Utah Broadband Center

Connecting Utah

[Insert the Name of the Community/Organization] Digital Access Plan

***Note:*** *This document is intended to serve as an organizational tool that supports each community/organization in capturing notes and developing its Digital Access Plan. Each community/organization should review the Utah Digital Access Planning Guidebook and reference it while drafting its plan.*



Table of Contents

[Executive Summary iii](#_Toc129870028)

[1 Community Profile 1](#_Toc129870029)

[1.1 General Community Profile 1](#_Toc129870030)

[1.2 Covered Population Profile 1](#_Toc129870031)

[2 Digital Access Vision and Goal(s) 2](#_Toc129870032)

[2.1 Vision 2](#_Toc129870033)

[2.2 Goals and Objectives 2](#_Toc129870034)

[3 Current State of Digital Access 3](#_Toc129870035)

[3.1 Digital Inclusion Assets 3](#_Toc129870036)

[3.1.1 Affordable High-Speed Internet Assets 3](#_Toc129870037)

[3.1.2 Useful Device Assets 3](#_Toc129870038)

[3.1.3 Skill-Building Tool Assets 4](#_Toc129870039)

[3.2 Existing Digital Access Plans 4](#_Toc129870040)

[3.3 Needs Assessment 4](#_Toc129870041)

[3.3.1 Digital Equity Barriers (Covered Populations) 4](#_Toc129870042)

[3.3.2 Digital Equity Barriers (General Population) 5](#_Toc129870043)

[4 Implementation Plan 6](#_Toc129870044)

[4.1 Planned Activities 6](#_Toc129870045)

[4.2 Implementation Strategies 6](#_Toc129870046)

[4.2.1 Stakeholder Engagement Process 6](#_Toc129870047)

[4.2.2 Program Evaluation and Assessment 6](#_Toc129870048)

[4.3 Timeline 6](#_Toc129870049)

[4.4 Estimated Implementation Cost 6](#_Toc129870050)

[4.5 Alignment 6](#_Toc129870051)

[4.6 Technical Assistance and Other Support Required 6](#_Toc129870052)

[5 Planning Process Report 7](#_Toc129870053)

[5.1 Collaboration and Stakeholder Engagement 7](#_Toc129870054)

[5.2 Coordination and Alignment with Infrastructure Planning Efforts 7](#_Toc129870055)

[5.3 Coordination and Alignment with Other Digital Inclusion Efforts 7](#_Toc129870056)

[5.4 Research and Data Findings 7](#_Toc129870057)

[Appendix A: [Add the Appendix’s title] A](#_Toc129870058)

-***UPDATING THE TABLE OF CONTENTS (to delete this info, click in the box/Delete*)** –  
\* Table of Contents is linked to Heading 1 and Heading 2 text styles  
\* Update after a change is made and before each review and final submittal:   
 1. Click in the section directly under the heading Table of Contents   
 2. Right-click/Update Field  
 3. Click Update Entire Table  
-***FILLING IN THE FILLABLE FIELDS WITH INFORMATION IN THE DOCUMENT***-  
\* The pink text in the document is a fillable field that will delete once you click in it and start typing  
 1. Read the instructions (the pink text)   
 2. Fill in the information  
 3. Move on to the next one]

# Executive Summary

[Insert summary of your Digital Access Plan. Include your purpose and key points of your plan here.]

|  |  |
| --- | --- |
| **VISION** | [Enter vision statement here] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY BARRIERS** | [Barrier] | [Barrier] | [Barrier] | [Barrier] |
| [Description of barrier] | [Description of barrier. Delete if not needed.] | [Description of barrier. Delete if not needed.] | [Description of barrier. Delete if not needed.] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COVERED POPULATIONS** | [Insert covered population here.] | [Insert covered population here. Delete if not needed] | [Insert covered population here. Delete if not needed] | [Insert covered population here. Delete if not needed] | [Insert covered population here. Delete if not needed] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOALS** | [Goal] | [Goal. Delete if not needed.] | [Goal. Delete if not needed.] | [Goal. Delete if not needed.] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY STRATEGIES** | [Strategy for achieving goal(s) above] | [Strategy for achieving goal(s) above] | [Strategy for achieving goal(s) above] | [Strategy for achieving goal(s) above] |

# Community or Organization Profile

## General Community or Organization Profile

[Community’s/organization’s general community profile]

## Covered Population Profile

[Community’s/organization’s community profile for Covered Populations]

# Digital Access Vision and Goal(s)

## Vision

[Community’s/organization’s vision for digital access]

## Goals and Objectives

[Community’s/organization’s specific goals and objectives for digital access]

# Current State of Digital Access

## Digital Inclusion Assets

### Affordable High-Speed Internet Assets

Existing high-speed internet assets include all the programs and activities that relate to affordable internet access [Name of community/organization] currently performs or has performed in the past.

|  |  |
| --- | --- |
| Program Name | Description |
| [Name of program] | [Describe the affordability, adoption or access program] |
| **Partnering Organizations and/or Programs** |
| [List established programs or organizations working to assist in high-speed internet affordability, adoption, or access efforts and detail their roles and responsibilities] |
| **Covered Population(s) Served** | [List which covered population(s) this program serves and how that covered population is served through the program or activity] |

### Useful Device Assets

Existing useful device assets include all the programs and activities that relate to providing access to useful devices that [Name of community/organization] currently performs or has performed in the past.

|  |  |
| --- | --- |
| Program Name | Description |
| [Name of program] | [Describe the device accessibility program] |
| **Partnering Organizations and/or Programs** |
| [List established programs or organizations working to assist in device accessibility efforts and detail their roles and responsibilities] |
| **Covered Population(s) Served** | [List which covered population(s) this program serves and how that covered population is served through the program or activity] |

### Skill-Building Tool Assets

Existing skill-building tool assets include all the programs and activities that relate to providing digital skills, trainings and tools that [Name of community/organization] currently performs or has performed in the past.

|  |  |
| --- | --- |
| Program Name | Description |
| [Name of program] | [Describe the training or skill-building program] |
| **Partnering Organizations and/or Programs** |
| [List established programs or organizations working to assist in digital skill-building and detail their roles and responsibilities] |
| **Covered Population(s) Served** | [List which covered population(s) this program serves and how that covered population is served through the program or activity] |

## Existing Digital Access Plans

[If community/organization has had or currently has a Digital Access Plan, reference it here. If the community/organization does not currently have a Digital Access Plan, delete and remove this section.]

## Needs Assessment

### Digital Equity Barriers (Covered Populations)

| Covered Population | Barrier(s) |
| --- | --- |
| [Description/name of covered population] | [Detail the barrier to digital access specific to the covered population listed to the left] |
| **Assessment Data** | **Need(s)** |
| [Quantify the barrier specific to the covered population. For example, the number of rural residents without household high-speed internet access.] | [List the needs of the covered population when addressing digital access] |

### Digital Equity Barriers (General Population)

[Insert data here about the needs and barriers that prevent access to digital access faced generally by your community or organization.]

# Implementation Plan

## Planned Activities

[Insert your planned activities for implementation here.]

## Implementation Strategies

[Describe the key strategies to meet your Digital Access goals here.]

### Stakeholder Engagement Process

[Describe planned engagement efforts that will take place during implementation of the Digital Access Plan.]

### Program Evaluation and Assessment

[Detail your program evaluation for each strategy, the plan and the entire implementation program. Also use this section to detail how and when the Digital Access Plan will be updated and realigned.]

## Timeline

[Estimated timeline and prioritization of your implementation strategies]

## Estimated Implementation Cost

[Estimate how much it will cost to implement the Digital Access Plan. Consider both short- and long-term costs.]

## Alignment

[Insert an overview of how the Digital Access Plan aligns with efforts of your Local Broadband Plan, if one is in place or being created. This section can also include existing or planned efforts that are aligned with the community’s/organization’s priorities.

## Technical Assistance and Other Support Required

[Insert overview of the support and technical assistance that the community/organization will need to implement the Digital Access Plan.]

# Planning Process Report

The planning team took several steps to determine the current state of digital access in [Name of the community/organization]. The planning team included [organizations and key people that played a major role in planning this document]. The activities performed include:

## Collaboration and Stakeholder Engagement

[Describe the coordination and outreach strategy related to the development of your Digital Access Plan.]

## Coordination and Alignment with Infrastructure Planning Efforts

[Describe the steps taken to identify local high-speed internet infrastructure planning efforts and efforts to align with the Digital Access Plan. Delete this section if there is not currently an infrastructure plan.

## Coordination and Alignment with Other Digital Inclusion Efforts

[Describe coordination and alignment with local, county and regional digital inclusion programs and efforts, whether formal or informal.]

## Research and Data Findings

[Describe any research or data findings pertinent to the development of your Digital Access Plan.]

1. [Add the Appendix’s title]

[-***ADDING MORE APPENDIX TITLE PAGES (to delete this info, click in the box/Delete*)** –  
 1. Add a Page Break (click on Insert/Page Break)   
 2. At the top of the page, type the Appendix’s title  
 3. Apply the AppdxHead paragraph style (click anywhere in the Appendix title, go to Home/Styles,   
 click on AppdxHead)]