

# ACTION PLAN GUIDE

This action plan guides you as you plan, implement, and evaluate your Digital Volunteer Initiative.

## COMMUNITY PROFILE

Before implementing your Digital Volunteer Initiative, it is important to learn more about your community. This exercise is designed to help you learn more about the place you will be implementing the program, regardless of your skills or prior knowledge. Using credible sources of information, complete the community profile below. These sources could include local government officials, the Board of Commissioners, the U.S. Bureau of Labor Statistics, the State Department of Labor, your local Chamber of Commerce, etc. (See Broadband and Digital Access Data Sources for Community in the Digital Volunteer Initiative Guidebook.)

When citing published statistics and population data, be sure to indicate the source, as well as the year in which the data were published. For example, although the Bureau of Labor Statistics may publish information in 2020, the data may actually represent 2018. You may also want to include the URL for referencing later if needed.

### Basic County Information

State		County	
County Seat		Cities or Towns in the County	
Location of Extension Office:			

### Population

Total Population:		Unemployed:	
Employed:		Unemployment Rate	
Over the last 10 years, has the population in your community increased or decreased?		Over the last 10 years, has the unemployment rate in your community increased or decreased?	
Source of Information:			

## Digital Equity Act (DEA) Covered Populations

Percent of population of individuals who live in covered households (i.e. households with income less than or equal to 150 percent of the federal poverty level)	
Percent of population of aging individuals	
Percent of population of incarcerated individuals, other than individuals who are incarcerated in a federal correctional facility	
Percent of population of veterans	
Percent of population of individuals with a language barrier, including individuals who are English learners and have low levels of literacy	
Percent of population of individuals who are members of a racial or ethnic minority group:	
Percent of population of individuals who primarily reside in a rural area:	
Data Source:	

## Education of Labor Force

What percentage of the total workforce has some high school education?	
What percentage of the total workforce has a high school diploma or GED?	
What percentage of the total workforce attended college but did not graduate?	
What percentage of the total workforce attended a 2-year or 4-year college program and graduated?	
What percentage of the total workforce completed a graduate degree beyond a 4-year college program?	
Data Source:	



## Employers

Identify four employers in your community. Answer each of the questions below for each employer:

- How many people do they employ?
- Where are they located in your community?
- Does the employer produce goods (agriculture, forestry, mining, construction, manufacturing, etc.), or does the employer provide services (utilities, wholesale trade, retail, transportation, education, healthcare, etc.)?
- What goods do they produce? What services do they provide?
- Is the employer part of the private or public sector? If the employer is part of the government, is it the federal, state, or local government?

<b>Employer #1:</b>	
Number of Employees:	
Location:	
Goods or Services?	
Description:	
Private or Government?	

<b>Employer #2:</b>	
Number of Employees:	
Location:	
Goods or Services?	
Description:	
Private or Government?	

<b>Employer #3:</b>	
Number of Employees:	
Location:	
Goods or Services?	
Description:	
Private or Government?	

<b>Employer #4:</b>	
Number of Employees:	
Location:	
Goods or Services?	
Description:	
Private or Government?	

Source(s) of Information:
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