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# Broadband Equity, Access, and Deployment (BEAD) Semi-Annual (Technical) Report Guidance

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Version 1.1



# Disclaimer



*This document is intended solely to assist applicants in better understanding the Broadband Equity Access, and Deployment (BEAD) grant program and the requirements set forth in the Notice of Funding Opportunity (NOFO) and follow-on 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, the terms and conditions of the award, or the specific application requirements set forth in the NOFO. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFO, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.*



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# Key Takeaways



How to **access and complete** the BEAD Semi-Annual Report in the NTIA Grants Portal (NGP).



The **structure** of the BEAD Semi-Annual Report and an overview of its seven sections.



How the BEAD Semi-Annual Report is **submitted, reviewed, and approved**.



# BEAD Semi-Annual Report – Overview



The BEAD Program Semi-Annual Report will assess a grant recipient's progress towards BEAD Program Requirements. The data captured in the final, approved Semi-Annual Report will be referenced while reviewing future reports and provides information for Federal Program Officers (FPOs) to monitor, evaluate, and support the success of grant recipients' goals and milestones.



The BEAD Program **Grant Recipient** submits their completed Semi-Annual Report via the **NGP no later than 11:59 PM EST** 30 days from the reporting period end date:

Reporting period January 1 – June 30 is **due July 30**  
Reporting period July 1 – December 31 is **due January 30**



# Roles and Responsibilities



Grant recipients are responsible for completing the BEAD Semi-Annual Report, while FPOs are available to assist throughout the drafting, submission, and review process.

## Grant Recipients:

- ✓ Ensure timely submission of the BEAD Semi-Annual Report
- ✓ Work with the FPO to submit an extension request, if applicable
- ✓ Confirm corrections and clarifications with the FPO, as necessary

## BEAD FPO:

- ✓ Assists grant recipient to ensure timely submission of the BEAD Semi-Annual Report
- ✓ Works with grant recipient to submit an extension request, if applicable
- ✓ Conducts a full review of the BEAD Semi-Annual Report for completeness, programmatic content, and feasibility
- ✓ Follows up with grant recipients, as needed, to obtain report corrections or clarifications
- ✓ Reviews resubmissions, ensuring that the final, approved report includes accurate and aligned information
- ✓ Sends final review of Semi-Annual Report to National Institute of Standards and Technology (NIST) Grants Management Division (GMD) within 30 days of receipt



# BEAD Semi-Annual Report – Structure



The BEAD Semi-Annual Report fulfills the reporting requirement set forth in Section VI.B.7 of the NOFO and as such, is separated into seven (7) sections.

<b>General Information</b>
Summary
Statutory Requirements
Use of Funds
Initial Planning Funds
Supplementary Information
<b>Certification</b> <small>Only users with the Authorized Organizational Representative (AOR) role (and respective log-in credentials) may submit on behalf of the organization.</small>

- 1. General Information :** Provide contact information and grant information
- 2. Summary:** Collect information about your grant and the person completing the BEAD Semi-Annual Report
- 3. Statutory Requirements, Initial Planning Funds:** Highlight uses of the initial planning funds during the reporting period related to key metrics
- 4. Initial Planning Funds:** Provide additional information on a breakdown of the use of funds
- 5. Use of Funds:** Provide information on planned and actual use of funds
- 6. Supplementary Information:** Provide additional information about the project
- 7. Certification:** Confirm information

**\*If applicable\*** Some statutory requirements do not apply to non-state entities



# BEAD Semi-Annual Report – Helpful Hints

While the BEAD Semi-Annual Report Form provides instructions and guidance for each question, grant recipients should be aware of several technical nuances when completing the report in the NGP.

## Helpful Hints for Grant Recipients

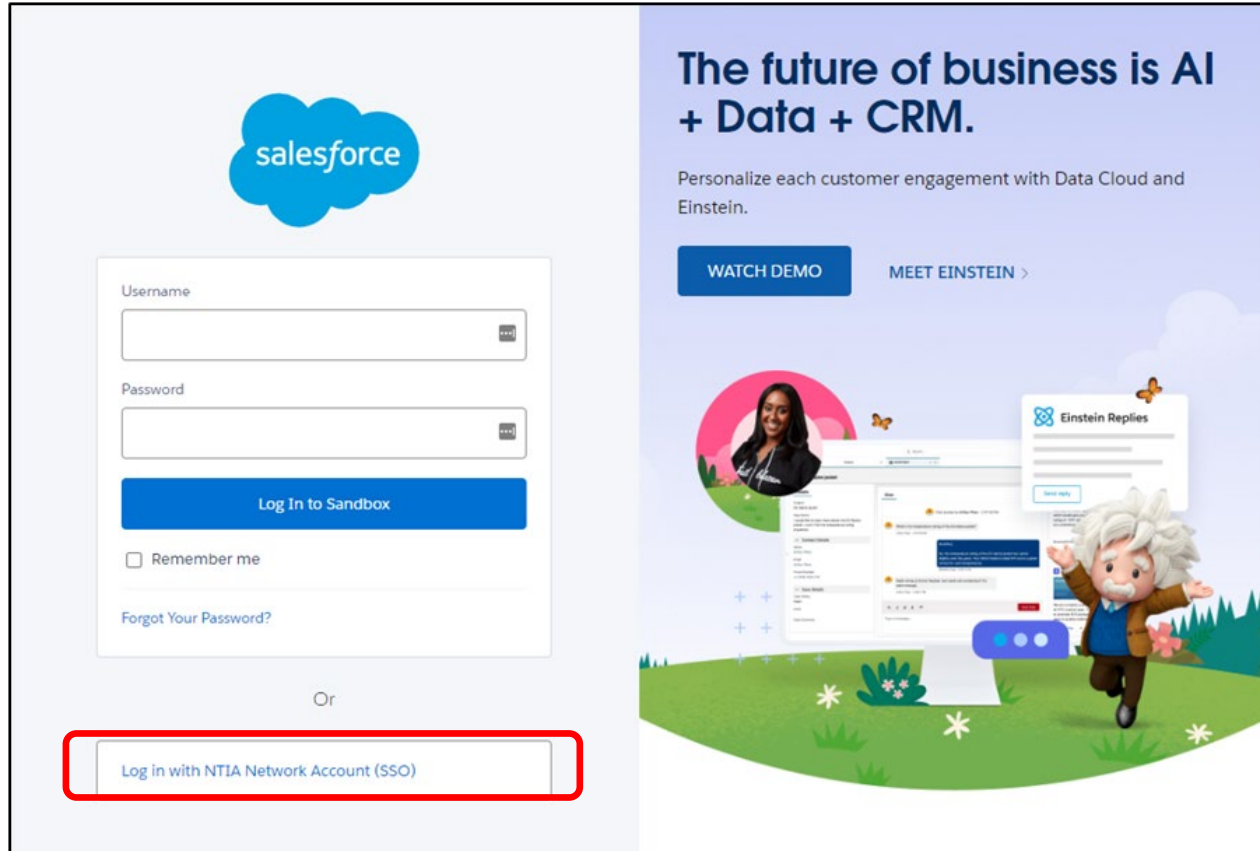
- Note: Sections 1-6 of the report do not need to be completed in any specific order
- **Complete every question** of the Report. The [Certification](#) section will not be accessible until complete
- **Do not leave blank areas** in the Report; enter “N/A.” Blank areas will be considered incomplete
- **Save your work**; if leaving a section incomplete, click “**Next**” until reaching the last page of that section with the “**Save and Submit**” button in order to save
- Best practice tip: **complete answers offline** to save responses and gauge narrative field character limits
- **Check information ahead of the report due date**: some items (General Information, Authorized Certifying Official) can only be updated by the NGP Help Desk ([NGPHelpDesk@ntia.gov](mailto:NGPHelpDesk@ntia.gov)) and will require that they have time to respond to the inquiry
- **Only the Authorized Organizational Representative (AOR)** can certify and submit reports; other NGP users with access to the State/Territory grant request may only fill out the Report
- **Chrome** is the preferred browser for the NGP



# COMPLETING THE REPORT

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# Accessing the Report

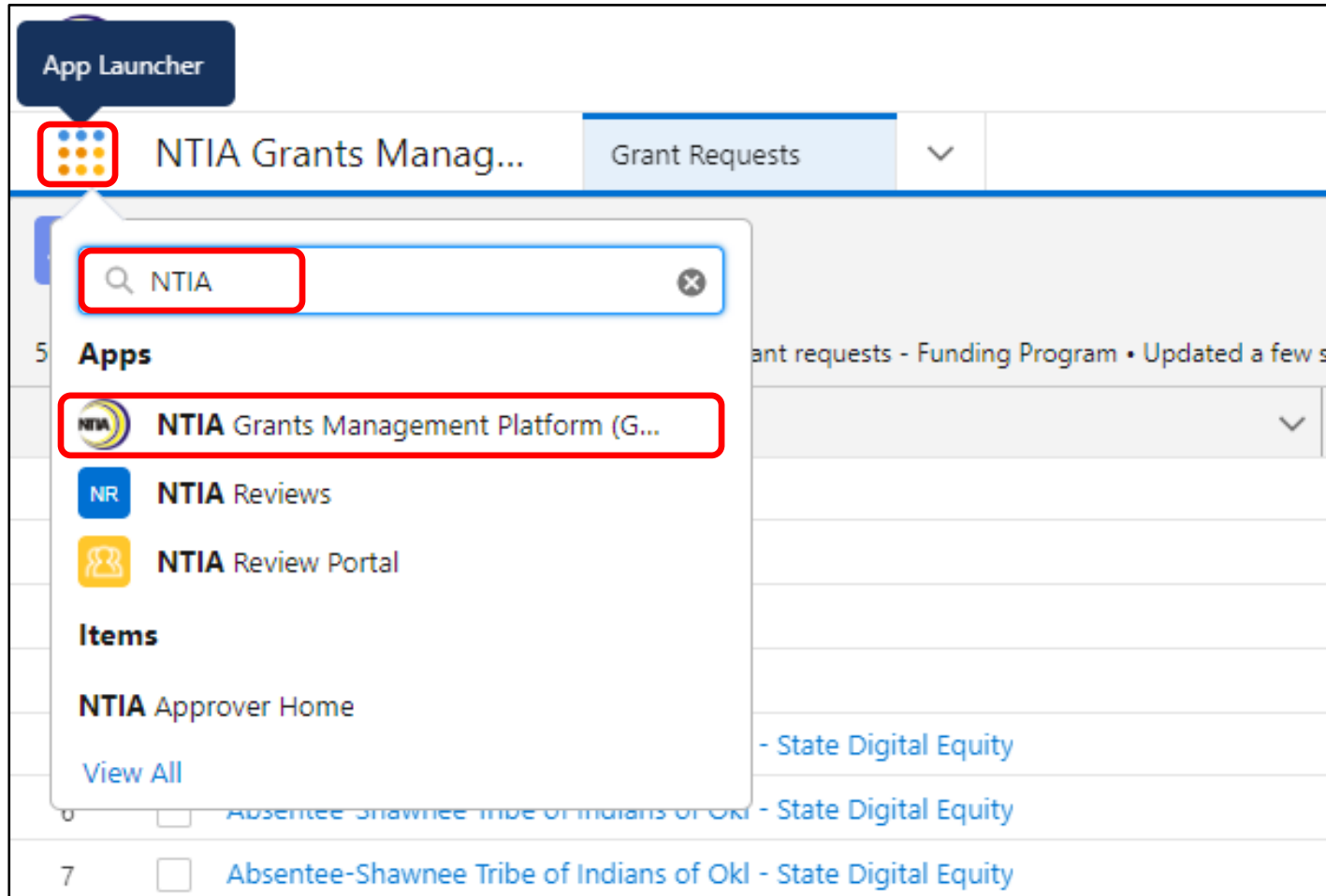


- 1 Access Salesforce using the link: <https://ntiacrmgrants.lightning.force.com/lightning/>.
- 2 Log into your account using the NTIA Single Sign On feature.

**Note**  
For assistance with logging in, email the NGP Help Desk at [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov) .



# Accessing the Report | Cont.



3

Once logged in, click on the 9-dot App Launcher, type 'NTIA' into the search field, then select the NTIA Grants Management Platform (GMP) application.

# Accessing the Report: NGP Navigation

## 1. Steps Menu

All questions in the Report are aligned to a Steps menu on the righthand side of the screen for each section.

## 2. Radio Buttons

Make a single selection to register completion.

## 3. Narrative Fields

- Some fields only appear with the selection of a specific radio button selection.
- Most narrative fields contain character limits that are either listed in text, or in the **i** icon to the top right of the field.
- These text boxes can be expanded by dragging the bottom right corner to see all text.

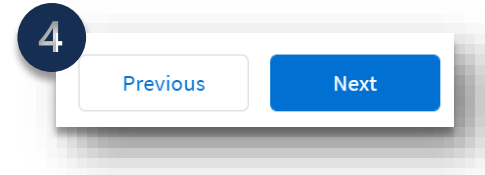
The screenshot illustrates the report's navigation and input elements. Callout 1 highlights the 'Steps' menu on the right side of the screen, which lists various report sections. Callout 2 shows the 'Response' options for each step, which are radio buttons labeled 'Not Started', 'In Progress', and 'Complete'. Callout 3 focuses on a specific question, '...ing digital equity for', which has 'Yes' and 'No' radio button options. Below the question is a text input field with an information icon ('i') in the top right corner. The bottom right corner of the text box features a double arrow icon, indicating that the text area can be expanded.

# Accessing the Report: NGP Navigation | Cont.



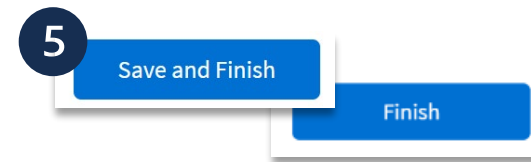
## 4. Previous/Next

In each section, you can click the Previous or Next buttons to navigate to other questions back and forward.



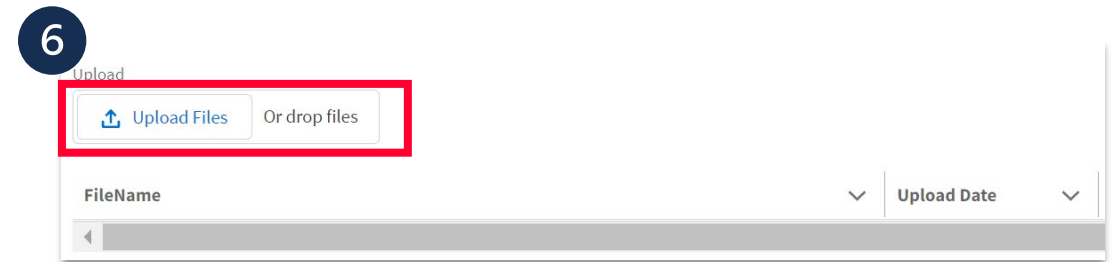
## 5. Save and Finish/Finish

Users must click “Next” to get to the end of each section and click “Save and Finish” or “Finish” or **edits made will not be saved.**



## 6. Upload Files

Click to upload files from folders or drag and drop files. Successful uploads will appear below in the **File Name** area with the date.



# OVERVIEW

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# General Information

The first section in the report Overview, **General**, collects information about your grant and the person completing the BEAD Semi-Annual Report.



The screenshot shows a web form titled "General Information" with the following fields:

- Recipient Legal Name
- Recipient Street Address
- Recipient City, State, Zip Code
- Federal Award Number
- Unique Entity Identification (UEI) Number
- Award Start Date
- Award End Date
- Report Submission Date
- Report Period Start Date
- Report Period End Date
- Final Report:
  - Yes
  - No

A blue "Finish" button is located at the bottom right of the form.

- **Recipient Legal Name**
- **Recipient Street Address**
- **City, State, Zip Code**
- **Federal Award Number**
- **Unique Entity Identification (UEI) Number**
- **Report Submission Date**
- **Award Period Start Date**
- **Award Period End Date**
- **Name of Person Completing Report**
- **Final Report**

### **Note**

If any of the information in the General Information section is incorrect, contact the NGP Help Desk ([NGPHelpDesk@ntia.gov](mailto:NGPHelpDesk@ntia.gov)) to update.

# Summary



The **Summary** section highlights accomplishments, favorable developments, and challenges faced during the reporting period, in addition to anticipated accomplishments during the next reporting period.

Summary

Use these fields to highlight accomplishments, favorable developments, and challenges faced during the reporting period, in addition to anticipated accomplishments during the next reporting period.

Please describe significant accomplishments from the Report Start Date (i.e., January 1 or July 1) to the Report End Date (i.e., June 30 or December 31). (3,000 characters or less)

\* Response

Please describe favorable developments or best practices which enabled meeting time schedules and objectives sooner, or at less cost than anticipated, or produced more or different beneficial results than originally planned. (3,000 characters or less)

\* Response

Please describe any challenges (i.e., problems, delays, adverse conditions, cost overruns, high unit costs) to achieving activities from the Report Start Date (i.e., January 1 or July 1) to the Report End Date (i.e., June 30 or December 31). (3,000 characters or less)

\* Response

Please describe significant accomplishments that you plan to complete during the next reporting period. (3,000 characters or less)

\* Response

Finish

## Overall planning-related accomplishments (3,000 character limit)

Provide significant planning-related accomplishments from the Report Start Date (Jan. 1 or July 1) to the Report End Date (June 30 or Dec. 31).

## Significant Project Accomplishments (3,000 character limit)

Describe positive developments or best practices that enabled meeting schedules and objectives sooner, at less cost than anticipated, or produced more or different beneficial results than planned.

## Significant Challenges (3,000 character limit)

Describe any challenges (problems, delays, adverse conditions, cost overruns, etc.) to achieving project accomplishments.



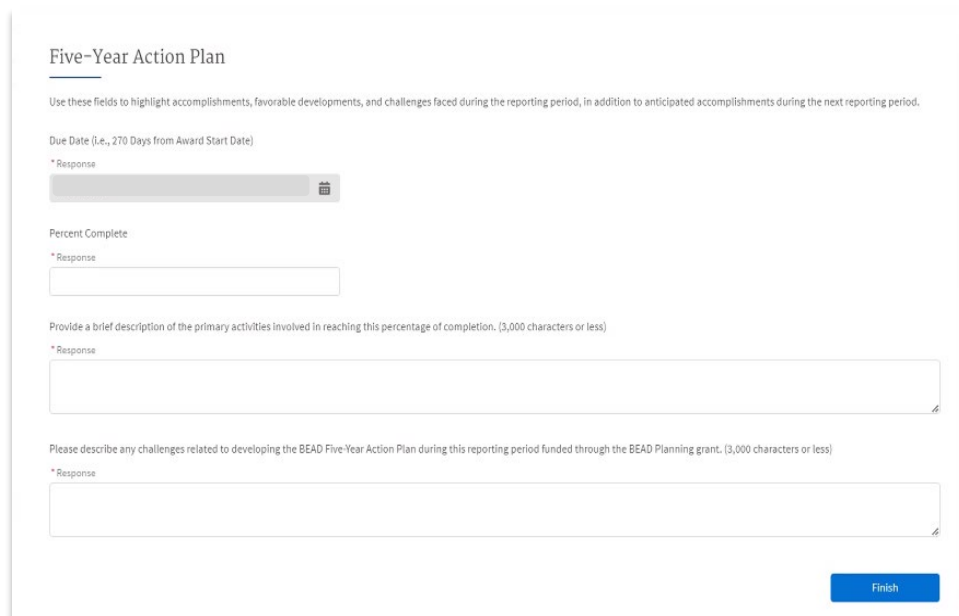


# INITIAL PLANNING FUNDS

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# Statutory Requirements

The next section of the BEAD Semi-Annual Report addresses progress made meeting **Statutory Requirements** regarding the Initial Planning Funds per the NOFO Section IV.B.3.b.



**Five-Year Action Plan**

Use these fields to highlight accomplishments, favorable developments, and challenges faced during the reporting period, in addition to anticipated accomplishments during the next reporting period.

Due Date (i.e., 270 Days from Award Start Date)

\* Response

Percent Complete

\* Response

Provide a brief description of the primary activities involved in reaching this percentage of completion. (3,000 characters or less)

\* Response

Please describe any challenges related to developing the BEAD Five-Year Action Plan during this reporting period funded through the BEAD Planning grant. (3,000 characters or less)

\* Response

Finish

## Highlight progress on the Five-Year Action Plan:

**Due Date (MM/DD/YY)**

**Percent Complete**

**Summary of Completed Activities**

(3,000 character limit)

Provide a brief description of the primary activities involved in reaching this percentage of completion.

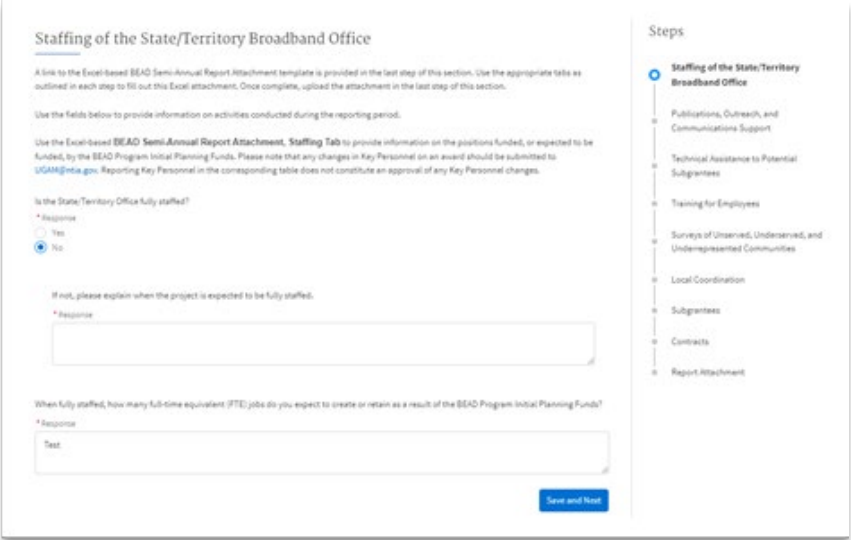
**Significant Challenges**

(3,000 character limit)

Describe any challenges (problems, delays, adverse conditions, cost overruns, etc.) related to developing the Five-Year Action Plan during this reporting period funded through the BEAD Planning grant.

# Staffing of the State/Territory Broadband Office

Following Statutory Requirements, grant recipients will complete information on **Staffing of the State/Territory Broadband Office**, including information on timeline and full-time equivalent jobs.



## Staffing (Y/N)

### Staffing

If your broadband office is not fully staffed, please explain when it is expected to be fully staffed.

### Full-Time Equivalent Employees

Describe how many full-time equivalent jobs will be created or retained as a result of the BEAD Program Initial Planning Funds when fully staffed.

# Staffing of the State/Territory Broadband Office: Staffing Table

Next, as part of this section, grant recipients will provide in-depth information on staffing funded by BEAD Initial Planning Funds through the ‘Staffing’ worksheet in the Excel-based BEAD Semi-Annual Report attachment.

Broadband Equity, Access, and Deployment Program Semi-Annual Performance (Technical) Report Form Staffing of the State/Territory Broadband Office			
<p><b>Instructions:</b> Use the <i>BEAD Semi-Annual Report Attachment, Staffing Tab</i> to provide information on the positions funded, or expected to be funded, by the BEAD Program Initial Planning Funds. Please include as an attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP). Please note that any changes in Key Personnel on an award should be submitted to <a href="mailto:UGAM@ntia.gov">UGAM@ntia.gov</a>. Reporting Key Personnel in the corresponding table does not constitute an approval of any Key Personnel changes.</p> <p><b>Position Title:</b> All personnel should be identified by position title and not employee name.</p> <p><b>Position Type:</b> Select the type of position funded (State/Territory Broadband Office Employee; Eligible Entity Employee (i.e., State/Territory Employee outside of the State/Territory Broadband Office); Contracted Support)</p> <p><b>FTE %:</b> Enter the level of effort (i.e., percent of their time charged to the BEAD Program Initial Planning Funds).</p> <p><b>Date of Hire:</b> Insert the date of hire (MM/YYYY). If the position has not been filled, insert TBD.</p>			
Position Title	Position Type	FTE %	Date of Hire
Grants Manager	State/Territory Broadband Office Employee	100%	04/2023

**Position Title** All personnel should be identified by position title and not employee name.

**Position Type:** Select the type of position funded.

- State/Territory Broadband Office Employee
- Eligible Entity Employee (i.e., State/Territory Employee outside of the State/Territory Broadband Office)
- Contracted Support

**FTE %:** Enter the level of effort (i.e., percent of their time charged to the BEAD Program Initial Planning Funds).

**Date of Hire:** Insert the date of hire (MM/YYYY). If the position has not been filled, insert TBD.

**Note**

Please include as an Excel attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted on the NTIA Grants Portal (NGP). Please note that any changes in Key Personnel on an award should be submitted to [UGAM@ntia.gov](mailto:UGAM@ntia.gov). Reporting Key Personnel in the corresponding table does not constitute an approval of any Key Personnel changes.

# Publications, Outreach, and Communications Support

The next section of the report describes **Publications, Outreach, and Communications Support** related to broadband planning, deployment, mapping, equity, and adoption during the reporting period.

**Publications, Outreach, and Communications Support**

Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Use the **BEAD Semi-Annual Report Attachment, Engagement Tracking Tab** to provide information on publications, outreach, and communications support: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period. Please include as an attachment to this BEAD Semi-Annual Performance (Technical) Report to be submitted at the conclusion of this section.

Have you produced publications, outreach, and communications support related to broadband planning, deployment, mapping, equity, and adoption (e.g., reports, studies, outreach materials) funded by the project during the reporting period?

\* Response

Yes

No

N/A

**Steps**

- Staffing of the State/Territory Broadband Office
- Publications, Outreach, and Communications Support**
- Technical Assistance to Potential Subgrantees
- Training for Employees
- Surveys of Unserved, Underserved, and Underrepresented Communities
- Local Coordination
- Subgrantees
- Contracts
- Report Attachment

**Have you produced publications, outreach, and communications support related to broadband planning, deployment, mapping, equity, and adoption funded by the BEAD Program Initial Planning Funds?**

(Y/N)

# Publications, Outreach, and Communications Support| cont.



To complete this section, grant recipients will use the Excel-based BEAD Semi-Annual Report Attachment 'Engagement Tracking' worksheet to provide information on publications, outreach, and communications support: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period.



**Eligible Engagement:** Publications, Outreach, and Communications Support.

**Engagement Title:** Brief title of the publication, outreach, or communications support.

**Engagement Type:** Select from the drop down the type of engagement.

**Engagement Date(s):** Include the date(s) of engagement (MM/DD/YYYY).

**Engagement Location:** If applicable, please include locations of where the support was disseminated. If the engagement was virtual, please include "virtual" and if available the link.

**Target Audience:** Include a brief description of who the target audience of the publication, outreach, or communications support was for.

**Target Audience Location:** Select from the dropdown the target audience location.

**# Engaged:** Include the estimated number of people reached by the engagement.

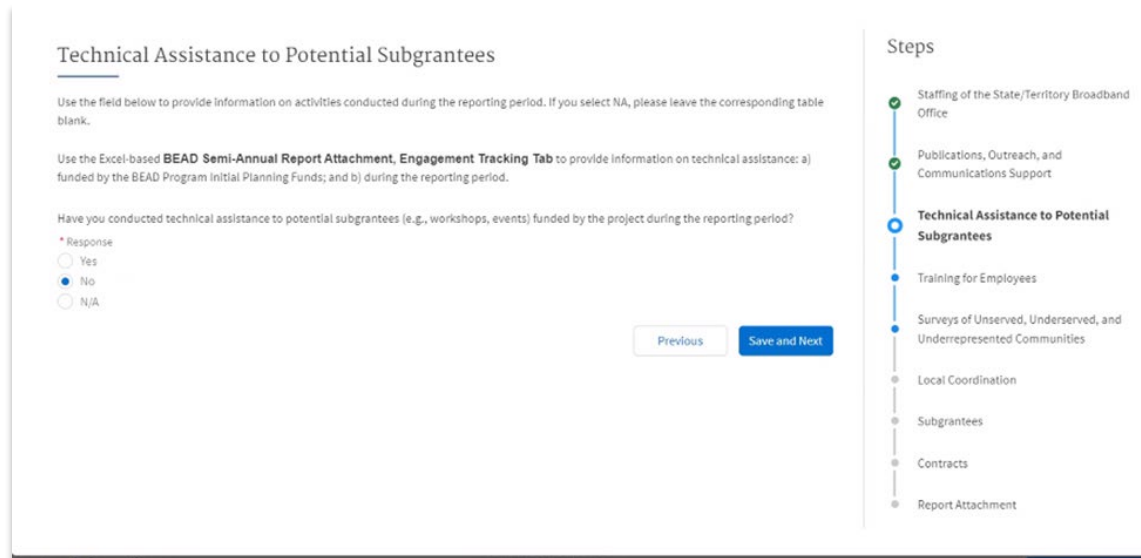
**Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional).

**Note:** Please upload the BEAD Semi-Annual Report Excel attachment to the NGP, once complete



# Technical Assistance to Potential Subgrantees

The following section describes **Technical Assistance to Potential Subgrantees**, as related to broadband planning, deployment, mapping, equity, and adoption during the reporting period.



The screenshot shows a survey form with the following content:

### Technical Assistance to Potential Subgrantees

Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Use the Excel-based **BEAD Semi-Annual Report Attachment, Engagement Tracking Tab** to provide information on technical assistance: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period.

Have you conducted technical assistance to potential subgrantees (e.g., workshops, events) funded by the project during the reporting period?

\* Response

Yes

No

N/A

Previous Save and Next

### Steps

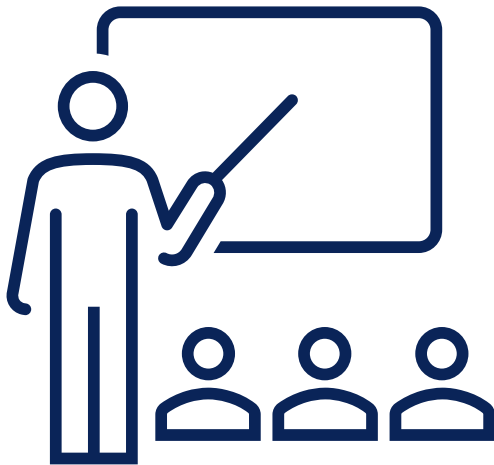
- Staffing of the State/Territory Broadband Office
- Publications, Outreach, and Communications Support
- Technical Assistance to Potential Subgrantees**
- Training for Employees
- Surveys of Unserved, Underserved, and Underrepresented Communities
- Local Coordination
- Subgrantees
- Contracts
- Report Attachment

**Have you conducted technical assistance to potential subgrantees (e.g., workshops, events) funded by the project during the reporting period?**

(Y/N)

# Technical Assistance to Potential Subgrantees | cont.

To complete this section, grant recipients will use the Excel-based BEAD Semi-Annual Report Attachment, ‘Engagement Tracking’ worksheet to provide information on technical assistance: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period.



**Eligible Engagement:** Technical Assistance to Potential Subgrantees.

**Engagement Title:** Include a brief title of the technical assistance engagement (e.g., subgrantee workshop; ISP informational event).

**Engagement Type:** Select from the drop down the type of engagement (i.e., virtual, in-person, other).

**Engagement Date(s):** Include the date(s) of engagement (e.g., date of workshop) as MM/DD/YYYY.

**Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include “virtual”.

**Target Audience:** Include a brief description of who the target audience of the technical assistance.

**Target Audience Location:** Select from the dropdown the target audience location (i.e., local, regional, statewide, NA).

**# Engaged:** Include the estimated number of people reached by the engagement (e.g., number of participants in technical assistance engagement).

**Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional).

**Note**

Please upload the BEAD Semi-Annual Report Excel attachment to the NGP, once complete.



# Training for Employees

The next section requires grant recipients to describe **Training for Employees** of the broadband program or office of the Eligible Entity, or employees of political subdivisions of the Eligible Entity during the reporting period.

### Training for Employees

Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Use the Excel-based **BEAD Semi-Annual Report Attachment, Engagement Tracking Tab** to provide information on training: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period.

Have you conducted training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity the BEAD Program Initial Planning Funds during the reporting period?

\* Response

Yes

No

N/A

[Previous](#) [Save and Next](#)

### Steps

- Staffing of the State/Territory Broadband Office
- Publications, Outreach, and Communications Support
- Technical Assistance to Potential Subgrantees
- Training for Employees**
- Surveys of Unserved, Underserved, and Underrepresented Communities
- Local Coordination
- Subgrantees
- Contracts
- Report Attachment

**Have you conducted training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity of the BEAD Program Initial Planning Funds during the reporting period?**

(Y/N)

# Training for Employees | cont.

To complete this section, grant recipients will use the Excel-based BEAD Semi-Annual Report Attachment, ‘Engagement Tracking’ worksheet to provide information on training: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period.



**Eligible Engagement:** Training.

**Engagement Title:** Include a brief title of the training engagement (e.g., grants administration training).

**Engagement Type:** Select from the drop down the type of engagement (i.e., virtual, in-person, other).

**Engagement Date(s):** Include the date(s) of engagement (e.g., date of training) as MM/DD/YYYY.

**Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include “virtual”.

**Target Audience:** Include a brief description of who the target audience of the training.

**Target Audience Location:** Select from the dropdown the target audience location (i.e., local, regional, statewide, N/A).

**# Engaged:** Include the estimated number of people reached by the engagement (e.g., number of participants who participated in the training with the BEAD Program Initial Planning Funds).

**Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional).

### Note

Please upload the BEAD Semi-Annual Report Excel attachment to the NGP, once complete.

# Surveys of Unserved, Underserved, and Underrepresented Communities



The following section, **Surveys of Unserved, Underserved, And Underrepresented Communities**, requires grant recipients to describes surveys provided to unserved, underserved, and underrepresented communities to better understand barriers to broadband adoption.

**Surveys of Unserved, Underserved, and Underrepresented Communities**

Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Use the Excel-based **BEAD Semi-Annual Report Attachment, Engagement Tracking Tab** to provide information on surveys: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period.

Have you conducted surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption funded by the project during the reporting period?

\* Response

Yes  
 No  
 N/A

**Steps**

- Staffing of the State/Territory Broadband Office
- Publications, Outreach, and Communications Support
- Technical Assistance to Potential Subgrantees
- Training for Employees
- Surveys of Unserved, Underserved, and Underrepresented Communities**
- Local Coordination
- Subgrantees
- Contracts
- Report Attachment

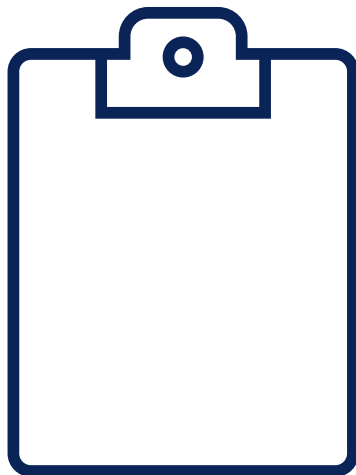
**Have you conducted surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption the BEAD Program Initial Planning Funds during the reporting period?**  
(Y/N)



# Surveys of Unserved, Underserved, and Underrepresented Communities



To complete this section, grant recipients will use the Excel-based BEAD Semi-Annual Report Attachment, 'Surveys Tracking' worksheet to provide information on surveys: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period.



**Eligible Engagement:** Surveys of Communities to Understand Barriers to Adoption.

**Engagement Title:** Include a brief title of the survey engagement.

**Engagement Type:** Select from the drop down the type of engagement.

**Engagement Date(s):** Include the date(s) of engagement as MM/DD/YYYY.

**Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include "virtual".

**Target Audience:** Include a brief description of who the target audience of the survey was.

**Target Audience Location:** Select from the dropdown the target audience location.

**# Engaged:** Include the estimated number of people reached by the engagement.

**Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional)

## Note

Please upload the BEAD Semi-Annual Report Excel attachment to the NGP, once complete.



# Local Coordination



The next section asks grant recipients to describe **Local Coordination** and stakeholder outreach.

### Local Coordination

Use the field below to provide information on activities conducted during the reporting period. If you select NA, please leave the corresponding table blank.

Use the Excel-based **BEAD Semi-Annual Report Attachment, Engagement Tracking Tab** to provide information on local coordination: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period.

Have you conducted stakeholder coordination/outreach events the BEAD Program Initial Planning Funds during the reporting period?

\* Response

Yes

No

N/A

[Previous](#) [Save and Next](#)

### Steps

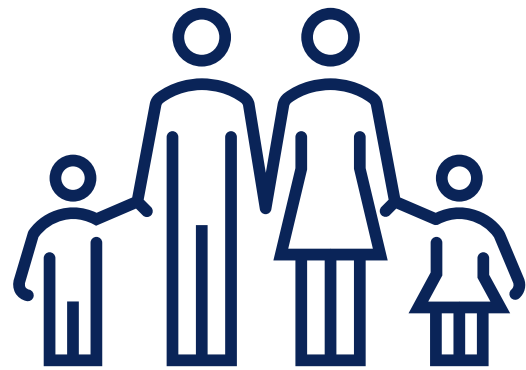
- Staffing of the State/Territory Broadband Office
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- Local Coordination**
- Subgrantees
- Contracts
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**Have you conducted stakeholder coordination/outreach events the BEAD Program Initial Planning Funds during the reporting period? (Y/N)**



# Local Coordination | cont.

To complete this section, grant recipients will use the Excel-based BEAD Semi-Annual Report Attachment, ‘Engagement Tracking’ worksheet to provide information on local coordination: a) funded by the BEAD Program Initial Planning Funds; and b) during the reporting period.



**Eligible Engagement:** Local Coordination.

**Engagement Title:** Include a brief title of the location coordination engagement.

**Engagement Type:** Select from the drop down the type of engagement.

**Engagement Date(s):** Include the date(s) of engagement as MM/DD/YYYY.

**Engagement Location:** If applicable, please include the physical address of where the engagement took place. If the engagement was virtual, please include “virtual”.

**Target Audience:** Include a brief description of who the target audience of the stakeholder coordination/outreach event.

**Target Audience Location:** Select from the dropdown the target audience location (i.e., local, regional, statewide).

**# Engaged:** Include the estimated number of people reached by the engagement.

**Notes:** If applicable, add additional context that may be important to understand the engagement, the topics the materials covered, etc. (Optional).

**Note**

Please upload the BEAD Semi-Annual Report Excel attachment to the NGP, once complete.

# Subgrantees



Next, grant recipients will complete the ‘**Subgrantees**’ section which describes subgrantees funded by the project. If you select “no,” you do not need to fill out the corresponding table.

### Subgrantees

Use the field below to provide information on the subgrantees funded by the project. If you select No, please leave the corresponding table blank.

Use the Excel-based **BEAD Semi-Annual Report Attachment, Subgrantees Tab** on the subgrantees funded by the BEAD Program Initial Planning Funds.

Do you have subgrantees funded by the BEAD Program Initial Planning Funds?

\* Response

Yes

No

### Steps

- Staffing of the State/Territory Broadband Office
- Publications, Outreach, and Communications Support
- Technical Assistance to Potential Subgrantees
- Training for Employees
- Surveys of Unserved, Underserved, and Underrepresented Communities
- Local Coordination
- Subgrantees**
- Contracts
- Report Attachment

**Do you have subgrantees funded by the BEAD Program Initial Planning Funds?**  
(Y/N)



# Subgrantees | cont.

To complete this section, grant recipients will use the Excel-based BEAD Semi-Annual Report Attachment, ‘Subgrantees’ worksheet to provide information on the subgrantees funded by the BEAD Program Initial Planning Funds.



**Subgrantee:** Include the legal name of the subgrantee.

**Minority Business Enterprise:** Indicate if the subgrantee is a Minority Business Enterprise.

**Women’s Business Enterprise:** Indicate if the subgrantee is a Women’s Business Enterprise.

**Labor Surplus Area Firm:** Indicate if the subgrantee is a Labor Surplus Area Firm.

**Sub-Award Start Date:** Include the start date of the subaward.

**Sub-Award End Date:** Include the end date of the subaward.

**Sub-Awarded Funds:** Include the total amount of the subaward.

**Expenditures to Date:** Include the total expenditures of the subaward to date.

**Remaining Sub-Award Balance:** Include the awarded funds minus the expenditures to date.

**Percent Work Complete:** Indicate the estimated percent of work completed for the specific subaward.

**Description of Work:** Provide a brief description of the work in the subaward.

**Note**

Please upload the BEAD Semi-Annual Report Excel attachment to the NGP, once complete.



# Contracts



The final section in the ‘Initial Planning Funds’ portion of the report requires grant recipients to describes **Contracts** funded by the project. If you select “no,” you do not need to fill out the corresponding table.

**Contracts**

Use the field below to provide information on the subcontracts funded by the project. If you select No, please leave the corresponding table blank.

Use the Excel-based **BEAD Semi-Annual Report Attachment, Contracts Tab** on the subcontracts funded by the BEAD Program Initial Planning Funds.

Do you have subcontracts funded by the BEAD Program Initial Planning Funds?

\* Response

Yes

No

[Previous](#) [Save and Next](#)

**Steps**

- Staffing of the State/Territory Broadband Office
- Publications, Outreach, and Communications Support
- Technical Assistance to Potential Subgrantees
- Training for Employees
- Surveys of Unserved, Underserved, and Underrepresented Communities
- Local Coordination
- Subgrantees
- Contracts**
- Report Attachment

**Do you have contracts funded by the BEAD Program Initial Planning Funds?**  
(Y/N)



## Contracts | cont.

To complete this section, grant recipients will use the Excel-based BEAD Semi-Annual Report Attachment, ‘Contracts’ worksheet to provide information on the contracts funded by the BEAD Program Initial Planning Funds.



**Contractor:** Include the legal name of the contractor.

**Minority Business Enterprise:** Indicate if the contractor is a Minority Business Enterprise.

**Women’s Business Enterprise:** Indicate if the contractor is a Women’s Business Enterprise.

**Labor Surplus Area Firm:** Indicate if the contractor is a Labor Surplus Area Firm.

**RFP Issued:** Include if the RFP for the contract has been issued yet.

**Contract Executed:** Include if the contract has been executed yet.

**Contract Amount (Federal Funds):** Include the federal funds included in the contract amount.

**Contract Amount (In-Kind):** Include the federal funds included in the contract amount.

**Percent Work Complete:** Indicate the estimated percent of work completed for the specific contract.

**Description of Work:** Provide a brief description of the Statement of Work.

### Note

Please upload the BEAD Semi-Annual Report Excel attachment to the NGP, once complete.

# USE OF FUNDS

# Use of Funds

Using the table in the guidance as a guide, complete the **Use of Funds** fields in Salesforce using the same, corresponding budget information.

## Grant recipients will break down budget costs into two cost classifications:

- Budget for Entire Project:** Indicate planned federal, non-federal, and total funds to be expended over the course of the BEAD Program, broken down by cost classification. This should align with the approved SF-424C (e.g., Column Total [Planned] should match column a [Total Cost] on the SF-424C; if field 17 on the SF-424C is 100%, every field in Non-Federal Funds [Planned] should be “0”). If you do not plan to expend funds in a cost classification, put “0” in the corresponding field.
- Actuals from Project Inception through End of Current Reporting Period:** Indicate cumulative actual expenditures (i.e., costs that have been incurred and recorded as expenditures), broken down by cost classification. If you have not expended funds in a cost classification, put “0” in the corresponding field.

Cost Classifications

Use the table provided to provide the following information about your planned and actual use of funds over the course of the BEAD Program:

- **Budget for Entire Project:** Indicate planned federal, non-federal, and total funds to be expended over the course of the BEAD Program, broken down by cost classification. This should align with the approved SF-424C. If you do not plan to expend funds in a cost classification, put “0” in the corresponding field.
- **Actuals from Project Inception through End of Current Reporting Period:** Indicate cumulative actual expenditures, broken down by cost classification. If you have not expended funds in a cost classification, put “0” in the corresponding field.
- **Anticipated Actuals from Project Inception through End of Next Reporting Period:** Indicate anticipated cumulative actual expenditures through the end of the applicable reporting period, broken down by cost classification. If you do not plan to expend funds in a cost classification, put “0” in the corresponding field.

**1. Administrative and legal expenses**

**Budget for Entire Project**

* Non-Federal Funds (Planned)	* Federal Funds (Planned)	Total (Planned)
<input type="text"/>	<input type="text"/>	\$0.00

**Actuals from Project Inception through End of Current Reporting Period**

* Non-Federal Funds	* Federal Funds	Total
<input type="text"/>	<input type="text"/>	\$0.00
Percent of Federal Funds Expended (Cumulative)		
0%		

**2. Land, structures, rights-of way, appraisals, etc.**

**Budget for Entire Project**

* Non-Federal Funds (Planned)	* Federal Funds (Planned)	Total (Planned)
<input type="text"/>	<input type="text"/>	\$0.00

**Actuals from Project Inception through End of Current Reporting Period**

* Non-Federal Funds	* Federal Funds	Total
<input type="text"/>	<input type="text"/>	\$0.00
Percent of Federal Funds Expended (Cumulative)		

# Use of Initial Proposal Funds

If the Initial Proposal Funding Request (IPFR) has been approved, the grant recipients will use the table in the guidance as a guide to complete the **Use of Funds** fields for the IPFR in Salesforce using the same, corresponding budget information. If not applicable, the grant recipient will indicate “No” for the first question of this section.

## Grant recipients will break down budget costs into two cost classifications:

### Initial Proposal Funding Request

Use the table provided to provide the following information about your planned and actual use of funds over the course of the BEAD Program:

- **Budget for Entire Project:** Indicate planned federal, non-federal, and total funds to be expended over the course of the BEAD Program, broken down by cost classification. This should align with the approved SF-424C (e.g., Column Total [Planned] should match column a [Total Cost] on the SF-424C; if field 17 on the SF-424C is 100%, every field in Non-Federal Funds [Planned] should be “0”). If you do not plan to expend funds in a cost classification, put “0” in the corresponding field.
- **Actuals from Project Inception through End of Current Reporting Period:** Indicate cumulative actual expenditures i.e., costs that have been incurred and recorded as expenditures, broken down by cost classification. If you have not expended funds in a cost classification, put “0” in the corresponding field.

Has your Initial Proposal Funding Request been approved and have you received IPFR funding?

- \* Response
- Yes
- No

Previous

Finish

- **Budget for Entire Project:** Indicate planned federal, non-federal, and total funds to be expended over the course of the BEAD Program, broken down by cost classification. This should align with the approved SF-424C (e.g., Column Total [Planned] should match column a [Total Cost] on the SF-424C; if field 17 on the SF-424C is 100%, every field in Non-Federal Funds [Planned] should be “0”). If you do not plan to expend funds in a cost classification, put “0” in the corresponding field.
- **Actuals from Project Inception through End of Current Reporting Period:** Indicate cumulative actual expenditures (i.e., costs that have been incurred and recorded as expenditures), broken down by cost classification. If you have not expended funds in a cost classification, put “0” in the corresponding field.

# SUPPLEMENTARY INFORMATION

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This next section in the report, ‘**Supplementary Information**’ provides space for grant recipients to include additional information on their project which may not have been captured in other sections.

### Supplementary Information

Use the fields below to provide additional information on your project. If you have nothing to report, please put "N/A" in the corresponding field.

Is there any additional information that you would like to share or that you think would be useful to assess your award (e.g., additional details of the description of each service provided with the grant funds and the status of projects or other eligible activities supported by such funds; a description of the locations at which broadband service was made or will be made available using the grant funds, the locations at which broadband service was utilized, and the comparative demographics of those served; etc.)?

Response

Does the project team anticipate any changes to the Project Plan for broadband planning? Please note that NTIA will need to approve changes to the Project Plan before they can be implemented.

Response

Please identify any additional resources or technical assistance you may require (e.g., to complete the BEAD Five-Year Action Plan, prepare the Initial Proposal, etc.) (500 words or less)

Response

[Finish](#)

## Additional Information

(3,000 character limit)

Provide additional information that would be useful to assess your award. For example, a description of the location at which a broadband service was made, the comparative demographics of those served, etc.

## Anticipated Changes to the Project Plan

(3,000 character limit)

Describe any anticipated changes to the Project Plan for broadband planning. Please note that NTIA will need to approve changes to the Project plan before they can be implemented.

## Additional Resources

(3,000 character limit)

Describe any additional resources or technical assistance you may require (e.g., to complete the BEAD Five-Year Action Plan, prepare the Initial Proposal, etc.) .


# CERTIFICATION

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# Certification

As each report section is “Completed” it will turn green. Once all 6 sections turn green, the Certification section will turn blue and become accessible. All six sections must be completed in order to certify the report.



BEAD Semi-Annual Report  
 Grant Request Number:   
 Federal Award Number:

Section	SECTION STATUS	Action
General Information	Completed	Review/Update
Summary	Not Started	Get Started
Statutory Requirements	Not Started	Get Started
Report Attachment	Not Started	Get Started
Use of Funds	Not Started	Get Started
Supplementary Information	Not Started	Get Started
Certification	Not Started	Get Started

Only users with the Authorized Organizational Representative (AOR) role (and respective log-in credentials) may submit on behalf of the organization.

Click on the green “Review/Update” boxes to update any answers, or if satisfactorily complete, move on to Certification.

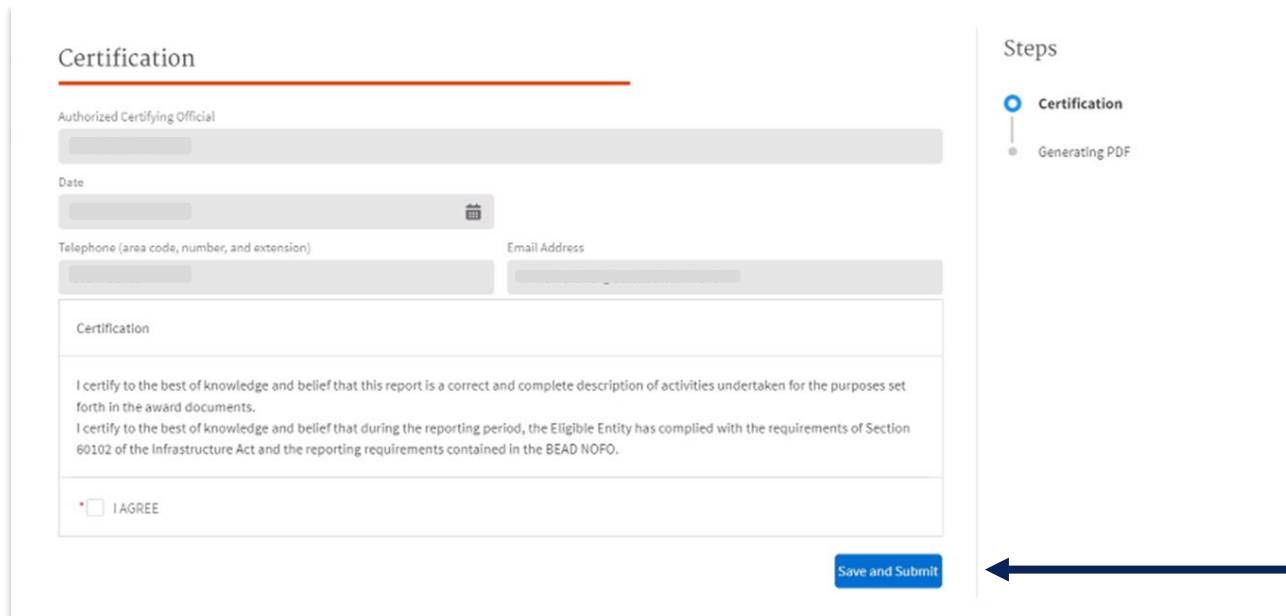
- Review any sections marked with the status **Not Started** or **In Progress** to confirm all multiple-choice questions have a selection and all narrative fields have a response. Make button selections or add “N/A” responses so that all fields register as complete. The status will only change to **Completed** if all selections/responses are filled.

## Note

Only the AOR can certify and submit the BEAD Semi-Annual Report. Other users can add but not submit. Recipients should ensure AORs are aware and available ahead of report deadlines accordingly.

# Certification | cont.

To certify the BEAD Semi-Annual Report, the grant recipient's AOR will need to log in to their user account and click the blue "Get Started" button for the Certification section. The section will have prepopulated information for the AOR's name, email, and telephone, and the "I AGREE" box will already be checked.



Clicking the "Save and Submit" button will signify that the grant recipient, to the best of their knowledge and belief, has correctly completed the full BEAD Semi-Annual Report and that the information is accurate for the performance of activities for the purposes set forth in the award document.

### Note

Name, signature, and contact information of the AOR must match the Notice of Award (CD-450) for the project.

# Certification| cont.



Grant Report Name BEAD Semi-Annual Report April 11, 2025 - May 1, 2025	Grant Report Number [Redacted]
Grant Request [Redacted]	Report Start Date [Redacted]
Type Semi-Annual Report	Report End Date [Redacted]
Status In Review	
Due Date 5/31/2025	
Original Submitted Date 6/2/2023, 2:55 PM	
Latest Submitted Date 6/2/2023, 2:55 PM	
Overdue <input type="checkbox"/>	
Grant Office Name NIST GMD	

Download File(s) (2)		
GOVERNORS OFFICE OF ECON DEV 118202437 BEAD Semi-Annual Report 06-02-2023.pdf	Created Date Jun 02, 2023, 11:55 AM PDT	<a href="#">Download</a>
Test Blank notepad	Created Date Jun 02, 2023, 11:51 AM PDT	<a href="#">Download</a>

After clicking “Save and Submit” to certify the report, recipients will be able to view a PDF version of the completed report.

For record keeping purposes, recipients should download the report PDF and save a copy to their local files.



# SUBMISSION AND REVIEW

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# Submission & Review

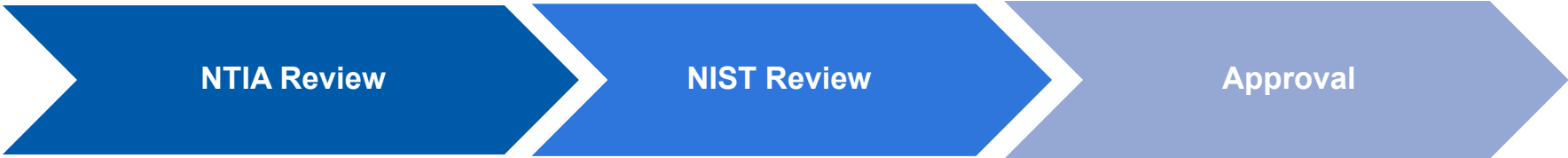
After certification, each FPO will review their respective State/Territory reports and may follow up with grant recipients for additional clarification, as necessary.

## What happens next...

Report Name	Report Start Date	Report End Date	Due Date	Status
BEAD Semi-Annual Report February 2, 2023 - April 10, 2023	2/2/2023	4/10/2023	5/10/2023	In Review

Reviews will gauge the recipient's level of planning and preparation to address programmatic requirements, including Statutory and Additional Requirements. The review process is listed below.

### BEAD Semi-Annual Report Review/Approval Process





In addition to this guidance, there are several other resources to aid grant recipients in completing this Report:

## Additional Resources for the BEAD Semi-Annual Report

- 1 BEAD Semi-Annual Report Form Instructions**  
*Detailed instructions document on how to complete the report and review the template prior to the report submission window opening.*
- 2 BEAD Semi-Annual Report Form Template**  
*Excel template to review report questions and prepare for report submission in NGP.*
- 3 BEAD Semi-Annual Report Form Template Sample**  
*Example of a completed report with concrete response examples. All responses are for illustrative purposes only.*

**Grant recipients are encouraged to contact their assigned FPO with any additional questions surrounding the completion of their BEAD Semi-Annual Report.**





# Questions?

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# THANK YOU

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[InternetForAll.gov](https://InternetForAll.gov)

[Broadbandusa.ntia.gov](https://Broadbandusa.ntia.gov)

