



State Digital Equity Capacity Grant Program: Semi-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 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

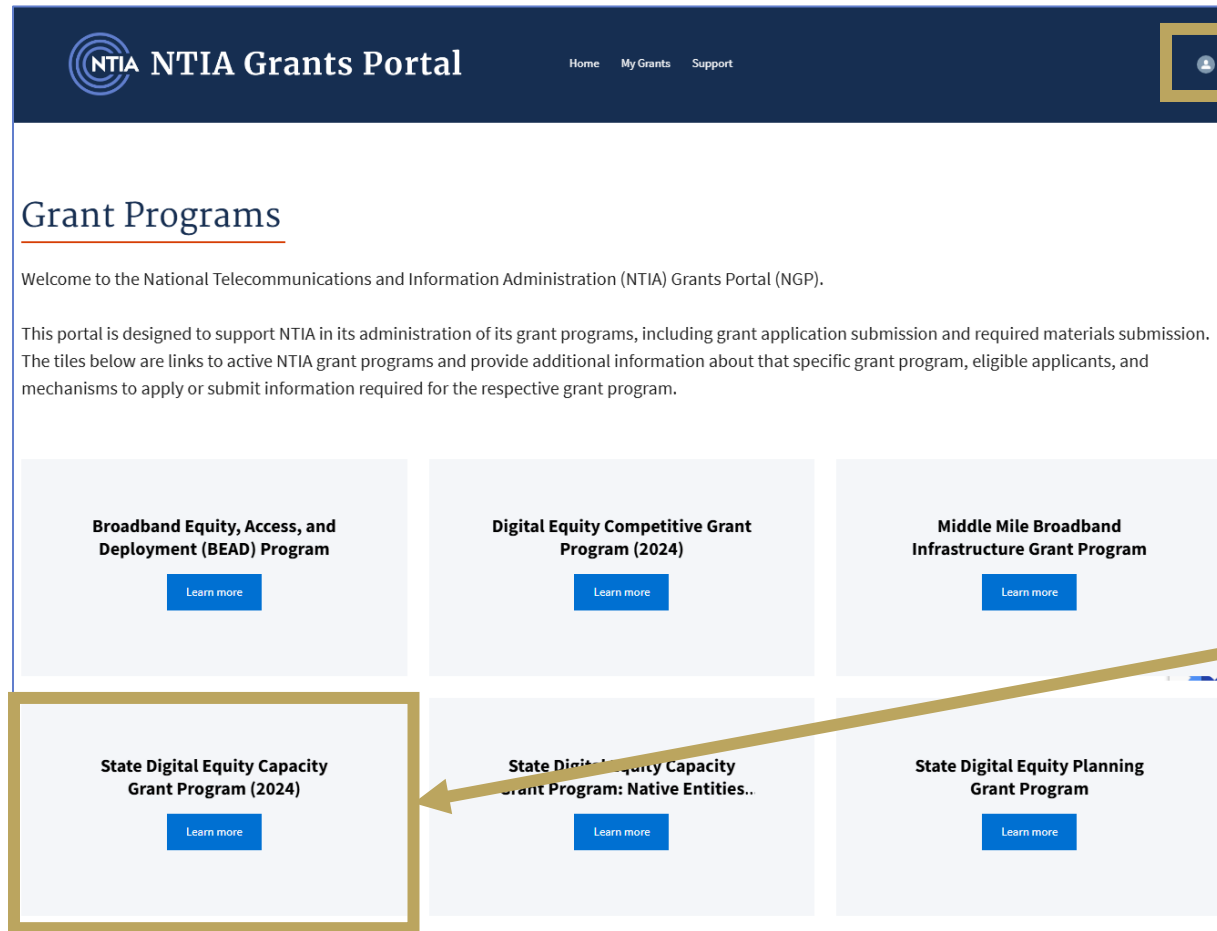
Following are some helpful tips before completing the SAR:

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.

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.

The screenshot displays the NTIA Grants Portal interface. At the top, the header includes the NTIA logo and the text "NTIA Grants Portal", with navigation links for "Home", "My Grants", and "Support". Below the header, a dark blue bar contains a user icon and the text "Welcome, [Your Name]".

The main content area is divided into several sections. On the left, there are two summary cards: "Total Grant Amount Requested" and "Total Grant Amount Awarded", both featuring a green dollar sign icon. Below these are tabs for "My Awarded Grants" and "My Grant Applications".

The central section displays two grant programs:

- State Digital Equity Planning Grant Program**
Program Name: FEDERAL AWARD #23-40-MM174
Amount Awarded: [blank]
Table with columns: APPLYING ORGANIZATION, GRANT START DATE, GRANT END DATE, GRANT STAGE.
Row 1: Applying Organization Name, 7/1/2023, 9/1/2028, Application.
A blue button "Go to Grant Workspace" is located at the bottom right of this section.
- State Digital Equity Capacity Grant Program (2024)**
Program Name: FEDERAL AWARD #34234534543
Amount Awarded: [blank]
Table with columns: APPLYING ORGANIZATION, GRANT START DATE, GRANT END DATE, GRANT STAGE.
Row 1: Applying Organization Name, 3/19/2025, 3/20/2030, Application.
A blue button "Go to Grant Workspace" is located at the bottom right of this section.

On the right side, a box titled "Post Award Requirements Due Within 6 Months" contains a link "Middle Mile Form 425 July 1, 2023 - Sept..." with a red "OVERDUE" badge. Below this, it shows "Report Number: REP-003056", "Due Date: 10/30/2023", and "Status: Not Started".

Three callout boxes provide additional context:


- A light blue box on the left states: "If you have multiple awards on your dashboard, make sure to click into the correct workspace." with an arrow pointing to the "Go to Grant Workspace" button of the first grant program.
- A purple box on the right states: "View Report Numbers, Report Status, and Report Due Dates in this column. The blue text hyperlinks to the report." with an arrow pointing to the report information box.
- A yellow box at the bottom right states: "Click into the Capacity Grant Program Workspace to see the Grant Details, Post Award Requirements, etc." with an arrow pointing to the "Go to Grant Workspace" button of the second grant program.

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.

 NTIA Grants Portal

HomeMy GrantsSupport

Grant Request State – DE Capacity 2024 – 34234534543

Grant Details

Post Award Requirements

Grant Teams

Funding Requests

Report Name	Report Start Date	Report End Date	Due Date	Status
DE Capacity 2024 Semi-Annual Report March 19, 2025 - March 31, 2025	Award Start Date	3/31/2025	4/30/2025	Submitted
DE Capacity 2024 Semi-Annual Report April 1, 2025 - September 30, 2025	4/1/2025	9/30/2025	10/30/2025	Not Started
DE Capacity 2024 Semi-Annual Report October 1, 2025 - March 31, 2026	10/1/2025	3/31/2026	4/30/2026	

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.

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.

DIGITAL EQUITY ACT OF 2021 (DEA) PROGRAM PERFORMANCE (TECHNICAL) - SEMI-ANNUAL REPORT (SAR) FORM v.1.0

GENERAL INFORMATION

Recipient Organization: _____ Federal Award ID Number: _____
Recipient Street Address: _____
City, State, Zip Code: _____
UEI Number: _____ Reporting Period Start Date (MM/DD/YYYY): 10/1/2024
Award Start Date (MM/DD/YYYY): _____ Reporting Period End Date (MM/DD/YYYY): 3/31/2025
Award End Date (MM/DD/YYYY): _____

SUMMARY INFORMATION

1a. Have you experienced any challenges or barriers in implementation? (e.g., in developing specific projects, sub-grantee, procurement, planning for human subject research, environmental and historic preservation, etc.)

Select Response

1b. If you answered "Yes" to question 1a, specify the reason. (Check all fields that apply with an "X". Use the open text field to provide additional detail.)

2a. Do you need any technical assistance?

Select Response

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

SUBRECIPIENT AND PROCUREMENT PROGRESS

3a. Have you performed any activities related to selecting subrecipients?

Select Response

3b. If you answered "Yes" to question 3a, use the open text field to provide detail.

3c. How many subrecipients have you selected? And name the entities.

Enter Number

List Subrecipient Names

4a. Were you actively engaged in procuring contractors during this reporting period?

Select Response

4b. If you answered "Yes" to question 4a, use the open text field to provide detail.

4c. How many contractors have you selected? And name the entities. (Separate each contractor with a semicolon.)

Enter Number

List Contractor Names

STATE DIGITAL EQUITY PLAN UPDATES & OUTSTANDING BASELINE DATA

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

Select Response

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

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

6a. Do you have any outstanding baseline data needed for current or anticipated Specific Projects?

Select Response

6b. Describe which baseline data is outstanding and the progress made toward completing baseline in the open text field.

Semi- Annual Report Form v.1.0

Annual Report Form (AR) v.1.0

DIGITAL EQUITY ACT OF 2021 (DEA) PROGRAM PERFORMANCE (TECHNICAL) - ANNUAL REPORT (AR) FORM v.1.0

GENERAL INFORMATION

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

SUMMARY INFORMATION

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

1b. Specify the drawdown method(s) you have used. (Check all fields that apply with an "X")

1c. What percent of your total award has been spent on capped costs? (to nearest tenth decimal place, #.%)

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

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: _____

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

DIGITAL EQUITY ACT OF 2021 CAPACITY GRANT PROGRAM PERFORMANCE (TECHNICAL) - SEMI-ANNUAL REPORT (SAR) FORM v.1.0					
GENERAL INFORMATION	Recipient Organization:		Federal Award ID Number:		
	Recipient Street Address:				
	City, State, Zip Code:				
	UEI Number:		Reporting Period Start Date:		10/01/2024
	Award Start Date:		Reporting Period End Date:		3/31/2025
	Award End Date:				
SUMMARY INFORMATION	1a. Have you experienced any challenges or barriers in implementing? (e.g., in developing specific projects, sub-granting, procurement, planning for human subject research, environmental and historic preservation, etc.)				
	Select Response		1b. If you answered "Yes" to question 1a, specify the reason. (Check all fields that apply with an "X". Use the open text field to provide additional detail)		
			<input type="checkbox"/> Funding constraints <input type="checkbox"/> State or local statute/regulation, guidance <input type="checkbox"/> Staffing or resource limitations (e.g., retirement, staff turnover, hiring) <input type="checkbox"/> Administering Entity change <input type="checkbox"/> AOR change <input type="checkbox"/> Security or standard baseline data (e.g., data accessibility) <input type="checkbox"/> Procurement/contractor delay <input type="checkbox"/> Subaward/subrecipient delay <input type="checkbox"/> Environmental & historic preservation compliance (e.g., NEPA) <input type="checkbox"/> Human Subject Research (HSR) concerns <input type="checkbox"/> Coordination with partner <input type="checkbox"/> Other (Specify in text field)		
			Text Field		
	2a. Do you need any technical assistance?				
	Select Response		2b. If you answered "Yes" to question 2a, specify topic. (Check all fields that apply with an "X". Use the open text field to provide additional detail)		
			<input type="checkbox"/> Reporting requirements <input type="checkbox"/> Data collection and management <input type="checkbox"/> Sub-grantee management (e.g., sub-grantee monitoring) <input type="checkbox"/> Contractor management <input type="checkbox"/> Tracking costs <input type="checkbox"/> Specific Project Form <input type="checkbox"/> Environmental & historic preservation (e.g., NEPA) <input type="checkbox"/> Human Subject Research (HSR) <input type="checkbox"/> Other (Specify in text field)		
			Text Field		
SUBRECIPIENT AND PROCUREMENT PROGRESS	3a. Have you performed any activities related to selecting subrecipients?				
	Select Response		3b. If you answered "Yes" to question 3a, use the open text field to provide detail.		3c. How many subrecipients have you selected? And name the entities.
			Text Field		<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 or more
			Text Field		List Subrecipient Name Text Field
	4a. Have you actively engaged in procuring contractors during this reporting period?				
	Select Response		4b. If you answered "Yes" to question 4a, use the open text field to provide detail.		4c. How many contractors have you selected? And name the entities. (separate each contractor with a comma)
			Text Field		<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 or more
			Text Field		List Contractor Name Text Field
STATE DIGITAL EQUITY PLAN UPDATES & OUTSTANDING BASELINE DATA	5a. Have you made any updates to your State Digital Equity Plan?				
	Select Response		5b. If you, use the open text field to describe activities performed in support of Plan updates?		5c. Enter the date you submitted or anticipate submitting the updated Plan for NTIA review? (MM/DD/YYYY)
			Text Field		
	6a. Do you have any outstanding baseline data needed for current or anticipated Specific Projects?				
	Select Response		6b. Describe which baseline data is outstanding and the progress made toward completing baseline in the open text field.		
			Text Field		



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.



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.

Technical Assistance Needs 2a & 2b

Recipients must answer if they need any technical assistance.

<p>2a. Do you need any technical assistance?</p> <ul style="list-style-type: none">- If you selected "No," skip to question #3a.- If you selected "Yes," specify in question #2b.	<div data-bbox="873 522 1047 639">Yes</div>	<p>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)</p>	<table border="1"><tr><td><input type="checkbox"/></td><td>Reporting requirements</td></tr><tr><td><input type="checkbox"/></td><td>Data collection and management</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Subgrantee management (e.g., subgrantee monitoring)</td></tr><tr><td><input type="checkbox"/></td><td>Contractor management</td></tr><tr><td><input type="checkbox"/></td><td>Tracking costs</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Specific Project Form</td></tr><tr><td><input type="checkbox"/></td><td>Environmental & historic preservation (e.g., NEPA)</td></tr><tr><td><input type="checkbox"/></td><td>Human Subject Research (HSR)</td></tr><tr><td><input type="checkbox"/></td><td>Other (Specify in text field)</td></tr></table> <div data-bbox="1477 675 2372 808">Text Field</div>	<input type="checkbox"/>	Reporting requirements	<input type="checkbox"/>	Data collection and management	<input checked="" type="checkbox"/>	Subgrantee management (e.g., subgrantee monitoring)	<input type="checkbox"/>	Contractor management	<input type="checkbox"/>	Tracking costs	<input checked="" type="checkbox"/>	Specific Project Form	<input type="checkbox"/>	Environmental & historic preservation (e.g., NEPA)	<input type="checkbox"/>	Human Subject Research (HSR)	<input type="checkbox"/>	Other (Specify in text field)
<input type="checkbox"/>	Reporting requirements																				
<input type="checkbox"/>	Data collection and management																				
<input checked="" type="checkbox"/>	Subgrantee management (e.g., subgrantee monitoring)																				
<input type="checkbox"/>	Contractor management																				
<input type="checkbox"/>	Tracking costs																				
<input checked="" type="checkbox"/>	Specific Project Form																				
<input type="checkbox"/>	Environmental & historic preservation (e.g., NEPA)																				
<input type="checkbox"/>	Human Subject Research (HSR)																				
<input type="checkbox"/>	Other (Specify in 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.



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 <u>subrecipients</u>? - If you selected "Yes," provide the details in #3b and #3c. - If you selected "No", skip to question #4a.	<div>Yes</div>	3b. If you answered "Yes" to question #3a, use the open text field to provide detail. <i>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.</i>	3c. How many <u>subrecipients</u> have you selected? And name the entities. (separate each entity with a semi-colon)	<table><tr><th>#</th><th>List Subrecipient Names</th></tr><tr><td>3</td><td>CityXYZ Public Library System; Adult Community Center of Greater City XYZ; CityXYZ College of Digital Innovation & Instruction</td></tr></table>	#	List Subrecipient Names	3	CityXYZ Public Library System; Adult Community Center of Greater City XYZ; CityXYZ College of Digital Innovation & Instruction
#	List Subrecipient Names							
3	CityXYZ Public Library System; Adult Community Center of Greater City XYZ; CityXYZ 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).

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 <u>contractors</u> during this reporting period? - If you selected "Yes", provide the details in #4b and #4c. - If you selected "No", skip to question #5a.	<div>Yes</div>	4b. If you answered "Yes" to question #4a, use the open text field to provide detail. <i>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.</i>	4c. How many <u>contractors</u> have you selected? And name the entities. (separate each entity with a semi-colon)	# 1	List Contractor Names Kiosk Digital Wizards
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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 contractors.

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).



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.	<div>Yes</div>	5b. If yes, use the open text field to describe activities performed in support of Plan updates?	<i>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.</i>	5c. Enter the date you submitted or anticipate resubmitting the updated Plan for NTIA review? (MM/DD/YYYY)	6/30/2025
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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.).

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?	<div data-bbox="789 601 901 715">Yes</div>	6b. Describe which baseline data is outstanding and the progress made toward completing baselines in the open text field.	<p><i>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.</i></p>
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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.



Human Subjects Research (HSR)

HSR 7a

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

HUMAN SUBJECT RESEARCH (HSR)	
7a. Which HSR Category will apply/applies to your award?	
	Unknown at this time
	1A
	1B
	2
	3

Select from the following drop box options.



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.	<table border="1"><thead><tr><th>Select Response</th></tr></thead><tbody><tr><td>Specific Project Form is still in progress</td></tr><tr><td>Uncertain if EHP applies</td></tr><tr><td>Other (Specify in text field)</td></tr></tbody></table> <div>Text Field</div>	Select Response	Specific Project Form is still in progress	Uncertain if EHP applies	Other (Specify in text field)	8b. If yes, describe the activities in the open text field.
Select Response						
Specific Project Form is still in progress						
Uncertain if EHP applies						
Other (Specify in 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.

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

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.



Specific Projects Form (SPF) Progress

SPF Progress 9a & 9b

Recipients must enter the number and date of SPF's 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?	<div data-bbox="998 675 1256 761">Enter Number</div>	9b. Enter the date you anticipate submitting the <u>final</u> Specific Project Form. (MM/DD/YYYY)	<div data-bbox="2038 675 2275 761">Enter Date</div>
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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.



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)	<i>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.</i>

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



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:	

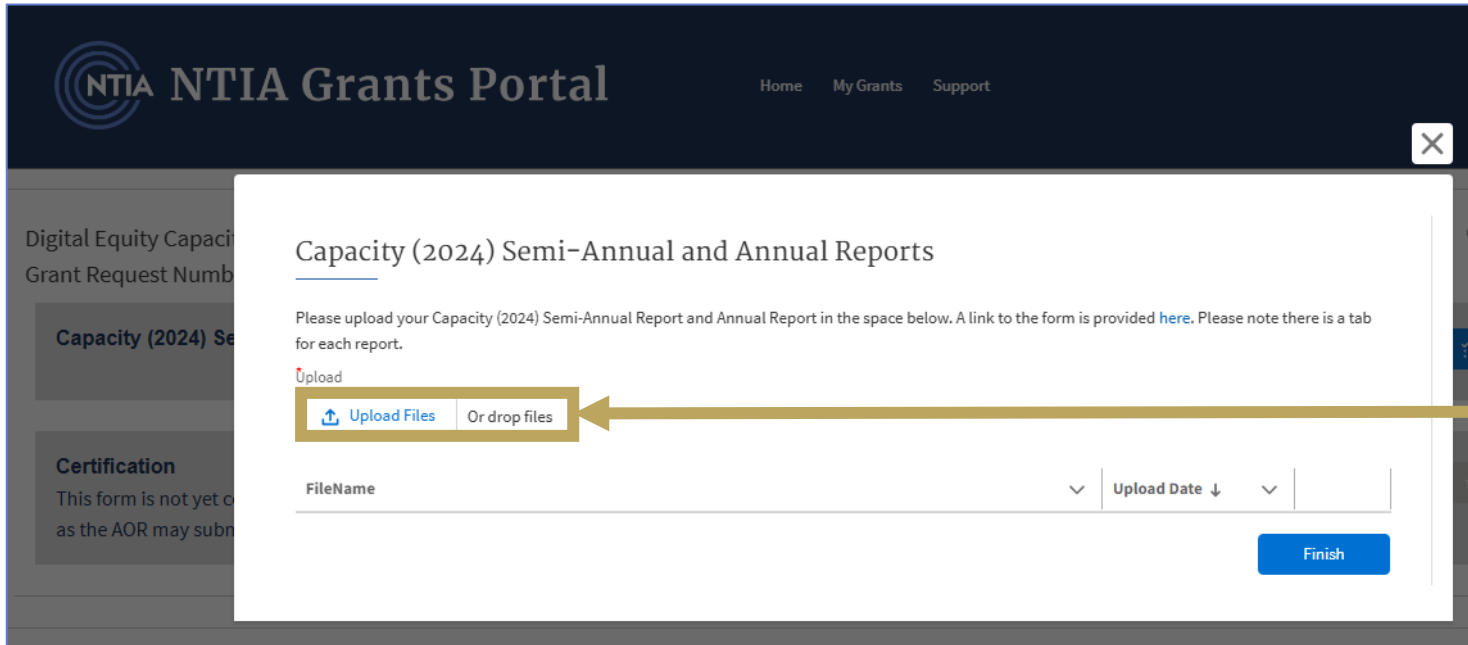
Note: If the AOR has changed, this must be reflected in the CD-450 or NOA and in the NGP. Recipients must contact UGAM@nist.gov, and copy their FPO to update their CD-450 or NOA. Recipients should also contact ngphelpdesk@ntia.gov and copy their FPOs in advance of the due date to give them time to make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

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 shape that frames the word 'Submission'.

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.



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 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).

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

FileName	Upload Date
DE Capacity 2024 Semi-Annual Report	

Finish

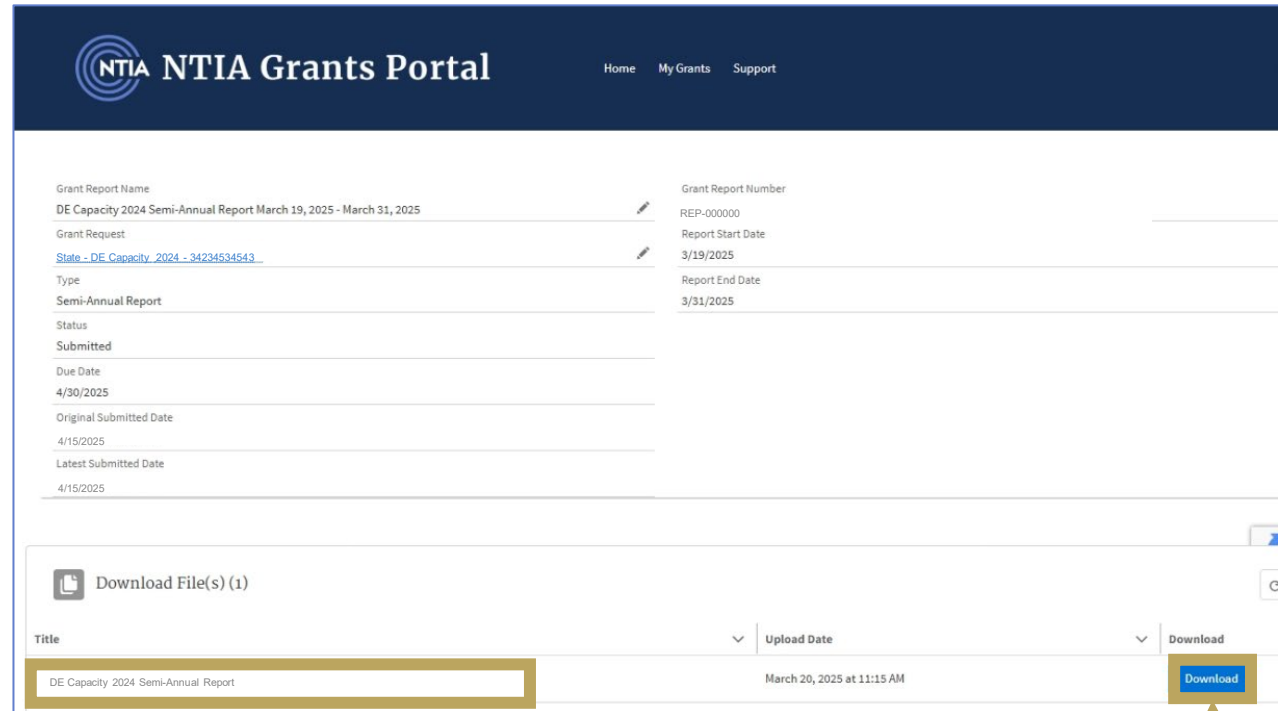
Verify that your uploaded files appear under “FileName”.

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 reports has been submitted. They may also return to the NGP to download the submitted reports, 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 details for a submitted report. On the left, fields include "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). On the right, fields include "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”.

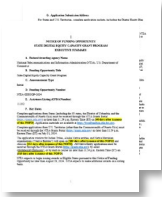
Click “Download” if you want a copy of the submitted report.



Additional Resources

Additional Resources

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



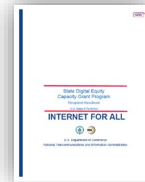
[SF-425 Financial Report Guidance](#)

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.

Thank you!

