

## **Attachment A Scope of Work**

The Alabama Community Broadband Technical Assistance Program (“TAP”) seeks to provide services to understand what broadband services are needed in the Community. The TAP shall support studies and planning efforts to provide adequate broadband for residents, businesses, workers, and students.

The following outlines the TAP Project tasks.

### **Identify and engage key stakeholders and identify relevant assets**

- The Department shall conduct a kickoff/information gathering meeting with the Community to introduce Project participants, outline goals, and refine the technical assistance strategy.
- The Department and Community point(s) of contact shall work together to identify and engage Project stakeholders from a variety of sectors and identify resources and other assets that can be leveraged to develop and support a long-range broadband development strategy for the Community. Project stakeholders will be invited to participate in outreach and direct engagement. These stakeholders may include:
  - County and city government officials
  - Legislators
  - Community Anchor Institution representatives (hospitals, community centers, etc.)
  - Community foundations
  - Educational institutions, including universities and vocational/community colleges
  - Internet service providers (“ISPs”)
  - Business and labor groups
  - Other groups as mutually agreed to

### **Educate Community Leaders**

- The Department shall conduct on-site and/or virtual meetings with the participants identified in the previous task.
- The Community shall support the Department’s efforts, to the extent possible, by providing/looking for meeting locations and providing other logistical support.
- During these meetings, the Community’s key stakeholders and the Department shall:
  - Discuss the technical, financial, and policy aspects of planning and executing a sustainable broadband strategy.
  - Collaborate based on a shared understanding of what it means to be served by broadband and have digital opportunity, and that broadband connectivity is critical.

- Share different broadband adoption and deployment models and lessons learned from other communities and within the Community.
- During these meetings, the Department shall:
  - Share information about broadband infrastructures and technologies.
  - Share information about the TAP and its scope.
  - Share information about broadband funding and programmatic opportunities that impact the Community.
  - Collect information from attendees that will inform the analysis of broadband adoption and deployment in the Community.

**Assess the Community’s current broadband infrastructure and market**

- The Department shall identify current broadband use among the Community’s residents and businesses based on the Alabama Broadband Map.
- The Department shall gather information on available broadband services, technologies, and pricing in the Community.
- The Department shall seek to identify broadband investment trends and how they correlate with Community demographics and broadband adoption.
- The Department shall seek to identify current broadband usage trends in the Community through methods such as available market data research and surveys.

**Conduct a needs assessment to evaluate current and future Community demand for broadband**

- During the planned on-site and virtual meetings and through other communications means, the Department shall conduct discussions with Project stakeholders and other local organizations to understand broadband needs, constraints, and challenges.
- The Department shall conduct a baseline random sample survey of residents’ broadband needs, affordability, and current and desired service connectivity. The Department shall summarize findings from the study. These findings will generate areas of programming and intervention where there are opportunities to improve broadband adoption and services.
- The Department shall assess the Community’s broadband deployment workforce readiness. This assessment may include engagement with ISPs to understand current workforce capacities and needs, and with educational institutions that prepare candidates for jobs in broadband.
- The Department will summarize engagement with local stakeholders regarding broadband issues and expressed needs and concerns, and develop a list of local and regional organizations providing broadband programs and initiatives, along with descriptions of such programs.

### **Prepare a high-level design and cost estimate for broadband deployment**

- The Department shall develop a high-level candidate design and cost estimate for a network that is designed to fill the broadband service gaps identified in previous tasks.
- The Department shall estimate the cost to deploy broadband to locations in the Community not served by 100/20 Mbps based on a high-level conceptual design. The output of this effort shall include deployment costs and related maps of target areas. The design will identify the most topography-appropriate and cost-effective infrastructure and reflect best practices with respect to resilience and survivability.
- The Department shall consider trends in Community demographics and broadband adoption as they relate to designs and models for broadband deployment and seek to provide maps that illustrate these trends based on available data.

### **Evaluate funding options, develop a grant strategy, evaluate collaboration options**

- The Department shall review and share information about available federal and state funding opportunities and work with the Community to assess support needed for applying to one or more funding opportunity.
- The Department shall work with the Community and ISPs to consider potential partnerships between private and public entities.
- The Department shall consider, for potential partnerships, the Community's role and the value and benefits, risks, and potential control/ownership of broadband resources and assets.

### **Assess digital opportunity and equity in the Community**

- The Department shall assess the Community's current digital equity program capacity based on outreach efforts and other data collected from Community stakeholder engagement.
- The Department shall identify programs that may advance digital opportunity and equity for residents in the Community.
- The Department shall review available funding for digital opportunity and equity in the Community.
- Using available data regarding the Community's demographic and broadband adoption trends and the results of the needs assessment survey, the Department shall develop guidance for digital opportunity and equity.

### **Develop a Community broadband profile and plan**

- Based on findings and analysis from the previous tasks, the Department shall provide data and metrics on broadband and digital equity in the profile.

- The Department shall identify potential grant opportunities and prospective partnerships in the profile.
- The Department shall provide approaches for the Community to work with potential partners for broadband service and adoption in the profile.
- The Department shall deliver a broadband plan at the end of the Project with an actionable roadmap for the Community.