

# CITY OF MANNING

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## TECHNOLOGY ACTION PLAN

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AND THE  
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OCTOBER, 2014



ACCESS



ADOPTION



USE



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## INTRODUCTION

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The purpose of this report is to summarize the community's assessment of local broadband access, adoption, and use, as well as the best next steps for addressing any deficiencies or opportunities for improving the local technology ecosystem.

### Background

Today, technology plays a pivotal role in how businesses operate, the type of service consumers expect, how institutions provide services, and where consumers choose to live, work, and play. The success of a community has also become dependent on how broadly and deeply the community adopts technology resources – this includes access to reliable high-speed networks, digital literacy of residents, and the use of online resources locally for business, government, and leisure. As noted in the National Broadband Plan, broadband Internet is “a foundation for economic growth, job creation, global competitiveness and a better way of life.”<sup>1</sup>

Despite the growing dependence on technology, as of 2013, 30% of Americans did not have a high-speed connection at home.<sup>2</sup> Connected Nation's studies also show that 17 million families with children do not have broadband at home – and 7.6 million of these children live in low-income households. In 2014, Connected Nation also surveyed 4,206 businesses in 7 states. Based on this data, Connected Nation estimates that nearly 1.5 million businesses - 20% - in the United States do not utilize broadband technology today.<sup>3</sup>

Deploying broadband infrastructure, services, and application, as well as supporting the universal adoption and meaningful use of broadband, are challenging - but required - building blocks of a twenty-first century community. To assist communities, Connected Nation developed the Connected Community Engagement Program to help your community identify local technology assets, complete an assessment of local broadband access, adoption, and use, and develop an action plan for pursuing solutions.<sup>4</sup>

### Methodology

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1 *Connecting America: The National Broadband Plan*, Federal Communications Commission, April 2010, <http://www.broadband.gov/download-plan/>

2 *Pew Research Internet Project – Broadband Technology Fact Sheet*

3 Connected Nation, *2014 Business Technology Assessment*, <http://www.connectednation.org/survey-results/business>

4 Connected Nation, parent company for Connect Iowa, is a national non-profit 501(c)(3) organization that works in multiple states to engage community stakeholders, state leaders, and technology providers to develop and implement technology expansion programs with core competencies centered around the mission to improve digital inclusion for people and places previously underserved or overlooked.



By actively participating in the Connected Community Engagement Program, the City of Manning Broadband Committee is boosting the community's capabilities in education, healthcare, and public safety, and stimulating economic growth and spurring job creation. The City of Manning Broadband Committee has collaborated with multiple community organizations and residents to:

1. Empower a community team leader (local champion) and create a community team composed of a diverse group of local residents from various sectors of the economy including education, government, healthcare, the private sector, and libraries.
2. Identify the community's technology assets, including local infrastructure, providers, facilities, websites, and innovative uses employed by institutions.
3. Complete the Connected Assessment, a measurement of the community's access, adoption, and use of broadband based on the recommendations of the National Broadband Plan.
4. Match gaps in the local broadband ecosystem to solutions and best practices being utilized by communities across the nation.
5. Pursue Connected Certification, a nationally recognized platform for spotlighting communities that excel in the access, adoption, and use of broadband.



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## CONNECTED ASSESSMENT

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The Connected assessment framework is broken into 3 areas: **ACCESS**, **ADOPTION**, and **USE**. Each area has a maximum of 40 points. To achieve Connected Certification, the community must have 32 points in each section and 100 points out of 120 points overall.

The **ACCESS** focus area checks to see whether the broadband and technology foundation exists for a community. The criteria within the **ACCESS** focus area endeavors to identify gaps that could affect a local community broadband ecosystem including: last and middle mile issues, cost issues, and competition issues. As noted in the National Broadband Plan, broadband **ACCESS** “is a foundation for economic growth, job creation, global competitiveness and a better way of life.”

Broadband **ADOPTION** is important for consumers, institutions, and communities alike to take the next step in fully utilizing broadband appropriately. The **ADOPTION** component of the Connected Assessment seeks to ensure the ability of all individuals to access and use broadband.

Broadband **USE** is the most important component of **ACCESS**, **ADOPTION**, and **USE** because it is where the value of broadband can finally be realized. However, without access to broadband and **ADOPTION** of broadband, meaningful **USE** of broadband wouldn't be possible. As defined by the National Broadband Plan (NBP), meaningful **USE** of broadband includes those areas of economic opportunity, education, government, and healthcare where values to individuals, organizations, and communities can be realized.

### Analysis of Connected Assessment

The Community Technology Scorecard provides a summary of the community's Connected Assessment. The Connected Assessment's criteria are reflective of the recommendations made by the Federal Communications Commission's National Broadband Plan. Lower scores indicate weaknesses in the community's broadband ecosystem, but do not necessarily signify a lack of service.

- City of Manning achieved a score of 108 points out of 120 for overall broadband and technology readiness which indicates that the community is exhibiting high success in technology access, adoption, and use and has surpassed the score of 100 required for Connected certification.
- The county scored 36 out of a possible 40 points in broadband access, although there remains a need for higher broadband speeds across the community. While broadband availability is at 100% of households having access to 3 Mbps, the City of Manning is higher than the state average of 88.57%.



- The City of Manning exceeded the 32 points in each focus area that are required for certification and has qualified for full certification.

While the results indicate that the community has made tremendous strides and investments in technology, this technology plan will provide some insight and recommendations that will help the community continue to achieve success.



<b>Community Technology Scorecard</b> Community Champion: Ron Reischl Community Advisor: Shawn Wagner				
FOCUS AREA	ASSESSMENT CRITERIA	DESCRIPTION	SCORE	MAXIMUM POSSIBLE SCORE
ACCESS	Broadband Availability	100% of homes have access to 3 Mbps	10	10
	Broadband Speeds	At least 55.43% of households with access to 50 Mbps	1	5
	Broadband Competition	100% of households with access to more than 1 broadband provider	5	5
	Middle Mile Access	Availability of middle mile fiber infrastructure from 1 provider	10	10
	Mobile Broadband Availability	100% of households with access to mobile broadband	10	10
	<b>ACCESS SCORE</b>			<b>36</b>
ADOPTION	Digital Literacy	Program grads are greater than 7 per 1,000 residents over the past year	8	10
	Public Computer Centers	500 computer hours per 1,000 low-income residents per week	10	10
	Broadband Awareness	Campaigns reach 100% of the community	10	10
	Vulnerable Population Focus	At least 4 groups	8	10
	<b>ADOPTION SCORE</b>			<b>36</b>
USE	Economic Opportunity	1 advanced, 7 basic uses	9	10
	Education	10 advanced, 0 basic uses	10	10
	Government	7 advanced, 6 basic uses	10	10
	Healthcare	2 advanced, 3 basic uses	7	10
	<b>USE SCORE</b>			<b>36</b>
<b>COMMUNITY ASSESSMENT SCORE</b>			<b>108</b>	<b>120</b>



## Itemized Key Findings

The City of Manning Broadband Committee identified the following key findings (in addition to findings illustrated in the community scorecard) through its technology assessment:

### ACCESS

- 2 last-mile broadband providers currently provide service in the City of Manning:
  - Nearly 100% of City of Manning homes have access to 3 Mbps service.
  - 100% of the City of Manning households have access to 2 providers.
- Middle mile fiber infrastructure is available from 4 providers in the City of Manning.
- 100% of the City of Manning households have access to mobile broadband.

### ADOPTION

- 2 Digital Literacy Programs exist in the community resulting in 10 graduates over the past year.
- 3 Public Computer Centers (PCC) with a total of 7 computers are open to the public.
- 3 Broadband Awareness Campaigns are reaching 33.3% of the City of Manning.
- 4 organizations are working with vulnerable populations.

### USE

- At least 8 uses of broadband were identified in the area of economic opportunity including 1 advanced use and 7 basic uses.
- At least 10 uses of broadband were identified in the area of education including 10 advanced uses and 0 basic uses.
- At least 13 uses of broadband were identified in the area of government including 7 advanced uses and 6 basic uses.
- At least 5 uses of broadband were identified in the area of healthcare including 2 advanced uses and 3 basic uses.

In addition to the items identified above, the City of Manning Broadband Committee identified the following technology resources in the community:

#### **Technology Providers**

- 2 broadband providers were identified in the City of Manning

#### **Technology Facilities**

- 4 public computing centers
- 7 wireless hotspots
- 0 video conference facilities





### **Community Websites**

- 4 Business-related websites (excluding private businesses)
- 1 Education-related website
- 3 Government-related websites
- 1 Healthcare-related website
- 1 Library-related website
- 1 Tourism-related website

### **Community Priority Projects**

The Connected Assessment has culminated in the outlining of projects designed to empower the community to accelerate broadband access, adoption, and use. Below are 5 priority projects, followed by a complete list of all action items.

1. Develop Public-Private Partnerships to Deploy Broadband Service
2. Develop & Issue an RFP for Build-out
3. Complete a Vertical Assets Inventory
4. Initiate a Community Computer Refurbishment or Recycling Program
5. Develop a Technology Mentorship Program

### **Complete List of Action Items**

Below is a list of 12 other action items proposed by the City of Manning Broadband Team to accelerate broadband access, adoption, and use. Detailed descriptions of each solution proposed by Connect Iowa can be found in the *Action Plan* section later in this report.

#### **ACCESS**

##### **Broadband Availability**

1. Perform an Analysis of Local Policies and Ordinances
2. Develop & Issue an RFP for Build-out

##### **Broadband Speeds**

3. Develop Public-Private Partnerships to Deploy Broadband Service

**Broadband Competition** – No Action Items.

**Middle Mile Access** – No Action Items.

##### **Mobile Broadband Availability**

4. Complete a Vertical Assets Inventory



## ADOPTION

### Digital Literacy

5. Distribute Digital Literacy Content
6. Facilitate Internet Safety Classes

**Public Computer Centers** – No Action Items.

**Broadband Awareness** – No Action Items.

### Vulnerable Population Focus

7. Initiate a Community Computer Refurbishment or Recycling Program
8. Develop a Technology Mentorship Program

## USE

### Economic Opportunity

9. Develop or Identify a Broadband Training and Awareness Program for Small and Medium Business

### Education

10. Improve Education through Digital Learning
11. Connect all School Classrooms to the Internet

### Government

12. Improve Online Business Services Offered by the Government

**Healthcare** – No Action Items.



## DETAILED FINDINGS

### The City of Manning Assessment Findings

Today, residents in the City of Manning (or sections of the community) are served by 2 providers. Currently, broadband is defined as Internet service with advertised speeds of at least 768 Kbps downstream and 200 Kbps upstream. According to Connect Iowa’s latest broadband mapping update, the following providers have a service footprint in the City of Manning Community:

Broadband Providers	Website	Technology Type
Manning Municipal Communications & Systems Utility	<a href="http://www.mmctu.com">http://www.mmctu.com</a>	Cable & Fixed Wireless
Windstream	<a href="http://www.windstream.com/SiteSelector.aspx">http://www.windstream.com/SiteSelector.aspx</a>	DSL

There are no local technology companies that are providing technical services or distributing/selling technical resources.

Below is a list of organizations that are making technological resources available to the community. These include organizations that provide videoconferencing, public computing, and wireless hotspots.

Organization Name	Website	Resource Type
Manning Library	<a href="http://www.manningia.com/parks--activities.html">http://www.manningia.com/parks--activities.html</a>	Public Computer Facility
Manning Plaza	<a href="http://www.mrhcia.com/wordpress/the-plaza">http://www.mrhcia.com/wordpress/the-plaza</a>	Public Computer Facility
Terrace Apts	<a href="http://www.manningia.com/moving--residential.html">http://www.manningia.com/moving--residential.html</a>	Public Computer Facility
IKM-Manning School	<a href="http://www.ikm-manning.k12.ia.us/">http://www.ikm-manning.k12.ia.us/</a>	Public Computer Facility
Manning Library	<a href="http://www.manningia.com/parks--activities.html">http://www.manningia.com/parks--activities.html</a>	Wireless Hotspot
Manning Plaza	<a href="http://www.mrhcia.com/wordpress/the-plaza">http://www.mrhcia.com/wordpress/the-plaza</a>	Wireless Hotspot
Manning Hospital	<a href="http://www.mrhcia.com/">http://www.mrhcia.com/</a>	Wireless Hotspot

IKM-Manning School	<a href="http://www.ikm-manning.k12.ia.us/">http://www.ikm-manning.k12.ia.us/</a>	Wireless Hotspot
Main Street Manning office	<a href="http://www.manningia.com/main-street-manning.html">http://www.manningia.com/main-street-manning.html</a>	Wireless Hotspot
Third and Main	<a href="https://www.facebook.com/ThirdandMain">https://www.facebook.com/ThirdandMain</a>	Wireless Hotspot
Manning Recreational Center	<a href="http://www.manningia.com/rec-center.html">http://www.manningia.com/rec-center.html</a>	Wireless Hotspot

Below is a list of community websites (sorted by category) designed to share and promote local resources.

Organization Name	Website	Website Category
Business Directory	<a href="http://www.manningia.com/business-directory.html">http://www.manningia.com/business-directory.html</a>	Business
Main Street Manning	<a href="http://www.manningia.com/main-street-manning.html">http://www.manningia.com/main-street-manning.html</a>	Business
Manning Betterment Foundation	<a href="http://www.manningia.com/manning-betterment-foundation.html">http://www.manningia.com/manning-betterment-foundation.html</a>	Business
Manning Chamber of Commerce	<a href="http://www.manningia.com/chamber-of-commerce.html">http://www.manningia.com/chamber-of-commerce.html</a>	Business
IKM-Manning School District	<a href="http://www.ikm-manning.k12.ia.us/">http://www.ikm-manning.k12.ia.us/</a>	Education
City of Manning	<a href="http://www.manningia.com/city.html">http://www.manningia.com/city.html</a>	Government
Economic Development Agency	<a href="http://www.manningia.com/city-economic-development.html">http://www.manningia.com/city-economic-development.html</a>	Government
Manning City Parks	<a href="http://www.manningia.com/parks--activities.html">http://www.manningia.com/parks--activities.html</a>	Government
Hospital and Plaza	<a href="http://www.mrhcia.com/">http://www.mrhcia.com/</a>	Healthcare
Manning Library	<a href="http://www.manningia.com/parks--activities.html">http://www.manningia.com/parks--activities.html</a>	Libraries
German Hausbarn/Heritage Park	<a href="http://germanhausbarn.com/">http://germanhausbarn.com/</a>	Tourism
Community Organizations	<a href="http://www.manningia.com/organizations.html">http://www.manningia.com/organizations.html</a>	Community Organizations

## Connected Assessment Analysis



### Access Score Explanation

**Broadband Availability** (10 out of 10 Points Possible) – is measured by analyzing provider availability of 3 Mbps broadband service gathered by Connected Nation’s broadband mapping program. In communities that may have broadband data missing, community teams were able to improve the quality of data to ensure all providers are included.

- **According to the April 2014 data collected by Connect Iowa, 100% of the City of Manning residents had access to broadband speeds of 3 Mbps or greater.**

**Broadband Speeds** (1 out of 5 Points Possible) – is measured by analyzing the speed tiers available within a community. Connected Nation will analyze broadband data submitted through its broadband mapping program. Specifically, Connected Nation will break down the coverage by the highest speed tier with at least 75% of households covered. In communities that may have broadband data missing, community teams were able to improve the quality of data to ensure all providers are included.

- **According to the April 2014 data collected by Connect Iowa, at least 55.43% of the City of Manning residents had access to broadband speeds of 50 Mbps.**

**Broadband Competition** (5 out of 5 Points Possible) – is measured by analyzing the number of broadband providers available in a particular community and the percentage of that community’s residents with more than one broadband provider available. Connected Nation performed this analysis by reviewing the data collected through the broadband mapping program. In communities that may have broadband data missing, community teams were able to improve the quality of data to ensure all providers are included.

- **According to the April 2014 data collected by Connect Iowa, 100% of the City of Manning residents had access to more than one broadband provider.**

**Middle Mile Access** (10 out of 10 Points Possible) – is measured based on a community’s availability to fiber. Three aspects of availability exist: proximity to middle mile points of presence (POPs), number of POPs available, and available bandwidth. Data was collected by the community in coordination with Connected Nation.

- The City of Manning is served by 4 middle mile fiber providers.

**Mobile Broadband Availability (10 out of 10 Points Possible)** – is measured by analyzing provider availability of mobile broadband service gathered by Connected Nation’s broadband mapping program. In communities that may have mobile broadband data missing, community teams were able to improve the quality of data to ensure all providers are included.

- According to the April 2014 data collected by Connect Iowa, 100% of the City of Manning residents had access to mobile broadband service.



### Access Score Explanation

**Digital Literacy (8 out of 10 Points Possible)** – is measured by first identifying all digital literacy programs in the community. Once the programs are determined, a calculation of program graduates will be made on a per capita basis. A digital literacy program includes any digital literacy course offered for free or at very low cost through a library, seniors center, community college, K-12 school, or other group serving the local community. A graduate is a person who has completed the curriculum offered by any organization within the community. The duration of individual courses may vary. A listing of identified digital literacy offerings is below.

Organization Name	Program Description	Number of Grads
Senior Center	Basic Computer Training	5
Manning Public Library	Basic Computer Training	5
<b>Total Graduates 2013-2014</b>		10

**Public Computer Centers (10 out of 10 Points Possible)** – is measured based on the number of hours computers are available each week per 1,000 low-income residents. Available computer hours is calculated by taking the overall number of computers multiplied by the number of hours open to a community during the course of the week. A listing of public computer centers available in the City of Manning is below.



Organization Name	Number of Open Hours per Week	Number of Computers	Available Computer Hours per Week
Manning Library	35	4	140
Terrace Apartments	168	1	168
Manning Plaza	168	2	336

**Broadband Awareness (10 out of 10 Points Possible)** – is measured based on the percentage of the population reached. All community broadband awareness programs are first identified, and then each program’s community reach is compiled and combined with other campaigns. A listing of broadband awareness programs in the City of Manning is below.

Organization Name	Campaign Description	Community Reach
City of Manning	Online bill payment to encourage broadband use	100
Manning Chamber of Commerce	Use of Facebook and web presence	5
MMCTSU	Promotes availability of its cable offering via utility bills and a local TV channel	100

**Vulnerable Population Focus (8 out of 10 Points Possible)** – A community tallies each program or ability within the community to encourage technology adoption among vulnerable groups. Methods of focusing on vulnerable groups may vary, but explicitly encourage technology use among vulnerable groups. Example opportunities include offering online GED classes, English as a Second Language (ESL) classes, video-based applications for the deaf, homework assistance for students, and job-finding assistance. Communities receive points for each group on which they focus. Groups may vary by community, but include low-income, minority, senior, children, etc. A listing of programs focusing on vulnerable populations in the City of Manning is listed below.

Organization Name	Program Description	Vulnerable Group
IKM-Manning School District	Homework assistance for students	All students including low income
City Library	Advertises availability of computers in the library, also provides assistance on SAT, ACT, and vocational help	All community members - all population segments
Terrace Apartments	Terrace HUD residents are low-income residents, one computer and Internet access is	Terrace residents are low income apartment residents.



	provided free in the community room	
Manning Plaza	Wireless, computer, and iPad available to residents	The Plaza is a home for the elderly unable to take care of themselves. In addition, many are low income.



### Use Score Explanation

**Economic Opportunity (9 out of 10 Points Possible)** – A community receives one point per basic use of broadband and two points per advanced use of broadband. Categories within economic opportunity include: economic development, business development, tourism, and agriculture. Identified uses of broadband in the area of economic opportunity are listed below and identified as basic or advanced.

Application Provider	Description	Basic / Advanced
Hotspot availability	There are a minimum of nine hotspots in the Manning city limits.	basic
Local attractions online	Manning has one tourist attraction. The Hausbarn provides a hotspot, has its own website and Facebook at Germanhausbarn.com.	basic
Availability of Main Street Online	Main Street Manning is online at <a href="http://www.manningia.com/main-street-manning.html">http://www.manningia.com/main-street-manning.html</a> and is on Facebook.	basic
Online banking	Online banking is available at both of Manning's banks.	basic
Online tourism portal	Local points of interest and attractions are online at <a href="http://www.manningia.com/local-attractions.html">http://www.manningia.com/local-attractions.html</a> .	basic
Availability of agriculture and farming information online	Manning has one farm co-op within city limits. It provides ag market information online.	basic
<a href="http://www.manningia.com/economic-development.html">http://www.manningia.com/economic-development.html</a>	Business resources and access to financial incentives/sources is provided on the economic development website.	advanced
Availability of Manning Betterment Foundation online	Manning Betterment Foundation is online at <a href="http://www.manningia.com/manning-betterment-foundation.html">http://www.manningia.com/manning-betterment-foundation.html</a> .	basic



**Education (10 out of 10 Points Possible)** – A community receives one point per basic use of broadband and two points per advanced use of broadband. Categories within education include K-12, higher education, and libraries. Identified uses of broadband in the area of education are listed below and identified as basic or advanced.

Application Provider	Description	Basic/Advanced
Digital Literacy	100% of all seniors in the IKM-Manning school district have digital literacy skills.	advanced
JMC	100% of all students/parents in the IKM-Manning school district have access to grades, lunch account information, & attendance.	advanced
JMC	100% of all high school students/parents in the IKM-Manning school district have access to curricula and homework.	advanced
JMC	All parents have online interactions with teachers.	advanced
Odysseyware Learning Center	Online courses are available to high school students.	advanced
Odysseyware Learning Center	Online availability of classes for students with health issues that make regular attendance difficult.	advanced
Odysseyware Learning Center	Online availability of classes for students who enroll during the school year - especially Quakerdale students (at risk students).	advanced
Online availability of classes for students with health issues that make regular attendance difficult	Middle school uses online courses for summer school programs .	advanced
Iowa School Alerts	Notify parents and students of weather related cancellations, etc.	advanced
Twitter	High school uses Twitter for sharing of general news and information.	advanced

**Government (10 out of 10 Points Possible)** – A community receives one point per basic use of broadband and two points per advanced use of broadband. Categories within government include general government, public safety, energy, and the environment. Identified uses of broadband in the area of government are listed below and identified as basic or advanced.

Application Provider	Description	Basic/Advanced
Smart Grid	Smart Grid used to manage electricity use (switch makes sense).	basic
Website	Advanced website that includes demographics information, contact information, economic development studies, etc.	basic



LOIS	Participate in LOIS for listings of available opportunities.	advanced
Website	More than 50% of Manning's government services are online.	advanced
Code Red Text	Participation in county-wide CodeRED text alert system for emergencies.	advanced
SCADA	Extensive remote water and wastewater operations management via computer or smart phone.	advanced
logmein.com	Allow some telecommuting for office employees.	basic
Webinars	High participation in webinars from Iowa City of Leagues, USDA, etc.	basic
Social Networks	City and the Rec Center use social media to promote events.	basic
Remote Support	Much of the city's hardware and software are supported via remote vendor support.	basic
Mobile government applications	Remote-read handheld units read water and electric meters via a drive-by. Data is automatically uploaded to the billing system.	advanced
Use of personal devices for work	Employees using their personal devices for data-related work are reimbursed for expenses and paid an extra \$30/month.	advanced
Text alerts	Implementing text/email alerts for Parks and Recreation Department activities/notices (reminders/changes/etc.).	advanced

**Healthcare (7 out of 10 Points Possible)** – A community receives one point per basic use of broadband and two points per advanced use of broadband. Entities within healthcare can include, but are not limited to, hospitals, medical and dental clinics, health departments, nursing homes, assisted living facilities, and pharmacies. Identified uses of broadband in the area of healthcare are listed below and identified as basic or advanced.

Application Name	Description	Basic/ Advanced
ICN	MRHC (hospital, clinic & plaza nursing home) has a fiber connection to the state-run ICN program.	basic
PACS	Used to transfer radiology images back and forth.	advanced
Web pages	Medical provider names and contact information available at MRHCIA.com.	basic
Facebook	Facebook used to communicate news and events.	basic
Doctor bandwidth	100% of doctors have adequate bandwidth and use electronic records.	advanced



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## ACTION PLAN

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### Community Priority Projects

This exercise has culminated in the outlining of projects to allow the community to continue its recognized excellence in technology and broadband planning across the community. Below are five priority projects, each describing a project plan with suggested steps. This is followed by a complete list of other action items.

#### *Develop Public-Private Partnerships to Deploy Broadband Service*

Public-private partnerships take many forms, limited only by the imagination and legal framework in which the municipality operates. Some communities issue municipal bonds to fund construction of a network that they lease to private carriers, with the lease payments covering the debt service. Others create non-profit organizations to develop networks in collaboration with private carriers or provide seed investment to jumpstart construction of networks that the private sector is unable to cost-justify on its own.

A public-private partnership should not be simply seen as a method of financing. The strength of these partnerships is that each party brings something important to the table that the other does not have or cannot easily acquire. The community can offer infrastructure (publicly-owned building rooftops, light poles, towers, and other vertical assets for mounting infrastructure) for the deployment of the system, as well as committed anchor tenants. Private-sector partners bring network-building and operations experience.

#### **Goals**

1. Fund broadband network deployment.

#### **Benefits**

1. The public sector transfers much of the risk for private investment. For example, the public sector has many funding tools available, including incentivizing continued investment through tax credits, encouraging greater availability of private capital through government guaranteed loans, or government being a direct source of capital through loans or grants.
2. The partnership can aggregate demand and reduce barriers to deployment. By working together, public and private parties can educate and build awareness needed for the public to better integrate the use of broadband into their lives, thereby improving the business case for broadband deployment.



3. A good partnership concentrates investment on non-duplicative networks and aims to ensure that all residents have access to adequate broadband service.

#### **Action Items**

1. Decide on the technology (e.g. cable, DSL, fiber, etc.).
2. Issue an RFP.
3. Develop a finance and ownership model.

#### ***Develop & Issue an RFP for Build-out***

An RFP (request for proposals) is a widely used technique for establishing a selection of qualified responses from which to choose when contracting for services. The RFP should provide a guidance and due diligence framework for interested broadband providers and vendors. Furthermore, the RFP should request that interested parties provide plans for cost-effective community broadband networks, including equipment lists, locations, and itemized engineering cost estimates. In addition, the completed design should include what technology will be needed at customer premises, the performance that can be expected, and recurring costs associated with operating and maintaining the system once it is in place.

#### **Goal**

Identify the most credible and reliable broadband provider to serve the region's households and businesses.

#### **Benefits**

1. After completing an RFP, your community will have a good handle on the potential project risks, as well as benefits, associated with build-out.
2. An RFP lets providers know that the situation will be competitive. The competitive bidding scenario is often the best method available for obtaining the best pricing and, if done correctly, the best value.

#### **Actions**

1. Content: The RFP should include a project overview, background information, scope of work, and selection criteria. Additionally, the RFP should require that vendors provide a cover letter, a statement of project understanding, a business plan, a proposed project schedule, qualifications, references, and cost.
2. Distribution: The RFP could be posted to the community's website. Alternatively, one method of efficiently distributing an RFP is to send out to a wide audience a one-page document announcing the availability of the full RFP. Vendors and consultants who are interested in your project can then contact you to obtain the full RFP.



## *Complete a Vertical Assets Inventory*

Wireless communications equipment can be placed in a wide variety of locations, but ideally, wireless providers look for locations or structures in stable conditions, with reasonably easy access to electricity and wired telecommunications, and with a significant height relative to the surrounding area. “Vertical assets” are defined as structures on which wireless broadband equipment can be mounted and positioned to broadcast a signal over as much terrain as possible. These assets include structures such as cell towers, water tanks, grain silos, and multi-story buildings.

The lack of easily accessible and readily usable information regarding the number and location of vertical assets prevents the expansion of affordable, reliable wireless broadband service. Wireless broadband providers must determine if it is worth the effort and expense to collect and analyze this data when making investment decisions. Public sector organizations are faced with the same challenges. A centralized and comprehensive vertical assets inventory can help wireless broadband providers expedite decisions regarding the deployment of affordable, reliable broadband service in rural areas.

### **Goals**

1. Develop a single repository of vertical assets, such as communications towers, water tanks, and other structures potentially useful for the support of deploying affordable, reliable wireless broadband in less populated rural areas or topographically challenged areas.

### **Benefits**

1. The vertical assets inventory provides data for private and public investment decisions, lowering the initial cost of efforts needed to identify potential mounting locations for infrastructure.
2. The inventory can encourage the expansion of affordable, reliable wireless broadband services to underserved areas by shortening project development time.

### **Action Items**

1. Identify or develop a vertical assets inventory toolkit to provide guidelines to identify structures or land that could serve as a site for installation of wireless communications equipment.
2. Data to collect would include vertical asset type, owner type, minimum base elevation, minimum height above ground, and location.
3. Identify and map elevated structures utilizing your community’s GIS resources. The resulting database should be open ended; localities should be encouraged to continuously map assets as they are made available.



## *Initiate a Community Computer Refurbishment or Recycling Program*

Recruit community members to sanitize old computers and install new software. There are several target groups for performing refurbishments: community volunteers, high school and college students, and prison inmates. Community computer refurbishing provides an opportunity for volunteers and students to gain valuable new skills and training that can be used for career enhancement, and in some cases earn credits for school or college, while reinvesting in their communities. Communities also have the option of using prison inmates to refurbish computers so that they leave prison with some valuable job skills. Alternatively, if the computers are beyond refurbishment, the community can develop a computer recycling program. Recycling and reusing electronic equipment reduces the amount of hazardous materials that may enter the environment. Recycling and reuse programs also reduce the quantities of electronic scrap being landfilled in the state.

### **Goal**

Initiate a computer refurbishment program designed to help recycle computers donated by local businesses, government, schools, and other organizations, and then distribute them to low-income households and other households who face affordability barriers to computer ownership; alternatively, develop a community recycling program to reduce the amount of hazardous materials that may enter the environment.

### **Benefits**

1. Computer refurbishing programs have shown to be an excellent work force training tool for correctional facilities, young adults, and the mentally and physically challenged. The correctional facility program trains inmates with computer skills that should help them find jobs upon their release.
2. The process by which computers and other electronic equipment are refurbished or broken down to their basic parts is called demanufacturing. This helps conserve energy and raw materials needed to manufacture new computers and electronic equipment. These parts are then reused in upgrading other computers.

### **Action Items**

1. Develop a model for computer refurbishing or recycling. A basic framework might include:

#### Step 1: Project Planning

- Determination of minimum computer specifications
- Acquisition and storage of donated computers
- Determination and installation of appropriate computer operating system
- Calculation of costs needed to carry out the program



### Step 2: Inventory Management

- Examine how equipment and software will be sorted and managed. Manage your inventory by identifying computers that are ready to be refurbished from those that are non-functioning.

### Step 3: Volunteer Training

- Review established residential refurbishment and recycling programs that your community can take advantage of:
- [Dell's Reconnect program](#) is a residential computer recycling program that offers a convenient way to recycle your used computer equipment. You can drop off any brand of used equipment at participating Goodwill donation centers in your area. It is free, and participants receive a receipt for tax purposes. To view a full list of acceptable products and locations, visit the [Dell Reconnect](#) website.
- [Earth 911](#) Earth 911 is a comprehensive communication medium for the environment. Earth 911 has taken environmental hotlines, websites, and other information sources nationwide, and consolidated them into one network. Once you contact the Earth 911 network, you will find community-specific information on e-Cycling and much more.
- [Electronic Industries Alliance's Consumer Education Initiative](#) The Electronic Industries Alliance's e-Cycling Central website helps you find reuse, recycling, and donation programs for electronics products in your state.

### *Develop a Technology Mentorship Program.*

Initiate a program designed to recruit local high school or college students who excel in school and exhibit advanced leadership and technology skills to assist in technology training, technical support, and outreach efforts in their communities. Recognizing students as a powerful resource for local outreach efforts, the program will tap into the technology knowledge base that exists among students, and will challenge students to extend their teaching and learning experiences beyond the classroom.

#### **Benefits**

1. The program helps students develop self-confidence and technical competencies as they work with their families, leaders, peers, neighbors, seniors, and other members of their communities. In addition to empowering these students with real world experience, it helps enhance their skills as they mature into productive and highly competent citizens.
2. It helps to build character by awarding students opportunities to give back to their communities and embrace responsibilities associated with community service.



3. The program will engage students who are creative, knowledgeable, and interested in technology as a great resource for planning, implementation, support, and using technology at a local level. With guidance and support, they will help to provide a missing, and important, link between the members of the community who have experience with broadband technology and those who are currently not using it.
4. The program will expose students to potential career paths and provide a basis to determine if students wish to further their education in a technology field. It could also potentially provide a beginning client base from the relationships these individuals build within the community as students.

### **Action Items**

1. Identify the program format and offerings. Similar technology mentorship programs are organized as student-run help desks or student-led classes.
2. The program could be hosted at a local school or community anchor institution such as a library or community center, and could be run during the school day as part of the regular curriculum, during study hall or as an afterschool activity.
3. The curriculum could be borrowed from an existing technology mentorship program, or could be student-driven. Similar programs offer digital literacy training to seniors, provide computer refurbishing, build websites, and other forms of tech support to local residents.

## **Complete List of Action Items**

Below is a complete list of 12 action items proposed by the City of Manning Broadband Team to accelerate broadband access, adoption, and use.

### ACCESS

#### **Broadband Availability**

##### **1. Perform an Analysis of Local Policies and Ordinances**

High capital investment costs, including permit processing, pole attachment costs, and lack of effective planning and coordination with public authorities, negatively impact the case for deployment. For example, the FCC's National Broadband Plan concludes that, "the rates, terms, and conditions for access to rights of way [including pole attachments] significantly impact broadband deployment." The costs associated with obtaining permits and leasing pole attachments and rights-of-way are one of the most expensive cost functions in a service provider's plans to expand or upgrade service, especially in rural markets where the ration of poles to households goes off the charts. Furthermore, the process is time consuming. "Make ready" work, which involves moving wires and other equipment attached to a pole to ensure





proper spacing between equipment, and compliance with electric and safety codes can take months to complete.

Community and provider collaboration to problem solve around local pole attachment and other right of way issues is one of the most effective opportunities to encourage faster, new deployment of infrastructure.

### **Goals**

Ensure that local policies are conducive to broadband build-out.

### **Benefits**

1. Lowers cost barriers to improve the business case for broadband deployment.
2. Encourages good public policy and provider relations.

### **Action Items**

1. Review local policies, ordinances, and other barriers to broadband deployment and consult with community leaders, providers, utilities, and other members of the community to ensure that they are supporting policies (local ordinances, pole attachments, right-of-way) that are conducive to broadband build-out.
2. Develop an awareness campaign targeted towards community leaders to inform them of the benefits of broadband to the entire community derived from access to global resources that outweigh the need for some policies.

## **2. Develop & Issue an RFP for Build-out**

An RFP (request for proposals) is a widely used technique for establishing a selection of qualified responses for which to choose when contracting for services. The RFP should provide a guidance and due diligence framework for interested broadband providers and vendors. Furthermore, the RFP should request that interested parties provide plans for cost-effective community broadband networks, including equipment lists, locations, and itemized engineering cost estimates. In addition, the completed design should include what technology will be needed at customer premises, the performance that can be expected, and recurring costs associated with operating and maintaining the system once it is in place.

### **Goal**

Identify the most credible and reliable broadband provider to serve the region's households and businesses.

### **Benefits**

1. After completing an RFP, your community will have a good handle on the potential project risks, as well as benefits, associated with build-out.



2. An RFP lets providers know that the situation will be competitive. The competitive bidding scenario is often the best method available for obtaining the best pricing and, if done correctly, the best value.

#### **Actions**

1. **Content:** The RFP should include a project overview, background information, scope of work, and selection criteria. Additionally, the RFP should require that vendors provide a cover letter, a statement of project understanding, a business plan, a proposed project schedule, qualifications, references, and cost.
2. **Distribution:** The RFP could be posted to the community's website. Alternatively, one method of efficiently distributing an RFP is to send out to a wide audience a one-page document announcing the availability of the full RFP. Vendors and consultants who are interested in your project can then contact you to obtain the full RFP.

#### **Broadband Speeds**

### **3. Develop Public-Private Partnerships to Deploy Broadband Service**

Public-private partnerships take many forms, limited only by the imagination and legal framework in which the municipality operates. Some communities issue municipal bonds to fund construction of a network that they lease to private carriers, with the lease payments covering the debt service. Others create non-profit organizations to develop networks in collaboration with private carriers or provide seed investment to jumpstart construction of networks that the private sector is unable to cost-justify on its own.

A public-private partnership should not be simply seen as a method of financing. The strength of these partnerships is that each party brings something important to the table that the other does not have or cannot easily acquire. The community can offer infrastructure (publicly-owned building rooftops, light poles, towers, and other vertical assets for mounting infrastructure) for the deployment of the system, as well as committed anchor tenants. Private-sector partners bring network-building and operations experience.

#### **Goals**

Fund broadband network deployment.

#### **Benefits**

1. The public sector transfers much of the risk for private investment. For example, the public sector has many funding tools available, including incentivizing continued investment through tax credits, encouraging greater availability of private capital through government guaranteed loans, or government being a direct source of capital through loans or grants.



2. The partnership can aggregate demand and reduce barriers to deployment. By working together, public and private parties can educate and build awareness needed for the public to better integrate the use of broadband into their lives, thereby improving the business case for broadband deployment.
3. A good partnership concentrates investment on non-duplicative networks and aims to ensure that all residents have access to adequate broadband service.

#### **Action Items**

1. Decide on the technology (e.g. cable, DSL, fiber, etc.).
2. Issue an RFP.
3. Develop a finance and ownership model.

**Broadband Competition– No action items.**

**Middle Mile Access– No action items.**

#### **Mobile Broadband Availability**

#### **4. Complete a Vertical Assets Inventory**

Wireless communications equipment can be placed in a wide variety of locations, but ideally, wireless providers look for locations or structures in stable conditions, with reasonably easy access to electricity and wired telecommunications, and with a significant height relative to the surrounding area. “Vertical assets” are defined as structures on which wireless broadband equipment can be mounted and positioned to broadcast a signal over as much terrain as possible. These assets include structures such as cell towers, water tanks, grain silos, and multi-story buildings.

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#### **Goal**

Develop a single repository of vertical assets, such as communications towers, water tanks, and other structures potentially useful for the support of deploying affordable, reliable wireless broadband in less populated rural areas or topographically challenged areas.



### **Benefits**

1. The vertical assets inventory provides data for private and public investment decisions, lowering the initial cost of efforts needed to identify potential mounting locations for infrastructure.
2. The inventory can encourage the expansion of affordable, reliable wireless broadband services to underserved areas by shortening project development time.

### **Action Items**

1. Identify or develop a vertical assets inventory toolkit to provide guidelines to identify structures or land that could serve as a site for installation of wireless communications equipment.
2. Data to collect would include vertical asset type, owner type, minimum base elevation, minimum height above ground, and location.
3. Identify and map elevated structures utilizing your community's GIS resources. The resulting database should be open ended; localities should be encouraged to continuously map assets as they are made available.

## **ADOPTION**

### **Digital Literacy**

#### **5. Distribute Digital Literacy Content.**

Leverage the abundant digital literacy content available online to distribute to local trainers. Currently, numerous non-profit organizations and for-profit corporations provide curriculum that can be adapted for classroom or self-paced study. Some organizations also provide additional resources for instructor use, including classroom setup information, teaching tips for each course, additional practice, test item files, and answers to frequently asked questions. Digital literacy content can be deployed via local websites (a community portal), print material, podcasts, blogs, and videos.

Additionally, your community could create a partnership between libraries, school systems, computer suppliers, and broadband providers to provide free training and discounted computers and broadband service to low-income community members who are not participating in the digital age. An example of such a program is Connected Nation's Every Community Online program. This is an innovative program that is providing free digital literacy training, access to low-cost computers, and discounted broadband access to communities across the country.

### **Goal**

Facilitate partnerships in order to provide digital literacy training.



### **Benefit**

1. Increasing the community's digital literacy facilitates widespread online access to education and other public and government services, provides equal access to opportunities such as jobs and workforce training, enables people to find information about their health, and offers the opportunity to increase levels of social interaction and civic involvement.

### **Action Items**

1. Develop partnerships with local organizations and equip them with digital literacy content.
2. Train staff to deliver the curriculum to potential adopters.
3. Promote local organizations as a source of broadband access and training.
4. Engage non-adopters with a comprehensive public outreach campaign, helping them understand the benefits of broadband service and inviting them to experience the value at their libraries.
5. Provide curriculum to teach computer and Internet use as well as the skills required to utilize the Internet effectively for essential services, education, employment, civic engagement, and cultural participation.
6. Offer compelling promotion to participants, giving them the opportunity to adopt the technology for everyday use in their homes.

## **6. Facilitate Internet Safety Classes**

Create a program designed to help community members who are using the Internet to identify and avoid situations that could threaten their safety, threaten business or government networks, compromise confidential information, compromise the safety of children, compromise their identities and financial information, or destroy their reputations.

### **Goal**

1. Ensure that community members are aware of how to navigate the Internet safely.

### **Benefits**

1. This project helps ensure that community members have a solid understanding of cyber threats.
2. There are many risks, some more serious than others. Among these dangers are viruses erasing entire systems, a hacker breaking into a system and altering files, someone using someone else's computer to attack others, someone stealing credit card information, sexual predators making advances at children, and criminals making unauthorized purchases. Unfortunately, there is no 100% guarantee that even with the best precautions some of these things will not happen, but there are steps that can be taken to minimize the chances.



### **Action Items**

1. Partner with a local library or community center to offer security-awareness training initiatives that include classroom style training sessions and security awareness websites and information booklets.
2. Awareness training can also be used to alleviate anxiety for community members who are not using the Internet because of fear of cyber threats.

**Public Computer Access– No action items.**

**Broadband Awareness– No action items.**

### **Vulnerable Population Focus**

#### **7. Initiate a Community Computer Refurbishment or Recycling Program**

Recruit community members to sanitize old computers and install new software. There are several target groups for performing refurbishments: community volunteers, high school and college students, and prison inmates. Community computer refurbishing provides an opportunity for volunteers and students to gain valuable new skills and training that can be used for career enhancement, and in some cases earn credits for school or college, while reinvesting in their communities. Communities also have the option of using prison inmates to refurbish computers so that they leave prison with some valuable job skills. Alternatively, if the computers are beyond refurbishment, the community can develop a computer recycling program. Recycling and reusing electronic equipment reduces the amount of hazardous materials that may enter the environment. Recycling and reuse programs also reduce the quantities of electronic scrap being landfilled in the state.

### **Goal**

Initiate a computer refurbishment program designed to help recycle computers donated by local businesses, government, schools and other organizations, and then distribute them to low-income households and other households that face affordability barriers to computer ownership; alternatively, develop a community recycling program to reduce the amount of hazardous materials that may enter the environment.

### **Benefits**

1. Computer refurbishing programs have shown to be an excellent work force training tool for correctional facilities, young adults, and the mentally and physically challenged. The correctional facility program trains inmates with computer skills that should help them find jobs upon their release.
2. The process by which computers and other electronic equipment are refurbished or broken down to their basic parts is called demanufacturing. This helps conserve energy and raw



materials needed to manufacture new computers and electronic equipment. These parts are then reused in upgrading other computers.

### Action Items

1. Develop a model for computer refurbishing or recycling. A basic framework might include:

#### Step 1: Project Planning

- Determination of minimum computer specifications
- Acquisition and storage of donated computers
- Determination and installation of appropriate computer operating system
- Calculation of costs needed to carry out the program

#### Step 2: Inventory Management

- Examine how equipment and software will be sorted and managed. Manage your inventory by identifying computers that are ready to be refurbished from those that are non-functioning.

#### Step 3: Volunteer Training

- Review established residential refurbishment and recycling programs that your community can take advantage of:
- [Dell's Reconnect program](#) is a residential computer recycling program that offers a convenient way to recycle your used computer equipment. You can drop off any brand of used equipment at participating Goodwill donation centers in your area. It's free, and participants receive a receipt for tax purposes. To view a full list of acceptable products and locations, visit the [Dell Reconnect](#) website.
- [Earth 911](#) Earth 911 is a comprehensive communication medium for the environment. Earth 911 has taken environmental hotlines, websites, and other information sources nationwide, and consolidated them into one network. Once you contact the Earth 911 network, you will find community-specific information on e-Cycling and much more.
- [Electronic Industries Alliance's Consumer Education Initiative](#) The Electronic Industries Alliance's e-Cycling Central website helps you find reuse, recycling, and donation programs for electronics products in your state.

### 8. Develop a Technology Mentorship Program.

Initiate a program designed to recruit local high school or college students who excel in school and exhibit advanced leadership and technology skills to assist in technology training, technical support, and outreach efforts in their communities. Recognizing students as a powerful



resource for local outreach efforts, the program will tap into the technology knowledge base that exists among students, and will challenge students to extend their teaching and learning experiences beyond the classroom.

### **Benefits**

1. The program helps students develop self-confidence and technical competencies as they work with their families, leaders, peers, neighbors, seniors, and other members of their communities. In addition to empowering these students with real world experience, it helps enhance their skills as they mature into productive and highly competent citizens.
2. It helps to build character by awarding students opportunities to give back to their communities and embrace responsibilities associated with community service.
3. The program will engage students who are creative, knowledgeable, and interested in technology as a great resource for planning, implementation, support, and using technology at a local level. With guidance and support, they will help to provide a missing, and important, link between the members of community who have experience with broadband technology and those who are currently not using it.
4. The program will expose students to potential career paths and provide a basis to determine if they want to further their educations in a technology field. It could also potentially provide a beginning client base from the relationships he or she has built within the community as a student.

### **Action Items**

1. Identify the program format and offerings. Similar technology mentorship programs are organized as student-run help desks or student-led classes.
2. The program can be hosted at a local school or community anchor institution such as a library or community center, and could be run during the school day as part of the regular curriculum, during study hall, or as an afterschool activity.

The curriculum could be borrowed from an existing technology mentorship program, or could be student-driven. Similar programs offer digital literacy training to seniors, provide computer refurbishing, build websites, and other forms of tech support to local residents.

## **USE**

### **Economic Opportunity**

#### **9. Develop or Identify a Broadband Training and Awareness Program for Small and Medium Businesses**

Methods of implementing a small and medium business broadband awareness program include, but are not limited to, facilitating awareness sessions, holding press conferences led by community leaders, inviting speakers to community business conferences or summits, and





public service announcements. It is also important to educate local businesses about Internet tools that are available at minimum or no cost to them.

A training program, or entry-level “Broadband 101” course, could be utilized to give small and medium businesses an introduction on how to capitalize on broadband connectivity, as well as more advanced applications for IT staff. In addition, training should include resources for non-IT staff, such as how to use commerce tools for sales, streamline finances with online records, or leverage knowledge management across an organization. Additional training might include:

- “How-to” training for key activities such as online collaboration, search optimization, cyber-security, equipment use, and Web 2.0 tools
- Technical and professional support for hardware, software, and business operations
- Licenses for business applications such as document creation, antivirus and security software, and online audio and videoconferencing
- Website development and registration
- Basic communications equipment, such as low-cost personal computers and wireless routers

### **Goal**

Businesses adopt and use broadband-enabled applications, resulting in increased efficiency, improved market access, reduced costs, and increased speed of both transactions and interactions.

### **Benefits**

1. Provides entrepreneurial support
2. Eliminates knowledge gap about how best to utilize broadband tools, increasing productivity
3. Promotes business growth and workforce development
4. Broadband empowers small businesses to achieve operational scale more quickly by lowering start-up costs through faster business registration and improved access to customers, suppliers, and new markets. According to [Connected Nation’s 2012 Jobs and Broadband Report](#), businesses that are using the Internet bring in approximately \$300,000 more in median annual revenues than their unconnected counterparts

### **Action Items**

1. Identify federally or state sponsored business support programs (e.g. Chamber of Commerce, SBA, EDA, Agriculture, or Manufacturing extension) that include assistance with broadband or IT content
2. Identify or develop a business awareness and training program
3. Identify or develop online training modules for businesses. For example, the Southern Rural Development Center, in partnership with the National Institute of Food and Agriculture,



USDA, administers the National e-Commerce Extension Initiative. As the sole outlet nationally for e-Commerce educational offerings geared at Extension programming, the National e-Commerce Extension Initiative features interactive online learning modules. In addition, the program's website offers a library of additional resources and a tutorials section for greater explanation on website design and function. Modules and presentations include: A Beginner's Guide to e-Commerce, Doing Business in the Cloud, Electronic Retailing: Selling on the Internet, Helping Artisans Reach Global Markets, and Mobile e-Commerce. To see some examples, click here:

[http://srdc.msstate.edu/ebeat/small\\_business.html#](http://srdc.msstate.edu/ebeat/small_business.html#).

## **Education**

### **10. Improve Education through Digital Learning**

Several digital learning platforms are available for K-12 implementation. For example, [CFY](#) is a national education nonprofit that helps students in low-income communities, together with their teachers and families harness the power of digital learning to improve educational outcomes. The organization is unique in that it operates both “in the cloud” (through PowerMyLearning.com, a free K-12 online learning platform) and “on the ground” (through its Digital Learning Program, a whole school initiative that works hands-on with all three of the constituents that impact student achievement: teachers, parents, and students).

[PowerMyLearning.com](#) is a free online educational tool that helps students, teachers and parents locate and access over 1,000 high-quality online digital learning activities — videos, simulations, and other educational software — to propel student achievement in subjects including math, English, science, and social studies. The platform features a kid-friendly design. There is a playpoint/badge feature to help motivate students. In addition, students can rate digital learning activities and share them with friends via e-mail, Facebook, and Twitter. CFY also provides onsite training to instruct teachers how to integrate PowerMyLearning into their classrooms.

#### **Goal**

Increase student attention and engagement, encourage students to take ownership of their learning, and make it easier for teachers to differentiate instruction without embarrassing students

#### **Benefits**

1. Increase learning time by extending learning beyond the classroom walls
2. Individualize learning and increase student engagement in school
3. Encourage self-directed learning
4. Enable parents to more effectively support their children at home



## 11. Connect all School Classrooms to the Internet

A K-12 broadband network should provide adequate performance and reach, including abundant wireless coverage in and out of school buildings. “Adequate” means enough bandwidth to support simultaneous use by all students and educators anywhere in the building and the surrounding campus to routinely use the Web, multimedia, and collaboration software. To reach the goal of sufficient broadband access for enhanced K-12 teaching and learning and improved school operations, the [State Educational Technology Directors Association](#) (SETDA) recommends that broadband speeds in schools should equate to a [minimum of 100 Kbps per student/staff](#). However, given that bandwidth availability determines which online content, applications, and functionality students and educators will be able to use effectively in the classroom, additional bandwidth will be required in many, if not most, K-12 districts in the coming years.

In order to evolve with technology, school districts must continue to update local educational policies and curriculum, assess their broadband and classroom technology needs, evaluate the professional development requirements of teachers, and provide tech support.

### Goal

Facilitate the connection of all classrooms to broadband Internet so that teachers and students can take advantage of global educational resources.

### Benefits

1. Students can actively utilize school computers to access rich, multimedia-enhanced educational content and the Internet.
2. Students can post their content (including audio and video podcasts) to school learning management systems, access their e-textbooks and get their assignments online, and collaborate daily across the network with other students via wikis and other Internet-based applications.
3. Teachers can videoconference or download streaming media to classrooms and take their students on virtual field trips to interact with subject area experts.
4. School systems can utilize online courses.
5. Teachers can actively participate in online professional learning communities to share lessons and to participate in professional development.

### Action Items

1. Assess current and future bandwidth needs.
2. Utilize E-Rate funding. [E-Rate](#) is the commonly used name for the Schools and Libraries Program of the [Universal Service Fund](#), which is administered by the [Universal Service Administrative Company](#) (USAC) under the direction of the [Federal Communications](#)



[Commission](#) (FCC). The program provides discounts to assist most schools and libraries to obtain affordable telecommunications and Internet access. Funding is requested under four categories of service: telecommunications services, Internet access, internal connections, and basic maintenance of internal connections. Discounts for support depend on the level of poverty and the urban/rural status of the population served and range from 20% to 90% of the costs of eligible services. Eligible schools, school districts and libraries may apply individually or as part of a consortium.

3. If broadband capacity is lacking at the local level, seek partnerships with other local high-capacity demand institutions, including local civic leaders, government entities, public safety agencies, libraries, and hospitals or clinics, in a coordinated effort to aggregate local demand needs for increased broadband capacity and service. By aggregating demand within a local community, these institutions will be able to demonstrate to interested broadband providers existing pent-up demand and help justify private investments to bring greater capacity backhaul service to that community. That increased backhaul capacity can in turn benefit the whole community.

## **Government**

### **12. Improve Online Business Services Offered by the Government**

Developing more e-Government applications not only provides value to businesses, but also allows the government to realize cost savings and achieve greater efficiency and effectiveness. Examples of activities include paying for permits and licensing, paying taxes, providing services to the government and other operations.

#### **Goal**

Build an e-Government solution that improves the ability of businesses to conduct business with the government over the Internet.

#### **Benefits**

1. Facilitates business interaction with government, especially for urban planning, real estate development, and economic development.
2. e-Government lowers the cost to a business conducting all of its interaction with government. Furthermore, as more businesses conduct their business with government online, their transaction costs will be lowered. The cost to a business for any interaction decreases as more technology and fewer staff resources are needed.
3. e-Government provides a greater amount of information to businesses and provides it in a more organized and accessible manner.



### **Action Items**

1. The first step in the process of providing e-Government services to constituents is developing a functional web portal that allows businesses to have access to resources easily. Such a portal can enable outside businesses looking for new opportunities to make informed decisions about working in a certain community.
2. In addition, often overlooked in e-Government deployment are the issues of audiences and needs. Local governments must determine who will visit the website and what sort of information and services they will typically seek. A first step toward meeting general needs of constituents is to provide online access to as broad a swath of governmental information and data as is possible. The sort of information that should be included is:
  - Hours of operation and location of facilities
  - Contact information of key staff and departments
  - An intuitive search engine
  - Access to documents (ideally a centralized repository of online documents and forms)
  - Local ordinances, codes, policies, and regulations
  - Minutes of official meetings and hearings
  - News and events

### **Healthcare– No action items**

## APPENDIX 1: STATEWIDE PERSPECTIVE OF BROADBAND

As part of the Iowa State Broadband Initiative (SBI), and in partnership and at the direction of the Iowa Utilities Board, Connect Iowa produced an inaugural map of broadband availability in the spring of 2010. The key goal of the map was to highlight communities and households that remain unserved or underserved by broadband service; this information was essential to estimating the broadband availability gap in the state and understanding the scope and scale of challenges in providing universal broadband service to all citizens across the state. Since the initial map’s release, Connect Iowa has collected and released new data every six months, with updates in October and April annually.

The most current statewide and county-specific broadband inventory maps released in the spring of 2014 depict a geographic representation of provider-based broadband data represented by cable, DSL, wireless, fiber, etc. residential services. These maps also incorporate data such as political boundaries and major transportation networks in the state. A statewide map can be found at [http://www.connectiowa.org/connectednationftp/iowa/Statewide\\_Maps/IA\\_Statewide\\_Broadband.pdf](http://www.connectiowa.org/connectednationftp/iowa/Statewide_Maps/IA_Statewide_Broadband.pdf). The county maps can be found at [http://www.connectiowa.org/community\\_profile/find\\_your\\_county/iowa/Union](http://www.connectiowa.org/community_profile/find_your_county/iowa/Union).

**Table 1: Estimate of Broadband Service Availability in the State of Iowa By Speed Tier Among Fixed Platforms**

SBI Download/Upload Speed Tiers	Unserved Households ('000)	Served Households ('000)	Percent Households by Speed Tier
<b>At Least 768 Kbps/200 Kbps</b>	22	1,200	98.19
<b>At Least 1.5 Mbps/200 Kbps</b>	43	1,179	96.52
<b>At Least 3 Mbps/768 Kbps</b>	78	1,144	93.64
<b>At Least 6 Mbps/1.5 Mbps</b>	228	993	81.30
<b>At Least 10 Mbps/1.5 Mbps</b>	251	970	79.44
<b>At Least 25 Mbps/1.5 Mbps</b>	332	889	72.78
<b>At Least 50 Mbps/1.5 mbps</b>	355	867	70.94
<b>At Least 100 Mbps/1.5 Mbps</b>	497	725	59.35
<b>At Least 1 Gbps/1.5 Mbps</b>	1,196	26	2.10

Source: Connect Iowa, April 2014.



Table 1 reports updated summary statistics of the estimated fixed, terrestrial broadband service inventory (excluding mobile and satellite service) across the state of Iowa; it presents the number and percentage of unserved and served households by speed tiers. The total number of households in Iowa in 2010 was 1,221,576, for a total population of 3 million people. Table 1 indicates that 98.196% of households are able to connect to broadband at download speeds of at least 768 Kbps and upload speeds of at least 200 Kbps. This implies that the number of households originally estimated by Connect Iowa to be unserved has dropped from 53,335 households in the fall of 2010 to 22,146 households in the spring of 2014. Further, approximately 1,143,847 households across Iowa have broadband available of at least 3 Mbps download and 768 Kbps upload speeds. The percentage of Iowa households having fixed broadband access available of at least 6 Mbps download and 1.5 Mbps upload speeds is estimated at 81.37%.

Taking into account both fixed and mobile broadband service platforms, an estimated 99.99% of Iowa households have broadband available from at least one provider at download speeds of 768 Kbps or higher and upload speeds of 200 Kbps or higher. This leaves about 70 households in the state completely unserved by any form of terrestrial broadband (including mobile, but excluding satellite services).

As differences in broadband availability estimates between the fall of 2010 and the spring of 2014 show, additional participating broadband providers can have a large impact upon Iowa broadband mapping inventory updates. Furthermore, the measured broadband inventory provides an estimate of the true extent of broadband coverage across the state. There is a degree of measurement error inherent in this exercise that should be taken into consideration when analyzing the data. This measurement error will decrease as local, state, and federal stakeholders identify areas where the displayed coverage is underestimated or overestimated. Connect Iowa welcomes such feedback to be analyzed in collaboration with broadband providers to correct errors identified in the maps.

In addition, the broadband availability data collected, processed, and aggregated by Connect Iowa has been sent on a semi-annual basis to the NTIA to be used in the National Broadband Map, and comprises the source of Iowa's broadband availability estimates reported by the NTIA and the FCC in the National Broadband Map. The National Broadband Map can be found here: <http://www.broadbandmap.gov> and the Map's specific page for Iowa can be found here: <http://www.broadbandmap.gov/summarize/state/iowa>.

### **Interactive Map**

Connect Iowa provides My ConnectView™, an online tool developed and maintained by Connected Nation, which allows users to create completely customized views and maps of broadband infrastructure across the state. The self-service nature of this application empowers Iowa's citizens to take an active role in seeking service, upgrading service, or simply becoming



increasingly aware of what broadband capabilities and possibilities exist in their area, city, county, or state.

<http://www.connectiowa.org/interactive-map>

For additional maps and other related information, visit:

<http://www.connectiowa.org/broadband-landscape>

## **Business and Residential Technology Assessments**

To complement the broadband inventory and mapping data, Connect Iowa periodically conducts statewide residential and business technology assessments to understand broadband demand trends across the state. The purpose of this research is to better understand the drivers and barriers to technology and broadband adoption and estimate the broadband adoption gap across the state of Iowa. Key questions the data address are: who, where, and how are households in Iowa using broadband technology? How is this technology impacting Iowa households and residents? Who is not adopting broadband service and why? What are the barriers that prevent citizens from embracing this empowering technology?

Through Connect Iowa's research, many insights are able to be collected. The most recent residential technology assessment revealed the following key findings:

- Broadband adoption in Iowa increased by five percentage points between 2012 and 2013.
- More than 113,000 school-age children in Iowa still do not have broadband access at home.
- More than three out of ten (31%) or 90,830 non-adopters in Iowa cite relevance as their main barrier to broadband adoption, while nearly one-fifth (16%) or 46,880 cite cost as their biggest barrier.

Additionally, an assessment of technology use among Iowa businesses released in September 2014 on Connect Iowa's website revealed the following key findings:

- Across Iowa, 81% of businesses subscribe to broadband service, leaving approximately 16,000 Iowa businesses that still do not use or benefit from broadband.
- 31% of Iowa businesses that want faster Internet service cannot get it at their location.
- More than one in eight Iowa businesses say it is "important" or "very important" for new employees to be able to create or edit mobile apps, while one in eleven say it is important for new employees to know at least one programming language.
- Online sales in Iowa accounted for approximately \$20 billion in sales revenue last year, including nearly \$7.7 billion for small businesses with fewer than twenty employees and more than \$7 billion for rural Iowa businesses.

For more information on the statewide information described, visit the Connect Iowa website at <http://www.connectiowa.org/research>.



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## APPENDIX 2: PARTNER AND SPONSORS

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**Connect Iowa**, in partnership with the Iowa Economic Development Authority (IEDA), supports Iowa's reinvention and technological transformation through innovation, job creation, and entrepreneurship via the expansion of broadband technology and increased usage by Iowa residents. In 2009, Connect Iowa partnered with the Iowa Utilities Board to engage in a comprehensive broadband planning and technology initiative as part of the national effort to map and expand broadband. The program began by gathering provider data to form a statewide broadband map and has progressed to the planning and development stage. At this point the program is expanding to include community engagement in local technology planning, identification of opportunities with existing programs, and implementation of technology projects designed to address digital literacy, improve education, give residents access to global Internet resources, and stimulate economic development.

<http://www.connectiowa.org/>

The **Iowa Economic Development Authority (IEDA)** offers a variety of programs and services to individuals, communities, and businesses to attract and grow business, employment, and workforce in Iowa. Groundbreaking economic growth strategies focusing on cultivating start-up companies and helping existing companies become more innovative complement the activities already underway to retain and attract companies that are creating jobs for Iowans. Developing sustainable, adaptable communities ready for this growth is also an essential part of our work at IEDA — providing programs and resources that help communities reinvest, recover, and revitalize to make each community's vision a reality.

<http://www.iowaeconomicdevelopment.com/>

**Connected Nation** (Connect Iowa's parent organization) is a leading technology organization committed to bringing affordable high-speed Internet and broadband-enabled resources to all Americans. Connected Nation effectively raises the awareness of the value of broadband and related technologies by developing coalitions of influencers and enablers for improving technology access, adoption, and use. Connected Nation works with consumers, community leaders, states, technology providers, and foundations, including the Bill & Melinda Gates Foundation, to develop and implement technology expansion programs with core competencies centered on a mission to improve digital inclusion for people and places previously underserved or overlooked.

<http://www.connectednation.org>



**National Telecommunications and Information Administration (NTIA)** is an agency of the United States Department of Commerce that is serving as the lead agency in running the State Broadband Initiative (SBI). Launched in 2009, NTIA's State Broadband Initiative implements the joint purposes of the Recovery Act and the Broadband Data Improvement Act, which envisioned a comprehensive program, led by state entities or non-profit organizations working at their direction, to facilitate the integration of broadband and information technology into state and local economies. Economic development, energy efficiency, and advances in education and healthcare rely not only on broadband infrastructure, but also on the knowledge and tools to leverage that infrastructure.

NTIA has awarded a total of \$293 million for the SBI program to 56 grantees, one each from the 50 states, 5 territories, and the District of Columbia, or their designees. Grantees such as Connect Iowa are using this funding to support the efficient and creative use of broadband technology to better compete in the digital economy. These state-created efforts vary depending on local needs but include programs to assist small businesses and community institutions in using technology more effectively, developing research to investigate barriers to broadband adoption, searching out and creating innovative applications that increase access to government services and information, and developing state and local task forces to expand broadband access and adoption.

Since accurate data is critical for broadband planning, another purpose of the SBI program is to assist states in gathering data twice a year on the availability, speed, and location of broadband services, as well as the broadband services used by community institutions such as schools, libraries, and hospitals. This data is used by NTIA to update the National Broadband Map, the first public, searchable nationwide map of broadband availability launched February 17, 2011.



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## APPENDIX 3: THE NATIONAL BROADBAND PLAN

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The National Broadband Plan, released in 2010 by the Federal Communications Commission, has the express mission of creating a high-performance America—a more productive, creative, efficient America in which affordable broadband is available everywhere and everyone has the means and skills to use valuable broadband applications. The plan seeks to ensure that the entire broadband ecosystem—networks, devices, content and applications— is healthy.

The plan recommends that the country adopt and track the following six goals to serve as a compass over the next decade:

**GOAL No. 1: At least 100 million U.S. homes should have affordable access to actual download speeds of at least 100 megabits per second and actual upload speeds of at least 50 megabits per second.**

**GOAL No. 2: The United States should lead the world in mobile innovation, with the fastest and most extensive wireless networks of any nation.**

**GOAL No. 3: Every American should have affordable access to robust broadband service and the means and skills to subscribe if they so choose.**

**GOAL No. 4: Every American community should have affordable access to at least 1 gigabit per second broadband service to anchor institutions such as schools, hospitals, and government buildings.**

**GOAL No. 5: To ensure the safety of the American people, every first responder should have access to a nationwide, wireless, interoperable broadband public safety network.**

**GOAL No. 6: To ensure that America leads in the clean energy economy, every American should be able to use broadband to track and manage their real-time energy consumption.**

To learn more, visit: [www.broadband.gov](http://www.broadband.gov)

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## APPENDIX 4: WHAT IS CONNECTED?

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The goal of Connect Iowa’s “Connected” program is to empower locally informed and collaborative technology planning that addresses each community’s need for improved access, adoption, and use of technology:

- **ACCESS** – Does your community have access to affordable and reliable broadband service?
- **ADOPTION** – Is your community addressing the barriers to broadband adoption?
- **USE** – Are residents using technology to improve their quality of life?

Connected Nation leverages state-based public-private partnerships to engage residents at the local level. Regionally based staff provide “train-the-trainer” activities to local leaders, such as librarians, school administrators, economic development professionals, and public officials, and help them organize multi-sector technology planning teams, inventory local technology resources and initiatives, assess local technology access, adoption, and use, and develop local strategies that target specific technology gaps in the community.

Connected’s community technology-planning framework is cyclical. As with other forms of community planning – and especially so with technology planning – change is the only constant. At the community level, changing technology requirements, shifting demographics, economic drivers, and workforce requirements may expose or create new digital divides. Connected’s community technology-planning framework supports a sustained effort.

### Connected Planning Process

Connected’s community technology-planning framework provides a clear path for the sustainable acceleration of broadband access, adoption, and use.





**Step 1: Engage.** Successful strategies to bridge the local digital divide and increase broadband access, adoption, and use are predicated on broad and sustained stakeholder participation. A successful local technology planning team should include people from multiple sectors, including:

- State and Local Government
- Public Safety
- Education (K-12, Higher Ed)
- Library
- Business & Industry, Agriculture, Recreation and Tourism
- Healthcare
- Community Organizations
- Technology Providers

**Step 2: Assess.** The Connected planning process guides the local technology planning team through an assessment of community technology resources, strengths, assets, needs, and gaps in order to identify and develop strategies to address specific technology gaps and opportunities in the community. Bolstered by benchmarking data that had been gathered through Connect Iowa’s mapping and market research, the local technology planning team works with community members to benchmark local broadband access, adoption, and use via the Connected Assessment, which measures:

ACCESS	ADOPTION	USE
1. Broadband Availability	6. Digital Literacy	10. Economic Opportunity
2. Broadband Speeds	7. Public Computer Centers	11. Education
3. Broadband Competition	8. Broadband Awareness	12. Government
4. Middle Mile Access	9. Vulnerable Population Focus	13. Healthcare
5. Mobile Broadband Availability		

**Step 3: Plan.** Once community resources and needs are identified, the community planning team begins to identify local priorities and policies, programs, and technical solutions that will accelerate broadband access, adoption, and use. Connected Nation provides recommended actions based on best practices from communities across the United States.

**Step 4: Act.** The technology planning team works together to ensure that selected policies, programs, and technical solutions are adopted, implemented, improved, and maintained. The Connected program also provides a platform for collaboration and the sharing of best practices between communities. Connected Nation also provides communications support to raise awareness of your community’s efforts. For communities that measurably demonstrate proficiency in broadband access, adoption, and use in the Connected Assessment, Connected Nation offers Connected certification, a nationally recognized certification that provides an avenue for pursuing opportunities as a recognized, technologically advanced community.



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## APPENDIX 5: GLOSSARY OF TERMS

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### #

**3G Wireless - Third Generation** - Refers to the third generation of wireless cellular technology. It has been succeeded by 4G wireless. Typical speeds reach about 3 Mbps.

**4G Wireless - Fourth Generation** - Refers to the fourth generation of wireless cellular technology. It is the successor to 2G and 3G. Typical implementations include LTE, WiMax, and others. Maximum speeds may reach 100 Mbps, with typical speeds over 10 Mbps.

### A

**ARRA** - American Recovery and Reinvestment Act.

**ADSL - Asymmetric Digital Subscriber Line** - DSL service with a larger portion of the capacity devoted to downstream communications, less to upstream. Typically thought of as a residential service.

**ATM - Asynchronous Transfer Mode** - A data service offering by ASI that can be used for interconnection of customers' LAN. ATM provides service from 1 Mbps to 145 Mbps utilizing Cell Relay Packets.

### B

**Bandwidth** - The amount of data transmitted in a given amount of time; usually measured in bits per second, kilobits per second, and megabits per second.

**BIP - Broadband Infrastructure Program** - Part of the American Recovery and Reinvestment Act (ARRA), BIP is the program created by the U.S. Department of Agriculture focused on expanding last mile broadband access.

**Bit** - A single unit of data, either a one or a zero. In the world of broadband, bits are used to refer to the amount of transmitted data. A kilobit (Kb) is approximately 1,000 bits. A megabit (Mb) is approximately 1,000,000 bits.

**BPL - Broadband Over Powerline** - An evolving theoretical technology that provides broadband service over existing electrical power lines.

**BPON - Broadband Passive Optical Network** - A point-to-multipoint fiber-lean architecture network system which uses passive splitters to deliver signals to multiple users. Instead of running a separate strand of fiber from the CO to every customer, BPON uses a single strand of fiber to serve up to 32 subscribers.

**Broadband** - A descriptive term for evolving digital technologies that provide consumers with integrated access to voice, high-speed data service, video-demand services, and interactive delivery services (e.g. DSL, cable Internet).

**BTOP - Broadband Technology Opportunities Program** - Part of the American Recovery and Reinvestment Act (ARRA), BTOP is the program created by the U.S. Department of Commerce



focused on expanding broadband access, expanding access to public computer centers, and improving broadband adoption.

## C

**Cable Modem** - A modem that allows a user to connect a computer to the local cable system to transmit data rather than video. It allows broadband services at speeds of five Mbps or higher.

**CAP - Competitive Access Provider** - (or "Bypass Carrier") A company that provides network links between the customer and the Inter-Exchange Carrier or even directly to the Internet Service Provider. CAPs operate private networks independent of Local Exchange Carriers.

**Cellular** - A mobile communications system that uses a combination of radio transmission and conventional telephone switching to permit telephone communications to and from mobile users within a specified area.

**CLEC - Competitive Local Exchange Carrier** - Wireline service provider that is authorized under state and federal rules to compete with ILECs to provide local telephone and Internet service. CLECs provide telephone services in one of three ways or a combination thereof: a) by building or rebuilding telecommunications facilities of their own, b) by leasing capacity from another local telephone company (typically an ILEC) and reselling it, or c) by leasing discreet parts of the ILEC network referred to as UNEs.

**CMTS - Cable Modem Termination System** - A component (usually located at the local office or head end of a cable system) that exchanges digital signals with cable modems on a cable network, allowing for broadband use of the cable system.

**CO - Central Office** - A circuit switch where the phone and DSL lines in a geographical area come together, usually housed in a small building.

**Coaxial Cable** - A type of cable that can carry large amounts of bandwidth over long distances. Cable TV and cable modem broadband service both utilize this technology.

**Community Anchor Institutions (CAI)** - Institutions that are based in a community and larger user of broadband. Examples include schools, libraries, healthcare facilities, and government institutions.

**CWDM - Coarse Wavelength Division Multiplexing** - Multiplexing (more commonly referred to as WDM) with less than 8 active wavelengths per fiber.

## D

**Dial-Up** - A technology that provides customers with access to the Internet over an existing telephone line. Dial-up is much slower than broadband.

**DLEC - Data Local Exchange Carrier** - DLECs deliver high-speed access to the Internet, not voice. DLECs include Covad, Northpoint, and Rhythms.

**Downstream** - Data flowing from the Internet to a computer (surfing the net, getting e-mail, downloading a file).

**DSL - Digital Subscriber Line** - The use of a copper telephone line to deliver "always on" broadband Internet service.



**DSLAM - Digital Subscriber Line Access Multiplier** - A piece of technology installed at a telephone company's CO that connects the carrier to the subscriber loop (and ultimately the customer's PC).

**DWDM - Dense Wavelength Division Multiplexing** - A SONET term which is the means of increasing the capacity of SONET fiber-optic transmission systems.

## E

**E-rate** - A federal program that provides subsidy for voice and data lines to qualified schools, hospitals, Community-Based Organization (CBOs), and other qualified institutions. The subsidy is based on a percentage designated by the FCC.

**Ethernet** - A local area network (LAN) standard developed for the exchange data with a single network. It allows for speeds from 10 Mbps to 10 Gbps.

**EON - Ethernet Optical Network** - The use of Ethernet LAN packets running over a fiber network.

**EvDO - Evolution Data Only** - A new wireless technology that provides data connections that are 10 times faster than a regular modem.

## F

**FCC - Federal Communications Commission** - A federal regulatory agency that is responsible for, among other things, regulating VoIP.

**Fixed Wireless Broadband** - The operation of wireless devices or systems for broadband use at fixed locations such as homes or offices.

**Franchise Agreement** - An agreement between a cable provider and a government entity that grants the provider the right to serve cable and broadband services to a particular area - typically a city, county, or state.

**FTTH - Fiber To The Home** - Another name for fiber to the premises, where fiber optic cable is pulled directly to an individual's residence or building allowing for extremely high broadband speeds.

**FTTN - Fiber To The Neighborhood** - A hybrid network architecture involving optical fiber from the carrier network, terminating in a neighborhood cabinet that converts the signal from optical to electrical.

**FTTP - Fiber To The Premise (Or FTTB – Fiber To The Building)** - A fiber optic system that connects directly from the carrier network to the user premises.

## G

**Gbps - Gigabits per second** - 1,000,000,000 bits per second or 1,000 Mbps. A measure of how fast data can be transmitted.

**GPON - Gigabyte-Capable Passive Optical Network** - Uses a different, faster approach (up to 2.5 Gbps in current products) than BPON.

**GPS - Global Positioning System** - A system using satellite technology that allows an equipped user to know exactly where he is anywhere on earth.





**GSM - Global System for Mobile Communications** - This is the current radio/telephone standard in Europe and many other countries except Japan and the United States.

## H

**HFC - Hybrid Fiber Coaxial Network** - An outside plant distribution cabling concept employing both fiber optic and coaxial cable.

**Hotspot** - See *Wireless Hotspot*.

## I

**IEEE** - Institute of Electrical and Electronics Engineers (pronounced “Eye-triple-E.”).

**ILEC - Incumbent Local Exchange Carrier** - The traditional wireline telephone service providers within defined geographic areas. They typically provide broadband Internet service via DSL technology in their area. Prior to 1996, ILECs operated as monopolies having the exclusive right and responsibility for providing local and local toll telephone service within LATAs.

**IP-VPN - Internet Protocol - Virtual Private Network** - A software-defined network offering the appearance, functionality, and usefulness of a dedicated private network.

**ISDN - Integrated Services Digital Network** - An alternative method to simultaneously carry voice, data, and other traffic, using the switched telephone network.

**ISP - Internet Service Provider** - A company providing Internet access to consumers and businesses, acting as a bridge between customer (end-user) and infrastructure owners for dial-up, cable modem, and DSL services.

## K

**Kbps - Kilobits per second** - 1,000 bits per second. A measure of how fast data can be transmitted.

## L

**LAN - Local Area Network** - A geographically localized network consisting of both hardware and software. The network can link workstations within a building or multiple computers with a single wireless Internet connection.

**LATA - Local Access and Transport Areas** - A geographic area within a divested Regional Bell Operating Company is permitted to offer exchange telecommunications and exchange access service. Calls between LATAs are often thought of as long-distance service. Calls within a LATA (IntraLATA) typically include local and local toll telephone services.

**Local Loop** - A generic term for the connection between the customer’s premises (home, office, etc.) and the provider’s serving central office. Historically, this has been a wire connection; however, wireless options are increasingly available for local loop capacity.

**Low Income** - Low income is defined by using the poverty level as defined by the U.S. Census Bureau. A community’s low-income percentage can be found at [www.census.gov](http://www.census.gov).

## M



**MAN - Metropolitan Area Network** - A high-speed data intra-city network that links multiple locations with a campus, city, or LATA. A MAN typically extends as far as 50 kilometers (or 31 miles).

**Mbps - Megabits per second** - 1,000,000 bits per second. A measure of how fast data can be transmitted.

**Metro Ethernet** - An Ethernet technology-based network in a metropolitan area that is used for connectivity to the Internet.

**Multiplexing** - Sending multiple signals (or streams) of information on a carrier (wireless frequency, twisted pair copper lines, fiber optic cables, coaxial, etc.) at the same time. Multiplexing, in technical terms, means transmitting in the form of a single, complex signal and then recovering the separate (individual) signals at the receiving end.

## N

**NTIA** - National Telecommunications and Information Administration, which is housed within the United State Department of Commerce.

**NIST** - National Institute of Standards and Technology.

## O

**Overbuilders** - Building excess capacity. In this context, it involves investment in additional infrastructure projects to provide competition.

**OVS - Open Video Systems** - A new option for those looking to offer cable television service outside the current framework of traditional regulation. It would allow more flexibility in providing service by reducing the build-out requirements of new carriers.

## P

**PON - Passive Optical Network** - A Passive Optical Network consists of an optical line terminator located at the Central Office and a set of associated optical network terminals located at the customer's premises. Between them lies the optical distribution network comprised of fibers and passive splitters or couplers.

## R

**Right-of-Way** - A legal right of passage over land owned by another. Carriers and service providers must obtain right-of-way to dig trenches or plant poles for cable and telephone systems and to place wireless antennae.

**RPR - Resilient Packet Ring** - Uses Ethernet switching and a dual counter-rotating ring topology to provide SONET-like network resiliency and optimized bandwidth usage, while delivering multi-point Ethernet/IP services.

**RUS - Rural Utility Service** - A division of the United States Department of Agriculture that promotes universal service in unserved and underserved areas of the country through grants, loans, and financing.



## S

**Satellite** - Satellite brings broadband Internet connections to areas that would not otherwise have access, even the most rural of areas. Historically, higher costs and lower reliability have prevented the widespread implementation of satellite service, but providers have begun to overcome these obstacles, and satellite broadband deployment is increasing. A satellite works by receiving radio signals sent from the Earth (at an uplink location also called an Earth Station) and resending the radio signals back down to the Earth (the downlink). In a simple system, a signal is reflected, or "bounced," off the satellite. A communications satellite also typically converts the radio transmissions from one frequency to another so that the signal getting sent down is not confused with the signal being sent up. The area that can be served by a satellite is determined by the "footprint" of the antennas on the satellite. The "footprint" of a satellite is the area of the Earth that is covered by a satellite's signal. Some satellites are able to shape their footprints so that only certain areas are served. One way to do this is by the use of small beams called "spot beams." Spot beams allow satellites to target service to a specific area, or to provide different service to different areas.

**SBI** - State Broadband Initiatives, formerly known as the State Broadband Data & Development (SBDD) Program.

**SONET - Synchronous Optical Network** - A family of fiber-optic transmission rates.

**Streaming** - A Netscape innovation that downloads low-bit text data first, then the higher bit graphics. This allows users to read the text of an Internet document first, rather than waiting for the entire file to load.

**Subscribership** - Subscribership is the number of customers that have subscribed for a particular telecommunications service.

**Switched Network** - A domestic telecommunications network usually accessed by telephones, key telephone systems, private branch exchange trunks, and data arrangements.

## T

**T-1 - Trunk Level 1** - A digital transmission link with a total signaling speed of 1.544 Mbps. It is a standard for digital transmission in North America.

**T-3 - Trunk Level 3** - 28 T1 lines or 44.736 Mbps.

## U

**UNE - Unbundled Network Elements** - Leased portions of a carrier's (typically an ILEC's) network used by another carrier to provide service to customers.

**Universal Service** - The idea of providing every home in the United States with basic telephone service.

**Upstream** - Data flowing from your computer to the Internet (sending e-mail, uploading a file).

## V

**VDSL (or VHDSL) - Very High Data Rate Digital Subscriber Line** - A developing technology that employs an asymmetric form of ADSL with projected speeds of up to 155 Mbps.

**Video On Demand** - A service that allows users to remotely choose a movie from a digital library and be able to pause, fast-forward, or even rewind their selection.

**VLAN - Virtual Local Area Network** - A network of computers that behave as if they were connected to the same wire even though they may be physically located on different segments of a LAN.

**VoIP - Voice over Internet Protocol** - A new technology that employs a data network (such as a broadband connection) to transmit voice conversations.

**VPN - Virtual Private Network** - A network that is constructed by using public wires to connect nodes. For example, there are a number of systems that enable one to create networks using the Internet as the medium for transporting data. These systems use encryption and other security mechanisms to ensure that only authorized users can access the network and that the data cannot be intercepted.

**Vulnerable Groups** -Vulnerable groups will vary by community, but typically include low-income, minority, senior, children, etc.

## W

**WAN - Wide Area Network** - A communications system that utilizes cable systems, telephone lines, wireless, and other means to connect multiple locations together for the exchange of data, voice, and video.

**Wi-Fi - Wireless Fidelity** - A term for certain types of wireless local networks (WLANs) that uses specifications in the IEEE 802.11 family.

**WiMax** - A wireless technology that provides high-throughput broadband connections over long distances. WiMax can be used for a number of applications, including last mile broadband connections, hotspots, and cellular backhaul and high-speed enterprise connectivity for businesses.

**Wireless Hotspot** - A public location where Wi-Fi Internet access is available for free or for a small fee. These could include airports, restaurants, hotels, coffee shops, parks, and more.

**Wireless Internet** - 1) Internet applications and access using mobile devices such as cell phones and palm devices. 2) Broadband Internet service provided via wireless connection, such as satellite or tower transmitters.

**Wireline** - Service based on infrastructure on or near the ground, such as copper telephone wires or coaxial cable underground, or on telephone poles.