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# Digital Equity Semi-Annual Report Guidance

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Version 1.0



# Digital Equity Semi-Annual Report – Overview



This report will be due **twice yearly** to capture grant recipient progress for the State Digital Equity Planning Grant Program (SDEPG). The report will be available on the [NTIA Grants Portal \(NGP\)](#) by April 2023. Reporting period end dates are March 31 and September 30, and Reports are due within 30 calendar days of the reporting period end dates. The first Digital Equity Semi-Annual Report is due by **April 30**.

My Post Award Requirement(s) Due Within 6 Months - 2 items View

Search

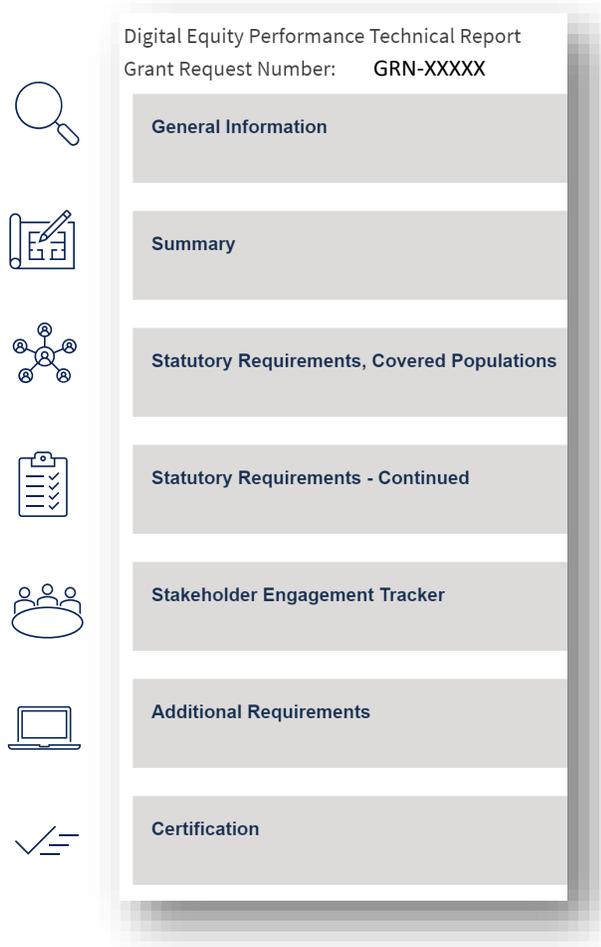
Award Number	Funding Program	Report Name	Reporting Start Date	Reporting End Date	Due Date	Status	Latest Sub
<a href="#">118202324</a>	State Digital Equity Planning Grant Program	State Digital Equity Semi-Annual Report O...	9/30/2022	3/30/2023	4/29/2023	Not Started	1/12/2023



# Digital Equity Semi-Annual Report – Structure



The Digital Equity Semi-Annual Report fulfills the reporting requirement in Section VI.E.2.b of the NOFO and helps NTIA evaluate progress made towards Digital Equity Plan requirements.



## The report is separated into 7 sections:

- 1. General Information:** Confirm prepopulated general recipient awarding information
- 2. Summary:** Qualitatively gauge recipient progress on the Digital Equity Plan
- 3. Statutory Requirements, Covered Populations:** Answer covered populations questions\* over the Stated Vision, Barriers to Digital Equity, and Measurable Objectives
- 4. Statutory Requirements - Continued:** Answer statutory questions\* over Stakeholder Collaboration and upload the List of Organizations spreadsheet
- 5. Stakeholder Engagement Tracker:** Upload the Stakeholder Engagement Tracker spreadsheet
- 6. Additional Requirements:** Answer additional questions related to Digital Equity Plan requirements
- 7. Certification:** Sign and certify report completion and accuracy

**\*If applicable\*** Some statutory requirements, do not apply to non-state entities



# Digital Equity Semi-Annual Report – Helpful Hints

Grant recipients should be aware of several technical nuances when completing the Report in the NGP.

## Helpful Hints for Grant Recipients

- Note: Sections 1-6 of the report do not need to be completed in any specific order
- **Complete every question** of the Report. The [Certification](#) section will not be accessible until complete
- **Do not leave blank areas** in the Report; enter “N/A.” Blank areas will be considered incomplete
- **Save your work**; if leaving a section incomplete, click “**Next**” until reaching the last page of that section with the “**Save and Submit**” button in order to save
- Best practice tip: **complete answers offline** to save responses and gauge narrative field character limits
- **Check information ahead of the report due date**: some items (General Information, Authorized Certifying Official) can only be updated by the NGP Help Desk ([NGPHelpDesk@ntia.gov](mailto:NGPHelpDesk@ntia.gov)) and will require that they have time to respond to the inquiry
- **Only the Authorized Organizational Representative (AOR)** can certify and submit reports; other NGP users with access to the State/Territory grant request may only fill out the Report.
- **Chrome** is the preferred browser for the NTIA Grants Portal.

# ACCESSING THE REPORT IN NGP

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# Accessing the Report



NTIA Grants Portal Home Support Funding Programs

> My Grant Application(s) - 2 items View

> My Grant Award(s) - 0 items View

My Post Award Requirement(s) Due Within 6 Months - 2 items View

Award Number	Funding Program	Report Name	Reporting...	Reporting E...	Due Date	Status	Latest Subm...
118020204	State Digital Equity Planning Grant Program	State Digital Equity Semi-Annual Report...					
118020204	State Digital Equity Planning Grant Program	State Digital Equity Form 425 October 1, 2...	8/30/2022	3/30/2023	4/28/2023	In Progress	

- 1 Log in to the NTIA Grants Portal at: <https://grants.ntia.gov/grantsPortal/s/>
- 2 Under “My Post Award Requirement(s) Due Within 6 Months”, select “State Digital Equity Semi-Annual Report”

## Note

For assistance with logging in, email the NTIA Grants Portal Help Desk at [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov)



# Accessing the Report



The screenshot shows the NTIA Grants Portal interface. At the top, there is a dark blue header with the NTIA logo, the text "NTIA Grants Portal", and navigation links for "Home" and "Support". Below the header, the main content area displays the report title "Digital Equity Performance Technical Report" and the "Grant Request Number: GRN-XXXXX". On the right side, it shows "OMB Control No. 0660-0050" and "Exp. Date: 11/30/2025".

Section Name	SECTION STATUS	Action Button
General Information	Completed	Review/Update (Green button)
Summary	Not Started	Get Started (Blue button)
Statutory Requirements, Covered Populations	Not Started	Get Started (Blue button)
Statutory Requirements - Continued	Not Started	Get Started (Blue button)
Stakeholder Engagement Tracker	Not Started	Get Started (Blue button)
Additional Requirements	Not Started	Get Started (Blue button)
Certification	Not Started	Get Started (Grey button)

Red boxes and arrows highlight the "Review/Update" button for the "General Information" section and the "Get Started" button for the "Summary" section.

5 Begin the report by clicking on the “Review/Update” or “Get Started” buttons associated with each individual section.



# NTIA Grants Portal Navigation

## 1. Steps Menu

All questions in the Report are aligned to a Steps menu on the righthand side of the screen for each section.

## 2. Radio Buttons

Make a single selection to register completion.

## 3. Narrative Fields

- Some fields only appear with the selection of a specific radio button selection.
- Most narrative fields contain character limits that are either listed in text, or in the **i** icon to the top right of the field.
- These text boxes can be expanded by dragging the bottom right corner to see all text.

## 4. Previous/Next

In each section, you can click the Previous or Next buttons to navigate to other questions back and forward.

## 5. Save and Finish/Finish

Users must click “Next” to get to the end of each section and click to “Save and Finish” or “Finish” or **edits made will not be saved**.

## 6. Upload Files

Click to upload files from folders or drag and drop files. Successful uploads will appear below in the **FileName** area with the date.

# GENERAL INFORMATION

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# General Information



All data in this section is **prepopulated** and should match information found in the Notice of Award (CD-450) as well as SAM.gov, when applicable (note information marked with an asterisk\*). Grant recipients must review and confirm, or get assistance if updates are needed (see **Note**). Clicking “Finish” will render this section as “Completed” and direct to the main report page.

General Information

Review the below information. If anything needs correction, [contact the NGP Help Desk](#).

Recipient Organization	Award Identification Number
Recipient Street Address	Report Submission Date
City, State, Zip Code	Final Report <input type="radio"/> Yes <input checked="" type="radio"/> No
EIN Number	Reporting Period Start Date
Award Start Date	Reporting Period End Date
Award End Date	

Finish

- **Recipient Organization\***
- **Recipient Street Address\***
- **City, State, Zip Code\***
- **Employer Identification Number (EIN)\***
- **Award Period Start Date**
- **Award Period End Date**
- **Award Identification Number**
- **Report Submission Date**
- **Final Report**
- **Reporting Start Date**
- **Reporting End Date**

## **Note**

If any of the information in the General Information section is incorrect, contact the NTIA Grants Portal Help Desk ([NGPHelpDesk@ntia.gov](mailto:NGPHelpDesk@ntia.gov)) to update.



# SUMMARY

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## Milestone Categories

Summary

Please use the section provided to indicate the State Digital Equity Plan percentage of completion and major accomplishments or barriers.

**1a. Overall State Digital Equity Plan**

Percent Complete  %

Provide a brief description (500 characters or less) of the primary activities involved in reaching this percentage of completion.

Response

**1b. Please describe significant project accomplishments during this reporting period funded through the SDEPG grant. (3,000 characters or less)**

Response

**1c. Please describe any challenges to achieving project accomplishments during this reporting period funded through the SDEPG grant. (3,000 characters or less)**

Response

### **1a) Overall State Digital Equity Plan** (500 character limit)

Provide the approximate level of Plan completion as a numerical percentage and separately give a brief description of the primary activities involved in reaching this level.

### **1b) Significant Project Accomplishments** (3,000 character limit)

Use form fields to highlight project accomplishments.

### **1c) Significant Challenges** (3,000 character limit)

Describe any challenges (problems, delays, adverse conditions, cost overruns, etc.) to achieving project accomplishments.

#### **Note**

Information for 1a-1c needs to be pertinent to the specific reporting period.  
Plan completion, accomplishments, and challenges must have occurred between the Report's Start and End Dates.

## Milestone Categories

1d. Please describe significant project accomplishments you plan to accomplish during the next reporting period. (3,000 characters or less)

Response

1e. Please expand upon any pilots, programs, or projects you are investing in as part of the implementation process. What Covered Populations are being served through these investments, and where (geographically) are the investments being made? (3,000 characters or less)

Response

[Save and Finish](#)

### 1d) Future Significant Project Accomplishments

(3,000 character limit)

Use narrative field to highlight planned accomplishments for the next reporting period.

### 1e) Project Investments

(3,000 character limit)

Expand upon any pilot programs or projects that the grant recipient is investing in as part of the implementation process. Describe which covered populations are being served through these investments and where (geographically) these investments are being made.

#### Note

Information for 1d needs to be pertinent to the next reporting period.  
Future significant project accomplishments must be planned between the next Report's Start and End Dates.

# STATUTORY REQUIREMENTS, COVERED POPULATIONS

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# Statutory Requirements, Covered Populations - Overview



This next section of the Digital Equity Semi-Annual Report addresses progress made meeting **Statutory Requirements** regarding covered populations per the NOFO Section IV.C.1.b.i.

## Questions 2-5:

**(2)** An assessment of how the measurable objectives (in **Question 5**) will impact the grant recipient's **outcomes** for—

- a. Economic and workforce development goals, plans, and outcomes
- b. Educational outcomes
- c. Health outcomes
- d. Civic and social engagement
- e. Delivery of other essential services

**(3)** A **stated vision** for digital equity, the grant recipient's priority goals, and how the recipient plans to measure progress of these goals as noted in the NOFO Section IV.C.1.b.ii.1.

**(4)** **Identification of barriers** to digital equity faced by covered populations

**(5)** **Measurable objectives** for documenting and promoting requirements as outlined in the NOFO Section IV.C.1.b.i.2.

### **Covered Populations,** *per the NOFO Section I.C.(g), include:*

- Individuals who live in covered households
- Aging individuals
- Incarcerated individuals, other than individuals who are in a Federal correctional facility
- Veterans
- Individuals with disabilities
- Individuals with a language barrier (including individuals who are English learners and have low levels of literacy)
- Individuals who are members of a racial or ethnic minority group
- Individuals who primarily reside in a rural area



# Statutory Requirements, Covered Populations – Question 2



## 2) Outcomes *per the NOFO Section IV.C.1.b.i.3*

An assessment of how the measurable objectives identified in the covered population section (see [Measurable Objectives](#)) will impact and interact with the grant recipient's:

- a. Economic and workforce development goals, plans, and outcomes
- b. Educational outcomes
- c. Health outcomes
- d. Civic and social engagement
- e. Delivery of other essential services

Select progress towards meeting requirements 2a-2e as either **Not Started**, **In Progress**, or **Complete**.

If **Complete** or **In Progress** is selected, provide a brief narrative (500 character limit) describing plan contents and how digital inclusion may further those goals. If **Not Started**, enter “N/A” in the narrative field.

**Outcomes**

Please use the following section to provide the statuses on the progress for the State Digital Equity Plan requirements.

**2. An assessment of how the measurable objectives identified in the Covered Population section (question #5 of this form) will impact and interact with the State's:**

a. Economic and workforce development goals, plans, and outcomes

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started

In Progress

Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. How would digital inclusion further these goals? (If Not Started, enter N/A)

Response

**Steps**

- Outcomes**
- Stated Vision
- Barriers to Digital Equity
- Measurable Objective 1
- Measurable Objective 2
- Measurable Objective 3
- Measurable Objective 4
- Measurable Objective 5

b. Educational outcomes

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started

In Progress

Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. How would digital inclusion further these goals? (If Not Started, enter N/A)

Response

**c. Health outcomes**

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started

In Progress

Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. How would digital inclusion further these goals? (If Not Started, enter N/A)

Response

**d. Civic and social engagement**

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started

In Progress

Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. How would digital inclusion further these goals? (If Not Started, enter N/A)

Response

**e. Delivery of other essential services**

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started

In Progress

Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. How would digital inclusion further these goals? (If Not Started, enter N/A)

Response

Next



# Statutory Requirements, Covered Populations – Question 3



## 3) Stated Vision *per the NOFO Section IV.C.1.b.ii.1*

3a-3c in the Digital Equity Semi-Annual Report collect data on the requirement that the State Digital Equity Plan include a stated vision for digital equity.

Stated Vision

Please use the following section to provide the statuses on the progress for the State Digital Equity Plan requirements.

3a. Share the stated vision of digital equity that is measurable (ex: Achieve 100% high-speed broadband access and 95% of Americans adopt broadband by 2027).

Response

3b. What are your state's priority goals? (i.e. education, workforce, health, economic development, access to public services?) How would digital inclusion further these goals?

Response

3c. How does your state plan to measure progress on these goals?

Response

Steps

- Outcomes
- Stated Vision
- Barriers to Digital Equity
- Measurable Objective 1
- Measurable Objective 2
- Measurable Objective 3
- Measurable Objective 4
- Measurable Objective 5

Previous Next

### 3a) Measurable Vision of Digital Equity (3,000 character limit)

Share a measurable vision for digital equity.

*Example: Achieve 100% high-speed broadband access and 95% of residents adopt broadband by 2027.*

### 3b) Recipient's Priority Goals (3,000 character limit)

- Describe the recipient's priority goals, i.e., education, workforce, health, economic development, access to public services, etc.
- Explain how digital inclusion will further these priority goals.

### 3c) Plan to Measure Goal Progress (3,000 character limit)

Describe how the grant recipient plans to measure progress towards these priority goals.



# Statutory Requirements, Covered Populations – Question 4



## 4) Barriers to Digital Equity *per the NOFO Section IV.C.1.b.i.1*

For items marked as Yes, use the fields to explain 1) what barriers to digital equity have been identified so far for each covered population (4a-4h), and 2) how this barrier was identified.

**Barriers to Digital Equity**

Please use the following section to provide the statuses on the progress for the State Digital Equity Plan requirements regarding Covered Populations.

**4. Identification of Covered Populations**

4a. Individuals with disabilities

Have you identified any barriers to implementing digital inclusion and achieving digital equity for Covered Populations? (Yes/ No) Response  
 Yes  
 No

4b. Individuals with a language barrier (including individuals who are English learners and have low levels of literacy)

Have you identified any barriers to implementing digital inclusion and achieving digital equity for Covered Populations? (Yes/ No) Response  
 Yes  
 No

4c. Individuals who are members of a racial or ethnic minority group

Have you identified any barriers to implementing digital inclusion and achieving digital equity for Covered Populations? (Yes/ No) Response  
 Yes  
 No

4d. Veterans

Have you identified any barriers to implementing digital inclusion and achieving digital equity for Covered Populations? (Yes/ No) Response  
 Yes  
 No

If so, please list the barriers to implementing digital inclusion and achieving digital equity in your state for each covered population: \* Response

How did you identify these barriers? What was the source of information? \* Response

Previous Next

- Have you identified any barriers to implementing digital inclusion and achieving digital equity for covered populations?
  - Answer **Yes/No** for each Covered Population
- If you select **Yes** above, list the barriers to implementing digital inclusion and achieving digital equity in your State for each Covered Population (3,000 character limit).
- Where barriers are described, provide detail on how they were identified and what the source of information was (3,000 character limit). Please provide as much detail as possible (e.g., links, dates, titles of documents).



# Statutory Requirements, Covered Populations – Question 5



## 5) Measurable Objectives *per the NOFO Section IV.C.1.b.i.2*

For each of the five measurable objectives 5a-5e, establish progress by clicking **Not Started**, **In Progress**, or **Complete**. Indicate 1) which covered populations the grant recipient has engaged with and 2) where data has been collected. If applicable, upload data sources (statistics, interviews, survey data). If other groups (e.g., sheltered homeless, LGBTQIA+, school-aged children) were engaged, describe them (3,000 character limits).

### 5a) Broadband Availability & Affordability

Access to fixed and wireless broadband technology

### 5b) Online Accessibility & Inclusivity

- What are the recipient's goals for making online services of state and local governments more accessible?

### 5c) Digital Literacy

- Does the recipient have a plan to adopt digital skills standards?
- How does the recipient define digital literacy?

### 5d) Online Privacy & Cybersecurity

Awareness and use of online security measures

### 5e) Consumer Device Availability & Affordability

Including technical support for those devices (e.g., software integration, email applications)



**STATUTORY  
REQUIREMENTS,  
CONTINUED**

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# Statutory Requirements, Continued - Overview



This next section of the report covers progress made meeting **Statutory Requirements**, specifically regarding collaborating with Key Stakeholders and Organizations as outlined in the NOFO Section IV.C.1.b.i.4-5.

**Key Stakeholders**, *per the NOFO Section IV.C.1.b.i.4*, may include:

- a. Community anchor institutions
- b. County and municipal governments
- c. Local educational agencies
- d. Where applicable, Indian Tribes, Alaska Native entities, or Native Hawaiian organizations
- e. Nonprofit organizations
- f. Organizations that represent:
  - i. Individuals with disabilities (including children)
  - ii. Aging individuals
  - iii. Individuals with language barriers (including English learners and individuals with low literacy)
  - iv. Veterans
  - v. Individuals in that State who are incarcerated in facilities other than Federal correctional facilities
- g. Civil rights organizations
- h. Entities that carry out workforce development programs
- i. Agencies of the State responsible for administering or supervising adult educational and literacy activities
- j. Public housing authorities in the State; and
- k. A partnership between any of the entities listed above

## **Questions 6-7:**

**(6) Description of plans to collaborate** with key stakeholders

**(7) List of Organizations**

### **Note**

Grants recipients are also encouraged to collaborate with other unnamed groups beyond the above.



# Statutory Requirements, Continued – Question 6



## 6) Collaboration with Key Stakeholders *per the NOFO Section IV.C.1.b.ii.4*

Describe what plans the grant recipient has to collaborate with key stakeholders in order to achieve their measurable objectives in the covered populations section.

### Collaboration with Key Stakeholders

Please use the following section to provide the statuses on the progress for the remaining statutory State Digital Equity Plan requirements.

**6. In order to achieve the measurable objectives identified in the Covered Population section, a description of how the State plans to collaborate with key stakeholders (A list of potential key stakeholders can be found in Section IV.C.1.b.i. of the NOFO)**

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

[Next](#)

### Steps

- Collaboration with Key Stakeholders
  - List of Organizations

- Establish progress made towards meeting the requirement by selecting **Not Started, In Progress, or Complete**.
  - If selecting **In Progress** or **Complete**, provide a brief narrative (500 character limit) of plan contents.
  - If **Not Started**, enter “N/A” in the narrative field.



# Statutory Requirements, Continued – Question 7



## 7) List of Organizations *per the NOFO Section IV.C.1.b.i.5*

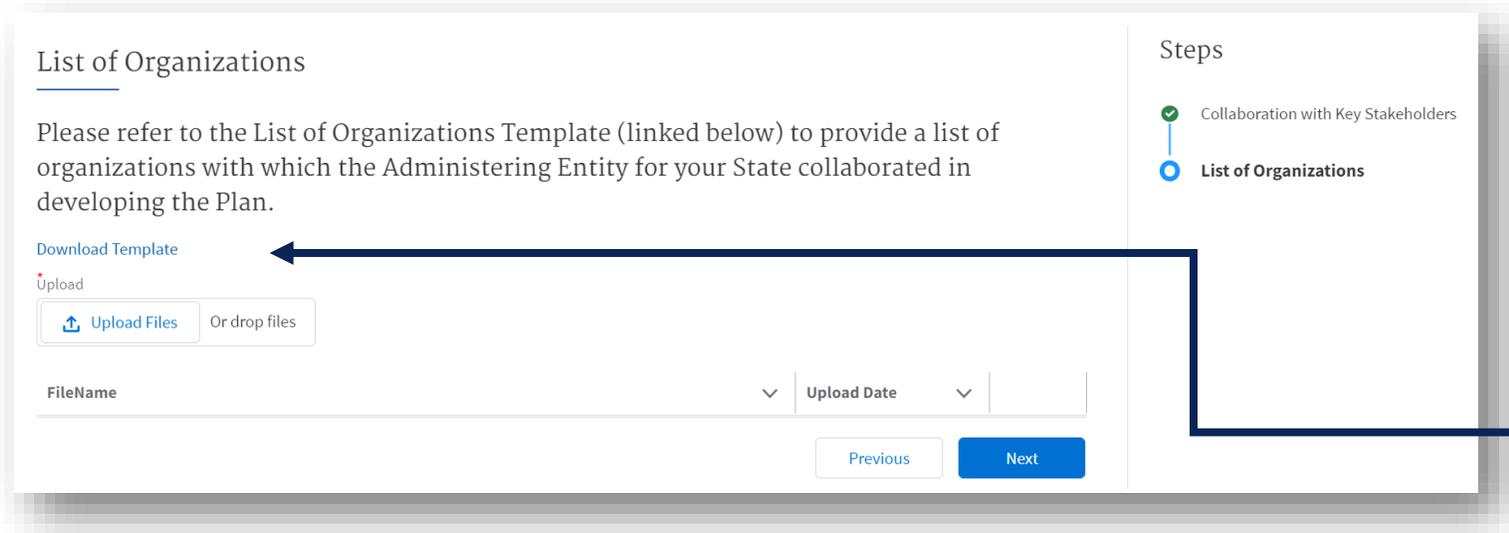
Grant recipients must upload a completed Excel spreadsheet using the NTIA template.

Either:

- Pre-populate the **third** tab of the Digital Equity Semi-Annual Report Form Template (sent by FPO) and save it separately as an individual spreadsheet

**OR**

- Download the List of Organizations template from the NGP (follow arrow) and complete



### Note

Save the file using the following naming convention:  
“State/Territory Name\_List of Organizations\_Semi Annual\_Date”



# Statutory Requirements, Continued – Question 7



The List of Organizations Excel spreadsheet is built to track organizations that the grant recipient collaborated with in developing their Plan, as is required by the NOFO.

The template includes columns tracking:

## Column A) Organization Name

Include name as it appears on the Organization’s website and records.

## Column B) Organization Type

Select from the dropdown menu the organization category that best matches.

## Column C) Engagement Purpose

Select from the dropdown menu the category that best applies:

**Plan Development, Community Outreach, Data Collection, or Other.**

## Column D) Notes

Include any notes or clarifications here. If Columns B or C selected “Other,” use this section to detail out and further specify.

## Column E) Link to the Organization’s Website

Where available, link to the organization’s official website.

**Note**

Recipients should provide tracking and data collection for the list of organizations the Administering Entity collaborated with during the reporting period.

A	B	C	D	E
<b>Statutory Requirement #5</b>			<b>Statutory Requirement #5</b>	
List of Organizations with which the Administering Entity for your State collaborated in developing the Plan			List of Organizations with which the Administering Entity for your State collaborated in developing the Plan	
<b>Organization Name</b>	<b>Type of organization</b>	<b>Engagement Purpose</b> (Select the purpose that best matches). If you select "Other", please specify in the notes.	<b>Notes</b>	<b>Link to the organization's website (if available)</b>
Include the name of the Organization, as it appears on the Organization's website and records.	Select the category that best matches from the dropdown list. If you select "Other", please specify in the notes column.	Select the category that best matches from the dropdown list. If you select "Other", please specify in the notes column.	Include any notes or clarifications regarding your previous responses.	Please list the organization's website, if applicable.



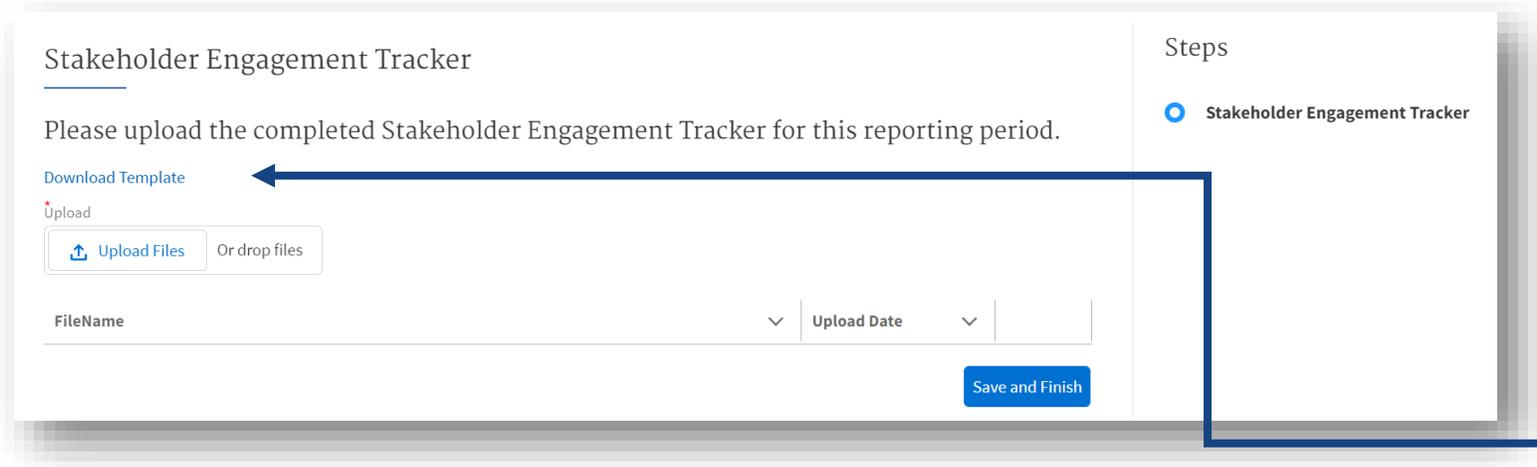
# STAKEHOLDER ENGAGEMENT TRACKER

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# Stakeholder Engagement Tracker



Upload data related to stakeholder engagement to meet NOFO requirements.



Stakeholder Engagement Tracker

Please upload the completed Stakeholder Engagement Tracker for this reporting period.

Download Template

Upload

Upload Files Or drop files

FileName	Upload Date
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Save and Finish

Steps

- Stakeholder Engagement Tracker

Grant recipients will need to upload a completed Excel spreadsheet in the format provided by NTIA:

- Pre-populate the **fourth** tab of the Digital Equity Semi-Annual Report Form Template (sent by FPO) and save it as an individual spreadsheet

**OR**

- Download the Stakeholder Engagement Tracker template from the NGP (follow arrow) and complete

## Note

Save the file using the following Naming Convention:  
“State/Territory Name\_Stakeholder Engagement\_Semi Annual\_Date”



# Stakeholder Engagement Tracker

The Stakeholder Engagement Tracker Excel spreadsheet is built to track all stakeholders that the grant recipient engaged with in developing their Plan.

This template includes columns tracking:

## Column A) Engagement Title/Description

*Example: Community Outreach Listening Session #1*

## Column B) Engagement Date

*MM/DD/YYYY*

## Column C) Engagement Type

Select from the dropdown menu the category that best applies:

- Meeting/Presentation
- Survey
- Listening Session (Virtual)
- Listening Session (In-person)
- Email
- Other

## Column D) Engagement Location

Include the physical address where the engagement took place, if applicable.

## Column E) Target Audience

State who the engagement was for.

*Example: Covered Populations, Regional Listening Session, etc.*

## Column F) Target Audience Location

Select from the dropdown menu which engagement this was:

- Local
- Regional
- Statewide

A	B	C	D	E	F
 <b>State Digital Equity Planning Grant Program: Stakeholder Engagement Tracker</b>					
Engagement Title/Description	Engagement Date	Engagement Type	Engagement Location	Target Audience	Target Audience Location
<i>Include a brief title of the engagement</i>  <i>(Example: Community Outreach Listening Session #1)</i>	<i>Enter the date as MM/DD/YYYY</i>	<i>Include the type of stakeholder engagement that occurred, using the dropdown list</i>	<i>If applicable, please include the physical address of where the engagement took place</i>	<i>Who was the engagement for?</i>  <i>(Example: Covered Populations, Regional Listening Session, etc.)</i>	<i>Is this local, regional, or statewide engagement?</i>

**Note**

Recipients should provide tracking and data collection for all Stakeholder Engagement activities occurring during the reporting period.

# Stakeholder Engagement Tracker

This template also includes columns tracking:

### Column G) Target Audience County

If available, indicate which counties were represented by the engagement.

### Column H) # Engaged

How many people were engaged.

*Example: #\_\_ of people who attended the event, completed the survey, etc.*

### Columns I-P) Covered Populations Reached

Indicate via X which covered populations were engaged with. For each engagement, select all that apply from the following:

- I. Individuals who live in covered households
- J. Aging individuals
- K. Incarcerated individuals
- L. Veterans
- M. Individuals with disabilities
- N. Individuals with a language barrier
- O. Individuals who are members of a racial or ethnic minority group
- P. Individuals who primarily reside in a rural area

### Column Q) Notes

This field is optional. Add notes and/or describe “Other” selections made in the tracker.

G	H	I	J	K	L	M	N	O	P	Q
 <b>State Digital Equity Planning Grant Program: Stakeholder Engagement Tracker</b>										
Target Audience County	# Engaged	Covered Populations Reached								Notes
<i>If available, indicate which counties will be represented by this engagement</i>	<i>How many people were engaged?</i>  <i>(Example: # of people who attended the event, completed the survey, etc.)</i>	<i>Which covered populations did you engage?</i>								<i>Add notes of what was discussed and any key themes or feedback (optional)</i>
		Individuals who live in covered	Aging individuals	Incarcerated individuals	Veterans	Individuals with disabilities	Individuals with a language barrier	Individuals who are members of a racial or ethnic minority group	Individuals who primarily reside in a rural area	

# ADDITIONAL REQUIREMENTS

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## **Additional Requirements** *per the NOFO Section IV.C.1.b.ii*

This next section of the Digital Equity Semi-Annual Report addresses progress made on meeting additional requirements for the State Digital Equity Plan. For each requirement provide a status update.

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

- Select the appropriate progress towards meeting each requirement as either **Not Started, In Progress, or Complete**
- If **Complete** or **In Progress** is selected, provide a brief narrative (500 characters or less) describing how the requirement is being met and the State Digital Equity Plan’s contents. If **Not Started**, enter “N/A” in the field.

### **Note**

Some requirements are broken up into additional sections asking for status updates on each; make sure to provide a progress breakdown for each.

## 8) Needs Assessment *per the NOFO Section IV.C.1.b.ii.2*

**Needs Assessment**

Please use the following section to provide the statuses on the progress towards meeting the State Digital Equity Plan "Additional requirements" on p. 21 of the NOFO.

**8. A digital equity needs assessment, including a comprehensive assessment of the baseline from which the State is working and the State's identification of the barriers to digital equity faced generally and by each of the covered populations in the State**

Assessment of the baseline from which the State is working

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

The State's identification of the barriers to digital equity faced generally for adoption and use

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

The State's identification of the barriers to digital equity faced by each of the covered populations in the State

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

**Steps**

- Needs Assessment
- Asset Inventory
- Coordination and Outreach Strategy
- Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans
- Implementation Strategy
- Coordination with Other Federal and/or Private Funding
- Implementation Strategy Engagement
- Affordability
- Implementation Timeline

A digital equity needs assessment, including a comprehensive assessment of the baseline from which the recipient is working and the State or Territory's identification of barriers to digital equity.

Provide progress updates specifically on:

- Assessment of the baseline from which the recipient is working
- The recipient's identification of the barriers to digital equity faced *generally for adoption and use*
- The recipient's identification of the barriers to digital equity faced *by each of the covered populations of the State or Territory*

## 9) Asset Inventory *per the NOFO Section IV.C.1.b.ii.3*

### Asset Inventory

9. An asset inventory, including current resources, programs, and strategies that promote digital equity for each of the covered populations, whether publicly or privately funded, as well as existing digital equity plans and programs already in place among municipal, regional, and Tribal governments

An asset inventory, including current resources, programs, and strategies that promote digital equity for each of the covered populations, whether publicly or privately funded

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

Existing digital equity plans and programs already in place among municipal, regional, and Tribal governments

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

### Steps

- Needs Assessment
- Asset Inventory**
- Coordination and Outreach Strategy
- Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans
- Implementation Strategy
- Coordination with Other Federal and/or Private Funding
- Implementation Strategy Engagement
- Affordability
- Implementation Timeline

Provide progress updates specifically on:

- An asset inventory related to the promotion of digital equity for each of the covered populations (whether publicly or privately funded) that includes current:
  - Resources
  - Programs
  - Strategies
- Existing digital equity plans and programs already in place among:
  - Municipal governments
  - Regional governments
  - Tribal governments

## 10) Coordination and Outreach Strategy *per the NOFO Section IV.C.1.b.ii.4*

### Coordination and Outreach Strategy

10. To the extent not addressed in connection with item 4 of Section IV.C.1.b.i in the NOFO, a coordination and outreach strategy, including opportunities for public comment by, collaboration with, and ongoing engagement with representatives of each category of covered populations within the State and with the full range of stakeholders within the State

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

### Steps

- Needs Assessment
- Asset Inventory
- Coordination and Outreach Strategy**
- Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans
- Implementation Strategy
- Coordination with Other Federal and/or Private Funding
- Implementation Strategy Engagement
- Affordability
- Implementation Timeline

A coordination and outreach strategy that includes:

- Opportunities for **public comment by, collaboration with, and ongoing engagement with—**
  - Representatives of each category of covered populations within the State or Territory; and
  - The full range of stakeholders within the recipient

## 11) Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans *per the NOFO Section IV.C.1.b.ii.5*

Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans

**11. A description of how municipal, regional, and/or Tribal digital equity plans will be incorporated into the State Digital Equity Plan;**

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

Steps

- Needs Assessment
- Asset Inventory
- Coordination and Outreach Strategy
- Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans**
- Implementation Strategy
- Coordination with Other Federal and/or Private Funding
- Implementation Strategy Engagement
- Affordability
- Implementation Timeline

Provide progress updates specifically on:

- How other (municipal, regional, and Tribal governmental) digital equity plans will be incorporated into the State or Territory's Digital Equity Plan
- Describe the Plan's contents

# Additional Requirements – Question 12

## 12) Implementation Strategy *per the NOFO Section IV.C.1.b.ii.6*

An implementation strategy that is holistic and addresses the barriers to participation in the digital world, including affordability, devices, digital skills, technical support, and digital navigation.

**12. An implementation strategy that is holistic and addresses the barriers to participation in the digital world, including affordability, devices, digital skills, technical support, and digital navigation.**

12a. The strategy should establish measurable goals, objectives, and proposed core activities to address the needs of covered populations

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

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12b. The strategy should set out measures ensuring the plan's sustainability and effectiveness across State communities

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

---

12c. The strategy should adopt mechanisms to ensure that the plan is regularly evaluated and updated

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

Steps

- Needs Assessment
- Asset Inventory
- Coordination and Outreach Strategy
- Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans
- Implementation Strategy**
- Coordination with Other Federal and/or Private Funding
- Implementation Strategy Engagement
- Affordability
- Implementation Timeline

Provide progress updates on specific Implementation Strategy requirements:

### 12a) Measurable Strategy of Goals (500 characters or less)

Establish measurable goals, objectives, and proposed core activities to address the needs of covered populations

### 12b) Plan Sustainability Measures (500 characters or less)

Set out measures ensuring the plan's sustainability and effectiveness across State or Territory communities

### 12c) Mechanism for Plan Updates (500 characters or less)

Adopt mechanisms to ensure that the plan is regularly evaluated and updated

# Additional Requirements – Question 13



## 13) Implementation Strategy: Addressing Gaps *per the NOFO Section IV.C.1.b.ii.7*

13. An explanation of how the implementation strategy addresses gaps in existing state, local, and private efforts to address the barriers identified pursuant to Section IV.C.1.b.i, item 1, of the NOFO

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

[Previous](#) [Next](#)

Steps

- Needs Assessment
- Asset Inventory
- Coordination and Outreach Strategy
- Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans
- Implementation Strategy**
- Coordination with Other Federal and/or Private Funding
- Implementation Strategy Engagement
- Affordability
- Implementation Timeline

An explanation of how the Implementation Strategy addresses gaps in existing efforts (State/Territory, local, and private) where barriers were identified (500 character limit).

### Note

Answer should tie to identified barriers answered and described in [Question 4, Barriers to Digital Equity](#)



## 14) Coordination with Other Federal and/or Private Funding *per the NOFO Section IV.C.1.b.ii.10*

Coordination with Other Federal and/or Private Funding

14. A description of how the State will coordinate its use of State Digital Equity Capacity Grant funding and its use of any funds it receives in connection with the Broadband Equity, Access, and Deployment Program, other federal or private digital equity funding.

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

Steps

- Needs Assessment
- Asset Inventory
- Coordination and Outreach Strategy
- Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans
- Implementation Strategy
- Coordination with Other Federal and/or Private Funding**
- Implementation Strategy Engagement
- Affordability
- Implementation Timeline

A description of how the recipient will coordinate its use of:

- State Digital Equity Capacity Grant funding; and
- Any funds it receives in connection with:
  - The Broadband Equity, Access, and Deployment Program
  - Other federal digital equity funding; or
  - Private digital equity funding

# Additional Requirements – Question 15



## 15) Engagements & Partnerships *per the NOFO Section IV.C.1.b.ii.8*

**Engagements & Partnerships**

15. A description of how the State intends to accomplish the implementation strategy described above by engaging or partnering with:

a. Workforce agencies such as state workforce agencies and state/local workforce boards and workforce organizations

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

b. Labor organizations and community-based organizations

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

c. Institutions of higher learning, including but not limited to four-year colleges and universities, community colleges, education and training providers, and educational service agencies

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

**Steps**

- Needs Assessment
- Asset Inventory
- Coordination and Outreach Strategy
- Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans
- Implementation Strategy
- Coordination with Other Federal and/or Private Funding
- Engagements & Partnerships**
- Affordability
- Implementation Timeline

A description of how the recipient intends to accomplish the Implementation Strategy by engaging or partnering with:

### 15a) Workforce Agencies (500 character limit)

- State workforce agencies
- State/local workforce boards
- Workforce organizations

### 15b) Labor & Community-based Organizations (500 character limit)

### 15c) Higher Learning Institutions (500 character limit)

- Four-year colleges/universities
- Community colleges
- Education/training providers
- Educational service agencies

#### **Note**

This links back to the Implementation Strategy as answered in [Question 12, Implementation Strategy](#).



## 16) Affordability

Affordability

16. How is your state considering ensuring affordability? What means will the state propose to affect affordability?

Response 1

Previous Next

Steps

- ✓ Needs Assessment
- ✓ Asset Inventory
- ✓ Coordination and Outreach Strategy
- ✓ Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans
- ✓ Implementation Strategy
- ✓ Coordination with Other Federal and/or Private Funding
- ✓ Implementation Strategy Engagement
- Affordability
- Implementation Timeline

Describe how the recipient intends to address the affordability of broadband services in digital equity planning: (3,000 character limit)

- How is your State or Territory considering affordability?
- What means will the State or Territory propose to affect affordability?

### **Note**

Item 16 of the Report does not include a progress update section, only a short response.

## 17) Implementation Timeline *per the NOFO Section IV.C.1.b.ii.9*

### Implementation Timeline

**17. A timeline for implementation of the plan**

Progress towards meeting the requirement (Not Started, In Progress, Complete)

Response

Not Started  
 In Progress  
 Complete

If Complete or In Progress, provide a brief narrative describing plan contents. 500 characters or less. (If Not Started, enter N/A)

Response

### Steps

- Needs Assessment
- Asset Inventory
- Coordination and Outreach Strategy
- Coordination with Municipal, Regional, and/or Tribal Digital Equity Plans
- Implementation Strategy
- Coordination with Other Federal and/or Private Funding
- Implementation Strategy Engagement
- Affordability
- Implementation Timeline**

Provide progress updates on the Digital Equity Plan's contents concerning the timeline for implementation of the Plan. (500 character limit)

## Is there any other information you wish to provide to NTIA?

Is there any other information you wish to provide to NTIA? If not, please put "N/A".

Response

Upload

 Upload Files Or drop files

FileName  Upload Date

Use this open narrative field to provide any additional contextual information about the recipient's grant for the purposes of reviewing the Digital Equity Semi-Annual Report.

If there is no information or files to upload, enter "N/A" in the narrative field.

Recipients are not required, but could use this field to potentially:

- Attach visual or supplementary files for questions where uploads were not an option
- Provide additional context to questions where character limitations forced shorter answers

# CERTIFICATION

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# Certification ✓



As each report section is “Completed” it will turn green. Once all 6 sections turn green, the Certification section will turn blue and become accessible. All 6 sections must be completed in order to certify the report.

Digital Equity Performance Technical Report  
Grant Request Number: GRN-000581

OMB Control No. 0660-0050  
Exp. Date: 11/30/2025

Section Name	Section Status	Action
General Information	Completed	Review/Update
Summary	Completed	Review/Update
Statutory Requirements, Covered Populations	Completed	Review/Update
Statutory Requirements - Continued	Completed	Review/Update
Stakeholder Engagement Tracker	Completed	Review/Update
Additional Requirements	Completed	Review/Update
Certification	Not Started	Get Started

Additional Requirements SECTION STATUS Not Started Get Started

Certification SECTION STATUS Not Started Get Started

Click on the green “Review/Update” boxes to update any answers, or if satisfactorily complete, move on to Certification.

Review any sections marked with the status **Not Started** or **In Progress** to confirm all multiple-choice questions have a selection and all narrative fields have a response. Make button selections or add “N/A” responses so that all fields register as complete. The status will only change to **Completed** if all selections/responses are filled.

### Note

Only the AOR can certify and submit the Digital Equity Semi-Annual Report. Other users can add but not submit. Recipients should ensure AORs are aware and available ahead of report deadlines accordingly.



# Certification ✓

To certify the Digital Equity Semi-Annual Report, the grant recipient's AOR will need to log in to their user account and click the blue "Get Started" button for the Certification section. The section will have prepopulated information for the AOR's name, email, and telephone, and the "I AGREE" box will already be checked.

Clicking the "Save and Submit" button will signify that the grant recipient, to the best of their knowledge and belief, has correctly completed the full Digital Equity Semi-Annual Report and that the information is accurate for the performance of activities for the purposes set forth in the award document.

**Note**  
Name, signature, and contact information of the AOR must match the Notice of Award (CD-450) for the project.

View PDF

DEPerformanceTechnicalReport 01-11-2023.pdf

Download PDF

Steps

- Certification
- View PDF

Download PDF

Finish

Finish

OMB Control No. 0660-0050  
Exp. Date: 11/30/2025

### STATE DIGITAL EQUITY PLANNING GRANT PROGRAM PERFORMANCE (TECHNICAL) REPORT

GENERAL INFORMATION			
Recipient Organization:		Award Identification Number:	
Recipient Street Address:		Report Submission Date (MM/DD/YYYY):	
City, State, Zip Code:		Final Report	
EIN Number:			
Award Start Date (MM/DD/YYYY):		Reporting Period Start Date (MM/DD/YYYY):	
Award End Date (MM/DD/YYYY):		Reporting Period End Date (MM/DD/YYYY):	

Please use the table provided to indicate the State Digital Equity Plan percentage of completion and major accomplishments or barriers.

MILESTONE CATEGORIES	Percent Complete	Provide a brief description (500 characters or less) of the primary activities involved in reaching this percentage of completion.
1a. Overall State Digital Equity Plan	50%	N/A
1b. Please describe significant project accomplishments during this reporting period funded through the SDEPG grant. (3,000 characters or less)		N/A
1c. Please describe any challenges to achieving project accomplishments during this reporting period funded through the SDEPG grant. (3,000 characters or less)		N/A
1d. Please describe significant project accomplishments you plan to accomplish during the next reporting period. (3,000 characters or less)		N/A
1e. Please expand on any pilots, programs, or projects you are investing in as part of the planning process. What Covered		

< 1 / 26 >

After clicking “Save and Submit” to certify the report, recipients will be able to view a PDF version of the completed report.

**For record keeping purposes, recipients should download the report PDF and save a copy to their local files.**

Clicking “Finish” will submit the certified report to NTIA.

# SUBMISSION AND REVIEW

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# Submission & Review

After certification, each FPO will review their respective State/Territory reports and may follow up with grant recipients for additional clarification as necessary.

## What happens next...

Application Workspace	Application Team	Funding Requests	<b>Post Award Reports</b>				
Report Name	Report Start Date	Report End Date	Due Date	Status			
State Digital Equity Semi-Annual Report October 1, 2022 - March 31, 2023	10/1/2022	3/31/2023	4/30/2023	Submitted			

Reviews will gauge the recipient's level of planning and preparation to address programmatic requirements, including Statutory and Additional Requirements. The review process is listed below.

### Digital Equity Semi-Annual Report Review Process



# Additional Resources for the Digital Equity Semi-Annual Report

In addition to this Guide, there are several other resources to aid grant recipients in completing this Report:

- 1** Digital Equity Semi-Annual Report Form Instructions  
*Detailed instructions document on how to complete the report and review the template prior to the report submission window opening.*
- 2** Digital Equity Semi-Annual Report Form Template  
*Excel template to review report questions and prepare for report submission in NGP. Tabs 3 and 4 are required templates for tracking the List of Organizations collaborated with and Stakeholder Engagement.*
- 3** Digital Equity Semi-Annual Report Form Template Sample  
*Example of a completed report with concrete response examples. All responses are for illustrative purposes only.*

**Grant recipients are encouraged to contact their assigned FPO with any additional questions surrounding the completion of their Digital Equity Semi-Annual Report.**



# THANK YOU

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[InternetForAll.gov](https://InternetForAll.gov)

[Broadbandusa.ntia.gov](https://Broadbandusa.ntia.gov)

[BroadbandForAll@ntia.gov](mailto:BroadbandForAll@ntia.gov)



# APPENDIX

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# Appendix – Non-State Entities



## **Non-State Entities** *per the NOFO Section IV.C.1.c*

Territories or Tribal organizations receiving SDEPG funds are not obligated to meet the [statutory requirements](#) listed in the NOFO. However, NTIA does strongly encourage them to develop plans that incorporate these Digital Equity Plan requirements, based on what is applicable or appropriate.

Digital Equity Plans depend upon what is relevant and pertinent to their specific locality and unique situation. NTIA looks forward to working with these non-state entities to agree upon project deliverables, budgets, overall goals, and objectives that are reasonable and effective for individual territories and Tribal organizations.



# Appendix - Reporting Period

The Digital Equity Semi-Annual Report’s reporting period cadence and deadline is subject to the period of performance. The reporting periods capture data for the periods ending Mar. 31 and Sept. 30 of each year.

## Award Start Date *before October*



## Award Start Date *in October*



## Award Start Date *in November*



These sample figures showcase different periods of performance to illustrate how deadlines may change.

**Note**  
The Report is due within 30 calendar days of the end of the reporting period.