Connecting Minority Communities Pilot Program

PERFORMANCE (TECHNICAL) REPORT FREQUENTLY ASKED QUESTIONS

National Telecommunications and Information Administration 1401 Constitution Ave., NW Washington, DC 20230

DRAFT | PRE-DECISIONAL

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Document Review and Approval History

Version Control

Date	Version	Version Name	Description	Author(s)
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Document Review/ Approval History

Date	Name	Organization/ Title	Comments

NOTE:

This document is intended solely to assist recipients in better understanding the Connecting Minority Communities (CMC) Pilot Program and the requirements set forth in the Notice of Funding Opportunity (NOFO) for this program. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFO, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.

GENERAL INFORMATION

Q: What are the reporting periods for the Semi-Annual Performance (Technical) Report?

A: Per the Connecting Minority Communities (CMC) Pilot Program Notice of Funding Opportunity (NOFO), each grant recipient is required to submit a Performance (Technical) Report to the Federal Program Officer (FPO), Grants Officer, and Grants Specialist named in the award agreement on a semi-annual (for the periods ending March 31 and September 30) and annual basis (for the period ending September 30) of each year of the grant recipient's Period of Performance (PoP). Semi-Annual Performance (Technical) Reports are due no later than 30 calendar days after the end of the reporting period (April 30 and October 30). The report covers all programmatic work that occurred before the reporting end date. The Grants Office will notify the grant recipient if any adjustments are made to the process.

Annual Performance (Technical) Reports are due no later than 90 calendar days after the end of the reporting period, except when a Final Performance (Technical) Report is required under 47 C.F.R. § 302.10. The Annual Performance (Technical) Report is due on December 29 and covers all programmatic work completed in the prior federal fiscal year (October 1 to September 30).

The Final Performance (Technical) Report is due no later than 120 calendar days after the PoP end date. The Final Performance (Technical) Report covers all programmatic activity from the Award Start Date to the Award End Date.

Report Type	Reporting Period	Submission Method	Data Submitted by Recipient
Semi-Annual Performance (Technical) Report	PoP Start Date – Mar. 31 Due: April 30 PoP Start Date – Sept. 30 **Due:** October 30	Submit via email to greports@nist.gov and CC: Assigned FPO	Performance on key programmatic indicators and budget.
Annual Performance (Technical) Report	Oct. 1 – Sept. 30 **Due**: December 29 except when a Final Performance (Technical) Report is due	Submit via email to greports@nist.gov and CC: Assigned FPO	Performance on key programmatic indicators and budget.
Final Performance (Technical) Report [Closeout Report]	Cumulative award period	Submit via email to Closeout@nist.gov and CC: Assigned FPO	Performance on key programmatic

Report Type	Reporting Period	Submission Method	Data Submitted by Recipient
	Due: 120 days after end of project period		indicators and budget.

Q: Where can the grant recipient find their PoP?

A: Grant recipients can find their PoP on the CD-450, the most recent CD-451, or the most recent Notice of Award (NoA).

Q: If multiple reports are due on the same date, can the grant recipient submit everything in a single email?

A: If a Semi-Annual Performance (Technical) Report, Federal Financial Report (FFR) (SF-425), and Annual Certification, when applicable, are all due on the same date, then the National Telecommunications and Information Administration (NTIA) recommends that the grant recipient submit these forms together in one email to greports@nist.gov. However, if a Build America, Buy America (BABA) Report is due on the same date as the Semi-Annual Performance (Technical) Report, NTIA recommends that the grant recipient submit the BABA Report in a separate email to cmc@ntia.gov. Please note that the BABA Report is only required for grant recipients with the BABA SAC on their CD-450.

The grant recipient should copy their assigned FPO on all report submissions. NTIA recommends that the grant recipient copy CMC@ntia.gov on all report submissions as well.

Q: Can the grant recipient submit supplemental attachments with the Performance (Technical) Report?

A: Grant recipients may submit attachments with the Performance (Technical) Report to provide additional context to their assigned FPO. However, any information included in the supplemental attachments not included within the required report template will not be utilized for CMC data collection purposes. The grant recipient should make an effort to include all relevant information on the Performance (Technical) Report template.

Q: How should the grant recipient request an extension for reports?

A: To receive an extension for any report, the grant recipient must send a request via email to UGAM@nist.gov and explain why it cannot submit the report on time and confirm a new target submission date. The assigned FPO should always be copied on these emails. Grant recipients should request a report extension as soon as possible, and always prior to the report’s due date. However, before requesting a report deadline extension, the grant recipient should discuss their request with their assigned FPO first. FPOs can provide additional guidance on completing and submitting reports that may prevent a missed deadline.

SECTION 1: GENERAL PROJECT INFORMATION

Q: What is the difference between milestones (requested in Section 1a) and successes (requested in Section 1d)?

A: Both milestones and successes are important to the implementation of your project. "Milestones" are significant events included in the grant recipient's project plan that demonstrate large-scale movement of the project. For example, the initiation of a device distribution plan on campus is a milestone.

"Successes" are smaller steps that led the grant recipient to achieve the overall project milestones and goals. For example, finding a qualified candidate for the Principal Investigator position is a success. No success is too small to report.

Q: Is there a character limit in the General Project Information Section?

A: There is no word or character limit in the General Project Information Section. The grant recipient may use as many words as necessary to provide the required information. However, the grant recipient should limit responses to only include details about the CMC project.

SECTION 2: ORGANIZATIONAL PARTNERS

Q: What should the grant recipient enter in the "Partner Type" column? Can the grant recipient enter any role?

A: According to the CMC Reporting Guidance, the Partner Type must be one of the following: Unfunded Collaborator, Subrecipient, or Contractor. Please use one of these three options to describe the partner organization's type in the project. Definitions of these terms can be found in the CMC Reporting Guidance's Glossary of Report Terms and Definitions.

Q: What should the grant recipient enter in the "Partner Role" column? Can the grant recipient enter any role?

A: According to the CMC Reporting Guidance, the Partner Role describes the partner's CMC-funded activities and how the activities relate to the overall CMC grant. For example, the partner's role may be providing subscriptions to students and community members.

Q: What does the column "Change in the Past Six Months" mean?

A: In this column, the grant recipient should select "Yes" to indicate that the involvement of or role in the project of an organizational partner during the past six months has changed. Select "No" if the organizational partner's involvement and/or role has not changed since the last Semi-Annual Performance (Technical) Report.

Before changing partners, the grant recipient should consult with their assigned FPO. If the partner was named in the original application material, a Change in Scope Award Action Request (AAR) may be required to reassign project activities to the new partner. In addition, if the new partner's responsibilities address new project goals, then a Change in Scope AAR may be necessary as well.

Q: Does the grant recipient need to provide any additional information if a partner has changed in the past six months?

A: Grant recipients do not need to provide any additional information in the report on how the partner's role changed. There is no section in the report template that requires the grant recipient to elaborate on partner role changes, unless the partner is a community anchor institution (CAI). However, the grant recipient should inform their assigned FPO of the change before it occurs.

If the partner in question is a CAI, then the grant recipient should provide more details and describe any changes in Section 4a.

SECTION 3: REMOTE LEARNING INFRASTRUCTURE

Q: Do Sections 3b and 3c refer to all classes within the grant recipient organization or only the classes provided through the CMC grant?

A: Sections 3b and 3c refer to all classes provided by the grant recipient organization, regardless of the funding stream.

Q: How does NTIA define "remote" and "hybrid" learning for Sections 3b and 3c?

A: NTIA defines "remote" learning as classroom instruction that is entirely virtual and utilizes technology to enable learning for students and/or participants who are not on site. NTIA defines "hybrid" learning as classroom instruction that is partially virtual and partially in-person and where technology is used to enable the off-site instruction. For the purposes of this report, it is not relevant if the instruction is synchronous or asynchronous.

SECTION 4: ANCHOR COMMUNITY ADOPTION

Q: How can the grant recipient find the correct census tract information for their anchor community activities?

A: The grant recipient should refer to the CMC Anchor Community Eligibility Dashboard to find the correct census tract information for their anchor community activities. This link is also in the CMC Reporting Guidance Section 4 and the URL is included in the report template. Within the dashboard, the grant recipient should search for their institution's name and select the relevant area within the eligible anchor community to see the census tract information.

Q: For Section 4b, what does the grant recipient enter in the "Baseline" column and in the "Current" column?

A: According to the CMC Reporting Guidance, Section 4, the grant recipient should indicate the CMC pre-award conditions target number identified in the recipient's application in the "Baseline" column. The figure in the "Baseline" column should not change, as the values assessed are the starting point for comparison and measurement. The "Current" column should report the values achieved cumulatively from "Baseline" through the entire current reporting period of the CMC grant project.

Q: For Section 4b, what should the grant recipient enter if the "Current" column is different from what was projected in the application due to changes in subcontractor negotiations?

A: Metrics reported in the Performance (Technical) Report may differ from the metrics reported in the application. NTIA expects that every grant recipient to report the most current and accurate data from the relevant reporting period, including in Section 4b, even if the data differs from original projections.

SECTION 5: BROADBAND INTERNET AND DEVICES

Q: How should a grant recipient report a purchased device type that is not in the available dropdown list for Section 5a?

A: If the purchased device(s) is not in the available drop-down list, the grant recipient should select "Other (Please Explain)" in the dropdown menu and specify the type of device in Section 5b.

Q: In the "Total Cost to Institution" column in Section 5c, should the grant recipient include only funds expended with CMC grant funds or should the grant recipient include funds expended in addition to the CMC grant funds?

A: The grant recipient should include the full cost of the Broadband Subscription, even if that includes funds obtained outside of the CMC grant.

Q: Should the grant recipient include Wi-Fi and broadband internet provided via internet service providers in Section 5c?

A: Yes, the grant recipient should include any internet subscriptions purchased with CMC funds in Section 5c.

Q: Should the grant recipient indicate individual Microsoft licenses purchased for CMC-distributed laptops in Section 5c?

A: Yes, all measures of connectivity are covered under the subscription model. The grant recipient should indicate the provider type and number of units (individual licenses) for the Microsoft license purchased for CMC-distributed laptops in Section 5c. For example, if the grant recipient purchases one Microsoft license for CMC-funded laptops distributed to 100 students (100 units), they would ensure that Section 5c holds a line item that includes 100 subscriptions with college students as the grant recipient.

Q: In Section 5d, what should the grant recipient enter in the "Purpose of Deployment" column?

A: In the "Purpose of Deployment" column, the grant recipient should describe the broadband deployments that have been undertaken with CMC funds and the reason for the deployment. For example, the purpose may be "updating switches, cabling, and antennas for satellite campus to improve broadband internet access for students" to describe the purpose of the broadband deployment that has occurred. Please provide as many details as possible.

SECTION 6: DIGITAL SKILLS AND WORKFORCE DEVELOPMENT

Q: If the grant recipient requires students and/or community members to attend a workshop to receive broadband devices should those workshops be included in Section 6a?

A: If the workshop is paid for with CMC funds, then the grant recipient should include it in Section 6a.

Q: If the grant recipient offers workshops and/or training, where does the grant recipient note the challenges associated with participants completing the training?

A: The grant recipient should note any challenges they are experiencing with digital skills training in Section 6c of the report. Each section of the report provides a field where the grant recipient can describe the challenges they are facing in that area of their project. The grant recipient should also inform their assigned FPO of the challenges they are experiencing in their Quarterly Calls and check-ins for guidance.

SECTION 7: MEASUREMENT AND EVALUATION

Q: In Section 7a, what should the grant recipient include if the grant recipient has not yet measured the project's effectiveness? Should the grant recipient leave the "How Was This Measured" column blank?

A: The grant recipient should never leave the "How Was This Measured" column blank. Instead, the grant recipient should always fill the "How Was This Measured" column with intended or actual measurements. If a grant recipient is unsure of how to measure the grant outcomes, they should contact their assigned FPO for assistance.

Q: For Sections 7a and 7b, what is NTIA requesting in the "Benefit" and "Beneficiary" columns?

A: In the "Benefit" column, the grant recipient should describe the expected benefit of the project purpose entered. For example, the benefit may be preparing students for employment or having the option to offer hybrid and virtual classes.

In the "Beneficiary" column, the grant recipient should list the expected beneficiary of that project purpose. This includes the Anchor Community Resident, At-Risk Youth, College Student, College/University Staff, Institution, K-12 Student, Not-for-Profit 501c(3) Employees, Returning Citizen, Senior, or Veteran. For example, if the benefit is preparing students for employment, then the beneficiary is "College Student."

SECTION 8: BUDGET

Q: In Section 8, should the grant recipient include the total funds expended in the PoP or only include funds spent for the relevant reporting period?

A: Section 8 is cumulative. Therefore, in the "Total Funds Expended" column, the grant recipient should include all funds spent from the start of the PoP to the end of the report's reporting period.