Achieving Digital Equity in California
Check List of Best Practices for Local Governments
Roles of Local Government Leaders

Role	Best Practice	Yes
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Policy Leader		
Promulgate policies that determine the jurisdiction's attention and attitude about broadband technology and define the approach to facilitating or discouraging capital investment in deployment and adoption by residents.	Adopt a resolution or policy to accelerate broadband deployment and adoption to achieve Digital Equity.	
	Request all Departments to identify and implement strategies that integrate Digital Inclusion into ongoing services and programs.	
	Participate in a Regional Leadership Group to coordinate plans and actions to achieve economies of scale and optimal impact.	
	Post on website and distribute information to low-income residents about affordable home Internet service offers and lower-cost devices.	
	Establish a remote-work program to reduce vehicle trips (embrace broadband as a green strategy) that maintains workforce productivity.	
Planner		
Prepare land use and other related plans (such as for economic development) that guide the development in the jurisdiction, thus determining "how smart" growth will be and defining quality of life for residents.	Convene community meetings in-language and in-culture to obtain public input on broadband infrastructure needs and affordable access.	
	Prepare a map of unserved areas and digitally-disadvantaged neighborhoods with preferred broadband strategic corridors and identified public assets to accelerate broadband deployment.	
	Share the map with appropriate Regional Leadership Groups and California Department of Technology for middle-mile planning.	
	Identify strategies and adopt policies to accelerate broadband deployment and adoption, including consideration of incentives for ISPs to reach the unserved areas and assist low-income residents.	
	Incorporate the broadband map, strategies, and policies into the General Plan with an analysis of overall programmatic impacts and benefits to streamline compliance with CEQA.	
Regulator		
Adopt implementing ordinances for policies and plans that promote "smart" infrastructure, facilities, and buildings consistent with "Dig Once, Dig Smart" objectives.	Adopt ordinances to implement policies and procedures to accelerate broadband deployment, including online submission of plans and permit applications with ministerial procedures to minimize delays.	
	Enact procedures to streamline broadband project approvals and permitting, including priority focus for partnerships with ISPs.	
	Conduct briefings for ISPs about how to comply with policies and procedures in ordinances to minimize delays in approvals.	
	Incorporate high-speed Internet infrastructure into all public projects, especially major transportation and public utility projects.	
	Require high-speed Internet infrastructure as a condition of approval for all private construction (with public access where appropriate).	

Role	Best Practice	Yes
Consumer Purchaser		
Purchase and utilize technology which can enable residents to access information and services, increasing demand for the technology and encouraging innovation and competition to develop new applications that will increase productivity.	Inventory information technology (IT) and ISP contracts to determine total amount being paid annually for IT and Internet services. Share the inventory with Regional Leadership Group(s) to explore demand aggregation in negotiating for IT and Internet services.	
	Meet with IT and ISP vendors to identify strategies for accelerating broadband deployment and adoption. Consider requiring assistance with adoption programs as a condition of procurement contracts.	
	Ensure all IT and ISP contracts require periodic updates to state-of-art technology with user-friendly interfaces and applications for residents.	
	Develop a robust "green technology ecosystem" to refurbish retired computing devices for donation to unconnected low-income households participating in adoption programs. Encourage other public agencies and larger employers to donate retired devices.	
	Purchase computing devices and hotspots in bulk to be loaned and/or sold at a discounted price for residents in adoption programs.	
Service Provider		
Provide information and services online through broadband that increases the relevance of the technology to consumers, which encourages adoption and reduces impacts on the environment.	Provide online access to all policies, plans, ordinances, and services information, including remote participation in public meetings.	
	Deliver online as many services as possible to reduce vehicle trips and improve efficiency and productivity.	
	Designate the library as a "community digital hub" to help residents become digitally literate and learn how to get online at home.	
	Promote telehealth (as a health provider and/or encourage other providers) to optimize effective healthcare and reduce vehicle trips.	
	Encourage and support schools to implement effective technology and Digital Inclusions programs such as School2Home.	
Total Best Practices	Add up the number of completed Best Practices (Total 25 Best Practices).	
Score	Assign 4 points per Best Practice for your Score (Total Possible Score of 100).	
Progress Rating	Benchmark progress as a percentage of your Score / 100 = % Progress.	**%**

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Notes:

Broadband is defined in State law as high-speed Internet infrastructure including wireline and wireless technologies. Threshold speeds for adequate broadband is define by State law and regulations. State law currently defines "unserved" as less the 25/3 Mbps and minimums for publicly-subsidized Internet infrastructure as 100/20 Mbps.

Regional Leadership Groups include: Regional Broadband Consortium; Metropolitan Planning Organization; Council of Governments; Regional Transportation Agency; Countywide Work Group; and Other Voluntary Work Group involving multiple Local Governments. It is vital to work with the Regional Broadband Consortium.

Adoption Programs help unconnected low-income households get online at home and generally include: (a) outreach in-language and in-culture by trusted messengers, such as community-based organizations (CBOs), schools, libraries, and community agencies; (b) awareness about the relevance and value of being online; (c) assistance with selecting and signing up for affordable home Internet service; (d) delivery of digital literacy training; and (e) assistance with acquiring an affordable and appropriate computing device.