User Guide to State Plan Data
Addendum
(12/15/2022)

After reviewing eight state plans, we documented each state's responses to the NEVI guidelines using multiple Excel spreadsheets. Categories, such as Equity, Buildout, and Maintenance, were further documented in their own Excel spreadsheet, each containing a table describing state responses related to that category. In this document, we provide an example of a category spreadsheet. Using Equity as a model, we provide instructions for how users can navigate between topics and access further information. Detailed directions and examples will follow.

Each table contains columns with headings which reference questions related to that category. Each heading and respective cells provide a pop-up message when selected. These messages restate the column heading followed by the related question or a brief description of that column. In Figure 1, the column "DAC identification" refers to the question "How does the state identify disadvantaged communities?" whereas the column "Page Number(s)" is described to contain "Page number(s) referencing the Equity section in state plans."
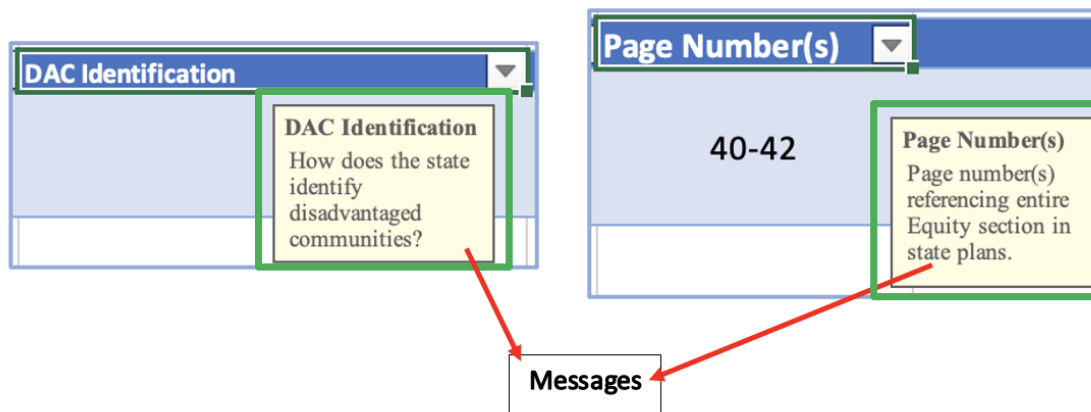

Figure 1: Screenshots displaying selections of the "DAC Identification" and "Page Numbers (s)" columns along with their respective pop-up message, either including the related question or brief description of that column.

Figure 2 provides additional column headings which refer to questions related to stake holder engagement, prioritization of DACs, factors considered in the Identification of DACs, and the consideration of DAC benefits and disbenefits as well as the "State," "Notes," and "Plan Link" columns. The "Notes" column details unique methods or practices which do not fit into a specific topic. The reviewed state plans are accessible from the links provided in the column "Plan Link."

Figure 2: Screenshots displaying additional column headings related to topics addressed in Equity, as well as the headings related to states, notes, and links to state plans.

Under each column heading, we provide comma-separated lists of states responses. State responses are explicitly mentioned methods or practices, in a state plan, that address a specific question. Blank cells indicate that a state plan does not explicitly mention methods or practices for addressing that question. Figure 3 highlights examples of states responses in comma-separated list and blank cells for the column "Factors Considered."

Figure 3: Screenshot displaying the "Factors Considered" column with highlighted examples of state responses and cells that do not include state responses.

Cells containing state responses provide a comment with additional page numbers which guide users to specific instances in state plans where those responses were mentioned. These page numbers may not be included in the Equity section page number(s) column. Figure 4 displays an example of a cell comment consisting of page numbers where the state's responses were mentioned in the state plan. In addition, a list of defined terms used to label categories, column headings, and state response methods (Appendix F) was submitted with this report.

Figure 4: Screenshot that displays a cell comment, in the "Factors Considered" column, consisting of page numbers where the state responses were mentioned in that state plan.