State Digital Equity Capacity Grant Program:
Semi-Annual Report 1.0

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

NTIA

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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 Semi-Annual Report (SAR) serves as a tool to capture the Capacity Grant Program Performance (Technical) Report, which is due semi-annually. The first version is numbered 1.0.

Reporting Period

The SAR 1.0 is for the reporting period ending March 31, 2025.

Due Date

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

SF-425

Recipients must submit the SF-425 (Federal Financial Report) with the SAR 1.0.

General SAR Tips

Following are some helpful tips before completing the SAR:

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 and copy your FPO in advance of the SAR 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 in advance of the SAR 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.

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Accessing the SAR

Recipient will access and submit the SAR through the NGP.
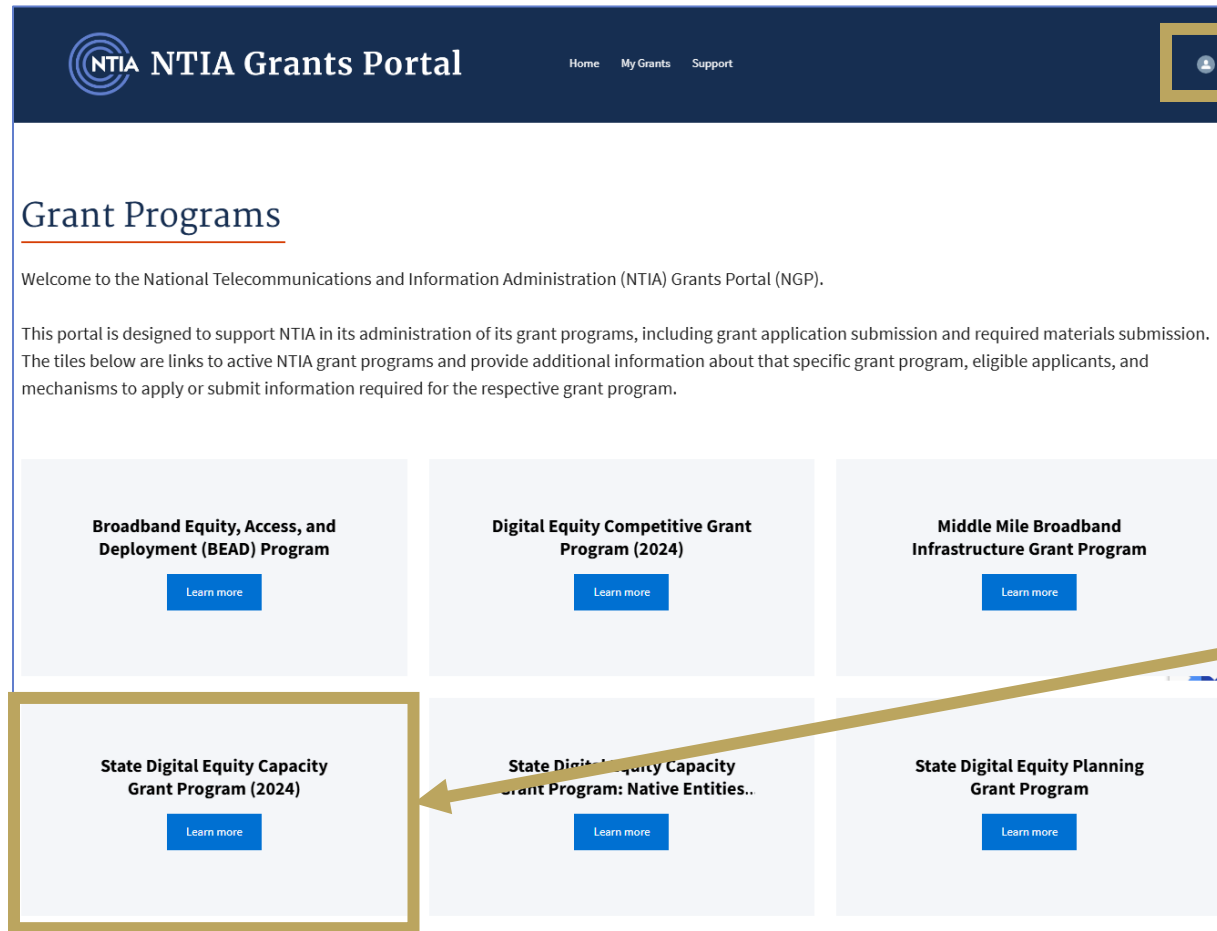
Select the grant program or the account icon to log into the NGP.

Understanding the NGP Workspace

The NGP Portal will show all active grant awards and amounts. It will also show all post award requirements due within the next 6 months as well as reports that are overdue.

If you have multiple awards on your dashboard, make sure to click into the correct workspace.

View Report Numbers, Report Status, and Report Due Dates in this column. The blue text hyperlinks to the report.

Click into the Capacity Grant Program Workspace to see the Grant Details, Post Award Requirements, etc.

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Selecting the Correct Report Portal

Recipients can view all Post Award requirements using the "Post Award Requirement" Tab. This tab will show past and upcoming reports, reporting periods, due dates, and submission status.

Click into the "Post Award Requirements" tab.

Select the corresponding SAR File.

The due date for SAR 1.0 is 4/30/2025.

Once complete, check status.

Note: As a reminder for the SAR 1.0 report and AR 1.0 report, there will be one file and one submission. Recipients will have 30 days to submit report.

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SAR 1.0 & AR 1.0

There will be one file and one submission for the SAR 1.0 report and AR 1.0 report. Ensure that both forms are completed with the appropriate information.

Semi- Annual Report Form v.1.0

Annual Report Form (AR) v.1.0

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SAR 1.0 Sections

The SAR fulfills the Performance (Technical) Report requirement in the NOFO Section IV.E.2.b and helps NTIA identify progress made towards Capacity Grant Program requirements.

SAR 1.0 Sections:

1. General Information
2. Summary Information
3. Subrecipient and Procurement Progress
4. State Digital Equity Plan Updates & Outstanding Baseline Data
5. HSR
6. EHP
7. SPF Progress
8. Optional Information
9. Certification

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General Information

General Information Fields

Recipients should enter their organization information exactly as it appears in the CD-450 or NOA.

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 (MM/DD/YYYY):	10/1/2024
	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 pre-populated.

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

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Summary Information

Challenges or Barriers 1a & 1b

Recipients must answer if they have faced challenges or barriers in implementation.

1a. Have you experienced any challenges or barriers in implementation? e.g., in developing specific projects, sub-granting, procurement, planning for human subject research, environmental and historic preservation, etc. - If you selected "No", skip to question #2a. - If you selected "Yes", specify in question #1b.	Yes	**1b. If you answered "Yes" to question #1a, specify the reason.** (Check all fields that apply with an "X". Use open text field to provide additional detail)			Funding constraints
					State orders, statutes/legislation, guidance
					Staffing or resource limitations (e.g., retirement, staff turnover, hiring
					Administering Entity change
					AOR change
					Securing outstanding baseline data (e.g., data accessibility)
					Procurement/contractor delays
				X	Subaward/subrecipient delays
					Environmental & historic preservation compliance (e.g., NEPA)
					Human Subject Research (HSR) concerns
					Coordination with partners
				X	Other (Specify in text field)

Sample Response: For SA-Capacity Grant Project-01, the subrecipient was delayed in hiring qualified staff. The subrecipient staff was slated to begin January 24th but was delayed until February 15th. This led to us having to wait to print, post, and send out our advertising materials. So far, this hasn't impacted milestones as kiosk use has exceeded expectations, and our March 31st milestone of 2,500 users has been met.

Drop box responses will be "Yes" or "No".

If "Yes" specify in #1b.

Select "X" from drop box for the responses that apply.

If "Other" is selected, provide additional details in the Text Field or provide more details on the challenge(s) or barrier(s) selected.

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Technical Assistance Needs 2a & 2b

Recipients must answer if they need any technical assistance.

2a. Do you need any technical assistance? - If you selected "No," skip to question #3a. - If you selected "Yes," specify in question #2b.	Yes

2b. If you answered "Yes" to question #2a, specify topics. (Check all fields that apply with an "X". Use the open text field to provide additional detail)

	Reporting requirements
	Data collection and management
X	Subgrantee management (e.g., subgrantee monitoring)
	Contractor management
	Tracking costs
X	Specific Project Form
	Environmental & historic preservation (e.g., NEPA)
	Human Subject Research (HSR)
	Other (Specify in text field)

Text Field

Drop box responses will be "Yes" or "No".

If "Yes" specify in #2b.

Select "X" from drop box for the responses that apply.

If "Other" is selected, provide additional detail in the Text Field.

Recipients can also provide more detail on the Technical Assistance needed in the "Other Text" field.

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Subrecipient and Procurement Progress

Subrecipient Selection 3a, 3b, & 3c

Recipients must answer if they have performed any activities related to selecting subrecipients.

3a. Have you performed any activities related to selecting subrecipients? - If you selected "Yes," provide the details in #3b and #3c. - If you selected "No", skip to question #4a.	Yes	3b. If you answered "Yes" to question #3a, use the open text field to provide detail.	*Sample response: We conducted competitive subgrantee selection processes for SA-Capacity Grant Project-01 and SA-Capacity Grant Project-02 and selected subrecipients in compliance with state subgranting requirements.*	3c. How many subrecipients have you selected? And name the entities. (separate each entity with a semi-colon)	#	List Subrecipient Names
					3	*City XYZ Public Library System; Adult Community Center of Greater City XYZ; City XYZ College of Digital Innovation & Instruction*

Drop box responses will be "Yes", "No. Activities are forthcoming.", or "No. We plan to directly implement without subrecipients."

If "Yes" provide details in #3b and #3c.

Provide a brief narrative describing the activities performed related to selecting subrecipients.

The total number of subrecipients and the corresponding entity names should be consistent (e.g., if 5 subrecipients are selected, there should be 5 entity names listed).

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Contractor Procurement 4a

Recipients must describe their activities in procuring contractors during the reporting period and provide detail about contractor names and number of contractors if applicable.

4a. Were you actively engaged in procuring contractors during this reporting period? - If you selected "Yes", provide the details in #4b and #4c. - If you selected "No", skip to question #5a.	Yes	4b. If you answered "Yes" to question #4a, use the open text field to provide detail.	*Sample Response: For SA-Capacity Grant Project-02, we conducted a competitive procurement process to select a digital literacy curriculum development contractor in compliance with state procurement requirements.*	4c. How many contractors have you selected? And name the entities. (separate each entity with a semi-colon)	#	List Contractor Names
					1	*Kiosk Digital Wizards*

Drop box responses will be "Yes", "No. Activities are forthcoming.", or "No. We plan to directly implement without contractors."

If "Yes" provide details in #4b and #4c.

The grant recipient should provide a brief narrative describing the engagement activities in procuring contactors.

The total number of contractors and the corresponding entity names should be consistent (e.g., if 5 contractors are selected, there should be 5 entity names listed).

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State Digital Equity Plan Updates & Outstanding Baseline Data

State Digital Equity Plan Updates 5a, 5b, & 5c

Recipients must indicate any updates to the Plan and describe the activities performed in support of Plan updates, including review submission date or anticipated submission date.

5a. Have you made any updates to your State Digital Equity Plan?

- If you selected "Yes", provide the details in #5b and #5c.
- If you selected "No," skip to question #6a.

Yes

5b. If yes, use the open text field to describe activities performed in support of Plan updates?

Sample response: We plan to submit an updated State Digital Equity Plan after we finish reviewing new baseline information. So far, staff time was spent examining newly available datasets and editing measurable objective number 5 to replace TBD data.

5c. Enter the date you submitted or anticipate resubmitting the updated Plan for NTIA review? (MM/DD/YYYY)

6/30/2025

Drop box responses will be "Yes" or "No".
If "Yes" provide details in #5b and #5c.

Provide a brief narrative describing the activities performed in support of the Plan updates.

Indicate the date that the Plan was submitted or is expected for resubmission for the updated Plan for NTIA review.

Note: Updates/amendments to the State Digital Equity Plan must be reflected in all applicable documents (e.g., SPF, CBF, SF-425, etc.).

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Outstanding Baseline Data 6a & 6b

Recipients must indicate any outstanding baseline data needed for current or anticipated Specific Projects in this reporting period as well as progress made toward completing baselines.

| 6a. Do you have any outstanding baseline data needed for current or anticipated Specific Projects? | Yes | 6b. Describe which baseline data is outstanding and the progress made toward completing baselines in the open text field. | Sample response: The State Office of Rural Health expects to implement a new survey on telehealth use in rural areas in May 2025 that will be used as baseline data for our projects, particularly SA-Capacity Grant Project-03. During the reporting period we worked with that office to ensure the survey aligns with our needs. This newly available data will serve to update measurable objective 3. |

Drop box responses will be "Yes" or "No".
If "Yes" provide details in #6b.

Provide a brief narrative describing the outstanding baseline data and the progress made toward completing those baselines.

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Human Subjects Research (HSR)

HSR 7a

Recipients must select the HSR category that will apply to the award from the dropdown list.

Select from the following drop box options.

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Environmental and Historic Preservation (EHP)

EHP 8a & 8b

Recipients must indicate the response that describes the environmental and/or historic preservation implications of their projects. For any response where "X" was selected, Recipients must describe the activities that may have environmental and/or historic preservation implications.

8a. Do you anticipate any of your specific projects having environmental and/or historic preservation implications? (e.g., installing Wi-Fi on building, computer lab construction or renovation) - If you selected "Yes", provide the details in #8b. - If you selected "No", skip to question #9.	Select Response	8b. If yes, describe the activities in the open text field.	Sample Response: SA-Capacity Grant Project-04 has been identified as implicating EHP and NEPA. During the reporting period we have begun gather the necessary information about XYZ Library at 123 Library Street, in XYZ City to complete the required documentation and photos necessary for review.
	Specific Project Form is still in progress		
	Uncertain if EHP applies		
	Other (Specify in text field)		
	Text Field		

Select "Yes" or "No" if they apply, otherwise select "X" from drop box for all the responses that apply.

If "Other" is selected, provide additional detail in the Text Field.

Provide a brief narrative describing the activities having environmental and/or historic preservation implications.

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Specific Projects Form (SPF) Progress

SPF Progress 9a & 9b

Recipients must enter the number and date of SPFs they anticipate submitting by the 9-month deadline. The final submission should be no later than nine (9) months from the award start date required by NOFO Section II.C.2.e.

9a. How many Specific Project Forms do you anticipate submitting by the 9-month deadline?	Enter Number	9b. Enter the date you anticipate submitting the final Specific Project Form. (MM/DD/YYYY)	Enter Date

Enter the number of times you intend to submit a SPF for review before final submission.

Add your anticipated final SPF submission date using MM/DD/YYYY format.

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Optional Information

Optional Information 10

Recipients should enter any additional information on their progress during the reporting period.

OPTIONAL INFORMATION

10. Share any additional information on your progress in the open text field.
(e.g., accomplishments and/or successes, additional opportunities identified)

Since installing kiosks for SA-Capacity Grant Project-01, we had the first participants who have benefitted from these kiosks share the tremendous impact this access has had on their lives. Several other community institutions are interested in replicating this model. We are exploring future opportunities with those communities and organizations.

Input "N/A" if you do not wish to provide additional information. This is meant to gauge information for NTIA awareness.

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Certification

Certification

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

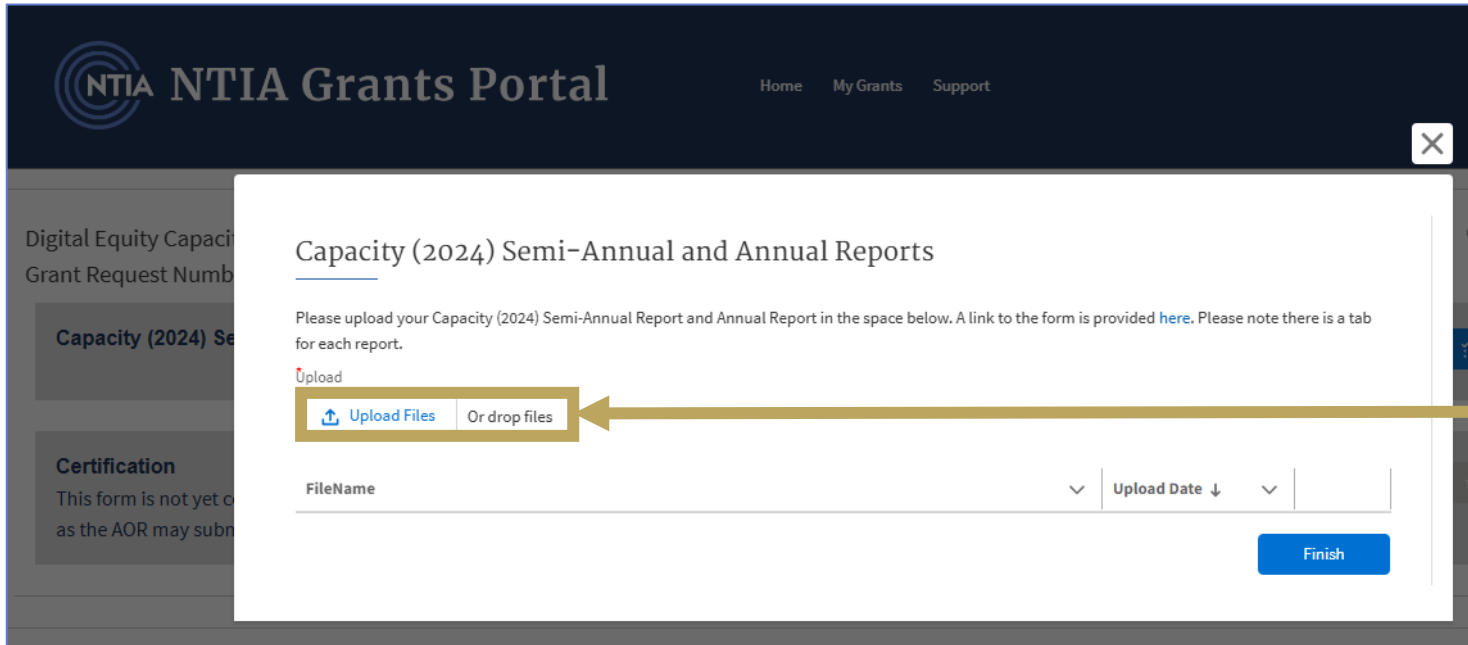| CERTIFICATION		
I certify to the best of knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.		
Typed or printed name and title of Authorized Certifying Official:	Telephone (area code, number and extension):	
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, and copy their FPO to update their CD-450 or NOA. Recipients should also contact ngphelpdesk@ntia.gov and copy their FPOs in advance of the due date to give them time to make the update.

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Submission

Submitting the SAR

Recipients will upload their completed SAR 1.0 files into the NGP. The SAR must be submitted with the SF-425. Both completed files should be uploaded.

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 part of the same file. All Recipients must complete the SAR 1.0 and the AR 1.0.

Verifying Report Upload

Recipients should verify the correct files are uploaded before submitting the report (the SAR file and the SF-425).
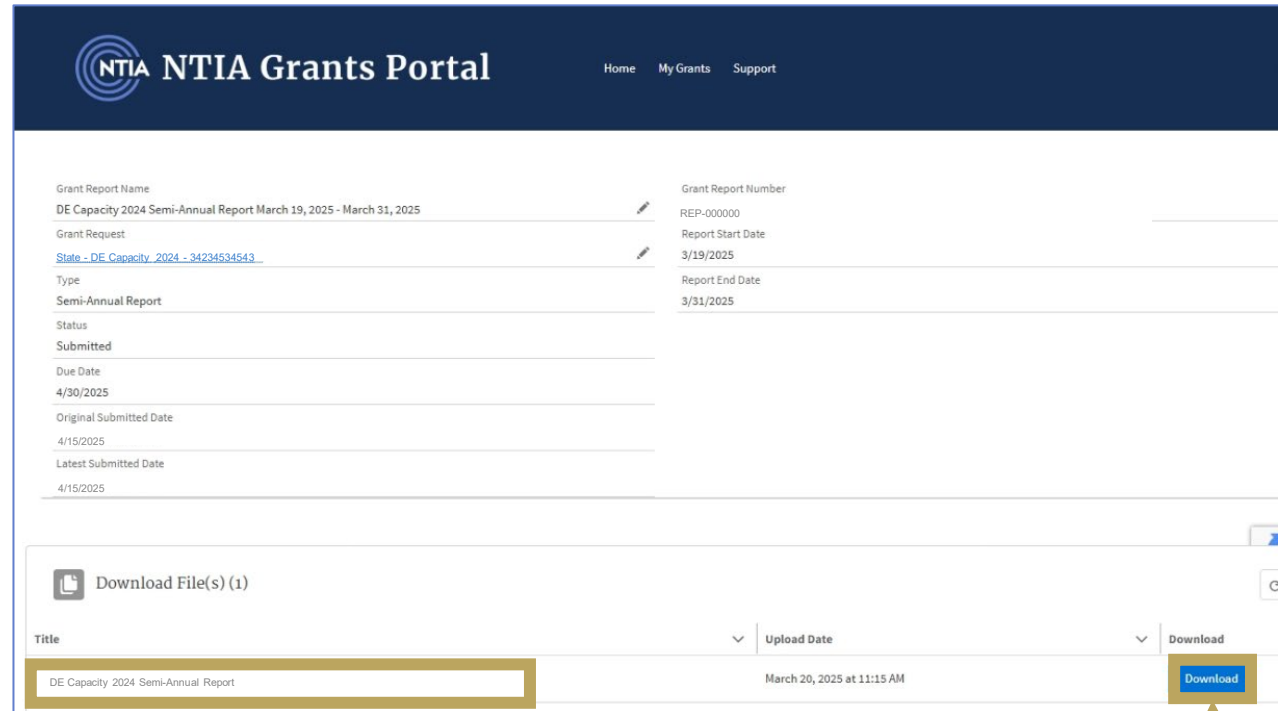

Verify that your uploaded files appear under "FileName".

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 reports has been submitted. They may also return to the NGP to download the submitted reports, if needed.

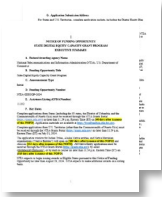Verify that your submitted report appears under "Title".

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 SAR:

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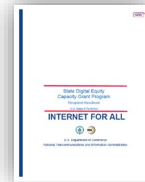
[State Digital Equity Capacity Grant Program Handbook](#)

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 SAR 1.0 before the due date. For questions about the NGP or troubleshooting the NGP, reach out to the NGP Helpdesk: ngphelpdesk@ntia.gov.

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Thank you!

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