

INTERNET FOR ALL

Broadband Equity, Access, and Deployment Program

Semi-Annual Performance (Technical) Report Form



U.S. Department of Commerce

National Telecommunications and Information Administration

State of Hawaii

Broadband Equity, Access, and Deployment Program

Semi-Annual Performance (Technical) Report Form

This form will serve as a tool to capture the Broadband, Equity, Access, and Deployment (BEAD) Semi-Annual Performance (Technical) Report.¹

The Semi-Annual Performance (Technical) Report for the Broadband Equity, Access, and Deployment Program is due on a semi-annual basis for the periods of July 1 - December 31 and January 1 - June 30 of each year. The Semi-Annual Report is due within thirty (30 days) after the end of each reporting period (*i.e.*, January 30 and July 30).

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.

As outlined in the BEAD NOFO, Section IV.B.7, not later than 1 year after receiving grant funds under this Section, and semiannually thereafter until the funds have been expended, an Eligible Entity shall submit to the Assistant Secretary a semiannual report, with respect to the 6-month period immediately preceding the report date, that tracks the progress the Eligible Entity is making against its approved plans. Any such report should include, at a minimum, the following information: (i) a description of how the Eligible Entity expended the grant funds; (ii) a description of each service provided with the grant funds and the status of projects or other eligible activities supported by such funds; (iii) a description of the locations at which broadband service was made or will be made available using the grant funds, the locations at which broadband service was utilized, and the comparative demographics of those served; and (iv) a certification that the Eligible Entity complied with the requirements of this Section and with any additional reporting requirements prescribed by the Assistant Secretary. The semiannual report must also include an SF-425.

¹ This document is intended solely to assist recipients in better understanding BEAD and complying with 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, or the specific requirements set forth in the NOFO and incorporated into BEAD awards. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO and relevant award documents, shall prevail over any inconsistencies contained in this document.

Section 1 – Overview

General Information

Recipient Legal Name	<i>Automatic</i>
Recipient Street Address	<i>Automatic</i>
Recipient City, State, Zip Code	<i>Automatic</i>
Federal Award Number	<i>Automatic</i>
Unique Entity Identification (UEI) Number	<i>Automatic</i>
Award Start Date	<i>Automatic</i>
Award End Date	<i>Automatic</i>
Report Submission Date	<i>Automatic</i>
Report Period Start Date	<i>Automatic</i>
Report Period Start Date	<i>Automatic</i>
Final Report	Y/N

Summary

Instructions: Use these fields to highlight accomplishments, favorable developments, and challenges faced during the reporting period, in addition to anticipated accomplishments during the next reporting period. Please note that character limits are inclusive of spaces and punctuation throughout.

<p>Please describe significant accomplishments from the Report Start Date (i.e., January 1 or July 1) to the Report End Date (i.e., June 30 or December 31) (3000 characters or less)</p>	<p><i>We have onboarded two of five FT employees planned under BEAD funding, together with a temporary employee to fill the initial gap for community engagement. In February, we began working alongside the four counties and DBEDT, our State DE Planning Grant lead, to discuss the needs of counties and the DE components that were required for our BEAD plan. Our contracted temporary employee (Community Outreach Coordinator) began working with the counties to strategize and develop community outreach plans to engage communities through the next reporting period between July 1 and December 31, 2023.</i></p> <p><i>During this report period, we completed material drafts of the BEAD Five-Year Action Plan, due for submission July 29, 2023.</i></p>
<p>Please describe favorable developments or best practices which enabled meeting time schedules and objectives sooner, or at less cost than anticipated, or produced more or different beneficial results than originally planned. (3000 characters or less)</p>	<p><i>Effort was aided by significant support from the University state broadband team (at no cost to the project; supported by institutional resources and CPF administrative funds), together with the head start on overall state broadband strategy initiated with the prior Administration.</i></p> <p><i>Weekly meetings with counties and the state Digital Equity team allowed for collaboration to make sure that the counties were informed on the BEAD program and were on track to produce the outputs that will be included in the Five-Year Action Plan on outreach and coordination effort to be executed in the coming months. Likewise, regular coordination with the DE ensured progress was tracked and the DE team's contribution to the BEAD digital equity requirements were orchestrated to fit within the BEAD plan as well as the state's Digital Equity plan due later this year (November 2023).</i></p>
<p>Please describe any challenges (i.e., problems, delays, adverse conditions, cost overruns, high unit costs) to achieving activities from the Report Start Date (i.e., January 1 or July 1) to the Report End Date (i.e., June 30 or December 31) (3000 characters or less)</p>	<p><i>The team worked through some conflicting information and guidance during early months of the reporting period - that was cleared up through working closely with NTIA. We also experienced delays in hiring and recruitment due to the limited workforce pool and challenging hiring environment. Contracting issues have delayed the start of outreach engagement activities that were initially planned to start during this reporting period. We do not expect that these factors will impact our ability to meet the prescribed deadlines of the program, in particular the upcoming Initial Proposal submittal due before the end of the calendar year.</i></p>

Please describe significant accomplishments that you plan to complete during the next reporting period (3000 characters or less)

Outreach and engagement activities will begin in full force this summer across all four counties. Upon completion of the Five-Year Action Plan, all attention will turn to support these external facing events, together with the preparation of the state's V1 and V2 Initial Proposals.

Section 2 – Initial Planning Funds

Statutory Requirements

Instructions: Use these fields to highlight progress on the Five-Year Action Plan, including accomplishments and challenges faced during the reporting period.

5-Year Action Plan	
Due Date (i.e., 270 Days from Award Start Date)	07/29/2023
Percent Complete	100%
Provide a brief description of the primary activities involved in reaching this percentage of completion (3000 characters or less)	<p><i>While we have a significant amount of work to do, in particular as to community and grassroots outreach and engagement, the Five-Year Action Plan reflects the desired strategy of the state to achieve access to meaningful universal service or internet-for-all by all Hawaii residents.</i></p> <p><i>Planning activities included building upon work done over the past two decades by industry and government key stakeholders, and were based upon in-depth knowledge of the state's critical broadband infrastructure. The state's strategy is a comprehensive approach to maximize the benefit of significant one-time federal funds to address the shortcomings of the US competitive telecommunications industry, in particular as to the needs of Hawaii's unique island geography, and relatively small number of highly rural locations.</i></p> <p><i>The state's effort also looks to fully leverage the range of funding sources supporting broadband infrastructure, including RDOF, CAF, and TBC, together with the ability to attract private capital to the mix.</i></p>
Please describe any challenges related to developing the BEAD Five-Year Action Plan during this reporting period funded through the BEAD Planning grant. (3000 characters or less)	<p><i>Noted in the Summary.</i></p> <p><i>The state experienced hiring delays for both state broadband team hires (communications specialist / data specialist) and contracted support (e.g. outreach and engagement coordinator / public relations) that in turn delayed original internal goals for production of outreach materials and getting out into our communities to begin BEAD-related outreach sessions and relevant data collection.</i></p>

Staffing of the State/Territory Broadband Office

Instructions: Use the field below to provide information on activities conducted during the reporting period.

<p>Is the State/Territory Broadband Office fully staffed?</p>	<p><i>N</i></p>
<p>If not, please explain when the State/Territory Broadband Office is expected to be fully staffed.</p>	<p><i>We expect the State's Broadband Office to be fully staffed by the end of the calendar year.</i></p>
<p>When fully staffed, how many full-time equivalent (FTE) jobs do you expect to create or retain as a result of the BEAD Program Initial Planning Funds?</p>	<p><i>Five FTE jobs were originally planned under BEAD funding. Two were filled during the reporting period (plus a temporary contractor for one of the roles); we expect all five to be filled by the end of the calendar year, to support the effort throughout the execution of the BEAD program (over the five year period of performance for the BEAD Planning Funds). Additional support for the state broadband office is from CPF administrative funds and University institutional support (in addition to the five FTEs funded under BEAD Planning Funds). Part time participation by several University staff, including the role of state broadband director (University VP for IT & CIO, Director of Cyberinfrastructure and Director of Network Services), plus three full-time staff positions funded by CPF administrative funds, bring the state broadband office to full staffing. Administrative (fiscal, administrative, procurement, contracts and operational reporting) support are provided by University ITS staff offices, our System Administrative Services office, the University's Office of Human Resources, and the University Office of Research Services. Additional supports may be added as needed to round out the team.</i></p>

Staffing Table

Position Title	Position Type	FTE %	Date of Hire
<i>Broadband Data Specialist</i>	<i>State Broadband Office Employee</i>	<i>100%</i>	<i>05/2023</i>
<i>Broadband Communications Specialist</i>	<i>State Broadband Office Employee</i>	<i>100%</i>	<i>05/2023</i>
<i>Broadband Community Outreach and Engagement Specialist</i>	<i>State Broadband Office Employee</i>	<i>100%</i>	<i>TBD</i>
<i>Broadband Technical Project Manager (x2)</i>	<i>State Broadband Office Employee</i>	<i>100%</i>	<i>TBD</i>
<i>Broadband Community Outreach and Engagement Contractor (temporary starting 06/2023, until we can hire a full-time specialist)</i>	<i>Contracted Support</i>	<i>100%</i>	<i>06/2023</i>
<i>Public Relations Firm</i>	<i>Contracted Support</i>	<i>100%</i>	<i>TBD</i>
<i>Counties</i>	<i>Contracted Support</i>	<i>100%</i>	<i>TBD</i>

Publications, outreach, and communications support related to broadband planning, deployment, mapping, equity and adoption

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you produced publications, outreach, and communications support related to broadband planning, deployment, mapping, equity, and adoption (e.g., reports, studies, outreach materials) funded by the BEAD Program Initial Planning Funds?	Y
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Publications, Outreach, and Communications Support Table

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
<i>Dropdown</i>	<i>Free Text</i>	<i>Dropdown</i>	<i>Free Text</i>	<i>Free Text</i>	<i>Free Text</i>	<i>Dropdown</i>	<i>Number</i>	<i>Free Text</i>

Technical assistance to potential subgrantees

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted technical assistance to potential subgrantees (e.g., workshops, events) the BEAD Program Initial Planning Funds during the reporting period?	N
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Technical Assistance Table – NOT APPLICABLE

Training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity the BEAD Program Initial Planning Funds during the reporting period?	N
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Training Table – NOT APPLICABLE

Surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption the BEAD Program Initial Planning Funds during the reporting period?	N
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Survey Table – NOT APPLICABLE

Local Coordination

Instructions: Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Have you conducted stakeholder coordination/outreach events the BEAD Program Initial Planning Funds during the reporting period?	Y
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Local Coordination Event Table

Eligible Engagement	Engagement Title	Engagement Type	Engagement Date(s)	Engagement Location	Target Audience	Target Audience Location	# Engaged	Notes
Local Coordination	HIDEC	In-Person	5/11, 6/30	Hawaii Island	Hawaii Island	Regional	120	Convened by Hawaii County
Local Coordination	Act 231 Broadband Working Group	Virtual	3/30	Oahu	Statewide	Statewide	20	Hosted by State
Local Coordination	WEDC Meetings	Virtual	4/25, 5/1	Oahu	West Oahu	Regional	8	Introductory/Coordination
Local Coordination	IT Sector Partnership	In-Person	2/3, 2/28, 5/16	Oahu	Statewide	Statewide	100	Hosted by State+Chamber of Commerce (cochawaii.org/itsector/)
Local Coordination	Meetings with Counties	Virtual	Weekly recurring meetings (Tuesdays) with county representatives started in April	Statewide/Hybrid	Statewide	Statewide	15	Collaboration/coordination meetings
Local Coordination	Coordination with DHHL	In-Person	Multiple, ongoing	Oahu	Statewide	Statewide	10	Collaboration/coordination meetings
Local Coordination	ODEC	Virtual	6/5/23; 7/3/2023; 7/17/23	Oahu	Oahu	Regional	20	Convened by C&C Honolulu

Publications, Outreach, and Communications Support	Web site including content generation	Other	Ongoing	Online	Statewide	Statewide		Hosted by State
Publications, Outreach, and Communications Support	Map with local overlays	Other	Ongoing	Online	Statewide	Statewide		Hosted by State
Local Coordination	Legislative Outreach	Other	2023 Legislative Session, and County Councils	Oahu, mostly in-person plus online testimony and briefings for state legislature and Honolulu City Council committee	Statewide	Statewide	45	Count includes only key legislators, council members and staff
Local Coordination	CIO Council IT Workforce	In-Person	5/31	Cyber focus, education and industry	Industry + educators	Statewide	60	Convened by CIO Council of Hawaii and UH
Local Coordination	Incumbent carrier coordination	In-Person	Multiple in-person meetings	Oahu	Incumbent carriers	Statewide	10	Individual coordination meetings with Hawaiian Telcom, Charter Communications
Local Coordination	Kauai County Coordination	Virtual	Multiple preparation meetings	Virtual	Kauai County	Regional	1	Onboarding and coordination
Local Coordination	Maui County Coordination	Virtual	Multiple preparation meetings	Virtual	Maui County	Regional	1	Onboarding and coordination
Local Coordination	Wireless Carrier Coordination	Virtual	2/10, 4/14	Virtual	Statewide	Statewide	30	Coordination with wireless carriers
Publications, Outreach, and Communications Support	State executive status reporting	In-Person	Multiple, ongoing	Oahu	Statewide	Statewide	50	Briefings for state executives, congressional delegation, legislative leadership

(presentations,
briefings)

Subgrantees

Instructions: Use the field below to provide information on the subgrantees funded by the project. If you select N (No), please leave the corresponding table blank.

Do you have subgrantees funded by the BEAD Program Initial Planning Funds?	<i>N</i>
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Subgrantee Table – NOT APPLICABLE

Contracts

Instructions: Use the field below to provide information on the contracts funded by the project. If you select N (No), please leave the corresponding table blank.

Do you have contracts funded by the BEAD Program Initial Planning Funds?	<i>N</i>
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Contractor Table – NOT APPLICABLE

Section 3 – Deployment and Non-Deployment Funds

Forthcoming – NTIA will release a revised Semi-Annual Report with substantive reporting requirements under Section 3 once Eligible Entities are allowed to undertake deployment and non-deployment activities pursuant to an approved Initial or Final Proposal

Section 4 – Use of Funds

Initial Planning Funds

Instructions: Use the table provided to provide the following information about your planned and actual use of funds over the course of the BEAD Program:

Budget for Entire Project				Actuals from Project Inception through End of Current Reporting Period			
Cost Classification	Non-Federal Funds (Planned)	Federal Funds (Planned)	Total (Planned)	Non-Federal Funds	Federal Funds	Total	Percent of Federal Funds Expended (Cumulative)
Administrative and legal expenses	\$	\$3,800,000	\$3,800,000	\$	\$10,982.12	\$10,982.12	%0.3
Land, structures, rights-of way, appraisals, etc.	\$	\$	\$	\$	\$	\$	%
Relocation expenses and payments	\$	\$	\$	\$	\$	\$	%
Architectural and engineering fees	\$	\$	\$	\$	\$	\$	%
Other architectural and engineering fees	\$	\$900,000	\$900,000	\$	\$0	\$0	%0
Project inspection fees	\$	\$	\$	\$	\$	\$	%

Site work	\$	\$	\$	\$	\$	\$	%
Demolition and removal	\$	\$	\$	\$	\$	\$	%
Construction	\$	\$	\$	\$	\$	\$	%
Equipment	\$	\$	\$	\$	\$	\$	%
Miscellaneous	\$	\$300,000	\$300,000	\$	\$0	\$0	%0
Subtotal	\$	\$	\$	\$	\$	\$	%
Contingencies	\$	\$	\$	\$	\$	\$	%
Totals	\$	\$	\$	\$	\$	\$	%

Section 5 – Supplementary Information

Instructions: Use the fields below to provide additional information on your project. If you have nothing to report, please put “N/A” in the corresponding field.

<p>Is there any additional information that you would like to share or that you think would be useful to assess your award (e.g., additional details of the description of each service provided with the grant funds and the status of projects or other eligible activities supported by such funds; a description of the locations at which broadband service was made or will be made available using the grant funds, the locations at which broadband service was utilized, and the comparative demographics of those served; etc.)? (3000 characters or less)</p>	<p><i>The team did not make as much progress as anticipated during the reporting period, in part due to internal delays in establishing operations of the state broadband office, delays in hiring and contracting (primarily due to local difficulties in recruitment and delays in establishment of the state broadband office operations). We were also delayed at several times during the reporting period due to the changeover in state administration (new Governor, Lt. Governor and Cabinet), and the need to identify and bring new executives onboard.</i></p> <p><i>The level of confusion and mis-information around the FCC FABRIC and map data also caused delays as we analyzed the quality of the data, and reconciled the differences in CQA licensed downloads, FCC public map data, and the need to brief and explain the differences to stakeholders.</i></p> <p><i>We do expect that the team will be fully engaged in the Initial Proposal development process, and will be able to meet the prescribed deadlines.</i></p>
<p>Does the project team anticipate any changes to the Project Plan for broadband planning? Please note that NTIA will need to approve changes to the Project Plan before they can be implemented. (3000 characters or less)</p>	<p><i>The project team previously communicated the need to sub-grant funds to the four (4) county governments in order to improve access to community outreach and take advantage of the existing relationships between the counties and their communities. The request was approved by our FPO.</i></p> <p><i>As outreach progresses in the next reporting period, there may be additional requests for changes, or to clarify appropriate use of funds under the project plan.</i></p>
<p>Please identify any additional resources or technical assistance you may require (e.g., to complete the BEAD Five-Year Action Plan, prepare the Initial Proposal, etc.) (3000 characters or less)</p>	<p><i>We anticipate the need to work with NTIA technical assistance staff to clarify our planned pre-challenge location process, and our planned competitive procurement process in order to help ensure we can achieve our goal of meaningful universal service.</i></p>

Certification

I certify to the best of knowledge and belief that this report is a correct and complete description of activities undertaken for the purposes set forth in the award documents.

I certify to the best of knowledge and belief that during the reporting period, the Eligible Entity has complied with the requirements of Section 60102 of the Infrastructure Act and the reporting requirements contained in the BEAD NOFO.

Authorized Certifying Official	Free Text
Date	Automatic
Telephone (area code, number, and extension)	Free Text
Email Address	Free Text