



State Digital Equity Planning Grant Program Semi-Annual Report Form

This form will serve as a tool to capture the State Digital Equity Planning Semi-Annual Report.

The Semi-Annual report for the State Digital Equity Planning Grant Program is due on a semi-annual basis for the periods ending March 31 and September 30 of each year. The Semi-Annual Report is due within thirty (30 days) after the end of the reporting period.

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.

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

Click on the link below to view the report form.

[DE Semi-Annual Report](#)

STATE DIGITAL EQUITY PLANNING GRANT PROGRAM PERFORMANCE (TECHNICAL) REPORT

GENERAL INFORMATION

GENERAL	Recipient Organization:		Award Identification Number:	
	Recipient Street Address:		Report Submission Date (MM/DD/YYYY):	
	City, State, Zip Code:		Final Report	Yes
	EIN Number:			No
	Award Start Date (MM/DD/YYYY):		Reporting Period Start Date (MM/DD/YYYY):	
	Award End Date (MM/DD/YYYY):		Reporting Period End Date (MM/DD/YYYY):	

STATE DIGITAL EQUITY PLAN

Summary

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

MILESTONE CATEGORIES	Percent Complete	Provide a brief description (100 words or less) of the primary activities involved in reaching this percentage of completion.
1a. Overall State Digital Equity Plan		
1b. Please describe significant project accomplishments during this reporting period funded through SDEPG grant. (600 words or less)		
1c. Please describe any challenges to achieving project accomplishments during this reporting period funded through SDEPG grant. (600 words or less)		
1d. Please describe significant project accomplishments you plan to accomplish during the next reporting period. (600 words or less)		
1e. Please expand on any pilots, programs, or projects you are investing in as part of the planning process. What Covered Populations are being served through these investments, and where (geographically) are the investments being made? (600 words or less)		

State Digital Equity Plan - Statutory Requirements, Covered Populations

Outcomes (Statutory Requirement #3)

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

Statutory Requirement	Progress towards meeting the requirement (Not Started, In Progress, Complete)	If Complete or In Progress, provide a brief narrative describing plan contents. 100 words or less. How would digital inclusion further these goals? (If Not Started, enter N/A)
2. An assessment of how the measurable objectives identified in the Covered Population section (question #5 of this form) will impact and interact with the State's:	a. Economic and workforce development goals, plans, and outcomes	Not Started
	b. Educational outcomes	In Progress
	c. Health outcomes	Complete
	d. Civic and social engagement; and	
	e. Delivery of other essential services	

Stated Vision (Additional Requirement #1)

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

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

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

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

Statutory Requirement #1

4. Identification of barriers to digital equity faced by Covered Populations in the State

Covered Population	Have you identified any barriers to implementing digital inclusion and achieving digital equity for Covered Populations? (Yes/ No)	If so, please list the barriers to implementing digital inclusion and achieving digital equity in your state for each covered population:	How did you identify these barriers? What was the source of information?
4a. Individuals who live in covered households			
4b. Aging Individuals			
4c. Incarcerated individuals, other than individuals who are in a Federal correctional facility			
4d. Veterans			
4e. Individuals with disabilities			
4f. Individuals with a language barrier (including individuals who are English learners and have low levels of literacy)			
4g. Individuals who are members of a racial or ethnic minority group			
4h. Individuals who primarily reside in a rural area			

Statutory Requirement #2

5. Measurable Objectives for documenting and promoting, among each Covered Population located within your State

Measurable Objective (as required by the NOFO)	Progress towards setting an objective (Not Started, In Progress, Complete)	Which covered populations have you engaged with on this objective?	Which Covered Populations do you have data on regarding each measurable objective?	Please provide the data sources (e.g. statistics, interviews, surveys) for each covered population for which you have data (E.g. availability, online accessibility, digital literacy). Please also indicate if you have engaged with any other groups or populations not previously mentioned (e.g. sheltered homeless, LGBTQIA+, school-aged children).
5a. The availability of, and affordability of access to, fixed and wireless broadband technology;	Complete	Individuals who live in covered households	Individuals who live in covered households	
		Aging Individuals	Aging Individuals	
		Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility	Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility	
		Veterans	Veterans	
		Individuals with disabilities	Individuals with disabilities	
		Individuals with a language barrier (including individuals who are English learners and have low levels of literacy)	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 are members of a racial or ethnic minority group	
5b. The online accessibility and inclusivity of public resources and services;	In Progress	Individuals who live in covered households	Individuals who live in covered households	What are your state's goals for making online services of state and local governments more accessible?
		Aging Individuals	Aging Individuals	
		Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility	Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility	
		Veterans	Veterans	
		Individuals with disabilities	Individuals with disabilities	
		Individuals with a language barrier (including individuals who are English learners and have low levels of literacy)	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 are members of a racial or ethnic minority group	
5c. Digital literacy;	Not Started	Individuals who live in covered households	Individuals who live in covered households	Does your state have a plan or goal to adopt digital skills standards and self assessments? How does your state define digital literacy?
		Aging Individuals	Aging Individuals	
		Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility	Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility	
		Veterans	Veterans	
		Individuals with disabilities	Individuals with disabilities	
		Individuals with a language barrier (including individuals who are English learners and have low levels of literacy)	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 are members of a racial or ethnic minority group	
5d. Awareness of, and the use of, measures to secure the online privacy of, and cybersecurity with respect to an individual and covered populations		Individuals who live in covered households	Individuals who live in covered households	
		Aging Individuals	Aging Individuals	
		Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility	Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility	
		Veterans	Veterans	
		Individuals with disabilities	Individuals with disabilities	
		Individuals with a language barrier (including individuals who are English learners and have low levels of literacy)	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 are members of a racial or ethnic minority group	
5e. The availability and affordability of consumer devices and technical support those devices (such as software integration, email applications, and more)		Individuals who live in covered households	Individuals who live in covered households	
		Aging Individuals	Aging Individuals	
		Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility	Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility	
		Veterans	Veterans	
		Individuals with disabilities	Individuals with disabilities	
		Individuals with a language barrier (including individuals who are English learners and have low levels of literacy)	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 are members of a racial or ethnic minority group	

State Digital Equity Plan - Statutory Requirements, Continued

Please use the following table to provide the statuses on the progress for the remaining statutory State Digital Equity Plan requirements.			
Statutory Requirement	Progress towards meeting the requirement (Not Started, In Progress, Complete)	If Complete or In Progress, provide a brief narrative describing plan contents. 100 words or less. (If Not Started, enter N/A)	
Statutory Requirement #4			
6. In order to achieve the measurable objectives identified in the Covered Population section, a description of how the State plans to collaborate with key stakeholders (A list of potential key stakeholders can be found in Section IV.C.1.b.i. of the NOFO)			
Statutory Requirement #5			
7. Please refer to the List of Organizations Template (linked below) to provide a list of organizations with which the Administering Entity for your State collaborated in developing the Plan.			
List of Organizations			
7a. Did you complete the List of Organizations tab?	Yes	No	

State Digital Equity Plan - Additional Requirements

Please use the following table to provide the statuses on the progress towards meeting the State Digital Equity Plan "Additional requirements" on p. 21 of the NOFO.			
Requirements	Progress towards meeting the requirement (Not Started, In Progress, Complete)	If Complete or In Progress, provide a brief narrative describing plan contents. 100 words or less. (If Not Started, enter N/A)	
Additional Requirement #2			
8. A digital equity needs assessment, including a comprehensive assessment of the baseline from which the State is working and the State's identification of the barriers to digital equity faced generally and by each of the covered populations in the State	Assessment of the baseline from which the State is working		
	The State's identification of the barriers to digital equity faced generally for adoption and use		
	The State's identification of the barriers to digital equity faced by each of the covered populations in the State		
Additional Requirement #3			

State Digital Equity Plan - Additional Requirements

<p>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</p>	<p>An asset inventory, including current resources, programs, and strategies that promote digital equity for each of the covered populations, whether publicly or privately funded</p>		
	<p>Existing digital equity plans and programs already in place among municipal, regional, and Tribal governments</p>		

Additional Requirement #4

<p>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</p>		
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Additional Requirement #5

<p>11. A description of how municipal, regional, and/or Tribal digital equity plans will be incorporated into the State Digital Equity Plan;</p>		
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Additional Requirement #6

<p>12. An implementation strategy that is holistic and addresses the barriers to participation in the digital world, including affordability, devices, digital skills, technical support, and digital navigation.</p>	<p>12a. The strategy should establish measurable goals, objectives, and proposed core activities to address the needs of covered populations</p>		
	<p>12b. The strategy should set out measures ensuring the plan's sustainability and effectiveness across State communities</p>		
	<p>12c. The strategy should adopt mechanisms to ensure that the plan is regularly evaluated and updated</p>		

Additional Requirement #7

<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>		
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Additional Requirement #10

<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>		
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Additional Requirement #8

<p>15. A description of how the State intends to accomplish the implementation strategy described above by engaging or partnering with:</p>	<p>a. Workforce agencies such as state workforce agencies and state/local workforce boards and workforce organizations</p>		
	<p>b. Labor organizations and community-based organizations</p>		
	<p>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>		

(Short response)

<p>16. How is your state considering ensuring affordability? What means will the state propose to affect affordability?</p>		
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Additional Requirement #9

<p>17. A timeline for implementation of the plan</p>		
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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.

<p>CERTIFICATION</p>	<p>Typed or printed name and title of Authorized Certifying Official:</p>	<p>Telephone (area code, number and extension):</p>
	<p>Signature of Certifying Official:</p>	<p>Email Address:</p>
		<p>Date:</p>

Organization Name

Include the name of the Organization, as it appears on the Organization's website and records.

List of Organizations with which the

Type of organization

Select the category that best matches from the dropdown list. If you select "Other", please specify in the notes column.

Statutory Requirement #5

Administering Entity for your State collaborated in developing the Plan

Engagement Purpose
(Select the purpose that best matches).
If you select "Other", please specify in the notes.

Notes

Select the category that best matches from the dropdown list. If you select "Other", please specify in the notes column.

Include any notes or clarifications regarding your previous responses.

Link to the organization's website (if available)

Please list the organization's website, if applicable.



State Digital Equity Planning Grant Program: Stakeholder Engagement Tracker

Engagement Title/Description	Engagement Date	Engagement Type	Engagement Location	Target Audience	Target Audience Location	Target Audience County	# Engaged	Covered Populations Reached							Notes
								Individuals who live in covered households	Aging Individuals	Incarcerated Individuals	Veterans	Individuals with disabilities	Individuals with a language barrier	Individuals who are high school or below high school or individuals who primarily reside in a rural area	
<i>Include a brief title of the engagement</i> <i>(Example: Community Outreach Listening Session #1)</i>	<i>Enter the date as MM/DD/YYYY</i>	<i>Include the type of stakeholder engagement that occurred, using the dropdown list</i>	<i>If applicable, please include the physical address of where the engagement took place</i>	<i>Who was the engagement for?</i> <i>(Example: Covered Populations, Regional Listening Session, etc.)</i>	<i>Is this local, regional, or statewide engagement?</i>	<i>If available, indicate which counties will be represented by this engagement</i>	<i>How many people were engaged?</i> <i>(Example: # of people who attended the event, completed the survey, etc.)</i>								<i>Add notes of what was discussed and any key themes or feedback (optional)</i>

Yes/No	Response	Status
Yes	X	Not Started
No		In Progress
		Complete

Type of Organization

Alaska Native-serving Institution
Asian American and Native American Pacific Islander-serving Institution
Civil Rights Organization
Community Anchor Institution
County or Municipal Government
Economic Development
Foundation
Health or Telehealth Organization (Direct Service and Policy focus)
Hispanic-serving Institution
Historically Black College or University
Indian Tribe, Alaska Native Entity, or Native Hawaiian Organization
Industry Representative or Association (501c6)
Institutions of Higher Education (if not listed above)
Local Education Agency
Native American-serving, nontribal Institution
Native Hawaiian-Serving Institution
Nonprofit Organization (501c3)
Organization that Represents Covered Populations
Predominantly Black Institution
Public Housing Authority
Tribal College or University
Workforce Development Organization
Other

Engagement Purpose

Plan Development
Community Outreach
Data Collection
Other

Covered Populations

Individuals who live in covered households
Aging Individuals
Incarcerated individuals, other than individuals with
Veterans
Individuals with disabilities
Individuals with a language barrier (including individuals with
Individuals who are members of a racial or ethnic minority
Individuals who primarily reside in a rural area

Engagement Type

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

Target Audience Location

Local
Regional
Statewide Engagement