June XX, 2022

The Honorable Alan Davidson

Assistant Secretary of Commerce for Communications and Information

NTIA Administrator

US Department of Commerce

1401 Constitution Ave., NW

Washington, DC 20230

**RE: State Digital Equity (DE) Program**

*Submitted Electronically*

Dear Assistant Secretary Davidson:

On behalf of [INSERT APPLICANT NAME], I am declaring our intent to participate in the State Digital Equity (DE) Program.

The [INSERT ENTITY, ORGANIZATION, DEPARTMENT, AND/OR OFFICE] will serve as the recipient of, and administering agent for, any Digital Equity Program award. The following individual will serve as the point of contact for all correspondence:

[INSERT NAME, TITLE, AND EMAIL]

In support of Digital Equity Plan development, we have identified the following activities:

* Needs Assessment - We will start by reviewing the current internet technology of our Tribe to determine action items to improve broadband access and affordability.
* Digital Equity Vision – We will determine a clear vision for digital equity for our Tribe and develop a plan for how any existing Tribal digital equity plans, if applicable, will be incorporated into this vision.
* Coordination & Outreach Strategy – We will develop a strategy for gathering feedback from our Tribal members and ensuring collaboration with the full range of stakeholders in our Tribal Nation.
* Plan Future State - We will utilize the knowledge gained during the Needs Assessment to determine the most appropriate technology/solution to enhance broadband access and affordability with a digital equity plan. This will enable our anchor institutions to integrate digital equity plans into education, health, and economic development goals.
* Define Roadmap / Implementation Strategy - Creation of a roadmap and implementation strategy—including timelines, planned use of funds, a description of how the Tribal Nation will accomplish the implement plan—that = can be used as a tool to build out the systems necessary for the improvement of existing broadband access, use, and adoption. With a roadmap defined, we will be able to execute those plans based on the priorities of our community.

Sincerely,

Tribal Governing Body Name, Title

Address