



Connecting Minority Communities Pilot Program

REPORTING GUIDANCE AND INSTRUCTIONS

PERFORMANCE (TECHNICAL) REPORT



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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.

1. REPORTS OVERVIEW

This document includes resources to help you complete and submit the required Connecting Minority Communities (CMC) Pilot Program Performance (Technical) 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 Performance (Technical) Report is due three (3) times per year. The semi-annual reports are due April 30th every year for the reporting period October 1st through March 31st and October 30th for the reporting period April 1st through September 30th. The Annual Performance (Technical) Report is due no later than 90 calendar days after the reporting period, October 1st through September 30th, except when a final technical report is due. The Final Performance (Technical) Report is due during closeout and summarizes the entire project.

- Semi Annual Performance (Technical) Report
 - Reporting period: October 1st through March 31st
 - Due Date: April 30th
 - Reporting period: April 1st through September 30th
 - Due Date: October 30th
 - Submission: Submit via email to greports@nist.gov and copy the assigned FPO.
- Annual Performance (Technical) Report
 - Reporting period: October 1st through September 30th
 - Due Date: Due no later than 90 days after September 30th (December 29th)
 - Submission: Submit via email to greports@nist.gov and copy the assigned FPO.
 - Format: Performance (Technical) Report Template
 - Submission: Submit via email to greports@nist.gov and copy the assigned FPO.
- Final Performance (Technical) Report
 - Reporting period: Cumulative award period
 - Due Date: No later than 120 days after the Period of Performance end date
 - Submission: Submit via email to closeout@nist.gov and copy the assigned FPO.

2. PERFORMANCE (TECHNICAL) REPORT INSTRUCTIONS

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

- Reference your completed Baseline Report and previously submitted Performance (Technical) Reports when completing the current Performance Report.
- Please write "N/A" if your project does not include a particular milestone category, indicator, or activity unless the field is asking for a numerical value, then write "0".

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 most recent CD-450/451 or Notice of Award.
	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 reporting periods for Performance (Technical) Reports are: Semi Annual: October 1st - March 31st April 1st - September 30th Annual: October 1st - September 30th
	Reporting Period End Date (MM/DD/YYYY)	
	Report Submission Date (MM/DD/YYYY)	
	Final Report	Provide the date the report is submitted via email to greports@nist.gov and CC: assigned FPO. Check the “Yes” box if this is a final closeout report. Check the “No” cell if this report is not a final closeout report. The Final Performance (Technical) Report is due 120 days after the Period of Performance end date.
General Project Information		
1.	1a. To date, what key milestones have been achieved, cumulatively?	In the Narrative column, provide a brief description of key milestones that were achieved over the course of the entire CMC project. Milestones are typically significant events included in the 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.
	1b. What barriers or challenges have you encountered in the course of achieving your project milestones? If you did encounter	In the Narrative column, provide a brief description of any barriers or challenges that have slowed or

Question Number	Reporting Item	Instructions
	barriers or challenges, what approaches were taken in order to overcome these obstacles and achieve project milestones?	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.
	1d. To date, what notable successes have been achieved in the project, cumulatively?	In the Narrative column, provide a brief description of major successes that have occurred at any point in the project thus far. Project successes are typically smaller steps that led the recipient to achieve the overall project milestones and goals.
	1e. Please describe significant project milestones planned for completion during the next reporting period.	Examples could include training for anchor community residents.
	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 entities.
Organizational Partners		
2.	2a. Please use the following table to list all of your organizational partners, the type of organization, the type of partner you are collaborating with, the partner's role in completion of project activities, and whether or not the partner has changed their involvement or role in the project within the past six months.	Please use the table provided to report the name of organizational partners. - Under the Organization Type, please use the dropdown menu and select whether the organizational partner is a <i>Consortium Member, Not-for-Profit 501(c)3, Community Anchor Institution, Community-Based Organization, Government Entity, or Private Entity</i>. - Under the Partner type, please use the dropdown menu and select whether the organizational partner is an <i>Unfunded Collaborator, Subrecipient, or Contractor</i>. - Please describe the Partner’s role in completing project activities. - Finally, use the dropdown menu to select “Yes” or “No” whether the role in the project changed within the past six months.

Question Number	Reporting Item	Instructions
		Example: • Partner Name: City Public Library • Organization Type: Community Anchor Institution • Partner Type: Unfunded Collaborator • Partner Role: Hosts numerous training opportunities • Change in Past Six Months: No
	2b. If you selected "Community Anchor Institution" or "Community-Based Organization" for any of the listed partner organizations, please specify.	In the Narrative column, if you selected "Community Anchor Institution" or "Community-Based Organization", in 2a please identify each partner and provide a brief description of the partnership. If there are none, please list as "NA."
	2c. What barriers or challenges have you encountered in the course of working with any of these project partners that may impact the goals or outcomes of the project? If barriers or challenges were encountered, what approaches were taken in order to overcome these obstacles?	In the Narrative column, provide a brief description of any barriers or challenges that have occurred because of working with a given project partner. Also, please include efforts made to address and resolve the issues encountered.
Remote Learning Infrastructure		
3.	3a. To date, what types of technology (hardware, software, online platforms) have you deployed, cumulatively, to facilitate and improve remote learning infrastructure?	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.
	3b. What percentage of classes were offered remotely before the start of the grant project?	Please provide the percentage as a whole number (estimates are acceptable) of all classes which were exclusively offered remotely before the start of the CMC project.
	3c. What percentage of classes are currently offered using a hybrid model?	Please provide the percentage as a whole number (estimates are acceptable) of all classes which are currently offered using a hybrid model, a mixture of remote and in-person learning.
	3d. What barriers or challenges have you encountered in the course of implementing project elements associated with the purchase and distribution of Technology Types?	In the Narrative column, provide a brief description of any barriers or challenges that have slowed or prevented implementing project elements associated with the purchase and distribution of Technology Types. Please write "N/A" if there are not any barriers or challenges.

Question Number	Reporting Item	Instructions
	3e. To date, which types of professional development training have you implemented, cumulatively, to facilitate and improve remote learning infrastructure and IT management?	Please use the table provided to report on the type of professional development training that has been implemented over the course of the entire CMC project to facilitate and improve remote learning infrastructure and IT management. 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. Example: Cloud Computing Training (8 teachers) - Online and in-person training for file storage, web servers, data processing services and applications.
Anchor Community Adoption		
4.	4a. List the anchor community activities your project has completed cumulatively, and the results of those activities.	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. Example: Teaching Digital Literacy and Software Applications Training to 325 senior citizens from the anchor community.
	4b. Please use the following table to record the requested values for indicators of community broadband adoption to date/cumulatively. The field "Other outcome not listed here:" may be edited to record an indicator of community adoption you wish to provide to NTIA that may not have been specifically requested. Use the Baseline column to note the target number that was used in the grant recipient's application materials and use the	Please use the table to provide the requested indicators of community adoption. Use the appropriate rows to provide the number of participants enrolled 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, new positions created due to CMC funding, positions filled, the number of anchor community members with a broadband subscription, or other indicators not listed in this table. Use the Baseline column to note the values for these indicators submitted with the application and use the

Question Number	Reporting Item	Instructions
	Current column to note the values achieved cumulatively. For the purposes of this section, new position created refers to a position that was created or funded by your CMC grant, including any part-time or seasonal positions, to administer and oversee the CMC project. Once you hire for a new position and have somebody actively fulfilling the job, the role becomes a new position filled. Community-based program refers to any training event funded by the CMC grant with the purpose of providing existing and potential workers with the necessary skills to meet current/future business needs.	Current column for the values for subsequent project periods. 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.
	4c. Did the 15-mile radius present any barriers or challenges in the delivery of services, scope of the project, project outcomes, etc.?	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? If the 15-mile radius did not present any barriers, please write N/A.
	4d. How were these barriers or challenges resolved to meet the project's expected goals?	Please describe how you addressed the problems described in 4c to meet the stated goal of the project.
Broadband Internet and Devices		
5.	5a. Describe the Internet Devices which have been acquired with CMC-provided funds cumulatively.	Please use the table provided to list all broadband Internet devices that have been purchased, procured, or acquired by the recipient during the CMC project period of performance. Use the appropriate columns to note the number of the devices that have been purchased. If no Internet devices have been purchased, procured, or acquired, please write “0” or leave the field blank.

Question Number	Reporting Item	Instructions
		• Under “Loan or Donation?” select from the dropdown menu whether the recipient intends to: - o Donate: distribute devices to students, patrons, and anchor community institutions who will be permitted by the grant recipient to keep those devices. - o Loan: distribute devices to students, patrons, and anchor community institutions and the grant recipient will collect those devices from the users at the end of the grant period or when they are 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>Anchor Community Resident, At-Risk Youth, College Student, College/ University Staff, Institution, K-12 Student, Not-for-Profit 501(c)3 Employees, Returning Citizen, Senior, Veteran</i>). • Include the name of the company that the devices were purchased from and the census tract in which the devices were distributed. To find your census tract, please visit the CMC Dashboard. 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: • Number of Devices Purchased: 50 • Loaned or Donated: Loan • Device Type: Tablet Device • Total Cost: \$15,000 • Recipient: College/ University Staff • Company Name: Company B • Census Tract: 6019000100
	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.
	5c. Describe the Broadband Subscriptions which have been acquired with CMC-provided funds cumulatively.	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. If no broadband

Question Number	Reporting Item	Instructions
	If you defined any Partner Type as "Other," please explain.	subscriptions were purchased, procured, or acquired, please write 0 or leave the field blank. • Select from the dropdown menu the broadband network type (<i>Hotspot, 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>Anchor Community Resident, At-Risk Youth, College Student, College/ University Staff, Institution, K-12 Student, Not-for-Profit 501(c)3 Employees, Returning Citizen, Senior, Veteran</i>). • Report the speed of the subscriptions to be acquired, e.g., 25/3 Mbps. • Select from the dropdown menu the provider type (<i>Telcos, Cable Company, Electrical Cooperatives, Municipal Providers, Other</i>). Document the ISP Provider name in the field provided. Please provide a brief explanation of any Partner Types listed as "Other."
	5d. Describe the Broadband Deployments which have been undertaken with CMC-provided funds cumulatively. Examples of deployments include installation, upgrades, maintenance, etc.	Please use the table provided to list all broadband deployments which have been undertaken. • Note the location. • Using the dropdown menu to select the location type (<i>On Campus, Off Campus, Community</i>). • Report the network type (<i>Hotspot, Fixed Wireless, Satellite, Cable, DSL, Fiber</i>). • Document the deployment cost in USD. • Document the Ongoing Cost. • Describe the purpose of the deployment and how it relates to your CMC goals. • Provide the address of the deployment site • Record the census tract that the deployment took place in. To find your census tract, please visit the CMC Dashboard. Example: • Location: Satellite Campus • Location Type: Off-Campus • Network Type: Cable • Deployment Cost: \$13,000 • Ongoing Cost: \$5,000 • Purpose of Deployment: Updating switches, cabling and antennas for satellite campus

Question Number	Reporting Item	Instructions
		- Address of Deployment: 123 A Street, Washington, DC 20001 - Census Tract: 6019000100
	5e. What barriers or challenges have you encountered in the course of implementing project elements associated with the purchase and distribution of broadband subscriptions? If barriers or challenges were encountered, what approaches were taken in order to overcome these obstacles?	In the Narrative column, briefly describe challenges associated with project elements involving broadband subscriptions. Please include the efforts made and steps taken to address the challenges.
	5f. What barriers or challenges have you encountered in the course of implementing project elements associated with the purchase and deployment of broadband networks? If barriers or challenges were encountered, what approaches were taken in order to overcome these obstacles?	In the Narrative column, briefly describe challenges associated with project elements involving broadband networks. Please include the efforts made and steps taken to combat the issues.
Digital Skills and Workforce Development		
6.	6a. Cumulatively, what types of digital skills or workforce development trainings have been offered?	Please use the table provided to list all types of digital skills or workforce development trainings which have been offered over the entire length of the CMC project. - Use the appropriate columns to note the type of training, number of participants, and number of participants who completed training. If the Total Number of Participants Who Completed Training is “0”, please type “0” or leave blank. If there are multiple participant types for the same type of training, break out the training into two or more line items. - Select from the dropdown menu the types of the participants (<i>Anchor Community Resident, At-Risk Youth, College Student, College/ University Staff, Institution, K-12 Student, Not-for-Profit 501(c)3 Employees, Returning Citizen, Senior, Veteran</i>). - Report the average number of hours each participant took to complete the training. Estimates are acceptable. - Add 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

Question Number	Reporting Item	Instructions
		credit.
	6b. If participants are awarded a certification upon completion of training, describe the certification.	In the Narrative column, please briefly describe if any of the trainings provided awarded a certification of any kind, 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 or workforce development training? If barriers or challenges were encountered, what approaches were taken in order to overcome these obstacles?	In the Narrative column, please briefly describe any challenges associated with project elements involving digital skills training and how the obstacles were overcome.
Measurement and Evaluation		
7.	7a. Describe performance measurements used to evaluate the project's effectiveness or the benefits delivered to project beneficiaries.	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. • 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>Anchor Community Resident, At-Risk Youth, College Student, College/ University Staff, Institution, K-12 Student, Not-for-Profit 501(c)3 Employees, Returning Citizen, Senior, Veteran</i>). • Add a description of how that benefit will be measured, including the performance measurement tool(s) used.
	7b. Describe performance measurements utilized to evaluate the project's impact on digital opportunities or broadband adoption and use.	Please use the table provided to list the performance measurements which will be utilized to evaluate the project's impact on digital opportunities or broadband adoption and use. • 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, including the performance measurement tool(s) used.

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?	In the Narrative column, briefly describe if your project activities are on schedule relative to the stated project goals and timeline. 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.
	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	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. Please note: Total Direct Charges (8i) will automatically sum rows 8a-8h. Total Amount (8k) will automatically sum rows 8a-8j.
	8b. Fringe Benefits	
	8c. Travel	
	8d. Equipment	
	8e. Supplies	
	8f. Contractual	
	8g. Construction	
	8h. Other	
	8i. Total Direct Charges	
	8j. Indirect Charges	
	8k. Total	
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 .
	Signature of Authorized Certifying Official	The Performance (Technical) 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

Question Number	Reporting Item	Instructions
		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	The ability of individuals to connect to the Internet via device. It includes both fixed broadband technologies and wireless broadband technologies.
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	Any area that— (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)).

Reporting Item	Clarification and Definitions
	NTIA will use data from the most recent time period for which both household income and poverty line data are available.
Assistant Secretary	The Assistant Secretary of Commerce for Communications and Information.
Broadband/Broadband Service	Broadband Internet access service as defined in 47 CFR § 8.1(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 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.
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	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(b) , characteristics indicative of a procurement relationship between the non-federal entity and a contractor are when the contractor: 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
	3. Normally operates in a competitive environment; 4. Provides goods or services that are ancillary to the operation of the federal program; and 5. (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.
Deployment	The delivery of broadband networks, devices, or infrastructure through which broadband services can be accessed. This includes the installation, upgrade, and maintenance of broadband service at a location.
Digital Skills	The ability to find, evaluate, use, share, and create content using digital devices, such as computers or smartphones.
Equipment	Any device, network, or system that is interoperable, able to connect to middle mile and last mile networks and can deliver broadband service.
Existing	Activities or project elements already in duration at the outset of the period of grant performance.
Fiber	The technology used to transmit information through strands of fiber made of glass or plastic over long distances.
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 Wi-Fi.
Hybrid Learning	Classroom instruction that is partially virtual and partially in-person.
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.
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.

Reporting Item	Clarification and Definitions
In-Person Learning	Classroom instruction that is entirely in-person.
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.
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.
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 CAI with 12/1 Mbps who is upgraded to 25/3 with CMC 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.
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. It may also mean the total number of individual licenses purchased for CMC-distributed laptops.
NOFO Purpose Areas	The purpose areas are listed below and in section A of the NOFO: 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

Reporting Item	Clarification and Definitions
	patrons at eligible institutions, MBEs, and tax-exempt 501(c)(3) organizations in anchor communities; iii. Provides subsidized broadband access and equipment to qualified low-income/in need students and communities; 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; 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; 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; 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 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.
Overall Project	All milestones and activities associated with your project; based on the expenditure of your entire project budget.
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

Reporting Item	Clarification and Definitions
	your project, the next period and all subsequent periods should state 100%.
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) Notice of Funding Opportunity (NOFO) , 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).
Remote/Online Learning	Classroom instruction that is entirely virtual.
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) Per 2 CFR § 200.331, characteristics which support the classification of the non-federal entity as a subrecipient include when the non-federal entity: 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. (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.

Reporting Item	Clarification and Definitions
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.
Unfunded Collaborator	Entities and/or organizations involved in collaborations on the grant project but are not funded through the grant.
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.