

CONNECTED CAPITAL AREA: WORK PLAN

Goal	Activities	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y1 Deliverables	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4	Responsible Party
1. Develop a strategic plan for broadband infrastructure priority investments, aimed at increasing access to broadband.	In conjunction with the Steering Committee, establish and convene Infrastructure & Deployment Team.	X				Meeting Minutes									Valley Vision (VV)
	Compile an inventory of existing and rejected ARRA and CASF Infrastructure project applications, leveraging existing web resources such as NTIA and CASF.	X				Infrastructure Application Inventory Document									I&D Team
	Conduct research and compile Region’s current broadband infrastructure and anticipated plans. Consultation will include: California Telehealth Network, CENIC, Telecommunication providers, and other maps with existing resources.	X	X			Infrastructure Inventory Report									VV& I&D Team
	Review research and conduct an evaluation resulting in a status report summarizing “where are we now” with regards to available infrastructure in the CCABC region.			X		Summary Report									VV& I&D Team
	Develop long-term vision for infrastructure deployment based on existing and future needs. Include and engage critical anchor institutions and interconnection points.				X	X	Summary Report which includes endorsement from anchor institutions								VV& I&D Team
	Identify critical gaps to reach long-term vision.					X	Infrastructure Gap Analysis Report								VV& I&D Team

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2. Promote increased access, utilization and adoption of broadband with non-users.	Establish and convene Adoption and Digital Literacy Team.	X				Meeting Minutes									Valley Vision (VV)
	Review existing maps of resources and digital literacy efforts, evaluate “where region is now”	X				Digital Literacy Program Inventory Report									VV & ADL Team
	Develop a process to evaluate and identify top priorities for public awareness and outreach campaigns. Assessment criteria for selection should include: level of gap, readiness to implement, capacity to implement, replicability, potential for resource matching, institutional partners, and a clear customer base.		X			Assessment Criteria Document									VV & ADL Team
	Conduct research and compile Region’s assets and major gaps resulting in a status report summarizing “where are we now” with regards to available digital literacy programs in the CCABC region.		X	X		Digital Literacy Gap Analysis Report									VV & ADL Team
	In collaboration with community resources, anchor institutions and existing event calendars, develop initiatives and public awareness, education, and outreach campaigns to stimulate the demand for broadband services. A report outlining the priority digital literacy expansion projects and pilot communities for the CCABC four-county region is complete.					X	Priority Digital Literacy Focus Area Report								VV & ADL Team

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2. Promote increased access, utilization and adoption of broadband with non-users. (cont.)	Implement priority digital literacy projects in two pilot communities so that the demand for broadband services is stimulated, ultimately resulting in a 5% increase of broadband adoption by Year 3.						X	X							VV & ADL Team
	Pilot program results evaluated and analyzed. Make necessary adjustments.								X						VV & ADL Team
	Customize and enhance outreach program for next priority areas. A summary report of the digital literacy pilot will be provided which includes the goals of the pilot project, the process used, outcomes and impact, and post-mortem evaluation of the pilot and recommended improvement areas.									X					VV & ADL Team
	Deploy at least one additional digital literacy project incorporating lessons learned and recommendations from the pilot projects. Monitoring and adjustments will be made as necessary.										X	X	X	X	VV & ADL Team

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3. Promote increased awareness and understanding among policymakers of the importance of broadband access for economic development and regional wellbeing.	Work teams develop policies supportive of broadband deployment and adoption.								X						VV, I&D and ADL Teams
	Prepare fact sheets to share with policy makers the benefits of broadband. Policies which address the key barriers to broadband deployment and adoption will be created and available to be used in outreach with local jurisdictions.								X						VV
	Presentations seeking adoption or endorsement of policies or programs supportive of broadband deployment and adoption will have been conducted to representatives of all the 19 city and county jurisdictions in the region. Support for broadband access and use will be demonstrated by the adoption of some or all of the proposed policies or programs by at least 10 of the 19 jurisdictions.									X	X	X	X	X	VV, I&D and ADL Teams

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4. Provide support to remove barriers impeding advancement of wireless broadband deployment.	Convene wireless broadband providers in the Sacramento Region to identify the top barriers to wireless broadband deployment and expansion.	X				Meeting Minutes									VV
	Conduct research and compile available data and findings which address the top barrier.	X	X			Research Summary Report									VV & Wireless Broadband Team
	Develop a strategy to address the top barrier.		X			Action Plan Report									VV & WB Team
	Small groups are mobilized to exert influence on policies and programs affecting wireless broadband deployment with a prioritized list of actions.			X	X	Outcome Summary Report									VV & WB Team
	Convene wireless broadband providers in the Sacramento Region, local jurisdictional reps, and consumer advocacy groups, to identify barriers to cell tower siting.						X								VV & WB Team
	Understand current siting needs, and roadmap for the next 12 months.						X								VV & WB Team
	Conduct research for best practices to overcome similar challenges							X							VV & WB Team
	A model ordinance or other adoptable recommendation is developed with criteria and conditions to streamline the siting process, helping advance wireless broadband deployment in the CCABC jurisdictions, but with the capacity to be replicated in other jurisdictions.								X	X					VV & WB Team

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5. Provide project management support for Sacramento Area regional consortium.	Establish and convene Steering Committee	X				Meeting Minutes									VV
	Convene at least four Steering Committee meetings annually to: 1) provide oversight of the regional consortia, 2) create a forum for regional connectivity, and 3) provide a leadership voice on broadband related public policy issues.	X	X	X	X	Meeting Minutes	X	X	X	X	X	X	X	X	VV
	Provide support for additional work teams as needed.						X	X	X	X	X	X	X	X	VV
	Convene two full CCABC meetings annually to educate and build relationships across political jurisdictions and disciplines to reach a broad constituency. Target metric for attendance – representatives from 75% of the membership roster		X		X	Meeting Minutes		X		X		X		X	VV
	Conduct information briefings for stakeholders and providers about CASF		X		X	Meeting Minutes		X		X		X		X	VV
	Conduct Project Management duties for the consortium. In Year 3 the “collaborative capacity” of the CCABC will be evaluated through use of the Valley Vision collaborative capacity survey tool and will provide an assessment of the level of collaboration of the consortium along with recommended areas to enhance the future efforts of the CCABC.	X	X	X	X	Progress Report & Database of Team Participants	X	X	X	X	X	X	X	X	VV
	Participate in the CPUC hosted "Regional Consortia Learning Community Summit" to share and learn broadband-related best practices.				X	N/A				X				X	VV + CCABC Members