



## Broadband Equity Access and Deployment (BEAD) Grant Program Letter of Intent and Initial Planning Funds Application Templates

*These materials have been compiled to support your work in completing the Letter of Intent and **Initial Planning Funds Grant Application** for NTIA's Broadband Equity Access and Deployment (BEAD) Grant program. All Letters of Intent and Initial Planning Fund application materials must be submitted through the NTIA Grants Portal (<https://grants.ntia.gov>), however Eligible Entities are encouraged to use these forms and templates to prepare their submissions to NTIA. Note that some forms and templates will be uploaded directly in the original file format to the NTIA Grants Portal (NGP) and others will be directly entered into the NGP.*

Prior to being able to submit an application for Initial Planning Funds, the Eligible Entity must submit a Letter of Intent. Once the Letter of Intent is submitted, the Eligible Entity may submit an application for Initial Planning Funds. **You can find a copy of the Letter of Intent Template in the BEAD Initial Planning Funds ZIP folder.** The Initial Planning Funds application must include the following:

### Project Summary

Input into NTIA Grants Portal

- This item will be completed by the applicant, in narrative format, to provide an overview of how the applicant intends to use awarded funds. Applicants are limited to 1000 words for their Project Narrative. Further guidance for developing the Project Narrative can be found in the BEAD Initial Planning Funds Application Guidance.

### SF-424 Application for Federal Assistance

Input into NTIA Grants Portal ([Fillable Form](#))

- This form will be filled out directly in the NTIA Grants Portal. You can find a copy of this form in the BEAD Initial Planning Funds Zip folder and instructions for completing the SF 424 can be found in the BEAD Initial Planning Funds Application Guidance. Applicants are encouraged to complete this form as a DRAFT prior to inputting the form contents in the NTIA Grants Portal.

### SF-424C Budget/Construction Programs

Input into NTIA Grants Portal ([Fillable Form](#))

- This form will be filled out directly in the NTIA Grants Portal. You can find a copy of this form in the BEAD Initial Planning Funds Zip folder and instructions for completion can be found in the BEAD Initial Planning Funds Application Guidance. Applicants are encouraged to complete this form as a DRAFT prior to inputting the form contents in the NTIA Grants Portal.

## Budget Narrative

Upload by Applicant ([Template Use Required](#))

- Applicants will create and submit a budget narrative that adequately describes all proposed activities and costs for their grant-funded project. **Applicants must complete the file template (found in the BEAD Initial Planning Funds ZIP folder) fill in all required information and upload the file.** The file must be uploaded as a Word file, and not converted to a PDF. You can find additional guidance in the BEAD Initial Planning Funds Application Guidance.

## Detailed Budget

Upload by Applicant ([Template use Required](#))

- Applicants are required to submit a Detailed Budget Justification to provide general budget information and detailed project costs. The applicant must use the Microsoft Excel file template (**found in the BEAD Initial Planning Funds ZIP folder**), fill in all required information, and upload the file to the NTIA Grants Portal. Additional instructions for completing the Detailed Budget Justification can be found in Initial Planning Funds Application Guidance.

## CD-511 Certification Regarding Lobbying

Upload by Applicant ([Fillable Form Required](#))

- The applicant must upload a completed form that certifies that the Federal fund *have not* and *will not* be used for lobbying in connection with this request for Federal financial assistance. A fillable Form CD-511 can be found in found in the BEAD Initial Planning Funds ZIP folder.

## Standard Form LLL Disclosure of Lobbying

Upload by Applicant ([Fillable Form Required, if Applicable](#))

- Standard Form-LLL must be completed and submitted for those applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action. A fillable Form SF-LLL can be found in found in the BEAD Initial Planning Funds ZIP folder.