Digital Inclusion Trailblazers: Scoring Worksheet

This worksheet allows potential Trailblazer communities to review the indicators and "pre-score" themselves prior to submitting the online Trailblazers Application. The point values for each indicator are shown, as are the total possible points for each Trailblazers category. Users may tally up points for the indicators they meet using the column to the right of the page to see their potential Trailblazers status*. Example sources of documentation are also listed below each indicator - while other sources will be accepted, those listed are the most common.

Please note that this worksheet is intended only for estimating scores and preparing to submit an application. All communities seeking Trailblazer status must submit an online application, and final scores may differ based on the completeness of applications and documentation submitted.

1. **Dedicate Resources** *(Up to 4 points for achieving both indicators in this category)*
   1a. Full-time equivalent (FTE) staff dedicated to digital inclusion - 2 points
   (position description, job posting, organizational chart)

   1b. Dedicated local (non-federal) funding for digital inclusion for current fiscal year - 2 points
   (budget document with clear line-items, ordinance or other action appropriating funds)

2. **Fund or Aid Digital Inclusion Programs** *(Max of 3 points available for this category)*
   2a. Digital skills - 1 point
   (funding agreement, program website or description, outreach materials)

   2b. Device access - 1 point
   (funding agreement, program website or description, outreach materials)

   2c. Broadband adoption and affordability - 1 point
   (funding agreement, program website or description, outreach materials)

   2d. Digital navigators - 2 points
   (funding agreement, program website or description, outreach materials)

3. **Participate in Digital Inclusion Ecosystem** *(Up to 3 points for achieving all indicators in this category)*
   3a. Funding FTE staff at a community partner organization - 1 point
   (funding agreement AND position description, job posting, organizational chart)

   3b. Meaningfully engaging as a member of a local digital inclusion coalition - 1 point
   (slide deck materials, meeting agendas, acknowledgement on coalition outputs)

3c. Participating in a formalized digital inclusion coalition, committee, working group, or other initiative beyond the local community - 1 point
(listing as a member of a federal/state/regional digital inclusion initiative on a website, evidence of consistent meeting attendance, or meeting notes/minutes/materials showing meaningful contribution)

4. **Engage the Community (*Up to 3 points for achieving all indicators in this category*)**

4a. Regularly engaging lived experts and communities impacted by the digital divide - 1 point
(flyers or promotional materials distributed to community members, anonymized or aggregated data, meeting notes/minutes/materials showing meaningful interaction, documentation to conduct human subject research (such as IRB approval)

4b. Hosting community conversations focused on meaningful engagement around digital inclusion, such as public meetings, listening sessions, and town halls - 1 point
(materials that suggest opportunities for two-way communication. One-way communication materials such as an announcement of a program, event, or resources does not qualify)

4c. Hosting a public website or webpage dedicated to digital inclusion that is contained within or navigable through the local government website - 1 point
(documentation is the website URL)

5. **Advance Digital Inclusion Through Policy (*Up to 3 points for achieving all indicators in this category*)**

5a. Participating in state and federal legislative and rulemaking processes to promote digital inclusion - 1 point
(legislative testimony, comments submitted during rulemaking processes, evidence of advocacy with federal/state elected officials or agencies, evidence of participation in a federal/state agency committee/working group/task force)

5b. Enacting policies that promote digital inclusion - 1 point
(formal IT policy for donating surplus computers to nonprofit device refurbishers, documented accessibility standards for local government's online content)

5c. Officially declaring support for digital inclusion - 1 point
(resolution or proclamation declaring Digital Inclusion Week, supporting digital equity for all residents, or recognizing digital inclusion champions in the community)

6. Use Data to Inform Digital Inclusion *(Max of 3 points available for this category)*

6a. Community digital inclusion survey or benchmarking - 1 point
(survey protocol/questionnaire, findings produced from analysis of the survey results)

6b. Digital inclusion asset mapping - 2 points
(evidence of digital inclusion asset mapping will be assessed through outputs such as websites, graphics, inventory tools, and maps)

6c. New or emerging digital inclusion datasets - 1 point
(methodology documents describing the data and how it is collected, dataset in database/spreadsheet/other usable format, findings produced from analysis of the data)

6d. Local internet speed tests - 1 point
(local online speed test platform, findings produced from analysis of locally collected speed test data)

6e. Secondary digital inclusion data (American Community Survey, FCC Mapping, Affordable Connectivity Program Enrollments, etc.) to guide decision making - 1 point
(process for incorporating secondary data into local government digital equity decision-making; use of secondary data in program design and evaluation; incorporation of secondary data into outreach and education materials for the public, partner organizations, and policymakers)

7. Create a Local Digital Inclusion Plan
(May select one indicator or the other for this category, and may receive a score of 1 or 4)

7a. Published local digital inclusion plan - 4 points
(documentation is the published local digital inclusion plan)

7b. Local digital inclusion plan in development or strategy document - 1 point
(legislation authorizing development of a plan, digital inclusion plan project scope, request for proposals to hire a digital inclusion planning consultant, digital inclusion strategy or framework document)

TOTAL POINTS

Digital Inclusion Trailblazers: 5-17 points
Outstanding Digital Inclusion Trailblazers: 18+ points