

Initial Proposal Funding Request Guidance

The following resource provides Broadband Equity, Access, and Deployment (BEAD) stakeholders with guidance on the Initial Proposal Funding Request (IPFR) and considerations for submitting a request.¹



WHAT IS THE IPFR?

The IPFR is an optional submission that allows an Eligible Entity (EE) to request access to a portion of their allocated BEAD funds, prior to the approval of their Final Proposal.

The IPFR includes several requirements that must be met in order to request and receive funding. The default funding amount associated with an IP approval is 20% of the EE's BEAD allocation, but an EE may request up to 100%. In particular, to request its entire BEAD allocation, an EE must demonstrate a **specific need**, such as, but not limited to, a state law that would require the obligation of all funding prior to subgrantee selection. For example, this could include either an anti-deficiency clause or a requirement for budget certainty.

An IPFR submission **may not be approved** if the uses of funding proposed in the IPFR **jeopardize the EE's ability to reach all unserved and underserved areas**. For example, if an EE requested 20% of their funding allocation to run their Challenge Process, their IPFR may get rejected as this would only leave 80% of funds for broadband deployment.

Initial Proposal Requirement 17

BEAD NOFO Requirement 17 requires the EE to describe the **intended use of the 20 percent of total funding allocation** that is made available upon approval of the Initial Proposal (IP) consistent with Section IV.B.8 of the NOFO.



WHAT DOES THE IPFR CONSIST OF?

Project Plan/Narrative

EEs are required to submit a project narrative that includes an **overview of how they intend to use awarded funds**. The project narrative **should be closely aligned to the activities in the IP – Volume II** (e.g., activities related to Requirement 17—the intended use of the 20 percent of total funding allocation that is made available upon approval of the IP) and be consistent with **Section IV.B.8 of the BEAD NOFO** (20 Percent Funding Release and Eligible Uses).

Consolidated Budget Form

EEs are also required to submit a Consolidated Budget Form that must provide **general budget information and detailed project costs**. The Consolidated Budget Form includes **10 worksheets associated with 10 cost categories, in addition to an Instructions and Summary Tab**. EEs should complete each worksheet that has applicable costs from their budget.

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SCENARIOS

The following section describes an EE's three options for their IPFR:

1. Request Greater than 20% of Funding Allocation (up to 100%)

If an EE requests more than 20% (up to 100%) of their funding allocation in their IP, they **must provide a rationale in Requirement 17 for why they seek these funds**, in addition to meeting the requirements in Scenario 2.

2. Request Less than or equal to 20% of Funding Allocation

If an EE requests less than or equal to 20% of their funding allocation in their IP, they must **detail the amount of funding requested, the intended use of funds, and how the proposed use of funds achieves the statutory objective of serving all unserved and underserved locations.**

3. Request No Funding (0% of Funding Allocation)

An EE may elect not to request funding during in their IP, in which case they must **provide the rationale in Requirement 17 for why they did not request funds and are choosing to defer allocation until after Final Proposal approval.** In this scenario, the EE is not required to submit an IPFR as no funding request is associated with their IP.

Note: The EE **cannot** change their IPFR determination once Volume II is submitted and under review. In addition, no matter what percentage of funding the EE requested in their IPFR or obligated upon approval, they will not have access to 100% of their funds until their Final Proposal is approved.



WHAT IS THE ELIGIBLE ENTITY'S ROLE?



Drafts IPFR in accordance with requirements detailed in the BEAD NOFO and other IPFR guidance materials.



Coordinates with respective State Federal Program Officer to receive informal feedback and guidance while drafting the IPFR.



Provides timely responses to **curing requests** throughout the review process to ensure swift resolution of deficiencies.



Conducts NTIA-Approved Challenge Process and Subgrantee Selection Process prior to using any funds made available pursuant to the IPFR for deployment projects.

¹This document is intended solely to assist recipients in better understanding the BEAD program and the requirements set forth in the Notice of Funding Opportunity (NOFO) and follow-on IPFR policies and guidance for this program. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, the requirements set forth in the NOFO, and follow-on IPFR policies and guidance, shall prevail over any inconsistencies contained in this document.