

# State Digital Equity Capacity Grant Program: Annual Report 1.0

Administered by the Department of Commerce's National  
Telecommunications and Information Administration (NTIA)



April 2025

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# Policy Disclaimer

*This document is intended solely to assist recipients in better understanding the State Digital Equity Capacity Grant Program and the requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFO, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.*

# Overview

The Annual Report (AR) fulfills the requirement in the NOFO Section IV.E.1 for a Recipient to publicly report for each year during the period performance of a grant. The first version is numbered 1.0.

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## Reporting Period

The AR 1.0 reporting period ends March 31, 2025.



## Due Date

The AR 1.0 must be submitted by April 30, 2025 (within 30 days after the end of the reporting period).

Note: AR 1.0 is built into the SAR 1.0 file, so they will be submitted together. All Recipients must complete the AR 1.0.

# General AR Tips

Following are some helpful tips before completing the AR:

## ***Tips before completing the SAR:***

- ❑ Double check your organization's information in the CD-450 or Notice of Award (NOA). If changes are needed, email [UGAM@nist.gov](mailto:UGAM@nist.gov) and copy your FPO in advance of the AR due date, as updates will take time.
- ❑ Double check the Authorized Organization Representative (AOR) in the NGP. If the AOR is incorrect, contact your FPO and email [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov) in advance of the AR due date, as changes will take time.
- ❑ Only the AOR can certify and submit the report. Other users with NGP access may provide responses; however, they cannot certify and click submit.
- ❑ Chrome is the preferred browser for the NGP.

# AR 1.0 Sections

Recipients must 1) use the AR 1.0 to report on the use of the grant, 2) progress towards fulfilling the objectives for which the grant was awarded, and 3) the implementation of the State Digital Equity Plan, as required by the NOFO Section IV.E.1.

## General Information

## Summary Information

## Certification

DIGITAL EQUITY ACT OF 2021 CAPACITY GRANT PROGRAM ANNUAL REPORT (AR) FORM v.1.0						
GENERAL INFORMATION						
GENERAL	Recipient Organization:		Federal Award ID Number:			
	Recipient Street Address:					
	City, State, Zip Code:					
	UEI Number:					
	Award Start Date (MM/DD/YYYY):		Reporting Period Start Date		4/1/2024	
	Award End Date (MM/DD/YYYY):		Reporting Period End Date (MM/DD/YYYY):		3/31/2025	
SUMMARY INFORMATION						
SUMMARY INFORMATION	1a. Describe how you have used the grant funds in the open text field.  For example, how much have you spent, how much have you drawn down, and the uses of those funds.	Text Field	1b. Specify the drawdown method(s) you have used.  (Check all fields that apply with an "X")	<input checked="" type="checkbox"/> Drawdown Methods	1c. What percent of your total award has been spent on capped costs?  (to nearest tenth decimal place, #.#%)	Cost Type
				Advance Payment		Administrative
				Reimbursement		Evaluation of program efficiency
				Agency Review		Update or maintain State Digital Equity Plan
						Affordable broadband programs
	2. Describe progress towards fulfilling objectives for which the grant was awarded in the open text field.	Text Field				
	3. Describe how you have implemented your State's Digital Equity Plan in the open text field.  If implementation has not started, "Not started" is an acceptable response.	Text Field				
CERTIFICATION						
CERTIFICATION	I certify to the best of knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.					
	Typed or printed name and title of Authorized Certifying Official:		Telephone (area code, number and extension):			
	Signature of Certifying Official:		Email Address:			
			Date:			



# General Information

# General Information Fields

Recipients should verify that their organizational information is accurate and consistent with the information indicated in the CD-450 or NOA before entering it on the AR.

Recipient Organization:		Federal Award ID Number:	
Recipient Street Address:			
City, State, Zip Code:			
UEI Number:			
Award Start Date (MM/DD/YYYY):		Reporting Period Start Date (MM/DD/YYYY):	4/1/2024
Award End Date (MM/DD/YYYY):		Reporting Period End Date (MM/DD/YYYY):	3/31/2025

Recipients should verify that the following information matches their CD-450 or NOA.

These dates will be prepopulated.

Note: If any information on your CD-450 or NOA needs to be changed or updated, such as the AOR, email [UGAM@nist.gov](mailto:UGAM@nist.gov) and copy your FPO. To correct any information in the NGP, contact the NGP Helpdesk, [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov) and copy your FPO so updates are completed before the report due date.



# Summary Information

# Summary Information 1a

Recipients must describe how funds were used during the reporting period.

## **1a. Describe how you have used the grant funds in the open text field.**

For example, how much have you spent, how much have you drawn down, and the uses of those funds.

*Sample Response: For this reporting period, we have used funds for the following approved projects:*

- *SA-Capacity Grant Project-01: \$40,000 spent; \$35,000 drawn down; used for: subgrantee selection process, subrecipient costs to City XYZ College of Digital Innovation & Instruction for purchasing and installing four Internet access kiosks at XYZ library and training library staff to support kiosk users*
- *SA-Capacity Grant Project-02: \$70,000 spent; \$68,000 drawn down; used for: subgrantee selection process, and subrecipient costs to Adult Community Center of Greater City XYZ for digital literacy training, and contractor costs to Kiosk Digital Wizard Trainers for digital literacy curriculum development, and for supplies for training and materials*

Provide a brief narrative describing how funds were used in the reporting period, including how much was spent, how much was drawn down, and for what uses.

This description should align with approved uses in the NOFO, Specific Projects Form (SPF), Consolidated Budget Form (CBF), or other documentation.

# Summary Information 1b

Recipients must select which drawdown method(s) have been used in the reporting period. They should refer to their CD-450 or NOA Financial Assistance Award for approved drawdown methods.

1b. Specify the drawdown method(s) you have used.  (Check all fields that apply with an "X")	X	Drawdown Methods
	<input type="checkbox"/>	Advance Payment
	<input type="checkbox"/>	Reimbursement
	<input type="checkbox"/>	Agency Review

Select "X" from drop box for the responses that apply. More than one may apply.

**Advance Payment** means a payment that a Federal agency or pass-through entity makes by any appropriate payment mechanism and payment method **before** the recipient or subrecipient disburses the funds for program purposes.<sup>1</sup>

**Reimbursement** means a payment that a Federal agency or pass-through entity makes by any appropriate payment mechanism and payment method **after** the recipient or subrecipient disburses the funds for program purposes.

**Agency Review** means the Recipient must submit all payment requests in accordance with the instructions in their CD-450 or NOA.<sup>2</sup>

# Summary Information 1c

Recipients must enter the percent of the total award (to the tenth decimal) for each capped cost category.

1c. What percent of your total award has been spent on capped costs?  (to nearest tenth decimal place, #.##%)	%	Cost Type
		Administrative
		Evaluation of program efficiency
		Update or maintain State Digital Equity Plan
		Affordable broadband programs

Enter a number for the percent (%) of the award that has been spent on each capped cost type during the reporting period.

The NOFO Section II.C.3 defines the following caps on the total grant amount:



Digital Equity Plan Updates: No more than 20 percent



Evaluation of Program Efficacy: No more than 5 percent



Administrative Costs: No more than 3 percent



Affordable Broadband Programs: No more than 10 percent

# Summary Information 2

Recipients must describe the progress made towards fulfilling objectives during the reporting period.

**2. Describe progress towards fulfilling objectives for which the grant was awarded in the open text field.**

*Sample Response: For this reporting period, we made progress towards our Plan's measurable objectives 1 and 2:*

- *SA-Capacity Grant Project-01: Four Internet kiosks were installed in XYZ library. Eight staff were trained to support kiosk users. There have been 2,543 kiosk users to date.*
- *SA-Capacity Grant Project-02: Two support specialists were hired and trained, a curriculum development contractor was selected in a competitive process, and a digital literacy curriculum was developed and is currently in review.*

Provide a brief narrative describing the progress made towards fulfilling objectives.

Note: This description should align with approved measurable objectives, activities, and milestones in the Plan, SPF, CBF, or other documentation.

# Summary Information 3

Recipients must describe how they have implemented their State's Digital Equity Plan during the reporting period.

## **3. Describe how you have implemented your State's Digital Equity Plan in the open text field.**

If implementation has not started, "Not started" is an acceptable response.

*Sample Response: For this reporting period, we implemented the following elements of our State Digital Equity Plan:*

- SA-Capacity Grant Project-01: made progress on achieving measurable objective 1 by increasing high-speed internet access for individuals who reside in a rural area consistent with the prioritization of the timeline in our Plan.*
- SA-Capacity Grant Project-02: made progress on measurable objective 2 by increasing digital literacy among multiple Covered Populations.*

Provide a brief narrative describing how the State Digital Equity Plan has been implemented. Indicate if "Not started."

Note: This description should align with approved measurable objectives, activities, and milestones in the Plan, SPF, CBF, or other documentation.



Certification

# Certification

Only the AOR can certify the report is correct and complete by entering their information.

CERTIFICATION		
I certify to the best of knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.		
Typed or printed name and title of Authorized Certifying Official:	Telephone (area code, number and extension):	
Signature of Certifying Official:	Email Address:	
	Date:	

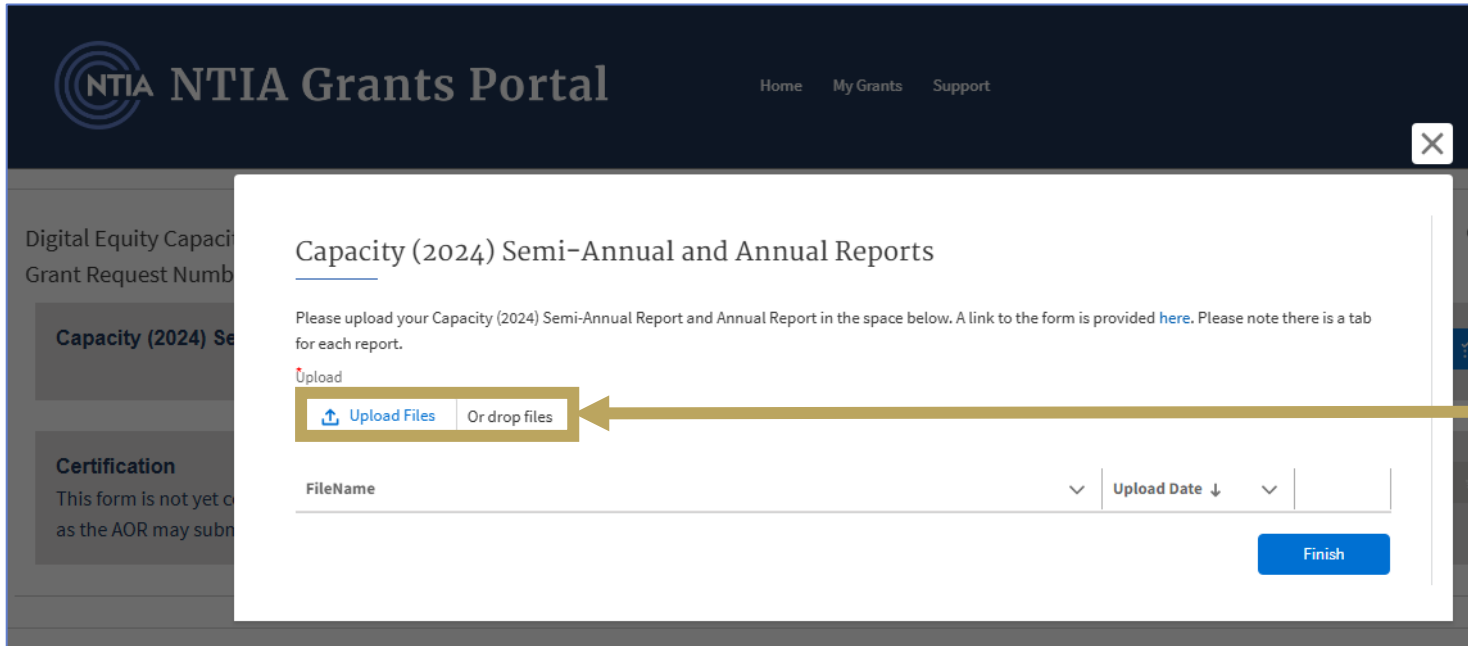
Note: If the AOR has changed, this must be reflected in the CD-450 or NOA and in the NGP. Recipients must contact [UGAM@nist.gov](mailto:UGAM@nist.gov), and copy their FPO to update their CD-450 or NOA. Recipients should also contact [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov) and copy their FPOs in advance of the due date to give them time to make the update.

The image features a dark blue background with a series of concentric, light blue arcs on the left side. These arcs are incomplete, forming a partial circular pattern that frames the word 'Submission'.

Submission

# Submitting the AR

The AR 1.0 file is nested into the SAR 1.0 file. Recipients will submit this file into the NGP. The SAR must be submitted with the SF-425.



The screenshot shows the NTIA Grants Portal interface. The main heading is "Capacity (2024) Semi-Annual and Annual Reports". Below this, a message states: "Please upload your Capacity (2024) Semi-Annual Report and Annual Report in the space below. A link to the form is provided [here](#). Please note there is a tab for each report." Under the "Upload" section, there is a button labeled "Upload Files" with an upward arrow icon, and a text label "Or drop files". A yellow arrow points from a text box on the right to the "Upload Files" button. Below the upload area, there is a table with columns "FileName", "Upload Date", and a "Finish" button.

Click “Upload Files” or drag the report file from your desktop to this area to upload it.

Note: As a reminder, SAR 1.0 and AR 1.0 are the same file. All Recipients must complete the AR 1.0 and the SAR 1.0.

# Verifying Report Upload

Recipients should verify the correct files are uploaded before submitting the report.

NTIA NTIA Grants Portal

Home My Grants Support

### Capacity (2024) Semi-Annual and Annual Reports

Please upload your Capacity (2024) Semi-Annual Report and Annual Report in the space below. A link to the form is provided [here](#). Please note there is a tab for each report.

Upload

Upload Files Or drop files

File Name	Upload Date
DE Capacity 2024 Semi-Annual Report	

Finish

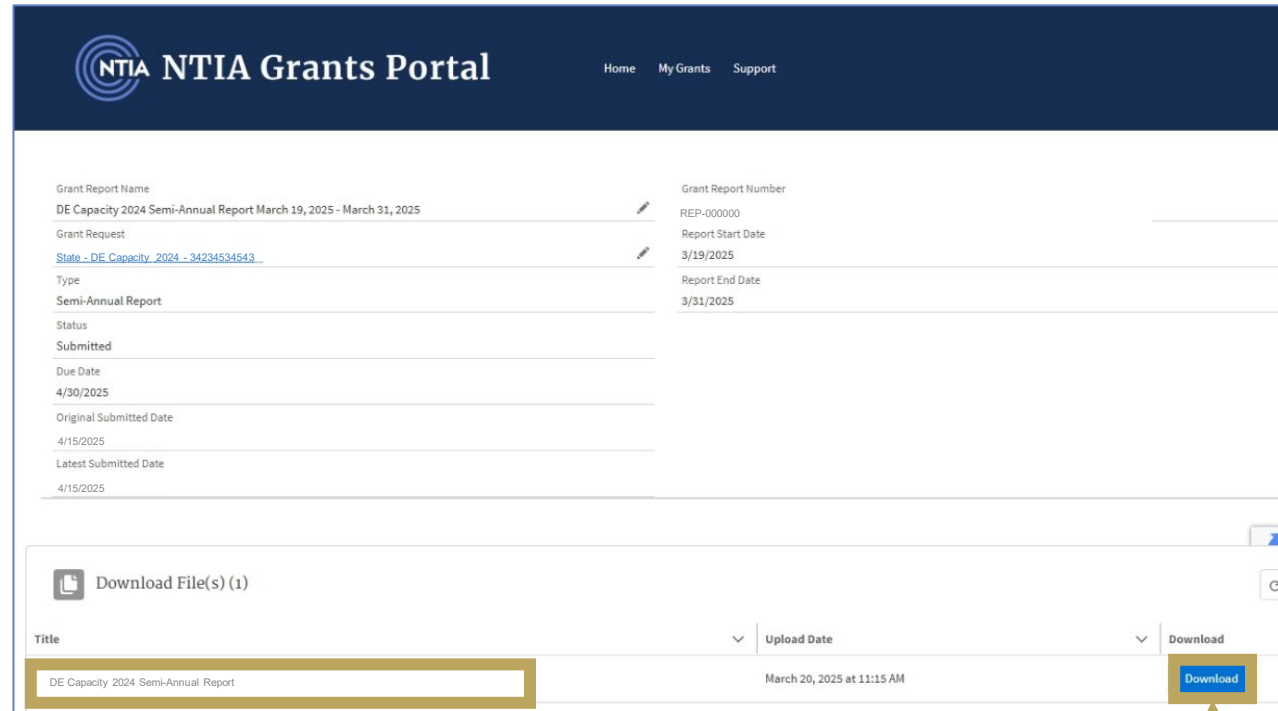
Verify that your uploaded files appear under “FileName.”

Click “Finish” to submit the report and SF-425.

Both the SAR File and the SF-425 should appear.

# Confirm Report Submission

Recipients should confirm their report has been submitted. They may also return to the NGP to download the submitted report if needed.



The screenshot shows the NTIA Grants Portal interface. The header includes the NTIA logo and the text "NTIA Grants Portal", with navigation links for "Home", "My Grants", and "Support". The main content area displays report details in two columns. The left column includes fields for "Grant Report Name" (DE Capacity 2024 Semi-Annual Report March 19, 2025 - March 31, 2025), "Grant Request" (a link to "State - DE Capacity 2024 - 34234534543"), "Type" (Semi-Annual Report), "Status" (Submitted), "Due Date" (4/30/2025), "Original Submitted Date" (4/15/2025), and "Latest Submitted Date" (4/15/2025). The right column includes "Grant Report Number" (REP-000000), "Report Start Date" (3/19/2025), and "Report End Date" (3/31/2025). Below these fields is a section titled "Download File(s) (1)" which contains a table with one row. The row has three columns: "Title" (DE Capacity 2024 Semi-Annual Report), "Upload Date" (March 20, 2025 at 11:15 AM), and "Download" (a blue button). A yellow box highlights the "Title" cell, and another yellow box highlights the "Download" button with an arrow pointing to it from a text box below.

Title	Upload Date	Download
DE Capacity 2024 Semi-Annual Report	March 20, 2025 at 11:15 AM	Download

Verify that your submitted report appears under "Title."

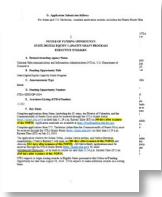
Click "Download" if you want a copy of the submitted report.



# Additional Resources

# Additional Resources

In addition to this training, other resources to aid Recipients in completing the AR:



## [State Digital Equity Capacity Grant Program NOFO](#)

*Description of the Competitive Grant Program and all of its requirements.*



## [Department of Commerce \(DOC\) Financial Assistance Policy](#)

*DOC financial assistance regulations, policies, and guidance resources, including Terms and Conditions.*



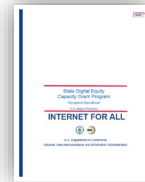
## [SF-425 Financial Report Guidance](#)

*Provides users with step-by-step instructions and resources for filling out the SF-425.*



## [Digital Equity Act Programs: Guidance for Human Subject Research Protection](#)

*Description of the Human Subjects Research Protection requirements that are applicable.*



## [State Digital Equity Capacity Grant Program Handbook](#)

*Serves as a reference tool to ensure information and resources are carried out the award in accordance with the Federal and agency terms and regulations.*

Note: Recipients are encouraged to contact their assigned FPO with any additional questions or submission challenges for the AR 1.0 before the due date. For questions about the NGP or troubleshooting the NGP, reach out to the NGP Helpdesk: [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov).

Thank you!

