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Instructions: Complete this form, attach any supporting documentation, and email to: [tammi.alexander@commerce.wa.gov](mailto:tammi.alexander@commerce.wa.gov) and [wsbo@commerce.wa.gov](mailto:wsbo@commerce.wa.gov).



Public agency

RETAIL BROADBAND PLAN

#### Organization Contact Information

Organization Name:

Contact Name:

Contact Title:

Organization Address:

Contact Phone number:

Contact Email:

#### Entity Type

Please indicate the type of entity submitting this plan:

City (second class)  County  Port  PUD  Town

#### Plan Details

Please provide detailed information addressing the following items:

1. Assessment of the current availability of broadband infrastructure and its adequacy to provide high-speed internet access and other advanced telecommunications services to end users.
2. Project Area:
   1. Describe the project area. Include boundary information such as street names, landmarks, etc. If the project accedes the applicant’s jurisdictional boundaries, please describe why the applicant is working outside it’s jurisdictional boundary.
   2. Please include the project Shape files including, at a minimum, the three component files; a) shp, b).shx c) .dbf. Also, please include a PDF of the project shape for public posting of the proposed project area.
3. Evidence relating to the “unserved” nature of the community in which retail telecommunications services will be provided (“unserved” meaning an area of Washington in which households and businesses lack access to broadband service at a minimum 100 megabits per second download speed and a minimum 20 megabits per second upload speed.) If you wish to consult SBO staff on identifying service levels for communities, please contact [wsbo@commerce.wa.gov](mailto:wsbo@commerce.wa.gov) to set up an appointment.
4. Please provide the pricing structure for telecommunication services to end users, including speeds per price point.
5. Evidence that proposed telecommunications infrastructure will be capable of scaling to greater download and upload speeds to meet state broadband goals under [RCW 43.330.536.](https://app.leg.wa.gov/RCW/default.aspx?cite=43.330.536)
6. Please attached a project budget that includes sources of funding and associated costs for project implementation and on-going operations. Note: Ports and PUDs must also include a description of potential state and federal funding available to provide service to the unserved area.
7. The strategic plan that will maintain long-term operation of the infrastructure, the expected installation charges, and expected monthly costs for end users.

#### Additional Information needed from Ports and PUDs

1. Please include a map and description of how the deployment of proposed broadband infrastructure will achieve at a minimum 100 megabits per second download speed and at a minimum 20 megabits per second upload speed and can scale to be consistent with the stated long-term state broadband speed goals for “unserved” areas.
2. Please attach a copy of the resolution adopted by the governing body.

This plan will be reviewed for completeness. When all information, as required by ESHB 1336 and SB 5383, has been provided, the State Broadband Office will review the plan and post a review of the proposed project on its website.

### Any plans, documentation, or other information submitted by eligible entities may be used by the State Broadband Office to:

* better understand infrastructure deployment;
* potentially allocate funding for unserved areas;
* advance the state policy objectives;
* determine whether the plan aligns with state policy objectives and broadband priorities;
* measure progress toward serving those in unserved areas;
* report on the feasibility and sustainability of the project; and
* confirm that the project is within an unserved area.

If you need help or have questions, please contact Tammi Alexander at (360) 725-5038 or [tammi.alexander@commerce.wa.gov](mailto:tammi.alexander@commerce.wa.gov)