Writing Broadband Action and Digital Equity Plans

A workbook for Washington communities

January 2023

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Introduction

With the passage of the Infrastructure Investment and Jobs Act (IIJA), the federal government is making historic investments in broadband and digital equity, establishing $65 billion in programs aimed at bringing all U.S. residents online. The bulk of these programs will be implemented at the state level. The successful implementation of this generational opportunity will rely on significant coordination between the State and a wide range of stakeholders, including local and Tribal governments, community-based organizations, community anchor institutions, Internet Service Providers, and others. In Washington, Broadband Action Teams (BATs) and Tribes will play a critical role in the Washington State Broadband Office's (WSBO) local coordination efforts.

WSBO has partnered with Washington State University (WSU) Extension to support the capacity of BATs and Tribes, and the development of their local Broadband Action Plans and Digital Equity Action Plans. These plans will provide a local framework for planning and implementing projects to expand broadband infrastructure and promote digital equity for everyone in our communities.

In addition to building this foundational planning framework, the local Action Plans will support the State's local coordination efforts required under the Broadband, Equity, Access, and Deployment (BEAD) and Digital Equity Act (DEA) programs established under the IIJA. This local coordination will provide WSBO the local input and data they need to ensure that the implementation of these programs serves Washingtonians for decades to come.

Your participation is critical to Washington having a well-informed broadband and digital equity plan that encompasses the diverse realities across Washington and makes inroads into solving the digital divide.

A BAT, community, or Tribe that receives BAT Planning funds will submit the results from these efforts to WSU Extension Broadband and Digital Equity Support team. Results from across the State and Tribal Governments will be compiled and utilized to inform WSBO and Legislative priorities and allocation strategy for the State's BEAD funding.

What is the role of WSU Extension?

In this partnership, WSU Extension is working on behalf of the WSBO to provide technical, operational, and planning funding support for local and Tribal efforts to develop Broadband and Digital Equity Action Plans, which will inform the State's Five-Year Action Plan under the BEAD Program and the State Digital Equity Plan under the DEA Program.

Each participating BAT and Tribe will be paired with a dedicated Support Team, which includes a Regional Project Coordinator, Project Manager, and dedicated Advisory Support. Additionally, participants will be supported by tools, resources, and expertise provided by WSU Extension and our partners.

BATs and Tribes are not required to apply for planning funding support to participate or receive the available technical and operational support. However, those that do receive funds will be required to submit the relevant Action Plans.

WSU Extension is the front door to the University. Extension builds the capacity of individuals, organizations, businesses and communities, empowering them to find solutions for local issues and to improve their quality of life. With a presence in every county in Washington, as well as offices serving the Confederated Tribes of the Colville Reservation and the Kalispel Tribe, Extension has been helping counties and tribes form BATS over the past six years.

The Action Plans developed under this program will be provided to WSBO to inform the development of Washington's Five-Year Action Plan and the State Digital Equity Plan.

How To Use This Workbook

This Workbook is a program guide developed to support Broadband Action Teams (BATs), County and Tribal Governments in developing Broadband Action Plans and Local Digital Equity Plans. It provides a roadmap for communities to collect data and develop plans that establish a shared understanding of needs and alignment of priorities that creates a foundation for locally-driven solutions to bring the benefits of the Internet.

As WSBO undertakes the development and implementation of a statewide plan for broadband and digital equity, local and Tribal input and feedback will be critical to ensure unique realities across our diverse communities are understood and integrated. The plans developed using this Workbook will be provided to WSBO in a manner that will support the development of robust, locally-informed plans for the entire state of Washington, including Tribes located in this area.

What is included?

This Workbook is built around a planning guide and related worksheets that are designed to support the development and alignment of local and Tribal Broadband and Digital Equity Action Plans. Filled with templates and tips, this workbook has been designed to walk your team through the steps required to develop robust strategies to ensure your community is prepared to ensure everyone has access to reliable, affordable, high-speed Internet, as well as the skills, technologies, and capacity to use it effectively.

❶ Overview of BEAD and DEA Programs

To support these local planning efforts, the Workbook begins with an Overview of the BEAD and DEA Programs, as well as Washington State's Digital Equity Act, established by HB 1723. Aligning with these programs can feel complicated at times. This overview will always be there if you need a refresher.

❷ Anticipated Planning Timeline

To provide you with a better idea of what to expect and how to structure your planning processes, there is a timeline of anticipated tasks associated with the completion of the Action Plans. Each BAT and Tribe are starting from a different place, so this timeline can be adjusted and customized as needed.

❸ Guide to Resources

There are various resources that WSU Extension and our partners are providing to support local planning efforts. The Guide to Resources will give you a rundown of the different forms of support and how they will be provided to BATs and Tribes that choose to participate.

❹ Guide to Developing Your Action Plans

At the core of this Workbook is the guide to Developing Your Action Plans, which includes recommendations for aligning your planning efforts, steps to build or strengthen your BAT, where applicable, and a walkthrough of the various components of your Action Plans.

❺ Worksheet Templates

To support a common structure to the Action Plans, Worksheet Templates are provided. These can be used to structure your thoughts, jot down notes, and collect feedback. Each Template will also be made available in an online form, which will be included in a suite of project management tools.

❻ Glossary

The terminology used throughout this booklet may not be a part of your everyday vocabulary. The glossary provided at the end of this Workbook will provide the definitions to navigate and effectively use this document to implement your planning efforts.

BEAD and Digital Equity Programs Overview

Approximately $48 billion of the funding allocated for broadband and digital equity under the IIJA will be administered by the National Telecommunications and Information Administration (NTIA), with the bulk of the funding flowing to states. This guide is focused on two programs that account for the bulk of the available funds—the Broadband Equity Access and Deployment (BEAD) and Digital Equity Act (DEA) Programs.

Broadband Equity Access and Deployment (BEAD) Program

The $42.5 billion BEAD Program funds states and territories to develop partnerships with communities and various stakeholders to deploy broadband infrastructure in unserved and underserved areas with the goal to get everyone in the United States online. The NTIA will use the new FCC Broadband Data Maps to determine funding allocation amounts for each state and territory.
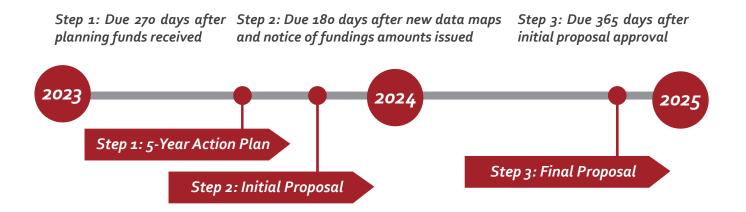
Eligible Service Areas

Each state will be responsible for implementing a subgrant program that allocates BEAD funding for the deployment of broadband infrastructure in eligible areas, which include:

Unserved Area—Any service area in which 80% or more of the broadband serviceable locations do not have access to Internet service at, or above, 25/3 Mbps.

Underserved Area—Any service area in which 80% or more of the broadband serviceable locations do not have access to Internet service at, or above, 100/20 Mbps.

BEAD Planning in Washington

The Washington State Broadband Office will be responsible for administering the statewide program under BEAD. To secure Washington's allocation, WSBO is required to develop a series of plans and proposals, which include a Five-Year Action Plan, Initial Proposal, and Final Proposal.

Step 1: Due 270 days after planning funds received

Step 2: Due 180 days after new data maps and notice of fundings amounts issued

Step 3: Due 365 days after initial proposal approval

2023 — 2024 — 2025

Step 1: 5-Year Action Plan

Step 2: Initial Proposal

Step 3: Final Proposal

Source: National Telecommunications and Information Administration, "The Broadband Equity, Access, and Deployment Program: Program Details for Applicants" (webinar, May 2022, https://broadbandusa.ntia.doc.gov/sites/default/files/2022-06/June-1-Webinar-Presentation.pdf

Step 1

Five-Year Action Plan
Due August 2023

The Five-Year Action Plan (FYAP) will provide a foundation for BEAD planning by establishing broadband goals, priorities, and a comprehensive needs assessment that the Initial Proposal and Final Proposal will build upon.

Step 2

Initial Proposal
Due December 2023

The Initial Proposal is the "first draft" of the Final Proposal. It is intended to explain how the State intends to use the BEAD funds and other sources of funding to ensure that every resident has access to a reliable, affordable, high-speed broadband connection. Upon the NTIA's approval of the Initial Proposal, a minimum of 20% Washington's allocation will be made available.

Step 3

Final Proposal
Due Late 2024

The Final Proposal is intended to explain how the State intends to use the BEAD funds and other sources of funding to ensure that every resident has access to a reliable, affordable, high-speed broadband connection, including how it complied with what was included in the Initial Proposal. Upon the NTIA's approval of the Final Proposal, the remaining 80% Washington's allocation will be made available.

Role of Local Broadband Action Plans

Each of these planning phases will directly inform how BEAD funds are deployed in Washington. Throughout the entire planning process, WSBO will rely on robust local, Tribal, and stakeholder coordination to inform the development of statewide plans and ensure the program's success in bringing every resident and business in Washington online.

The Broadband Action Plans, as outlined in this Workbook, will serve the critical function of developing local plans alongside the development of the Statewide Five-Year Action Plan. These plans will serve as a foundation upon which communities can build to contribute to the development of the Initial Proposal and Final Proposal while pursuing local solutions.

Washington Spotlight: *The public and private sectors partnered in Whitman County, Washington to bring a fiber to the home network to five rural, farming communities on the Palouse.*

Digital Equity Act Programs

The combined funding pool of $2.75 billion for the Digital Equity Act established two programs – the State Digital Equity Capacity Grant and Digital Equity Competitive Grant Programs. Both programs aim to ensure that all people and communities have the skills, technology, and capacity needed to reap the full benefits of our digital society. The NTIA established a partnership with the U.S. Census Bureau to determine the allocation of funding to each state.

Covered Populations in the Digital Equity Act

The Digital Equity Act Programs are designed to prioritize programs that serve the following "Covered Populations." In reaching these Covered Populations, you should begin by reaching out to the entities that serve those populations, rather than reaching out directly to those populations.

→ Populations whose income is under 150% of the federal poverty level
→ Aging Individuals
→ Incarcerated, or formerly incarcerated, individuals
→ Veterans
→ Individuals with disabilities
→ Individuals of racial or ethnic minority groups
→ Individuals who primarily reside in a rural area
→ Individuals with a language barrier, including those who are English learners, or have low levels of literacy

The Washington State Legislature has also identified "Underserved Populations" in HB 1723 which must be considered in state digital equity planning. The Underserved Populations include the Covered Populations identified in IIJA and additionally include:

→ Children and youth in foster care
→ Individuals experiencing housing instability

This Workbook is designed to support the development of local digital equity plans that provide a foundation of local understanding for digital equity planning in Washington. Therefore, the local plans will include these Underserved Populations in the planning for Covered Populations.

Role of Local Digital Equity Plans

The local digital equity plans developed using this Workbook will be useful for both Digital Equity Act programs, however they are specifically designed for the state grant.

The State Digital Equity Plan and the State Digital Equity Capacity Grant proposal will directly inform how DEA funds are implemented in the state of Washington. Throughout the entire planning process, WSBO will rely on robust local, Tribal, and stakeholder coordination to inform the development of statewide plans and ensure the

program's success in ensuring that all people and communities have the skills, technology, and capacity needed to reap the full benefits of our digital society. Through the data gathered in this effort, your team will send valuable information on local assets and areas of concern regarding digital equity. These will inform the statewide plan and will ensure that funds and resources are distributed in the most impactful way possible.

Digital Equity Planning in Washington

To secure Washington's allocation of DEA funding, WSBO is required to use State Digital Equity Planning Grant funds to develop a State Digital Equity Plan (SDEP).

2023 — — **2024** — — **2025**

Step 1: State Digital Equity Plan

Step 2: State Digital Capacity Grant

Step 3: Digital Equity Competitive Grant

Step 1

State Digital Equity Plan
Due December 2023 (Submission Date Likely September 2023)

The State Digital Equity Plan (SDEP) is a prerequisite to the State Digital Equity Capacity Grant. The SDEP will assess the current state of digital equity in Washington and establish the State's vision, strategy, and goals. The plan will serve as a foundation to pursue funding through the State Digital Equity Capacity Grant and amplify the objectives of stakeholders, including community based regional, local, and Tribal governmental entities, and community-based organizations.

Step 2

State Digital Equity Capacity Grant
Estimated Due Date: Mid 2024

The $1.44 billion State Digital Equity Capacity Grant Program is designed to support capacity for digital inclusion initiatives, programs, and the implementation of the SDEP. These may include a wide range of activities including support for resources for developing digital skills, digital navigator programs, and other activities to support the adoption and application of the Internet and connected. Upon the approval of a proposal, Washington will receive its allocation to support a five-year grant program.

Step 3

Digital Equity Competitive Grant Program
Estimated Due Date: Mid-Late 2024

The $1.25 billion Competitive Grant Program will be launched shortly after the NTIA begins distributing funds under the State Digital Equity Capacity Grant, providing an opportunity for local governments, tribes, non-profits, community anchor institutions, education agencies, workforce development organizations, and other entities to apply directly to the NTIA for funding to implement digital equity programs. Funding will be made available directly to successful applicants.
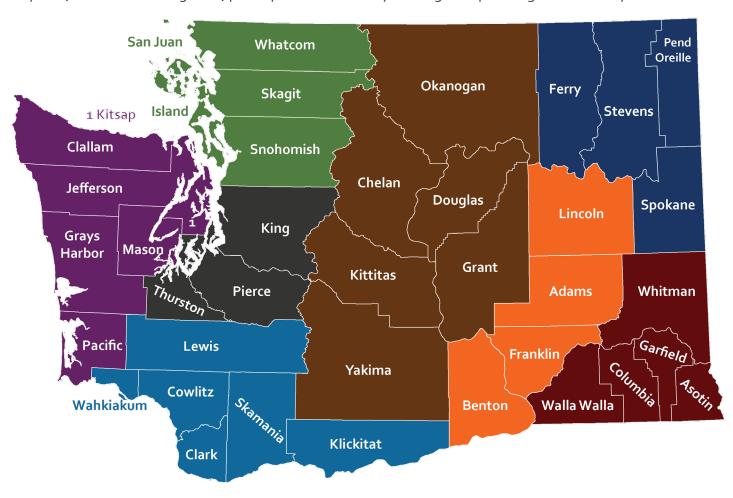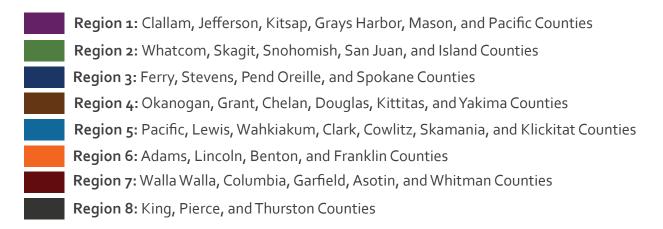
Anticipated Timeline with Tasks

January 2023
- Program Launch Webinars (January 19 and 20)

February 2023
- Local BAT and Tribal Launch Session with your Regional Project Director
- Inform WSBO of your Recurring BAT Meeting Schedule for BATs
- Review Workbook as a Team
- Discuss Program and Tasks Ahead
- Review Community Broadband Base Map and Discuss Data
- Complete "Building and Strengthening Your BAT" Template
- Identify a Team or Tribal Lead Responsible for Collecting and Submitting Team Data
- Begin Outreach to Entities Serving Covered Populations in Your Community
- Identify Local Data Sources for Broadband and Digital Equity Asset Inventory
- End of Month: Upload Any Information Collected to Online Project Folder

March 2023
- Develop Vision Statement for Your Team
- Define Your Team or Tribe's Goals and Objectives
- Review Community Broadband Map
- Begin to Identify Infrastructure Gaps and Areas of Concern
- Begin to Identify Digital Equity Gaps and Areas of Concern
- Continue Collecting Local Data and Resources
- End of Month: Upload Any Information Collected to Online Project Folder

April 2023
- Review Community Broadband Map with any Updated Data
- Identify Infrastructure Gaps and Areas of Concern
- Identify Digital Equity Gaps and Areas of Concern
- Discuss Potential Solutions
- Send Draft Sections for Upload

May 2023
- Integrate Solutions into Community Map
- Complete Executive Summary

June 2023
- Submit Workbook Data to WSU Extension
- Workbooks Statewide are Compiled and Delivered to WSBO

Planning Regions

The State has been divided up into 8 Regions by counties for regional planning efforts and to allocate program support resources. Each county will have a Broadband Action Team that will be engaging in this effort. The regions are shown in the map below.

Tribes have been allocated a resource set outside of these regions for tribally-specific planning efforts. Tribes may also, and are encouraged to, participate in the county and regional planning efforts if they so choose.

■ **Region 1:** Clallam, Jefferson, Kitsap, Grays Harbor, Mason, and Pacific Counties

■ **Region 2:** Whatcom, Skagit, Snohomish, San Juan, and Island Counties

■ **Region 3:** Ferry, Stevens, Pend Oreille, and Spokane Counties

■ **Region 4:** Okanogan, Grant, Chelan, Douglas, Kittitas, and Yakima Counties

■ **Region 5:** Pacific, Lewis, Wahkiakum, Clark, Cowlitz, Skamania, and Klickitat Counties

■ **Region 6:** Adams, Lincoln, Benton, and Franklin Counties

■ **Region 7:** Walla Walla, Columbia, Garfield, Asotin, and Whitman Counties

■ **Region 8:** King, Pierce, and Thurston Counties

Resources

There is a lot of information and work included in this Workbook—but you're not facing this task alone. A team has been assembled to support your work throughout this process and ensure that your community is well-represented in this broadband infrastructure and digital equity planning effort.

Regional Support Teams

Broadband Action Teams and Tribes will be assigned a regional program coordinator, advisory support, and a project manager to support the development of local plans. These team members will be available to attend your in-person and virtual meetings, support the gathering of data, help with keeping timelines and tasks on track, and linking your team to tools and resources that will support the development of your local inventory assessment and digital equity plans. If you need support throughout the process—we're here to help!

Regional Program Coordinators

The Regional Program Coordinator assigned to your region will be your primary point of contact throughout this planning process. They will provide general support for your overall planning efforts and help navigate each step of the process. Your Coordinator will be prepared to provide a wide range of project and technical support, pulling in support from the advisory staff, project manager, and the statewide team as additional expertise is required.

The Regional Program Coordinators will be available to attend your regularly scheduled BAT or Tribal planning meetings to provide answer questions and provide updates and support, as needed. They will also be available to attend special planning meetings, as schedule allows.

If you have any questions, concerns, or requests your Regional Program Coordinator will be your go-to and the rest of the team will be ready to jump in at your request!

Regional Advisory Support

The Regional Advisory Support will primarily be available to provide additional subject matter expertise to support you throughout the planning process. They are primarily tasked with providing additional technical support, but will occasionally provide project support as needed, when your Coordinator is not available. Advisory Support will generally be requested through your Coordinator.

Planning and Project Management Tools

Worksheets

Starting on page 23 of this Workbook, you will find worksheets that provide a template for completing each component of the Broadband and Digital Equity Plans. There is at least one worksheet associated with each necessary component.

In the format provided in this document these worksheets are perfect for organizing thoughts, taking notes, or gathering feedback at meeting or events. These worksheets will also be made available to each participating BAT and Tribe as an online form for collecting input and a spreadsheet for reviewing and processing the data and information.

Base Map

Each participating BAT and Tribe will be provided with a Base Map that includes known infrastructure data and known digital equity indicators. These maps can be improved with the addition of local data. These maps will help identify where current assets exist and where there are gaps.

Project Management Suite

Each participating BAT and Tribe will be provided with a collection of tools that are designed to support the completion of plan components, tracking of deliverables, compiling the plan, assist with outreach, and more. The Project Managers will configure each suite of tools for each participating entity and provide support as needed in using the tools.

Workshops and Office Hours

Workshops and office hours will be held throughout the duration of the project to provide support.

Digital Equity Support Team

The Digital Equity Support Team will provide workshops, office hours, and other forms of support throughout the planning process. These efforts will provide direct support for local digital equity planning processes, provide examples of proven approaches for specific planning needs, and facilitate connections around common challenges and opportunities.

Digital Equity Planning Workshops

Digital Equity Planning Workshops will be held on Tuesdays from 2-3pm, starting January 31st. Each workshop will focus on a specific component of the Digital Equity Action Plan, strategies for reaching covered populations, or highlight proven approaches to local planning.

A schedule will be published at broadband.wsu.edu and updated regularly.

Digital Equity Planning Office Hours

Digital Equity Planning office hours will be held on Fridays from 2-3 p.m., starting February 3. Each session will provide an open time for questions and sharing information for anyone who wants direct equity planning support or has specific questions.

Broadband Infrastructure Support Team

The Broadband Infrastructure Support Team will provide workshops, office hours, and other forms of support throughout the planning process. These efforts will provide direct support for local broadband action planning processes, provide examples of proven approaches for specific planning needs, and facilitate connections around common challenges and opportunities.

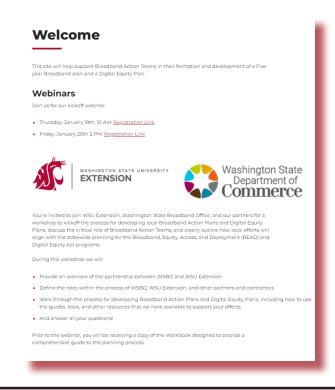## Broadband Action Planning Workshops

Broadband Action Planning Workshops will be held as needed, based on common themes. Each workshop will focus on a specific component of the Broadband Action Plan, strategies for reaching covered populations, or highlight proven approaches to local planning.

A schedule will be published at broadband.wsu.edu and updated regularly.

Broadband Action Planning Office Hours

Broadband Action Planning Office Hours will be scheduled during critical junctures in the planning process. Each Office Hours sessions will provide an open time for questions and sharing information for anyone who wants broadband action planning support or has specific questions.

Go to broadband.wsu.edu for the most up-to-date online resources to accompany this workbook.

Welcome

This site will help support Broadband Action Teams in their formation and development of a Five-year Broadband plan and a Digital Equity Plan.

Webinars

Join us for our kickoff webinar.

- Thursday, January 19th, 10 AM: Registration Link
- Friday, January 20th 2 PM: Registration Link

You're invited to join WSU Extension, Washington State Broadband Office, and our partners for a workshop to kickoff the process for developing local Broadband Action Plans and Digital Equity Plans, discuss the critical role of Broadband Action Teams, and clearly outline how local efforts will align with the statewide planning for the Broadband, Equity, Access, and Deployment (BEAD) and Digital Equity Act programs.

During this workshop we will:

- Provide an overview of the partnership between WSBO and WSU Extension
- Define the roles within the process of WSBO, WSU Extension, and other partners and contractors
- Walk through the process for developing Broadband Action Plans and Digital Equity Plans, including how to use the guides, tools, and other resources that we have available to support your efforts.
- And answer all your questions!

Prior to the webinar, you will be receiving a copy of the Workbook designed to provide a comprehensive guide to the planning process.

Developing Your Action Plans

The Broadband and Digital Equity Action Plans will provide local frameworks for communities to ensure that meaningful broadband access, adoption, and application is available to everyone.

While broadband and digital equity planning each have distinct components, they should be viewed as complementary efforts aimed at the core objective of closing the digital divide. As the BEAD program highlights, successful infrastructure deployment requires that all communities can meaningfully adopt and use high-speed internet services, particularly those that have historically been excluded from access, such as communities of color, Tribal nations, rural areas, and lower-income areas. To support this alignment, we recommend that the planning efforts are closely coordinated.

Washington Spotlight: *Nearly 700 homes and businesses in rural Pomeroy, Washington have access to high-speed broadband since the Port of Garfield completed its fiber-to-the-home project in 2021. Previously, most of Garfield County was limited to aging copper systems that exceeded the distance limitations for all except the slowest DSL services.*

Aligning Broadband And Digital Equity Plans

This Workbook and the included planning templates are designed to support distinct, yet coordinated planning processes. The Broadband and Digital Equity Action Plans may be led by different working groups, or separate entities, but should regularly coordinate and provide updates through a central process, most likely the local Broadband Action Team.

Unified Plan Components

To facilitate this coordination, both plans should share an executive summary and a general overview that includes unified vision, goals, and objectives. Each plan will then identify specific needs, assets, gaps, obstacles, and paths forward. Between the two plans, there should collectively be priorities, activities, and strategies, ensuring that each of the stated goals and objectives is addressed by at least one, if not both, of the plans.

Coordination Between Teams

If the Broadband and Digital Equity Action Plans are developed by different teams or lead entities, there are several recommendations to support ongoing collaboration:

→ Include at least one member from Broadband Action Plan Team on the Digital Equity Action Plan Team and vice versa
→ Establish a clear process to share information and updates between planning teams
→ Ensure that Broadband and Digital Equity planning progress is shared during BAT Meetings

For participating Tribes, the section on Building and Strengthening your BAT and associated Worksheets may not be directly relevant, but could provide useful information.

Coordinated Stakeholder Outreach

Stakeholder engagement and outreach should be coordinated throughout the process of developing broadband and digital equity plans. Conducting outreach as a cohesive effort for the two programs will reduce the burden and confusion on community stakeholders. Some initial outreach tasks may include:

→ Assembling a comprehensive lists of stakeholders, identify overlaps, and coordinate or com bine outreach to those stakeholders
→ Planning and hosting combined meetings and events

Building and Strengthening Your BAT

Broadband Action Teams (BATs) are community-driven collaborations that meet regularly to develop local capacity to identify and address opportunities, challenges, opportunities, goals, strategies, and plans to address the broadband and digital equity needs for their communities. Tribes are encouraged to engage with local BATs and can choose to develop and submit their Broadband Action and Digital Equity Plans with that BAT and/or independently.

An active BAT can assist in the identification of broadband gaps then work with providers and funders to target investments to the locations with the greatest need and highest demand. The local knowledge and engagement of BAT members can help reduce telecommunications overbuilds. Establishing or strengthening a BAT is an important step is supporting planning and coordination at the local and state level.

It's easy to see why BATs play an important role in identifying the broadband and digital equity needs of Washington's communities, and how important they will be in developing the plans for the state's BEAD strategy.

A BAT can help a community:

→ Centralize the broadband conversation,
→ Assist local and statewide digital equity and inclusion efforts,
→ Represent community technology and accessibility needs,
→ Connect participants to collaborative project goals, and
→ Bring early awareness of community projects to funding opportunities.

We have included worksheets in this workbook that can help you along the path, whether you are a seasoned Broadband Action Team, or you are just launching to facilitate the efforts of these programs.

Worksheet #1: Pre-BAT Effort Inventory

If your community doesn't have an active BAT, Worksheet #1: Pre-BAT Effort Inventory may help you launch.

Worksheet #2: Building Your BAT

Worksheet #2: Building Your BAT may be utilized to log the members of your team and help you determine who should/could participate in your BAT to ensure you have a diverse and representative group. Fundamental to planning efforts, is ensuring that key stakeholders including covered populations have representation. Take a moment to identify the members of your team and determine who should/could participate in your BAT to ensure you have a diverse and representative group.

Worksheet #3: Defining BAT Roles

Every BAT will want to have certain people identified who will carry out the tasks needed to maintain the group. These include leadership roles, note takers, the data collector, and folks who specialize in specific topics related to [broadband](#) and [digital equity](#). This worksheet will help you identify and log what members of your BAT are committed to engaging those roles.

Worksheet #4: BAT Communications

Communicating with the community will be central to developing a broadband infrastructure and digital equity plan. This worksheet will help your team define the methods of communication you will utilize to spread the word about efforts you're engaging in and solicit feedback from the community.

Visions, Goals, and Objectives

Having a clearly defined vision can support team cohesion though the development of alignment for what success looks like for your community. This vision will inform strategies, serve as a guide for setting goals and objectives, and determine the activities the community will choose to identify as prioritize in its Broadband Action Plan.

Worksheet #5: Writing a Vision Statement

Worksheet #5 provides examples of vision statements, and a space for you to write down your team's vision of what success looks like for this planning process.

Defining Your Goals and Objectives

The goals outlined in the Broadband Action Plan will inform later plans, applications, and projects and should consider long-term objectives for deploying [broadband,](#) closing the digital divide, addressing access, afford-ability, equity and adoption issues, and enhancing economic growth and job creation.

Worksheet #6: Defining Your Team's Goals And Objectives

Use Worksheet #6 with your team to outline the collective goals and objectives for broadband deployment and digital equity in your community.

Broadband Action Plan

Each BAT and Tribe participating in this effort will be provided a Broadband Base Map at the onset of this planning effort that has been developed from publicly available data. This may be utilized as a jumping-off point for understanding the current services, infrastructure, and demographic attributes in the area.

Local resources such as GIS datasets, previously collected survey data, studies, projects, etc., may be integrated into this mapping resource to further understand the needs and dynamics of the area, and strategize solutions for gaps that are known or found to exist.

Asset mapping at the state level helps to identify and build on the state's existing resources, networks, and strengths; these are the assets. This process helps emphasize capacity building and community-based solutions, and it works with community members and organizations as partners invested in solutions, rather than as problems to be solved. By mapping the connections of core assets in a region or community, and then expanding iteratively, the asset mapping process can generate a robust network of potential partners and stakeholders.

Local resources, such as GIS datasets, may be integrated into the County or Reservation-wide Broadband Needs Map provided to each participating BAT and Tribe.

Asset mapping is also particularly effective at uncovering resources in the community that would not otherwise have been invited to "a seat at the table" in a more traditional planning or engagement approach. Identifying the opportunities, interpersonal networks, and resources already present in a community will help identify areas to support and scale strategies that are already in place – which reduces duplicative efforts. In turn, asset mapping supports the empowerment of community institutions and people by sharing ownership in the local coordination efforts.

This section of the workbook is broken down into five parts:

     ❶ **Review Local Broadband Base Map Data**

     ❷ **Collect Local Broadband Asset Inventory Data**

     ❸ **Broadband Infrastructure Needs Assessment**

     ❹ **Obstacles And Barriers To Broadband Infrastructure Deployment**

     ❺ **Potential Paths Forward**

1. Review Local Broadband Base Map Data

We have collected publicly available data from various sources to create a broadband base map for you community. The layers on this map will include things like data from the Washington State Broadband Office's Speed Test, NTIA's Indicators of Broadband Need, Public Broadband Networks, Community Anchor Institutions, and more. As a group, we'll review this base map and look to understand if the data reflects what local community members know to be true. We'll also be trying to assess what data is missing from this map.

Worksheet #7: Reviewing Your Broadband Base Map

Worksheet #7 provides a space for you to write the URL of your local base map and take notes on your observations of the characteristics of the map. This will allow for you and your team to not only understand what the existing data is saying about broadband availability in the area, but also perhaps notice specific areas that are served, underserved, and unserved according to the public data.

2. Collect Local Broadband Asset Inventory Data

After reviewing the broadband base map data, your team will be tasked with collecting additional local data that would help to inform what assets exist in your community that are not represented on the base map. This may include:

- Requesting shapefiles of local networks from local internet service providers
- Locating any previously conducted local broadband survey of feasibility study data
- Surveying anchor institutions about the quality of their services
- Asking for GIS Data from your local utility and municipal entities, such as:
    - Tribal Entities
    - The County
    - Cities
    - PUDs
    - Ports
    - Other Local Utilities

You may also request a No-Cost Rapid Design Broadband Study Grant from the Washington State Broadband Office to add to your data set. To request this, have a representative from the County email WSBO at wsbo@commerce.wa.gov.

Worksheet #8: Local Asset Inventory

The broadband base map is just a start- your local assets being mapped on your local broadband map will help to develop this resource for your community. The local asset inventory form may be utilized to request data from local utilities and municipalities to support the collection of data from these organizations that may provide useful for local broadband planning efforts.

Worksheet #9: Community Anchor Institution Service Inventory

The Washington State Broadband Office has set the goal that all community anchor institutions should have access to 1/1Gbps services by the year 2028. In order to meet this goal, it will be critical that we have good information on the current level of services that these organizations are getting today. This worksheet can help create an inventory of your local CAIs and serve as a place to tabulate what you learn about their current services.

Worksheet #10: Internet Service Provider Outreach

Local Internet Service Providers are the current organizations providing internet services in your community. This worksheet can serve as a template request form to ask for more information about the services and programs they may have in your community.

3. Broadband Infrastructure Needs Assessment

Now that you and your team have reviewed the broadband base map and have collected your local asset data it's time to take a look and identify areas that appear to be struggling with the infrastructure component to broadband access. You may notice from this data that there are areas that appear to be well-served, under-served, and unserved.

Worksheet #11: Infrastructure Gaps On Our Community Broadband Map

4. Obstacles To Broadband Infrastructure Deployment

From the conversations you've had with local leaders, Internet Service Providers, Utility Providers, and community members. What do you perceive to be the obstacles to broadband infrastructure deployment in your community? Worksheet #12 gives you space to brainstorm as a team about what the barriers your area is facing to ubiquitous high-speed broadband.

Worksheet #12: Obstacles To Broadband Infrastructure Deployment

5. Potential Paths Forward

Through this process, you've likely learned a lot about the assets and challenges that exist within your community. With this information, now your team can imagine potential paths forward for how to overcome those barriers to infrastructure access in your community.

Worksheet #13 gives you and your team space to write down those potential paths forward.

Worksheet #13: Potential Paths Forward For Broadband

Digital Equity Action Plan

The Digital Equity Action Plan is a local plan developed to identify the needs, existing assets, barriers to full use, and strategies to support Covered Populations. The plan should be as inclusive as possible of local stakeholders. The activities planned and implemented through this process build toward achieving digital equity.

Digital Equity is a phrase that is used to encompass that digital access and skills are now required for full participation in many aspects of society and the economy. Digital Equity links Digital Inclusion to social justice and highlights that a lack of access and/or skills can further isolate individuals and communities from a broad range of opportunities. Things that support digital equity include Public Internet Access, Public Device Access, Affordability, Adoption, Digital literacy skills, Online safety, and internet-connected device availability/affordability. These are all things that are as important as the physical network infrastructure for communities to achieve bridging the digital divide.

Each BAT and Tribe participating in this effort will be provided digital equity data at the onset of this planning effort that has been developed from publicly available data. This may be utilized as a jumping-off point for understanding the demographics of the area and common digital equity measurements. Local resources and discussions are critical to further understand the needs and dynamics of the area and strategize solutions for gaps that are known or found to exist.

This section of the workbook is broken down into five parts:

1. **Review Local Population Demographic Base Map Data**

2. **Collect Local Digital Equity Asset Inventory Data**

3. **Conduct a Digital Equity Needs Assessment**

4. **Identify Barriers to Broadband Access and Adoption**

5. **Potential Paths Forward**

1. Review Local Digital Equity Indicators Base Map Data

Similar to the broadband infrastructure data we have reviewed on this map, we have also collected publicly available data from various sources on demographic and digital equity indicators for the populations in your community and have integrated them into the broadband base map for your community. The layers on this map will include things like data from the census on income levels, access to device ownership, unemployment, median age, level of education attained, Affordable Connectivity Program eligibility and participation, and more. As a group, we'll review these indicators to understand if there are populations or areas that may benefit from additional programs or resources to support with realization of the benefits and opportunities that high-speed Internet service can bring.

We will also work with you to identify what additional data is available or may be needed to develop a more comprehensive understanding of the needs and barriers to broadband access, adoption, and use.

Worksheet #14: Reviewing Local Demographic Data In Your Broadband Base Map

Worksheet #14 provides space for your to write the URL of your local base map and take notes on your observations on the population and demographic characteristics of the map. This will allow for your and your team to understand what the existing data says relating to demographics in your area, but also perhaps allow you to notice data that is inaccurate, missing, or surprising.

2. Collect Local Digital Equity Asset Inventory Data

After reviewing the demographic base map data, it will be the task for your team to collect additional local data for the Digital Equity Asset Inventory that will help identify what resources, plans, and programs already exist to support digital equity for Covered Populations in your community. The Digital Equity Asset Inventory is an iterative product that will be developed and remain useful throughout and beyond this planning process.

Steps to Building Your Asset Inventory

- ◼ Review pre-identified digital equity assets available to your community
- ◼ Ask BAT members to identify and input known assets
- ◼ Coordinate community outreach efforts
    - ◼ Identify local stakeholders that may play a role in digital equity efforts
    - ◼ Assign outreach tasks
    - ◼ Ask stakeholders to provide input using Worksheet #15
- ◼ Analyze and develop a summary report of asset inventory
    - ◼ Identify which types of services are available throughout the region
    - ◼ Identify service areas of available services
    - ◼ Identify which services are available for Covered Populations
    - ◼ Identify any regional, sub-regional, tribal, or stakeholder digital equity plans
- ◼ Recommend any necessary follow-up with stakeholders
- ◼ Add to the inventory and summary report iteratively throughout planning process

Each community will have different assets available and different stakeholder networks for collecting the necessary data. A successful asset inventory process involves coordinated outreach and reflects the input of a range of stakeholders in your community.

Worksheet #15: Digital Equity Asset Inventory

The base map with population data is just a start- local assets being added to your broadband map will help develop this resource for your community. The local asset inventory form may be utilized to request data from local organizations working to support digital equity and inclusion initiatives. Documenting and organizing data from these organizations may provide useful for local broadband planning efforts. Worksheet #15 can be utilized as a sheet to distribute to local agencies to help document their current and future efforts.

3. Conduct a Digital Equity Needs Assessment

Once your team has reviewed the population and demographic data on your broadband base map and have collected your local digital equity asset data it's time to take a look and identify areas that appear to be left behind when it comes to support services around the digital equity and access component to broadband access. What areas are you seeing that seem to be missing public computer centers, digital navigator programs, or other needed programs?

Worksheet #16: Digital Equity And Access Needs Assessment

4. Identify Barriers To Broadband Access And Adoption

From the conversations you've had with local stakeholders, including those with lived experience, what do you perceive to be the obstacles to broadband access, adoption, and use in your community? Worksheet #17 gives you space to brainstorm as a team about what the barriers your area is facing to ubiquitous high-speed broadband.

Worksheet #17: Obstacles To Broadband Access And Adoption

5. Potential Paths Forward

You've also learned about the assets your community has for broadband. In your discussions have you learned things that have helped you define potential paths forward for bringing better broadband access to your area? Worksheet #13 gives you and your team space to think through potential paths forward for how to overcome the barriers that exist for your community.

Worksheet #18: Potential Paths Forward For Digital Equity

Executive Summary Development

You've reached the end of your Broadband Infrastructure and Digital Equity Planning Effort. **Congratulations!**

Now it is time to go through all that you've learned and assemble an executive summary. Your worksheets should make this part a breeze. Key questions you'll answer in your executive summary include:

→ What has been accomplished in our community already for broadband?
→ What assets exist?
→ Where does our community have infrastructure gaps?
→ What kinds of digital equity issues is our community facing?
→ What is our vision for overcoming these issues?

One final worksheet is waiting for you that will help you compile notes for this summary.

Worksheet #19: Key Points For Your Executive Summary

Worksheet Templates

Worksheet #1: Pre-BAT Inventory

Consider these questions and decisions as you think about forming a local Broadband Action Team:

Leadership: Are there already broadband champions in your community? Is there more than one? Who are they?

Team: Does your community already have a formal or informal broadband planning team? If so, who are they, and can you coordinate your efforts?

Pre-BAT Questions and Decisions

→ Will we have an advisory group that provides insight and direction on broad band projects?

→ Will we have our meetings open to the public?

→ Will planning documents and meeting notes be publicly available?

→ How will we document stakeholder input?

→ Will project plans be regularly adjusted to reflect input from stakeholders?

→ How will stakeholder plans include engagement with people who have con cerns or who may be critical of our efforts?

→ How will we determine stakeholder engagement activities to be appropriate to each audience?

→ Will public-private partnerships be a part of our broadband plan?

Existing Plans: Does your community have a broadband plan? Who has that plan?

Online Presence: Does your broadband planning team have a website? Is the broadband plan available online?

Worksheet #2: Building Your BAT

This worksheet will help you determine who should/could participate in your BAT.

1 List by name those already involved in your broadband activity.
2 Identify and list those you would like to involve in your BAT.
3 Assign who will invite them and the due date for this outreach.
4 Revisit this worksheet frequently to add members as identified and needed.

	Already involved	Want to involve	Who will follow up?	When?
Municipal Governments				
County Governments				
Tribal Governments				
Council of Governments				
Elected Officials & Staff (State)				
Elected Officials & Staff (Federal)				
State Agencies				
Public Utility Districts				
Port Authorities				
Internet Service Providers				
Libraries				
Healthcare Providers				
K-12 Education Agencies				
Higher Education Agencies				

Worksheet #2: Building Your BAT (Continued)

	Already involved	Want to involve	Who will follow up?	When?
Nonprofit organizations				
Econ. dev. authorities				
Workforce dev. authorities				
Public housing authorities				
Orgs. serving individuals with disabilities				
Orgs. serving English language learners				
Orgs. serving individuals with low literacy levels				
Orgs. serving veterans				
Social services organizations				
Public safety & emergency mgmt.				
Orgs. for incarcerated individuals				
Orgs. for rural interests				
Civil rights organizations				
State & Local Corrections				
Local Businesses				

Worksheet #2: Building Your BAT (Continued)

	Already involved	Want to involve	Who will follow up?	When?
Planning organizations				
Churches and faith-based org.				
Chambers of commerce				
Transportation planners				
Community members: Civic leaders				
Community members: youth & older adults				

Worksheet #3: Defining BAT Roles

Use this worksheet to Identify core team member roles. Who will serve the following roles?

Local Team Leader: Champion, meeting convener, facilitator

Team Secretary: Note taker, task tracker

Data Collector: Collector of data from the BAT and coordinator with LDA to submit to project folder

---

Community Outreach Team: Social media folks, people with email distribution lists, newsletter writers

Infrastructure Team: The people who focus on physical infrastructure (poles, wires, pipes, etc.)

Digital Equity Team: The people who focus on on affordability, digital literacy, access to devices, etc.

Worksheet #4: BAT Communications

Use this worksheet to determine communications plan for:

→ BAT members, key stakeholders, and supporters

→ Community members

What modes of communication will you use (email, website, social media, press, etc.)?

How will you communicate with BAT members, key stakeholders and supporters? Who will be responsible for this communication?

What information will you communicate with the general public? How will that communications take place, and who will be responsible for this?

Worksheet #5: Writing Your Vision Statement

Vision statement examples:

Example #1
Our vision is to ensure our county has access to affordable, reliable, high-speed broadband infrastructure to facilitate economic development, public welfare, digital equity, and quality of life for today and the foreseeable future for area residents, businesses and community facilities.

Example #2
Our vision is to evaluate the feasibility of ensuring every premise in our county has access to affordable and reliable high-speed broadband infrastructure to meet current and future social, educational, and economic development needs.

Example #3
Our vision is to develop a telecommunications network plan for purpose of bringing low-cost, high-capacity, reliable broadband to our county's homes and businesses.

Example #4
Our vision is to bring the highest quality broadband and future-proof telecommunications technologies and digital equity services to the residents and businesses that are currently unserved in our county.
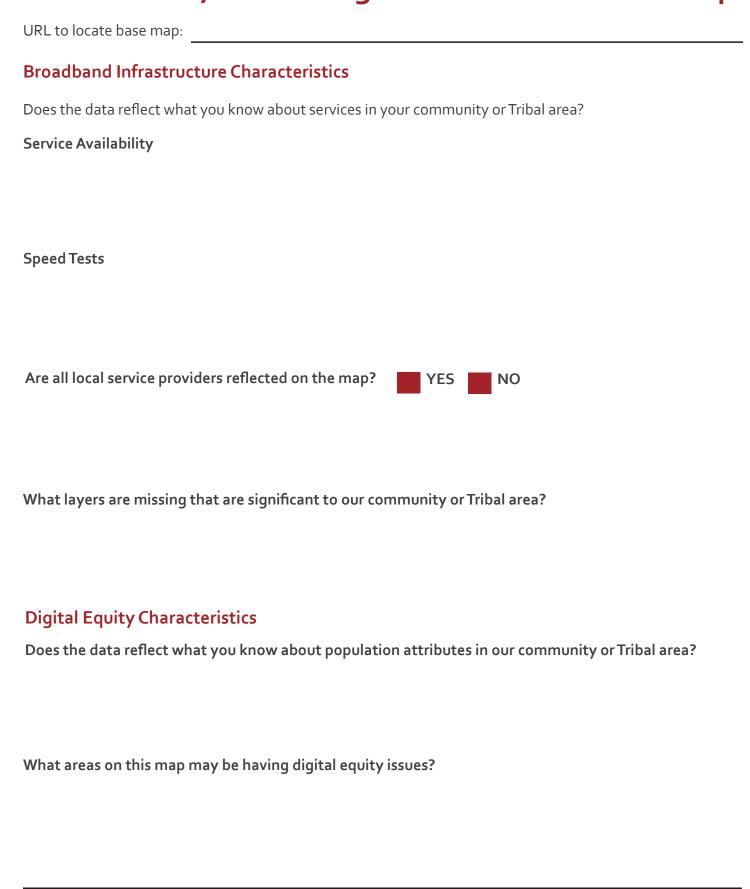

Our BAT, Community, or Tribal Vision Statement

Worksheet #6: Defining Your Goals & Objectives

Example goals and objectives:

→ Ensure the BAT is made up of representatives from frequently underrepresented populations to ensure a holistic approach is taken in both digital equity barriers and solutions

→ Address the results of a needs assessment for underrepresented communities

→ Identify existing broadband service providers in our community

→ Develop an asset inventory of ongoing digital equity activities in our community

→ Identify areas that are not well-served by existing infrastructure

→ Identify areas where other digital equity needs are a barrier to access (affordability, know-how)

→ Identify infrastructure barriers and solutions

→ Identify digital equity barriers to accessibility and solutions

→ Increase participation in the Affordable Connectivity Program

→ Provide outreach and digital education programs to the aging populations in our community

→ Launch or enhance a digital support program at the local library

The goals and objectives for our team's or Tribe's broadband and digital equity planning process are:

Worksheet #7: Reviewing Your Broadband Base Map

URL to locate base map: _____

Broadband Infrastructure Characteristics

Does the data reflect what you know about services in your community or Tribal area?

Service Availability

Speed Tests

Are all local service providers reflected on the map? ☐ YES ☐ NO

What layers are missing that are significant to our community or Tribal area?

Digital Equity Characteristics

Does the data reflect what you know about population attributes in our community or Tribal area?

What areas on this map may be having digital equity issues?

Worksheet #8: Local Asset Inventory

The local Broadband Action Team is working to identify broadband deployment assets that we have that may support broadband infrastructure development and digital equity planning. Could you please share this list with your team and help us collect any information (ideally .kmz or shapefiles) that will help us identify what assets our community already has in place?

Organization Name: _____

Contact Information: _____

Our organization currently has:

- ☐ GIS Department

- ☐ Telecommunications staff

- ☐ Current or forthcoming capital projects, which would allow providers to lay new fiber at lower costs (e.g., road construction, water, or sewer projects);

    - ☐ If yes, please describe:

- ☐ We have utility Infrastructure Assets that may be of benefit to broadband deployment efforts:

    - ☐ Broadband or Telecommunications Networks

    - ☐ Dark Fiber

    - ☐ Conduit

    - ☐ Existing duct systems

    - ☐ Public rights-of-way, including roads and bridges

    - ☐ Towers

    - ☐ Tall Buildings

    - ☐ Streetlights

    - ☐ Water Towers

    - ☐ Water Distribution Systems

    - ☐ Wastewater Systems

    - ☐ Water Tanks

    - ☐ Other _____

For each asset you have, please answer the questions on the following two pages.

Worksheet #8: Local Asset Inventory (Continued)

Type of Asset: _____

Physical Addresses: _____

Do you have GIS data for this asset that we could map on our community broadband map?

█ Yes, on local map

█ Yes, on local and state maps

█ No

Asset Owner: _____

Asset Owner Contact Information: _____

What is required to access this asset for broadband utilization?

● ●

Type of Asset: _____

Physical Addresses: _____

Do you have GIS data for this asset that we could map on our community broadband map?

█ Yes, on local map

█ Yes, on local and state maps

█ No

Asset Owner: _____

Asset Owner Contact Information: _____

What is required to access this asset for broadband utilization?

Worksheet #8: Local Asset Inventory (Continued)

Type of Asset: _____

Physical Addresses: _____

Do you have GIS data for this asset that we could map on our community broadband map?

- ■ Yes, on local map
- ■ Yes, on local and state maps
- ■ No

Asset Owner: _____

Asset Owner Contact Information: _____

What is required to access this asset for broadband utilization?

• •

Type of Asset: _____

Physical Addresses: _____

Do you have GIS data for this asset that we could map on our community broadband map?

- ■ Yes, on local map
- ■ Yes, on local and state maps
- ■ No

Asset Owner: _____

Asset Owner Contact Information: _____

What is required to access this asset for broadband utilization?

Worksheet #9: Community Anchor Institution Service Inventory

Community Anchor Institutions (CAIs) are defined by the FCC to include such entities as schools, libraries, hospitals and other medical providers, public safety entities, institutions of higher education, and community support organizations that facilitate greater use of broadband by vulnerable populations, including low-income, the unemployed, and the aged.

Broadband needs assessment and planning for CAIs is one of the most critical steps that your BAT can take to improve broadband connectivity and promote economic growth in your region. Conducting an inventory of the locations and speeds of the existing broadband services for CAIs – and identifying the gaps in broadband coverage – can help attract new funding and target investments to the areas with the most need. Conducting an inventory among all CAIs can also facilitate meaningful partnerships and strategies to ensure that your entire community has adequate broadband connectivity.

❶ Identify the CAIs in your region.
❷ Survey CAIs about their broadband needs and level of satisfaction with existing broadband services.

Consider these institutions:

Tribes and Gov. Agencies	Healthcare - Hospitals	Libraries	Education - K-12
Community Support Orgs	Healthcare - Clinics	Public Safety - Fire	Education - Higher Ed
Public Housing	Healthcare - Community	Public Safety - Police	Education - Technical

Institution	Contact	Current Speeds	Current Provider

Worksheet #9: Community Anchor Institution Service Inventory (Continued)

Institution	Contact	Current Speeds	Current Provider

Worksheet #10: Internet Service Provider Outreach

Discussion Guide

Thank you for taking the time to talk with our Broadband Action Team (BAT)/Tribe. We would like to share information about our team and BAT/Tribal priorities, learn about your business and how you would like to be involved in this project.

Our Broadband Action Team/Tribal Leads includes the following individuals:

We have identified the following initial BAT/Tribal priorities:

To help us better understand your role in providing services within our county, we have a few questions:

Where do you currently provide service in our county/Tribal area?

What services do you offer in our county/Tribal area? Please provide price points.

Do you participate in ACP or any other low-income affordability and digital equity programs?

Worksheet #10: Internet Service Provider Outreach (Continued)

Are there areas in the county/Tribal area where network expansion is underway?

Who are your staff working in the county or Tribal area? What are their roles?

What challenges are there to providing internet services in our county/Tribal area?

What gaps in awareness or knowledge about internet availability and uses are you aware of in the area?

Have you provided any training or other resources to residents and/or businesses to help them understand the benefits of internet use? If yes, can you please provide additional information (what, when, where, how, etc.)?

Worksheet #10: Internet Service Provider Outreach (Continued)

Are you interested in working with our BAT/Tribe to address broadband needs in the community?
If yes, how? (Participate in BAT meetings, help with projects, sponsor events, etc.)?

Can you provide a map of where your infrastructure is?   ■ **YES**   ■ **NO**

If so, please upload the file to our project folder or email: _____

**We very much appreciate your time and welcome opportunities to work together
to improve broadband access and digital equity services for our community.**

Worksheet #11: Infrastructure Gaps on our Community Map

Now that the Broadband Action Team has collected local data and it is integrated into their local broadband map, reevaluate the map and reflect upon these questions.

What areas of our community appear to lack access to broadband services?

What areas only have access to unlicensed wireless?

What areas are missing middle mile infrastructure?

What areas are missing last mile (end user connections) infrastructure?

Worksheet #12: Obstacles To Broadband Infrastructure Deployment

Through this process, you and your team have likely learned a lot about the broadband landscape of your community/Tribal area. Have you noticed some barriers or obstacles being brought to the surface? This worksheet will give you space to identify the issues that may be preventing broadband infrastructure to be deployed to all the residences and businesses within your area.

These financial needs may be preventing broadband infrastructure deployment:

These workforce gaps may be preventing broadband infrastructure deployment:

These policy barriers may be inhibiting broadband infrastructure deployment:

These community awareness issues may be inhibiting broadband infrastructure deployment:

These geographic issues may be inhibiting broadband infrastructure deployment:

These other things may be inhibiting broadband infrastructure deployment:

Worksheet #13: Potential Paths Forward For Broadband

Possible Funding Mechanisms

→ State Broadband Programs _____

→ Tribal or Local Government _____

→ Federal Programs _____

→ Other _____

Entities Already Working on Expanding Broadband in Our Area

Local Entities Interested in Taking a Leadership Role for Local Broadband Expansion

Possible Workforce Planning Solutions

Possible Policy Solutions To Accelerate Infrastructure Deployment

Potential Service Zones for Broadband Infrastructure Development

Worksheet #13: Potential Paths Forward For Broadband (Continued)

Local Service Providers Interested in Partnership or Expanding Services

Upcoming Municipal or Tribal Projects Where Conduit or Fiber Might be Deployed

Worksheet #14: Digital Equity Asset Inventory

The local Broadband Action Team/Tribe is working to identify digital equity assets that we have that may support broadband infrastructure development and digital equity planning. Could you please share this list with your team and help us collect any information that will help us identify our community's existing assets?

Organization Name: _____

Contact Information: _____

The Area or Region our organization serves is: _____

Our organization currently has:

- ☐ A Digital Equity Plan or identified digital equity priorities
- ☐ Staff dedicated to providing digital equity services
- ☐ Marketing and outreach staff
- ☐ An interest in engaging digital equity, but no current programs or plans
- ☐ Current or forthcoming projects or events which would allow for digital equity outreach or services to be advertised or facilitated:
  - ☐ If yes, please describe project/event and timeline:

We currently serve the following populations that are targeted by the IIJA Digital Equity Program:

- ☐ Populations who live in low-income households
- ☐ Aging Individuals
- ☐ Incarcerated Individuals
- ☐ Veterans
- ☐ Individuals with Disabilities
- ☐ Individuals with a language barrier, such as English learners, or those with low levels of literacy
- ☐ Individuals of racial or ethnic minority groups
- ☐ Individuals who primarily reside in a rural area
- ☐ Children and youth in foster care
- ☐ Individuals experiencing housing instability
- ☐ Other _____

Worksheet #14: Digital Equity Asset Inventory (Continued)

We have assets that can be leveraged to support digital equity efforts:

- ☐ Communications channels to share information, such as newsletter
- ☐ Meeting space for classes, trainings, or meetings
- ☐ Public computer workspaces
- ☐ Public Wi-Fi
- ☐ Mobile hot-spot or device lending program
- ☐ Digital literacy and skills classes or training
- ☐ Training to support online privacy and cybersecurity
- ☐ Staff that provide digital navigation services as part of their job
- ☐ Local Digital Navigator programs
- ☐ Assess online accessibility of public resources and services
- ☐ Programs to provide affordable devices to low-income community members
- ☐ Available assistance for Affordable Connectivity Program Enrollment
- ☐ Measures to ensure online privacy and cybersecurity
- ☐ Other _____

For each asset you have, please answer the following questions.

Type of Asset _____

Service Area _____

Website where services are available or more information can be found:

_____

Physical address(es) where services are provided or available:

_____

Languages supported other than English: _____

Contact Information: _____

Describe how the asset does or can support digital equity efforts:

Worksheet #14: Digital Equity Asset Inventory (Continued)

Type of Asset _____

Service Area _____

Website where services are available or more information can be found:

_____

Physical address(es) where services are provided or available:

_____

Languages supported other than English: _____

Contact Information: _____

Describe how the asset does or can support digital equity efforts:

● ●

Type of Asset _____

Service Area _____

Website where services are available or more information can be found:

_____

Physical address(es) where services are provided or available:

_____

Languages supported other than English: _____

Contact Information: _____

Describe how the asset does or can support digital equity efforts:

Worksheet #15: Digital Equity and Access Needs Assessment

What areas appear to lack access to digital equity services?

What populations seem to lack access to digital equity services?

Are there statewide resources that could support or supplement our local efforts?

Are there gaps or barriers that we've experienced in being able to assess the digital equity landscape of our community?

Worksheet #16: Obstacles To Broadband Access, Adoption, And Application

Through this process, you and your team have likely learned a lot about the digital equity landscape of your community. Have you noticed some barriers or obstacles? This worksheet will give you space to identify the issues outside of infrastructure that may be preventing digital equity from being realized within your area.

These financial needs may be preventing digital equity support:

These workforce gaps may be preventing digital equity support services:

These community awareness issues may be inhibiting digital equity resources from being utilized:

These social issues may be contributing to a lack of digital equity for our community:

These other things may be inhibiting digital equity services access for our community:

Worksheet #17: Potential Paths Forward For Digital Equity

Possible Funding Mechanisms

→ State Broadband Office Programs _____

→ Tribal or Local Government _____

→ Federal Programs _____

→ Community Foundations _____

→ Health Foundations _____

→ Other _____

Entities Already Working on Digital Equity Issues in Our Community (Affordability, Access, Education, Etc.)

Local Entities Interested in Taking a Leadership Role for Local Digital Equity Programs

Possible Workforce Planning Solutions

Possible Policy Solutions To Accelerate Digital Equity, Access, And Adoption In Our Community

Worksheet #17: Potential Paths Forward For Digital Equity (Continued)

Potential Regions/Populations Of High Focus Or Significance For Digital Equity Programs Outreach In Our Community or Tribal Area

Local Service Providers Interested in Digital Equity Partnerships

Upcoming Projects or Programs Where Digital Equity Awareness May Be Raised

Worksheet #18: Key Points for your Executive Summary

This worksheet is an area to compile all that your team and learned both from a broadband infrastructure and digital equity services standpoints. The bullets below will assist your team in developing your executive summary. The worksheets that you've been working on should have the data to support filling this out and bringing together all the data you've collected over the past couple of months.

Broadband Infrastructure Summary

Broadband Base Map Review

- Public data does/does not reflect what we know to be true about broadband services in our area
- Meeting space for classes, trainings, or meetings

Local Broadband Asset Inventory Data

- Organizations that are currently serving our community with broadband
- Other assets that are available that may support broadband deployment
- Upcoming projects that may allow for conduit placement
- Community anchor institutions being well served
- ISPs that are currently serving our community
- Organizations providing data for our community broadband map

Broadband Infrastructure Needs Assessment

- Community Anchor Institutions that need improved services
- Areas lacking broadband
- Areas where the cost of services may be too high for the average household

Obstacles And Barriers To Broadband Infrastructure Deployment

- Challenges ISPs are facing to broadband deployment
- Financial gaps preventing infrastructure investment
- Workforce gaps
- Policy barriers
- Community awareness issues

Worksheet #18: Key Points for your Executive Summary (Continued)

Potential Paths Forward

- ISP planned expansion areas
- Possible funding sources
- Local leadership
- Workforce solutions
- Policy solutions
- Upcoming municipal projects

Digital Equity Summary

Demographic Base Map Review

- Public data does/does not accurately reflect our local population characteristics
- Areas that appear to lack digital equity resources
- Covered populations that are prevalent in our community
- Local layers added to more accurately reflect our community

Digital Equity Asset Inventory

- Organizations currently serving our community with digital equity services
- Upcoming events or projects that could support digital equity efforts
- Organizations currently supporting covered populations but not engaged in DE efforts
- Community engagement resources

Digital Equity Needs Assessment

- Regions that face barriers to access or lack available digital equity services
- Populations that face barriers or lack access to digital equity services

Worksheet #18: Key Points for your Executive Summary (Continued)

Barriers To Broadband Access And Adoption

- ☐ Financial obstacles preventing broadband access or utilization
- ☐ Workforce gaps
- ☐ Policy barriers impacting broadband access or utilization
- ☐ Workforce solutions
- ☐ Community awareness issues around broadband equity
- ☐ Other things that are a barrier to broadband engagement and utilization

Potential Paths Forward

- ☐ Possible funding mechanisms
- ☐ Entities providing leadership in this area
- ☐ Regions/populations of high significance for outreach in our community
- ☐ Local ISPs interested in DE partnerships
- ☐ Upcoming programs or projects that could support DE efforts

Glossary

Term	Definition
Aging Individual	The term "aging individual" means an individual who is 60 years of age or older.[1]
Backbone Infrastructure	A major high-speed transmission line that strategically links smaller high-speed Internet networks across the globe.[2]
Bandwidth	The capability of telecommunications and Internet networks to transmit data and signals.[2]
Broadband; Broadband Service	The term broadband commonly refers to high-speed Internet access that is always on and faster than traditional dial-up access. Broadband includes several high-speed transmission technologies, such as fiber, wireless, satellite, digital subscriber line and cable. For the Federal Communications Commission (FCC), broadband capability requires consumers to have access to actual download speeds of at least 25 Mbps and actual upload speeds of at least 3 Mbps.[2]
Broadband Serviceable Location	The terms "location" and "broadband serviceable location" mean a business or residential location in the United States at which fixed broadband Internet access service is, or can be, installed.[1]
Community Anchor Institution (CAI)	The term "community anchor institution" means an entity such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.[1]
Eligible Community Anchor Institution	The term "eligible community anchor institution" means a community anchor institution that lacks access to Gigabit-level broadband service.[1]
Dark Fiber	Fiber optic cable that is in place but not being used for broadband services. (also see "Lit Fiber")[2]

[1] https://broadbandusa.ntia.doc.gov/sites/default/files/2022-05/BEAD%20NOFO.pdf

[2] https://broadbandusa.ntia.doc.gov/sites/default/files/publication-pdfs/bbusa_broadband_glossary.pdf

Glossary (Continued)

Term	Definition
Digital Equity	Recognizes that digital access and skills are now required for full participation in many aspects of society and the economy. Digital Equity links Digital Inclusion to social justice and highlights that a lack of access and/or skills can further isolate individuals and communities from a broad range of opportunities.[2]
Digital Inclusion	Implies that individuals and communities have access to robust broadband connections; Internet enabled devices that meet their needs; and the skills to explore, create and collaborate in the digital world.[2]
Digital Literacy	The ability to leverage current technologies, such as smartphones and laptops, and Internet access to perform research, create content and interact with the world.[2]
Internet Service Provider (ISP)	A company that provides users (individuals or businesses) with access (a connection) to the Internet and related services.[2]
Last Mile	The technology and process of connecting the end customer's home or business to the local network provider.[2]
Lit Fiber	An active fiber optic cable capable of transmitting data such a broadband service.[2]
Mbps	*Mbps (Megabits per second) is the standard measure of broadband speed. It refers to the speed with which information packets are downloaded from, or uploaded to, the internet.[3]
Middle Mile Infrastructure	The term "middle mile infrastructure" (A) means any broadband infrastructure that does not connect directly to an end-user location, including a community anchor institution; and (B) includes—(i) leased dark fiber, interoffice transport, backhaul, carrier-neutral internet exchange facilities, carrier-neutral submarine cable landing stations, undersea cables, transport connectivity to data centers, special access transport, and other similar services; and (ii) wired or private wireless broadband infrastructure, including microwave capacity, radio tower access, and other services or infrastructure for a private wireless broadband network, such as towers, fiber, and microwave links.[1]

[3]https://www.fcc.gov/consumers/guides/household-broadband-guide

Glossary (Continued)

Term	Definition
Open Access	The term "open access" refers to an arrangement in which the subgrantee offers nondiscriminatory access to and use of its network on a wholesale basis to other providers seeking to provide broadband service to end-user locations, at just and reasonable wholesale rates for the useful life of the subsidized network assets.[1]
Rights-of-Way	ROW are legal rights to pass through property owned by another. ROW are frequently used to secure access to land for digging trenches, deploying fiber, constructing towers and deploying equipment on existing towers and utility poles.[2]
Underrepresented Communities	The term "underrepresented communities" refers to groups that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, including: low-income households, aging individuals, incarcerated individuals, veterans, persons of color, Indigenous and Native American persons, members of ethnic and religious minorities, women, LGBTQI+ persons, persons with disabilities, persons with limited English proficiency, persons who live in rural areas, and persons otherwise adversely affected by persistent poverty or inequality.[1]
Underserved Location	The term "underserved location" means a broadband-serviceable location that is (a) not an unserved location, and (b) that the Broadband DATA Maps show as lacking access to Reliable Broadband Service offered with—(i) a speed of not less than 100 Mbps for downloads; and (ii) a speed of not less than 20 Mbps for uploads; and (iii) latency less than or equal to 100 milliseconds.[1]
Unserved Location	The term "unserved location" means a broadband-serviceable location that the Broadband DATA Maps show as (a) having no access to broadband service, or (b) lacking access to Reliable Broadband Service offered with—(i) a speed of not less than 25 Mbps for downloads; and (ii) a speed of not less than 3 Mbps for uploads; and (iii) latency less than or equal to 100 milliseconds.[1]
WSBO	WSBO is an acronym for the Washington State Broadband Office.

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