
INTERNET FOR ALL

Connecting Minority Communities Pilot Program

Reporting Guidance and Instructions



U.S. Department of Commerce
National Telecommunications and Information Administration

Last updated 12/13/2022

Connecting Minority Communities Pilot Program

Reporting Guidance and Instructions

Table of Contents

1. Reports Overview	2
2. Report Submission	4
3. Baseline Report Instructions	5
4. Performance (Technical) Report Instructions	14
5. Annual Report Instructions	25
6. Glossary of Report Terms and Definitions	28

1. Reports Overview

This document includes resources to help you complete and submit the required Connecting Minority Communities (CMC) Pilot Program Baseline, Performance (Technical), and Annual Reports. Refer to the specific Instructions section for guidance and examples to help you complete each report. Also reference the Glossary of Report Terms and Definitions for explanations of CMC Pilot Program-specific terminology. **In addition to submitting a signed version of the report(s), please attach the Excel report to help expedite the Federal Program Officer’s (FPO) review.**

Reporting Cadence

Reports are due on the following cadences:

Report Type	Reporting Period	Submission Method
Baseline Report	Baseline Due: Within 45 calendar days of award date	Form: Baseline Report Submit via email to Assigned FPO and CC: greports@nist.gov
Quarterly Financial Report	Jan. 1 – Mar. 31 Due: Every April 30 Apr. 1 – June 30 Due: Every July 30 July 1 – Sept. 30 Due: Every October 30 Oct. 1 – Dec. 31 Due: Every Jan. 30	Form: SF-425 Federal Financial Report (FFR) Submit via email to greports@nist.gov and CC: Assigned FPO
Semi-Annual Performance (Technical) Report*	Oct. 1–Mar. 31 Due: Every April 30 Apr. 1–Sept. 30 Due: Every October 30	Form: Semi-Annual Performance (Technical) Report Submit via email to greports@nist.gov and CC: Assigned FPO

Report Type	Reporting Period	Submission Method
Annual Performance (Technical) Report	<p>Oct. 1 – Sept. 30 of the following year</p> <p>Due: Annual performance reports are due within 90 calendar days after the reporting period beginning ending on September 30 of each year, except when a final technical report is required under 47 C.F.R. §302.10.</p>	<p>Form: Annual Performance (Technical) Report</p> <p>Submit via email to greports@nist.gov and CC: Assigned FPO</p>
Annual Report	<p>1 year period preceding report date</p> <p>Due: No later than 1 year after receiving grant funds; annually thereafter</p>	<p>Form: Annual Report</p> <p>Submit via email to Assigned FPO and CC: greports@nist.gov</p>
Annual Certification	<p>Oct. 1 – Sept. 30 of the following year</p> <p>Due: Within 30 days after the end of each Fiscal year ending on September 30 in which grant funds are available.</p>	<p>Form: Appendix A of the CMC NOFO: Certification regarding Compliance with Statutory and Programmatic Requirements.</p>

*The Semi-Annual Performance (Technical) Report will also be the Final Performance Report. More information will be provided regarding the submission of final reports near the period of performance end date.

2. Report Submission

Recipients submit the Semi-Annual Performance (Technical) Report and Quarterly Federal Financial Reports (SF-425) to NIST via email (greports@nist.gov) and CC the assigned Federal Program Officer (FPO). The Baseline and Annual Report will be submitted via email to the assigned FPO and CC to greports@nist.gov.

The quarterly financial report must be submitted on the [SF-425: Federal Financial Form \(FFR\)](#). Instructions for the FFR can be found linked in the form. Obligations and expenditures must be reported and should match the data reported in the Automated Standard Application for Payments (ASAP).

3. Baseline Report Instructions

General reminders as you fill out the Baseline Report:

- ⊘ Year 1, Period 1 aligns to the current semi-annual period in which your award was made (April 1-September 30 or October 1-March 31). Use as many of the “Year” columns as needed to project through your project’s entire period of performance. Your project’s period of performance is listed in the CD-450.
- ⊘ Please write “N/A” if your project does not include a particular indicator or activity.

Question Number	Reporting Item	Instructions
GENERAL INFORMATION		
General	Recipient Organization	Please provide the general contact information for the recipient organization. Recipient organization and address should match the information listed in the CD-450.
	Recipient Street Address	
	City, State, Zip Code	
	Award Identification Number	These fields should match the CD-450.
	UEI Number	
	Period of Performance Start Date (MM/DD/YYYY)	
	Period of Performance End Date (MM/DD/YYYY)	
	Report Submission Date (MM/DD/YYYY)	Provide the date the report is emailed to greports@nist.gov and/or the assigned FPO.
	Reporting Period Start Date (MM/DD/YYYY)	Please align this date to the start of your period of performance, as listed in your CD-450.
	Reporting Period End Date (MM/DD/YYYY)	Please align this date to your report deadline (45 following your period of performance start date).

Question Number	Reporting Item	Instructions
MILESTONES/KEY INDICATORS		
PROJECT MILESTONE CATEGORIES		
1	<p>1a. Overall Project</p> <hr/> <p>1b. Network Design</p> <hr/> <p>1c. Equipment Procurement</p> <hr/> <p>1d. Network Build (all components-owned, leased, Indefeasible Rights of Use, etc.)</p> <hr/> <p>1e. Broadband Deployment</p> <hr/> <p>1f. Equipment Deployment</p> <hr/> <p>1g. Remote Learning</p> <hr/> <p>1h. Anchor Community Adoption</p>	<p>For each milestone category relevant to your CMC Pilot Program award, please use the table to forecast the progress you anticipate over the course of your period of performance using a percentage of budget expended/obligated.</p> <p>Table rows should indicate the anticipated percent completed for each milestone broken out by Project Year and Period. Percentages should be reported cumulatively rather than incrementally; each row should end with 100% completion.</p> <p>For example, if you anticipate that the Network Design (item 1b) will take one year to complete and that work will be spread evenly between Year 1, Period 1 (Y1, P1) and Year 1, Period 2 (Y1, P2), complete row 1b as follows:</p> <ul style="list-style-type: none"> ● Year 1, Period 1: 50% ● Year 2, Period 2: 100% <p>Continuing with above example, if you anticipate that 75 percent of Network Design work will be done in Y1, P1 and the remaining 25 percent will be done in Y2, P2, complete row 1b as follows:</p> <ul style="list-style-type: none"> ● Year 1, Period 1: 75% ● Year 2, Period 2: 100% <p>Please write ‘N/A’ if your project does not include an activity. If a category is not listed, please describe that category in Other (1j.).</p>

Question Number	Reporting Item	Instructions
	1i. Digital Skills/Workforce Development Training	
	1j. Other (Please specify)	
ORGANIZATIONAL PARTNERS		
2	2a. List your organizational partners, the type of organization, the organization’s role in completion of project activities, and whether or not the partners have changed their involvement or role in the project within the past six months.	<p>Please use the table provided to report the name of organizational partners. Add additional rows as needed. Under the Partner Type column, please use the dropdown menu and select whether the organizational partner is <i>Not-for-Profit 501(c)3</i>, <i>Minority Business Enterprise (MBE)</i>, <i>Community Anchor Institution</i>, <i>Community-Based Organization</i>, <i>Government Entity</i>, <i>Private Entity</i>, or <i>Non-Funded Partner</i>.</p> <p>Please describe the Partner’s Role in completing project activities. Roles include: Subrecipient, Contractor or Unfunded Collaborator. Please indicate if your partnership was newly established with CMC Pilot Program funding by utilizing the dropdown menu to select “Yes” or “No.”</p>
	2b. List Community Anchor Institution	If you selected ‘Community Anchor Institution’, using the Narrative column, please list and identify as Community Anchor Institution If there are none, please list as “N/A.”
REMOTE LEARNING INFRASTRUCTURE		
3	3a. What types of technology (hardware, software, online platforms) will be deployed to facilitate and improve remote learning infrastructure?	<p>Please use the table provided to list the name of the technology. Choose from the dropdown menu to select the type of technology (<i>Hardware</i>, <i>Software</i>, <i>Online Platform</i>, <i>Cloud Services</i>). Please describe the technology and provide the total cost of the technology in USD.</p> <p>Hardware examples include: computers, printers, monitors, keyboards, mouse.</p> <p>Software examples include: Operating Systems (Microsoft Windows, MacOS), Productivity</p>



Question Number	Reporting Item	Instructions
		<p>(Microsoft Office Suite, Adobe) and Internet Browsers.</p> <p>Online Platforms examples include: Amazon Web Services, Microsoft Azure.</p> <p>Cloud Services examples include: Salesforce, Google Cloud, Adobe Creative Cloud.</p> <p>Example:</p> <ul style="list-style-type: none"> • Hardware: 10 Epson ET-4760 Printers - \$5,990 • Online Platform: Amazon Web Services- 100 concurrent connection users (\$33 per month) - \$39,600 • Cloud Services: Salesforce- 1,000 licenses (\$300 per user/per month) -(\$360,000)
	<p>3b. What type of professional development training will be implemented to facilitate and improve remote learning infrastructure and IT management?</p>	<p>Please use the table provided to report the type of professional development training that will be implemented to facilitate and improve remote learning infrastructure and IT management.</p> <p>Examples include digital literacy, virtual reality, cloud computing, makerspaces, and virtual laboratories. Please list the number of participants for each training and provide a detailed description of the training.</p> <p>Example: Cloud Computing Training (8 teachers) - Online and in person training for file storage, web servers, data processing services and applications.</p>
ANCHOR COMMUNITY ADOPTION		
<p>4</p>	<p>4a. List the Anchor Community activities your project will carry out over the course of the grant period of performance.</p>	<p>Please use the table provided to report anticipated activities for the targeted beneficiaries within the anchor community. The census tract should be listed as well as a breakdown of target output for the grant period of performance. Information should be reported cumulatively from award inception through the end of the semi-annual period.</p>



Question Number	Reporting Item	Instructions
		<p>Example: Teaching Digital Literacy and Software Applications Training to 325 senior citizens from the anchor communities within one month (120 hours).</p>
BROADBAND INTERNET AND DEVICES		
5	<p>5a. Describe the Internet Devices which will be acquired with CMC-provided funds (excluding mobile phones).</p>	<p>Please use the table provided to list all broadband Internet devices that will be purchased, procured, or acquired by the recipient.</p> <ul style="list-style-type: none"> • Use the appropriate columns to note the number of devices to be purchased. • Under “Loan or Donation?” select from the dropdown menu whether the recipient intends to: <ol style="list-style-type: none"> a) Donate: distribute devices to students, patrons, and anchor community institutions who will be permitted to keep those devices b) Loan: distribute devices to students, patrons, and anchor community institutions and the recipient will collect those devices from the users at the end of the grant period or when they’re no longer needed • Document the type of the device (<i>Laptop/Computer, WiFi Hotspot, Tablet Device, Other</i>) and anticipated total cost of all devices of the device type in USD. • Select the type of recipient of the devices (<i>Student, Faculty, College/University Staff, Not-for-Profit 501(c)3 Employees, MBE Employees</i>) in the dropdown menu. <p>For example, if you anticipate purchasing 50 iPads worth a total of \$15,000, fill out a row of the Internet Devices table as follows:</p> <ul style="list-style-type: none"> • Number of Devices: 50 • Loan or Donated: Loan • Device Type: Tablet • Total Cost: \$15,000 <p>Recipient: Faculty</p>

Question Number	Reporting Item	Instructions
	5b. If you defined any Device Type as “Other,” what device did you acquire?	In the Narrative column, if any of the broadband Internet devices were designated as “Other” under “Device Type,” please specify.
	5c. Describe the Broadband Subscriptions which will be acquired with CMC-provided funds.	<p>Please use the table provided to list all broadband subscriptions that will be purchased, procured, or acquired.</p> <ul style="list-style-type: none"> • Use the appropriate columns to note the number of broadband subscriptions anticipated. • Select from the dropdown menu the provider type (<i>Mobile, Fixed Wireless, Satellite, Cable, DSL, Fiber</i>). • Report the average cost to the recipient and the total cost to the institution. • Select the type of the recipient from the dropdown menu (<i>Student, Faculty, College/University Staff, Not-for-Profit 501(c)3 Employees, MBE Employees</i>). <p>Report the speed of the subscriptions to be acquired, e.g., 25/3 Mbps.</p>
	5d. Describe the Broadband Deployment which will be undertaken with CMC-provided funds.	<p>Please use the table provided to list all broadband deployments which will be undertaken.</p> <ul style="list-style-type: none"> • Use the appropriate columns to note the location. • Using the dropdown menu, select the location type (<i>On Campus, Off Campus, Community</i>) • Report the network type. • Report the deployment cost in USD. • Select from the dropdown menu anticipated ongoing costs for <i>Student, Faculty, College/University Staff, Not-for-Profit 501(c)3 Employees, MBE Employees</i>. <p>Example:</p> <ul style="list-style-type: none"> • Location: Satellite Campus • Location Type: Off-Campus • Network Type: Cable • Deployment Cost: \$13,000 • Ongoing Cost: College/University Staff • Description: Updating switches, cabling and antennas for satellite campus.

Question Number	Reporting Item	Instructions
DIGITAL SKILLS AND WORKFORCE DEVELOPMENT		
6	<p>6a. What types of digital skills or workforce development will be offered?</p>	<p>Please use the table provided to list all types of digital skills or workforce development trainings which will be offered.</p> <ul style="list-style-type: none"> • Use the appropriate columns to note the Type of Training, Number of Participants, and Number of expected Participants Who Completed Training. • Select from the dropdown menu the types of the participants (<i>College Student, K-12 Student, Anchor Community Resident, At-Risk Youth, Senior, Veteran, Returning Citizen</i>). • Document the objectives of the trainings, and whether the training objectives will be met by selecting “Yes” or “No” from the dropdown menu. • In the Training Objectives Met column, mark N/A since you have not had a chance to give the trainings. Please be prepared to report on them when you submit your performance/technical reports. <p>Using the dropdown menu, please select “Yes” or “No” if the trainings will award College Credit.</p>
	<p>6b. Will participants be awarded a certification upon completion of training?</p>	<p>Please answer yes, no, or N/A. If yes, briefly describe if any of the trainings to be provided will award a certification of any kind, describe the nature of the certification and how many recipients will receive a certificate.</p>
MEASUREMENT AND EVALUATION		
7	<p>7a. Describe performance measurements which will be utilized to evaluate the project’s effectiveness or the benefits delivered to project beneficiaries.</p>	<p>Please use the table provided to list the performance measurements which will be utilized to evaluate the project’s effectiveness, or the benefits delivered to project beneficiaries.</p> <ul style="list-style-type: none"> • Use the appropriate columns to note the project purpose to which the performance measurement applies and the expected benefit provided by that project purpose. • Using the dropdown menu, select the beneficiary of that project purpose

Question Number	Reporting Item	Instructions
		<p><i>(Institution, Students, Community Members, Other).</i></p> <p>Add a description of how that benefit will be measured.</p>
	<p>7b. Describe performance measurements which will be utilized to evaluate the project's impact on digital equity.</p>	<p>Please use the table provided to list the performance measurements which will be utilized to evaluate the project's impact on digital equity.</p> <ul style="list-style-type: none"> • Use the appropriate columns to note the Project Purpose to which the performance measurement applies and the expected Benefit provided by that Project Purpose. • Using the dropdown menu, select the Beneficiary of that Project Purpose <i>(Institution, Students, Community Members, Other).</i> <p>Add a description of how that Benefit will be measured.</p>
CERTIFICATION		
Certification	<p>Typed or printed name and title of Authorized Certifying Official</p>	<p>Type the name and title of the Authorized Organization Representative (AOR). The AOR should send the report via email to the assigned FPO and cc: greports@nist.gov.</p>
	<p>Signature of Certifying Official</p>	<p>The Baseline Report may be electronically signed by the AOR. To sign the report electronically, export the report and sign using a certificate-based signature in a program such as Adobe Acrobat or Foxit. Remember to submit both the Excel version and signed version via email.</p>
	<p>Telephone (area code, number and extension)</p>	<p>Type the Authorized Certifying Official's phone number and extension, as applicable.</p> <p>Preferred format: 123-456-7890 ext. 1</p>
	<p>Email Address</p>	<p>Type the Authorized Certifying Official's email address.</p>
	<p>Date</p>	<p>Insert the date the report was signed by the Authorized Certifying Official.</p> <p>Preferred format: MM/DD/YYYY</p>

4. Performance (Technical) Report Instructions

General reminders as you fill out the Performance (Technical) Report:

- ⊘ Reference your completed Baseline Report when completing the Performance (Technical) Report.
- ⊘ Please write “N/A” if your project does not include a particular milestone category, indicator, or activity.

Question Number	Reporting Item	Instructions
GENERAL INFORMATION		
General	Recipient Organization	Provide the general contact information for the recipient organization. Recipient organization and address should match the information listed in the CD-450.
	Recipient Street Address	
	City, State, Zip Code	
	DUNS/UEI Number	These fields should match the CD-450.
	Award Identification Number	
	Period of Performance Start Date (MM/DD/YYYY)	
	Period of Performance End Date (MM/DD/YYYY)	Provide the period this report covers. Performance (Technical) Reports should be submitted semi-annually for the periods October 1–March 31 and April 1–September 30.
	Reporting Period Start Date (MM/DD/YYYY)	
	Reporting Period End Date (MM/DD/YYYY)	Provide the date the report is submitted via email to greports@nist.gov and CC: Assigned FPO.
	Report Submission Date (MM/DD/YYYY)	
Final Report	Check the “Yes” box if this is a final closeout report. Check the “No” cell if this report is not a final closeout report.	

Question Number	Reporting Item	Instructions
GENERAL PROJECT INFORMATION		
1	1a. What key milestones have been achieved in the past six months?	In the Narrative column, provide a brief description of key milestones that were achieved in the past six months. Were any deliverables received? Was a project kickoff completed? Were any project plans finalized or any project phases completed?
	1b. What barriers or challenges have you encountered in the course of achieving your project milestones?	In the Narrative column, provide a brief description of any barriers or challenges that have slowed or prevented achievement of project milestones at this stage of the project. Please write “N/A” if there aren’t any barriers or challenges.
	1c. Please describe any issues anticipated during the next reporting period that may impact planned progress against the project milestones. In particular, please identify any areas or issues where technical assistance from NTIA may be useful.	In the Narrative column, provide a brief description of issues that may occur within the next six months which could slow or prevent achievement of project milestones, and note if technical assistance from NTIA may help avoid or mitigate these anticipated issues. Examples could include delay in equipment procurement , difficulty obtaining students or faculty for training, etc. Please write “N/A” if you do not anticipate any issues.
	1d. What notable successes have been achieved in the project, thus far?	In the Narrative column, provide a brief description of major achievements or successes over and above the previously described milestones that have occurred at any point in the project thus far.
	1e. Please describe significant project milestones planned for completion during the next reporting period.	In the Narrative column, provide a brief description of upcoming project milestones expected to be completed within the next six months.
	1f. Is this project a consortium project?	Using the dropdown menu, select either “Yes” or “No” depending on if the project is being carried out as part of a consortium of

Question Number	Reporting Item	Instructions
		entities.
ORGANIZATIONAL PARTNERS		
2	<p>2a. Who are the Organizational Partners? What type of Partners? What is their role in completion of project activities? Finally, has their involvement or role changed in the project within the past six months?</p>	<p>Please use the table provided to report the name of organizational partners.</p> <ul style="list-style-type: none"> Under the Partner type, please use the dropdown menu and select whether the organizational partner is <i>Not-for-Profit 501(c)3, MBE, Community Anchor Institution, Community-Based Organization, Government Entity, Private Entity or Non-Funded Partner</i>. Please describe the Partner's role in completing project activities. Roles could include: subrecipient, contractor, or unfunded collaborator. Finally, use the dropdown menu to select "Yes" or "No" whether the role in the project changed within the past six months.
	<p>2b. If you selected "Community Anchor Institution" for any of the listed partner organizations, please specify.</p>	<p>In the Narrative column, if you selected "Community Anchor Institution," in 2a please list and identify each partner as "Community Anchor Institution". If there are none, please list as "NA."</p>
	<p>2c. What barriers or challenges have you encountered working with any project partners?</p>	<p>In the Narrative column, provide a brief description of any barriers or challenges that have occurred because of working with a given project partner.</p>
REMOTE LEARNING INFRASTRUCTURE		
3	<p>3a. What types of technology (hardware, software, online platforms) have you deployed to facilitate and improve remote learning infrastructure?</p>	<p>Please use the table provided and select from the dropdown menu the type of technology (<i>Hardware, Software, Online Platforms, Cloud Services</i>) that has been purchased, procured, or deployed to facilitate or support project activities related to remote learning.</p>

Question Number	Reporting Item	Instructions
	3b. What type of professional development training have you implemented to facilitate and improve remote learning infrastructure and IT management?	<p>Please use the table provided to list all forms of professional development training that has been provided to facilitate or support project activities related to remote learning.</p> <p>Example: Cloud Computing Training (8 teachers) - Online and in person training for file storage, web servers, data processing services and applications.</p>
	3c. What percentage of classes are currently offered remotely?	<p>Please use the table to provide the percentage as a whole number (estimates are acceptable) of all classes which are exclusively offered remotely.</p>
	3d. What percentage of classes are currently offered using a hybrid model?	<p>Please use the table to provide the percentage as a whole number (estimates are acceptable) of all classes which are offered through a mixture of remote and in-person learning.</p>
ANCHOR COMMUNITY ADOPTION		
4	4a. List the Anchor Community activities your project has carried out in the past six months, and the results of those activities.	<p>Please use the table provided to list all activities that have taken place in Anchor Communities. Use the appropriate columns to note the activity that has taken place, the census tract in which it has taken place, the target beneficiary, and the target output from the activity. Information should be reported cumulatively from award inception through the reporting period. To find your census tract, please visit the CMC Dashboard.</p> <p>Example: Teaching Digital Literacy and Software Applications Training to 325 senior citizens from the anchor communities within one month (120 hours).</p>
	4b. Record the requested values for indicators of community broadband adoption.	<p>Please use the table provided to provide the requested indicators of Community Adoption. Use the appropriate rows to provide the number of participants enrolled</p>

Question Number	Reporting Item	Instructions
		<p>in community-based programs, the number of participants who have completed such programs, the number of participants who went on to obtain jobs following completion of those programs, the number of anchor community members with a broadband subscription, or other indicators not listed in this table.</p> <p>Use the Baseline column to note the values for these indicators at the beginning of the project period of performance and use the Current column for the values for subsequent project periods.</p> <p>The row “Other outcome not listed here:” may be edited to record indicators of community adoption that you wish to provide to NTIA that may not have been specifically requested.</p>
	<p>4c. Did the 15-mile radius present any barriers or challenges in the delivery of services, scope of the project, project outcomes, etc.?</p>	<p>In the Narrative column, please briefly describe if the requirement that activities occur within a 15-mile radius of the recipient institution posed a problem to project activities and how. Were there travel restrictions? Staffing limitations? COVID-related issues?</p> <p>If the 15-mile radius did not present any barriers, please write N/A.</p>
	<p>4c. How were these barriers or challenges resolved to meet the project's expected goals?</p>	<p>In the Narrative column, please describe how you addressed the problems described in 4c to meet the stated goal of the project.</p> <p>If the 15-mile radius did not present any barriers, please write N/A.</p>
BROADBAND INTERNET AND DEVICES		
	<p>5a. Describe the Internet Devices which have been acquired with CMC-provided funds.</p>	<p>Please use the table provided to list all broadband Internet devices that have been purchased, procured, or acquired by the recipient.</p>

Question Number	Reporting Item	Instructions
5		<ul style="list-style-type: none"> ● Use the appropriate columns to note the number of the devices that have been purchased. ● Under “Loan or Donation?” select from the dropdown menu whether the recipient intends to: <ul style="list-style-type: none"> ○ Donate: distribute devices to students, patrons, and anchor community institutions who will be permitted by the recipient to keep those devices ○ Loan: distribute devices to students, patrons, and anchor community institutions and the recipient will collect those devices from the users at the end of the grant period or when they’re no longer needed ● Document the type of the device (<i>Laptop/Computer, WiFi Hotspot, Tablet Device, Other</i>) and anticipated total cost of all devices of the device type in USD. ● Select from the dropdown menu the type of recipient of the devices (<i>Student, Faculty, College/University Staff, Not-for-Profit 501(c)3 Employees, MBE Employees</i>). <p>For example, if you anticipate purchasing 50 iPads worth a total of \$15,000, fill out a row of the Internet Devices table as follows:</p> <ul style="list-style-type: none"> ● Number of Devices: 50 ● Loan or Donated: Loan ● Device Type: Tablet ● Total Cost: \$15,000 ● Recipient: Faculty
	5b. If you defined any Device Type as “Other,” please explain.	In the Narrative column, if any of the broadband Internet devices were designated as “Other” under 5a’s “Device Type,” please specify.

Question Number	Reporting Item	Instructions
	<p>5c. Describe the Broadband Subscriptions which have been acquired with CMC-provided funds.</p>	<p>Please use the table provided to list all broadband subscriptions that have been purchased, procured, or acquired. Use the appropriate columns to note the number of subscriptions.</p> <ul style="list-style-type: none"> • Select from the dropdown menu the provider type (<i>Mobile, Fixed Wireless, Satellite, Cable, DSL, Fiber</i>). • Document the average cost to the recipient and the total cost to the institution. • Select the type of the recipient (<i>Student, Faculty, College/University Staff, Not-for-Profit 501(c)3 Employees, MBE Employees</i>). • Report the speed of the subscriptions to be acquired, e.g., 25/3 Mbps.
	<p>5d. Describe the Broadband Deployment which will be undertaken with CMC-provided funds.</p>	<p>Please use the table provided to list all broadband deployments which have been undertaken.</p> <ul style="list-style-type: none"> • Note the location. • Using the dropdown menu to select the location type (<i>On Campus, Off Campus, Community</i>) • Report the network type • Document the deployment cost in USD. • Select from the dropdown menu who will be covering any ongoing costs [<i>Student, Faculty, College/University Staff, Not-for-Profit 501(c)3 Employees, MBE Employees</i>]. <p>Example:</p> <ul style="list-style-type: none"> • Location: Satellite Campus • Location Type: Off-Campus • Network Type: Cable • Deployment Cost: \$13,000 • Ongoing Cost: College/University Staff <p>Description: Updating switches, cabling and antennas for satellite campus.</p>

Question Number	Reporting Item	Instructions
	5e. What barriers or challenges have you encountered in the course of implementing project elements associated with the purchase and distribution of Internet Devices?	In the Narrative column, describe challenges associated with project elements involving Internet Devices.
	5f. What barriers or challenges have you encountered in the course of implementing project elements associated with the purchase and distribution of broadband subscriptions ?	In the Narrative column, briefly describe challenges associated with project elements involving broadband subscriptions.
	5g. What barriers or challenges have you encountered in the course of implementing project elements associated with the purchase and deployment of broadband networks?	In the Narrative column, briefly describe challenges associated with project elements involving broadband networks.
DIGITAL SKILLS AND WORKFORCE DEVELOPMENT		
6	6a. What types of digital skills workforce development were offered ?	<p>Please use the table provided to list all types of digital skills or workforce development trainings which have been offered.</p> <ul style="list-style-type: none"> ● Use the appropriate columns to note the type of training, number of participants, and number of participants who completed training. ● Select from the dropdown menu the types of the participants (<i>College Student, K-12 Student, Anchor Community Resident, At-Risk Youth, Senior, Veteran, Returning Citizen</i>). ● Add objectives of the trainings and whether the training objectives were met by selecting “Yes” or “No” from the dropdown menu. ● Using the dropdown menu, please select “Yes” or “No” if the trainings awarded college credit.

Question Number	Reporting Item	Instructions
	6b. Were participants awarded a certification upon completion of training?	In the Narrative column, please briefly describe if any of the trainings provided awarded a certification of any kind, describe the nature of the certification, and how many recipients received a certificate.
	6c. What barriers or challenges have you encountered in the course of implementing project elements associated with digital skills training?	In the Narrative column, please briefly describe any challenges associated with project elements involving digital skills training.
MEASUREMENT AND EVALUATION		
7	7a. Describe performance measurements utilized to evaluate the project’s effectiveness or the benefits delivered to project beneficiaries.	<p>Please use the table provided to list the performance measurements which will be utilized to evaluate the project’s effectiveness, or the benefits delivered to project beneficiaries.</p> <ul style="list-style-type: none"> • Use the appropriate columns to note the project purpose to which the performance measurement applies and the expected benefit provided by that project purpose. • Using the dropdown menu, select the beneficiary of that project purpose (<i>Institution, Students, Community Members, Other</i>). • Add a description of how that benefit will be measured.
	7b. Describe performance measurements utilized to evaluate the project’s impact on digital equity.	<p>Please use the table provided to list the performance measurements which will be utilized to evaluate the project’s impact on digital equity.</p> <ul style="list-style-type: none"> • Use the appropriate columns to note the project purpose to which the performance measurement applies and the expected benefit provided by that project purpose. • Using the dropdown menu, select the beneficiary of that project purpose (<i>Institution, Students, Community Members, Other</i>). • Add a description of how that benefit will be measured.

Question Number	Reporting Item	Instructions
	7c. How did these activities align with your CMC project narrative goals?	In the Narrative column, briefly describe how your project activities corresponded to the stated project narrative goals.
	7d. Are these activities on track to meet these goals within the timeline? If not, what is the plan to meet these activities' goals within the timeline?	<p>In the Narrative column, briefly describe if your project activities are on schedule relative to the stated project goals and timeline.</p> <p>If the project activities are not on track, please briefly explain the plan to meet these activities' goals within the timeline. If you contacted your FPO regarding this, please include that as well.</p>
	7e. If not, what steps will be implemented to meet those goals and outcomes over the next 6 months and/or by the end of the period of performance?	In the Narrative column, briefly describe if your project activities do not appear likely to stay on schedule relative to the stated project goals, describe how you will address this over the next 6 months and/or by the end of the period of performance.
	7f. Describe any best practices or lessons-learned obtained at this point in the period of performance of the project.	In the Narrative column, briefly describe lessons-learned at this stage of the project that you feel would benefit other institutions attempting similar projects. Did you develop any standard operating procedures or similar policies?
Budget Execution Details		
8	8a. Personnel	<p>Complete section 8 by entering the total amount of funds expended for each cost category, including detailed disbursements of Federal funds obligated. Report figures cumulatively from the effective award start date to the end of the applicable reporting period.</p> <p>Please note that the total amount (8k) will automatically sum rows a-j.</p>
	8b. Fringe Benefits	
	8c. Travel	
	8d. Equipment	
	8e. Supplies	
	8f. Contractual	
	8g. Construction	
	8h. Other	
	8i. Total Direct Charges	

Question Number	Reporting Item	Instructions
	8j. Indirect Charges	
	8k. Total	
CERTIFICATION		
Certification	Typed or printed name and title of Authorized Certifying Official	Type the name and title of the Authorized Organization Representative (AOR). The AOR should send the report via email to greports@nist.gov and CC the assigned FPO.
	Signature of Authorized Certifying Official	The Performance (Technical) Report may be electronically signed by the AOR. To sign the report electronically, export the report and sign using a certificate-based signature in a program such as Adobe Acrobat or Foxit. Remember to submit both the Excel version and signed version via email.
	Telephone (area code, number and extension)	Type the Authorized Certifying Official's phone number and extension, as applicable. Preferred format: 123-456-7890 ext. 1
	Email Address	Type the Authorized Certifying Official's email address.
	Date	Insert the date the report was signed by the Authorized Certifying Official. Preferred format: MM/DD/YYYY

5. Annual Report Instructions

General reminders as you fill out the Annual Report:

- ⌘ Answer questions 1-8 in 600 words or less.
- ⌘ Remember to also submit Addendum A, when you submit the Annual Report.

Question Number	Reporting Item	Instructions
GENERAL INFORMATION		
General	Recipient Organization	Provide the general contact information for the recipient organization. Recipient organization and address should match the information listed in the CD-450.
	Recipient Street Address	
	City, State, Zip Code	
	DUNS/UEI Number	These fields should match the CD-450.
	Award Identification Number	
	Period of Performance Start Date (MM/DD/YYYY)	
	Period of Performance End Date (MM/DD/YYYY)	
	Reporting Period Start Date (MM/DD/YYYY)	Provide the period this report covers. The Annual Report should be submitted no later than one year after receiving grant funds, and annually thereafter until the funds have been expended.
	Reporting Period End Date (MM/DD/YYYY)	
	Report Submission Date (MM/DD/YYYY)	Provide the date the report is emailed to the assigned FPO.
1	Describe each service provided with grant funds. (600 words or less)	In the Narrative column, please describe each service provided with grant funds.

Question Number	Reporting Item	Instructions
2	If applicable, list the subcontractors and describe how they expended Federal funds. (600 words or less)	<p>List every subcontractor that received grant funds for the purpose of obtaining goods and services during the reporting period.</p> <p>Describe what grant funds were expended on.</p> <p>If the project does not have subcontractors, write "N/A."</p>
3	Describe how the recipient and subrecipient (if applicable) expended grant funds. (600 words or less)	<p>List every subrecipient that received a subaward and describe how the recipient and subrecipient expended grant funds.</p> <p>If the project does not have subrecipients, write "N/A."</p>
4	If applicable, list each subrecipient that received a subgrant through funding. (600 words or less)	<p>List every subrecipient that received a subaward to carry out part of the award during the reporting period.</p> <p>If the project does not have subrecipients that received a subgrant, write "N/A".</p>
5	CMC Pilot Program Reports Addendum A	Using the Excel spreadsheet template titled "CMC Reports Addendum," provide an updated count of Community Anchor Institutions (CAIs) within each of the eligible census block groups that have been connected to a broadband network as of the reporting end date.
CERTIFICATION		
Certification	Typed or printed name and title of Authorized Certifying Official	Type the name and title of the Authorized Organization Representative (AOR). The AOR should send the report via email to the assigned FPO and CC greports@nist.gov .

Question Number	Reporting Item	Instructions
	Signature of Authorized Certifying Official	The Annual Report should be electronically signed by the AOR. To sign the report electronically, export the report and sign using a certificate-based signature in a program such as Adobe Acrobat or Foxit. Remember to submit both the Excel version and signed version via email.
	Telephone (area code, number, and extension)	Type the Authorized Certifying Official's phone number and extension, as applicable. Preferred format: 123-456-7890 ext. 1
	Email Address	Type the Authorized Certifying Official's email address.
	Date	Insert the date the report was signed by the Authorized Certifying Official. Preferred format: MM/DD/YYYY

6. Glossary of Report Terms and Definitions

Reference the following table of the CMC Pilot Program terms as you complete your required reports.

Reporting Item	Clarification and Definitions
Access	The ability of individuals to connect to the Internet via device. It includes both fixed broadband technologies and wireless broadband technologies.
Affordable Broadband Connectivity Program	A subsidized Internet subscription or service provided using CMC Pilot Program funds.
Agreement	A collaborative and legally binding arrangement between two parties.
Anchor Community	<p>means any area that—</p> <p>(1) except as provided in the definition of Certain Tribal Colleges or Universities below, is not more than 15 miles from a historically Black college or university, a Tribal College or University, or a Minority-serving institution; and (2) has an estimated median annual household income (based on U.S. Census Bureau American Community Survey data) of not more than 250 percent of the poverty line, as that term is defined in section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)).¹⁰</p> <p>NTIA will use data from the most recent time period for which both household income and poverty line data are available.</p>
Assistant Secretary	The Assistant Secretary of Commerce for Communications and Information.
Broadband/Broadband Service	Broadband Internet access service as defined in 47 CFR § 8(b) . Broadband Internet access service is a mass-market retail service by wire or radio that provides the capability to transmit data to and receive data from all or substantially all internet endpoints, including any capabilities that are incidental

Reporting Item	Clarification and Definitions
	to and enable the operation of the communications service, but excluding dial-up Internet access service.
Business	All regulated entities that participate in commercial, industrial, or professional activities earning a profit.
Challenge, Issue, or Barrier	Any obstacle, incident, or adverse circumstance that arises in the course of project activities that impedes overall project goals, completion, timelines, or milestones.
Collaborator	Collaborators are entities and/or organizations that participate in and contribute to the project. Unfunded collaborators are entities and/or organizations involved in collaborations on the grant project, but not funded through the grant.
Commission	The Federal Communications Commission (FCC).
Community Anchor Institution (CAI)	As defined in 47 USC § 1721, the term "community anchor institution" means a public school, a public or multi-family housing authority, a library, a medical or healthcare provider, a community college or other institution of higher education, a State library agency, and any other nonprofit or governmental community support organization.
Connected Device	Means a laptop computer, tablet computer, or similar device that can connect to broadband Internet access service.
Contractor	<p>A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. Per 2 CFR § 200.331, characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:</p> <ul style="list-style-type: none"> (1) Provides the goods and services within normal business operations; (2) Provides similar goods or services to many different purchasers;

Reporting Item	Clarification and Definitions
	<p>(3) Normally operates in a competitive environment;</p> <p>(4) Provides goods or services that are ancillary to the operation of the Federal program; and</p> <p>(5) Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.</p>
Covered Broadband Project	A competitively and technologically neutral project for the deployment of fixed broadband service that provides qualifying broadband service in an eligible service area.
Covered Partnership	A partnership between: (A) a State, or one or more political subdivisions of a State, and (B) a provider of fixed broadband service. A provider of broadband service that is part of a covered partnership is not required to be designated as an eligible telecommunications carrier pursuant to section 214(e) of the Communications Act of 1934 (47 U.S.C. 214(e)).
Department	The Department of Commerce (DOC).
Deployment	The delivery of broadband networks, devices, or infrastructure through which broadband services can be accessed.
Digital Skills	The ability to find, evaluate, use, share, and create content using digital devices, such as computers or smartphones.
Eligible Service Area/Funded Service Area	A census block in which broadband service is not available at one or more households or businesses within the census block, as determined by the Assistant Secretary on the basis of: (i) the maps created under section 802(c)(1) of the Communications Act of 1934 (47 U.S.C. 642(c)(1)); or (ii) if the maps described in subparagraph (i) are not available, the most recent information available to the Assistant Secretary, including information provided by the Commission.

Reporting Item	Clarification and Definitions
Equipment	Any device, network, or system that is interoperable, able to connect to middle mile and last mile networks and is capable of delivering broadband service.
Equipment Deployment	All activities associated with the installation of equipment that supports your network inside and outside the plant.
Equipment Procurement	All activities associated with identifying and procuring necessary equipment for your project. This includes the equipment needed for construction or upgrades, as well as network equipment that will be deployed.
Existing	Activities or project elements already in duration at the outset of the period of grant performance.
Existing Network miles upgraded	Cumulative number of existing network miles upgraded.
Fiber	The technology used to transmit information through strands of fiber made of glass or plastic over long distances.
Fiber Miles Leased	Fiber leased from a separate entity for the purpose of completing the proposed network.
Historically Black college or university	Has the meaning given the term “part B institution” in section 322 of the Higher Education Act of 1965 (20 U.S.C. 1061).
Hybrid Learning	Classroom instruction that is partially virtual and partially in-person.
Improved Access	The cumulative number of subscribers that were previously served (<i>i.e.</i> , had broadband connectivity of 25/3 Mbps or greater) and are now receiving access to improved broadband services as the result of CMC Pilot Program activities.
In-Person Learning	Classroom instruction that is entirely in-person.

Reporting Item	Clarification and Definitions
Internet Device	A device that is used to connect to the Internet including, but not limited to, laptops, personal computers, tablets, or smartphones.
IT Management	The monitoring and administration of an organization’s IT systems: hardware, software, and networks.
Lease	A contract where one party grants a right to use a property or land to another party in return for consideration and for a specific period of time.
Location ID	Unique, FCC-issued identifier for locations served. This is associated with the FCC's Broadband Serviceable Location Fabric .
Milestone/Project Milestone	A scheduled point or event in a project signifying the completion of a major deliverable or a phase of work.
Network	Information system(s) implemented with a collection of interconnected components. Components may include, but are not limited to, routers, hubs, cabling, telecommunications controllers, key distribution centers, and technical control devices.
Network Build	The architecture and design of the overall planned broadband network to be deployed.
Network Build Progress	Percent completion of the overall planned broadband network, as a percentage of total project funds required to complete the planned network.
Network Design	Network design includes all activities to finalize the network design submitted with your application.

Reporting Item	Clarification and Definitions
Network Testing	All activities necessary to test the completed network; this includes testing the network itself and testing processes required to run the network successfully.
New Access	The cumulative number of subscribers receiving access to qualifying broadband services (25/3 Mbps or greater) in an eligible service area for the first time (<i>i.e.</i> , previously had no broadband connectivity or connectivity of less than 25/3 Mbps). For example, a household with 12/1 Mbps who is upgraded to 25/3 with TBCP funds would count as “new access”.
New Position	A position that was created or funded by the CMC Pilot Program grant. Includes a new position created and filled, an existing unfilled position that is filled using grant funds, or an existing position that is now funded by grant funds.
New Towers	Towers that are constructed, leased, and/or upgraded or retrofitted with grant funds. New Towers also includes in-situ vertical structures that are outfitted with network equipment (water towers, rooftops, steeples, etc.).
New Wireless Links	A wireless transmission comprised of a source node (transmitter) to a destination node (receiver) that exists due to CMC Pilot Program funding. Wireless links may be middle or last mile. Examples of wireless links include middle mile wireless radio equipment, as well as household wireless routers.
Number of Units	Total number of units of connection within one location. Example: An apartment complex with one location address but has multiple units where there is broadband service.
NOFO Purpose Areas	<p>The purpose areas are listed below and in section A of the NOFO:</p> <ul style="list-style-type: none"> i. Builds the broadband and IT capacity of eligible HBCU, TCU, and MSI institutions; ii. Provides broadband education, awareness, training, access, equipment, and support to students and patrons at eligible

Reporting Item	Clarification and Definitions
	<p>institutions, MBEs, and tax-exempt 501(c)(3) organizations in anchor communities;</p> <p>iii. Provides subsidized broadband access and equipment to qualified low-income/in need students and communities;</p> <p>iv. Improves use of broadband services by eligible MBEs and community-based organizations to deliver digital skills, digital inclusion, workforce development programs, and technology services in anchor communities;</p> <p>v. Stimulates the adoption and community use of broadband services for telehealth, remote learning, telework and entrepreneurship, economic growth, and job creation in anchor communities;</p> <p>vi. Builds digital skills and IT workforce capacity in HBCU, TCU, and MSI institutions, anchor communities, and MBE and tax-exempt consortia members, including STEM/STEAM, coding, cybersecurity, technician, and work-based learning programs;</p> <p>vii. Assesses the needs of HBCU, TCU, and MSI anchor institutions and surrounding anchor communities and conducts planning related to online education, digital inclusion, workforce, and digital skills development; and/or</p> <p>viii. Gathers data and conducts evaluation of the digital inclusion, broadband access and adoption, and professional development programs funded by the grant to determine their effectiveness and document best practices.</p>
Number of Units	Total number of units of connection within one location. For example, an apartment complex with one location address may have multiple units where there is broadband service.
Obtained Licenses	Cumulative number for licenses for the electromagnetic spectrum obtained. Includes EBS (Educational Broadband Service) and CBRS (Citizens Broadband Radio Service).
Other Entities	Tribally-owned or operated organizations and/or institutions that are not Native American household; examples include

Reporting Item	Clarification and Definitions
	businesses, community anchor institutions, health centers, schools, etc.
Overall Project	All milestones and activities associated with your project; based on the expenditure of your entire project budget.
Passed/serviceable	A structure within the service area that has the physical infrastructure in place to connect to the Internet. 'Passed/serviceable' structures may be served (if they have an Internet connection at speeds of 25/3 Mbps or greater) or unserved (if they do not have a broadband subscription or if they have an Internet connection that is slower than 25/3 Mbps).
Percent of Milestones Complete	The percentage of completion for each milestone should be based primarily on the expenditure of your project budget, and the percentages should be reported cumulatively from award inception through the end of each reporting period. For example, if you complete a particular milestone within the first period of your project, the next period and all subsequent periods should state 100%.
Physically Connected	In the context of network infrastructure, objects embedded with sensors or actuators that are connected to a broadband service network.
Potential Agreements	Agreements currently in negotiation with broadband wholesalers and/or last mile providers.
Procurement	The act of buying goods and services for the purpose of carrying out project activities.
Project Accomplishments	Include only accomplishments that took place during the reporting period. Accomplishments may include counts, percentages, targeted dates, time periods, or levels. A project accomplishment could also refer to a condition, a result, or a status. Please limit narrative responses to 600 words or less.

Reporting Item	Clarification and Definitions
Qualifying Broadband Service	Broadband service with: (i) a download speed of not less than 25 megabits per second; (ii) an upload speed of not less than 3 megabits per second; and (iii) a latency sufficient to support real-time, interactive applications. For purposes of this program, NTIA will interpret the 25/3 standard to mean the ability to provide 25 Mbps downstream and 3 Mbps upstream simultaneously to every household in the eligible service area. NTIA will interpret latency to mean 95 percent or more of all peak period measurements of network round trip latency [<i>i.e.</i> , the total round-trip latency between the customer premises and the closest designated Internet core peering interconnection point] are at or below 100 milliseconds.
Remote/Online Learning	Classroom instruction that is entirely virtual.
Rights-of-Way	All activities associated with identifying and finalizing right-of-way agreements.
School Activities	Activities that are school-sponsored such as PTA meetings or parent-teacher conferences.
Schools in Program	The number of schools (including colleges or universities) in the funded service area.
Signed Agreements	Signed agreements with broadband wholesalers and/or last mile providers since the inception of the project.
State	Any State of the United States, the District of Columbia, Puerto Rico, American Samoa, Guam, the United States Virgin Islands, the Northern Mariana Islands, and any other territory or possession of the United States.
Subrecipient	Subrecipient means an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. (See 2 CFR § 200.1)

Reporting Item	Clarification and Definitions
	<p>Per 2 CFR § 200.331, characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:</p> <ul style="list-style-type: none"> (1) Determines who is eligible to receive what Federal assistance; (2) Has its performance measured in relation to whether objectives of a Federal program were met; (3) Has responsibility for programmatic decision-making; (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and (5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.
Subscriber(s)	An individual (or individuals) who possesses and makes use of a subscription for broadband Internet access.
Subscription	An arrangement for providing, receiving, or making use of something of a continuing or periodic nature, including, but not limited to, broadband Internet access.
Target Oversubscription Rate	The ratio of a network's maximum potential demand to its contracted rates.
Unfunded Collaborator	Entities and/or organizations involved in collaborations on the grant project, but not funded through the grant.
Unserviced	With respect to a household, means: (A) the household lacks access to qualifying broadband service; and (B) no broadband provider has been selected to receive, or is otherwise receiving, Federal or State funding subject to enforceable build out commitments to deploy qualifying broadband service in the specific area where the household is located by dates certain, even if such service is not yet available, provided that the Federal or State agency providing the funding has not deemed the service provider to be in default of its buildout obligations

Reporting Item	Clarification and Definitions
	under the applicable Federal or State program. Qualifying broadband service is defined as 25/3 Mbps or greater.
Wi-Fi hotspot	Means a device that is capable of— (1) receiving broadband Internet access service; and (2) sharing broadband Internet access service with another device through the use of WiFi.
Wireless Links	A wireless transmission comprised of a source node (transmitter) to a destination node (receiver); wireless links may be middle- or last-mile.
Wire Line Connection	Objects embedded with sensors or actuators that are connected to a broadband service network through a physical filament (e.g., copper, DSL).
Wireless Connection	Objects embedded with sensors or actuators that are connected to a broadband service through a communications system that transmits and receives radio signals over the air (e.g., wireless definition).
Workforce Development	A training event that is funded by the CMC Pilot Program grant with the purpose of providing existing and potential workers with the skills to complete tasks needed by employers to meet current/future business needs.