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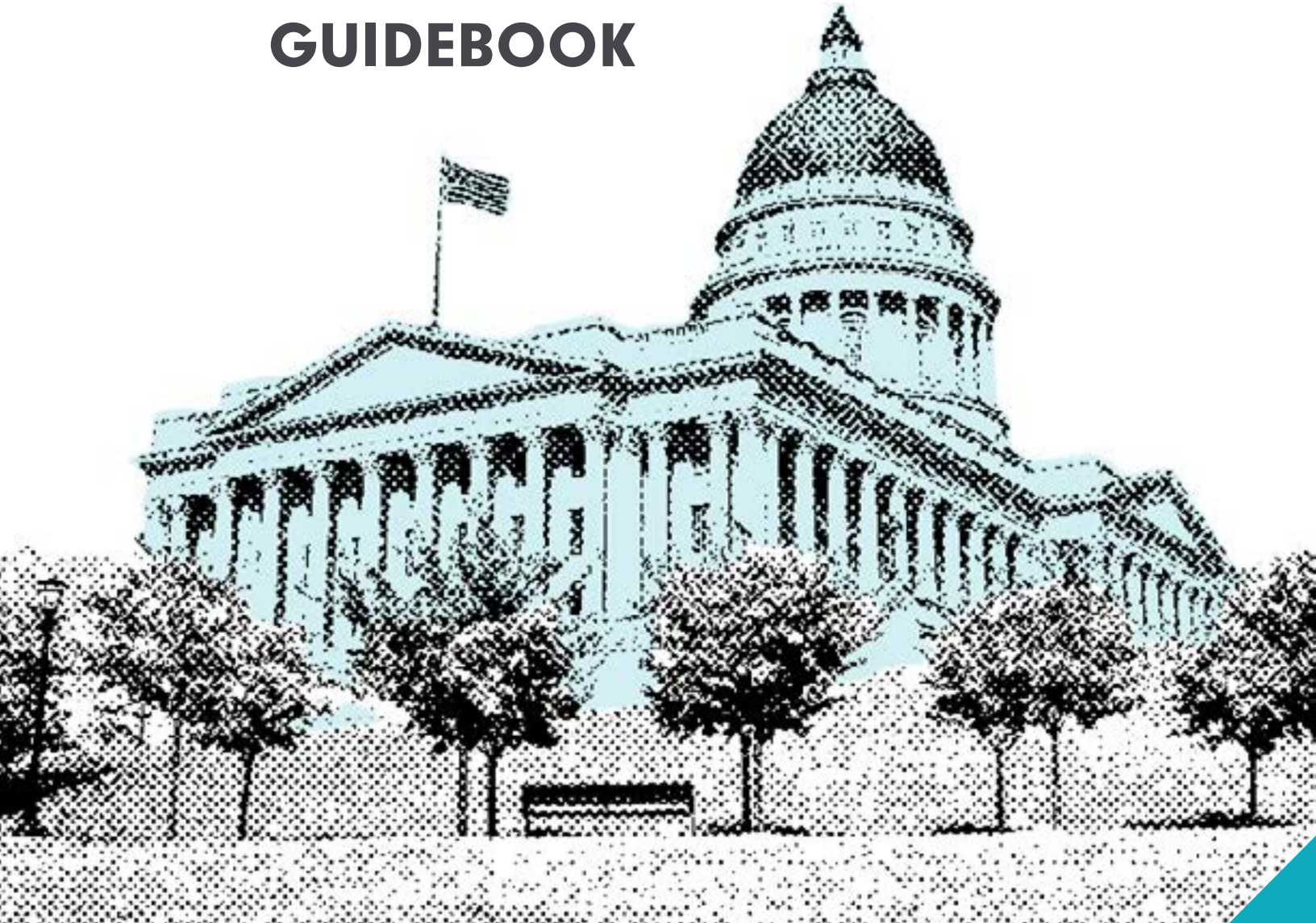
Governor's Office of Economic Opportunity
UTAH BROADBAND CENTER

UTAH LOCAL BROADBAND PLAN

GUIDEBOOK



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INTRODUCTION

What you need to know:

On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This Act included a $65 billion investment in high-speed broadband internet infrastructure and efforts to close the digital divide in order to ensure that all Americans have access to reliable, affordable, high-speed internet.

Included in the IIJA was the Broadband Equity, Access, and Deployment (BEAD) Program. The BEAD Program provides $42.45 billion to expand high-speed Internet access by funding planning, infrastructure deployment and adoption programs throughout the United States.

This grant program will include two phases, with funding in each phase. The first phase is planning and the second is implementation. The state of Utah was awarded $5 million to support both the creation of a state-wide 5-Year Action Plan and provide funding for local communities to create Local Broadband Plans.

This **workbook** and template will help your community draft a Local Broadband Plan. The Local Broadband Plans will be used to inform the statewide Five-Year Action Plan that will determine Utah's broadband priorities over the coming years.

OVERVIEW OF THE LOCAL BROADBAND PLAN REQUIREMENTS

This guidebook is intended to provide local Utah communities with the resources and tools to develop a Local Broadband Plan. This document includes best practices, references and suggestions for crafting a comprehensive plan that will meet the standards for inclusion in the Utah statewide Five-Year Action Plan.

Utah's Five-Year Action Plan is being developed in accordance with both the Federal Broadband Equity, Access, and Deployment (BEAD) Program requirements and the Federal Digital Equity Program requirements. The 13 requirements of the Five-Year Action Plan are contained in the Appendix of this guidance document. These are required for the Utah state-wide plan but used only as guidance for the Local Broadband Plans. If you would like more information about Federal guidelines, visit...

BEAD Notice of Funding Opportunity (NOFO)

Digital Equity Program Notice of Funding Opportunity (NOFO)

The Five-Year Action Plan establishes Utah's broadband goals and priorities and serves as a comprehensive needs assessment. The state Five-Year Plan, which will include your Local Broadband Plan, will be a critical tool for the distribution of federal funding for broadband projects in Utah over the next five years.

LOCAL BROADBAND PLAN AND DIGITAL ACCESS PLAN ALIGNMENT

As communities develop their Local Broadband Plans, the Utah Broadband Center encourages them to look at additional barriers to access such as affordability and digital skills gaps. Removing these barriers to access is an important part of ensuring that all community members can benefit from high speed internet. The state of Utah is looking at these types of issues along with broadband infrastructure needs as the State develops its Five-Year Action Plan.

For communities that have received funding for both a Local Broadband Plan and a Digital Access Plan, they are encouraged to create two separate documents while incorporating elements from their Digital Access Planning into their Local Broadband Plan.

HOW TO USE THE LOCAL BROADBAND PLAN GUIDANCE AND TEMPLATE

The following pages outline a proposed template and associated guidance for creating a Local Broadband Plan. The proposed structure includes seven sections:

If a community chooses to use a different template from the one provided by the Utah Broadband Center, they must first gain written approval.

The following pages will walk you through the plan template.

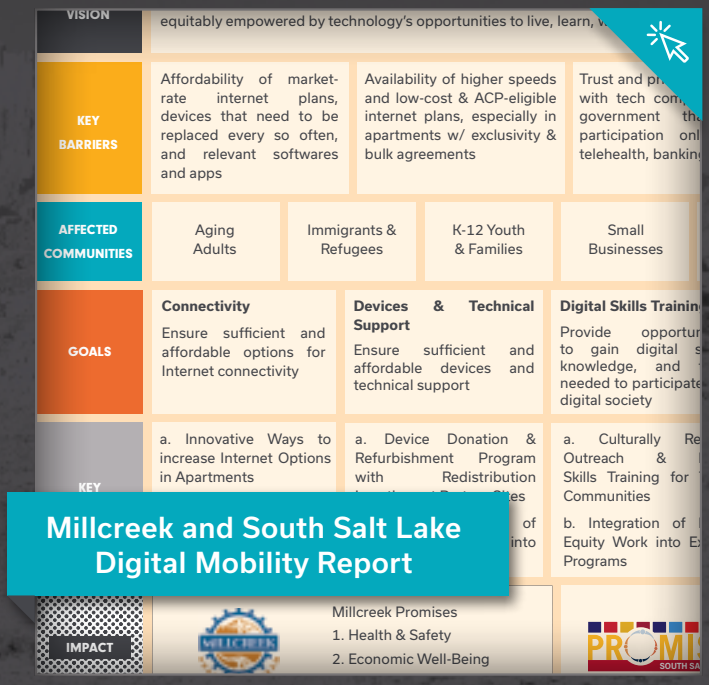
If you have any questions, or require technical assistance, in the development of your Local Broadband Plan, please reach out to Claire Warnick from the Utah Broadband Center at cwarnick@utah.gov or 801-450-6682.

EXECUTIVE SUMMARY

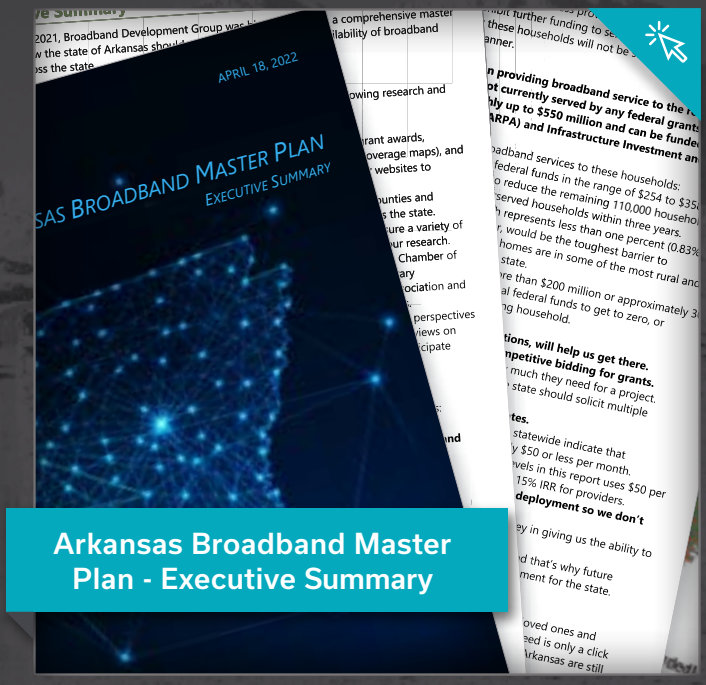
An Executive Summary is a brief document that summarizes your larger Local Broadband Plan. It will be the first section of your Local Broadband Plan and is to be written for a non-technical audience. It should be concise, yet comprehensive enough to provide an overview of the entire Local Broadband Plan. The Executive Summary should be written in plain language, avoiding jargon and technical terminology. It should include the purpose, key points, and any conclusions or recommendations of the Local Broadband Plan.

Included in the template are fillable boxes you may use to format your Executive Summary. You may format this section as you see fit using the formatted boxes included or write your Executive Summary long-form. Below are examples of how to create your Executive Summary.

EXAMPLE OF EXECUTIVE SUMMARIES



Millcreek and South Salt Lake Digital Mobility Report



Arkansas Broadband Master Plan - Executive Summary

1. OVERVIEW OF THE LOCAL BROADBAND PLAN

1.1 VISION

The purpose of this section is to provide a clear, specific picture of the Community's vision for broadband deployment and digital access.

The Community may use this section to describe what success looks like for its Community, inform strategies, serve as a guide for setting goals and objectives, and determine the activities the Community will choose to prioritize in the Local Broadband Plan.

Communities that are also utilizing funding to create a Digital Access Plan should ensure that their Digital Access Plan is closely linked to and aligned with this plan.

1.2 GOALS AND OBJECTIVES

In this section, the Community will explicitly state its goals and objectives for broadband deployment and digital access. Communities should consider long-term objectives for deploying broadband; closing the digital divide; addressing access and affordability issues; and enhancing economic growth and job creation. Goals are achievable outcomes that are generally broad and long-term. Example goals of a Community may include:

Ensure all residents of the Community have access to high-speed internet irrespective of their location within the Community

Empower local municipalities to develop and implement lasting broadband infrastructure across the Community

Close the remaining digital divide within the Community and improve digital access among all citizens

Objectives are specific, measurable, attainable, relevant, and time-based. They support the attainment of the goals. Example objectives may include:

Develop broadband investment and deployment strategies for unserved and underserved areas

Leverage all federal sources of broadband funding to achieve the Community's broadband deployment and digital inclusion goals

Develop and strengthen partnerships with Community stakeholders to identify opportunities for Community support and coordinate initiatives

Communities should include long-term goals and objectives that specifically address:

- Broadband Deployment
- Digital Access
- Broadband Affordability
- Economic Growth and Job Creation

The Community may include information from any existing strategic plan otherwise developed by the Community, if applicable.

2. BACKGROUND

2.1 SCOPE OF BROADBAND PLAN

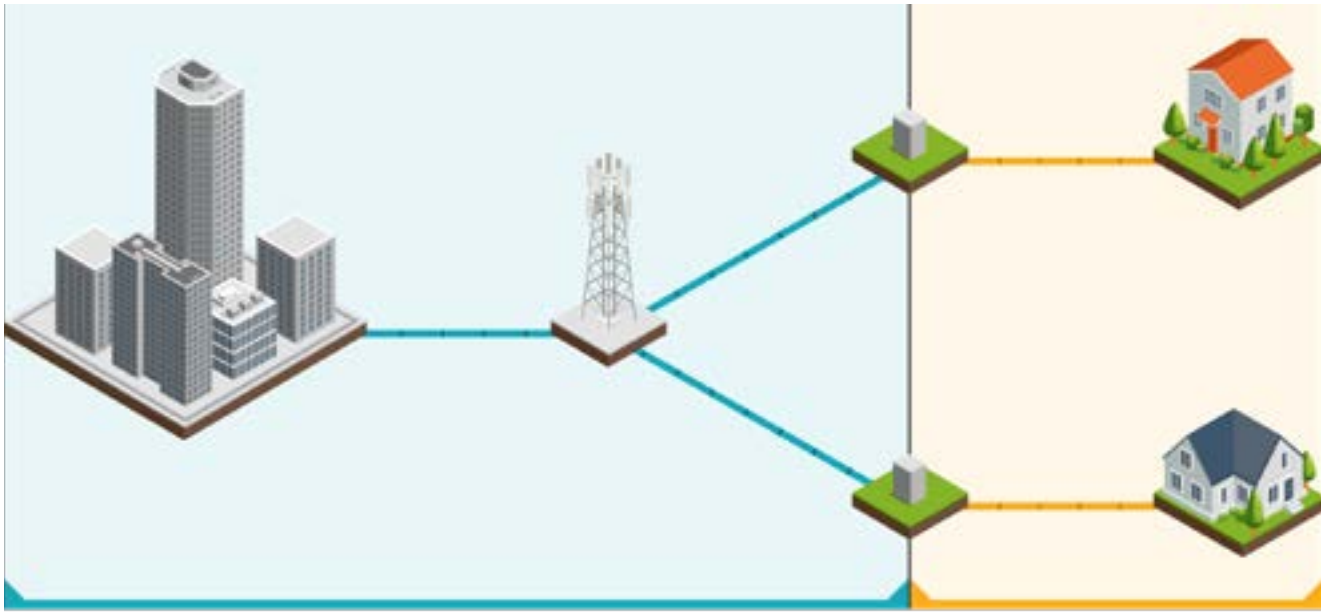
This section is used to show the extend of the study area for this Local Broadband Plan. Write any useful background information about the Community that may be useful for context for anyone reviewing this Local Broadband Plan. Include a map of the region being included in this plan and a map showing future annexation areas if applicable.

2.2 WHAT IS BROADBAND?

Broadband is a dedicated connection to high-speed internet. The threshold for what speed is defined as high-speed internet changes according to the standards presented by the Federal Communication Commission (FCC). Currently, broadband is defined as any speeds above 25 megabits per second (Mbps) download speed and 3 Mbps upload speed (25/3 Mbps). The FCC is proposing to redefine broadband as 100/20 Mbps.

The Broadband Equity, Access, and Deployment (BEAD) Program defines households with less than 25/3 Mbps as unserved locations and those with less than 100/20 Mbps as underserved locations. Community anchor institutions with less than 1/1 gigabits per second (Gbps) speeds are also considered underserved.

Additional information about broadband and networks is pre-written in the template. Information in this section can be modified to meet a Community's needs or left as-is.



3. CURRENT STATE OF BROADBAND AND DIGITAL ACCESS

3.1 METHODS TO DETERMINE THE CURRENT STATE OF BROADBAND

This section is used to list and detail all methods and activities performed to determine the current state of broadband and digital inclusion in Community. Sample activities include public outreach, public surveys, internet speed tests, stakeholder meetings, meeting with internet service providers, existing assets assessment, disparity analysis, research, and GIS Mapping. Include any other activities that were performed to discover existing broadband conditions in the Community.

3.2 EXISTING RESOURCES

The purpose of this section is to document the resources—including structural, financial, programs, and personnel—available to the Community. Documenting the current state of broadband and digital inclusion is key to identifying the resources and relationships available to the Community, understanding what gaps and barriers may exist, and informing and improving future planning and implementation of activities that effectively carry out its goals and objectives.

The following tables are provided in the template to assist the Community in gathering and documenting information in a simple, structured manner, along with some examples. Delete any tables that do not apply to your location.

Additional Content Possibilities:

- Existing policies related to broadband
- Mapping or other technological resources used to inform broadband related activities
- Studies and best practices
- Outreach endeavors.

Table 1: Current Broadband-related Activities that Community Conducts

Use this table to identify current broadband-related activities, which should include, but are not limited to:

- Any activities that the Community currently conducts;
- Any previous plans or goals for availability of broadband within region

ACTIVITY NAME	DESCRIPTION	INTENDED OUTCOME(S)
Name of activity	Brief description of activity	Brief list of intended outcome(s)
Ex: Roundtable Discussions	Community hosted a series of roundtable discussions across the Community to identify broadband needs and challenges and solicit input from local stakeholders	Observations and feedback from community outreach will inform the development of the Community's broadband plan, objectives, and implementation approach
Ex: Broadband Council	Community established an interagency council to coordinate on ongoing and planned boardband initiatives	The council will enable a coordinated and streamlined approach to broadband projects proposed across Community agencies

Table 2: Current and Planned Full-Time and Part-Time Employees

Use this table to identify the current and planned employees that will assist in implementing or administering any broadband activities in Community and the duties assigned to those employees.

CURRENT/PLANNED	FULL-TIME/PART-TIME	POSITION	DESCRIPTION OF ROLE
Current or Planned	FT or PT	Position	Brief description of role
Ex: Current	Full-time	Outreach Coordinator	Oversees and manages local coordination and stakeholder engagement activities
Ex: Planned	Part-time	Grant Coordinator	Oversees all grant management activities and ensures compliance with federal regulations

TABLE 3: CURRENT AND PLANNED CONTRACTOR SUPPORT

Use this table to identify the current and planned contractors that will assist in implementing and administering any broadband activities in Community and the duties assigned to those employees.

CURRENT/PLANNED	FULL-TIME/PART-TIME	POSITION	DESCRIPTION OF ROLE
Current or Planned	FT or PT	Contractor Position	Brief description of contractor's role
Ex: Planned	FT	Digital Equity Subject Matter Expert	Provides targeted support related to efforts that promote digital literacy, equity, and inclusion
Ex: Planned	FT	GIS Data Analyst	Provides support to build Community's broadband availability maps, and support FCC Mapping and Challenge Process

TABLE 4: BROADBAND FUNDING

Use this table to identify the funding from various sources, including its own, that the Community currently has available for broadband deployment and other broadband-related activities. Examples of funding include, but are not limited to, other NTIA competitive grant programs, USDA telecom and broadband programs, American Rescue Plan funding, Treasury funding, and other federal, state, and local government programs.

The Community may consider resources, such as USASpending.gov to populate this table and identify funding sources being spent within a Community. The funding could be stated as a sum total for each of the funding programs.

SOURCE	PURPOSE	TOTAL	EXPENDED	AVAILABLE
Name of federal agency/ other source of funding	Brief description of broadband deployment and other broadband-related activities	$X,000,000	$X00,000	$X00,000
Ex: American Rescue Plan Act	Development of geospatial datasets to enhance capacity for broadband mapping; expansion and improvement of connectivity in public spaces	$39,000,000	$25,000,000	$14,000,000
Ex: USDA ReConnect	Deployment of 92 miles of fiber to provide high-speed internet to remote, underserved counties	$6,000,000	$4,100,000	$1,900,000

3.3 PARTNERSHIPS

The BEAD NOFO defines Community Anchor Institutions (CAI) as organizations that provide outreach, access, equipment and support services to facilitate greater use of broadband service in an eligible service area. This includes schools, libraries, medical and healthcare providers, public safety entities, public housing authorities, institutes of higher education and other community support organizations.

The purpose of this section is to identify and assess new and existing partners that the Community may engage for the development and implementation of the Local Broadband Plan. Such partners may include community anchor institutions and organizations that are already engaged in issues related to broadband deployment and digital access, such as local governments, college and university systems, school systems, faith-based organizations, foundations, chambers of commerce, and local internet service providers, as well as potential new partners that are not yet engaged in this work or not yet an established partner of the Community. Include any organizations that provide outreach, access, equipment, or support services to facilitate greater use of broadband service by vulnerable populations. Vulnerable populations include, but are not limited to, low-income individuals, unemployed individuals, children, individuals who are members of a racial or ethnic minority group, veterans, individuals with a disability, the incarcerated, New Americans and aged individuals. Communities may also consider examining the partners' current and potential roles, skills, and expertise as it relates to achieving the goals of the Local Broadband Plan.

Table 5: Local Community Partners and Community Anchor Institutions

Use this table to identify the partners that may inform the development and implementation of the Local Broadband Plan. Your Community may also choose to add a column for contact information of each institution.

COMMUNITY PARTNER/ ANCHOR INSTITUTION	DESCRIPTION OF CURRENT OR PLANNED ROLE IN BROADBAND DEPLOYMENT AND ADOPTION
Name of Partner	Brief description of the current or planned role of the partner for broadband deployment and adoption in the Community
Ex: Broadband Nonprofit	Community has existing partnership with Broadband Nonprofit to support digital access initiatives, which focuses on research, community planning and capacity building. Community plans to continue partnership with Nonprofit to engage local communities and understand their broadband goals and needs
Ex: Internet Service Providers	Community plans to partner with local internet service providers to track and report on the progress of broadband adoption within the Community *Note: Internet Service Providers (ISPs) are listed in more detail in section 3.4.3 so the Community may choose not to list ISPs here.*
Ex: Community-Based Organization	Community will partner with community-based organization to increase local stakeholder participation and outreach. The organization will help coordinate and host local events and produce outreach materials to inform local community members about ongoing broadband efforts.

Table 6: State-Wide Partners

Use this table to identify state-level contacts. It has been pre-populated here in this guidebook and in the template but additional rows can be added if needed.

NAME	CONTACT INFORMATION	ROLE IN BROADBAND DEPLOYMENT AND ADOPTION
Rebecca Dilg	rdilg@utah.gov (801) 538-8681	Utah Broadband Center Director
Claire Warnick	cwarnick@utah.gov (801) 450-6682	Program Manager at Utah Broadband Center Governer's Office of Ecomonic Opportunity
Terri Mumm	tmumm@utah.gov (801) 809-7687	Digital Access Program Manager at at Utah Broadband Center Governer's Office of Ecomonic Opportunity
Lynne Yocom	lyocom@utah.gov (801) 514-4565	Fiber Optics Manager at UDOT
Vikram Ravi	vravi@ntia.gov	Federal Program Officer for Utah National Telecommunicaitons and Information Administration

3.4 ASSET INVENTORY

The purpose of this section is to catalogue the Community's unique assets related to:

- Broadband Availability (3.4.1)
- Digital Access (3.4.2)
- Broadband Affordability (3.4.3)

This asset inventory is intended to capture both existing hard assets (e.g., towers, buildings, utility poles) and soft assets—or efforts (e.g., programs, activities, strategies, skills, technical assistance)—that can be leveraged to close the digital divide. Communities should do their best to conduct a comprehensive assessment. However, communities are not required to develop an exhaustive inventory and should focus on assets that can readily be leveraged, such as those that are publicly owned in the case of hard assets. Identifying and taking inventory of what resources are available to implement the Local Broadband Plan is critical to ensuring that Communities are not only able to identify the needs and gaps as they pertain to broadband availability and digital access in the Community, but also to identify what assets – such as organizations, physical spaces, people, and institutions – are available to achieve the goals and objectives of the Community.

State and federal resources the Community may consider as they design their asset inventory are linked at https://www.connectingutah.com/local-planning-grants

WHAT IS AN ASSET?

For the purposes of this Plan, "assets" refers to both:

Hard Assets

Such as towers, buildings, utility poles

Soft Assets

Such as programs, activities, strategies, skills, technical assistance

If the Community is making a separate Digital Access Plan, copy all relevant sections to this plan (especially for Broadband Affordability and Digital Access).

IMPORTANT:

If data or other information necessary for the asset inventory is unclear or unavailable, please identify any plans to clarify and/or obtain this data.

3.4.1 Broadband Availability

In the context of this plan, broadband availability looks at whether the high-speed broadband infrastructure and services are available to residential and commercial customers. This section should analyze, identify, and map all existing assets related to broadband availability in the Community. The following list includes example assets that the Community may identify and detail:

Public access points

Public Wi-Fi and networks

Open access middle mile networks

Existing rights of way

Cellular connectivity (Mobile Broadband)

Highly skilled workforce available to deploy broadband

Percentage of residents within the Community who have adopted broadband

Conduits or dark fiber deployed by the State/ Community or other government entities

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

State- or Community-owned land that providers could utilize at low-or no-cost for broadband deployment

State- or Community-owned structures and utility infrastructure that providers could utilize at low- or no-cost for broadband deployment (e.g., towers, water towers, silos, buildings, utility poles)

3.4.2 Digital Access

Digital access looks at whether people have the knowledge, skills, and personal hardware to access high-speed internet. The following list includes example assets that the Community may identify and detail:

- Programs that provide digital literacy and digital skills training
- Computer refurbishing programs
- Programs that provide subsidized or low-cost devices (e.g., computers, tablets)
- Digital equity/inclusion coalitions
- Digital Navigator programs
- Workforce development training and employment services related to broadband adoption (e.g., computer/digital skills training, apprenticeships)
- Programs that conduct awareness and outreach activities of digital inclusion programming and resources (e.g., marketing and awareness campaigns)
- K-12 school system one-to-one computer programs
- Existing ISP programs that promote adoption (e.g., adoption campaigns, low-cost plans, digital inclusion initiatives)
- Cyber Security training programs
- Incentives (e.g., subsidies, tax benefits) for incorporation of broadband across different sectors (e.g., education, agriculture, economic development, telemedicine)
- Civic and volunteer organizations that provide volunteer and advocacy assistance for digital access programs
- Loaner computer/hotspot programs
- Public computing labs
- Programs that offer discounted or low-cost devices with affordable maintenance costs
- Technical assistance to support digital access (i.e., Digital Navigators who provide community members with support to access and utilize home internet connectivity, devices, digital skills, etc.)
- Taskforces or place based coalitions that work towards digital access and include a diverse group of stakeholders in the Community (e.g., engagement with ISPs, state agencies, local community champions, local governments, tribal leaders, community-based organizations, libraries, educational institutions, local businesses, federal landowners, residents, etc.

Table 7: Types of Connectivity

Use this table to identify the type of connectivity available to what percentage of residents.

	TECHNOLOGY AVAILABLE TO % OF POPULATION				
CITY	DSL	FIBER	CABLE	WIRELESS	OTHER
Ex. City A	94.24%	34.28%	91.74%	100.00%	0.00%
Ex. City B	96.41%	0.00%	94.42%	100.00%	0.00%
Ex. City C	97.34%	3.88%	94.63%	100.00%	0.00%

Tables 8 through 11: Broadband Speeds Tables

Tables 8 and 9 show the wireline speeds available to residents throughout the region with Table 8 showing download speeds and Table 9 showing upload speeds. Tables 10 and 11 show the wireless speeds available to residents throughout the region with Table 10 showing download speeds and Table 11 showing upload speeds. Speed tiers in the left column may be modified in a way that fits your region the best.

TABLE 8. WIRELINE BROADBAND AVAILABILITY

PERCENT OF COMMUNITY POPULATION WITH AVAILABLE **DOWNLOAD** SPEEDS

DOWNLOAD SPEED	CITY A	CITY B	CITY C	CITY D	CITY E	CITY F
3 Mbps	97.33%	96.63%	97.88%	96.50%	99.94%	98.20%
10 Mbps	95.57%	95.14%	97.53%	96.50%	99.33%	94.51%
25 Mbps	92.94%	94.57%	95.63%	94.78%	96.57%	94.51%
100 Mbps	92.94%	94.42%	95.63%	94.53%	96.57%	94.51%
1 Gbps	0.09%	0.00%	3.88%	0.00%	0.00%	0.00%

TABLE 9. WIRELINE BROADBAND AVAILABILITY

PERCENT OF COMMUNITY POPULATION WITH AVAILABLE **UPLOAD** SPEEDS

UPLOAD SPEED	CITY A	CITY B	CITY C	CITY D	CITY E	CITY F
3 Mbps	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
10 Mbps	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
20 Mbps	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
100 Mbps	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
1 Gbps	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

TABLE 10. WIRELESS BROADBAND AVAILABILITY

PERCENT OF COMMUNITY POPULATION WITH AVAILABLE **DOWNLOAD** SPEEDS

DOWNLOAD SPEED	CITY A	CITY B	CITY C	CITY D	CITY E	CITY F
3 Mbps	97.33%	96.63%	97.88%	96.50%	99.94%	98.20%
10 Mbps	95.57%	95.14%	97.53%	96.50%	99.33%	94.51%
25 Mbps	92.94%	94.57%	95.63%	94.78%	96.57%	94.51%
100 Mbps	92.94%	94.42%	95.63%	94.53%	96.57%	94.51%
1 Gbps	0.09%	0.00%	3.88%	0.00%	0.00%	0.00%

TABLE 11. WIRELESS BROADBAND AVAILABILITY

PERCENT OF COMMUNITY POPULATION WITH AVAILABLE **UPLOAD** SPEEDS

UPLOAD SPEED	CITY A	CITY B	CITY C	CITY D	CITY E	CITY F
3 Mbps	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
10 Mbps	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
20 Mbps	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
100 Mbps	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
1 Gbps	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

3.4.3 Broadband Affordability

Identify and detail assets related to broadband affordability in the Community. This may include, but is not limited to the following needs for:

- The number of residents eligible for the Affordable Connectivity Program (ACP), the percent of eligible residents who have accessed the ACP, and the steps taken to increase enrollment in the ACP;
- Discounted or subsidized broadband service and equipment programs;
- Utility assistance programs for consumers with limited incomes; and/or
- Provider agreements and contracts that are near expiration (i.e., provide the opportunity for new agreements and contracts that provide more affordable broadband services)

Affordable Connectivity Program (ACP)

A benefit program that helps ensure households can afford the broadband they need for work, school, health care and more. The benefit provides a discount of up to $30 per month toward internet service for eligible households and up to $75 per month for households on qualifying Tribal lands. Eligible households can also receive a one-time discount of up to $100 to purchase a laptop, desktop computer or tablet from participating providers if they contribute more than $10 and less than $50 toward the purchase price. The ACP is limited to one monthly service discount and one device discount per household.

Information on how to enroll is found at https://business.utah.gov/broadband/acp. Federal information is found at https://www.fcc.gov/acp.

Table 12: Providers and Prices

Use this table to identify the prices and service plans offered by various Internet Service Providers (ISP) in the area. If an ISP offers multiple pricing tiers, list them as a separate row in theis table.

PROVIDER	PRICE	DESCRIPTION OF SERVICE TIER, ADVERTISED SPEEDS, AND AFFORDABILITY	PARTICIPATES IN AFFORDABLE CONNECTIVITY PROGRAM?
Internet Service Provider	Advertised Price	Describe the speeds promised here and whether residents are generally receiving this speed. Are their plans to make more affordable for residents? Add any other relevant notes.	Yes/No
Ex: Internet Service Provider A	$40	Ex. Service Tier A promises speeds of 10-50 Mbps download speeds. They are planning to raise this tier to be 10-100 Mbps.	Yes
Ex: Internet Service Provider A	$70	Ex. Service Tier B promises speeds of 50-500 Mbps download speeds. Residents usually max out at 200 Mbps.	No
Ex: Internet Service Provider B	$50	Ex. Service provider promises at least 50 Mbps speeds. They are working to improve that to be at least 100 Mbps for the same price point.	Yes

3.5 NEEDS AND GAPS ASSESSMENT

"The purpose of this section is to identify the gaps between the current state of broadband and the need for increased broadband deployment. Conducting a needs and gap assessment will include needs identification, data collection, and analysis and evaluation

Potential resources that the Community may consider as they identify their needs and perform a gap assessment are outlined in the following sub-sections.

Local and national resources can be found at https://www.connectingutah.com/local-planning-grant-materials. **If data or other information is unclear or unavailable, please identify any plans to clarify and/or obtain this data.**

Additional Content Possibilities:

Population density map

- Population growth estimates
- Land Use Map
- Schools, Libraries, Community event centers map
- Equity zones map
- Special economic zones map
- City annexation boundaries map showing where new development is going to occur
- Results from public or Stakeholder surveys. Make sure to share aggregated survey results in the appendix as well.

3.5.1 Broadband Availabilty

Identify and detail the needs and gaps related to broadband availability (i.e. availability of high-speed broadband infrastructure and services). This may include, but is not limited to the following needs for:

- Service to unserved locations;
- Service to underserved locations;
- Service to Community Anchor Institutions (CAIs) without gigabit service;
- Development of a dedicated broadband office or governance structure to facilitate integration of broadband efforts in the Community;
- Legislative and/or regulatory solutions to overcome barriers or to accelerate infrastructure deployment;
- Solutions to funding barriers in designated "high-cost areas,";
- Improved databases and/or systems that enhance use of information to inform broadband deployment; and/or
- Increased workforce available to deploy broadband.
- Increase in public Wi-Fi and networks;
- Increase in public access points; and/or
- Increase in cellular connectivity (Mobile Broadband).

Broadband Data Maps

The Community should utilize the most recently published data maps as of the date of submission of the Local Broadband Plan and identify the date of publication used for such identification. The Community may choose to include maps, location lists, etc. in Appendices or using embedded links.

Definition: High-Cost Area

The term "high-cost area" means an unserved area in which the cost of building out broadband service is higher, as compared with the average cost of building out broadband service in unserved areas in the United States (as determined by the Assistant Secretary, in consultation with the Commission), incorporating factors that include— (I) the remote location of the area; (II) the lack of population density of the area; (III) the unique topography of the area; (IV) a high rate of poverty in the area; or (V) any other factor identified by the Assistant Secretary, in consultation with the Commission, that contributes to the higher cost of deploying broadband service in the area. For purposes of defining "high-cost area," the term "unserved area" means an area in which not less than 80 percent of broadband-serviceable locations are unserved locations. NTIA will release further information regarding the identification of high-cost areas for purposes of BEAD funding allocations at a later date.

3.5.2 Digital Access

Identify and detail the needs and gaps related to digital access (whether people have the knowledge, skills, and personal hardware to access high-speed internet) in the Community. This may include, but is not limited to the following needs for:

- Improved digital literacy
- Increased household broadband subscription
- Increased households, businesses, and CAIs with access to internet-capable devices
- Increased workforce development training and employment services related to broadband deployment and adoption
- Increased participation in the digital economy by communities traditionally disengaged
- Greater resources to support digital inclusion (i.e., organizations and/or funding for Digital Navigators)
- Increased engagement with community-based organizations, CAIs, digital inclusion/equity coalitions, state agencies, local community champions, tribal leaders, and federal and state landowners

3.5.3 Broadband Affordability

Identify and detail the needs and gaps related to broadband affordability in the Community. This may include, but is not limited to the following needs for:

- Increased support for enrollment in assistance programs (such as ACP) for low-income consumers
- Increased financial assistance for low-income consumers
- Increased options for broadband services, including a wider range of low-cost services

4. OBSTACLES OR BARRIERS

The purpose of this section is to proactively identify the obstacles or barriers that the Community may encounter as it addresses issues related to broadband deployment and digital access.

Communities may consider a variety of topics in their assessment, including, but not limited to:

- Legislative or regulatory barriers
- Procurement or contracting issues
- Labor shortages
- Lack of local digital inclusion programs/expertise
- Supply chain issues
- Topography
- Materials availability
- Digital literacy
- Industry participation

The Community may also include other relevant information that provides overarching context for the Local Broadband Plan, such as recent policy shifts, demographic trends, or key issues resulting from insufficient broadband access and resources.

5. IMPLEMENTATION PLAN

5.1 PRIORITIES

The purpose of this section is to outline the principles that the Community will consider as it develops and implements the Local Broadband Plan. These priorities should be aligned with the vision for broadband deployment and digital access in the Community.

The template includes the table below. Use this table to outline the key priorities for the Community. These priorities should be reflected in the planned activities for the Local Broadband Plan and listed in the order of importance.

Table 13: Priorities for Broadband Deployment and Digital Access

PRIORITY	RANKING	DESCRIPTION
Name of Priority	Priority level (high, medium, low)	Brief description of the priority
Ex: Leverage Existing Assets and Construction	High	Identify property within the Community for possible use for broadband infrastructure to accelerate broadband deployment
Extremely High-Cost Location Deployment	Low	Communities to set the Extremely High Cost Per Location Threshold as high as possible to help ensure that end-to-end fiber projects are deployed wherever feasible

Priorities the Community may consider to include, but are not limited to the following:

- Reducing costs and barriers to deployment
- Promoting the use of existing infrastructure
- Promotion and adoption of dig-once policies
- Reducing the cost of broadband service for consumers
- Promoting streamlined permitting processes and cost-effective access to poles, conduits, easements, and rights of way, including the imposition of reasonable access requirements
- Engagement with relevant stakeholders to inform selection of activities to receive federal funding
- Use of public-private partnerships or cooperatives in addressing the needs of the Community's residents
- Increasing opportunities for community-based organizations and other stakeholders to support broadband adoption and digital access
- Recruiting minority businesses, women-owned business enterprises, and labor surplus area firms
- Increasing workforce development services to enable more community members to participate in either broadband infrastructure or remote work opportunities
- Increasing the number of community members who have enrolled in affordable service plans
- Expanding broadband infrastructure to unserved areas
- Increasing broadband service options in underserved areas

Note:

Consideration of whether to use public-private partnerships or cooperatives may help the Community determine how best to serve unserved locations and is not intended to favor any potential provider. Also note that cooperative could refer to a number of entities, such as a telecommunications cooperative or an electric cooperative.

5.2 PLANNED ACTIVITIES

The purpose of this section is to identify activities that the Community intends to implement to meet its goals and objectives, including the source of their funding.

Communities may choose to outline the following:

- Activities that support universal service
- Key player(s) to implement the activities
- Funding sources for the activities
- Expected outcome(s) for the activities

The Community may choose to add the subcategories of Broadband Availability, Digital Access, and Broadband Affordability to match the document pattern found in sections 3.4 and 3.5 of the template.

5.3 KEY STRATEGIES

The purpose of this section is to outline the key strategies that the Community will undertake to meet its goals and objectives. The development of these strategies will directly feed into the development of Utah's statewide Five-Year Action Plan.

5.4 ONGOING STAKEHOLDER ENGAGEMENT

The purpose of this section is to identify how the Community will go about identifying key external stakeholders and stakeholder groups, develop an inclusive engagement model and associated mechanisms (e.g., feedback mechanism), and facilitate the stakeholder engagement process. in both the planning of the Local Broadband Plan and during the implementation of the projects going forward. This will enable the Communities to solicit a wide range of input into, and identify and reconcile concerns with, the Local Broadband Plan. Communities that are also utilizing funding from the Digital Access Planning Grant Program should ensure that the stakeholder engagement that is conducted for the purposes of that plan is coordinated and aligned with the stakeholder engagement conducted for the development of the Local Broadband Plan. For example, for both efforts, Communities should assemble comprehensive lists of stakeholders, identify overlaps, and coordinate or combine outreach to those stakeholders through combined listening sessions, surveys, and site visits. This will be particularly important to avoid confusion and reduce the burden on community stakeholders.

Each Community should also include a description of how it will engage with other interested stakeholders, including those that have historically been left out of public planning processes. Additionally, the Local Broadband Plan must be informed by collaboration with Tribal Entities as applicable. It is the responsibility of the Community, with support from the Utah Broadband Center, to understand the local landscape of Tribal and Native Entities and to ensure that these stakeholders are engaged in the planning process. State Planning Grant funding may also be used by Tribal entities to create their own plans and/or to support Tribal participation in the creation of relevant Local Broadband Plans or Digital Access Plans. Local Broadband Plans should aim to encapsulate not only State Digital Access Plans but also any relevant tribal digital access plans in order to present a holistic view of efforts to close the digital divide.

Important:

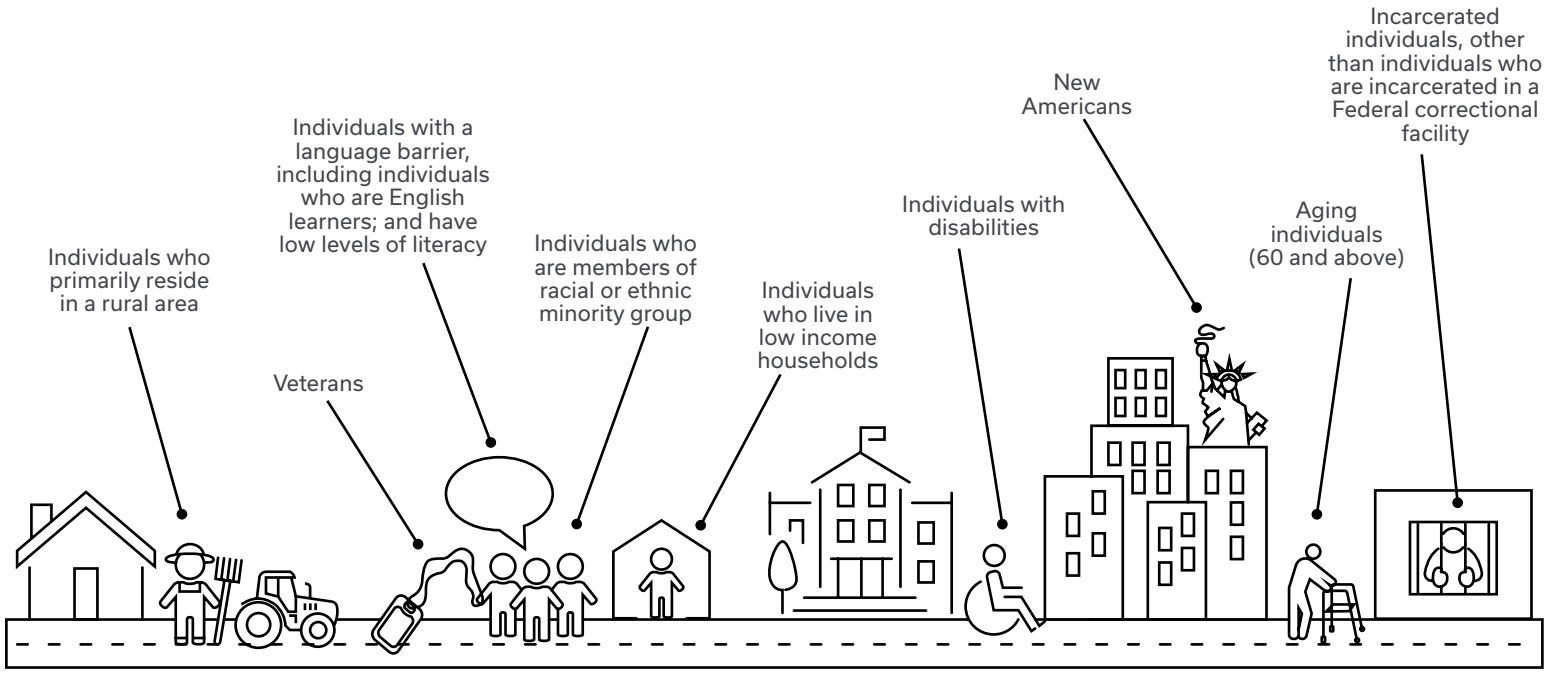
Community may also choose to include a description of how they will engage with other interested stakeholders, including those that have historically been left out of public planning processes

Communities need to specifically address the five local coordination criteria, which includes:

LOCAL COORDINATION EVALUATION CRITERIA

- Full **geographic coverage** of Community
- Meaningful engagement and outreach to **diverse stakeholder groups**
- Utilization of **multiple awareness and participation mechanisms** and different methods to convey information and outreach
- Establishment, documentation, and adherence to **clear procedures to ensure transparency**
- Outreach and engagement of **unserved and underserved communities,** including historically underrepresented and marginalized groups and/or communities

Outreach and engagement of unserved, underserved, and underrepresented communities should include covered populations, which are core stakeholder groups for the State Digital Access Plan. Covered populations include:

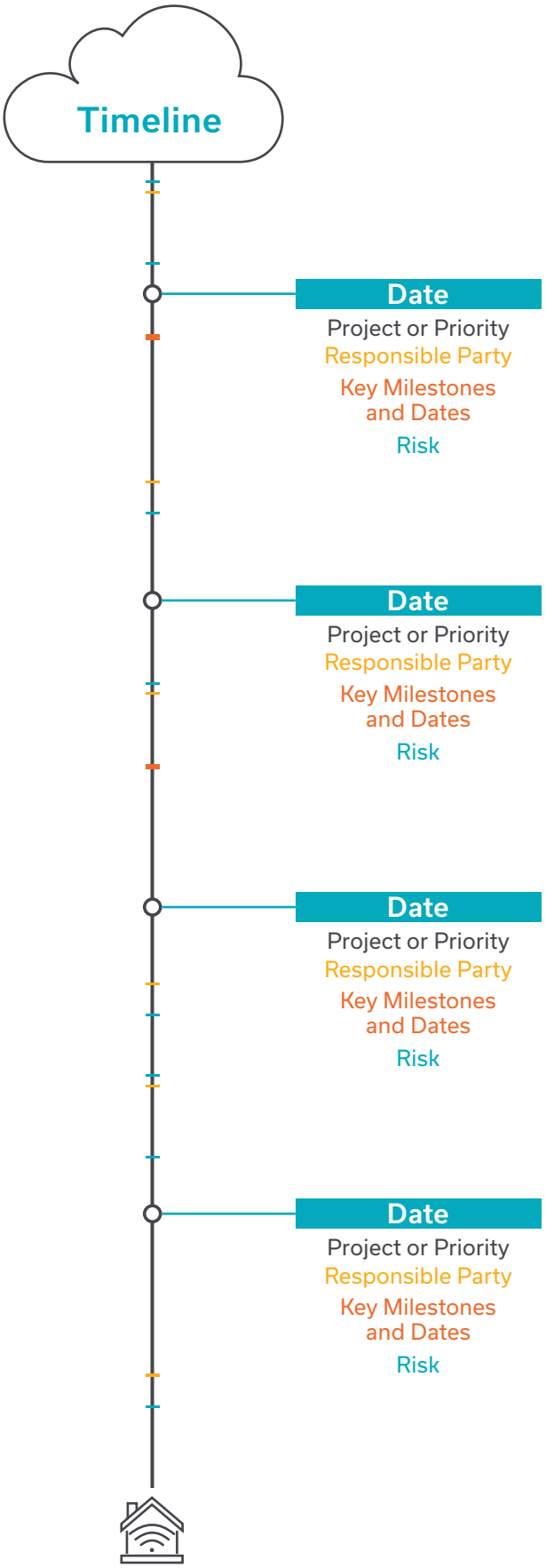


As described, outreach to these groups should be conducted in tandem with any team members or entities charged with developing the State Digital Access Plan.

5.5 ESTIMATED TIMELINE FOR UNIVERSAL SERVICE

The purpose of this section is to provide an estimate of when reliable, affordable, high-speed internet will be made available throughout the Community.

Communities may consider including the conditions that may impact the estimated timeline—including those that would extend or escalate the timeline, such as supply chain issues or labor shortages.



What is Universal Service?

- Universal service[1] is the principle that all Americans should have access to both telecommunications and high-speed internet at just, reasonable, and affordable rates.
- Universal service is codified in the Telecommunications Act of 1996, which established principles for universal service that specifically focus on increasing access to evolving services for consumers living in rural and insular areas, and for consumers with low-incomes. Additional principles call for increased access to high-speed Internet in the nation's schools, libraries and rural health care facilities.

1 See Universal Service, FEDERAL COMMUNICATIONS COMMISSION (available at https://www.fcc.gov/general/universal-service.)

5.6 ESTIMATED COST FOR UNIVERSAL SERVICE

The purpose of this section is to provide an estimate of how much it will cost to provide access to reliable, affordable, high-speed internet throughout the Community. The Community should articulate anticipated funding gaps for completing deployment to all unserved and underserved locations.

Communities may consider broadband network support from NTIA competitive grant programs, USDA telecom and broadband programs, FCC funds such as the Connect America Fund (also known as Universal Service Fund (USF) High-Cost Support), Treasury funds, and other federal, state, and local government programs.

Note:

Communities should include all sources of program funding here, detailing from which programs they plan to apply to receive funding (i.e., USDA).

5.7 ALIGNMENT

The purpose of this section is to explain how the Plan is aligned to the Community's Local Broadband priorities and other existing or planned efforts. Communities should assess the landscape of ongoing or planned efforts in the local community and in Utah that are complementary to, may be enabled by, or may overlap with proposed projects and priorities. These may include, but are not limited to, efforts driven by the Community's policy and legislation or efforts funded by other grant programs. Communities should detail how the priorities and planned activities outlined in this Local Broadband Plan will build upon or complement, not duplicate, these efforts in order to maximize available funding.

If applicable, list any other broadband plans for the region and how they align with this plan.

Local Plans that Community May Consider:

- Workforce development plans
- Economic development plans
- Education plans
- Community's other goals

5.8 TECHNICAL ASSISTANCE

The purpose of this section is to outline the support and technical assistance that will enable the Community to execute the goals and strategies in this plan. Each Community is not expected to have every question related to its broadband program or planned activities answered at the time of submission of its Local Broadband Plan. This section provides an opportunity for the Community to articulate the support that it may need from the Utah Broadband Center in order to successfully implement this plan.

Communities should also articulate data or information that is needed to further inform the execution of the Local Broadband Plan (e.g., more granular data or further outreach), in addition to any plans to obtain this data in the future.

Important:

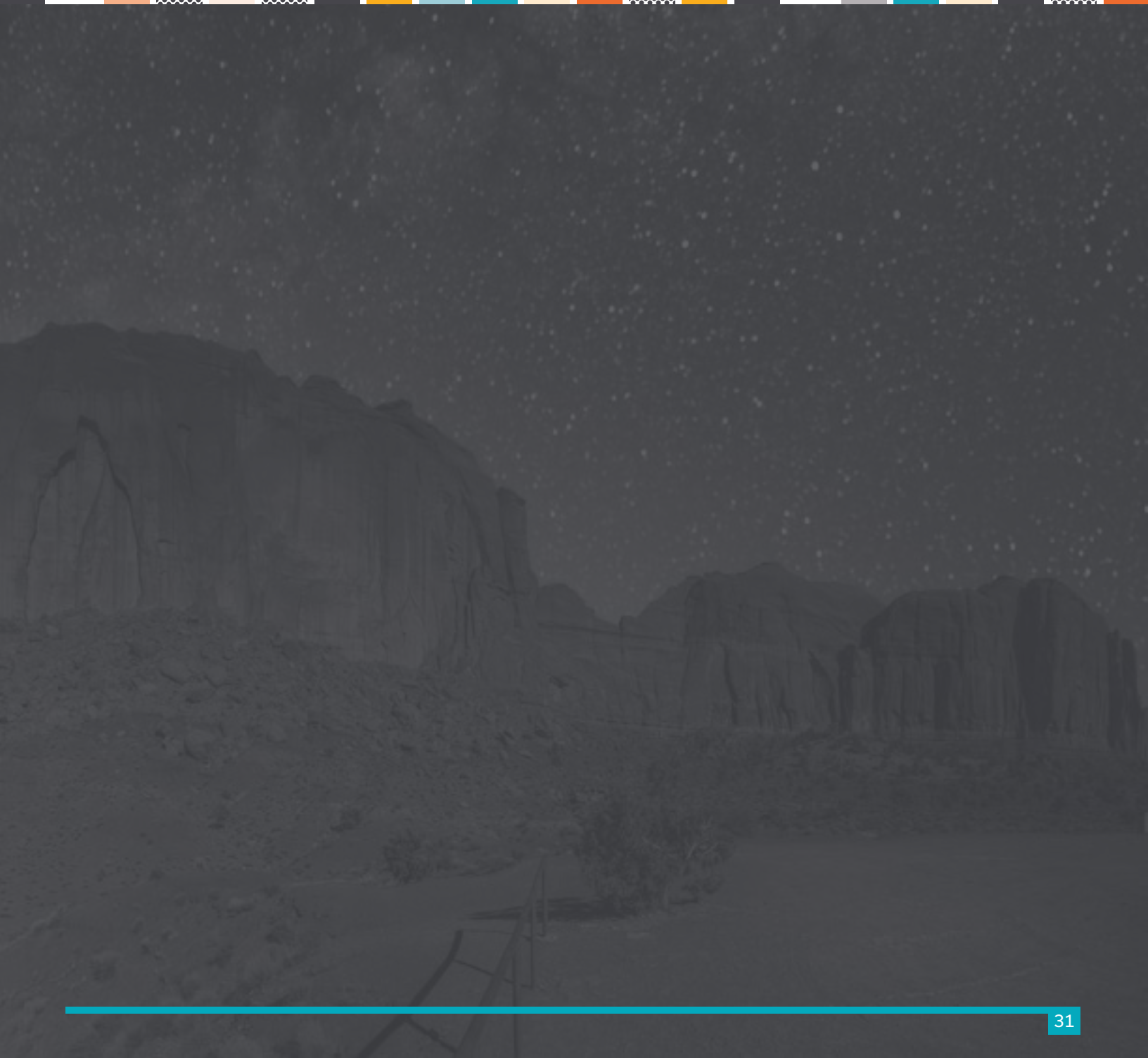
The Utah Broadband Center **plans to provide detailed technical assistance to Communities through the creation of this plan.**

If you have any questions, or require technical assistance, **please reach out to Claire Warnick at the Utah Broadband Center.**

6. CONCLUSION

The purpose of this section is to provide a conclusion that reiterates the purpose and key points of the Local Broadband Plan, as well as the high-level plan that the Community intends to follow to achieve its goals.

The Community may also choose to provide insight into the expected impact of its execution of the Local Broadband Plan on broadband deployment and digital access for the Community.



7. APPENDICES

7.1 THE 13 REQUIREMENTS THAT MUST BE IN THE STATE FIVE-YEAR ACTION PLAN

At a minimum, the BEAD NOFO requires that an Eligible Entity's Five-Year Action Plan must:

1. Provide details of the existing broadband program or office within the Eligible Entity, including any activities that the program or office currently conducts, any previous entity-wide plans or goals for availability of broadband, and any prior experience awarding broadband deployment grants.
2. Identify the funding that the Eligible Entity currently has available for broadband deployment and other broadband-related activities, including data collection and local planning, and the sources of that funding, including whether the funds are from the Eligible Entity or from the federal government.
3. Identify existing efforts funded by the federal government, including the Universal Service Fund, or an Eligible Entity to deploy broadband and close the digital divide.
4. Identify the current full-time and part-time employees of the Eligible Entity who will assist in implementing and administering the BEAD Program and the duties assigned to those employees, as well as any existing contracted support, and any planned expansion of employees or contractors.
5. Identify known or potential obstacles or barriers to the successful implementation of the BEAD Program and the Eligible Entity's corresponding plans to address them.
6. Include an asset inventory that catalogues broadband adoption, affordability, equity, access, and deployment activities occurring within the Eligible Entity and identifies and provides details regarding any relevant partners, such as community-based organizations and CAIs that may inform broadband deployment and adoption planning.
7. Include a description of the Eligible Entity's external engagement process, demonstrating collaboration with local, regional, and Tribal (as applicable) Entities (governmental and non-governmental) and reflective of the local coordination requirements outlined herein, including outreach to underrepresented communities and unions and worker organizations. The engagement required must be undertaken both during the development of the Five-Year Action Plan itself and following submission of the plan, reflecting ongoing collaboration throughout the BEAD Program.
8. Incorporate available federal, Eligible Entity, or local broadband availability and adoption data, including but not limited to Affordable Connectivity Program enrollment data. Other federal broadband federal data sources include the NTIA Internet Use Survey[2], the NTIA Indicators of Broadband Need Map[3], and the American Community Survey.[4]

2 See NTIA Data Central, https://www.ntia.gov/data.

3 See Indicators of Broadband Need Map, https://broadbandusa.ntia.gov/indicatorsmap.

4 See American Community Survey (ACS), https://www.census.gov/acs.

9. Identify local and regional broadband service needs and gaps within the Eligible Entity's boundaries, including unserved or underserved locations and CAIs without gigabit service, and/or any plans to make these determinations where service availability is unclear.

10. Provide a comprehensive, high-level plan for providing reliable, affordable, high-speed internet service throughout the Eligible Entity, including:

    a. The estimated timeline and cost for universal service,

    b. The planned utilization of federal, Eligible Entity, and local funding sources,

    c. Prioritization of areas for federal support,

    d. Any consideration afforded to the use of public-private partnerships or cooperatives in addressing the needs of the Eligible Entity's residents,

    e. Strategies to address affordability issues, including but not limited to strategies to increase enrollment in the Affordable Connectivity Program by eligible households; and

    f. Strategies to ensure an available and highly skilled workforce (including by subgrantees, contractors, and subcontractors) to minimize project disruptions, including any plans to ensure strong labor standards and protections, such as those listed in Section IV.C.1.e; and plans to attract, retain, or transition the skilled workforce needed to achieve the plan's goals, including describing the involvement and partnerships of sub-grantees, contractors, and sub-contractors with existing in-house skills training programs, unions and worker organizations; community colleges and public school districts; supportive services providers; Registered Apprenticeship programs and other labor-management training programs, or other quality workforce training providers.

11. Identify digital equity and inclusion needs, goals, and implementation strategies, including ways in which the Eligible Entity plans to utilize BEAD funding, Digital Equity Act funding and/or other funding streams in concert to remedy inequities and barriers to inclusion. Accordingly, the Five-Year Action Plan should set forth a vision for digital equity, include the results of a needs assessment for underrepresented communities and an asset inventory of ongoing digital equity activities, and detail holistic strategies around affordability, devices, digital skills, technical support, and digital navigation. This requirement may be satisfied by the completion of a State Digital Equity Plan under the Digital Equity Act.[7] Please refer to the Digital Equity Act State Planning Grant Program NOFO for the requirements and deadlines applicable to that program.

12. Detail alignment of the Five-Year Action Plan with other existing and planned economic development, telehealth, workforce development, related connectivity efforts, and other Eligible Entity priorities.

13. Describe technical assistance and additional capacity needed for successful implementation of the BEAD Program.

Utah will also be completing a State Digital Equity Plan. Visit the Digital Equity Act NOFO for more information.

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