



NTIA Grants Application Portal

BEAD Challenge Process Results Submission Guidance

February 9, 2024



Contents

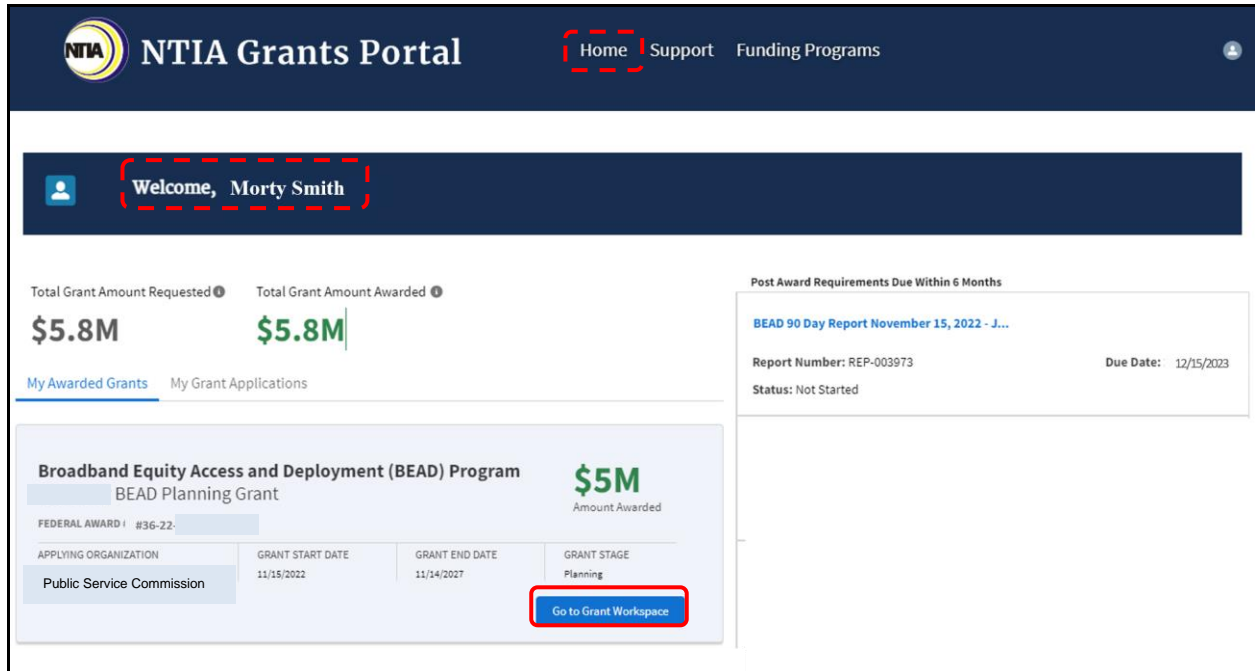
Grant Awardee: Access the BEAD Challenge Process Results.....	3
NTIA Grants Portal	3
Starting the BEAD Challenge Process Results Submission Process	5
Getting Back to the Challenge Process Results (Application Workspace)	5
Application Workspace: Challenge Process Results.....	6
Entering BEAD Challenge Process Results.....	6
Attest to and Submit BEAD Challenge Process Results	12

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.



The screenshot shows the NTIA Grants Portal interface. At the top, there is a dark blue header with the NTIA logo and the text "NTIA Grants Portal". To the right of the header are navigation links: "Home" (highlighted with a red dashed box), "Support", and "Funding Programs". Below the header is a dark blue banner with a user profile icon and the text "Welcome, Morty Smith" (also highlighted with a red dashed box). The main content area is white and contains several sections. On the left, there are two large numbers: "Total Grant Amount Requested" and "Total Grant Amount Awarded", both showing "\$5.8M". Below these are two tabs: "My Awarded Grants" (selected) and "My Grant Applications". The "My Awarded Grants" section features a card for the "Broadband Equity Access and Deployment (BEAD) Program" with a sub-card for "BEAD Planning Grant". This card displays a "\$5M Amount Awarded" and a table with the following data:

APPLYING ORGANIZATION	GRANT START DATE	GRANT END DATE	GRANT STAGE
Public Service Commission	11/15/2022	11/14/2027	Planning

Below the table is a blue button labeled "Go to Grant Workspace" (highlighted with a red dashed box). To the right of the main content area is a section titled "Post Award Requirements Due Within 6 Months" containing a link for "BEAD 90 Day Report November 15, 2022 - J...", a "Report Number: REP-003973", a "Due Date: 12/15/2023", and a "Status: Not Started".

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.

Validate Current Grant Team

The Authorized Organizational Representative(AOR) has not yet re-validated the current team for the below awarded grant:

Grantee Name Public Service Commission

Program Broadband Equity Access and Deployment (BEAD) Program

Grant Request Number GRN-1

As the AOR, please review and re-validate the Team listed below, then select "Confirm Team". Once confirmed you will be taken to the Grant Workspace and confirmed team members will be able to access the Grant and all related information, including Post Award requirement, for the remainder of the award period of this Grant unless subsequently removed from the team. If any of the current team members should no longer have access, please update their Status to Inactive.

Contact	Organization	Role	AOR	Status
Maddy Ferguson	Public Service Commission	Applicant	<input type="checkbox"/>	Current

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.

The screenshot shows the NTIA Grants Portal interface. At the top, there is a navigation bar with 'Home', 'Support', and 'Funding Programs'. Below this, the main header reads 'NTIA Grants Portal'. The page content shows a 'Grant Request' for 'Public Service Commission - BEAD'. A red box highlights the 'Generate Challenge Process Results' button in the top right corner. Below the button, there are tabs for 'Grant Details', 'Post Award Requirements', 'Grant Teams', and 'Funding Requests'. The 'Grant Details' tab is active, displaying a table with the following information:

Grant Request Name	Public Service Commission - BEAD	Stage	Planning Application
Federal Award ID Number	36-22-MM515	Award Start Date	11/15/2022
Awarded Amount	\$5,000,000.00	Award End Date	11/14/2027

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.

The screenshot shows the NTIA Grants Portal interface with the 'Funding Requests' tab selected and highlighted in red. The page content shows the same 'Grant Request' for 'Public Service Commission - BEAD'. Below the tabs, there is a table with the following information:

Funding Request	GRN	Status	Due Date	Submitted Date	Amount Requested
Public Service Commission – BEAD - Planning	GRN	Awarded	10/28/2022	08/14/2022	\$5,000,000.00
Public Service Commission-BEAD Challenge Process-GRN-	GRN	Draft			

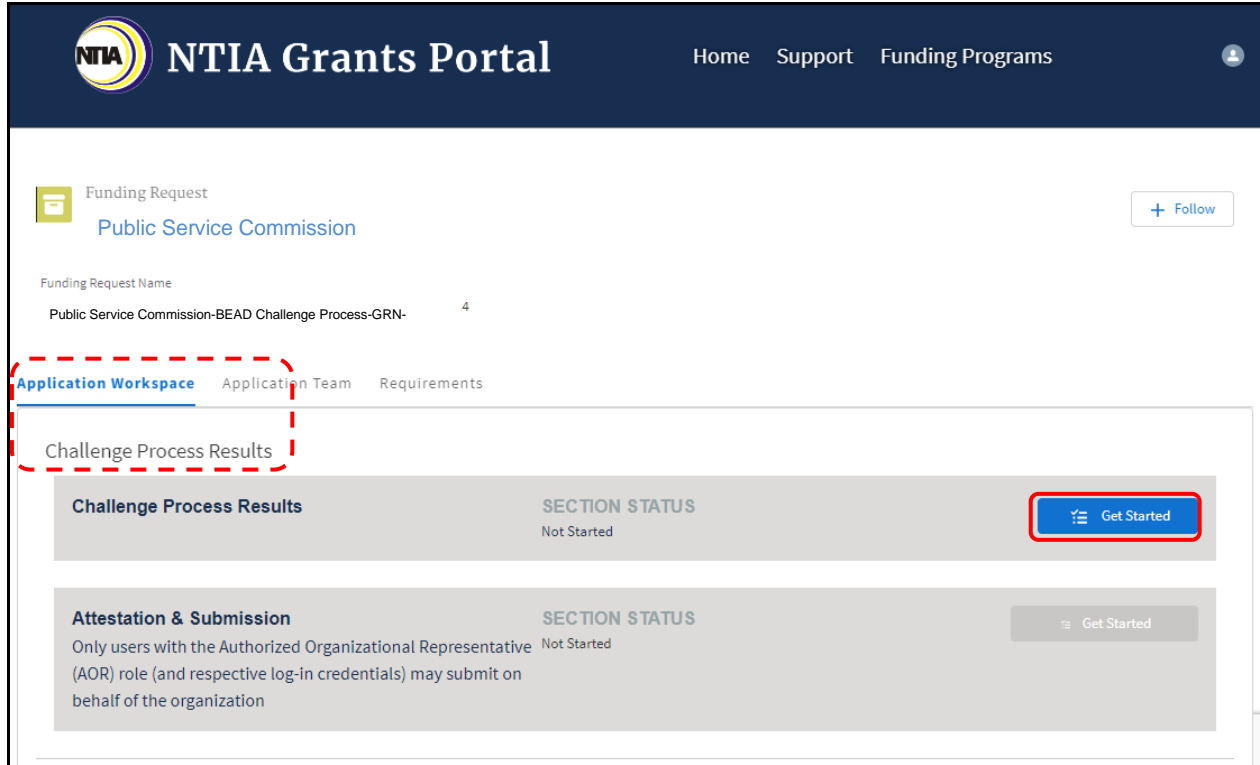
The 'Public Service Commission-BEAD Challenge Process-GRN-' link is highlighted in red.

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.



The screenshot displays the NTIA Grants Portal interface. At the top, there is a dark blue header with the NTIA logo, the text "NTIA Grants Portal", and navigation links for "Home", "Support", and "Funding Programs". Below the header, the main content area shows a "Funding Request" for the "Public Service Commission". The "Funding Request Name" is "Public Service Commission-BEAD Challenge Process-GRN-4". A red dashed box highlights the "Application Workspace" tab, which is selected. Underneath, the "Challenge Process Results" section is visible, featuring a "SECTION STATUS" of "Not Started" and a prominent blue "Get Started" button. Below this, the "Attestation & Submission" section is also shown, with a "SECTION STATUS" of "Not Started" and a greyed-out "Get Started" button. The text for "Attestation & Submission" states: "Only users with the Authorized Organizational Representative (AOR) role (and respective log-in credentials) may submit on behalf of the organization".

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.

General Questions

National Broadband Map Availability Data as of Date

For the National Broadband Map used in the challenge process, what was the "availability data as of" date?

* Response ⓘ

Broadband Availability Data Updated Publication Date

What was the updated publication date of the National Broadband Map Broadband Availability data used in the challenge process?

* Response ⓘ

Challenge Window Opened

On what date did the challenge submission window open?

* Response

Challenge Window Closed

On what date did the challenge submission window close?

* Response

Final Determination Made

On what date was the final challenge determination made?

* Response

Publication Date for Deduplication

What was the publication date of the Federal Broadband Funding Map used for deduplication?

* Response ⓘ

Steps

- General Questions
- Challenge Determinations
- CSV Template Upload

Save and
Next

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.

Challenge Determinations

Total Challenges Received

How many total challenges were received?

* Response

Challenges Resolved by Disposition

How many challenges were resolved by each type of challenge disposition, listed in the Policy Notice?

1. Sustained (S)
2. Rejected (R)
3. Incomplete (I)
4. The provider agreed with the challenge (A)
5. The provider did not respond within the rebuttal deadline (N)
6. The challenge was not resolved since it was moot due to another successful challenge for the same location (M)

* Sustained

* Rejected

* Incomplete

* The provider agreed with the challenge

* The provider did not respond within the rebuttal deadline

* The challenge was not resolved since it was moot due to another successful challenge for the same location

Total

Steps

- General Questions
- Challenge Determinations
- CSV Template Upload

Local Government Challenges Received

How many challenges were submitted by units of local government?

* Response

Nonprofit Challenges Received

How many challenges were submitted by nonprofits?

* Response

Service Providers Challenges Received

How many challenges were submitted by broadband service providers?

* Response

Total

Other Comments

Are there any other comments the Eligible Entity would like to share on the implementation of the challenge process?

* Response

Previous

Save and Next

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

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

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

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

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

Or drop files

FileName	Upload Date
----------	-------------

Steps

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



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

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

Or drop files

FileName	Upload Date	
challenger	02/09/2024	

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

Or drop files

Steps

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



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.

The screenshot shows the NTIA Grants Portal interface. At the top, there are navigation links for Home, Support, and Funding Programs. The main content area displays a 'Funding Request' for the 'Public Service Commission'. Below this, there are tabs for 'Application Workspace', 'Application Team', and 'Requirements'. The 'Challenge Process Results' section shows a 'SECTION STATUS' of 'Completed' with a 'Review/Update' button. The 'Attestation & Submission' section shows a 'SECTION STATUS' of 'Not Started' with a 'Get Started' button highlighted by a red box. A note below this section states: 'Only users with the Authorized Organizational Representative (AOR) role (and respective log-in credentials) may submit on behalf of the organization'.

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

The screenshot shows the 'Attestation' form. The main content area has a title 'Attestation' and a text area containing the following text: 'By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if the Challenge Process Results submission is approved. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)'. Below this text is a checkbox labeled 'I AGREE' with a red asterisk (*) to its left. At the bottom right of the form is a blue 'Submit' button with a red border. On the right side of the form is a 'Steps' sidebar with three items: 'Attestation' (selected with a blue circle), 'Compiling Data', and 'Confirmation'.

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

Confirmation

This message confirms your successful submission to the **Broadband Equity Access and Deployment (BEAD) Program**. You will also receive an automated email from the NTIA Grants Portal confirming the date and time of your submission. You may download a Summary PDF of your responses using this link.

[Download Link](#)

End

Steps

- ✓ Attestation
- ✓ Compiling Data
- Confirmation