



Semi-Annual Performance (Technical) Report Form Instructions

State Digital Equity Planning Grant Program



U.S. Department of Commerce
National Telecommunications and Information Administration

Semi-Annual Performance (Technical) Report Form Instructions

The State Digital Equity Planning Grant Program (SDEPG) *Semi-Annual Performance (Technical) Report* will be available on the [NTIA Grants Portal \(NGP\)](#) by April 2023 and will capture each grant recipient’s¹ progress in creating a Digital Equity Plan for the reporting periods ending March 31 and September 30 of each year, as outlined in Section VI.E.2.b of the [State Digital Equity Planning Grant NOFO](#). Technical progress reports shall contain information as prescribed in 2 C.F.R. § 200.329 (<http://go.usa.gov/xkVgP>) and Department of Commerce Financial Assistance Standard Terms and Conditions (dated November 12, 2020), Section A.01. This document includes specific instructions for completing the report.

 **IMPORTANT:** While grant recipients may receive copies of the report template Excel file to get an understanding of the data NTIA is requesting, parts of the report will ultimately be completed online through NTIA’s Grants Portal. Therefore, grant recipients should be prepared to enter all data, except for the List of Organizations and Stakeholder Engagement Tracker tabs, into the NTIA Grants Portal prior to the report due date.

The Semi-Annual Performance (Technical) Report for the State Digital Equity Planning Grant Program is due by **April 30** (for the reporting period ending March 31) and **October 30** (for the reporting period ending September 30) during the grant period of performance. The sample reporting cadences below illustrate how these deadlines may change with the period of performance.

Figure 1: Digital Equity reporting cadence for recipient with award start date before September 30 (end of reporting period)



¹ For the purposes of this document, “recipient” refers to a State or Territory receiving funds through the State Digital Equity Planning Grant Program.

The table below outlines general information for the report:

Reporting Item	Instructions
General Information	
<p> Note: <i>In the NTIA Grants Portal, the “General Information” section will be pre-populated. Grant recipients will only need to review the section and confirm its accuracy.</i></p> <p><i>If any information is incorrect, grant recipients will need to contact the NTIA Grants Portal Help Desk (ngphelpdesk@ntia.gov).</i></p>	
Recipient Organization	Provide the recipient’s Legal Name, which can be found on the CD-450 and supplemental page 2 of the CD-450, which should match SAM.gov.
Recipient Street Address City, State, Zip Code	Provide the recipient’s address which can be found in the CD-450 and supplemental page 2 of the CD-450, which should match SAM.gov.
EIN Number	Provide the recipient’s Employer Identification Number (EIN), which can be found on the CD-450 and supplemental page 2 of the CD-450, which should match SAM.gov.
Award Period Start Date (MM/DD/YYYY)	Include the award period start date, found in the Notice of Award (Form CD-450).
Award Period End Date (MM/DD/YYYY)	Include the award period end date, found in the Notice of Award (Form CD-450).
Award Identification Number	Provide the recipient’s Award Number, found in the Notice of Award (Form CD-450) and should be in the format XX-XX-XXXX.
Report Submission Date (MM/DD/YYYY)	Provide the date the Semi-Annual Report is submitted to NTIA.
Final Report (Yes/No)	Select “No”, for the Semi-Annual Report.
Reporting Start Date (MM/DD/YYYY)	Include the award period of performance start date, found in the Notice of Award (Form CD-450).
Reporting End Date (MM/DD/YYYY)	Include the date that information in the Semi-Annual Report goes through. <i>For the first semi-annual report, this would be March 31.</i>
State Digital Equity Plan	
1a. Overall State Digital Equity Plan: Percent Complete	Provide the approximate level of completion of the Digital Equity Planning Project as a relative percentage of total completion.
1b. Please describe significant project accomplishments during this reporting period funded through SDEPG grant. (600 words or less)	Use these fields to highlight project accomplishments from the Report Start Date (i.e., project start) to the Report End Date (i.e., March 31).
1c. Please describe any challenges to achieving project accomplishments during this reporting period funded through the SDEPG grant. (600 words or less)	Use these fields to highlight project challenges from the Report Start Date (i.e., project start) to the Report End Date (i.e., March 31).

	Challenges may include problems, delays, adverse conditions, cost overruns, high unit costs, and more.
1d. Please describe significant project accomplishments you plan to accomplish during the next reporting period. (600 words or less)	Use this field to highlight planned accomplishments for the next reporting period (i.e., April 1 – September 30, or award end date, whichever is sooner).
1e. Please expand on 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? (600 words or less)	Use this field to highlight any project investments you are making as part of the implementation process, who they are serving, and where the investments are being made.
Statutory Requirements², Covered Populations	
2. An assessment of how the measurable objectives identified in the Covered Population section will impact and interact with the State'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	Use this field to identify how each measurable objective for documenting and promoting, among each Covered Population located within your State or Territory, contributes to your State or Territory's economics, education, health, civic and social engagement, and essential services outcomes. Indicate the progress towards meeting the requirement as either "Not Started, In Progress, or Complete". A list of measurable objectives for documenting and promoting, among each Covered Population located within your State, can be found in Section IV.C.1.b.i.2. of the NOFO.
3a. Share the state vision of digital equity that is measurable.	Use this field to share broad goals about your State or Territory's progress, vision, and measures of success regarding digital equity.
3b. What are your state's priority goals? How would digital inclusion further these goals?	
3c. How does your state plan to measure progress on these goals?	
4a-4h. Identification of barriers to digital equity faced by Covered Populations in the State	Use this field to explain what barriers to digital equity you have identified so far for each Covered Population in your State or Territory. Use this field to also describe how each barrier was identified. A list of Covered Populations can be found in Section I.C. of the NOFO.

² While Territories receiving State Digital Equity Planning Grant funds are not obligated to meet some of the statutory requirements listed in the NOFO, they are strongly encouraged to develop plans that incorporate digital equity plan requirements.

<p>5a-5e. Measurable Objectives for documenting and promoting, among each covered population located within your State</p>	<p>Use this field to indicate which Covered Populations you have engaged with and which Covered Populations you have conducted data on for each measurable objective.</p> <p>Please provide any data sources that were used for data collection. Recipients will have the opportunity to upload files for the data sources, if desired.</p> <p>Indicate if you have engaged with any other groups or populations not previously mentioned (e.g., sheltered homeless, LGBTQIA+, school aged children).</p> <p>Indicate the progress towards meeting the requirement as either “Not Started, In Progress, or Complete”.</p>
<p>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</p>	<p>Use this field to describe how your State or Territory plans to collaborate with key stakeholders, such as community anchor institutions, county and municipal governments, local educational agencies, Tribal entities, etc. A full list of key stakeholders can be found in Section IV.C.1.b.i of the NOFO.</p> <p>Indicate the progress towards meeting the requirement as either “Not Started, In Progress, or Complete”.</p>
<p>7. Please refer to the list of Organizations tab in the Excel report to provide a list of organizations with which the Administering Entity for your State collaborated in developing the Plan.</p>	<p>The List of Organizations tab is the third tab of the Semi-Annual Performance (Technical) Report Excel Template. Throughout the period of performance, use this template to track which organizations your State or Territory engages with to meet Statutory Requirement #5 in the NOFO. States/Territories will need to track the following:</p> <ul style="list-style-type: none"> • Organization’s Name, • Organization Type (e.g., Alaska Native-serving Institution, Asian American and Native American Pacific Islander-serving Institution, Civil Rights Organization, Community Anchor Institution, etc.) A full list of “Organization Types” is available in the Appendix. If more than one “Organization Type” applies, choose the type that best applies. If you select “Other” please elaborate in the “Notes” column. • Engagement Purpose (e.g., Plan Development, Community Outreach, Data Collection, Other). If you select “Other” please elaborate in the “Notes” column. • Any notes from the meeting that you would like to share with NTIA, and • A link to the organization’s website.

	You will be asked to upload this spreadsheet tab as part of each reporting period.
Digital Equity Plan, Additional Requirements³	
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	Use this field to describe your State or Territory's progress (Not Started, In Progress, or Complete) in creating a digital equity needs assessment and provide a brief narrative of what is included in the needs assessment portion of your Digital Equity Plan.
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	Use this field to describe your State or Territory's progress (Not Started, In Progress, or Complete) in: <ul style="list-style-type: none"> • Creating an asset inventory • Identifying existing digital equity plans and programs already in place among municipal, regional, and Tribal governments Provide a brief narrative of how this requirement is being addressed in your Digital Equity Plan and what the contents might include.
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.	Use this field to describe your State or Territory's progress (Not Started, In Progress, or Complete) in creating a coordination and outreach strategy . Provide a brief narrative of how this requirement is being addressed in your Digital Equity Plan and what the contents might include.
11. A description of how municipal, regional, and/or Tribal digital equity plans will be incorporated into the State Digital Equity Plan	Use this field to describe your State or Territory's progress (Not Started, In Progress, or Complete) in incorporating municipal, regional, and/or Tribal digital equity plans into your Digital Equity Plan. Provide a brief narrative of how this requirement is being addressed in your Digital Equity Plan and what the contents might include.
12. An implementation strategy that is holistic and addresses the barriers to participation in the digital world, including affordability,	Use this field to describe your State or Territory's progress (Not Started, In Progress, or Complete) in creating a holistic implementation strategy .

³ While Territories receiving State Digital Equity Planning Grant funds are not obligated to meet the statutory requirements listed in the NOFO, they are strongly encouraged to develop plans that incorporate digital equity plan requirements.

<p>devices, digital skills, technical support, and digital navigation.</p>	<p>Provide a brief narrative of how this requirement is being addressed in your Digital Equity Plan and what the contents might include.</p>
<p>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</p>	<p>Use this field to describe your State or Territory's progress (Not Started, In Progress, or Complete) in explaining, in your Digital Equity Plan, how the implementation strategy addresses gaps in existing state, local, and private efforts to address barriers to digital equity.</p> <p>Provide a brief narrative of how this requirement is being addressed in your Digital Equity Plan and what the contents might include.</p>
<p>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.</p>	<p>Use this field to describe your State or Territory's progress (Not Started, In Progress, or Complete) in describing, in your Digital Equity Plan, how your State or Territory will coordinate its use of grant funding in connection with the BEAD Program and any other federal or private digital equity funding.</p> <p>Provide a brief narrative of how this requirement is being addressed in your Digital Equity Plan and what the contents might include.</p>
<p>15. A description of how the State intends to accomplish the implementation strategy described above by engaging or partnering with:</p> <ul style="list-style-type: none"> a. workforce agencies such as state workforce agencies and state/local workforce boards and workforce organizations b. Labor organizations and community-based organizations 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 	<p>Use this field to describe your State or Territory's progress (Not Started, In Progress, or Complete) in describing, in your Digital Equity Plan, how your State or Territory intends to accomplish the implementation strategy by partnering with workforce agencies, labor organizations and community-based organizations, and institutions of higher learning.</p> <p>Provide a brief narrative of how this requirement is being addressed in your Digital Equity Plan and what the contents might include.</p>
<p>16. How is your state considering affordability? What means will the state propose to affect affordability?</p>	<p>Use this field to describe how your State or Territory is considering affordability of broadband services in digital equity planning.</p>
<p>17. A timeline for implementation of the plan</p>	<p>Use this field to describe how your State or Territory's progress (Not Started, In Progress, or Complete) in developing a timeline for the implementation of the Digital Equity Plan.</p>

	Provide a brief narrative of how this requirement is being addressed in your Digital Equity Plan and what the contents might include.
18. Is there any other information you wish to provide to NTIA?	Use this field to provide any additional contextual information about your State or Territory’s grant for the purposes of reviewing the Digital Equity Semi-Annual Performance (Technical) Report. If you do not have any information or files to upload, please put “N/A”.

Stakeholder Engagement Tracker

Stakeholder Engagement Tracker	<p>The Stakeholder Engagement Tracker is the fourth tab of the Semi-Annual Performance (Technical) Report Excel Template. Throughout the period of performance, use this template to track how your State or Territory is engaging with covered populations. States/Territories will need to track the following:</p> <ul style="list-style-type: none"> • Engagement Title/Description • Engagement Date (MM/DD/YYYY) • Engagement Type (e.g., Meeting/Presentation, Survey, Listening Session, Email). If none of the options from the dropdown list apply, select “Other”. • Engagement Location: the physical address of where the engagement took place • Target Audience: Who the engagement was for • Target Audience Location: Indicate if this was local, regional, or statewide engagement. • Target Audience County: If available, indicate which counties will be represented by the engagement • # Engaged: Indicate how many people were engaged. • Covered Populations Reached: Indicate which Covered Populations were engaged with and select all that apply for each engagement. If you did not engage with covered populations for a specific engagement, then leave columns I-P blank for that row. • Notes: Include any notes of what was discussed (Optional) <p>You will be asked to upload this spreadsheet tab as part of each reporting period.</p>
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Certification

Typed or printed name and title of Authorized Certifying Official	Certify that to the best of knowledge and belief that this report is correct and complete for performance of
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Signature of Certifying Official	activities for the purposes set forth in the award documents.
Telephone (area code, number, and extension)	
Email Address	Identify the name and capture the signature of the Authorized Recipient Official located in the Notice of Award (CD-450) for your project. Provide their contact information and date of signature.
Date	

If you have any further questions or require technical assistance, please reach out to your assigned Federal Program Officer.

Appendix:

The list below includes various “Organization Types” and definitions for the List of Organizations tab. Note that more than one term may apply to the organization that your State/Territory collaborated with. Choose the option that best applies.

- **Alaska Native-serving Institution:** An institution of higher education that has an enrollment of undergraduate students that is at least 20 percent Alaska Native students, as defined in section 317(b) of the Higher Education Act of 1965 (20 U.S.C. 1059d(b))
- **Asian American and Native American Pacific Islander-serving Institution:** An institution of higher education that has an enrollment of undergraduate students that is not less than 10 percent students who are Asian American or Native American Pacific Islander, as defined in section 320(b) of the Higher Education Act of 1965 (20 U.S.C. 1059g(b))
- **Civil Rights Organization:** Nonprofit organizations, institutions, or private entities with a primary mission of securing Federal civil rights protection for groups and individuals
- **Community Anchor Institution:** A public school, a public or multi-family housing authority, a library, a medical or healthcare provider, a community college or other institution of higher education, a State library agency, and any other nonprofit or governmental community support organization
- **County or Municipal Government:** Local governments authorized in state constitutions and statutes, established to provide general government for a defined area
- **Economic Development:** An organization committed to promoting economic development opportunities and strengthening a community’s competitiveness as a place to work and live
- **Health or Telehealth Organization (Direct Service and Policy focus):** Organizations committed to improving or providing healthcare, such as health care providers, medical home networks, public health agencies, community health centers
- **Hispanic-serving Institution:** An institution of higher education that has an enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students at the end of the award year immediately preceding the date of application, as defined in section 502(a) of the Higher Education Act of 1965 (20 U.S.C. 1101a(a))
- **Historically Black College or University:** An institution of higher education established prior to 1964, whose principal mission was, and is, the education of Black Americans, as defined in Part B institution in Section 322 of the Higher Education Act of 1965 (20 U.S.C. 1061)

- **Indian Tribe, Alaska Native Entity, or Native Hawaiian Organization:** Any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. § 1601 *et seq.*, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians
- **Industry Representative or Association (501c6):** An association or organization with common interests in the broadband space (e.g., Internet Service Provider)
- **Institutions of Higher Education:** A college, university, or similar institution, including a technical or business school, offering postsecondary level academic instruction that leads to an associate or higher degree if the school is empowered by the appropriate State education authority under State law to grant an associate or higher degree
- **Local Education Agency:** A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools
- **Native American-serving, nontribal Institution:** An institution of higher education that has an enrollment of undergraduate students that is not less than 10 percent Native American students, and is not a Tribal College or University; as defined in section 319(b) of the Higher Education Act of 1965 (20 U.S.C. § 1059f(b))
- **Native Hawaiian-serving Institution:** An institution of higher education which has an enrollment of undergraduate students that is at least 10 percent Native Hawaiian students, as defined in section 317(b) of the Higher Education Act of 1965 (20 U.S.C. § 1059d(b))
- **Nonprofit Organization (501c3):** An organization dedicated to furthering a particular social cause or advocating for a shared point of view and has been given tax-exempt status by the Internal Revenue Service (IRS) because it furthers a religious, scientific, charitable, educational, literary, public safety or cruelty-prevention mission or area of work
- **Organization that represents Covered Populations:** Any organization that represents individuals who live in covered households, aging individuals, incarcerated individuals, other than individuals who are incarcerated 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, or individuals who primarily reside in a rural area
- **Predominantly Black Institution:** An institution of higher education that has an enrollment of undergraduate students that is not less than 40 percent Black American students, and meets the other requirements defined in Section 502(a) of the Higher Education Act of 1965 (20 U.S.C. § 1067q(c))
- **Public Housing Authority:** A State, county, municipality or other governmental entity or public body agency that is authorized to engage or assist in the development or operation of low-income housing under the United States Housing Act of 1937
- **Tribal College or University:** An institution that qualifies for funding under the Tribally Controlled Colleges and Universities Assistance Act of 1978 or the Navajo Community

College Act and meets the other requirements defined in Section 316(b) of the Higher Education Act of 1965 (20 U.S.C. § 1059c(b))

- **Workforce Development Organization:** An organization that helps employees grow their skills and develop the tools they need for success in a global marketplace
- **Other:** Any organization that does not fall under one of the categories listed above

The list below includes various “Engagement Purposes” for the List of Organizations Template. Choose the option that best applies to the engagement activity.

- **Plan Development:** Activities directly involved in the development of the Digital Equity Plan
- **Community Outreach:** To understand community digital equity needs, gather stakeholder input, coordinate with local organizations and covered populations, etc.
- **Data Collection:** To understand barriers to digital equity and gaps in broadband adoption, affordability, and access
- **Other:** Any engagement purpose that does not fall under one of the above categories

The list below includes Covered Populations, as defined in Section I.C.(g). of the NOFO, for the Stakeholder Engagement Tracker.

- Individuals who live in covered households
- Aging Individuals
- Incarcerated individuals, other than individuals who are incarcerated 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

The list below includes various “Engagement Types” for the Stakeholder Engagement Tracker.

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