NTIA Grants Application Portal

BEAD Initial Proposal
Submission Guidance

July 21, 2023
Version 1.7
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Grant Awardee: Access the BEAD Initial Proposal

Introduction

Note: Some screenshots contained in this document may not represent the final structure of the Initial Proposal intake template. Eligible Entities should refer to the Initial Proposal template and guidance, to be posted on the BEAD website, for the accurate structure that will be available once the Initial Proposal application is live on the NTIA Grants Portal.

NTIA Grants Portal

To access and submit the BEAD Initial Proposal, log into the NTIA Grants Portal. From the Welcome page, click on the Go to Grant Workspace button.

Note: If you are a Collaborator provided access by your Authorized Organizational Representative (AOR) to only Volume I, Volume II, or the IPFR, you may be taken to the ‘My Grant Applications’ section of the NTIA Grants Portal homepage, and will only be able to access that specific component within the application.

To return to the Welcome page at any time, click on Home near the top of the screen.
If you are the Authorized Organizational Representative (AOR) for this Grant, you may be presented with the following pop-up screen requesting that you validate the current Grant team members for the Grant.

You may leave the Grant Team as it is shown without any updates, you may do so by directly clicking the Confirm Team button.

If you would like to remove members from the Grant team, you may use the Status dropdown to change the status of a team member, then click the Confirm Team button to confirm the Grant Team.
Starting the Initial Proposal Submission Process

To start the BEAD Initial Proposal submission process, click on the Generate Initial Proposal button located in the upper right area of the screen. Once the button is clicked, a dedicated Initial Proposal Application Home (Application Workspace) is generated (see next step) and the Generate Initial Proposal button disappears. This is a one-time step.

Getting Back to the Initial Proposal Application Home (Application Workspace)

Once the Initial Proposal has been generated, click on the Funding Requests tab, then click on the BEAD Initial Proposal link to return to the Initial Proposal Application Home screen.
Application Workspace: Initial Proposal Application Home

Upon clicking on the Generate Initial Proposal button in the previous step, displayed is the dedicated Application Workspace containing the Initial Proposal Application Home, comprising Volume I, Volume II, and the Initial Proposal Funding Request (IPFR).

To return to the Welcome page at any time, click on Home near the top of the screen.
Managing Grant Team & Application Team Members

The NTIA Grants Portal allows you to add Grant Team members with access to the entirety of the BEAD Grant, and it allows you to add Application Team members with access to an individual Volume.

Adding a Grant Team Member

1. To add a Grant Team member with access to the entirety of the BEAD Grant, from the Welcome page click on the Go to Grant Workspace button.
2. Click on the Grant Teams tab, then click on the + Add Contact button.

3. Click on the drop down to indicate whether the contact is outside of the applying organization.

4. Enter the required information, then click on the Save button, or click on the Save & New button to add additional contacts.
Adding an Application Team Member

1. To add an Application Team member with access to an individual Volume, from the Welcome page click on the Go to Grant Workspace button.

2. Click on the Funding Requests tab, then click on the BEAD Initial Proposal link.
3. Click on the **Get Started** button for the Volume to which you are adding an Application Team member.
4. Click on the **Application Team** tab, then click on the **+ Add Contact** button.

5. Click on the **drop down** to indicate whether the contact is outside of the applying organization.

6. Enter the required information, then click on the **Save** button, or click on the **Save & New** button to add additional contacts.
Entering Volume I Responses

1. From the Welcome page, click on the Go to Grant Workspace button. 

*Note: If you are a Collaborator provided access by your Authorized Organizational Representative (AOR) to only Volume I, Volume II, or the IPFR, you may be taken to the 'My Grant Applications' section of the NTIA Grants Portal homepage, and will only be able to access that specific component within the application.*
2. Click on the Funding Requests tab, then click on the BEAD Initial Proposal link under the column heading labeled 'Funding Request'.

3. Click on the Get Started button to enter the requested information for Volume I.
Volume I Subsections

The Volume I section contains the following subsections:

<table>
<thead>
<tr>
<th>Subsection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Existing Broadband Funding</td>
</tr>
<tr>
<td>1.2 Unserved and Underserved Locations</td>
</tr>
<tr>
<td>1.3 Community Anchor Institutions</td>
</tr>
<tr>
<td>1.4 Challenge Process</td>
</tr>
<tr>
<td>Volume I Waivers and Public Comment</td>
</tr>
<tr>
<td>Attest &amp; Submit</td>
</tr>
</tbody>
</table>

1.1 Existing Broadband Funding, 1.2 Unserved and Underserved Locations & 1.3 Community Anchor Institutions

4. Click on the Get Started button to enter the requested information for each subsection in Volume I. Click on the Return to Initial Proposal Workspace link to return to the Initial Proposal Workspace.
1.1 Existing Broadband Funding

5. Notice the Steps outlined to the right of the modal, highlighted as you navigate through each step. Follow the instructions on the screen for Step 1.1 Existing Broadband Funding, Volume I. Click the Upload Files button to upload the requested information and click the Done button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the Save and Next button to proceed to the next step. Users will be unable to proceed to the next step on the right of the modal until required fields have content. If needed, users should enter placeholder content to proceed to the next step and return to previous steps later.
1.2 Unserved and Underserved Locations

6. Follow the instructions on the screen for Step 1.2 Unserved and Underserved Locations, Volume I. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). To enter a date in the Response field, click the **calendar icon** to select a date from the pop-up calendar feature (not pictured). A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step, or click the **Previous** button to return to the previous step.
1.3 Community Anchor Institutions

7. Follow the instructions on the screen for step 1.3 Community Anchor Institutions, Volume I. Enter a response in the **Response** field. To make the response field larger, click and drag the lower-right corner of the field. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed to the next step, or click the **Previous** button to return to the previous step.

*Note: When working through text fields and the need arises to come back later to enter a completed response, it is recommended to enter a comment indicating that a completed response is still needed, then click Save and Next to save your work and proceed. Make a note of the text fields that still need a completed response.*
Review & Update Sections

8. Upon clicking the Save and End button, you will return to the Volume I Application Workspace, and the 1.1, 1.2, and 1.3 Section Status will change to Completed. To change or edit information in a previously-completed section, click the Review/Update button.
1.4 Challenge Process

1. From the Volume I Application Workspace, click on the Get Started button for the 1.4 Challenge Process subsection.
1.4 Challenge Process Model Adoption and Modifications to Reflect Data Not Present in the National Broadband Map

2. Follow the instructions on the screen for step 1.4 Challenge Process Model, Volume I. Click the **radio button** to select a response. Use the **Response field** to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed.
1.4 Deduplication of Funding

3. Follow the instructions on the screen for step 1.4 Deduplication of Funding, Volume I. Click the radio button to select a response. Use the Response field to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the Save and Next button to proceed. Click the Upload Files button to upload the requested information, click the Done button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the Save and Next button to proceed to the next step, or click the Previous button to return to the previous step.
1.4 Challenge Process Design

4. Follow the instructions on the screen for step 1.4 Challenge Process Design, Volume I. Use the *Response field* to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the *Save and Next* button to proceed. Click the *Upload Files* button to upload the requested information, click the *Done* button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the *Save and End* button to proceed to the next step, or click the *Previous* button to return to the previous step.
1.4 Challenge Process Design

01.04.06 Challenge Process Design

Describe the plan to conduct an evidence-based, fair, transparent, and expeditious challenge process.

Instructions:

If the Eligible Entity plans to adopt the NTIA BEAD Model Challenge Process, the Eligible Entity must copy the Model language and add the unique information required from each Eligible Entity, outlined in the Model.

If the Eligible Entity does not plan to adopt the NTIA BEAD Model Challenge Process, the Eligible Entity must include in its response:

a. The proposed approach for the challenge process, including the publication of eligible locations, challenge phase, rebuttal phase, and final determination
b. Challenge types permitted, including the identification of community anchor institutions, existing Broadband Service Area Location (BSL) and community anchor institution BEAD funding eligibility determinations, enforceable commitments, and planned service

c. Eligible entities: units of local government, nonprofit organizations, and broadband service providers

d. Proposed evidentiary review process through which the Eligible Entity will review and make determinations based on challenges and rebuttals received. If the Eligible Entity decides to add any additional data sources to or remove from the list as outlined in Table 3

“Examples of Acceptable Evidence for BEAD Challenges and Rebuttals” in the NTIA BEAD Challenge Process Policy Notice, it must respond to question 1.4.7 and outline the proposed sources and requirements that will be considered acceptable evidence.

e. Requirements for acceptable speed tests (e.g., number of speed tests, geographic distribution, speed test collection limit), if applicable

f. Plan to ensure that sufficient opportunity and time is given to all relevant parties to initiate, rebut, and substantiate challenges, and that the challenge process standards of review are applied uniformly to all challenges submitted

g. The plan to ensure transparency, including:

i. The plan to publicly post documentation explaining the challenge process once it is approved by NTIA (prior to beginning the challenge process)

ii. The plan to post all submitted challenges and rebuttals before final determinations are made, including information from the NTIA BEAD Challenge Process Policy Notice

iii. The plan to host a website, including the link to the website URL, if the hosting website already exists.

iv. The plan to inform units of local government, relevant nonprofit organizations and broadband providers to the challenge process and its deadlines.

h. The plan to ensure the protection of Personally Identifiable Information (PII), business confidential, and proprietary information, including anyone who will have access to any PII submitted through the challenge process (e.g., provider’s subscriber PII), including through state-territory public records processes

i. The overall timeline, with tentative dates of initiation and completion, for the challenge process. The timeline must also include the plan to ensure that:

i. The proposed challenge process will be completed within 120 days, starting with the initiation of the challenge submission window

ii. The proposed challenge process will include a minimum 14-day window to file a rebuttal after the challenge is available on the challenge portal

iii. The proposed challenge process will publicly post final classification of eligible locations after resolving each challenge, at least 90 days before allocating grant funds for network deployment

Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

01.04.06.01 Challenge Process Design Acceptable Evidence

As a required attachment only if the Eligible Entity is not using the NTIA BEAD Model Challenge Process, outline the proposed sources and requirements that will be considered acceptable evidence.

Instructions:

If the Eligible Entity plans to adhere to the sources outlined in Table 3 “Examples of Acceptable Evidence for BEAD Challenges and Rebuttals” in the NTIA BEAD Challenge Process Policy Notice, the Eligible Entity will not be required to complete the attachment. Otherwise, the Eligible Entity must list any proposed data sources that will be accepted as sufficient evidence that are not included in the NTIA BEAD Challenge Process Policy Notice. Additionally, the Eligible Entity must also indicate any data sources that are included in the NTIA BEAD Challenge Process Policy Notice that will not be accepted as sufficient evidence.

- To add an additional data source, the Eligible Entity must complete all columns and indicate in column 3 ("Proposed Change to NTIA BEAD Policy Notice") whether the Eligible Entity will add or remove this data source as outlined in the NTIA BEAD Challenge Process Policy Notice.

- To remove an additional data source, the Eligible Entity can skip columns 5 and 6, i.e., "Data Source Requirements" and "Permissible Rebuttal") and fill out only columns 1 and 2 (i.e., "Challenge Type" and "Data Source")

Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

Upload

Upload Files Or drop files

Filename

Upload Date

Save and Exit
Volume I Waivers & Public Comment Section

1. From the Volume I Application Workspace, click on the Get Started button for the Volume I Waivers and Public Comment subsection.
Volume I Waivers

2. To submit Volume I Waivers documents, click on the **Upload Files** button to upload the requested information as needed, click the **Done** button on the pop-up (not pictured). Click the **Save and Next** button to proceed to the next step, Volume Summary.

---

**Volume I Waivers**

```
Volume I Waivers
Upload an attachment(s) detailing the waiver request(s) for the requirements related to Volume I. Please consult the waiver request(s) using the Waiver Request Form template.

Upload

[upload files or drop files]

<table>
<thead>
<tr>
<th>FileName</th>
<th></th>
<th>Upload Date</th>
<th></th>
</tr>
</thead>
</table>

[Save and Next]
```

---

**Volume Summary**

3. Once you have completed your entries for Volume I, to generate a summary of your entries select **Yes** in the question that appears. Allow time for the document to be generated. Click the **Save and Next** button to proceed.

---

**Volume Summary**

```
Would you like to generate a new version of your Volume Summary?

* Response

☐ Yes
☐ No

[Previous] [Save and Next]
```
Volume Download

4. If you selected ‘Yes’ to generate the Volume summary, you will see a Volume Download step appear on the right-hand side of the page. Click the Download Link, then select a folder in which to save the document. After downloading the document, click the Save and Next button to proceed, or click on the Previous button to go back to the previous step.
5. Once you have completed the Public Comment period, you will be required to enter comments regarding your Public Comment process. Use the **Response field** to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.

<table>
<thead>
<tr>
<th>Public Comment</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.05.01 Volume I Public Comment</td>
<td><img src="#" alt="Steps" /></td>
</tr>
<tr>
<td>Describe the public comment period and provide a high-level summary of the comments received during the Volume I public comment period and how they were addressed by the Eligible Entity. The response must demonstrate:</td>
<td></td>
</tr>
<tr>
<td>a. The public comment period was no less than 30 days; and</td>
<td></td>
</tr>
<tr>
<td>b. Outreach and engagement activities were conducted to encourage feedback during the public comment period.</td>
<td></td>
</tr>
<tr>
<td><strong>Response</strong></td>
<td><img src="#" alt="Steps" /></td>
</tr>
<tr>
<td>01.05.02 Volume I Supplemental Materials</td>
<td><img src="#" alt="Steps" /></td>
</tr>
<tr>
<td>As an optional attachment, submit supplemental materials to the Volume I submission and provide references to the relevant requirements. Note that only content submitted via text boxes, certifications, and file uploads in sections aligned to Initial Proposal requirements in the NTIA Grants Portal will be reviewed, and supplemental materials submitted here are for reference only.</td>
<td></td>
</tr>
</tbody>
</table>
Volume I Attest & Submit

1. To Attest and Submit Volume I of the Initial Proposal, click the Get Started button in the Attest & Submit section.

*Important: Only Authorized Organizational Representatives (AORs) (and respective log-in credentials) designated in the Form 424 Section on the form SF-424 may submit the application on behalf of the organization. The Attest & Submit section is not accessible to other team member roles. The AOR must complete the Attest & Submit section. Contact the NTIA Help Desk for help.*
Attestation

2. Click the **check box** to agree, then click on the **Submit** button. A red asterisk (*) indicates a required field.

**Confirmation & Download Summary PDF**

3. To download the summary document containing your submission, click on the **Download Link**. To submit for confirmation, click on the **End** button.
4. To return to the Initial Proposal Workspace Home from Volume I and proceed with Volume II, click on the **Return to Initial Proposal Workspace** link. To return to the Welcome page, click on **Home** at the top of the screen.
From the Initial Proposal Workspace Home screen, notice that the Volume I Status is now showing as 'Submitted'. Once submitted, users will not be able to edit content unless the section is reopened for corrections as a result of NTIA’s review.
Entering Volume II Responses

1. From the Welcome page, click on the Go to Grant Workspace button.

*Note: If you are a Collaborator provided access by your Authorized Organizational Representative (AOR) to only Volume I, Volume II, or the IPFR, you may be taken to the ‘My Grant Applications’ section of the NTIA Grants Portal homepage, and will only be able to access that specific component within the application.*
2. Click on the **Funding Requests** tab, then click on the **BEAD Initial Proposal** link under the column heading labeled ‘Funding Request’.

3. Click on the **Get Started** button for the Volume II section.
The **Volume II** section contains the following subsections:

<table>
<thead>
<tr>
<th>Subsection</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Objectives</td>
</tr>
<tr>
<td>2.2 Local, Tribal, and Regional Broadband Planning Coordination</td>
</tr>
<tr>
<td>2.3 Local Coordination</td>
</tr>
<tr>
<td>2.4 Deployment Subgrantee Selection</td>
</tr>
<tr>
<td>2.5 Non-Deployment Subgrantee Selection</td>
</tr>
<tr>
<td>2.6 Eligible Entity Implementation Activities</td>
</tr>
<tr>
<td>2.7 Labor Standards and Protection</td>
</tr>
<tr>
<td>2.8 Workforce Readiness</td>
</tr>
<tr>
<td>2.9 Minority Business Enterprises (MBEs), Women's Business Enterprises (WBEs), and Labor Surplus Firms Inclusion</td>
</tr>
<tr>
<td>2.10 Cost and Barrier Reduction</td>
</tr>
<tr>
<td>2.11 Climate Assessment</td>
</tr>
<tr>
<td>2.12 Low-Cost Broadband Service Option</td>
</tr>
<tr>
<td>2.13 Middle-Class Affordability Plan</td>
</tr>
<tr>
<td>2.14 Use of 20 Percent of Funding</td>
</tr>
<tr>
<td>2.15 Eligible Entity Regulatory Approach</td>
</tr>
<tr>
<td>2.16 Certification of Compliance with BEAD Requirements</td>
</tr>
<tr>
<td>Volume II Waivers and Public Comment</td>
</tr>
</tbody>
</table>

### 2.1 Objectives & 2.2 Local, Tribal, and Regional Broadband Planning Coordination Section

1. Click on the **Get Started** button to enter the requested information for each subsection in Volume II. To return to the Initial Proposal Workspace, click on the **Return to Initial Proposal Workspace** link.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Section Status</th>
<th>Get Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Objectives; 2.2 Local, Tribal, and Regional Broadband Planning Coordination</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2.3 Local Coordination</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2.4 Deployment Subgrantee Selection</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2.5 Non-Deployment Subgrantee Selection; 2.6 Eligible Entity Implementation Activities</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2.7 Labor Standards and Protection; 2.8 Workforce Readiness; 2.9 MBE/WBE/Labor Surplus Firms Inclusion</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2.10 Cost and Barrier Reduction; 2.11 Climate Assessment</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2.12 Low-Cost Broadband Service Option; 2.13 Middle-Class Affordability Plan</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2.14 Use of 20 Percent of Funding</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2.15 Eligible Entity Regulatory Approach; 2.16 Certification of Compliance with BEAD Requirements</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Volume II Waivers and Public Comment</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Attest &amp; Submit</td>
<td>Not Started</td>
<td></td>
</tr>
</tbody>
</table>

*Only users with the Authorized Organization Representative (AOR) role (and respective log-in credentials) in the application may submit the application on behalf of the organization.*
2.1 Objectives

2. Use the Response field provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the Save and Next button to proceed.

2.2 Local, Tribal and Regional Broadband Planning Coordination

3. Use the Response field provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the Save and Next button to proceed.
2.3 Local Coordination Section

1. From the Volume II Application Workspace, click on the Get Started button for the 2.3 Local Coordination subsection.
2.3 Local Coordination

2. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.
2.4 Deployment Subgrantee Selection Section

1. From the Volume II Application Workspace, click on the Get Started button for the 2.4 Deployment Subgrantee Selection subsection.
2.4 Deployment Projects Subgrantee Selection Process & Scoring Approach

2. Notice the Steps outlined to the right of the modal, highlighted as you navigate through each step. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step.

---

**2.4 Deployment Projects Subgrantee Selection Process & Scoring Approach**

**2.4 Deployment Projects Subgrantee Selection Process**

**02.04.01 Subgrantee Selection Process Integrity**
Describe a detailed plan to award subgrantees to last-mile broadband deployment projects through a fair, open, and competitive process.

*Response*

**2.4 Deployment Projects Scoring Criteria**

**02.04.02 Scoring Rubric and Prioritization**
Describe how the prioritization and scoring process will be conducted and is consistent with the BEAD NOFO requirements on pages 42 - 46.

*Response*

**02.04.02.01 Scoring Rubric and Prioritization**
As a required attachment, submit the scoring rubric to be used in the subgrantee selection process for deployment projects. Eligible Entities may use the template provided by NTIA, or use their own format for the scoring rubric.

[Upload Files]

**02.04.03 Prioritization of Projects**
Describe how the proposed subgrant selection process will prioritize Unserved Service Projects in a manner that ensures complete coverage of all unserved locations prior to prioritizing Underserved Service Projects followed by prioritization of eligible CAs.

*Response*

**02.04.04 Prioritization of CAs**
If proposing to use BEAD funds to prioritize non-deployment projects prior to, or in lieu of the deployment of services to eligible CAs, provide a strong rationale for doing so. If not applicable to plans, note “Not applicable.”

*Response*

**02.04.05 Subgrantee EHP and BABA Requirements**
The proposed subgrant selection process is expected to demonstrate to subgrantees how to comply with all applicable Environmental and Historic Preservation (EHP) and Buy America Act (BABA) requirements for their respective project or projects. Describe how the Eligible Entity will communicate EHP and BABA requirements to prospective subgrantees, and how EHP and BABA requirements will be incorporated into the subgrantee selection process.

*Response*
2.4 Last-Mile Broadband Deployment Project Areas

3. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step.

---

### 2.4 Last-Mile Broadband Deployment Project Areas

#### 02.04.06 Project Area Definition
Describe how the Eligible Entity will define project areas from which they will solicit proposals from prospective subgrantees. If prospective subgrantees will be given the option to define alternative proposed project areas, describe the mechanism for de-conflicting overlapping proposals to allow for like-to-like comparisons of competing proposals.

* Response

#### 02.04.07 Coverage for Locations with No Proposals
If no proposals to serve a location or group of locations that are unserved, underserved, or a combination of both are received, describe how the Eligible Entity will engage with prospective subgrantees in subsequent funding rounds to find providers willing to expand their existing or proposed service areas or other actions that the Eligible Entity will take to ensure universal coverage.

* Response

#### 02.04.08 Deployment Project Tribal Consent
Describe how the Eligible Entity intends to submit proof of Tribal Governments’ consent to deployment if planned projects include any locations on Tribal Lands.

* Response

---

**Steps**

- 2.4 Deployment Projects Subgrantee Selection Process & Scoring Approach
- 2.4 Last-Mile Broadband Deployment Project Areas
- 2.4 Extremely High Cost Per Location Threshold
- 2.4 Deployment Subgrantee Qualifications
2.4 Extremely High Cost Per Location Threshold

4. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step.

---

**Steps**

- 2.4 Deployment Projects Subgrantee Selection Process & Scoring Approach
- 2.4 Last-Mile Broadband Deployment Project Areas
- 2.4 Extremely High Cost Per Location Threshold
- 2.4 Deployment Subgrantee Qualifications

---

**2.4 Extremely High Cost Per Location Threshold Identification**

Identify or outline a detailed process for identifying an Extremely High Cost Per Location Threshold to be utilized during the subgrantee selection process. The explanation must include a description of any cost models used and the parameters of those cost models, including whether they consider only capital expenditures or include operational costs for the lifespan of the network.

*Response*

---

**2.4 Extremely High Cost Per Location Threshold Process**

Outline explain how the Extremely High Cost Per Location Threshold will be utilized in the subgrantee selection process to meet the use of the best available technology while ensuring that the program can meet the prioritization and scoring requirements set forth in Section 6.6.b. of the BDD NOD.

The response must describe:

a. The process for declining a subgrantee proposal that exceeds the threshold where an alternative technology is less expensive.

b. The plan for engaging subgrantees to revise their proposals and ensure locations do not require a subsidy that exceeds the threshold.

c. The process for selecting a proposal that involves a less costly technology and may not meet the definition of Reliable Broadband.

*Response*
2.4 Deployment Subgrantee Qualifications

5. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step.
2.4 Deployment Subgrantee Qualifications

2.4.01 Deployment Subgrantee Qualifications: Financial Capability

Describe how the Eligible Entity will ensure prospective subgrantees deploying network facilities meet the minimum qualifications for financial capability as outlined on pages 72 – 73 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how the Eligible Entity will require prospective subgrantees to certify that they are qualified to meet the obligations associated with the Project, that prospective subgrantees will have available funds for all project costs that exceed the amount of the grant, and that prospective subgrantees will comply with all Program requirements, including service milestones. To the extent the Eligible Entity disburses funding to subgrantees only upon completion of the associated tasks, the Eligible Entity will require each prospective subgrantee to certify that it has and will continue to have sufficient financial resources to cover its eligible costs for the Project until such time as the Eligible Entity authorizes additional disbursements.

b. Detail how the Eligible Entity plans to establish a model letter of credit substantially similar to the model letter of credit established by the FCC in connection with the Rural Digital Opportunity Fund (RDOF).

c. Detail how the Eligible Entity will require prospective subgrantees to submit audited financial statements.

d. Detail how the Eligible Entity will require prospective subgrantees to submit business plans and related analyses that substantiate the sustainability of the proposed project.

*Response

2.4.01.01 Deployment Subgrantee Qualifications: Financial Capability

Submit application materials related to the BEAD subgrantee selection process, such as drafts of the Requests for Proposals for deployment projects, and narrative to crosswalk against requirements in the Deployment Subgrantee Qualifications section.

Upload

[Upload Files]

Filename

Upload Date

2.4.02 Deployment Subgrantee Qualifications: Managerial Capability

Describe how the Eligible Entity will ensure any prospective subgrantee deploying network facilities meets the minimum qualifications for managerial capability as outlined on pages 73 – 74 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how the Eligible Entity will require prospective subgrantees to submit resumes for key management personnel.

b. Detail how it will require prospective subgrantees to provide a narrative describing their readiness to manage their proposed project and ongoing services provided.

*Response

2.4.03 Deployment Subgrantee Qualifications: Technical Capability

Describe how the Eligible Entity will ensure any prospective subgrantee deploying network facilities meets the minimum qualifications for technical capability as outlined on page 74 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how the Eligible Entity will require prospective subgrantees to certify that they are technically qualified to complete and operate the Project and that it is capable of carrying out the funded activities in a competent manner, including that it will use an appropriately skilled and credentialed workforce.

b. Detail how the Eligible Entity will require prospective subgrantees to submit a network design, diagrams, project costs, build-out timeline and milestones for project implementation, and a capital investment schedule evidencing complete build-out and the initiation of service within four years of the date on which the entity receives the subgrant, all certified by a professional engineer, stating that the proposed network can deliver broadband service that meets the requisite performance requirements to all locations served by the Project.

*Response
02.04.15 Deployment Subgrantee Qualifications: Operational Capability

Describe how the Eligible Entity will ensure any prospective subgrantee deploying network facilities meets the minimum qualifications for operational capability as outlined on pages 14 - 15 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how the Eligible Entity will require prospective subgrantees to certify that they possess the operational capability to qualify to complete and operate the Project.
b. Detail how the Eligible Entity will require prospective subgrantees to submit a certification that they have provided a voice, broadband, and/or electric transmission or distribution service for at least the two (2) consecutive years prior to the date of their application submission, or that they are a wholly owned subsidiary of such an entity and attest to and specify the number of years the prospective subgrantee or its parent company has been operating.
c. Detail how the Eligible Entity will require prospective subgrantees that have provided a voice and/or broadband service, to certify that it has timely filed Commission Form 471s and the Broadband DATA Act submission, if applicable, as required during this time period, and otherwise has complied with the Commission's rules and regulations.
d. Detail how the Eligible Entity will require prospective subgrantees that have operated only an electric transmission or distribution service, to submit qualified operating or financial reports, that it has filed with the relevant financial institution for the relevant time period along with a certification that the submission is a true and accurate copy of the reports that were provided to the relevant financial institution.
e. In reference to new entrants to the broadband market, detail how the Eligible Entity will require prospective subgrantees to provide evidence sufficient to demonstrate that the newly formed entity has obtained, through internal or external resources, sufficient operational capabilities.

* Response:

02.04.16 Deployment Subgrantee Qualifications: Ownership

Describe how the Eligible Entity will ensure any prospective subgrantee deploying network facilities meets the minimum qualifications for providing information on ownership as outlined on page 15 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how the Eligible Entity will require prospective subgrantees to provide ownership information consistent with the requirements set forth in 47 C.F.R. § 1.2112(a)(1)-(7).

* Response:

02.04.17 Deployment Subgrantee Qualifications: Public Funding

Describe how the Eligible Entity will ensure any prospective subgrantee deploying network facilities meets the minimum qualifications for providing information on other public funding as outlined on pages 15 - 16 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how it will require prospective subgrantees to disclose for itself and for its affiliates, any application the subgrantee or its affiliates have submitted or plan to submit, and every broadband deployment project that the subgrantee or its affiliates are undertaking or have committed to undertake at the time of the application using public funds.
b. At a minimum, the Eligible Entity shall require the disclosure, for each broadband deployment project, of:
   (a) the speed and latency of the broadband service to be provided (as measured and/or reported under the applicable rules),
   (b) the geographic area to be covered,
   (c) the number of unserved and underserved locations committed to serve (or, if the commitment is to serve a percentage of locations within the specified geographic area, the relevant percentage),
   (d) the amount of public funding to be used,
   (e) the cost of service to the consumer, and
   (f) the matching commitment, if any, provided by the subgrantee or its affiliates.

* Response:
2.5 Non-Deployment Subgrantee Selection & 2.6 Eligible Entity Implementation Activities Section

1. From the Volume II Application Workspace, click on the **Get Started** button for the 2.5 Non-Deployment Subgrantee Selection and 2.6 Eligible Entity Implementation Activities Stakeholder Coordination subsection.
2.5 Non-Deployment Subgrantee Selection

2. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step.
2.6 Eligible Entity Implementation Activities

3. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed to the next section.
2.7 Labor Standards and Protection, 2.8 Workforce Readiness, & 2.9 Minority Business Enterprises (MBEs), Women’s Business Enterprises (WBEs), and Labor Surplus Firms Inclusion Section

1. From the Volume II Application Workspace, click on the Get Started button for the 2.7 Labor Standards and Protection, 2.8 Workforce Readiness, and 2.9 MBE/WBE/Labor Surplus Firms Inclusion subsection.
2.7 Labor Standard and Protection

2. Use the Response fields provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the Save and Next button to proceed to the next step.
2.8 Workforce Readiness

3. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step.
2.9 Minority Business Enterprises (MBEs), Women's Business Enterprises (WBEs), and Labor Surplus Firms Inclusion

4. Use the Response field provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the checkbox to certify under 2.9.2. Click the Save and End button to proceed.

2.9 Minority Business Enterprises (MBEs), Women's Business Enterprises (WBEs), and Labor Surplus Firms Inclusion

02.09.01 Minority Business Enterprises (MBEs), Women’s Business Enterprises (WBEs), and Labor Surplus Firms Inclusion Strategy

Describe the process, strategy, and the data tracking method(s) the Eligible Entity will implement to ensure that minority businesses, women-owned business enterprises, and labor surplus area firms are recruited, used, and retained when possible.

* Response

02.09.02 MBEs, WBEs, and Labor Surplus Firms Inclusion Affirmative Steps

Certify that the Eligible Entity will take all necessary affirmative steps to ensure minority businesses, women’s business enterprises, and labor surplus area firms are used when possible, including the following outlined on pages 68 – 69 of the BEAD NOFO:

a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

f. Requiring subcontractors to take the affirmative steps listed above as it relates to subcontractors.

* Please certify:

Yes

Steps

- 2.7 Labor Standards and Protection
- 2.8 Workforce Readiness
- 2.9 Minority Business Enterprises (MBEs), Women’s Business Enterprises (WBEs), and Labor Surplus Firms Inclusion
2.10 Cost and Barrier Reduction & 2.11 Climate Assessment Section

1. From the Volume II Application Workspace, click on the Get Started button for the 2.10 Cost and Barrier Reduction, and 2.11 Climate Assessment subsection.
2.10 Cost and Barrier Reduction

2. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step.
2.11 Climate Assessment

3. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). To delete a file, click on the **trash can** icon located to the right of an uploaded file (not pictured). Click the **Save and End** button to proceed.

<table>
<thead>
<tr>
<th>02.11.01 Climate Risks Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the Eligible Entity’s assessment of climate threats and proposed mitigation methods. If an Eligible Entity chooses to reference reports conducted within the past five years to meet this requirement, it may attach this report and must provide a crosswalk narrative, with reference to page numbers, to demonstrate that the report meets the five requirements below. If the report does not specifically address broadband infrastructure, provide additional narrative to address how the report relates to broadband infrastructure.</td>
</tr>
<tr>
<td>A. Identify the geographic areas that should be subject to an initial hazard screening for current and projected future weather and climate-related risks and the time scales for performing such screenings;</td>
</tr>
<tr>
<td>B. Characterize which projected weather and climate hazards may be most important to account for and respond to in these areas and over the relevant time horizons;</td>
</tr>
<tr>
<td>C. Characterize any weather and climate risks to new infrastructure deployed using BEAD Program funds for the 20 years following deployment;</td>
</tr>
<tr>
<td>D. Identify how the proposed plan will avoid and/or mitigate weather and climate risks identified; and</td>
</tr>
<tr>
<td>E. Describe plans for periodically repeating this process over the life of the Program to ensure that evolving risks are understood, characterized, and addressed, and that the most up-to-date tools and information resources are utilized.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.10 Cost and Barrier Reduction</td>
</tr>
<tr>
<td>2.11 Climate Assessment</td>
</tr>
</tbody>
</table>

02.11.01.01 Climate Reports

As an optional attachment, submit any relevant reports conducted within the past five years that may be relevant for this requirement and will be referenced in the text narrative above.

<table>
<thead>
<tr>
<th>Uploaded File Name</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Name</td>
<td>Upload Date</td>
</tr>
</tbody>
</table>

[Save and End button]
2.12 Low-Cost Broadband Service Option & 2.13 Middle-Class Affordability Plan Section

1. From the Volume II Application Workspace, click on the **Get Started** button for the 2.12 Low-Cost Broadband Service Option and 2.13 Middle-Class Affordability Plan subsection.
2.12 Low-Cost Broadband Service Option

2. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **checkbox** to certify under 2.12.2. Click the **Save and Next** button to proceed to the next step.

2.13 Middle-Class Affordability Plan

3. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.
2.14 Use of 20 Percent of Funding

1. From the Volume II Application Workspace, click on the Get Started button for the 2.14 Use of 20 Percent of Funding subsection.
2.14 Use of 20 Percent of Funding

2. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **radio** button to select a response. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.
2.15 Eligible Entity Regulatory Approach & 2.16 Certification of Compliance with BEAD Requirements

1. From the Volume II Application Workspace, click on the Get Started button for the 2.15 Eligible Entity Regulatory Approach and 2.16 Certification of Compliance with BEAD Requirements subsection.
2.15 Eligible Entity Regulatory Approach

2. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). To delete a file, click on the **trash can** icon located to the right of an uploaded file (not pictured). Click the **Save and Next** button to proceed.

---

**2.15 Eligible Entity Regulatory Approach**

**02.15.01 Laws Related to Subgrant Competition**

a. Disclose whether the Eligible Entity will waive all laws of the Eligible Entity concerning broadband, utility services, or similar subjects, whether they predate or postdate enactment of the Infrastructure Act that either (a) preclude certain public sector providers from participation in the subgrant competition or (b) impose specific requirements on public sector entities, such as limitations on the sources of financing, the required imputation of costs not actually incurred by the public sector entity, or restrictions on the service a public sector entity can offer.

b. If the Eligible Entity will not waive all such laws for BEAD Program project selection purposes, identify those that it will not waive (using the Excel attachment) and their date of enactment and describe how they will be applied in connection with the competition for subgrants. If there are no applicable laws, note such.

*Response*

---

**02.15.01.01 Laws Related to Subgrant Competition List**

As a required attachment only if the Eligible Entity will not waive all laws for BEAD Program project selection purposes, provide a list of the laws that the Eligible Entity will not waive for BEAD Program project selection purposes, using the Eligible Entity Regulatory Approach template provided.

**Upload**

- **Upload Files** or drop file

<table>
<thead>
<tr>
<th>File Name</th>
<th>Upload Date</th>
</tr>
</thead>
</table>

**Steps**

- 2.15 Eligible Entity Regulatory Approach
- 2.16 Certification of Compliance with BEAD Requirements
2.16 Certification of Compliance with BEAD Requirements

3. Click the checkbox under 2.16.1, 2.16.3, and 2.16.4 to certify. Use the Response field provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the Save and End button to proceed.
Volume II Waivers and Public Comment

1. From the Volume II Application Workspace, click on the Get Started button for the Volume II Waivers & Public Comment subsection.
Volume II Waivers

2. Follow the instructions on the screen for the Volume II Waivers. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). Click the **Save and Next** button to proceed to the next step.

Volume Summary

3. Once you have completed your entries for Volume II, to generate a summary of your entries select **Yes** in the question that appears. Allow time for the document to be generated. Click the **Save and Next** button to proceed.
Volume Download

4. If you selected ‘Yes’ to generate the Volume summary, you will see a Volume Download step appear on the right-hand side of the page. Click the Download Link, then select a folder in which to save the document. After downloading the document, click the Save and Next button to proceed, or click on the Previous button to go back to the previous step.

Public Comment

5. Once you have completed the Public Comment period, you will be required to enter comments regarding your Public Comment process. Use the Response field to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the Upload Files button to upload the requested information, click the Done button on the pop-up (not pictured). Click the Save and End button to proceed.
Volume II Attest & Submit

1. To Attest and Submit Volume II of the Initial Proposal, click the **Get Started** button in the Attest & Submit section.

   *Important*: Only Authorized Organizational Representatives (AORs) (and respective log-in credentials) designated in the Form 424 Section on the form SF-424 may submit the application on behalf of the organization. The Attest & Submit section is not accessible to other team member roles. The AOR must complete the Attest & Submit section. Contact the NTIA Help Desk for help.
### Funding Request
**Washington State Department of Commerce**

**Application Workspace**

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Objectives: 2.2 Local, Tribal, and Regional Broadband Planning Coordination</td>
<td>Completed</td>
<td>[Review/Update]</td>
</tr>
<tr>
<td>2.3 Local Coordination</td>
<td>Completed</td>
<td>[Review/Update]</td>
</tr>
<tr>
<td>2.4 Deployment Subgrantee Selection</td>
<td>Completed</td>
<td>[Review/Update]</td>
</tr>
<tr>
<td>2.6 Non-Deployment Subgrantee Selection; 2.6 Eligible Entity Implementation Activities</td>
<td>Completed</td>
<td>[Review/Update]</td>
</tr>
<tr>
<td>2.7 Labor Standards and Protection; 2.8 Workforce Readiness; 2.9 MBE/WBE/Labor Surplus Firms Inclusion</td>
<td>Completed</td>
<td>[Review/Update]</td>
</tr>
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<td>Completed</td>
<td>[Review/Update]</td>
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<td>2.12 Low-Cost Broadband Service Option; 2.13 Middle-Class Affordability Plan</td>
<td>Completed</td>
<td>[Review/Update]</td>
</tr>
<tr>
<td>2.14 Use of 20 Percent of Funding</td>
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<td>[Review/Update]</td>
</tr>
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<td>[Review/Update]</td>
</tr>
<tr>
<td>Volume II Waivers and Public Comment</td>
<td>Completed</td>
<td>[Review/Update]</td>
</tr>
<tr>
<td>Attest &amp; Submit</td>
<td>Not Started</td>
<td>[Get Started]</td>
</tr>
</tbody>
</table>
Attestation

2. Click the check box to agree, then click on the Submit button. A red asterisk (*) indicates a required field.

Confirmation & Download Summary PDF

3. To download the Summary PDF of your responses, click on the Download Link, then click on the End button.
Return to Initial Proposal Workspace

4. To return to the Initial Proposal Workspace, click on Return to Initial Proposal Workspace.
Entering Initial Proposal Funding Request Responses

1. From the Welcome page, click on the Go to Grant Workspace button.

Note: If you are a Collaborator provided access by your Authorized Organizational Representative (AOR) to only Volume I, Volume II, or the IPFR, you may be taken to the ‘My Grant Applications’ section of the NTIA Grants Portal homepage, and will only be able to access that specific component within the application.
2. Click on the Funding Requests tab, then click on the BEAD Initial Proposal link under the column heading labeled ‘Funding Request’.
3. Click on the **Get Started** button for the IPFR.
4. To begin the Initial Proposal Funding Request (IPFR) section, from the Initial Proposal Application Home screen click on the Get Started button.
3.1 Initial Proposal Funding Request

5. From the Initial Proposal Funding Request screen, click the Get Started button.

6. Click the radio button to select a response. A red asterisk (*) indicates a required item. Click the Save button to proceed. If you select ‘Yes’, proceed to the next step.
### 3.2 Initial Proposal Funding Package

7. If you selected ‘Yes’ in the previous step, use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed.

<table>
<thead>
<tr>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Initial Proposal Funding Request</td>
</tr>
<tr>
<td>3.2 Initial Proposal Funding Package</td>
</tr>
<tr>
<td>Initial Proposal Funding Request Waivers</td>
</tr>
</tbody>
</table>

#### 3.2.1 Initial Proposal Funding Request Amount
Enter the amount of the Initial Proposal Funding Request.

<table>
<thead>
<tr>
<th>*Response</th>
</tr>
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</table>

#### 3.2.2 Project Narrative
Submit the Eligible Entity’s project narrative.

<table>
<thead>
<tr>
<th>Upload</th>
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</table>

<table>
<thead>
<tr>
<th>Filename</th>
<th>Upload Date</th>
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</table>

#### 3.2.3 Consolidated Budget Form
Submit the Eligible Entity’s consolidated budget form.

<table>
<thead>
<tr>
<th>Upload</th>
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</table>

<table>
<thead>
<tr>
<th>Filename</th>
<th>Upload Date</th>
</tr>
</thead>
</table>
Initial Proposal Funding Request Waivers

8. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). Click the **Save and End** button to proceed.
1. To Attest and Submit the Initial Proposal Funding Request, click the Get Started button in the Attest & Submit section.

*Important*: Only Authorized Organizational Representatives (AORs) (and respective log-in credentials) designated in the Form 424 Section on the form SF-424 may submit the application on behalf of the organization. The Attest & Submit section is not accessible to other team member roles. The AOR must complete the Attest & Submit section. Contact the NTIA Help Desk for help.
Attestation

2. Click the check box to agree, then click on the Submit button. A red asterisk (*) indicates a required field.

Confirmation & Download Summary PDF

3. To download the Summary PDF of your responses, click on the Download Link, then click on the End button.
Return to the Initial Proposal Workspace

4. To return to the Initial Proposal Workspace Home, click on the **Return to Initial Proposal Workspace** link.
5. From the Initial Proposal Application Home screen, notice that the Volume/IPFR Status for Volumes I and II, and the IPFR Status is now showing ‘Submitted’. Click on Home at the top of the screen to return to the Welcome page.
Addressing Required Updates & Resubmission

Required Updates

If an ‘Updates Required’ notification has been received from NTIA, refer to the following steps to respond to the items needing to be addressed. The deficiencies listed in the notification correspond directly to the Volume and Volume Sections in the NTIA Grants Portal and become unlocked and accessible, allowing for updates by Grant Team members and resubmission by the AOR.

1. From the Welcome page in the NTIA Grants Portal, click on the Go to Grant Workspace button.
2. Click on the **Funding Requests** tab, then click on the **BEAD Initial Proposal** link under the column heading labeled ‘Funding Request’.

3. For the Volume(s) with Volume Status ‘In Review’, click on the **Review/Update** button.
4. Within the selected Volume, click on the **Review/Update** button for the section(s) requiring updates, as indicated by a Section Status of ‘In Progress’.

*Note: The Resubmit button becomes enabled after the required updates are completed, and only the Authorized Organizational Representatives (AORs) (and respective log-in credentials) designated in the Form 424 Section on the form SF-424 may resubmit the application on behalf of the organization.*
5. For the Steps requiring updates, use the enabled functionality to provide updates. For instance, click on the enabled **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). Click the **Save and Next** button to proceed.

### 1.1 Existing Broadband Funding

**01.01.01 Existing Broadband Funding**
As a required attachment, submit the file identifying sources of funding, a brief description of the broadband deployment and other broadband-related activities, the total funding, the funding amount expended, and the remaining funding amount available. Eligible Entities may copy directly from their Five-Year Action Plans.

<table>
<thead>
<tr>
<th>Filename</th>
<th>Upload Date</th>
</tr>
</thead>
</table>

a. If needed, click the **delete icon** to remove a file.

### 1.1 Existing Broadband Funding

**01.01.01 Existing Broadband Funding**
As a required attachment, submit the file identifying sources of funding, a brief description of the broadband deployment and other broadband-related activities, the total funding, the funding amount expended, and the remaining funding amount available. Eligible Entities may copy directly from their Five-Year Action Plans.

<table>
<thead>
<tr>
<th>Filename</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing Broadband Funding-07-18-2023 04-21-State of Michigan-GRN-000895.csv</td>
<td>07/18/2023</td>
</tr>
</tbody>
</table>
6. If no updates are required in a particular step, all functionality remains disabled and grayed-out. Click the **Save and Next** button to proceed.
7. For the Steps requiring updates, use the enabled functionality to provide updates. For instance, use the **Response field** to enter an updated response. Click the **Save and End** button to proceed.

### 1.3 Community Anchor Institutions

**01.03.01 CAI Statutory Definition**
Describe how the statutory definition of "community anchor institution" (e.g., schools, libraries, health clinics) was applied, how eligible CAIs were identified, and how network connectivity needs were assessed, including the types of CAIs that the Eligible Entity intends to serve.

**Instructions:**
- The Eligible Entity must include:
  a. A description of how the Eligible Entity applied the statutory definition of the term “community anchor institution” and identified all Eligible CAIs (i.e., “a community anchor institution that lacks access to Gigabit-level broadband service”) in its jurisdiction and in applicable Tribal lands.
  b. A description of how the Eligible Entity assessed the needs of Eligible CAIs, and of what types of CAIs the Eligible Entity intends to receive service under the BEAD Program.
  c. A description of the categories of institutions proposed as CAIs, including during the public comment period, if any, that the Eligible Entity considered but declined to classify as an eligible CAI, and a description of the basis on which the Eligible Entity determined that such category of CAI does not facilitate greater use of broadband service by vulnerable populations.
  d. If the Eligible Entity proposes service to one or more CAIs in a category not explicitly cited as a type of CAI in Section 6012(a)(2)(E) of the Infrastructure Act, the basis on which the Eligible Entity determined that such category of CAI facilitates greater use of broadband service by vulnerable populations.

Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

*Section 6012(a)(2)(E) of the Infrastructure Act classifies CAIs as categories as an entity such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.*

**Response**

- [Updated response based on zoning requirement.]

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**01.03.02 Eligible CAI List**
As a required attachment, submit the CSV file (named cais.csv) that lists eligible community anchor institutions that require qualifying broadband service and do not currently have access to such service, to the best of the Eligible Entity’s knowledge.

**Instructions:**
The Eligible Entity must submit a CSV file with a list of eligible CAI locations identified within the jurisdiction of the Eligible Entity, using the data format provided by NTIA. The Eligible Entity must complete all mandatory fields in the file named "cais.csv" as outlined in Appendix A of the NTIA BEAD Challenge Process Policy Notice. Address information must identify the physical location of the community anchor institutions, not the administrative location. For example, the address should describe the location of the school building, not that of the board of education administrative building.

**Upload**

- [Upload CSV file]

<table>
<thead>
<tr>
<th>Filename</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTIATest-07-18-2023 03-33-State of Michigan-GRN-000105.pdf</td>
<td>07/18/2023</td>
</tr>
</tbody>
</table>
Resubmission

8. Upon completing the required updates, the respective Section Status displays as 'Completed' and the Resubmit button becomes enabled. Click on the Resubmit button.

*Important:* Only Authorized Organizational Representatives (AORs) (and respective log-in credentials) designated in the Form 424 Section on the form SF-424 may resubmit and attest on behalf of the organization.
9. Click the check box to agree, then click on the Submit button. A red asterisk (*) indicates a required field.

10. Click on the Download Link to download the summary document containing your resubmission. To submit for confirmation, click on the End button.
11. Upon resubmitting, notice that all relevant sections show a Section Status of ‘Submitted’.
New or Returning Team Members: Log in and Self-Registration

If you are already a registered Portal user, or need to register, using the link below click the Log in button in the upper right corner.

Link to NTIA Grants Portal: https://grants.ntia.gov/grantsPortal/s/

Grant Programs

Welcome to the National Telecommunications and Information Administration (NTIA) Grants Portal (NGP).

This portal is designed to support NTIA in its administration of its grant programs, including grant application submission and required materials submission. The tiles below are links to active NTIA grant programs and provide additional information about that specific grant program, eligible applicants, and mechanisms to apply or submit Information required for the respective grant program.
Log In

If you are new to the NTIA Grants Portal and need to register for the first time, click Register below the blue Log in button.

If you have a Username and Password, enter the username and password and click the blue Log in button to move forward.

**Important:** Upon completing registration, your Username will be the email address used to register for the NTIA Grants Portal appended with .ntia as the suffix; as an example, for JohnSmith@organization.com email address, the Username would be JohnSmith@organization.com.ntia.
Forgotten Password

If you forgot your password, click **Forgot your password?** below the blue **Log In** button on the **Log In** screen (see previous screenshot).

Enter your Username, which is the email address used to register for the NTIA Grants Portal appended with .ntia as the suffix; as an example, for JohnSmith@organization.com email address, the Username would be JohnSmith@organization.com.ntia. Then click the **Reset Password** button or click Cancel to cancel and return to the login screen.

For assistance, email the NTIA Grants Portal Help Desk at [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov).
Portal Registration and Approval

As part of the Portal registration process, approval is required for State and Territory entity types before registration is complete. Approval is not required for all other entity types.

For State and Territory entity types, follow the instructions below to register, NTIA will send an approval email with a link to complete the process.

For all other entity types, follow instructions 1. and 2. below, then proceed to instruction 4.

1. Register to access the NTIA Grants Portal by entering contact information in the fields provided -- , a red (*) asterisk indicates a required field.

   Note: Sam.gov UEI registration information will be required at a later step in the application process.

   If you have registered previously, click Already have an account? to Log In.
2. Click the **Entity Type** field to select the entity type. For State/Territory Government entity types, start typing the name of your State or Territory in the State/Territory Organization Name field to select the from the list of States and Territories. For other entity types, complete the additional required fields indicated by a red asterisk (*). Click the blue **Sign-Up** button to complete this step of the registration process.
3. Keep an eye out for the approval email, confirming your registration and steps to complete the registration and login process.

If you receive an email indicating that you are not approved, contact NTIA for assistance at NGPhelpdesk@ntia.gov.
Registration Welcome Email with Initial Login Link

4. Open your Welcome Email, click on the login link.

**Important:** Your Username is your email address appended with `.ntia`, please make a note of it for future use when logging into the Portal. Your Username is your email address.

![Welcome Email Image]
5. You will be asked to **Change Your Password**. Enter a password according to the requirements indicated, then click the **Change Password** button.
Set Up Multi-Factor Authentication

Setting up Multi-Factor Authentication. After setting up your password, you will be asked to set up a verification method using Multi-Factor Authentication (MFA). Once MFA is set up, you will use it to verify your identity each time you log in. You will be guided in the subsequent steps to download and install an authentication app of your choice onto your mobile device from the app store.

1. Click the radio button for the app you wish to use, either the Salesforce Authenticator mobile app, or another authenticator app, then click the Continue button.

For more information about using the Salesforce Authenticator mobile app for multi-factor authentication, view this video: How to Use Salesforce Authenticator for MFA Logins.

What is multi-factor authentication?

Multi-factor authentication (MFA) is a digital authentication method used to confirm the identity of a user to allow them access to a website or app through at least two pieces of evidence. With an authenticator app downloaded onto your mobile device, users are given an automatically generated code that refreshes around every 30 seconds. Using an authenticator app on your mobile device bolsters your online security.

2. a. If you selected to use the Salesforce Authenticator mobile app verification method, follow the instructions on the Connect Salesforce Authenticator screen, or use the following instructions:

**Downloading and Installing the Salesforce Authenticator**

1. Search for Salesforce Authenticator in your phone’s app store.
   a. iPhone/iOS users will search in the Apple App Store
   b. Android users will search in the Google Play Store
2. Follow your screen’s prompts to install the app on your phone.
3. Open the Salesforce Authenticator app and follow the verification setup activities when you are prompted (mobile number verification, four-digit passcode setup)

Connecting the Salesforce Authenticator to Your NTIA Grant Portal Login

1. In the Salesforce Authenticator app on your mobile device, tap Add an Account
2. A unique two-word phrase will appear in the app, enter the phrase into the Connect Salesforce Authenticator screen (illustrated above) and click Connect
3. Confirm the connection in the Salesforce Authenticator app and you will have successfully paired your account

Note: You will only need to connect your account once. You will continue to use the Salesforce Authenticator to approve future logins.
2b. Upon selecting to use another authenticator app (other than the Salesforce Authenticator App), follow the instructions on the **Connect an Authenticator App** screen. Following is a list of commonly used Authenticator Apps available to download from the app store onto your mobile device:

- Microsoft Authenticator
- Google Authenticator
- Lastpass
- Authy by Twilio
- 2FA Authenticator
- Duo Mobile
- Aegis Authenticator

Note: You will only need to connect (pair) your account once with an authenticator app. You will continue to use the authenticator app to approve the first and future logins by entering the verification code generated in the App.
Connect an Authenticator App

Connect an authenticator app that generates verification codes. You can use the codes when we need to verify your identity.

1. Download and install an authenticator app on your mobile device.
2. Use the app to scan this QR code.
3. Enter the code generated by the app.

Verification Code

Back  Connect

I Can't Scan the QR Code
Choose Another Verification Method
Log into the NTIA Grants Portal Using the Connected Authenticator App

https://grants.ntia.gov/grantsPortal/s/

Once you have installed and connected the authenticator app on your mobile device, you will continue to use the authenticator app to verify your identity each time you log into the Portal.

1. Enter the Username you received during the registration process, which is your email address appended with .ntia, and the Password you created, in the fields provided into the NTIA Grants Portal from your computer web browser. The Portal will send a notification to your mobile device.
2. The authenticator app will provide details of the login request, including Username, Service, Device, and Location.
3. Review the login details, then tap Approve; if you do not recognize the request, tap Deny.

Note: To make logging in easier, enable Always approve from this location from the Salesforce Authenticator to automatically approve requests matching location and login information. When using a non-Salesforce App, you will be prompted to enter a verification code.