

CDBG Planning Grant Minimum Plan Requirements

Broadband Readiness Plan

The following are the minimum plan requirements for a Broadband Readiness Plan as part of an OCRA CDBG Planning grant. Once the initial draft is completed, a digital copy should be submitted to OCRA for review. Once OCRA has approved the draft plan, it must be submitted to and approved by the local governing body. Once approved by the local governing body, a final digital and paper copy that includes the approval by the local governing body must be submitted to OCRA in order to close-out the grant.

The plan must include or address all of the following items and relevant content:

Required Items

- Cover Page
- Table of Contents
- Executive Summary (2-4 pages)
- High-quality maps, photographs, and/or drawings that illustrate the critical elements of the plan
- Concise narratives with minimal use of professional jargon
- Citation of all sources used in both the footnote and the reference page
- Plans must be in color, have page numbers, and be free from unusual formatting.

Required Contents (Plan must be organized in this order)

A. Executive Summary

1. Purpose of the plan, it should be clear to anyone picking up this document
 2. Scope of the plan
 3. Using the plan
 4. Process to develop plan, including public input via hearings, surveys, etc.
 5. Plan summary in 2-4 pages
 6. Highlight of key goals, strategies and desired measurable outcomes
- NOTE: Include page references and key terms

B. General background

Provide a brief overview of the demographic, economic and educational profile of the target area (city, county, or region), including but not limited to:

1. Key population features (such as age structure, population change, educational attainment, etc.)
2. Economic base (major employers, main industrial activity, etc.)
3. Key anchor institutions in the community/county (such as public library, hospitals/clinics, community centers, museums, public schools, higher education institutions, etc.) that already have access to ultra-fast broadband connectivity (i.e. fiber).

C. Broadband Planning Committee (BPC)

Provide a summary of the BPC. This should include:

1. List of the members of the committee and the entity they represent.
 - This committee should be diverse in terms of representation (such as local government, economic development organizations, business/industry, education, health, nonprofit, faith-based, as well as other appropriate organizations/agencies and demographic groups). If one of these groups have not been engaged as part of the committee please explain why.
2. Outline of the committee's work in developing the plan including a listing of meetings, summaries of public hearing, and a discussion of how consensus was reached for the plan.
3. Describe role of the BPC which includes, but is not limited to:

- Serving as liaison between the area, OCRA, partners, funders, and Internet providers.
- Engaging in studying key data indicators related to broadband access, deployment and adoption.
- Actively involved in developing, with active public input, the broadband plan for the targeted area.

D. Existing Conditions

Describe the current state of broadband availability and barriers in the target area. Specifically, provide information on the following:

1. Current broadband footprint in the area
 - Identify existing providers and cost of services
 - Map current broadband footprint (including unused broadband infrastructure)
 - Barriers (topography, lack of density, etc.) that may be preventing broadband upgrading or expansion
2. Socioeconomic factors in the target area that could affect (positively or negatively) broadband adoption and use
3. Physical assets and resources that could be used to support broadband deployment
4. Results and methodology of demand aggregation surveys
5. Broadband gaps and needs existing in the target area

E. Broadband Vision and Key Goals

1. Vision of the future state of the services area. The vision must:
 - Be future focused (5- to 10-years) and take into consideration the pace and ever changing nature of technology
 - Identify desired speeds and technologies
 - Include becoming a Broadband Ready Community
 - Address the broadband gaps and needs identified in the previous section
2. Include 3-5 key goals, along with measurable strategies linked to each goal, that will help expand broadband access, promote affordability, and accelerate broadband adoption (through education/training initiatives) by the targeted groups outlined in D-2 above.

F. Broadband Deployment Options

1. Prioritized outline of at least three (3) deployment options that include:
 - Description including details on the technology to be used
 - Maps, pictures, or illustrations
 - Projected number of users
 - Estimated services fees, implementation costs, and revenues
 - Implementation timeline
 - List and explain how potential funding sources both private and public will be deployed as part of this project
 - List of partners such as telecoms, government agencies, co-ops, etc.

G. Action Items

1. Broadband Ready Community Application and supporting materials (Must be certified community to close-out grant.)
2. RFP/RFI that operationalizes at least one of the broadband deployment options from this plan that was developed by the BPC and fully supported by the appropriate governing body.

H. Appendices