

# Connecting Minority Communities Pilot Program

REPORTING GUIDANCE AND INSTRUCTIONS  
ANNUAL REPORT

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



# CONTENTS

<b>1. Reports Overview .....</b>	<b>4</b>
Reporting Cadence.....	4
<b>2. Report Submission .....</b>	<b>4</b>
<b>3. Annual Report Instructions .....</b>	<b>4</b>
<b>4. Glossary of Report Terms and Definitions.....</b>	<b>6</b>
Annual Report Addenda Overview .....	10
Using the FCC Broadband Location Fabric .....	<b>Error! Bookmark not defined.</b>
Fabric Challenge Process – Submitting Unlisted Locations.....	<b>Error! Bookmark not defined.</b>

**NOTE:**

This document is intended solely to assist recipients in better understanding Connecting Minority Communities 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.



# 1. REPORTS OVERVIEW

This document includes resources to help you complete and submit the required Connecting Minority Communities (CMC) Pilot Program Annual Report. Please reference the Glossary of Report Terms and Definitions for explanations of CMC Pilot Program-specific terminology. In addition to submitting a signed PDF version of the report, please attach the Excel report to help expedite the Federal Program Officer's (FPO) review.

## REPORTING CADENCE

The Annual Report is due no later than one (1) year after receiving grant funds and annually thereafter.

- Reporting period: One (1) calendar year period preceding the report date
- Due Date: One (1) year after receiving grant funds and annually thereafter on the anniversary of the date of initial annual report submission
- Format: Annual Report Template Excel Document
- Submission: Submit via email to the Assigned FPO and copy [greports@nist.gov](mailto:greports@nist.gov)

## 2. REPORT SUBMISSION

The Annual Report will be submitted via email to the assigned FPO with [greports@nist.gov](mailto:greports@nist.gov) copied.

## 3. ANNUAL REPORT INSTRUCTIONS

General reminders as you fill out the Annual Report:

- Answer questions 1-5b in 600 words or less.
- Remember to also include Addendum A, when you submit the Annual Report.

Reporting Item	Instructions
General Information	
Recipient Organization	Provide the general contact information for the recipient organization. Recipient organization and address should match the information listed in the CD-450 or the most recently issued CD-451 or Notice of Award (NoA).
Recipient Street Address	
City, State, Zip Code	
DUNS/UEI Number	These fields should match the information listed in the CD-450 or the most recently issued CD-451 or NoA.
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.  The Annual Report should be submitted no later than one year after receiving grant funds, and annually thereafter until the funds have been expended.
Report Period Start Date (MM/DD/YYYY)	
Report Period End Date (MM/DD/YYYY)	

Reporting Item	Instructions
<b>General Information</b>	
Report Submission Date (MM/DD/YYYY)	Provide the date the report is emailed to the assigned FPO and copy <a href="mailto:greports@nist.gov">greports@nist.gov</a>
1. Have you completed an evaluation of the CMC project? Please select a response from the dropdown.	Select Yes or No response from the dropdown.
2. Please describe any best practices or lessons learned about your CMC project that can be shared with other universities/colleges or community anchor institutions.	In the Narrative field, please describe any proven approaches, best practices, takeaways, or insights from your project.
3. Please describe what, if any, impact your CMC project had on your institution or students. For example, adding new courses/fields of study, student access to Internet devices, certifications, hybrid-learning, admissions, access to other grants, and/or workforce development opportunities.	Describe the effects, if any, of the CMC project on your institution's programming or students. Consider courses and programs added, access to other grants, student admissions and/or academic performance.
4. Please describe if and/or how CMC funding used to install, upgrade, or maintain your institution's broadband service has impacted your institution and/or anchor community.	Share the impact of CMC funding for broadband deployment on your campus and/or anchor community.
5a. Do you have any plans to sustain CMC project accomplishments at your institution or in the community beyond the period of performance? <i>Please select a response from the dropdown below.</i>	Select Yes or No response from the dropdown.
5b. Please describe your plans, if any, to sustain project CMC project accomplishments at your institution or in the community beyond the period of performance.	Describe any sustainability plans and future efforts for your CMC project after closing out.
6. CMC Pilot Program Reports Addendum	Using the Excel spreadsheet template titled "Addendum A," provide an updated count of Community Anchor Institutions within each of the eligible census block groups that have been connected to a broadband network as of the reporting end date. Refer to Addendum A for more information.
<b>Certification</b>	
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 <a href="mailto:greports@nist.gov">greports@nist.gov</a> .



Reporting Item	Instructions
<b>General Information</b>	
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 the signed PDF 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

## 4. 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 to other Grants	Funds received from state or federal government, a foundation, or private entity to support ideas and projects for public purpose.
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 (<a href="#">42 U.S.C. 9902(2)</a>).</p> <p>NTIA will use data from the most recent time period for which both household income and poverty line data are available.</p>

Reporting Item	Clarification and Definitions
Assistant Secretary	The Assistant Secretary of Commerce for Communications and Information.
Broadband/Broadband Service	Broadband Internet access service, as defined in <a href="#">47 CFR § 8(b)</a> , 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 to and enable the operation of the communications service, but excluding dial-up Internet access service.
Commission	The Federal Communications Commission (FCC).
Community Anchor Institution (CAI)	As defined in <a href="#">47 USC § 1721</a> , 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.
Deployment	The delivery of broadband networks or infrastructure through which broadband services can be accessed.
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 ( <a href="#">47 U.S.C. 642(c)(1)</a> ); 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.
FCC Fabric	The FCC Broadband Serviceable Location Fabric (Fabric) is a dataset of all locations in the United States and its Territories where fixed broadband internet access service is or could be installed. The Fabric allows broadband availability data filers, the FCC, and other stakeholders to work from a single, standardized list of locations for the Broadband Data Collection (BDC). The FCC has contracted with CostQuest Associates to create the Fabric.
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).

Reporting Item	Clarification and Definitions
Hybrid Learning	Classroom instruction that is partially virtual and partially in-person.
Internet Device	A device that is used to connect to the Internet including, but not limited to, laptops, personal computers, or tablets.
Impact	The difference between the baseline (preconditions without the CMC investment) and the new (post investment) conditions, including the effects of the program on communities and recipients.
Number of Units	Number of units refers to one location that has multiple units within that one location, such as a dormitory or apartment building
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.
Project Results and Evaluation	Per the Connecting Minority Communities (CMC) <a href="#">Notice of Funding Opportunity (NOFO)</a> , Section IV. B.6.E, the recipient is required to evaluate the project's success –achievement of project goals, objectives, and outcomes and the benefits delivered to project beneficiaries. The recipient should also share a description of metrics used, data collected, and any lessons learned, including any tangible products from the project (such as curricula, guides, publications, or research reports).
Workforce Development	A training event or opportunity 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.





## ANNUAL REPORT ADDENDA OVERVIEW

Annual reports have addenda attached to allow grant recipients to report on updated counts of community anchor institutions (CAIs), including the recipient's institution, within each of their project's eligible census blocks. Grant recipients must report the information associated with each location served as a result of the Federal grant, which includes the street address, city, state, zip code, longitude and latitude coordinates, census block, and number of units for each missing location as required by the annual report addenda.