines set forth in D.22-05-029, Appendix 2, Section XV. County of

Napa must also report any material changes in the entries for the application, by letter to the California Public Utilities Commission, Director of the Communications Division, 505 Van Ness Avenue, San Francisco, CA 94102 and CDCompliance@cpuc.ca.gov.

Award Acceptance

County of Napa must sign the Consent Form (Attachment 1) and the Payee Record Form (Attachment 2) and email both within 30 days from the date of this award letter to CASF_Adoption@cpuc.ca.gov. If County of Napa does not submit the Consent Form within 30 calendar days from the date of the award, the CPUC will deem the grant to be null and void.

If you have any questions, please contact CASF_Adoption@cpuc.ca.gov.

Sincerely,

/s/ Maria Ellis
Maria Ellis
Director for Broadband Initiatives
Communications Division

ATTACHMENT 1

**Consent Form and Acknowledgement and Acceptance of the
California Advanced Services Fund Broadband Adoption Grant Award**

Name of Grantee: County of Napa

Grantee identified above hereby acknowledges receipt of the letter approving the California Advanced Services Fund Broadband Adoption Grant for the County of Napa / Napa Valley Unified School District Adult Education Digital Literacy Training project (award sequence 1249). The grantee agrees to comply with all grant terms, conditions, and requirements set forth in the letter dated November 26, 2025, as well as all CASF rules, including those in the Broadband Adoption Account Requirements, Guidelines and Application Materials. **Grantee also agrees to fulfill the goals it identified in the application and agrees that all payment requests will be subject to meeting those goals.**

Undersigned representative of County of Napa [Name of Grantee] is duly authorized to execute this Agreement 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 in the letter referenced above.

Dated this 27th day of January, 2026.

Signature _____

Printed Name Amber Manfree

Title Chair of the Board of Supervisors

Organization or Name of Company County of Napa

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

650 Imperial Way, Suite 201 Napa, CA 94559

APPROVED AS TO FORM
Office of County Counsel
By: <u>Ryan Fitzgerald (e-sign)</u>
Date: <u>December 23, 2025</u>
Project ID: <u>13115334</u>

CALIFORNIA PUBLIC UTILITIES COMMISSION

ATTACHMENT 2
Payee Record Form