

# Texas Regional Broadband Program Checklist

This checklist is designed to ensure you have all the necessary items to implement regional strategies for broadband access and digital opportunity. It will also serve as a companion checklist for the Regional Plan for Broadband and Digital Opportunity Guidance Document and Template Packet.

## Pre-Planning Requirements

Review the full guidance document.

Review all examples provided in the guidance.

Download or open the Regional Plan for Broadband and Digital Opportunity Template Packet.

Confirm your submission deadline(s) with TARC.

Note quarterly update requirements and reporting expectations.

## Needs and Asset Assessment (Table 1)

Gather prior needs and asset assessments relevant to broadband. This can include:

- Stakeholder input: conduct or review stakeholder engagement activities
- Community engagement: collect community input (meetings, surveys, listening sessions, etc.)
- Prior assessments relevant to broadband and digital opportunity.

Identify regional priority areas and gaps or challenges based on data and engagement.

Evaluate and inventory existing programs, resources, and local initiatives.

Complete **Table 1** in the template packet using your collected information.

## Regional Goals (Table 2)

To help with goal selection, review the Digital Opportunity and Broadband Planning Regional Goals

Select 2 - 4 regional goals.

For each selected goal, outline strategies tailored to your COG's local context.

Choose 1-2 KPIs per goal that align with the reporting framework.

Copy **Table 2** as many times as needed to include all selected objectives (i.e., goals, strategies,

## KPI Tracker and Baselines (Table 3)

Determine baseline values that reflect your COG's unique regional characteristics.

Identify statewide metrics relevant to each KPI.

Identify regional metrics relevant to each KPI.

Complete Table 3 for each goal/strategy/KPI combination.

## KPI Highlights & Milestones (Table 4)

List each strategy and its corresponding KPI.

Describe programmatic methods used to deliver or support each KPI.

Identify milestones or progress indicators for each KPI.

Complete Table 4 and copy multiple times as needed.

**Authorization (Table 5)**

For quarterly submissions and ongoing reporting as milestones are achieved: review each table for completeness and accuracy.

Ensure all tables are included (Tables 1-5) and properly filled out.

Complete the authorization table (Table 5) with the appropriate and required information and

**Final Plan Submission**

Compile the full Regional Broadband & Digital Opportunity Plan.

Confirm all required attachments and tables are included.

Submit the completed plan to the Texas Regional Broadband Program's primary contact by the required deadline.