

# Guidance on Executive Summary (Worksheet #18)

Version 1.0 - May 1, 2023

- This document contains step by step guidance on how communities and Tribes should create their Executive Summary.
- **BLUE FONT** indicates directions or guidance and should be deleted in the final version of executive summaries.

## What is the Executive Summary?

- The Executive Summary functions as a document to thread together the various components of the WSU Extension Broadband Workbook to help create local broadband and digital equity plans.
- These plans can be considered ‘drafts’ that can be built upon to improve local plans and will inform the State’s 5-year plan framework. The 5-year action plan will provide a foundation and framework for the WSBO’s Initial Proposal and Final Proposal for BEAD and Digital Equity Funding. There will be further opportunities to provide input as those proposals are developed.
- The Executive Summary is NOT a grant application. There will be further opportunities to develop a comprehensive plan in preparation for grant opportunities and communities can use this executive summary as a resource to help apply for other grant opportunities.

## Expectations

- **Regional coordinators are expected to support the development of the Executive Summary, including supporting the transfer of data from the workbook/Mastersheet to the Executive Summary.** They should help set plan milestones for developing and completing this document, including setting time for necessary reviews with stakeholders.
- The BAT/Tribe is accountable for the content of the final version of the Executive Summary, but the Regional Coordinator needs to support with content structure, understanding the issues, providing feedback and pulling in support from Regional Advisors and others as needed.
- There are no word or page limitations. This Executive Summary is a framework for the details of the plans, with key takeaways and points associated with sections below.
- BATs/Tribes may optionally choose to add sections or content outside of the required worksheets, including the attachment of additional documents that demonstrate existing or ongoing Broadband & Digital Equity work, such as potential project areas they have already identified.

# Broadband & Digital Equity Local Action Plan

*[Insert County/Tribe Name]*



June 14, 2023

## Introduction/State of the County or Tribe

*Introduce your county or Tribe and the current state of broadband and digital equity at a high level:*

- *Demographics, population, industries, and/or geography.*
- *How is the county/Tribe thriving currently? How is it struggling currently? (In regards to broadband infrastructure and digital equity needs).*

*Suggested points also include your team's vision statement for broadband and digital equity, how reviewers should look at the following document (is it based on a recent study? Is it a living document?), and who were the key contributors.*

## Abstract

### Broadband

*Summary of key takeaways (recommended 6-8 top points) covered in this summary. Suggested points include:*

- *Areas of greatest need*
- *Unserved/underserved locations and/or areas*
  - *If applicable: Include Community Anchor Institutions that lack reliable Internet*
- *Previous successes or existing work that can be built on*
- *Key partners*
- *Optional: Project areas, cost estimates/funding needed, ranking if needed*
- *Most prominent obstacles that have impeded broadband deployment to unserved areas*
- *Next steps: Sustainability plan, needs to maintain momentum*

### Digital Equity

*Summary of top 6-8 points covered in this summary. Suggested points include:*

- *Areas of greatest need including geographic areas, sectors and populations*
- *Most prominent barriers to digital equity among the covered populations*
- *Most prominent barriers to the successful provision of digital inclusion services*
- *Previous successes or existing work that can be leveraged*
- *Key partners*
- *Potential projects or programs to address the needs and barriers*
- *Next steps: Sustainability plan, needs to maintain momentum*

# Broadband Infrastructure Summary

## I. Broadband Base Map Review

*Based on basemap & Worksheet #7 (Reviewing your Broadband Basemap)*

*Summarize the data points within this section in paragraph format. Capture agreement/disagreement with available state and federal data. Make sure to ID areas that are ineligible for funding according to the FCC so they can be flagged as problem areas (should be high-level for now, evidence/challenge process will happen later). For example, “X Tribal lands show as served, but are not”.*

## II. Local Broadband Asset Inventory

*Summarize the data points within this section in paragraph format. Call out the most important parts of the inventory exercise that will allow you to close gaps.*

Organizations currently serving our community with broadband assets

*Insert data into table and/or include screenshots from your basemap*

<b>Organization</b> <i>(Broadband Asset Inventory Responses - Column B/Organization Name)</i>	<b>Assets</b>

Upcoming projects that may allow for Conduit/Fiber/Infrastructure Placement

*Insert from Worksheet #13 (Potential Paths Forward for Broadband), question 13.8*

- *Project 1, timeline, opportunity*
- *Project 2, timeline, opportunity*
- *Project 3, timeline, opportunity*

Community Anchor Institutions (CAIs) being well served

*Insert from Worksheet #9 (CAI Outreach) Form Responses, Column H (Are you satisfied with your current service?). Please note that the next section will address CAI's that are not being well served.*

ISPs currently serving our community (potential partners for upcoming work)

*Insert from Worksheet #10 (ISP Outreach) Form Responses Column K (Are you interested in working with our Broadband Team to address broadband needs in the community)*

**Organizations providing data for our community broadband map and details on current speeds/pricing**

*BAT/Tribe should bring in a list of organizations that responded to Worksheet 8 (Local Asset Inventory), 9 (CAI Inventory), 10 (ISP Outreach). Can reference any other mapping or online sources for details on speeds/pricing*

<b>Organization</b> <i>Organizations that responded to Worksheet 8 (Local Asset Inventory), 9 (CAI Inventory), 10 (ISP Outreach)</i>	<b>Notes on Internet Speeds/Pricing Options</b>

**III. Broadband Infrastructure Needs Assessment**

Community Anchor Institutions that need improved services or where cost of services is too high

*Insert from Worksheet #9 (CAI Outreach) Form Responses, Columns H&I (Are you satisfied with your current service? Would you like to share any additional comments you have about service at your institution and in your community?)*

Areas lacking broadband

*Summarize worksheet #11 (Infrastructure Gaps on our Community Map) & insert screenshots from Basemap*

Areas where the cost of services may be too high for the average household

*As there is no overarching national definition of affordable broadband, this will need to be determined by the community. We encourage you to triangulate different ways of assessing affordability and compare them with what your BAT/Tribe has learned through their own community engagement.*

*Some ways you can do this is:*

- *Consider input from CAI's like school districts, libraries, etc.*
- *Review your basemap for available service, and take note of where there is low adoption, and low income. The NoaNet Map provides some different ways to look at the question of affordability for your community.*
- *Additional considerations:*
  - *BEAD funding is tied to 150% of the federal poverty level. ACP eligibility is tied to 200% above the federal poverty level. Neither of these tie directly to cost of living which varies by location and family size.*

- *The Self-Sufficiency Standard considers cost-of-living at the county level relative to different family size configurations and may be especially helpful for assessing the needs of families with children or young adults and higher-cost areas.*

## **IV. Obstacles And Barriers To Broadband Infrastructure Deployment**

### Challenges to broadband deployment

- *Summarize responses from Local Asset Inventory*

### Financial gaps preventing infrastructure investment

- *Summarize from worksheet #12 (Obstacles to Broadband Infrastructure Deployment)*
- *Examples include: Availability of match, ARPA funds previously allocated or timeline concerns, business planning, etc.*
- *Include any details on conversations with ISPs about the amount of customers needed to make serving an area financially feasible.*

### Workforce gaps

- *Summarize from worksheet #12 (Obstacles to Broadband Infrastructure Deployment)*
- *Identify all telecommunications contractors (engineering, construction, maintenance, locate companies, etc.) in the area. What are the gaps?*
- *Do you have engagement/plans for future engineering and construction for telecommunications projects that take into account things like supply chain issues, worker availability, Wireline and Wireless construction labor force, etc.?*

### Policy barriers

- *Summarize from worksheet #12 (Obstacles to Broadband Infrastructure Deployment)*
- *Examples include: Broadband Investment programs such as state and local broadband construction funding, prioritization by local community leaders on other social and economic concerns, permitting fees and barriers, timelines and cost, Franchise Ordinances preventing broadband expansion, “dig once” policies, policies limiting projects to unserved only.*
- *Summarize franchise challenges/barriers.*

### Community awareness issues

- *Summarize from worksheet #12 (Obstacles to Broadband Infrastructure Deployment)*
- *Examples: Low Adoption Rates due to ACP program awareness, transient personnel, language barriers, digital awareness, limited funding and capacity to support grant application programs.*

## Geographic and environmental issues

- *Summarize from worksheet #12 (Obstacles to Broadband Infrastructure Deployment)*
- *Examples: Consultations required by local jurisdictions; environmental, cultural, historical, geographic challenges to wireless deployment, severely high construction costs due to last mile construction expenses.*

## **V. Potential Paths Forward**

*This section is focused on how to move forward. Please summarize the items below in paragraph form.*

### Planned expansion areas

*May include ISPs, franchises, other potential infrastructure partners. Include upcoming projects that may allow for conduit placement (Worksheet #13 [Potential Paths Forward for Broadband]) and from Worksheet #10 ISP Outreach) Form Responses Column F (Are there areas in the county/Tribal area where network expansion is underway?)*

*If you would like to incorporate findings from a Rapid Design Study:*

- *Include a comparison of the public domain known fiber and the data from the NoaNet map.*
- *Analyze the tower fiber routes, do the routes make sense? Do any leverage existing assets? How would the County prioritize these routes? Any benefits to altering a route?*
- *Analyze the rapid design study with wireless providers on the BAT (or serving the count)*
- *Include any feedback (limitations of the study, areas of concern, analysis of the cost modeling...will it cost more? Why? Is the equipment specified available? Thoughts about the proposed tower locations? Who owns the tower sites? What additional work would need to be done?*
- *REQUEST .kmz or .shp of project areas if you would like them added to your broadband base map.*

### Possible funding sources

- *Summarize from worksheet #13 (Potential Paths Forward for Broadband)*
- *Rapid Design study provides a discussion of municipal bonds. Provide any challenges, caveats, considerations for this approach.*
- *Rapid Design study provides USDA Grant Analysis of all known USDA Reconnect points and potential application issues. Discuss with USDA rep (if time allows). Summarize the opportunity for USDA funding and any challenges, limitations. Are known project areas eligible...what match requirements, etc. are needed.*
- *How could WSU planning funds be utilized in next steps to move forward?*

## Local leadership

- *Summarize from worksheet #13 (Potential Paths Forward for Broadband)*
- *Rapid Design Study presentations could be summarized in this section, when held, who attended, feedback, subsequent presentations needed and key attendees to include, what additional analysis could be needed.*
- *How will BAT engagement continue past the deadline of June 14th?*

## Workforce solutions

- *Summarize from worksheet #13 (Potential Paths Forward for Broadband)*
- *Examples include: Investment in and promotion of training programs and apprenticeships designed to support fields such as broadband deployment, fiber optic construction, customer support, network management and security. Outreach programs or public campaigns that elevate public awareness of available workforce opportunities. Look at nontraditional workforce pools (people released from the prison system, high school seniors, recently retired, etc.) for training programs. Certification programs that are available. Traditional and non-traditional training and education resources.*
- **Spotlight example:** *As the deployment of broadband infrastructure increases across the state, the state will be requiring that construction crews have the necessary directional drilling training, certification, and experience. To address the current needs in the state, the Nisqually Tribe started a directional drilling training program. To further expand the reach of the program, the Tribe is partnering with PacMtn Workforce Development Council to send cohorts of trainees through this program. Further expansion of this program and others like it should be developed to ensure a highly trained and skilled workforce is available within Washington to meet the demands of the BEAD Program and other broadband infrastructure expansion opportunities.*

## Policy solutions

- *Summarize from worksheet #13 (Potential Paths Forward for Broadband)*
- *Examples include: Plans to coordinate rights of way, and permitting efficiencies for state and local agencies with prospective broadband programs. Considerations taken around self permitting, funding to support capacity and training for permitting and joint use agencies. Considerations for regional approaches to environmental reviews. Creation of a state insurance fund to help counties that do not have the tax base to fund maintenance and repairs once BEAD funds are spent, especially recovery related to wind storm or wildfire damage.*

## Upcoming municipal projects & conduit placement

- *Summarize from worksheet #13 (Potential Paths Forward for Broadband)*
- *Rapid Design Study should include fiber routes that could be compared to known projects. Summarize these opportunities.*

# Digital Equity Summary

## I. Demographic Base Map Review

*Summarize the data points within this section in paragraph format. It's recommended that you include some details about your approach, and your level of confidence in the below data. Consider what might be missing or what voices may be missing from BAT/leadership that should be included in future efforts. [This data dictionary](#) can be utilized to find the reference data on the base map and dive deeper into the source data. It is also a central source for Covered Populations data by County; Covered Populations definitions, Key Data Sources and Key Poverty Measures.*

Public data does/does not accurately reflect our local population characteristics

- *Summarize from worksheet #7 (Reviewing your Broadband Base Map)*

Areas that appear to lack digital equity resources

- *Summarize from worksheet #7 (Reviewing your Broadband Base Map) & worksheet #15 (Digital Equity and Access Needs Assessment)*

Covered populations that are prevalent in our community

- *Can be sourced from Basemap census data*

Local layers added to the Basemap more accurately reflect our community

- *Basemap & file uploads from worksheet #14 (Digital Equity Asset Inventory) form responses & worksheet #9 (CAI Inventory) form responses*
- *Summarize responses from Worksheet #10 (ISP Outreach)*

*When you are completing the above evaluation, you are encouraged to consider your level of confidence about the accuracy of how your community is reflected on the map. Some considerations might be:*

- *Are underrepresented populations accurately portrayed, and whether the community has received their input or not?*
- *Are there missing voices/perspectives on the BAT?*

## II. Digital Equity Asset Inventory

Organizations currently serving our community with digital equity services, and what the services are

- *Worksheet #14 (Digital Equity Asset Inventory) Form Responses & Worksheet #17 (Potential Paths Forward for Digital Equity) & Basemap*
- *Examples of state-level entities to consider including in your list in addition to your local inventory*

- Washington State Library
- Washington State Board for Community and Technical Colleges
- Washington State Department of Social and Health Services
- The Office of Superintendent of Public Instruction
- Washington State Department of Health
- 211
- United Way
- Goodwill
- Workforce Development Councils
- DSHS Office of Immigrant and Refugee Assistance
- Health Benefit Exchange
- Department of Health
- The Home and Community Services Division (DSHS HCS)
- Washington State Office of Equity
- Department of Children, Youth, and Families (DCYF)
- DSHS ESA
- Department of Health WIC
- Washington Community Action Network
- DSHS- Developmental Disabilities Administration
- Developmental Disabilities Council
- Employment Security Department WIOA

<b>Organization</b> <i>From worksheet #14 (Digital Equity Asset Inventory) Form Responses</i>	<b>Highlighted Services</b>

### Upcoming events or projects that could support digital equity efforts

*Summary from Worksheet #17 (Potential Paths Forward for Digital Equity)*

- *Event 1, location, time, audience, anticipated outcome/community benefit*
- *Event 2, location, time, audience, anticipated outcome/community benefit*
- *Project 1, location, timeframe, description of demographic/need being served, anticipated outcome/community benefit*

### Organizations currently supporting covered populations but not engaged in DE efforts

*Communities will need to review responses where the organization supports covered populations but checked "no" to having DE plans or assets - this is a start but BAT/Tribe may need to supplement the data. BAT should reflect on potential DE partners from Worksheet #14 (Digital Equity Asset Inventory)*

### Community engagement resources & spaces for classes, trainings, or meetings

- *Summarize from worksheet #14 (Digital Equity Asset Inventory) responses*

### **III. Digital Equity Needs Assessment**

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

- *Summarize from worksheet #15 (Digital Equity and Access Needs Assessment)*

Demographics/populations that face barriers or lack access to digital equity services

- *Summarize from worksheet #15 (Digital Equity and Access Needs Assessment)*  
*It is helpful to pinpoint the type of mismatch for a given service relative to different target groups and covered populations. Existing digital equity services may not be fully reaching target groups due to things like:*
  - *Lack of awareness,*
  - *Lack of adoption*
  - *Lack of availability on the part of those groups.*
- *It is also helpful to pinpoint specific gaps in digital literacy training when possible. Sufficient and culturally competent digital literacy training around particular issues such as online privacy and safety may be an unmet or less met need.*

Sectors (gov't, community, cultural services) that face barriers to access or lack available digital equity services

- *Summarize from worksheet #15 (Digital Equity and Access Needs Assessment)*
- *Community anchor institutions such as local government, community services, and cultural services may be facing inadequate capacity to provide reliable online services, such as the less-than-needed ability to:*
  - *Make online service accessible to those with disabilities,*
  - *Keep information current,*
  - *Formulate and abide by digital equity policy,*
  - *Attract and retain design and technology talent*
  - *Implement and maintain adequate online services or equipment.*

### **IV. Barriers to Digital Equity**

Barriers preventing access, adoption and use of the Internet and devices:

- *Summarize from worksheet #16 (Obstacles to Broadband Access and Adoption)*

Barriers and gaps preventing the provision of digital equity support services throughout our region:

- *Summarize from worksheet #16 (Obstacles to Broadband Access and Adoption)*

Community awareness issues inhibiting digital equity resources from being utilized:

- *Summarize from worksheet #16 (Obstacles to Broadband Access and Adoption)*

Needs, gaps, or barriers in ability to assess the digital equity landscape of your community

- *Summarize from worksheet #16 (Obstacles to Broadband Access and Adoption)*

## **V. Potential Paths Forward**

Possible funding mechanisms

- *Summarize from worksheet #17 (Potential Paths Forward for Digital Equity)*
- *Additional guidance available [here](#)*
- *Identify the types of projects and programs that your community would like to pursue to address the needs and barriers in your community*
- *Identify strategies for seeking funding for digital equity efforts, such as federal and state grant programs, community foundations, [Community Reinvestment Act funding from banks](#) regulated by FDIC/Federal Reserve/Office of the Comptroller of the Currency.*
- *Determine which funding opportunities are aligned with the types of services needed in your community.*
- ***Spotlight example:** To address the need for coordinated digital equity resources across King County, [Workforce Development Council of Seattle-King County](#) partnered with City of Seattle's Digital Equity Team, King County IT, and Seattle Public Library and applied for an estimated \$1M [Washington State Broadband Office grant](#) to support 12 Digital Navigator programs by community based organizations. The [City of Seattle's Digital Equity Team's](#) five Digital Navigation grantees were funded by their Cable Franchise Fee funded [Tech Matching Fund](#). The partners are building a resource hub for digital navigators, expanding their [Digital Equity Asset Map](#), group device purchases, and sharing training and materials.*

Entities providing leadership in this area

- *Summarize from worksheet #17 (Potential Paths Forward for Digital Equity)*

Regions/populations of high significance for outreach in our community

- *Summarize from worksheet #17 (Potential Paths Forward for Digital Equity)*

## Local ISPs interested in DE partnerships

- *Summarize from worksheet #17 (Potential Paths Forward for Digital Equity)*

## Upcoming programs or projects that could support DE efforts

- *Summarize from worksheet #17 (Potential Paths Forward for Digital Equity)*