# Fiber to The Premise (FTTP) Municipal Committee Guide

## TOWN BOARD

- Determine if the Board will handle Broadband work or if an ad-hoc committee will be formed
- Give the committee guidance: provider requirements, purpose & goals you have determined
- Include a variety of statkeholders: residents, businesses and anyone who has subject matter expertise

## COMMITTEE HOMEWORK

- Focus on purpose and goals, refer to the municipal guidebook and shared committee work materials
- WISER survey distribution (email & direct mail)
- Review information in the municipal guidebook & Finley Engineering Assessment Report, talk to other committee(s)
- Review and understand the Public Service Commission coveragge maps for your area

## COMMITTEE HOMEWORK

- Consider issuing a Request for Information (RFI) to ISP's before scheduling interviews
- Update the Board regularly
- Residential and Business outreach, informational public meetings
- Look over upcoming grants & determine if you have a goal to apply for any

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## GRANT WORK

- What grants are currently available and open to apply for and what funding options are available?
- Grant support documentation including survey data
- Ensure you have a letter of intent signed by the Town/Village Board (work to be done after recommendation)
- Letters of support: residents, businesses, school district, County, legislatures for your application(s) (work to be done during applicaiton process)
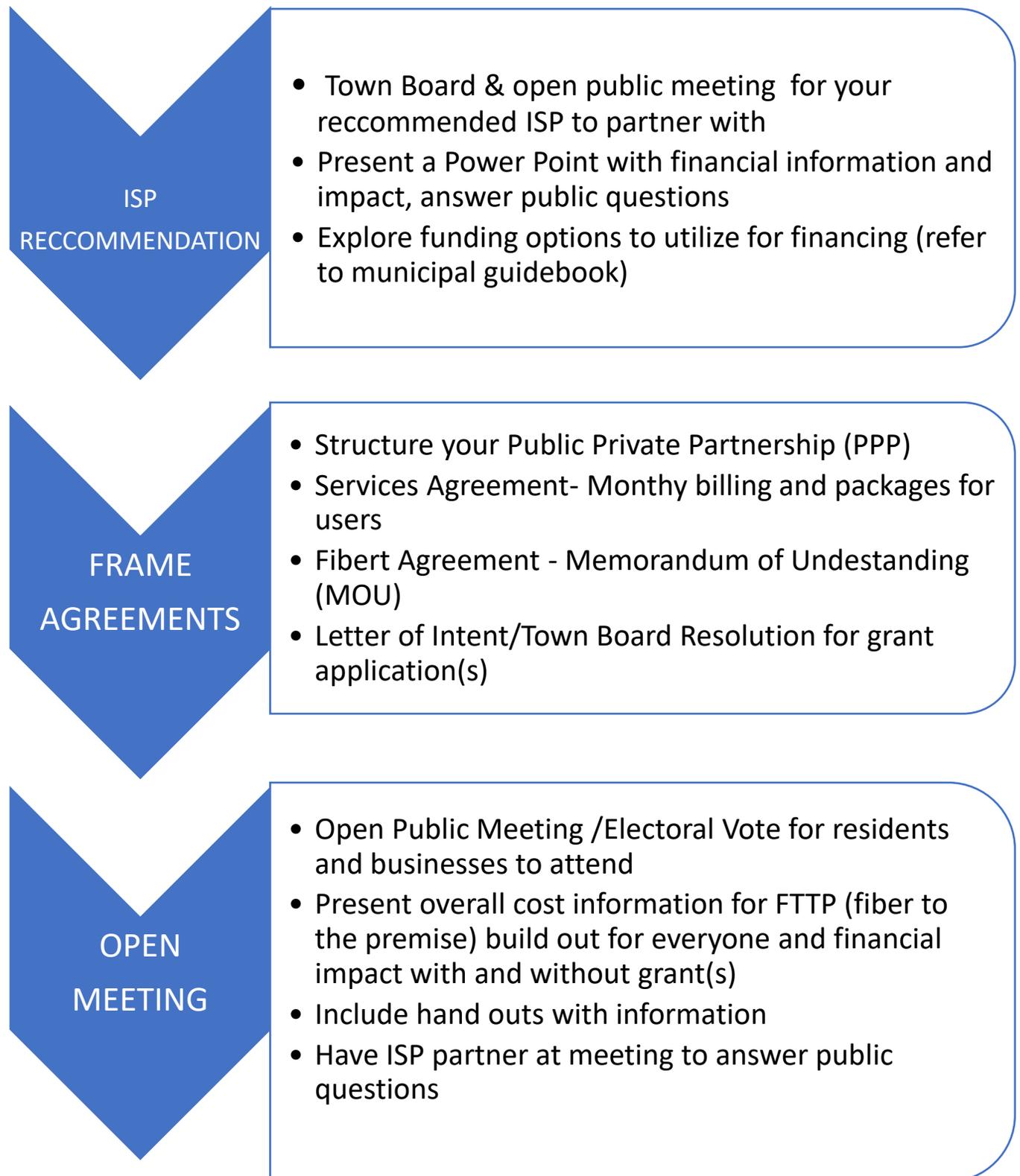
## REQUEST FOR PROPOSAL (RFP)

- Send out a RFP (shared work product from Town of Sevastopol) to ISP's to get answers on service packages,network information, overall project cost, matching funds & grant work to compare
- You will use this information to make a reccommendation to the Board on an ISP public private partnership (PPP)

## INTERVIEW ISP'S

- Invite Internet Service Providers to meet with the committee to interview them (possibly twice)
- Utilize the RFP information during the interviews
- Get any further requirement answers you want during this meeting to determine a future public private partnership (PPP)

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**ISP RECCOMMENDATION**

- Town Board & open public meeting for your reccomended ISP to partner with
- Present a Power Point with financial information and impact, answer public questions
- Explore funding options to utilize for financing (refer to municipal guidebook)

**FRAME AGREEMENTS**

- Structure your Public Private Partnership (PPP)
- Services Agreement- Monthy billing and packages for users
- Fibert Agreement - Memorandum of Undestanding (MOU)
- Letter of Intent/Town Board Resolution for grant application(s)

**OPEN MEETING**

- Open Public Meeting /Electoral Vote for residents and businesses to attend
- Present overall cost information for FTTP (fiber to the premise) build out for everyone and financial impact with and without grant(s)
- Include hand outs with information
- Have ISP partner at meeting to answer public questions

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## FINANCIAL HOMEWORK

- Go back to work you did in your grant homework
- Explore funding options prior to grant application (refer to municipal guidebook)
- Get Board approval on your funding option

## GRANT APPROVAL

- If grant is approved work out final agreement with your ISP (your agreement may be to do work regardless of grant awards)
- Finalize services agreement
- Finalize and utilize financial funding

## SUPPORT

- Jessica Hatch - County Broadband Coordinator
- jhatch@co.door.wi.us
- 920-746-2289 or 920-493-2237
- www.fibernetdoorcounty.org

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