NTIA Grants Application Portal

BEAD Challenge Process Results Submission Guidance

February 9, 2024

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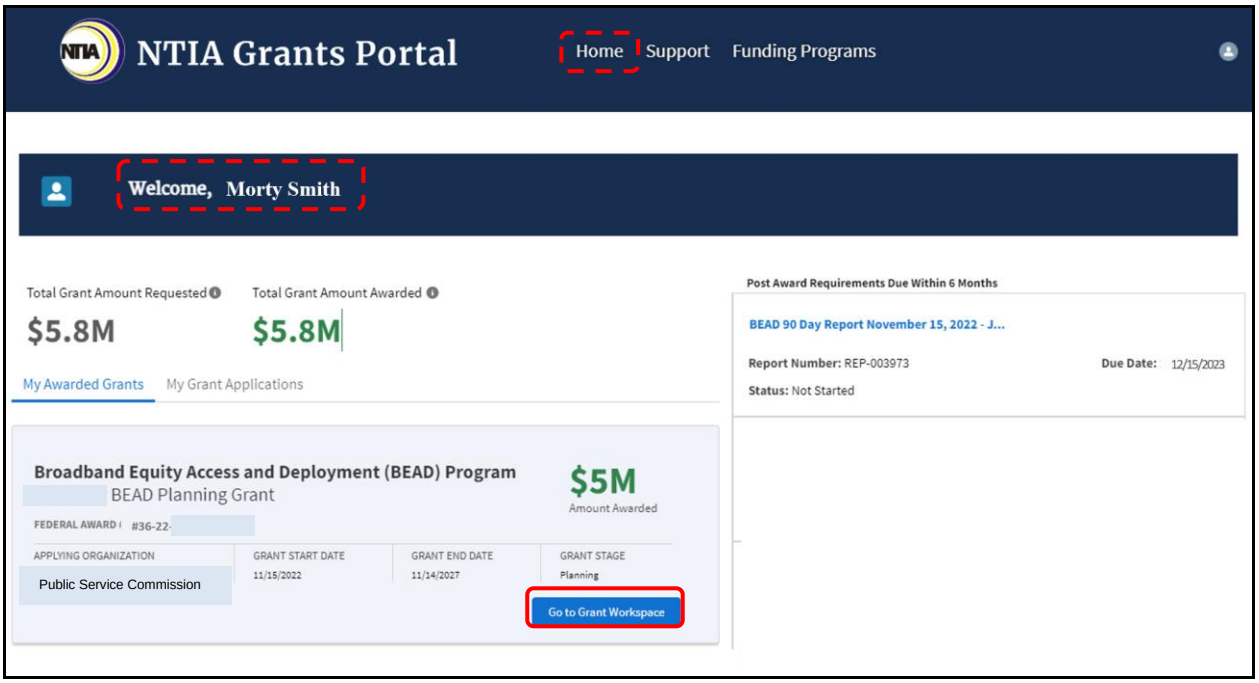
Grant Awardee: Access the BEAD Challenge Process Results

NTIA Grants Portal

To access and submit the BEAD Challenge Process Results, log into the NTIA Grants Portal. From the Welcome page, click on the BEAD Program **Go to Grant Workspace** button.

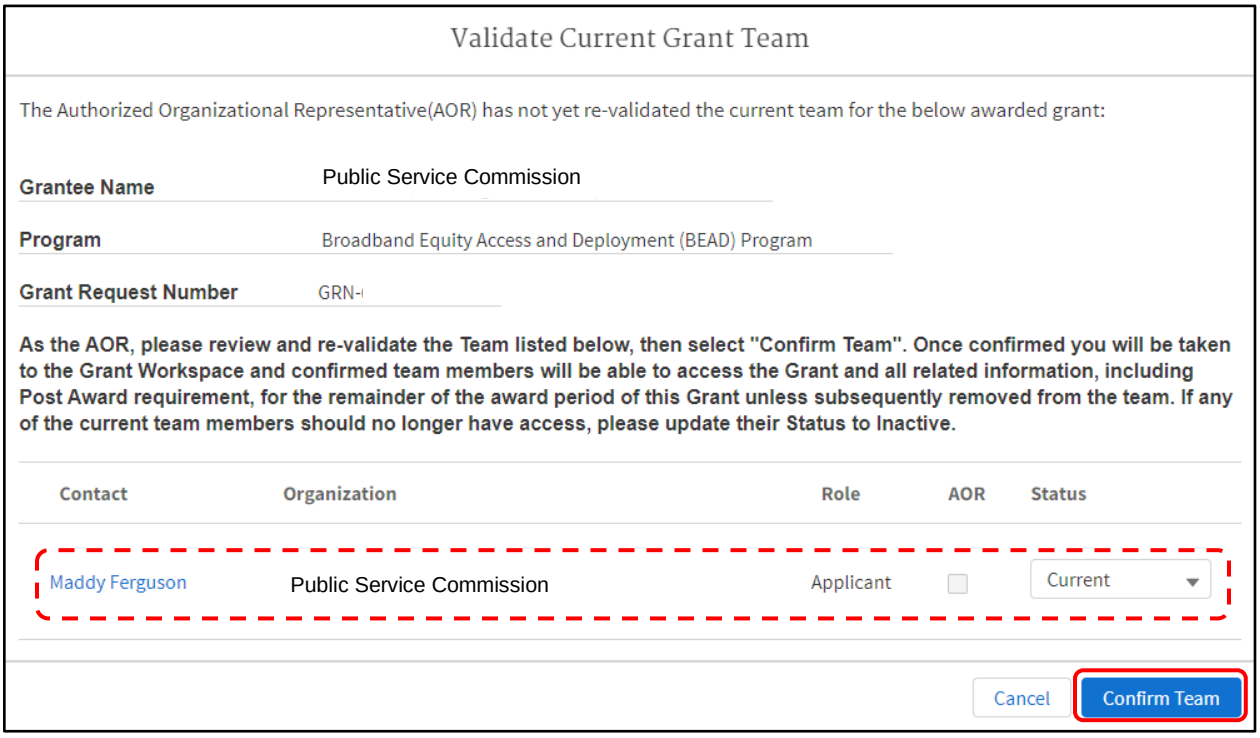
To return to the Welcome page at any time, click on **Home** near the top of the screen.



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.

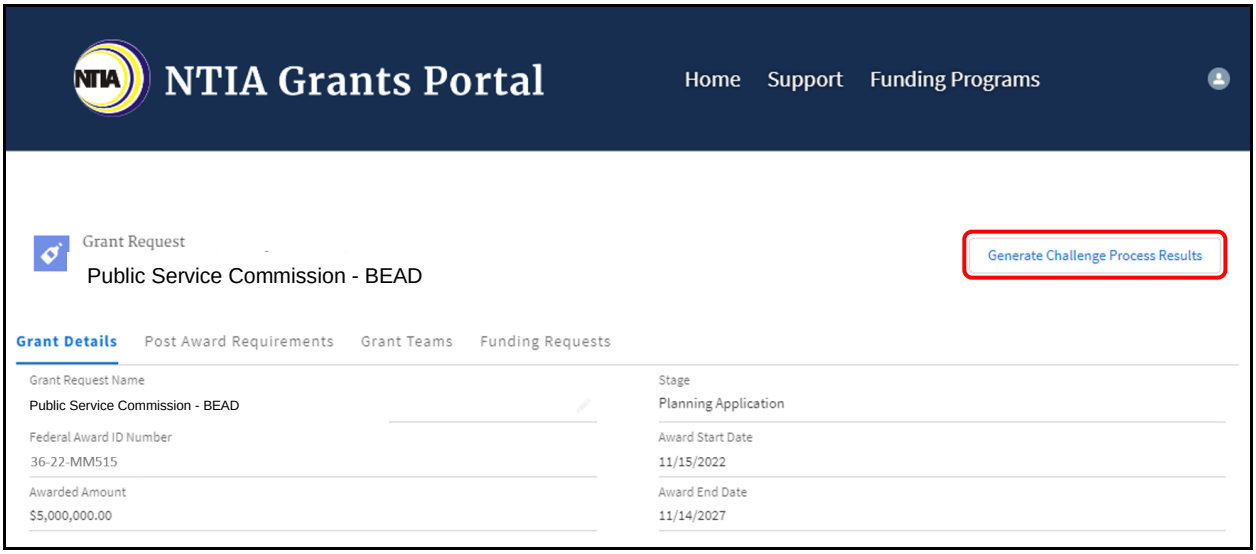
You may **leave** the Grant Team as it is shown without any updates, you may do so by directly clicking the **Confirm Team** button.

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.



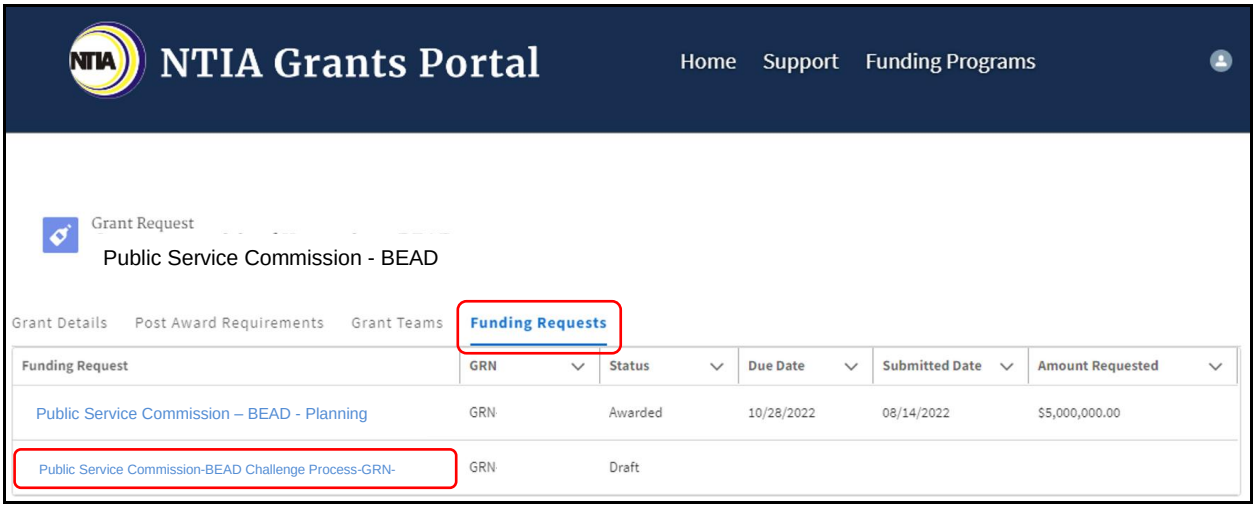
Starting the BEAD Challenge Process Results Submission Process

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



Getting Back to the Challenge Process Results (Application Workspace)

Once the Challenge Process Results has been generated, click on the **Funding Requests** tab, then click on the **BEAD Challenge Process link** to return to the Challenge Process Results Workspace.

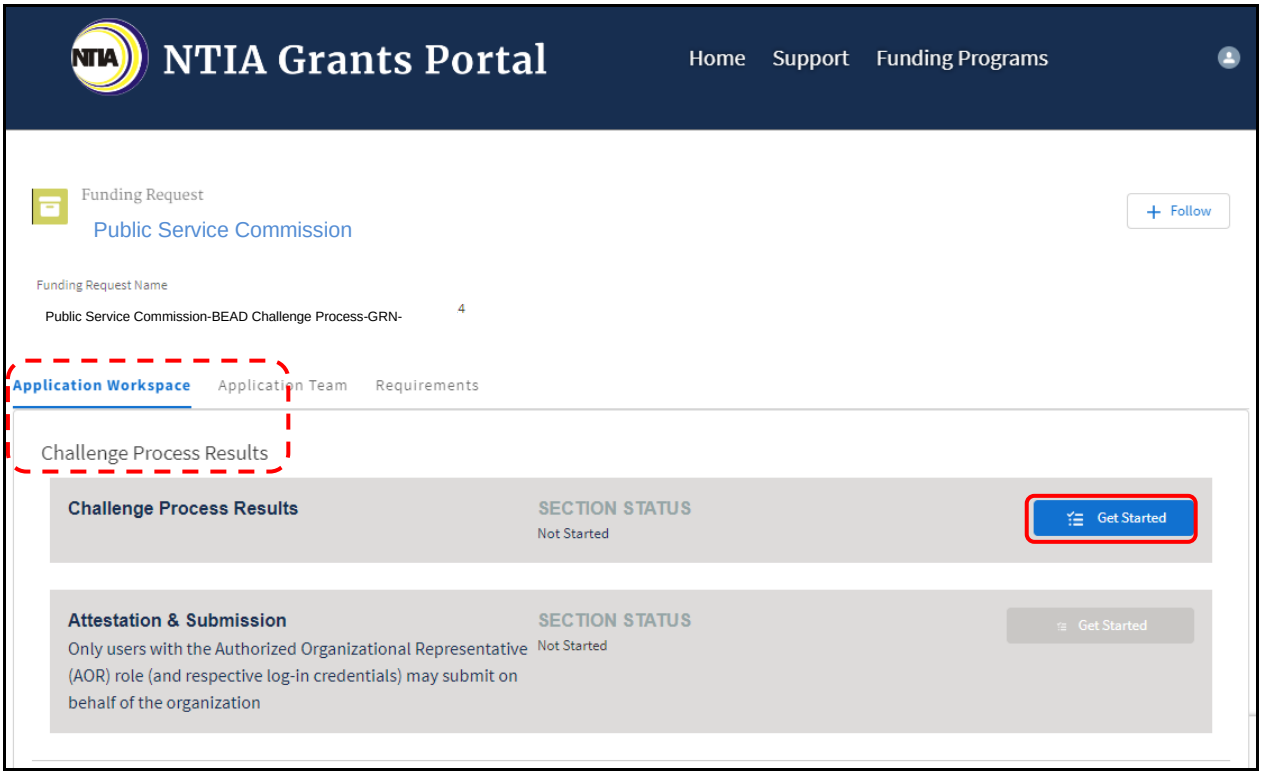


Application Workspace: Challenge Process Results

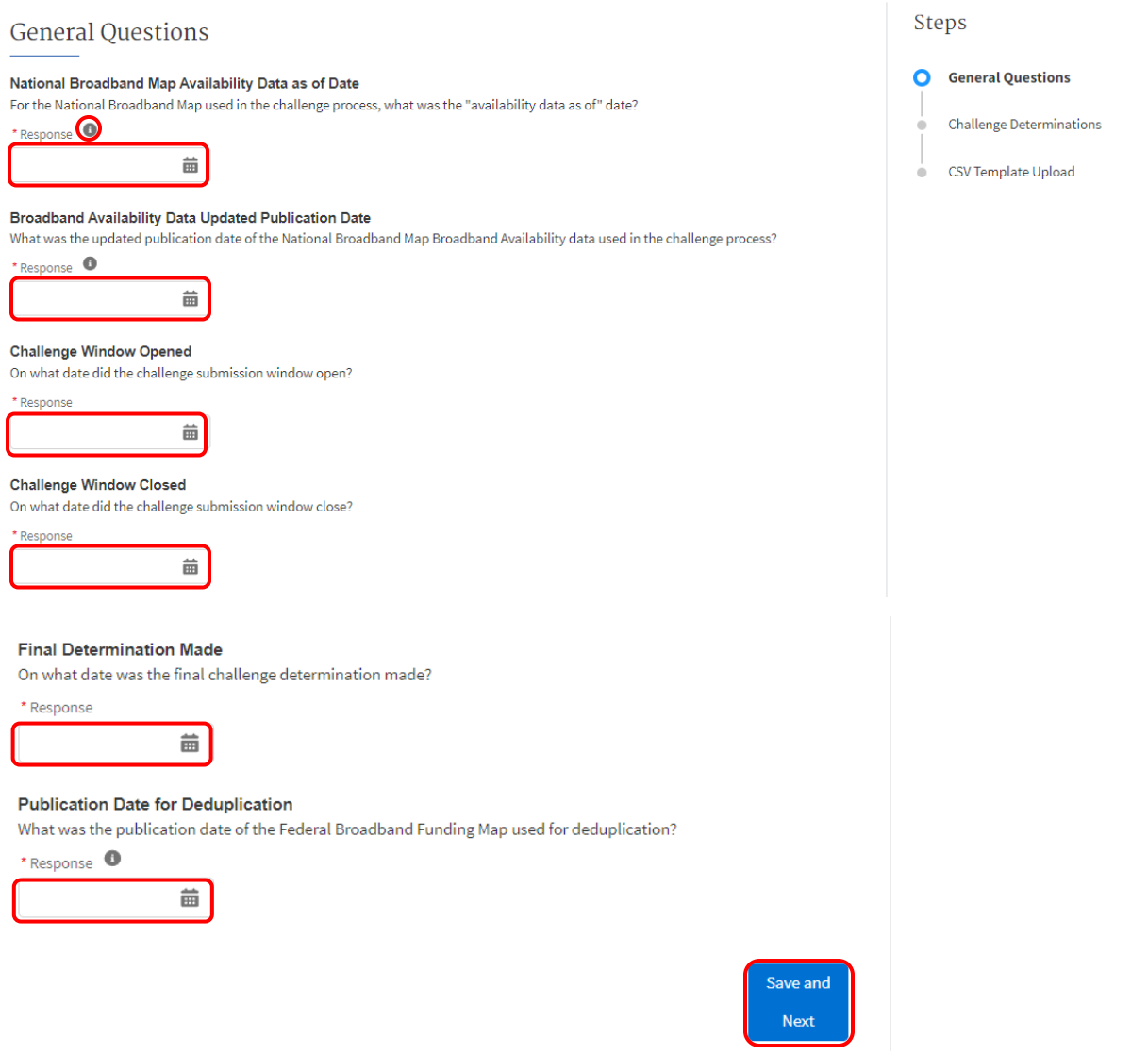
Upon clicking on the Generate Challenge Process Results button in the previous step, displayed is the dedicated Application Workspace containing the Challenge Process Results workspace and related sections.

Entering BEAD Challenge Process Results

1. Click the **Get Started** button in the Challenge Process Results section.

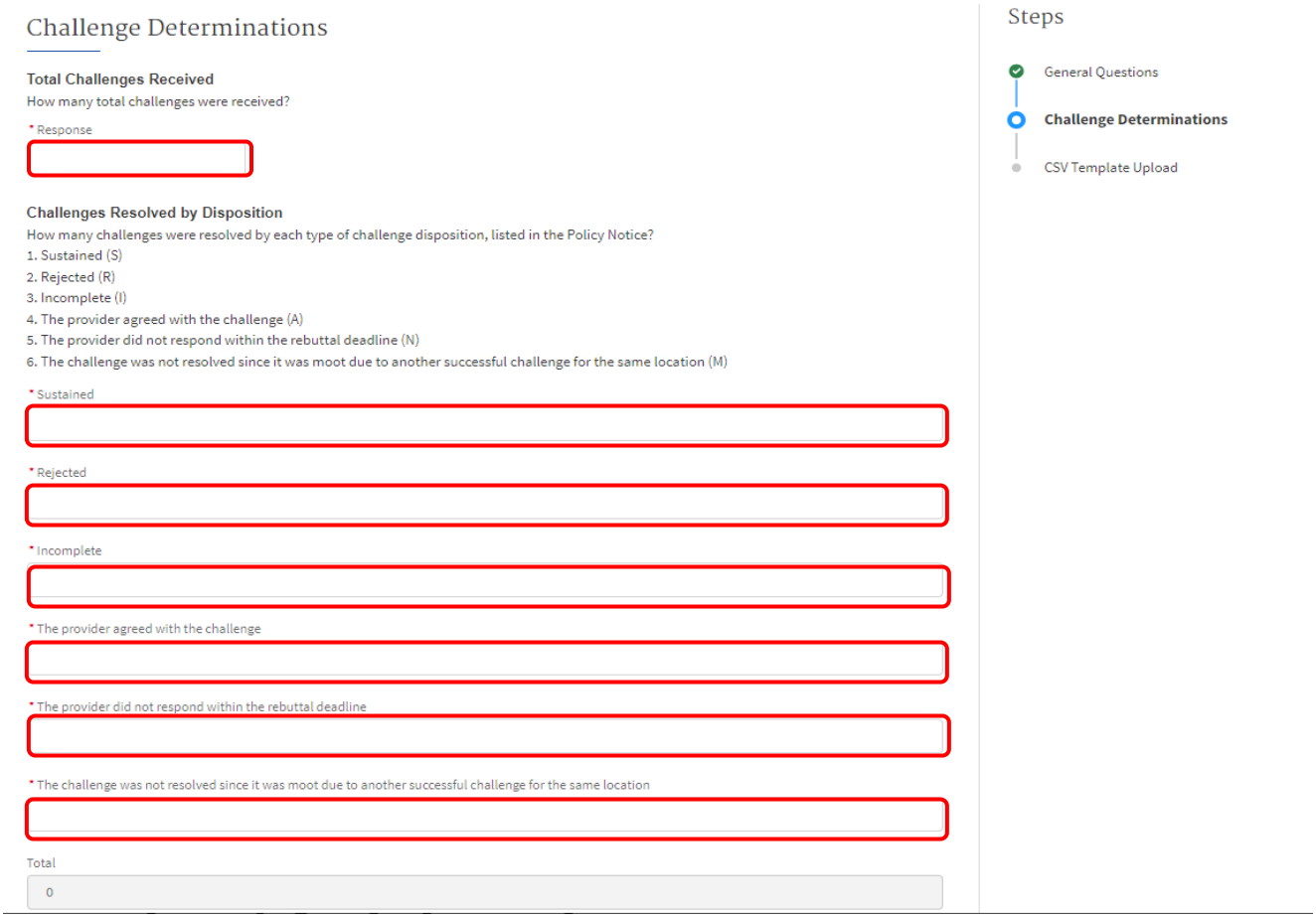


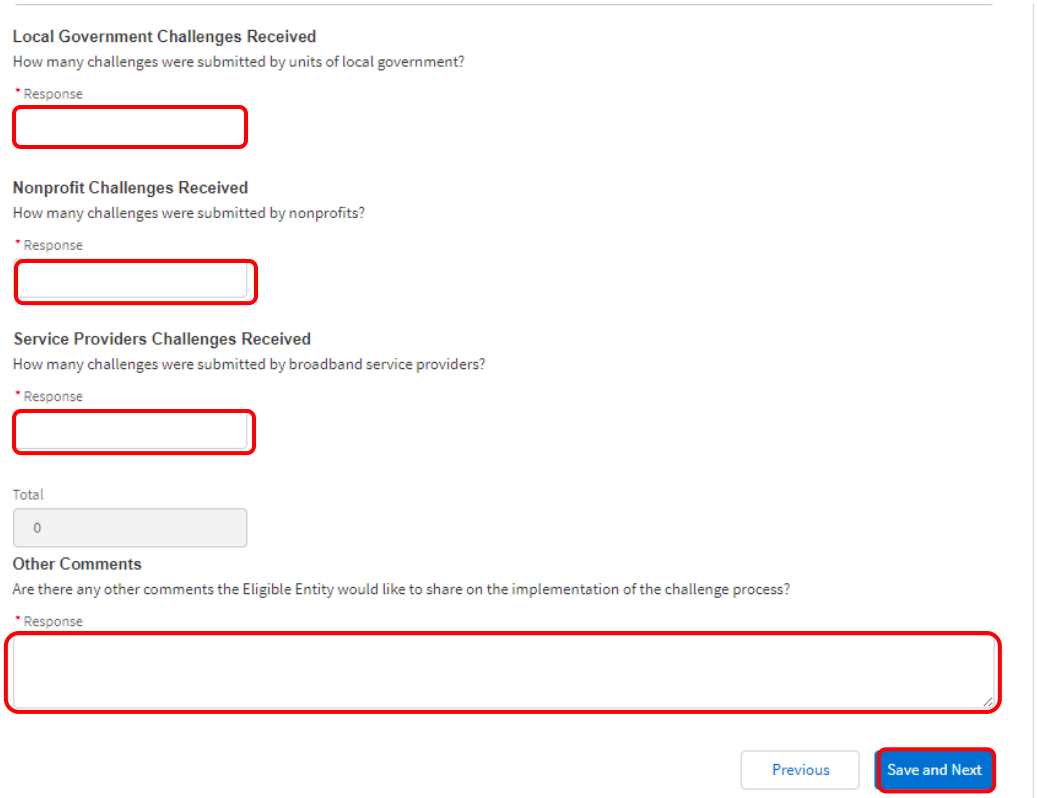
2. The General Questions section will request 6 pieces of information:
    a. National Broadband Map Availability Data as of Date
    b. Broadband Availability Data Updated Publication Date
    c. Challenge Window Opened
    d. Challenge Window Closed
    e. Final Determination Made
    f. Publication Date for Deduplication
3. Click your cursor in the **Response** field to select a date. Hover your cursor over the small '**i**' to display Help Text. A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed.



4. Use the **Response fields** provided to enter the **Total Challenges Received**. As a reminder, this total number must match the total **Challenges Resolved by Disposition** as well as the sum of **Local Government Challenges Received + Nonprofit Challenges Received + Service Providers Challenges Received.** If the total does not match the sum of those response fields than you may not proceed to the next step.

    a. To make the text 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.





5. Click the **Upload Files** button to upload the requested file(s) or drag and drop the eligible file(s). As a reminder, files uploaded should be in **the form of .CSV**. If a non-CSV is uploaded the reviewer will reach out for you to re-upload in the correct data format. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.

CSV Template Upload

Challenger CSV File

A CSV file named challenger.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It enumerates the names, categories, and contact information of challengers.

* Upload

Upload Files | Or drop files

FileName	Upload Date

Challenge Outcome CSV File

A CSV file named challenges.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It documents the pre-challenge modifications, challenges (including area challenges), and local, state, and federal enforceable commitments; any rebuttals; and records the challenge determinations made by the Eligible Entity.

* Upload

Upload Files | Or drop files

FileName	Upload Date

Community Anchor Institution (CAI) Challenges CSV File

A CSV file named cai_challenges.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice Appendix. It documents the CAI challenge determinations made by an Eligible Entity.

* Upload

Upload Files | Or drop files

Post Challenge Process Location Data

A CSV file named post_challenge _locations.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It includes the Location IDs of all served locations, unserved locations, and undeserved locations within the jurisdiction of the Eligible Entity following the conclusion of the Eligible Entity's challenge process.

* Upload

Upload Files | Or drop files

FileName	Upload Date

Post Challenge Process Eligible Community Anchor Institution Data

A CSV file named post_challenge_cai.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It includes all Eligible CAIs within the jurisdiction of the Eligible Entity following the conclusion of the Eligible Entity challenge process.

* Upload

Upload Files | Or drop files

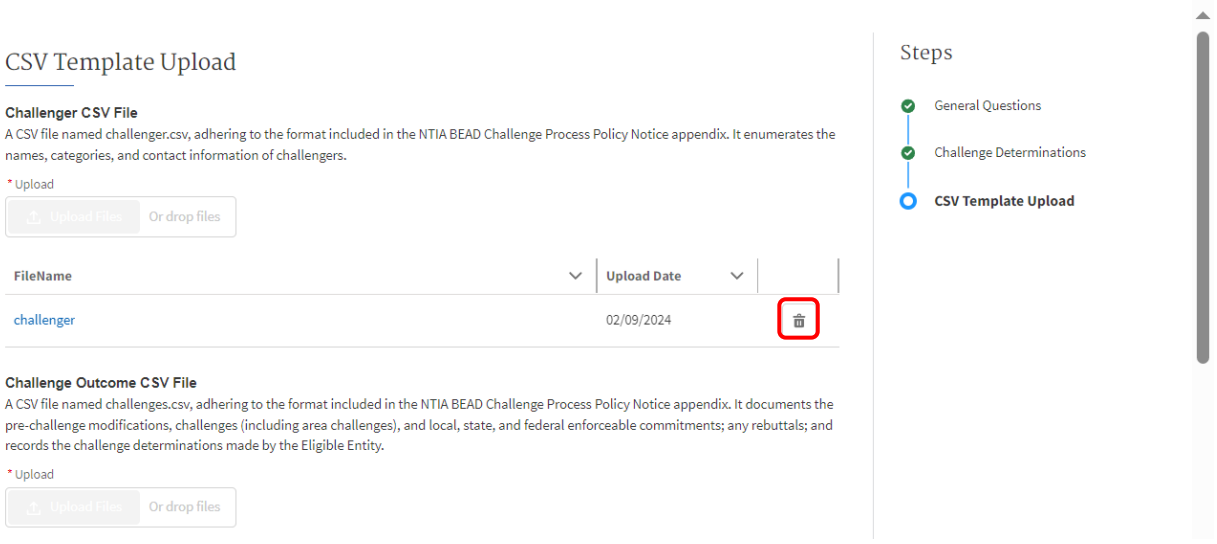
FileName	Upload Date

Previous | Save and End

Steps

- General Questions
- Challenge Determinations
- **CSV Template Upload**

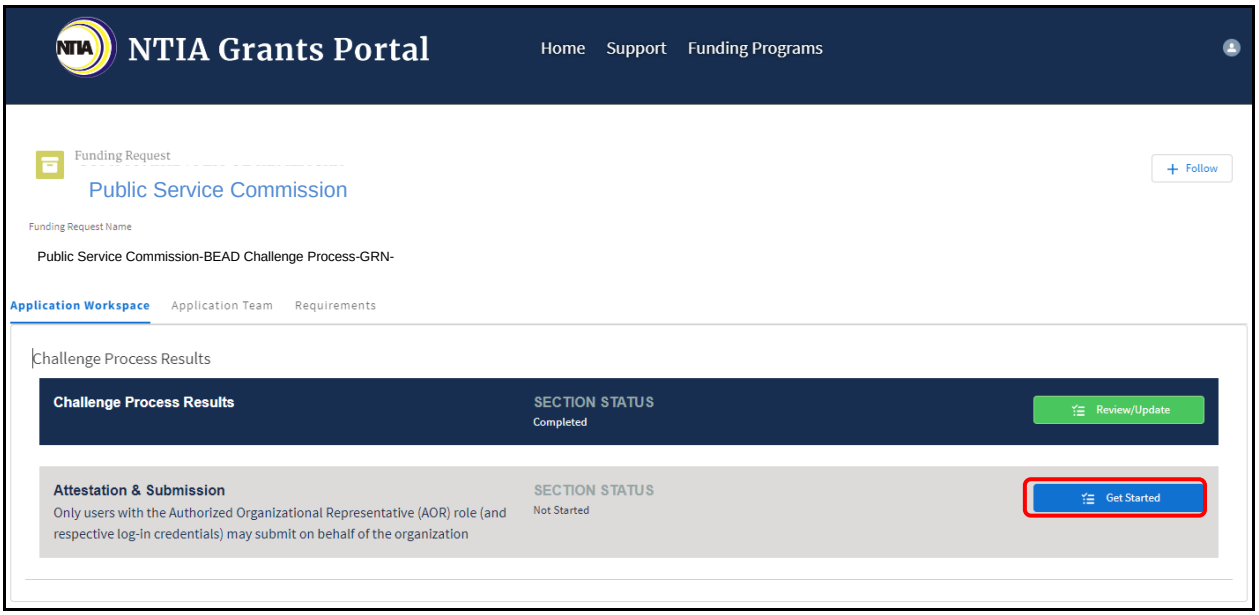
a. To remove a file, click the **delete icon**.



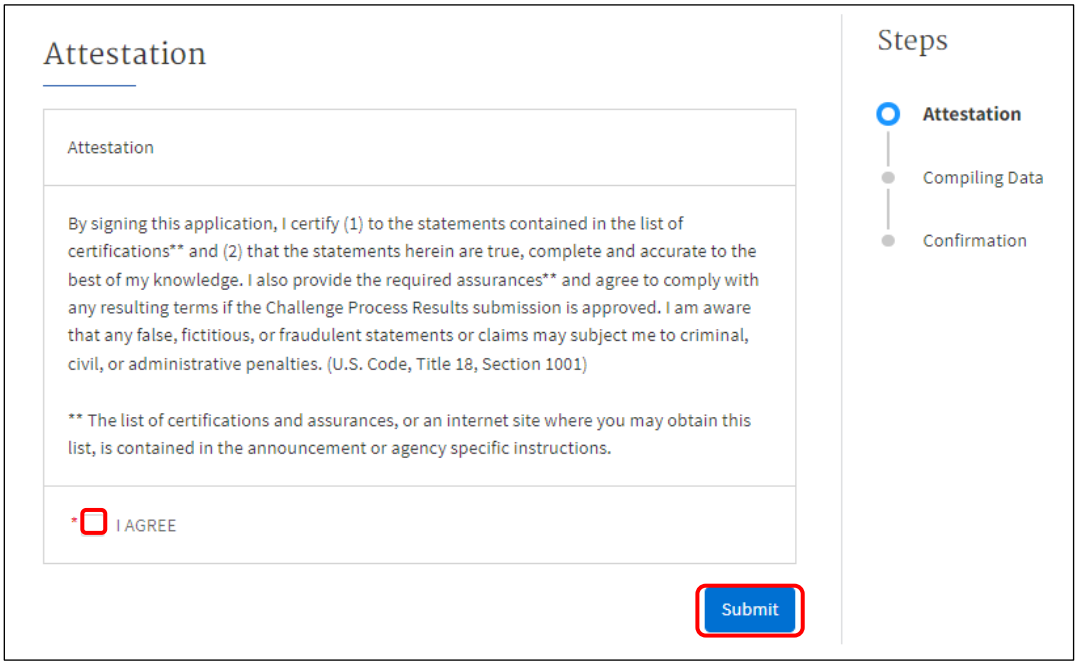
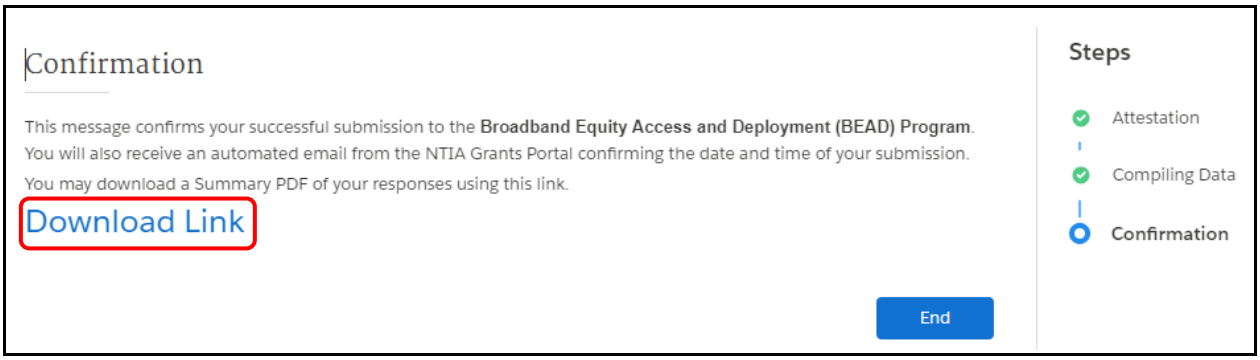
Attest to and Submit BEAD Challenge Process Results

1. To Attest and Submit the BEAD Challenge Process Results, click the **Get Started** button in the Attestation & Submission section.

   Important: Only the Authorized Organizational Representative (AOR) (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 Attestation & Submission section is not accessible to other team member roles. The AOR must complete the Attestation & Submission section. Contact the NTIA Help Desk for help.



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



3. To download the Summary PDF of submitted responses, click on the **Download Link**, then click on the **End** button.