
INTERNET FOR ALL

Broadband Equity, Access, and Deployment (BEAD) Program

Final Proposal Project Plan/Narrative Sample



U.S. Department of Commerce

National Telecommunications and Information Administration

Note: This guidance document is for informational purposes only and is intended solely to assist grant recipients in better understanding the National Telecommunications and Information Administration (NTIA) Broadband, Equity, Access, and Deployment (BEAD) Program, and the requirements set forth in the program's Notice of Funding Opportunity (NOFO). This guidance does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of an award, or the specific requirements set forth in the program's NOFO. In all cases, statutory and regulatory mandates, the terms and conditions of an award, and the requirements set forth in the program's NOFO, shall prevail over any inconsistencies contained in the guidance below.

The Project Plan/Narrative Sample below is for illustrative purposes only; actual details will vary by State/Territory. Please note that you do not need to include the amounts for specific line-item costs as they are included in the accompanying Budget Form (.xlsx) of the Final Proposal Funding Request.

The State Broadband Office is submitting this Broadband Equity, Access, and Deployment (BEAD) Program Final Proposal Funding Request to support our pursuit of increasing equitable and universal broadband access and adoption in our service area. Our efforts will be conducted in collaboration with community stakeholders and are informed by our prior/existing efforts detailed in the BEAD Initial Proposal, Five-Year Action Plan and State Digital Equity Plan. **This Final Proposal Funding Request (FPFR) project plan/narrative submission is intended to supersede and is a revision to the approved Initial Proposal Funding Request (IPFR). The FPFR accounts for an Eligible Entity's entire BEAD allocation (excluding Initial Planning Funds).**

Our program includes the following eligible activities:

- Funds used and to be used, directly or indirectly, for the administration of the grant (and thus subject to the statutory two percent cap);
- Funds used and to be used for administrative purposes, other than the administration of the grant;
- Funds used and to be used for programmatic use;
- Funds eligible for use in connection with subgrants for last-mile broadband deployment;
- Funds to be used for non-deployment projects through a subaward; and
- Funds to be used for non-deployment projects carried out by the Eligible Entity.

Specific line-item costs for each cost category are included in the accompanying Budget Form of the Final Proposal Funding Request. These include costs that have already been partially or wholly expended since the approval of the Initial Proposal Funding Request. This Final Proposal Funding Request Project Narrative identifies where there have been revisions.

1. Funds to be used, directly or indirectly, for the administration of the grant

The State Broadband Office intends to use funds for the administration of the grant; specifically, to operationalize and increase efficiency of the State Broadband Office. The below costs do not overlap with those funds requested during the Initial Planning stage; however, they may represent a continuation of those costs vital to the administration of our State Broadband Office.



The following costs are unchanged since the approval of the IPFR:

- **Personnel - Grant Manager:** Funds will be utilized to hire a Grant Manager for the remaining period of performance (i.e., four (4) years). The Grant Manager, who has yet to be identified, will be housed in the State Broadband Office. They will be responsible for completing BEAD grant reports; archiving grant-related documents and documentation; preparing for, and supporting, any activities related to grant monitoring, audit or compliance requests; compiling, reconciling, and managing the submission of subgrantee reports and documents.
- **Contractual - Legal Services:** A contractor to be determined will be procured to support legal services. The costs include drafting, execution, and filing fees of legal agreements and Memorandum of Understandings (MOUs) between organizations involved in the grant, including subgrantees. Legal hours also include time to conduct legal reviews for all contracts.
- **Office Equipment, Supplies, & Other:** Funds are requested to operate the State Broadband Office and conduct activities necessary for the administration of the BEAD Program. Itemized costs include a high-capacity printer, an office setup, laptop computers, and general office supplies. Funds will also be used to cover project management training for three office staff so that they may better implement and manage the BEAD project activities.

The following costs are new or modified since the approval of the IPFR:

- **Travel:** Funds are requested for four (4) trips for one representative to attend the State Broadband Leaders Network (SBLN). Attendance at SBLN is important for learning about emerging telecommunications policy issues and priorities, as well as for the mutual sharing of best practices related to broadband adoption and deployment. Budgeted travel costs include airfare, ground transportation, lodging, and M&IE in accordance with State travel policies, and not to exceed Federal GSA rates.
 - This represents an increase of two trips from the approved IPFR, in order to ensure SBLN participation for the full duration of the program.

2. Funds to be used for administrative purposes, other than the administration of the grant.

The following costs are unchanged since the approval of the IPFR:

- **Indirect - De Minimis Indirect Cost:** The State Broadband Office intends to use its Negotiated Indirect Cost Rate Agreement. We will apply the 42% indirect cost rate on personnel (salaries and fringe).

The following costs are new or modified since the approval of the IPFR:

- **Other - Office Space:** Note that the State Broadband Office has removed rental of office space in the Final Proposal Funding Request. These funds were not expended, and the State Broadband Office has reallocated these funds to other eligible activities.



3. Funds used for Programmatic Use

The following costs are unchanged since the approval of the IPFR:

- **Personnel:** In order to support the Subgrantee Selection Process, the Broadband Office additionally funded time of a Digital Equity Specialist through a Memorandum of Understanding with a separate State agency to support the reviews of applications as part of the BEAD Subgrantee Selection Process. The Digital Equity Specialist is based in the State Broadband Office and their time was sought in order to provide timely support to ensure that a digital equity perspective is incorporated effectively in the process. The Digital Equity Specialist is dedicated on a part-time basis (i.e., hourly estimated at 20 hours a week) throughout the Subgrantee Selection Process.
- **Contractual:** In accordance with the approved Initial Proposal, the State Broadband Office did contract with ABC Corporation to implement the Challenge Process outlined in the Initial Proposal. The contract successfully ran a Challenge Process to improve the accuracy of our last-mile broadband deployment projects, ensuring that activities funded by the BEAD Program reach the areas that need funding the most and improves transparency and trust in our initiatives. The work began as soon as Volume I was approved and Volume II was submitted, and the results of the Challenge Process were provided to the Broadband Office within three (3) months of award for Subgrantee Execution to begin.

The following costs are new or modified since the approval of the IPFR:

- **Contractual - Contractor Support:** Since the approval of the IPFR, the State Broadband Office has identified the need to add contractor services to conduct activities connected to subgrantee execution; specifically, monitoring and oversight. The State Broadband Office conducted research into the costs of such services.
- **Travel:** In order to support the successful Challenge Process, the State Broadband Office utilized funds to facilitate five (5) in-person local coordination events across the State in order to increase awareness of the Challenge Process--in line with the proposed Challenge Process in the Initial Proposal--in order to increase participation in the Challenge Process and to ensure public buy-in for the activities funded by the BEAD Program. Funds included cover travel costs related to attending five Challenge Process-related local coordination events across the State. These events took place after Volume I was approved through the end of open period of the Challenge Process.
 - This cost has been decreased from the approved IPFR. During implementation, the actual cost was less than planned and the State Broadband Office has reallocated these funds to other eligible activities.

4. Funds eligible for use in connection with last-mile broadband deployment projects

The following costs are new or modified since the approval of the IPFR:

- At the time of the Final Proposal Funding Request, the Broadband Office has provisionally selected eligible last-mile broadband deployment projects following the



completion of the Subgrantee Selection Process approved in the Initial Proposal and in line with the BEAD NOFO, Section IV.B.7.ii.

- The details of provisionally selected deployment subaward projects are outlined in the Final Proposal and Consolidated Budget Form.

5. Funds for eligible non-deployment uses through a subgrant, subject to the requirement of demonstrating sufficient funding to serve all unserved and underserved areas as outlined in the NOFO, Section IV.B.7.iii.

At the time of the Final Proposal Funding Request, the Broadband Office has requested funding to carry out non-deployment uses identified in the BEAD NOFO, Section IV.B.7.iii. Based on the results of the Subgrantee Selection Process, the Broadband Office will be able to meet all unserved and underserved location broadband deployment commitments with funds left over to devote to non-deployment activities. The Broadband Office must demonstrate its ability to meet the unserved and underserved location broadband deployment commitments through its responses to Requirement 1 (Subgrantee Selection Process Outcomes) and Requirement 7 (Unserved and Underserved Locations), including the Locations CSV (fp_locations.csv).

Accordingly, the Broadband Office will allocate these remaining funds to conduct non-deployment activities identified in the State Digital Equity Plan. These funds will supplement, but not duplicate or supplant, funding for activities funded in connection with the Digital Equity Act of 2021 or other Federal funds.

The following costs are new or modified since the approval of the IPFR:

- The State has not completed its non-deployment subgrantee selection process yet, so details of remaining non-deployment projects are to be finalized following BEAD Final Proposal approval. The State Broadband Office will provide the provisionally selected subgrantee and project details for NTIA programmatic approval following completion of the Subgrantee Selection Process and before awarding these subgrants. Upon NTIA approval, the State will implement these non-deployment subgrants.

6. Funds for eligible non-deployment uses carried out by the Eligible Entity, subject to the requirement of demonstrating sufficient funding to serve all unserved and underserved areas as outlined in the NOFO, Section IV.B.7.iii.

The following costs are unchanged since the approval of the IPFR:

- Per the BEAD NOFO, Footnote 50, the Eligible Entity may carry out non-deployment activities themselves. The State Broadband Office will work with the Department of Labor (DOL) to conduct non-deployment activities; specifically, workforce development. The purpose of these programs is to expand the workforce in the State to support the BEAD Program. The SBO and DOL will manage the program through a Memorandum of Understanding (MOU) and the relevant costs are outlined in the Other tab of the Consolidated Budget Form.

