NTIA Grants Application Portal

BEAD Initial Proposal Submission Guidance

July 21, 2023

Version 1.7

Contents

Grant Awardee: Access the BEAD Initial Proposal

Introduction

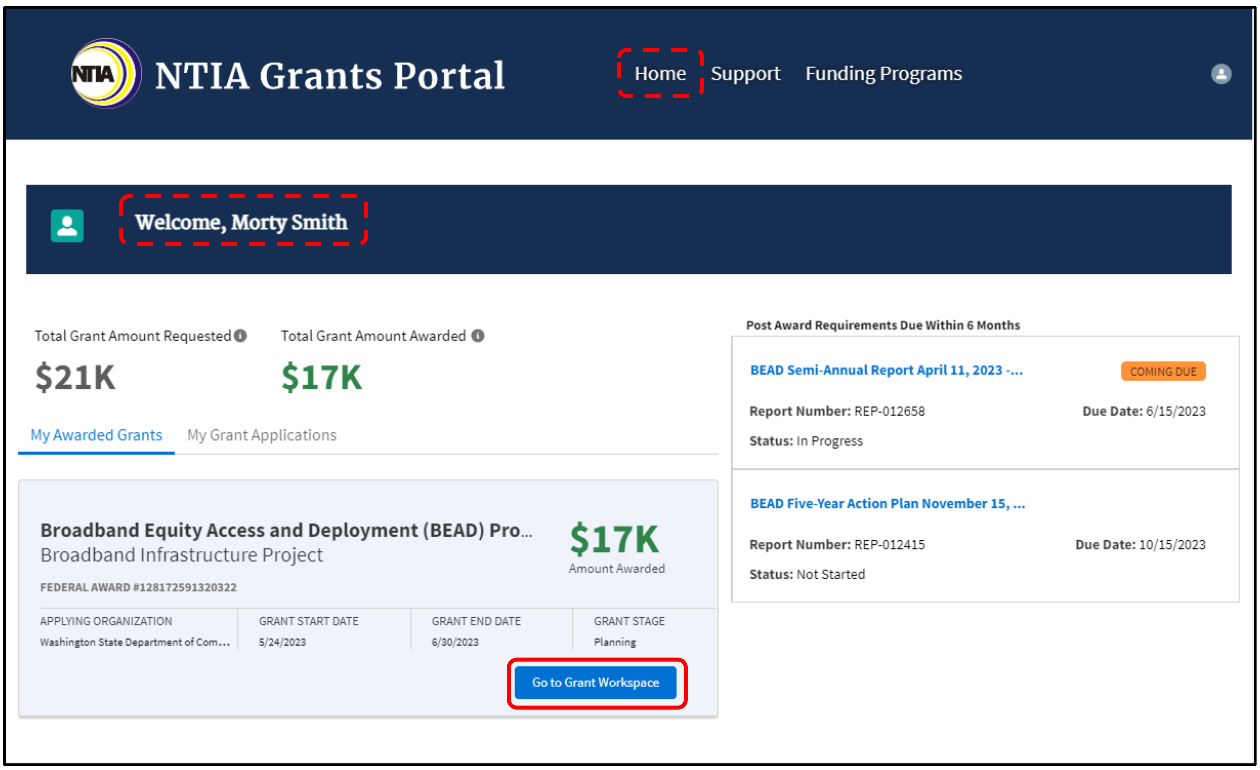
Note: Some screenshots contained in this document may not represent the final structure of the Initial Proposal intake template. Eligible Entities should refer to the Initial Proposal template and guidance, to be posted on the BEAD website, for the accurate structure that will be available once the Initial Proposal application is live on the NTIA Grants Portal.

NTIA Grants Portal

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

Note: If you are a Collaborator provided access by your Authorized Organizational Representative (AOR) to only Volume I, Volume II, or the IPFR, you may be taken to the 'My Grant Applications' section of the NTIA Grants Portal homepage, and will only be able to access that specific component within the application.

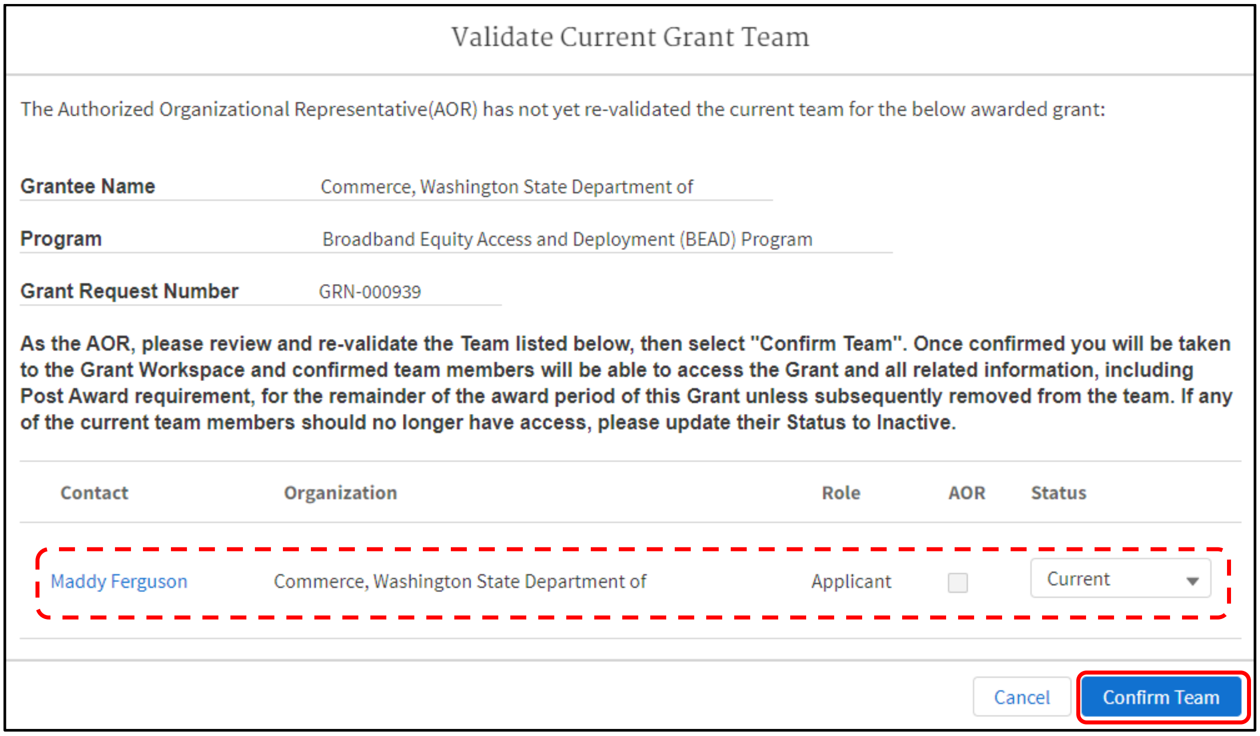
To return to the Welcome page at any time, click on **Home** near the top of the screen.



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.


Validate Current Grant Team

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

Grantee Name Commerce, Washington State Department of

Program Broadband Equity Access and Deployment (BEAD) Program

Grant Request Number GRN-000939

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	Commerce, Washington State Department of	Applicant		Current

Cancel Confirm Team

Starting the Initial Proposal Submission Process

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

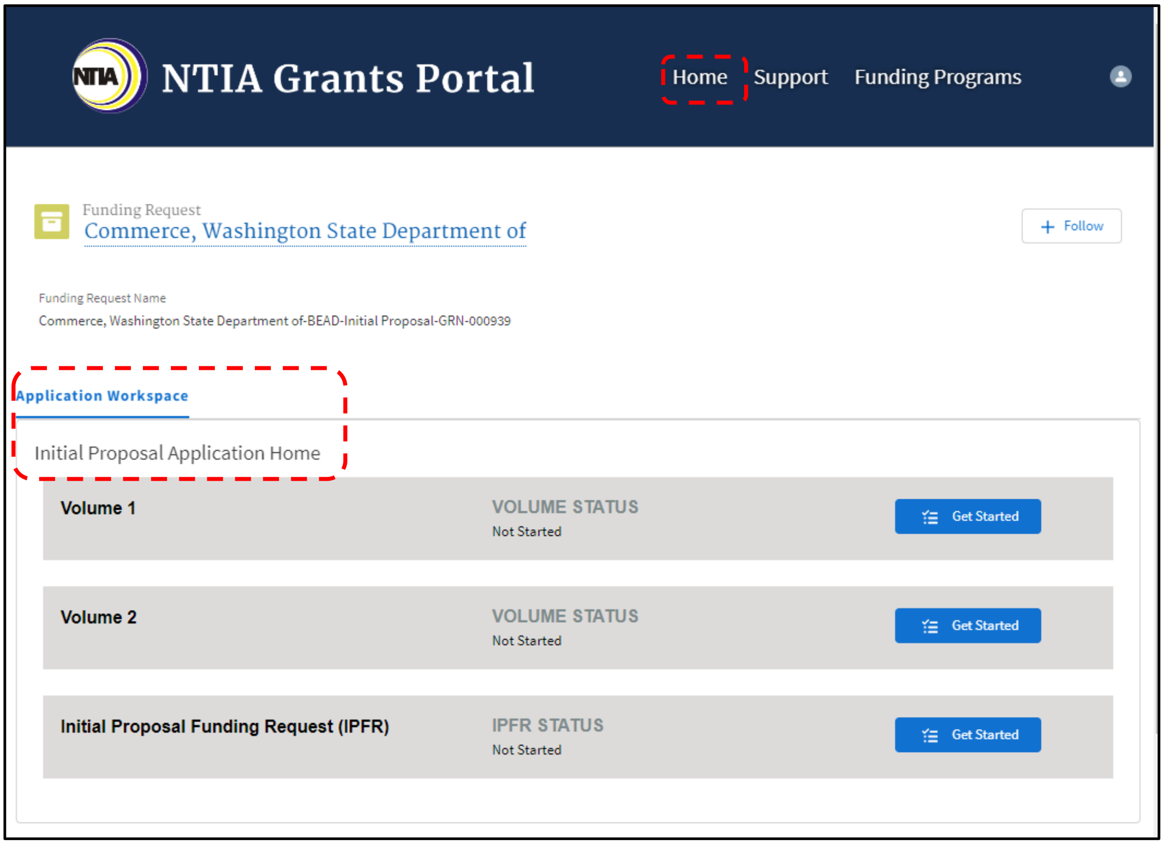
Getting Back to the Initial Proposal Application Home (Application Workspace)

Once the Initial Proposal has been generated, click on the **Funding Requests** tab, then click on the **BEAD Initial Proposal link** to return to the Initial Proposal Application Home screen.

Application Workspace: Initial Proposal Application Home

Upon clicking on the Generate Initial Proposal button in the previous step, displayed is the dedicated Application Workspace containing the Initial Proposal Application Home, comprising Volume I, Volume II, and the Initial Proposal Funding Request (IPFR).

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

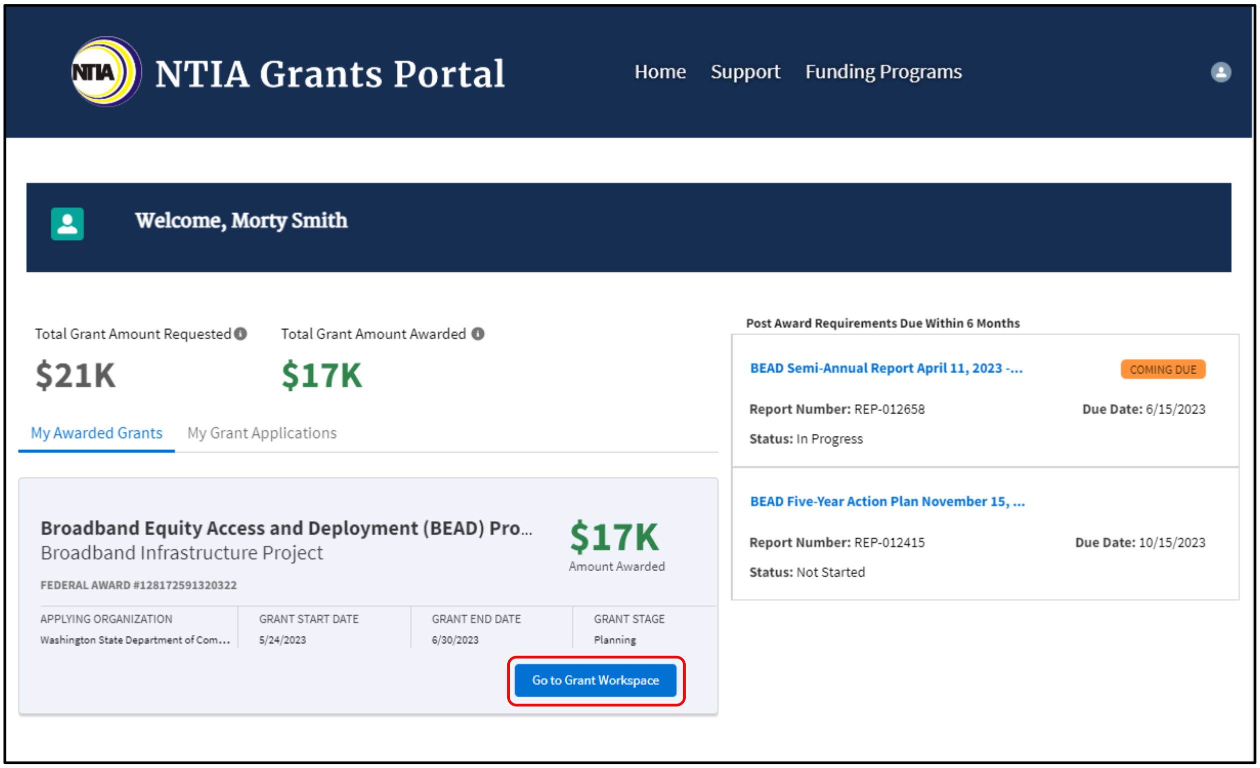


Managing Grant Team & Application Team Members

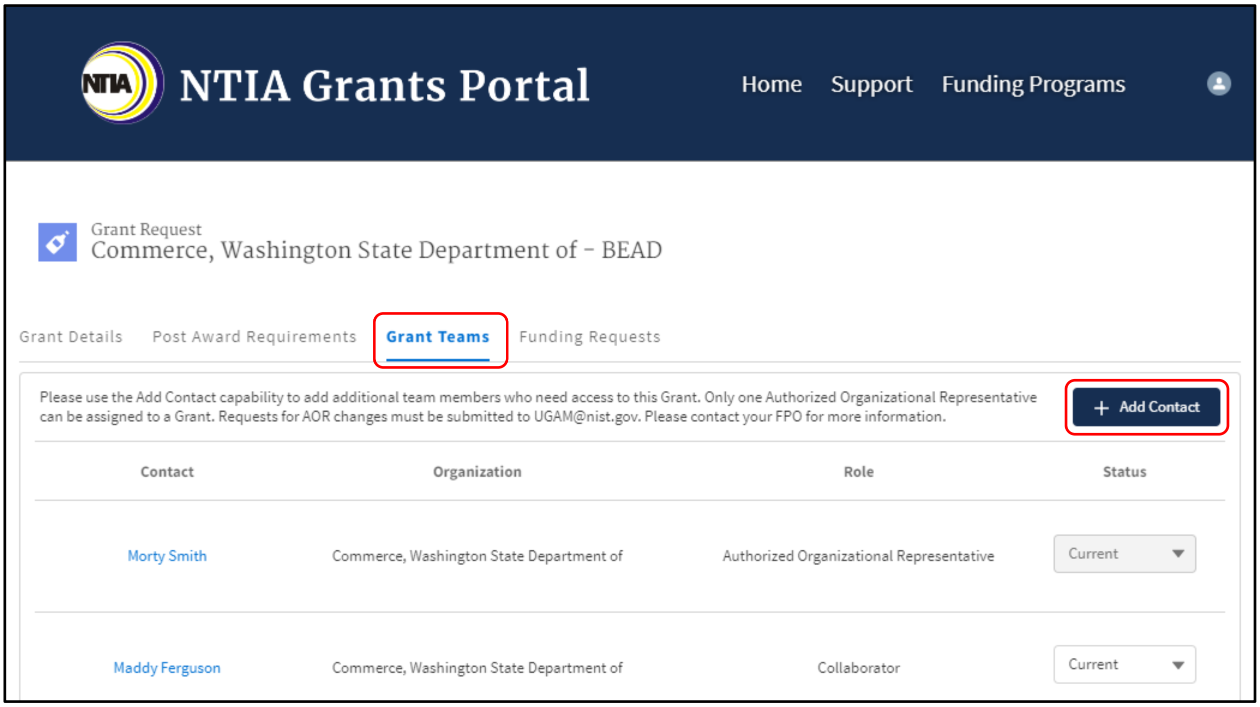
The NTIA Grants Portal allows you to add Grant Team members with access to the entirety of the BEAD Grant, and it allows you to add Application Team members with access to an individual Volume.

Adding a Grant Team Member

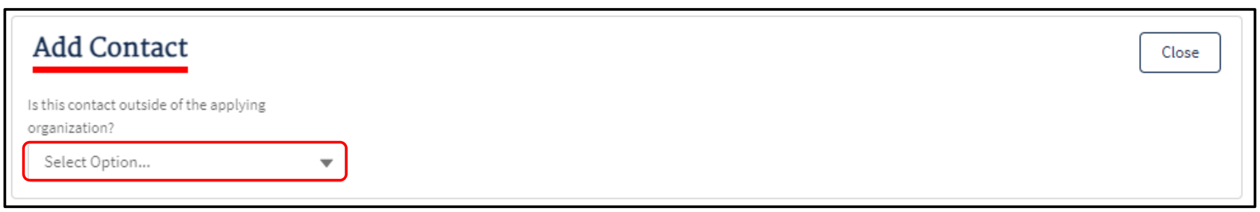
1. To add a Grant Team member with access to the entirety of the BEAD Grant, from the Welcome page click on the **Go to Grant Workspace** button.



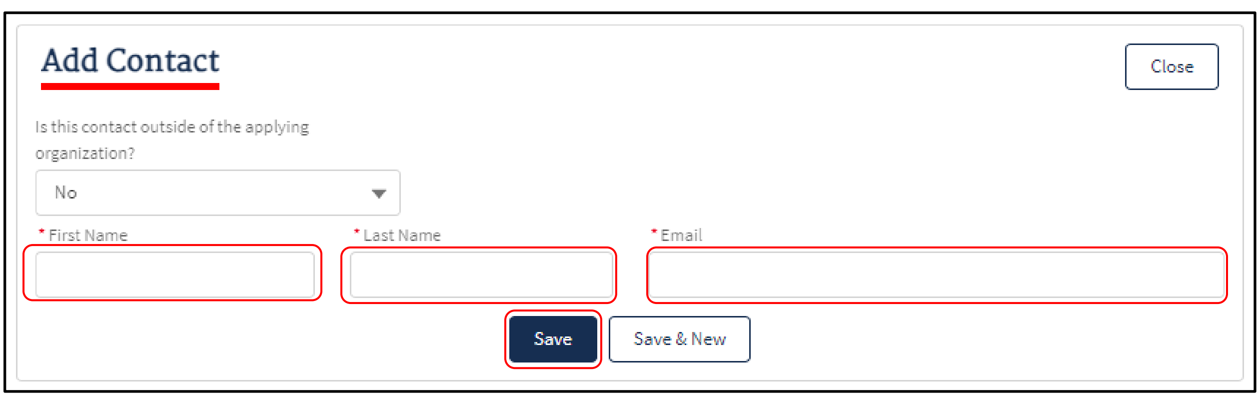
2. Click on the **Grant Teams** tab, then click on the **+ Add Contact** button.



3. Click on the **drop down** to indicate whether the contact is outside of the applying organization.

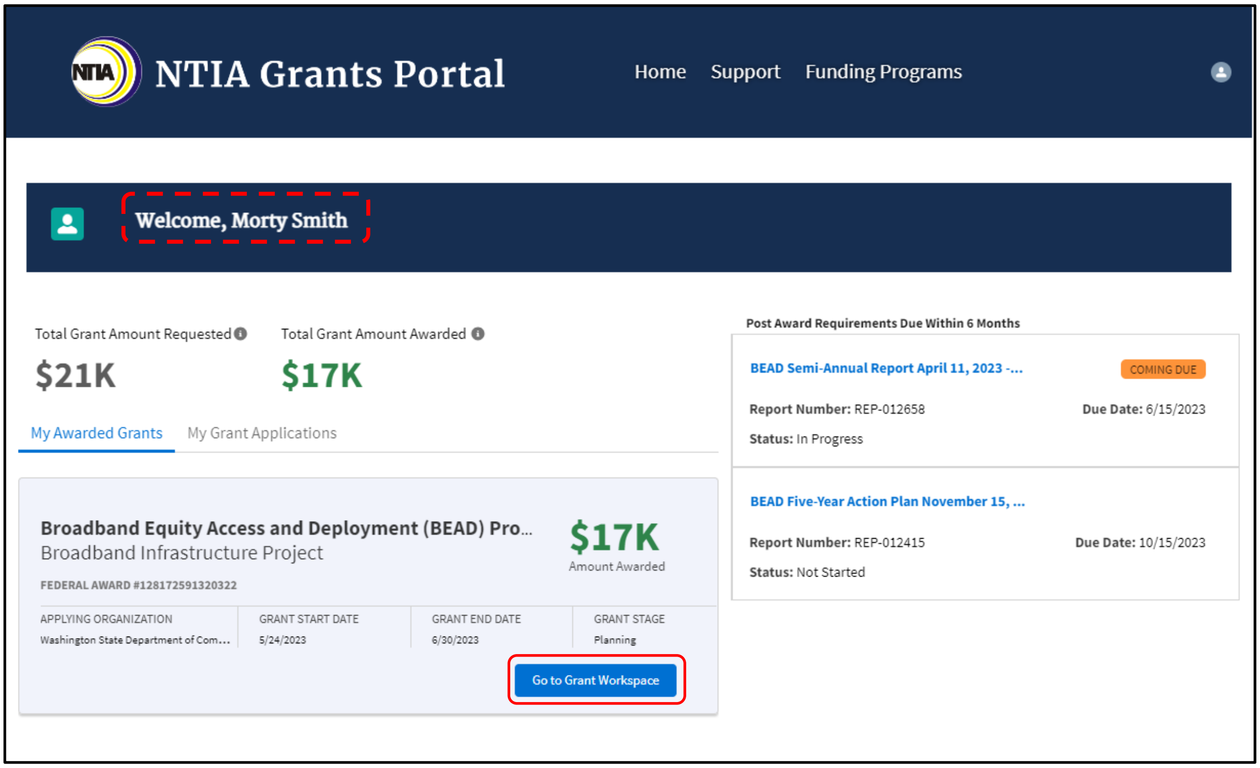


4. Enter the required information, then click on the **Save** button, or click on the **Save & New** button to add additional contacts.

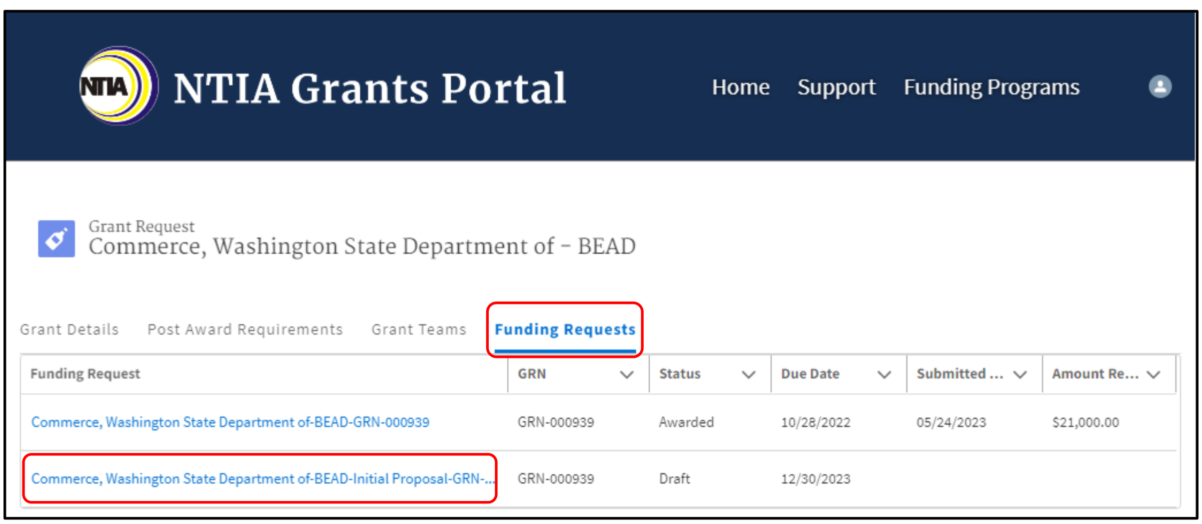


Adding an Application Team Member

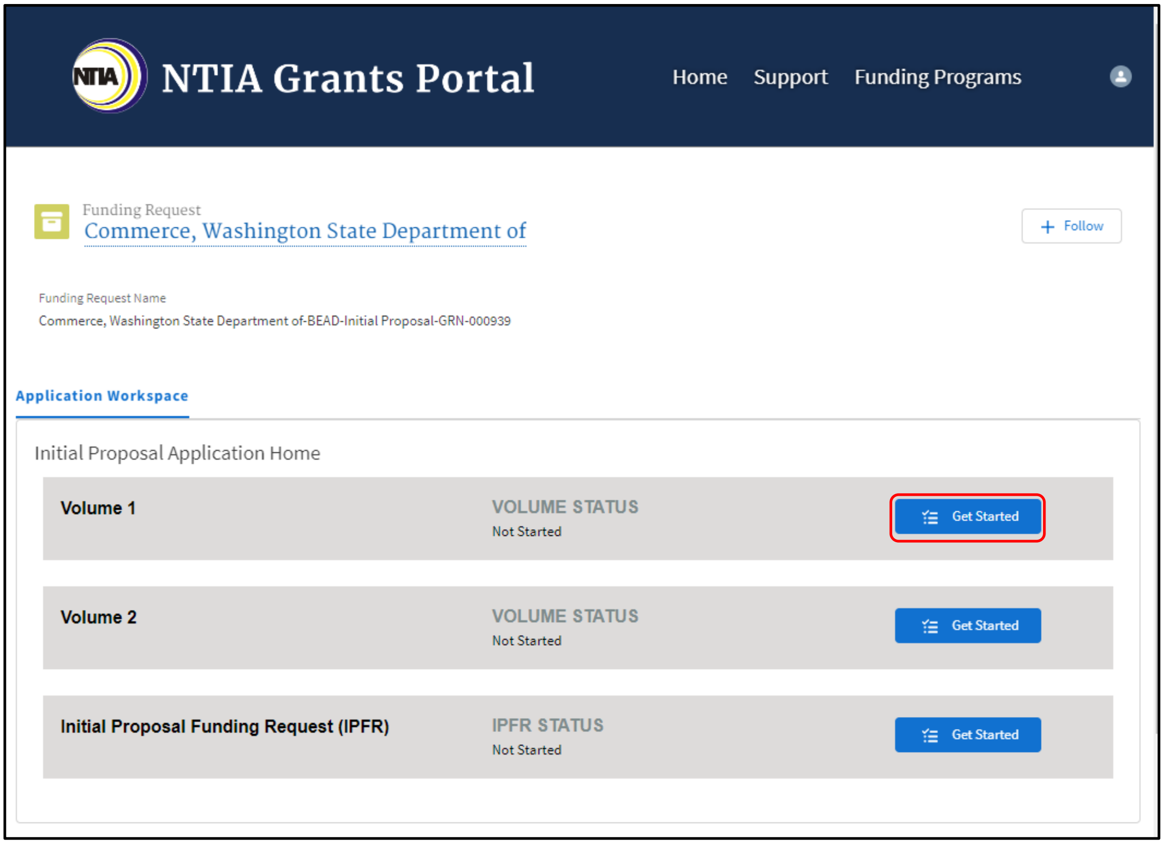
1. To add an Application Team member with access to an individual Volume, from the Welcome page click on the **Go to Grant Workspace** button.



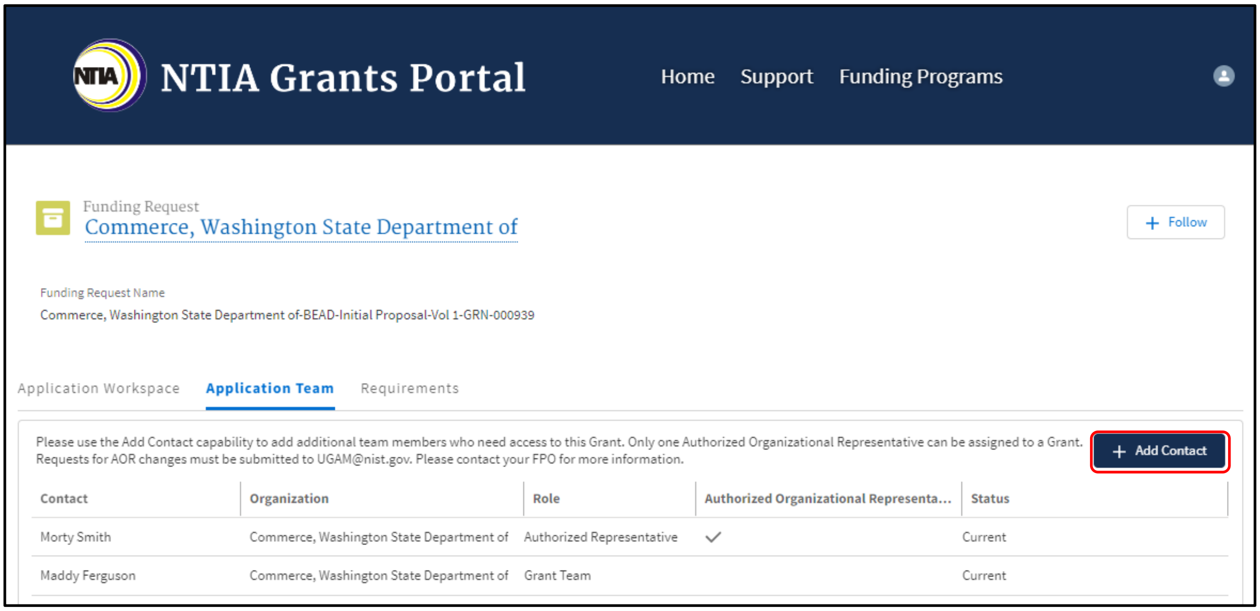
2. Click on the **Funding Requests** tab, then click on the **BEAD Initial Proposal link**.



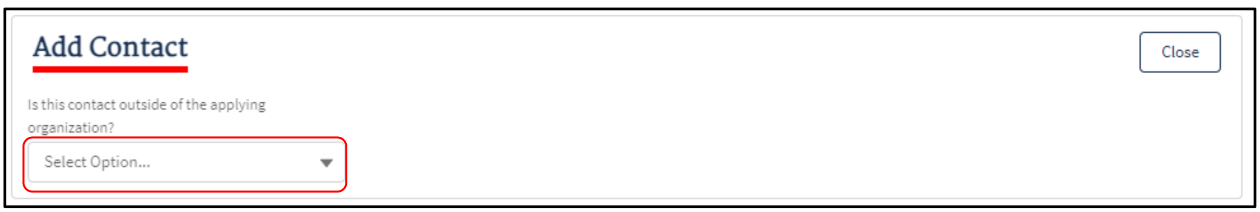
3. Click on the **Get Started** button for the Volume to which you are adding an Application Team member.



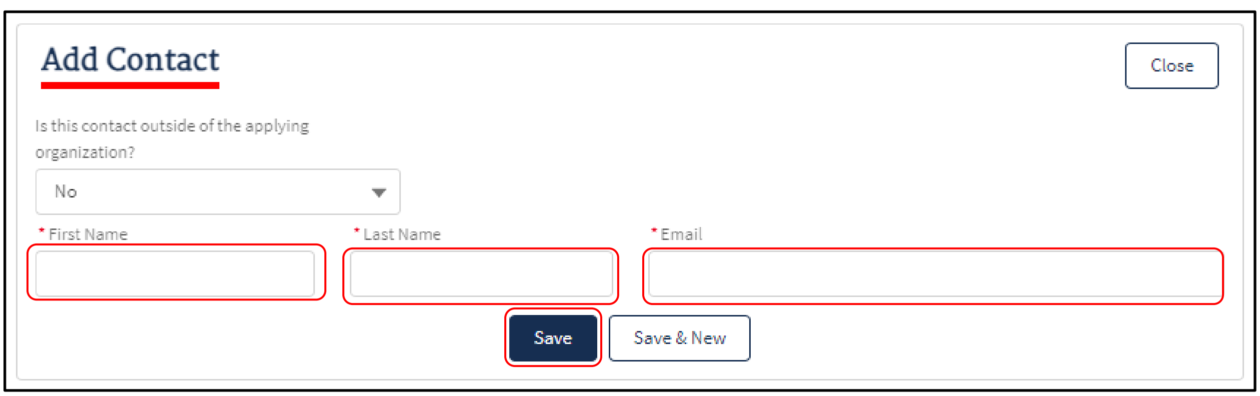
4. Click on the **Application Team** tab, then click on the **+ Add Contact** button.



5. Click on the **drop down** to indicate whether the contact is outside of the applying organization.



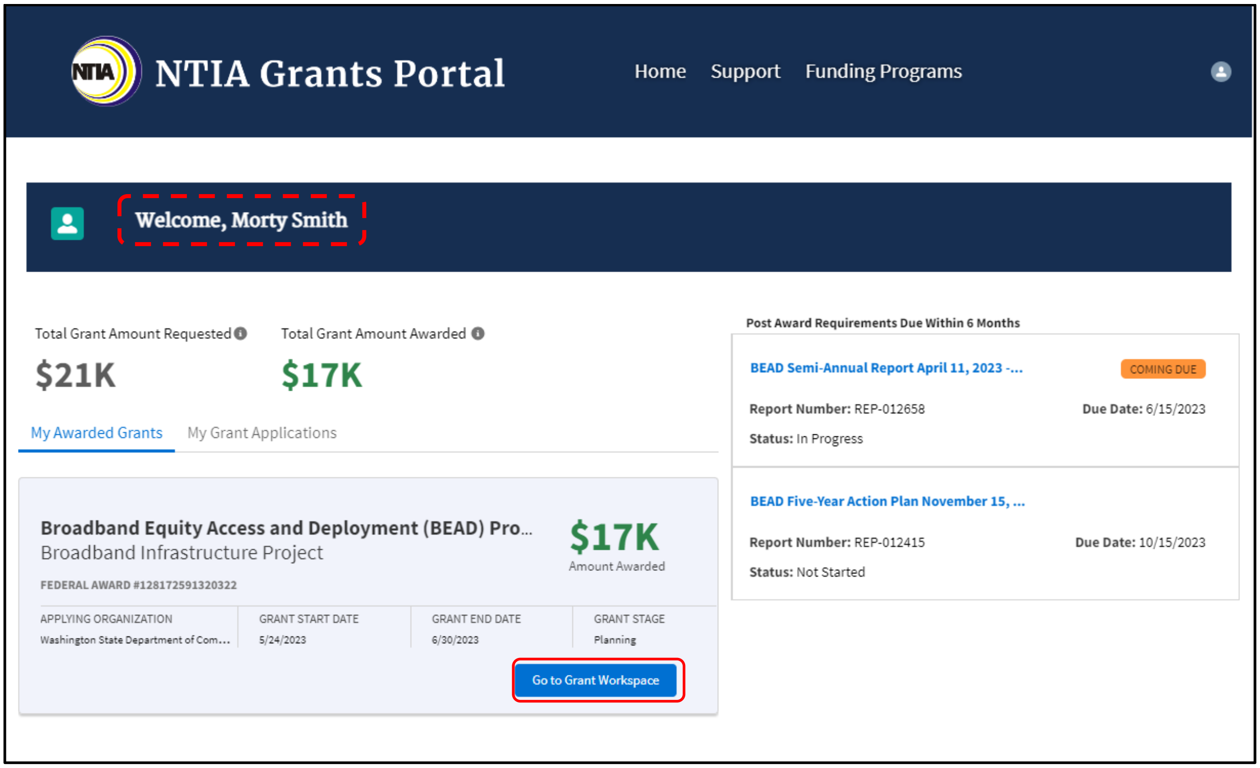
6. Enter the required information, then click on the **Save** button, or click on the **Save & New** button to add additional contacts.



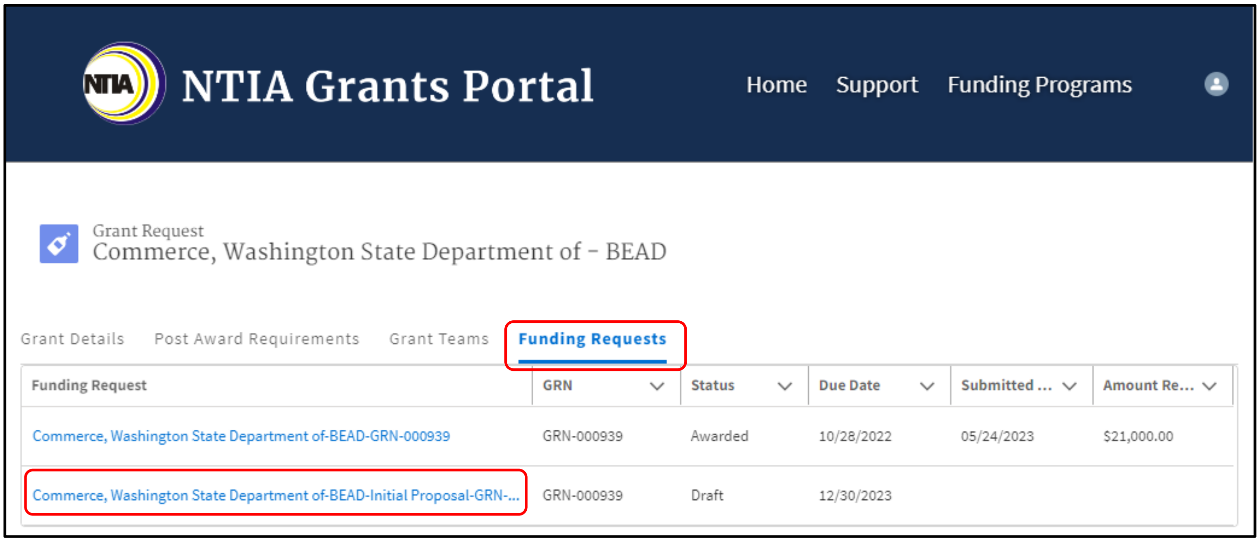
Entering Volume I Responses

1. From the Welcome page, click on the **Go to Grant Workspace** button.

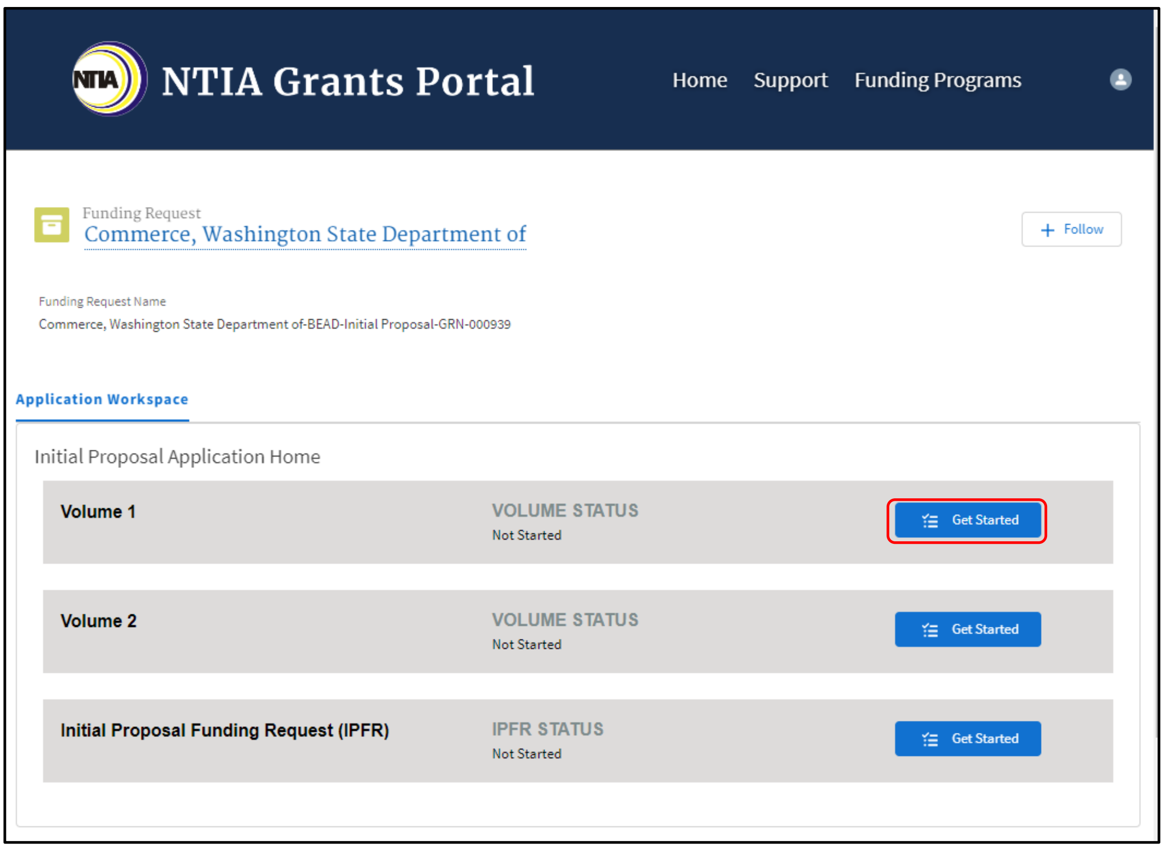
   Note: If you are a Collaborator provided access by your Authorized Organizational Representative (AOR) to only Volume I, Volume II, or the IPFR, you may be taken to the 'My Grant Applications' section of the NTIA Grants Portal homepage, and will only be able to access that specific component within the application.



2. Click on the **Funding Requests** tab, then click on the **BEAD Initial Proposal** link under the column heading labeled ‘Funding Request’.



3. Click on the **Get Started** button to enter the requested information for Volume I.



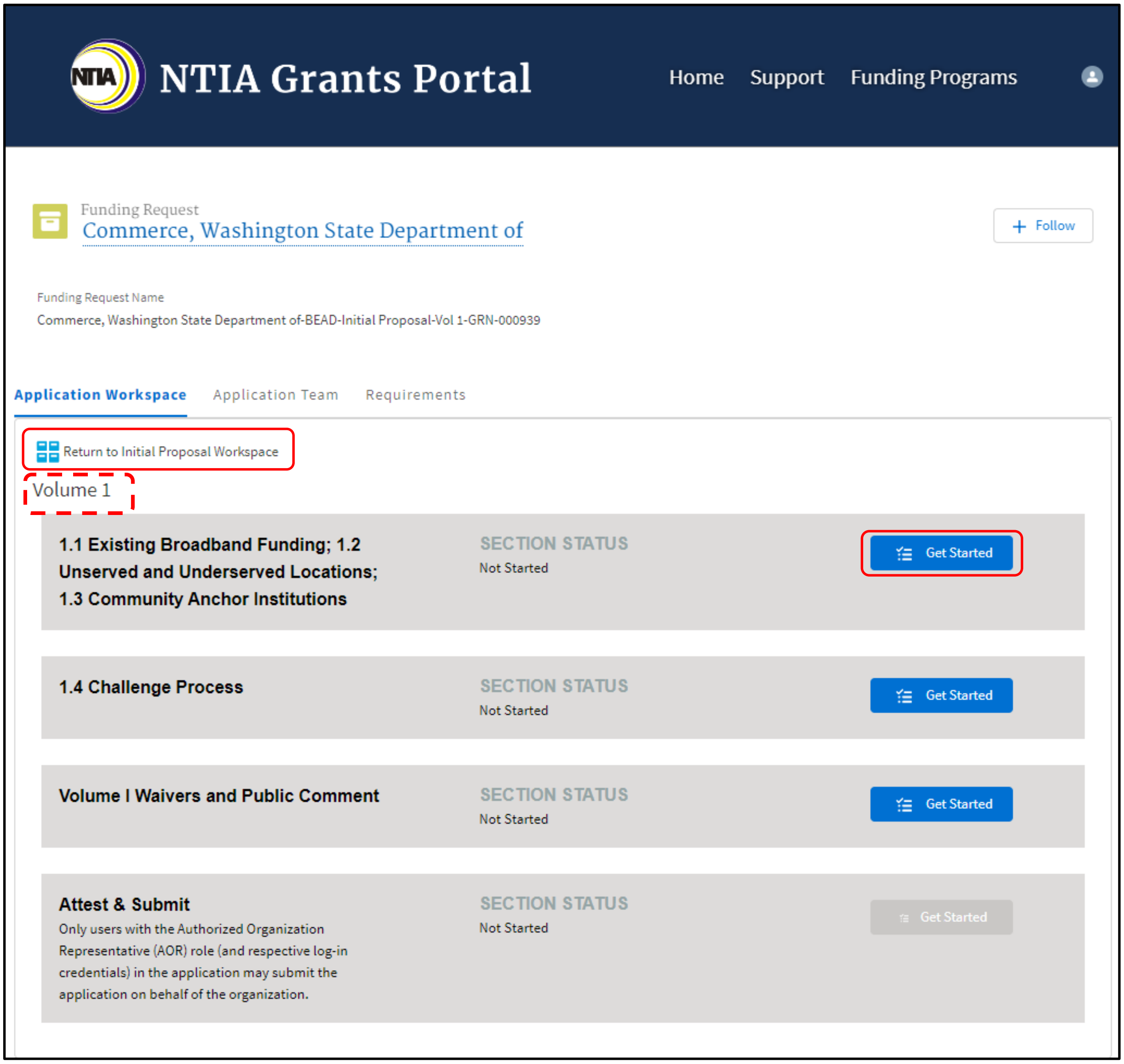
Volume I Subsections

The **Volume I** section contains the following subsections:

1.1 Existing Broadband Funding 1.2 Unserved and Underserved Locations 1.3 Community Anchor Institutions
1.4 Challenge Process
Volume I Waivers and Public Comment
Attest & Submit

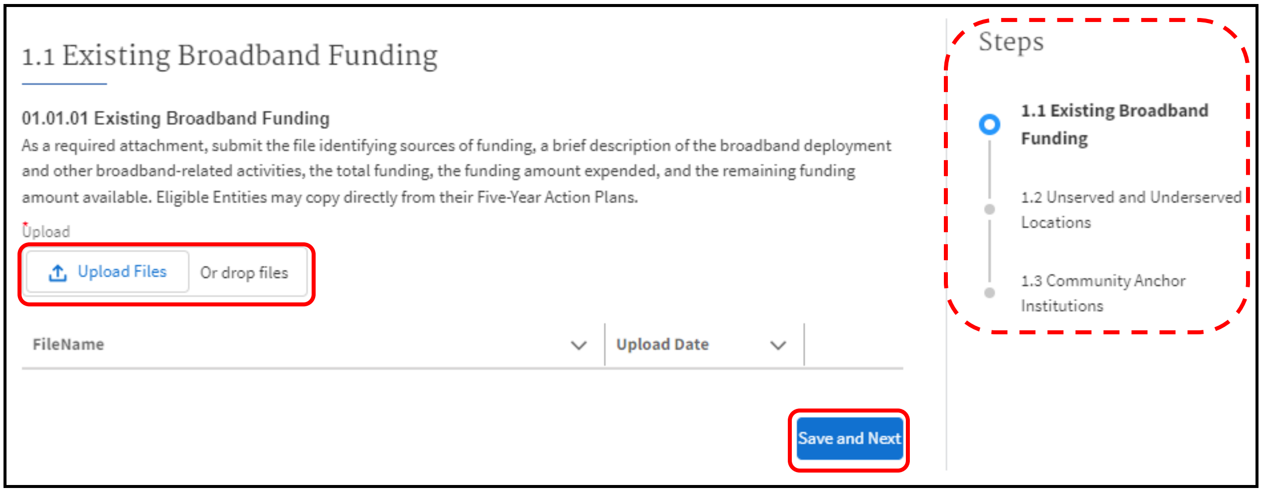
1.1 Existing Broadband Funding, 1.2 Unserved and Underserved Locations & 1.3 Community Anchor Institutions

4. Click on the **Get Started** button to enter the requested information for each subsection in Volume I. Click on the **Return to Initial Proposal Workspace** link to return to the Initial Proposal Workspace.


NTIA Grants Portal
Home
Support
Funding Programs
Funding Request
Commerce, Washington State Department of
+ Follow
Funding Request Name
Commerce, Washington State Department of-BEAD-Initial Proposal-Vol 1-GRN-000939
Application Workspace
Application Team
Requirements
Return to Initial Proposal Workspace
Volume 1
1.1 Existing Broadband Funding; 1.2 Unserved and Underserved Locations; 1.3 Community Anchor Institutions
SECTION STATUS
Not Started
Get Started
1.4 Challenge Process
SECTION STATUS
Not Started
Get Started
Volume I Waivers and Public Comment
SECTION STATUS
Not Started
Get Started
Attest & Submit
Only users with the Authorized Organization Representative (AOR) role (and respective log-in credentials) in the application may submit the application on behalf of the organization.
SECTION STATUS
Not Started
Get Started

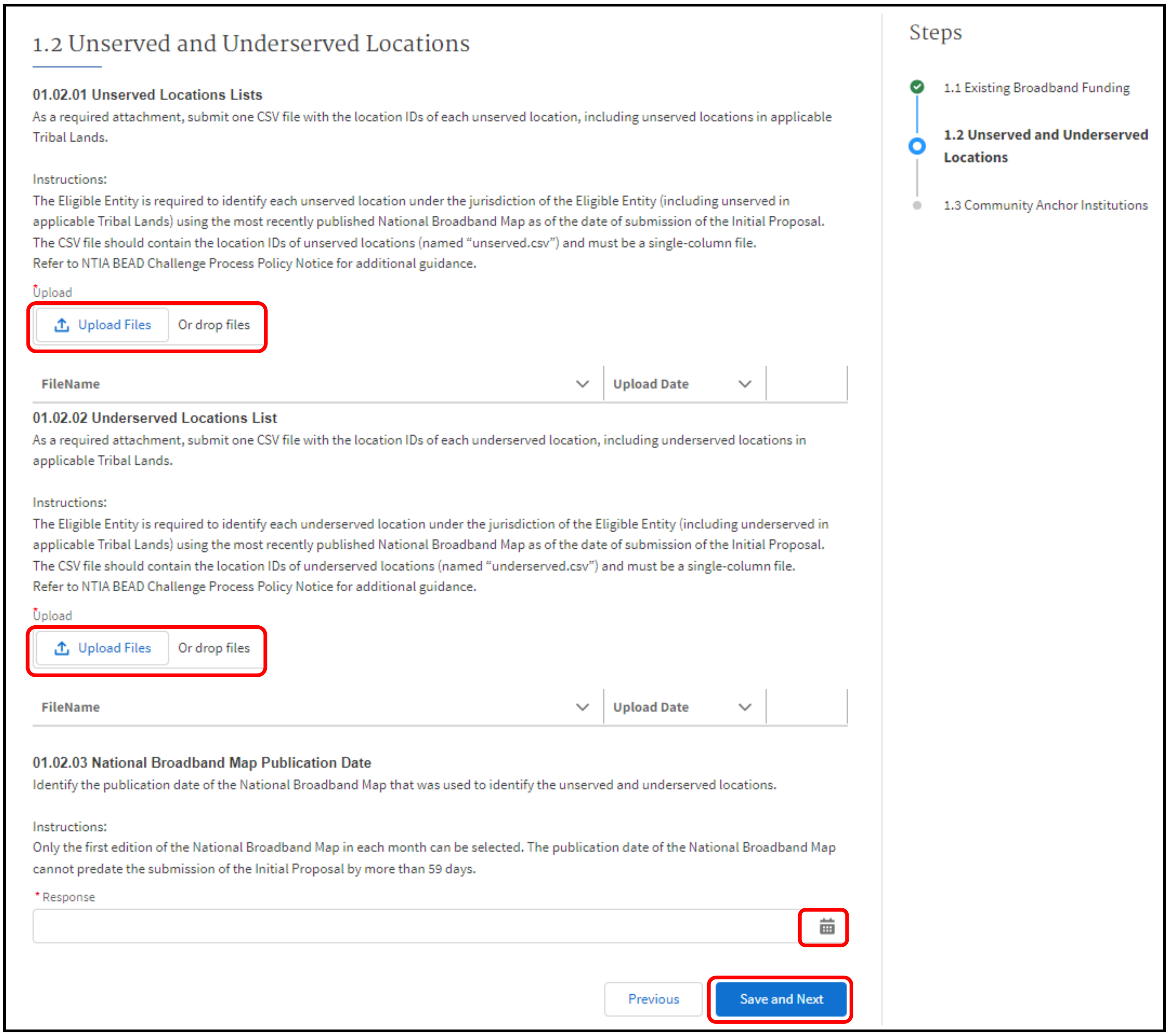
1.1 Existing Broadband Funding

5. Notice the Steps outlined to the right of the modal, highlighted as you navigate through each step. Follow the instructions on the screen for Step 1.1 Existing Broadband Funding, Volume I. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step. Users will be unable to proceed to the next step on the right of the modal until required fields have content. If needed, users should enter placeholder content to proceed to the next step and return to previous steps later.



1.2 Unserved and Underserved Locations

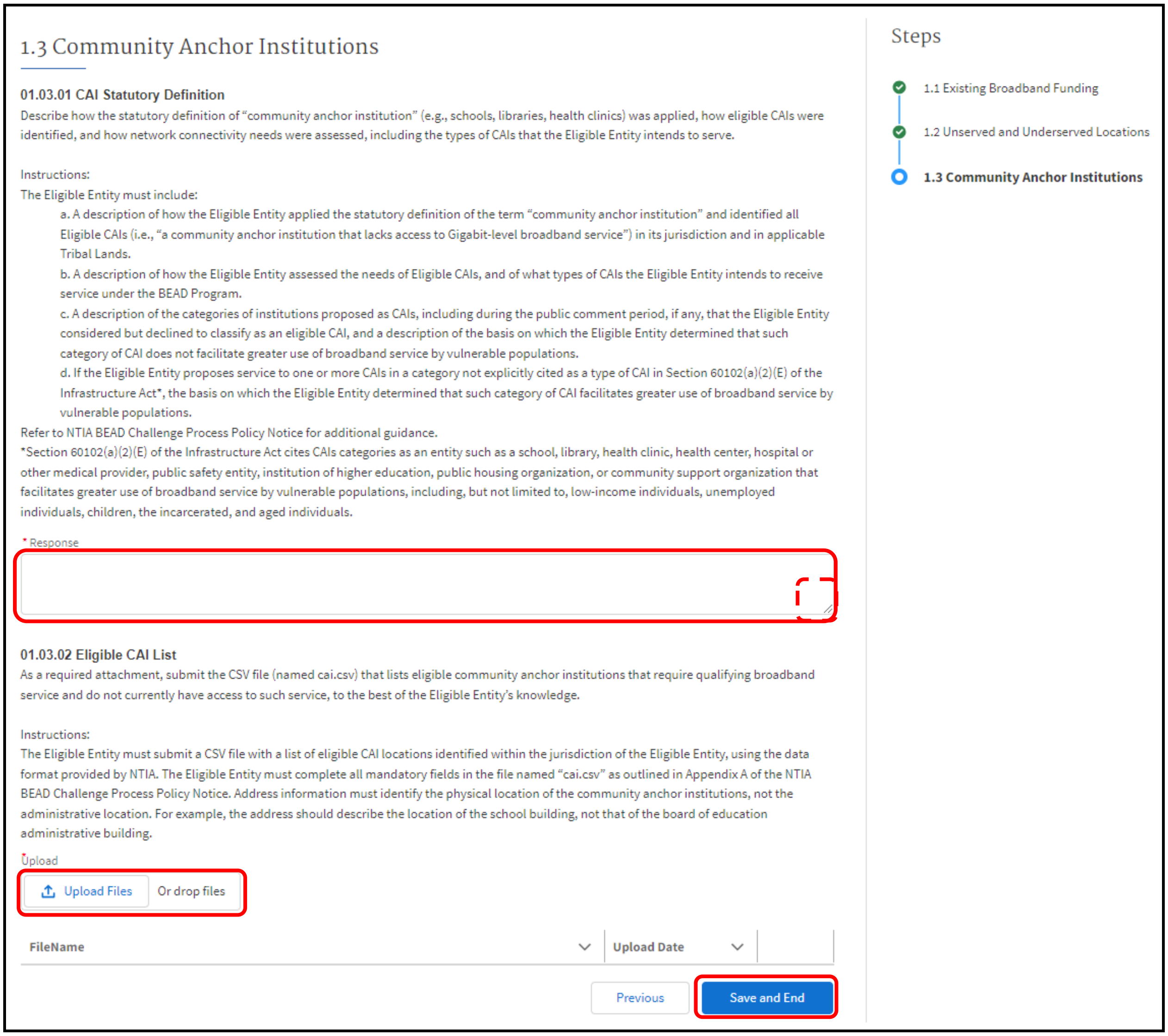
6. Follow the instructions on the screen for Step 1.2 Unserved and Underserved Locations, Volume I. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). To enter a date in the Response field, click the **calendar icon** to select a date from the pop-up calendar feature (not pictured). A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step, or click the **Previous** button to return to the previous step.



1.3 Community Anchor Institutions

7. Follow the instructions on the screen for step 1.3 Community Anchor Institutions, Volume I. Enter a response in the **Response** field. To make the response field larger, click and drag the lower-right corner of the field. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed to the next step, or click the **Previous** button to return to the previous step.

   Note: When working through text fields and the need arises to come back later to enter a completed response, it is recommended to enter a comment indicating that a completed response is still needed, then click Save and Next to save your work and proceed. Make a note of the text fields that still need a completed response.



1.3 Community Anchor Institutions

01.03.01 CAI Statutory Definition

Describe how the statutory definition of "community anchor institution" (e.g., schools, libraries, health clinics) was applied, how eligible CAIs were identified, and how network connectivity needs were assessed, including the types of CAIs that the Eligible Entity intends to serve.

Instructions:

The Eligible Entity must include:

a. A description of how the Eligible Entity applied the statutory definition of the term "community anchor institution" and identified all Eligible CAIs (i.e., "a community anchor institution that lacks access to Gigabit-level broadband service") in its jurisdiction and in applicable Tribal Lands.

b. A description of how the Eligible Entity assessed the needs of Eligible CAIs, and of what types of CAIs the Eligible Entity intends to receive service under the BEAD Program.

c. A description of the categories of institutions proposed as CAIs, including during the public comment period, if any, that the Eligible Entity considered but declined to classify as an eligible CAI, and a description of the basis on which the Eligible Entity determined that such category of CAI does not facilitate greater use of broadband service by vulnerable populations.

d. If the Eligible Entity proposes service to one or more CAIs in a category not explicitly cited as a type of CAI in Section 60102(a)(2)(E) of the Infrastructure Act*, the basis on which the Eligible Entity determined that such category of CAI facilitates greater use of broadband service by vulnerable populations.

Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

*Section 60102(a)(2)(E) of the Infrastructure Act cites CAIs categories as an entity such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

* Response

01.03.02 Eligible CAI List

As a required attachment, submit the CSV file (named cai.csv) that lists eligible community anchor institutions that require qualifying broadband service and do not currently have access to such service, to the best of the Eligible Entity's knowledge.

Instructions:

The Eligible Entity must submit a CSV file with a list of eligible CAI locations identified within the jurisdiction of the Eligible Entity, using the data format provided by NTIA. The Eligible Entity must complete all mandatory fields in the file named "cai.csv" as outlined in Appendix A of the NTIA BEAD Challenge Process Policy Notice. Address information must identify the physical location of the community anchor institutions, not the administrative location. For example, the address should describe the location of the school building, not that of the board of education administrative building.

*Upload

Upload Files | Or drop files

FileName	Upload Date	

Previous | Save and End

Steps

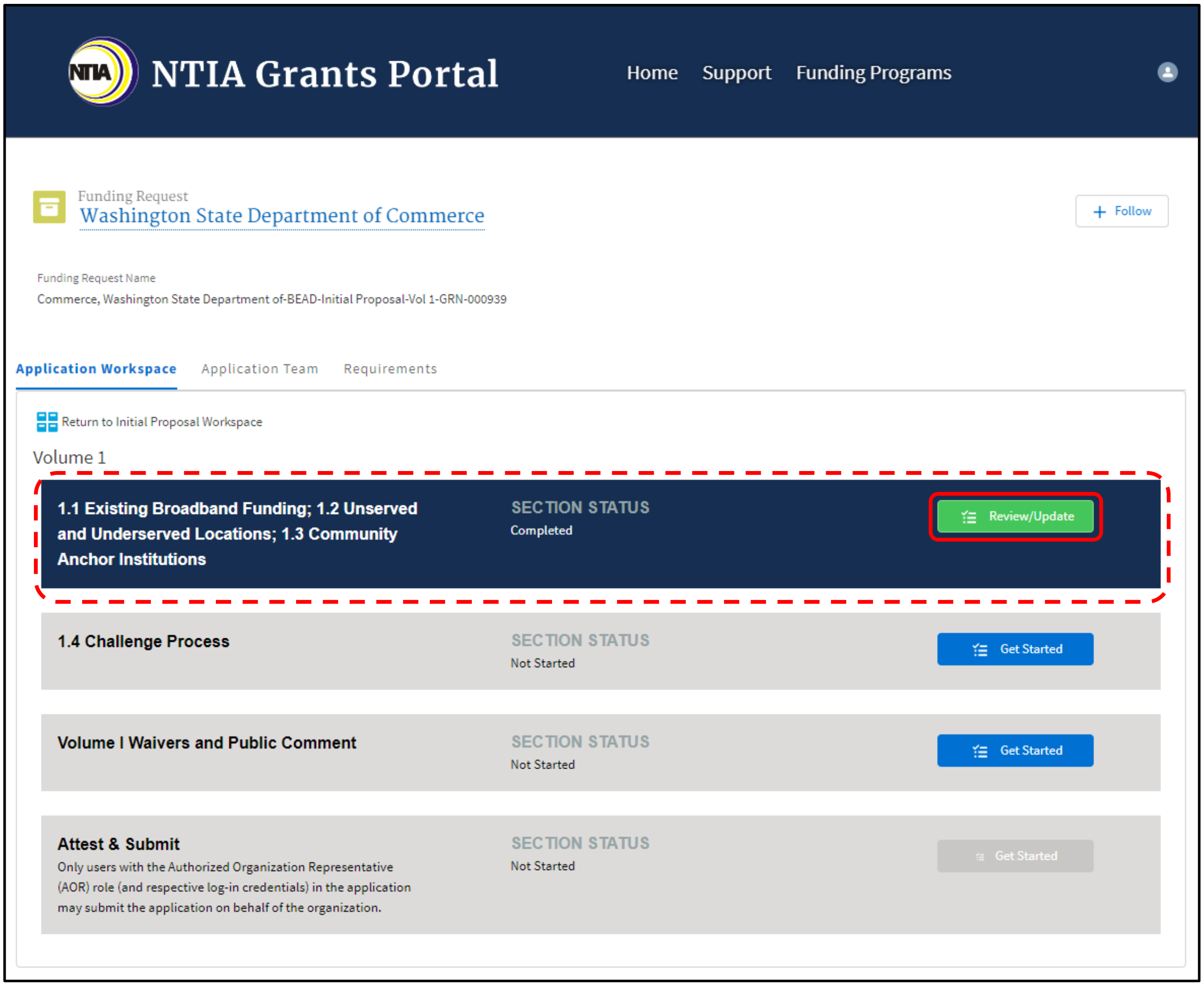
1.1 Existing Broadband Funding

1.2 Unserved and Underserved Locations

1.3 Community Anchor Institutions

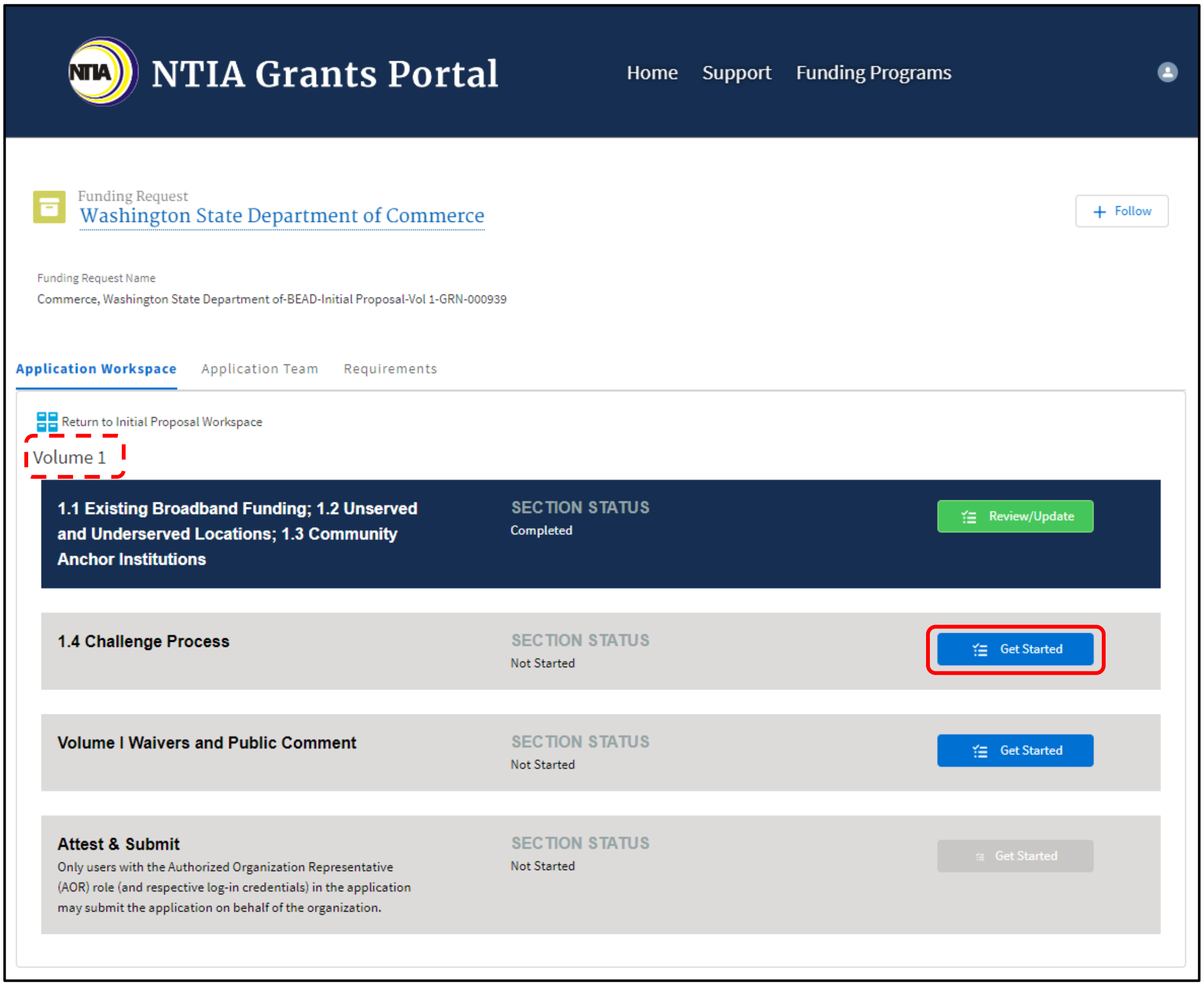
Review & Update Sections

8. Upon clicking the Save and End button, you will return to the Volume I Application Workspace, and the 1.1, 1.2, and 1.3 Section Status will change to **Completed**. To change or edit information in a previously-completed section, click the **Review/Update** button.



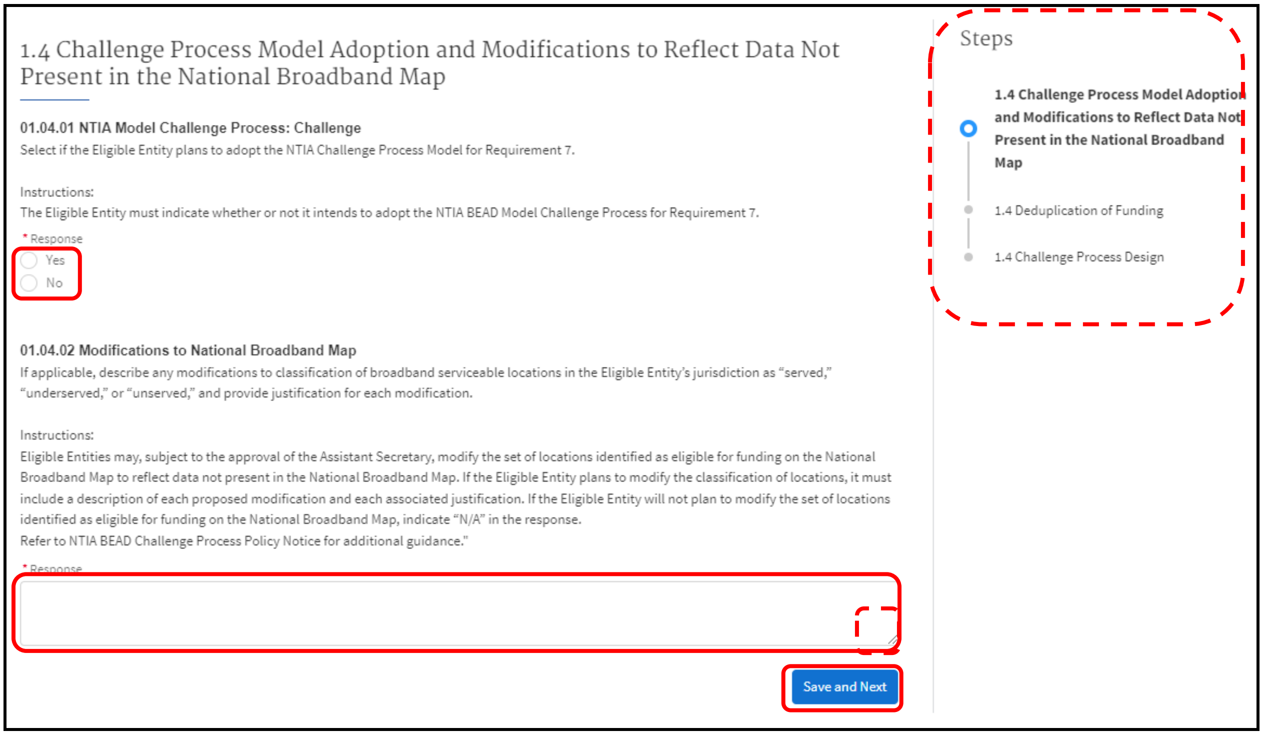
1.4 Challenge Process

1. From the Volume I Application Workspace, click on the **Get Started** button for the 1.4 Challenge Process subsection.



1.4 Challenge Process Model Adoption and Modifications to Reflect Data Not Present in the National Broadband Map

2. Follow the instructions on the screen for step 1.4 Challenge Process Model, Volume I. Click the **radio button** to select a response. Use the **Response field** to enter a response. To make the 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.



1.4 Challenge Process Model Adoption and Modifications to Reflect Data Not Present in the National Broadband Map

01.04.01 NTIA Model Challenge Process: Challenge

Select if the Eligible Entity plans to adopt the NTIA Challenge Process Model for Requirement 7.

Instructions:
The Eligible Entity must indicate whether or not it intends to adopt the NTIA BEAD Model Challenge Process for Requirement 7.

* Response

Yes

No

01.04.02 Modifications to National Broadband Map

If applicable, describe any modifications to classification of broadband serviceable locations in the Eligible Entity's jurisdiction as "served," "underserved," or "unserved," and provide justification for each modification.

Instructions:
Eligible Entities may, subject to the approval of the Assistant Secretary, modify the set of locations identified as eligible for funding on the National Broadband Map to reflect data not present in the National Broadband Map. If the Eligible Entity plans to modify the classification of locations, it must include a description of each proposed modification and each associated justification. If the Eligible Entity will not plan to modify the set of locations identified as eligible for funding on the National Broadband Map, indicate "N/A" in the response.
Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance."

* Response

Save and Next

Steps

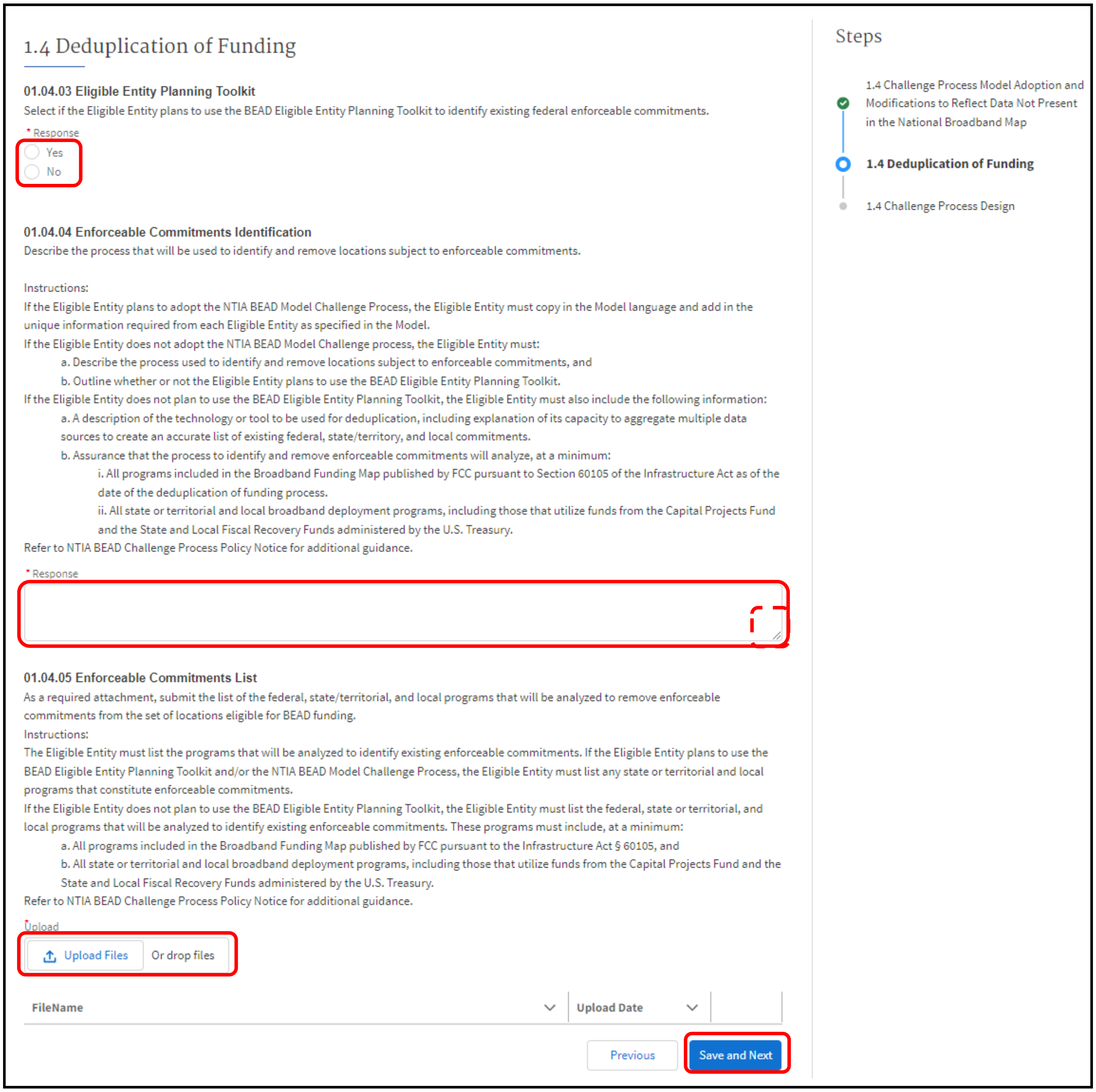
1.4 Challenge Process Model Adoption and Modifications to Reflect Data Not Present in the National Broadband Map

1.4 Deduplication of Funding

1.4 Challenge Process Design

1.4 Deduplication of Funding

3. Follow the instructions on the screen for step 1.4 Deduplication of Funding, Volume I. Click the **radio button** to select a response. Use the **Response field** to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **Save and Next** button to proceed. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step, or click the **Previous** button to return to the previous step.



1.4 Deduplication of Funding

01.04.03 Eligible Entity Planning Toolkit

Select if the Eligible Entity plans to use the BEAD Eligible Entity Planning Toolkit to identify existing federal enforceable commitments.

* Response
- Yes
- No

01.04.04 Enforceable Commitments Identification

Describe the process that will be used to identify and remove locations subject to enforceable commitments.

Instructions:

If the Eligible Entity plans to adopt the NTIA BEAD Model Challenge Process, the Eligible Entity must copy in the Model language and add in the unique information required from each Eligible Entity as specified in the Model.

If the Eligible Entity does not adopt the NTIA BEAD Model Challenge process, the Eligible Entity must:

a. Describe the process used to identify and remove locations subject to enforceable commitments, and

b. Outline whether or not the Eligible Entity plans to use the BEAD Eligible Entity Planning Toolkit.

If the Eligible Entity does not plan to use the BEAD Eligible Entity Planning Toolkit, the Eligible Entity must also include the following information:

a. A description of the technology or tool to be used for deduplication, including explanation of its capacity to aggregate multiple data sources to create an accurate list of existing federal, state/territory, and local commitments.

b. Assurance that the process to identify and remove enforceable commitments will analyze, at a minimum:

i. All programs included in the Broadband Funding Map published by FCC pursuant to Section 60105 of the Infrastructure Act as of the date of the deduplication of funding process.

ii. All state or territorial and local broadband deployment programs, including those that utilize funds from the Capital Projects Fund and the State and Local Fiscal Recovery Funds administered by the U.S. Treasury.

Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

* Response

01.04.05 Enforceable Commitments List

As a required attachment, submit the list of the federal, state/territorial, and local programs that will be analyzed to remove enforceable commitments from the set of locations eligible for BEAD funding.

Instructions:

The Eligible Entity must list the programs that will be analyzed to identify existing enforceable commitments. If the Eligible Entity plans to use the BEAD Eligible Entity Planning Toolkit and/or the NTIA BEAD Model Challenge Process, the Eligible Entity must list any state or territorial and local programs that constitute enforceable commitments.

If the Eligible Entity does not plan to use the BEAD Eligible Entity Planning Toolkit, the Eligible Entity must list the federal, state or territorial, and local programs that will be analyzed to identify existing enforceable commitments. These programs must include, at a minimum:

a. All programs included in the Broadband Funding Map published by FCC pursuant to the Infrastructure Act § 60105, and

b. All state or territorial and local broadband deployment programs, including those that utilize funds from the Capital Projects Fund and the State and Local Fiscal Recovery Funds administered by the U.S. Treasury.

Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

Upload

Upload Files Or drop files

FileName	Upload Date	

Previous Save and Next

Steps

1.4 Challenge Process Model Adoption and Modifications to Reflect Data Not Present in the National Broadband Map

1.4 Deduplication of Funding

1.4 Challenge Process Design

1.4 Challenge Process Design

4. Follow the instructions on the screen for step 1.4 Challenge Process Design, Volume I. Use the **Response field** to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **Save and Next** button to proceed. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed to the next step, or click the **Previous** button to return to the previous step.

1.4 Challenge Process Design

01.04.06 Challenge Process Design

Describe the plan to conduct an evidence-based, fair, transparent, and expeditious challenge process.

Instructions:

If the Eligible Entity plans to adopt the NTIA BEAD Model Challenge Process, the Eligible Entity must copy in the Model language and add in the unique information required from each Eligible Entity, outlined in the Model.

If the Eligible Entity does not plan to adopt the NTIA BEAD Model Challenge Process, the Eligible Entity must include in its response:

a. The proposed approach for the challenge process, including the publication of eligible locations, challenge phase, rebuttal phase, and final determination phase.

b. Challenge types permitted, including the identification of community anchor institutions, existing Broadband Serviceable Location (BSL) and community anchor institution BEAD funding eligibility determinations, enforceable commitments, and planned service.

c. Challengers permitted: units of local government, nonprofit organizations, and broadband service providers.

d. Proposed evidentiary review process through which the Eligible Entity will review and make determinations based on challenges and rebuttals received. If the Eligible Entity decides to add any additional data sources to or remove from the list as outlined in Table 3 "Examples of Acceptable Evidence for BEAD Challenges and Rebuttals" in the NTIA BEAD Challenge Process Policy Notice, it must respond to question 1.4.7 and outline the proposed sources and requirements that will be considered acceptable evidence.

e. Requirements for acceptable speed tests (e.g., number of speed tests, geographic distribution, speed test collection time), if applicable.

f. Plan to ensure that sufficient opportunity and time is given to all relevant parties to initiate, rebut, and substantiate challenges, and that the challenge process standards of review are applied uniformly to all challenges submitted.

g. The plan to ensure transparency, including:

i. The plan to publicly post documentation explaining the challenge process once it is approved by NTIA (prior to beginning the challenge process).

ii. The plan to post all submitted challenges and rebuttals before final determinations are made, including information from the NTIA BEAD Challenge Process Policy Notice.

iii. The plan to host a website, including the link to the website's URL, if the hosting website already exists.

iv. The plan to inform units of local government, relevant nonprofit organizations and broadband providers to the challenge process and its deadlines.

h. The plan to ensure the protection of Personally Identifiable Information (PII), business confidential, and proprietary information, including anyone who will have access to any PII submitted through the challenge process (e.g., provider's subscriber PII), including through state/territory public records processes.

i. The overall timeline, with tentative dates of initiation and completion, for the challenge process. The timeline must also include the plan to ensure that:

i. The proposed challenge process will be completed within 120 days, starting with the initiation of the challenge submission window.

ii. The proposed challenge process will include a minimum 14-day window to file a rebuttal after the challenge is available on the challenge portal.

iii. The proposed challenge process will publicly post final classification of eligible locations after resolving each challenge, at least 60 days before allocating grant funds for network deployment.

Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

* Response

01.04.06.01 Challenge Process Design Acceptable Evidence

As a required attachment only if the Eligible Entity is not using the NTIA BEAD Model Challenge Process, outline the proposed sources and requirements that will be considered acceptable evidence.

Instructions:

If the Eligible Entity plans to adhere to the sources outlined in Table 3 "Examples of Acceptable Evidence for BEAD Challenge and Rebuttals" in the NTIA BEAD Challenge Process Policy Notice, the Eligible Entity will not be required to complete the attachment. Otherwise, the Eligible Entity must list any proposed data sources that will be accepted as sufficient evidence that are not included in the NTIA BEAD Challenge Process Policy Notice. Additionally, the Eligible Entity must also indicate any data sources that are included in the NTIA BEAD Challenge Process Policy Notice that will not be accepted as sufficient evidence.

- To add an additional data source: the Eligible Entity must complete all columns and indicate in column 3 ("Proposed Change to NTIA BEAD Policy Notice") whether the Eligible Entity will add or remove this data source as outlined in the NTIA BEAD Challenge Process Policy Notice.
- To remove an approved data source: the Eligible Entity can skip columns 3 and 4 (i.e., "Data Source Requirements" and "Permissible Rebuttal") and fill out only columns 1 and 2 (i.e., "Challenge Type" and "Data Source").

Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

Upload

Upload Files | Or drop files

FileName	Upload Date	

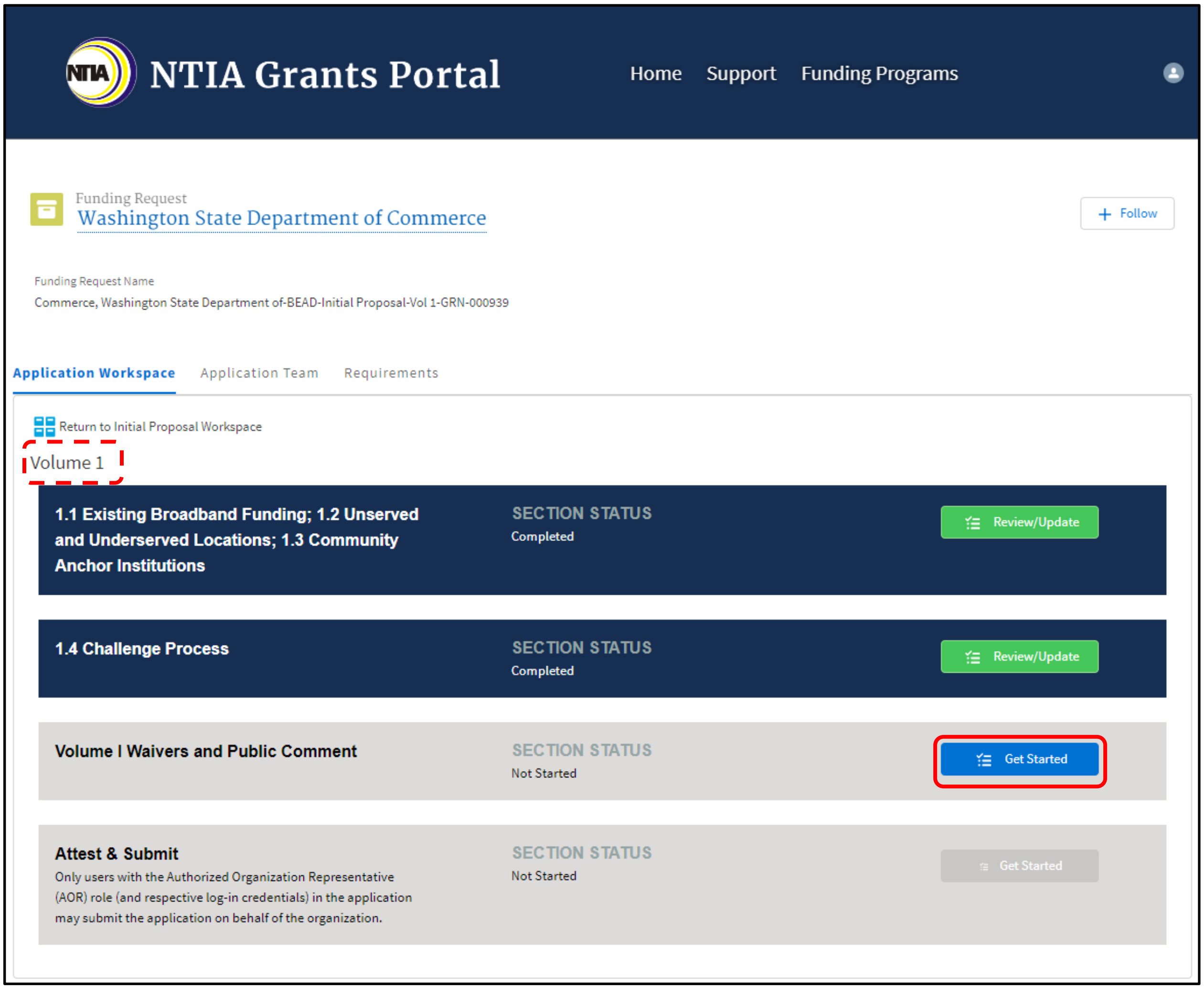
Previous | Save and End

Steps

- 1.4 Challenge Process Model Adoption and Modifications to Reflect Data Not Present in the National Broadband Map
- 1.4 Deduplication of Funding
- **1.4 Challenge Process Design**

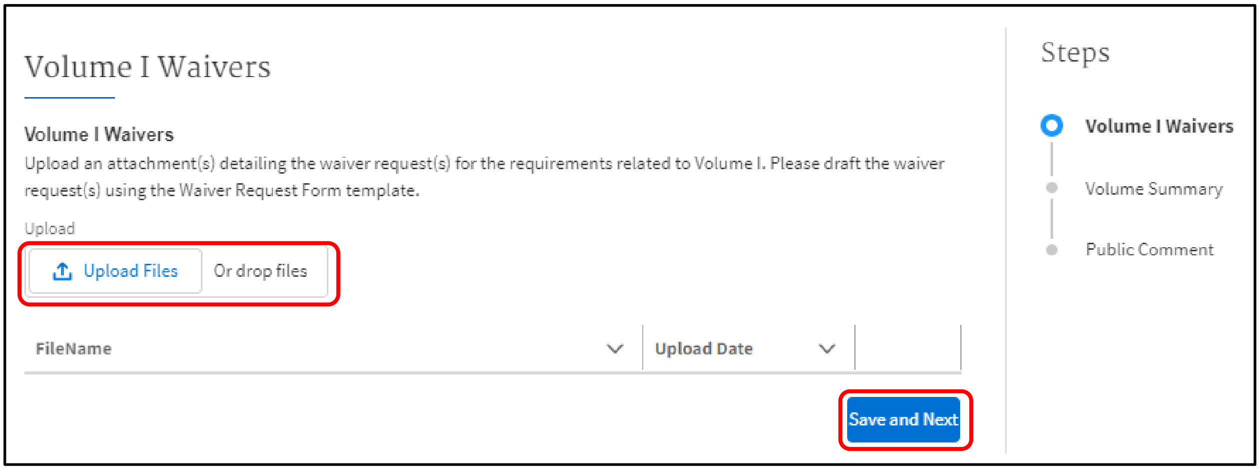
Volume I Waivers & Public Comment Section

1. From the Volume I Application Workspace, click on the **Get Started** button for the Volume I Waivers and Public Comment subsection.



Volume I Waivers

2. To submit Volume I Waivers documents, click on the **Upload Files** button to upload the requested information as needed, click the **Done** button on the pop-up (not pictured). Click the **Save and Next** button to proceed to the next step, Volume Summary.



Volume Summary

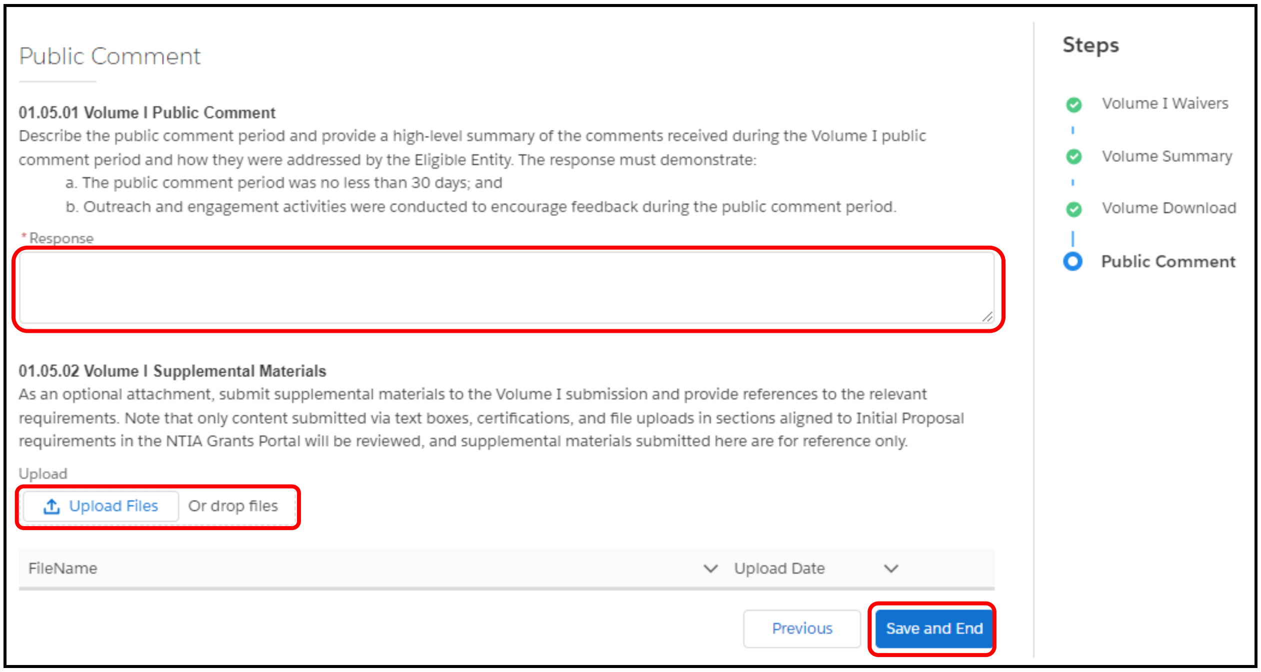
3. Once you have completed your entries for Volume I, to generate a summary of your entries select **Yes** in the question that appears. Allow time for the document to be generated. Click the **Save and Next** button to proceed.

Volume Download

4. If you selected **'Yes'** to generate the Volume summary, you will see a Volume Download step appear on the right-hand side of the page. Click the Download Link, then select a folder in which to save the document. After downloading the document, click the **Save and Next** button to proceed, or click on the **Previous** button to go back to the previous step.

Public Comment

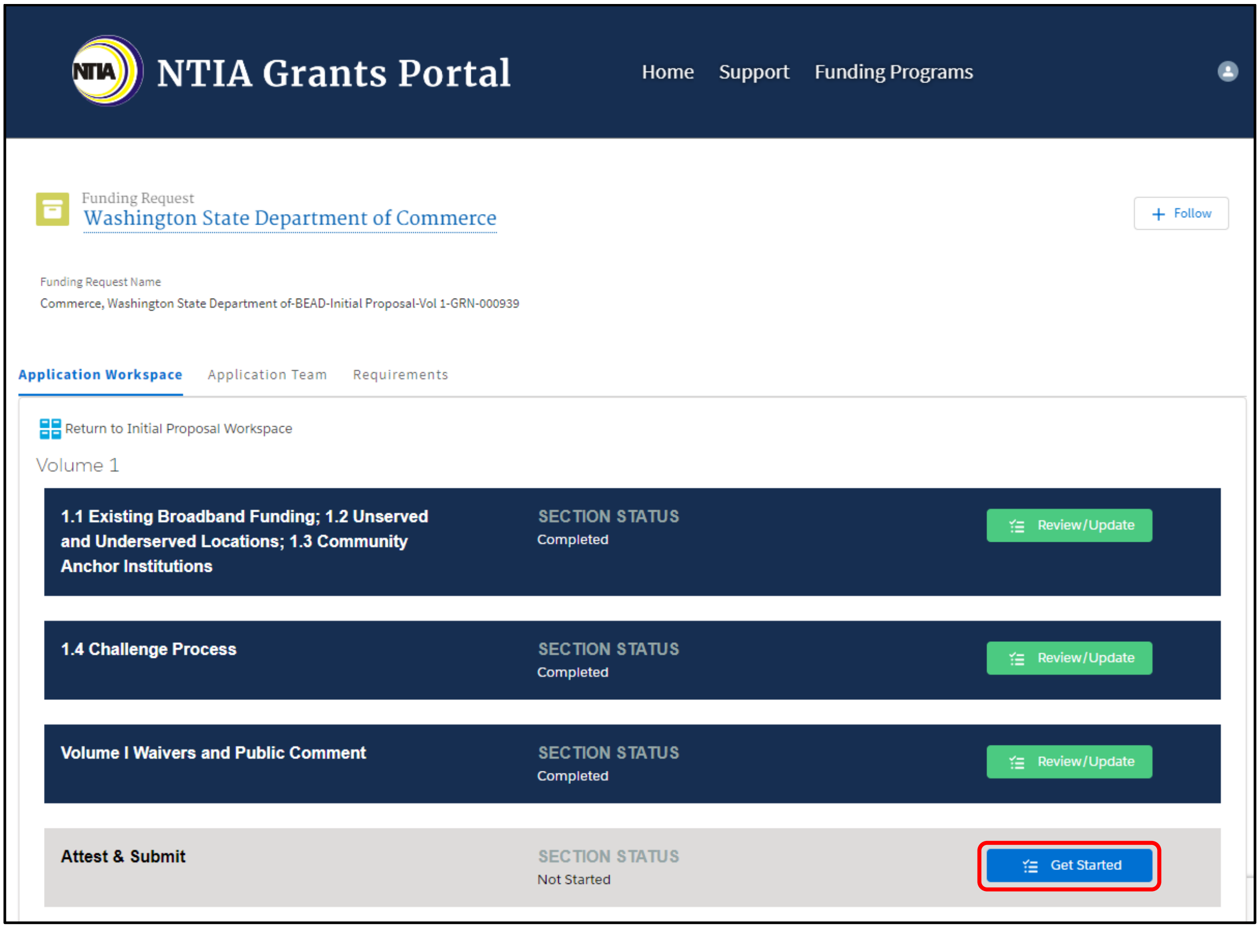
5. Once you have completed the Public Comment period, you will be required to enter comments regarding your Public Comment process. Use the **Response field** to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.



Volume I Attest & Submit

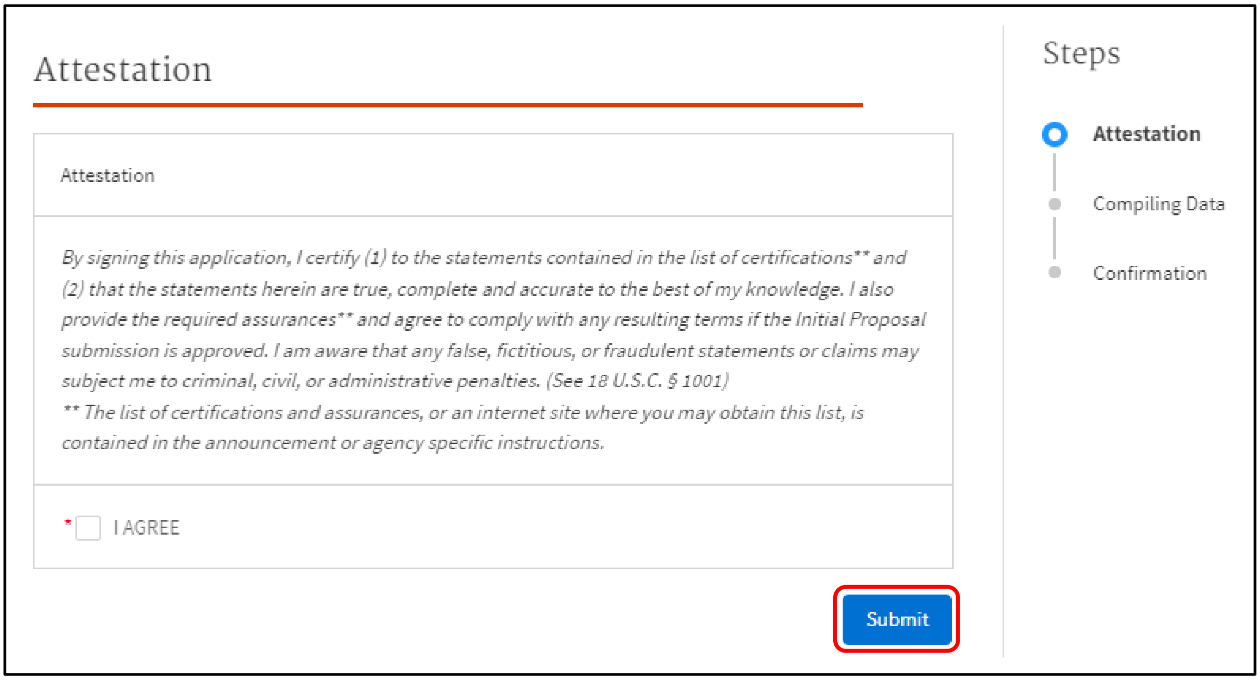
1. To Attest and Submit Volume I of the Initial Proposal, click the **Get Started** button in the Attest & Submit section.

   <u>Important</u>: Only Authorized Organizational Representatives (AORs) (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 Attest & Submit section is not accessible to other team member roles. The AOR must complete the Attest & Submit section. Contact the NTIA Help Desk for help.



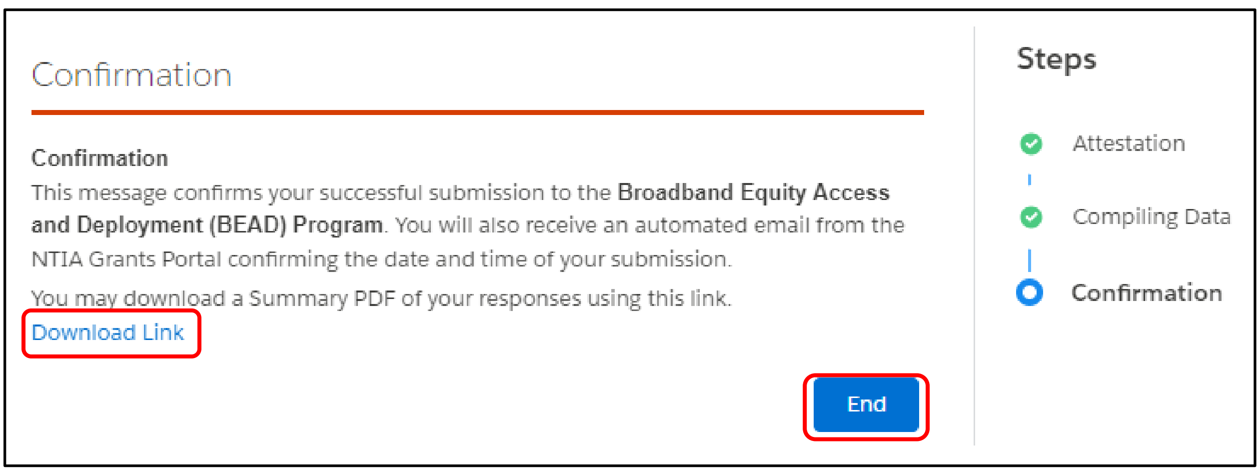
Attestation

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



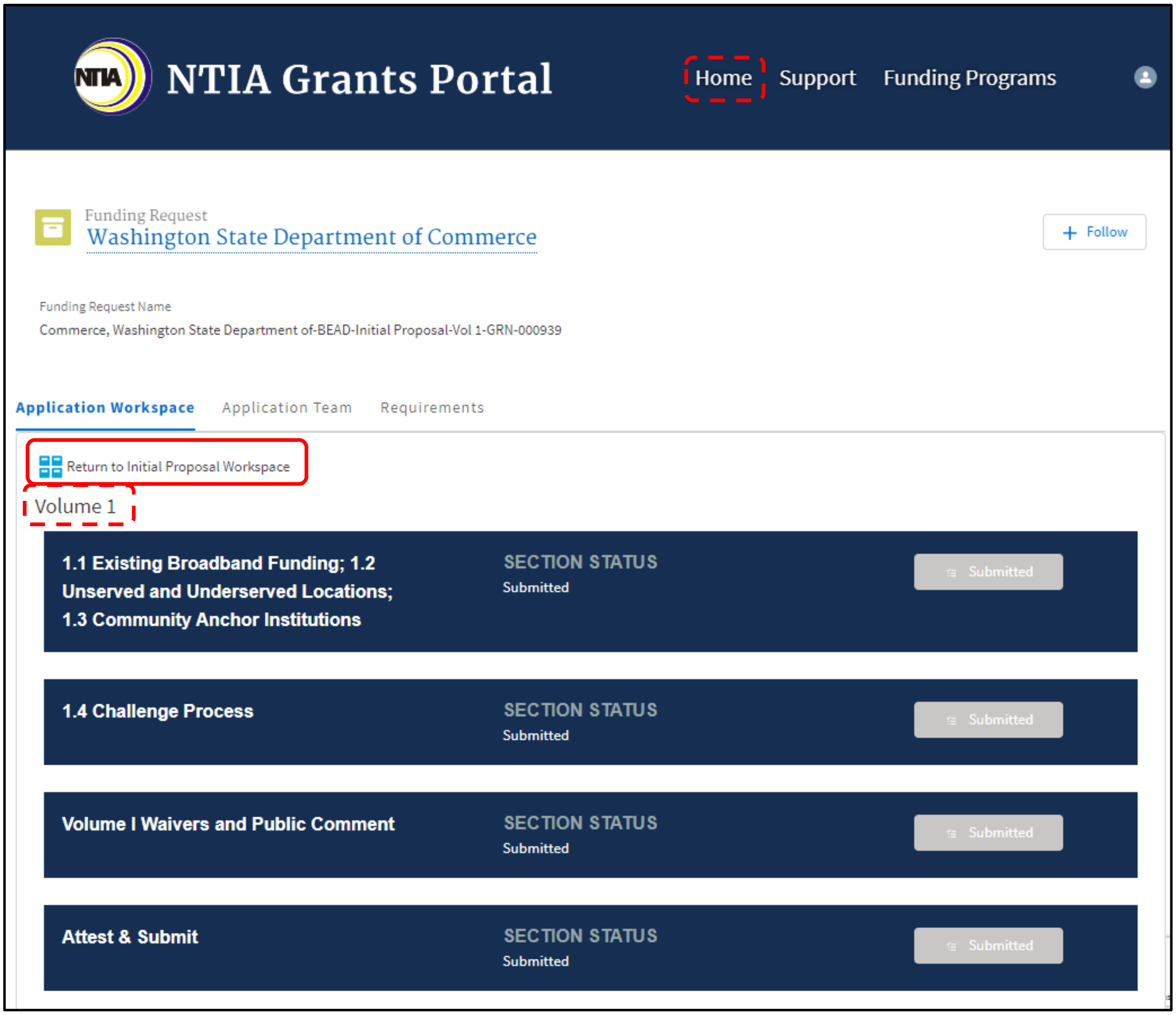
Confirmation & Download Summary PDF

3. To download the summary document containing your submission, click on the **Download Link**. To submit for confirmation, click on the End button.

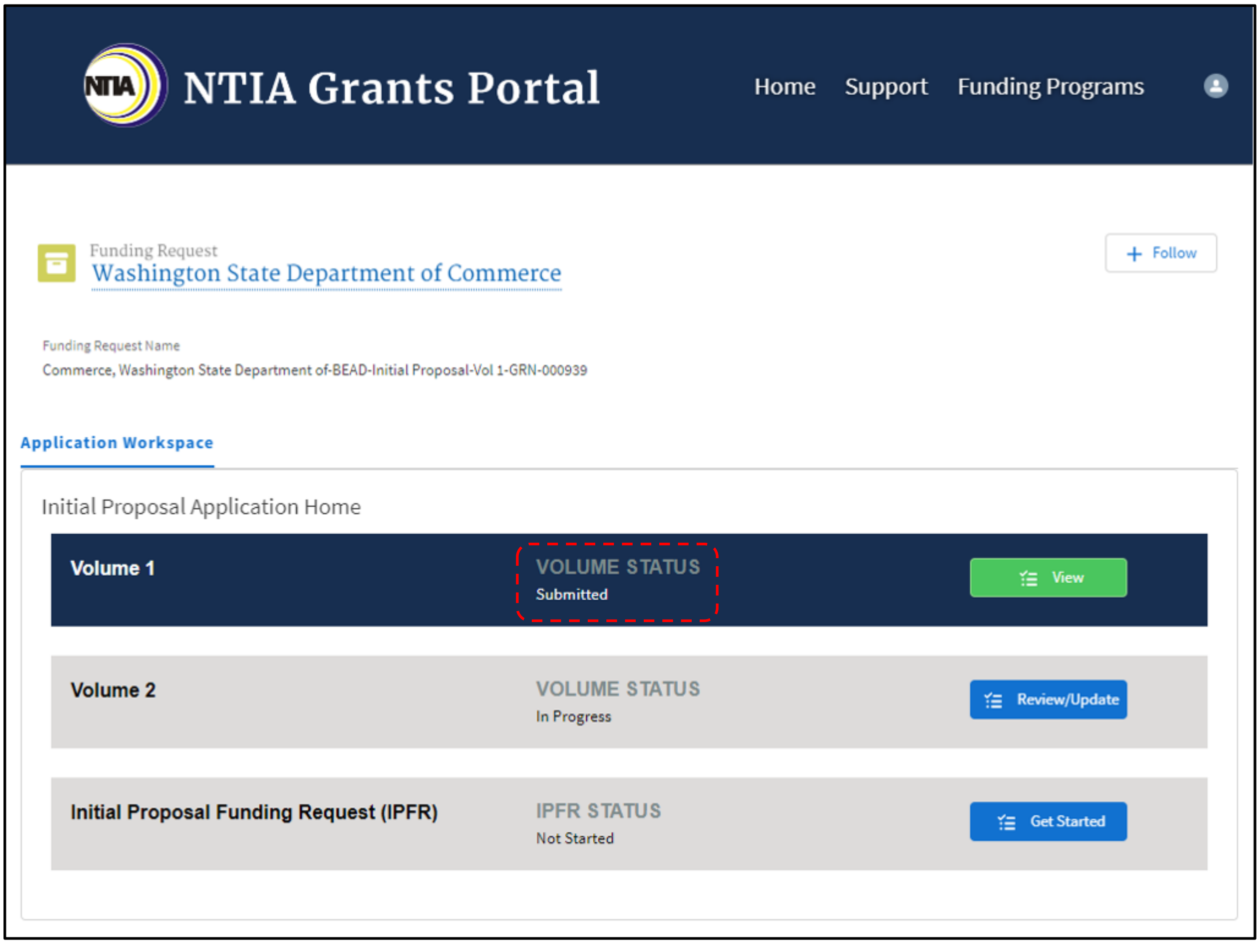


Return to the Initial Proposal Workspace

4. To return to the Initial Proposal Workspace Home from Volume I and proceed with Volume II, click on the **Return to Initial Proposal Workspace** link. To return to the Welcome page, click on **Home** at the top of the screen.



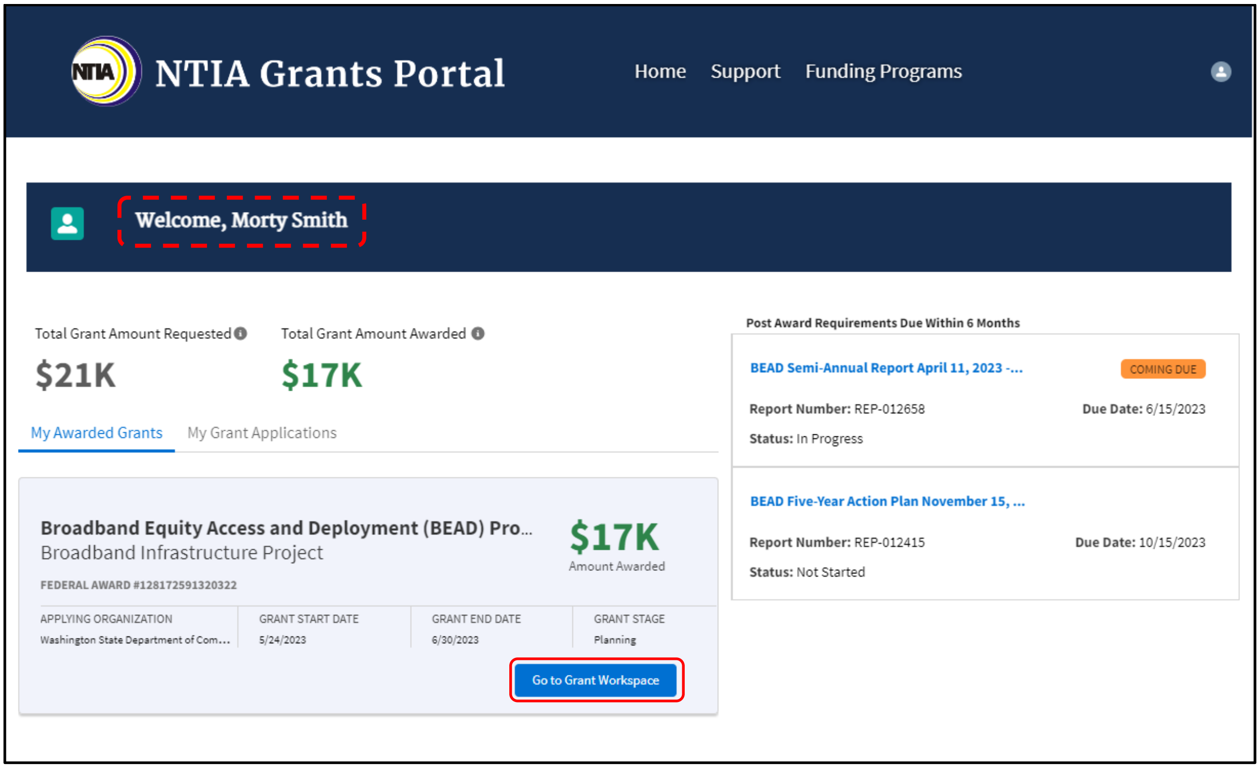
From the Initial Proposal Workspace Home screen, notice that the Volume I Status is now showing as ‘Submitted’. Once submitted, users will not be able to edit content unless the section is reopened for corrections as a result of NTIA’s review.



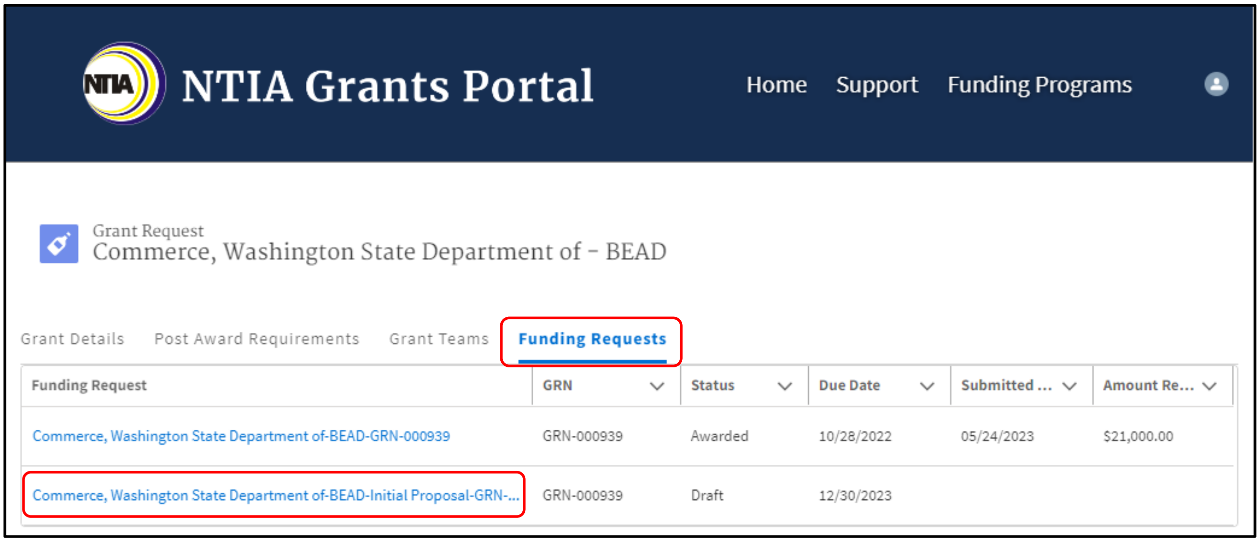
Entering Volume II Responses

1. From the Welcome page, click on the **Go to Grant Workspace** button.

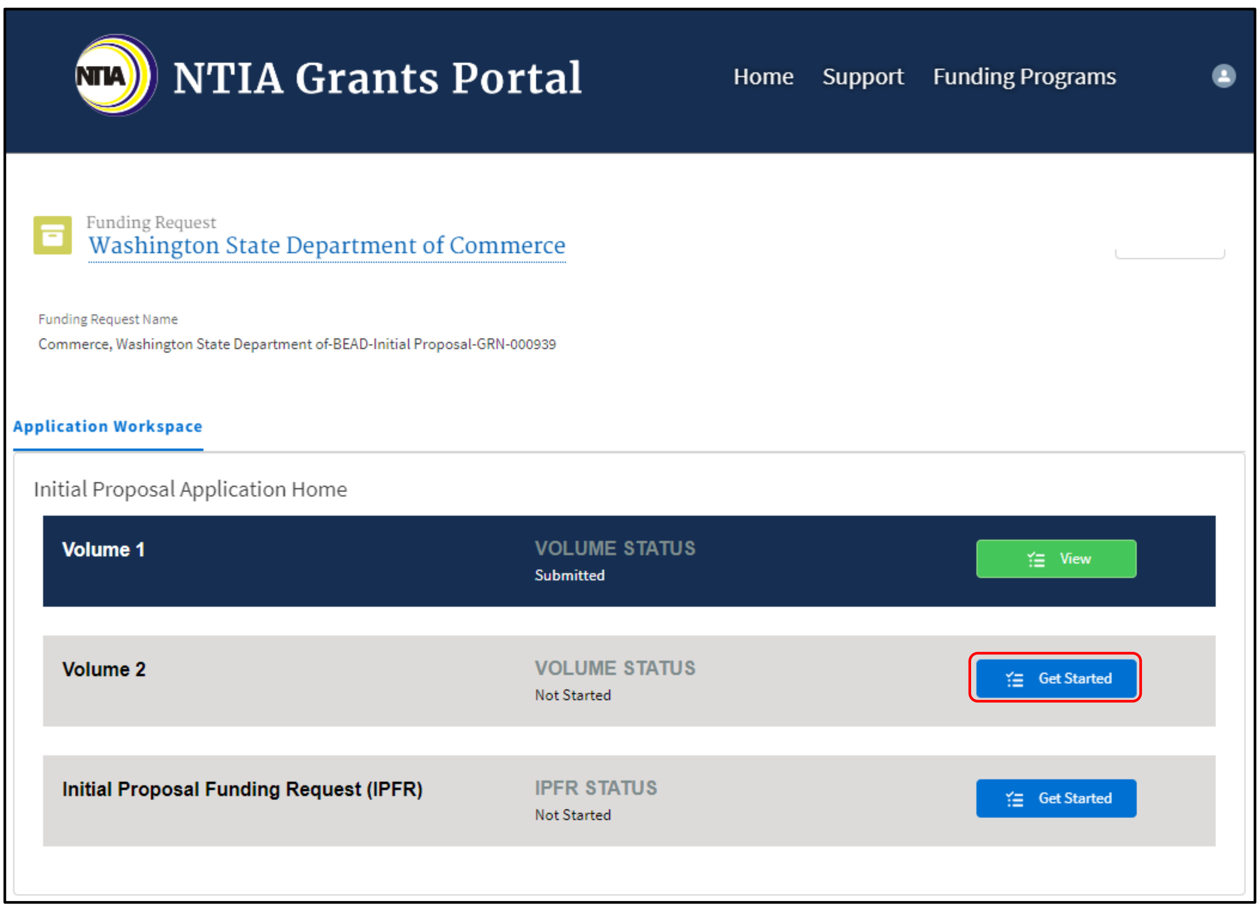
   Note: If you are a Collaborator provided access by your Authorized Organizational Representative (AOR) to only Volume I, Volume II, or the IPFR, you may be taken to the 'My Grant Applications' section of the NTIA Grants Portal homepage, and will only be able to access that specific component within the application.



2. Click on the **Funding Requests** tab, then click on the **BEAD Initial Proposal** link under the column heading labeled ‘Funding Request’.



3. Click on the **Get Started** button for the Volume II section.



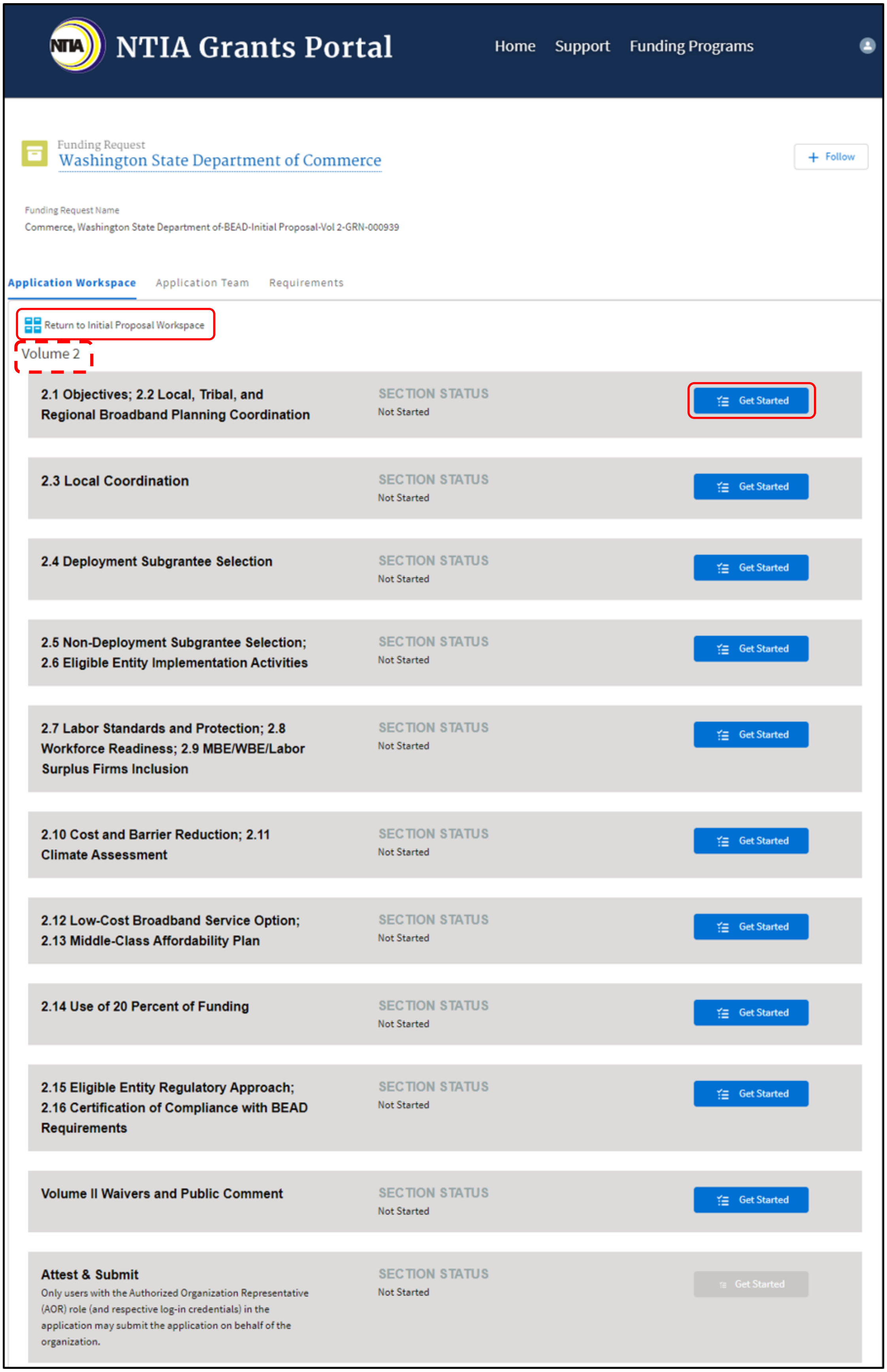
Volume II Subsections

The **Volume II** section contains the following subsections:

2.1 Objectives 2.2 Local, Tribal, and Regional Broadband Planning Coordination
2.3 Local Coordination
2.4 Deployment Subgrantee Selection
2.5 Non-Deployment Subgrantee Selection 2.6 Eligible Entity Implementation Activities
2.7 Labor Standards and Protection 2.8 Workforce Readiness 2.9 Minority Business Enterprises (MBEs), Women's Business Enterprises (WBEs), and Labor Surplus Firms Inclusion
2.10 Cost and Barrier Reduction 2.11 Climate Assessment
2.12 Low-Cost Broadband Service Option 2.13 Middle-Class Affordability Plan
2.14 Use of 20 Percent of Funding
2.15 Eligible Entity Regulatory Approach 2.16 Certification of Compliance with BEAD Requirements
Volume II Waivers and Public Comment
Attest & Submit

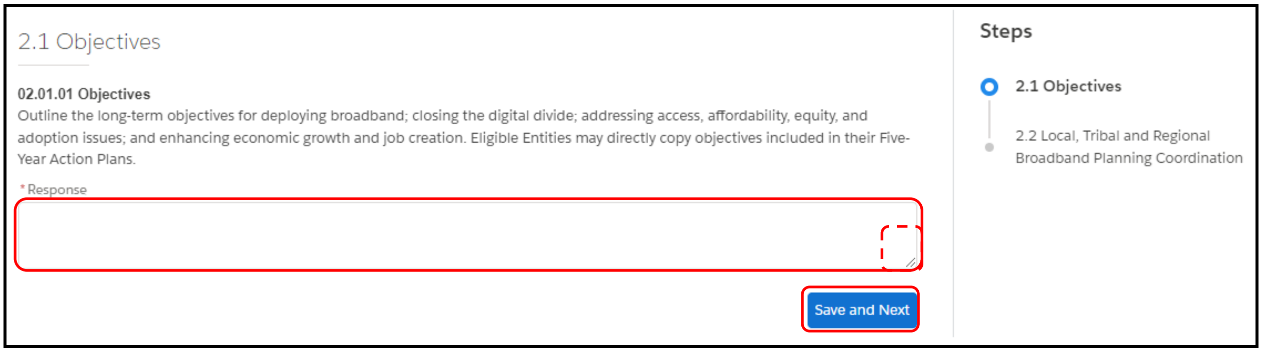
2.1 Objectives & 2.2 Local, Tribal, and Regional Broadband Planning Coordination Section

1. Click on the **Get Started** button to enter the requested information for each subsection in Volume II. To return to the Initial Proposal Workspace, click on the **Return to Initial Proposal Workspace** link.


NTIA Grants Portal
Home
Support
Funding Programs
Funding Request
Washington State Department of Commerce
+ Follow
Funding Request Name
Commerce, Washington State Department of-BEAD-Initial Proposal-Vol 2-GRN-000939
Application Workspace
Application Team
Requirements
Return to Initial Proposal Workspace
Volume 2
2.1 Objectives; 2.2 Local, Tribal, and Regional Broadband Planning Coordination
SECTION STATUS
Not Started
Get Started
2.3 Local Coordination
SECTION STATUS
Not Started
Get Started
2.4 Deployment Subgrantee Selection
SECTION STATUS
Not Started
Get Started
2.5 Non-Deployment Subgrantee Selection; 2.6 Eligible Entity Implementation Activities
SECTION STATUS
Not Started
Get Started
2.7 Labor Standards and Protection; 2.8 Workforce Readiness; 2.9 MBE/WBE/Labor Surplus Firms Inclusion
SECTION STATUS
Not Started
Get Started
2.10 Cost and Barrier Reduction; 2.11 Climate Assessment
SECTION STATUS
Not Started
Get Started
2.12 Low-Cost Broadband Service Option; 2.13 Middle-Class Affordability Plan
SECTION STATUS
Not Started
Get Started
2.14 Use of 20 Percent of Funding
SECTION STATUS
Not Started
Get Started
2.15 Eligible Entity Regulatory Approach; 2.16 Certification of Compliance with BEAD Requirements
SECTION STATUS
Not Started
Get Started
Volume II Waivers and Public Comment
SECTION STATUS
Not Started
Get Started
Attest & Submit
Only users with the Authorized Organization Representative (AOR) role (and respective log-in credentials) in the application may submit the application on behalf of the organization.
SECTION STATUS
Not Started
Get Started

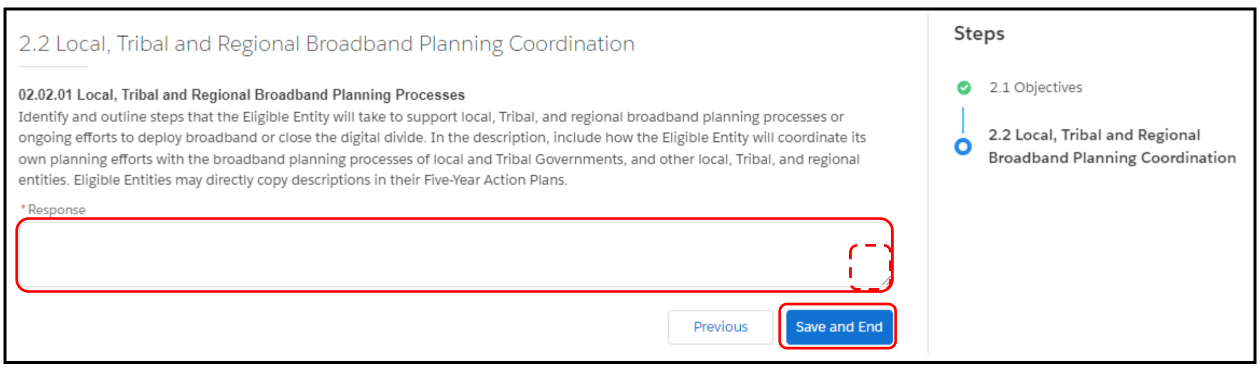
2.1 Objectives

2. Use the **Response field** provided to enter a response. To make the 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.



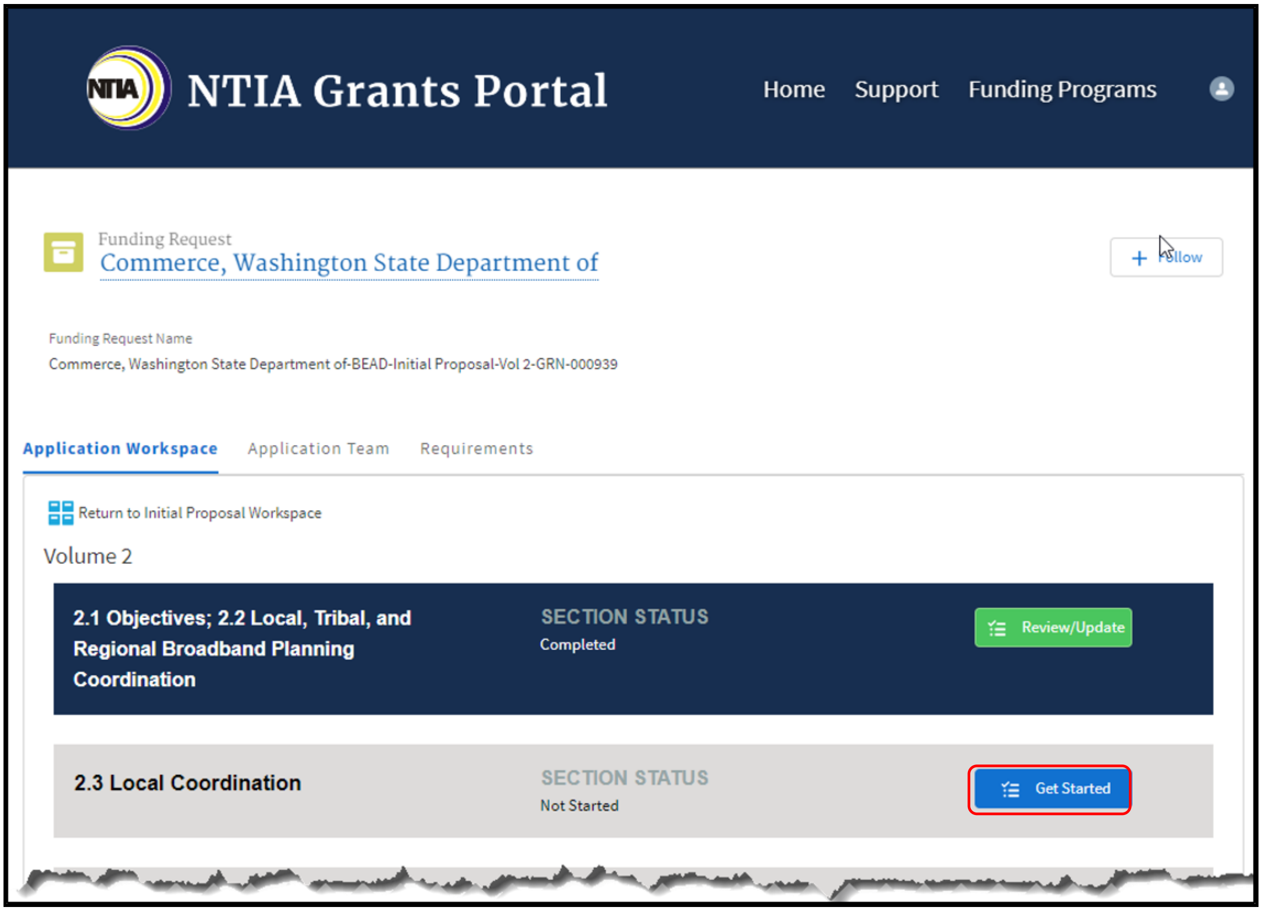
2.2 Local, Tribal and Regional Broadband Planning Coordination

3. Use the **Response field** provided to enter a response. To make the 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.



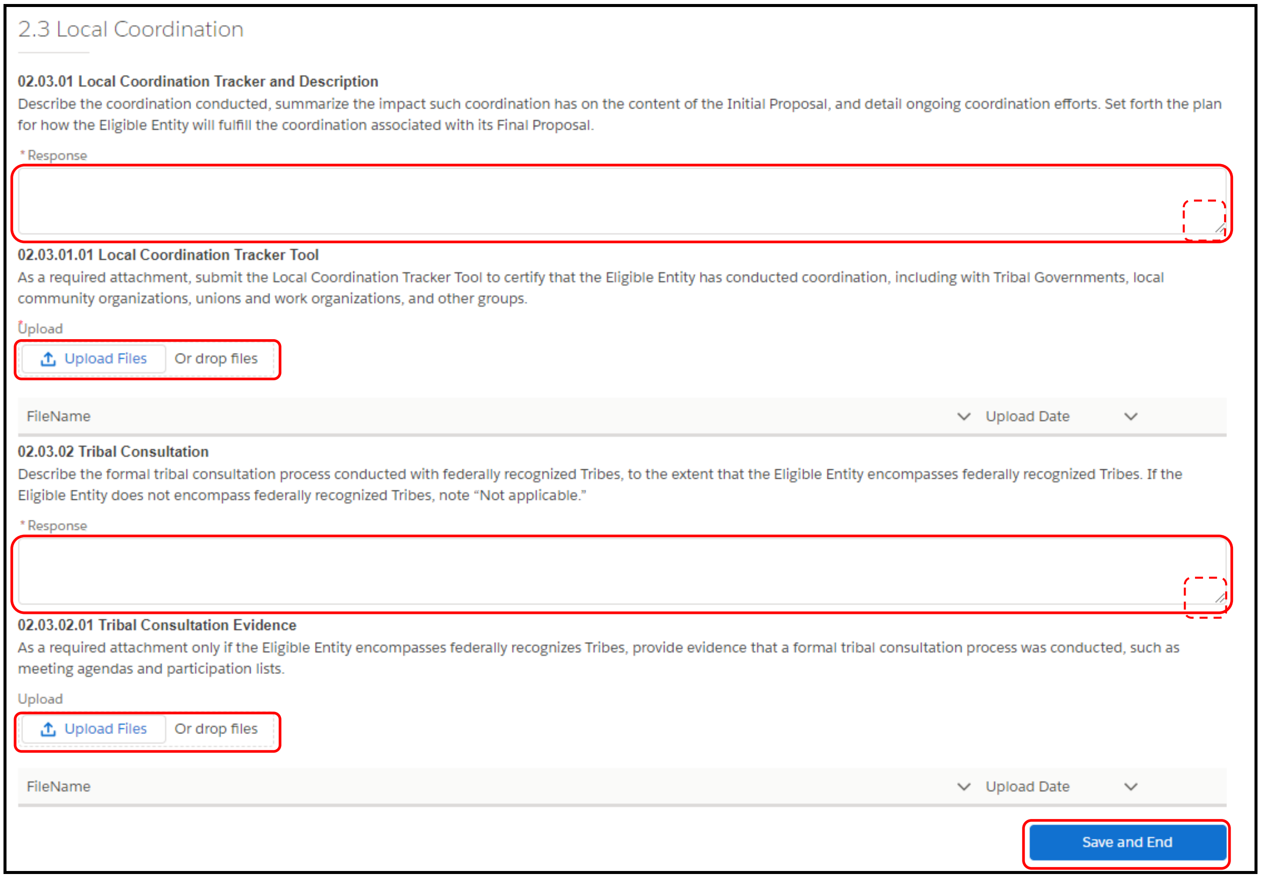
2.3 Local Coordination Section

1. From the Volume II Application Workspace, click on the **Get Started** button for the 2.3 Local Coordination subsection.



2.3 Local Coordination

2. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.


2.3 Local Coordination

02.03.01 Local Coordination Tracker and Description
Describe the coordination conducted, summarize the impact such coordination has on the content of the Initial Proposal, and detail ongoing coordination efforts. Set forth the plan for how the Eligible Entity will fulfill the coordination associated with its Final Proposal.

* Response

02.03.01.01 Local Coordination Tracker Tool
As a required attachment, submit the Local Coordination Tracker Tool to certify that the Eligible Entity has conducted coordination, including with Tribal Governments, local community organizations, unions and work organizations, and other groups.

Upload

Upload Files Or drop files

FileName Upload Date

02.03.02 Tribal Consultation
Describe the formal tribal consultation process conducted with federally recognized Tribes, to the extent that the Eligible Entity encompasses federally recognized Tribes. If the Eligible Entity does not encompass federally recognized Tribes, note "Not applicable."

* Response

02.03.02.01 Tribal Consultation Evidence
As a required attachment only if the Eligible Entity encompasses federally recognizes Tribes, provide evidence that a formal tribal consultation process was conducted, such as meeting agendas and participation lists.

Upload

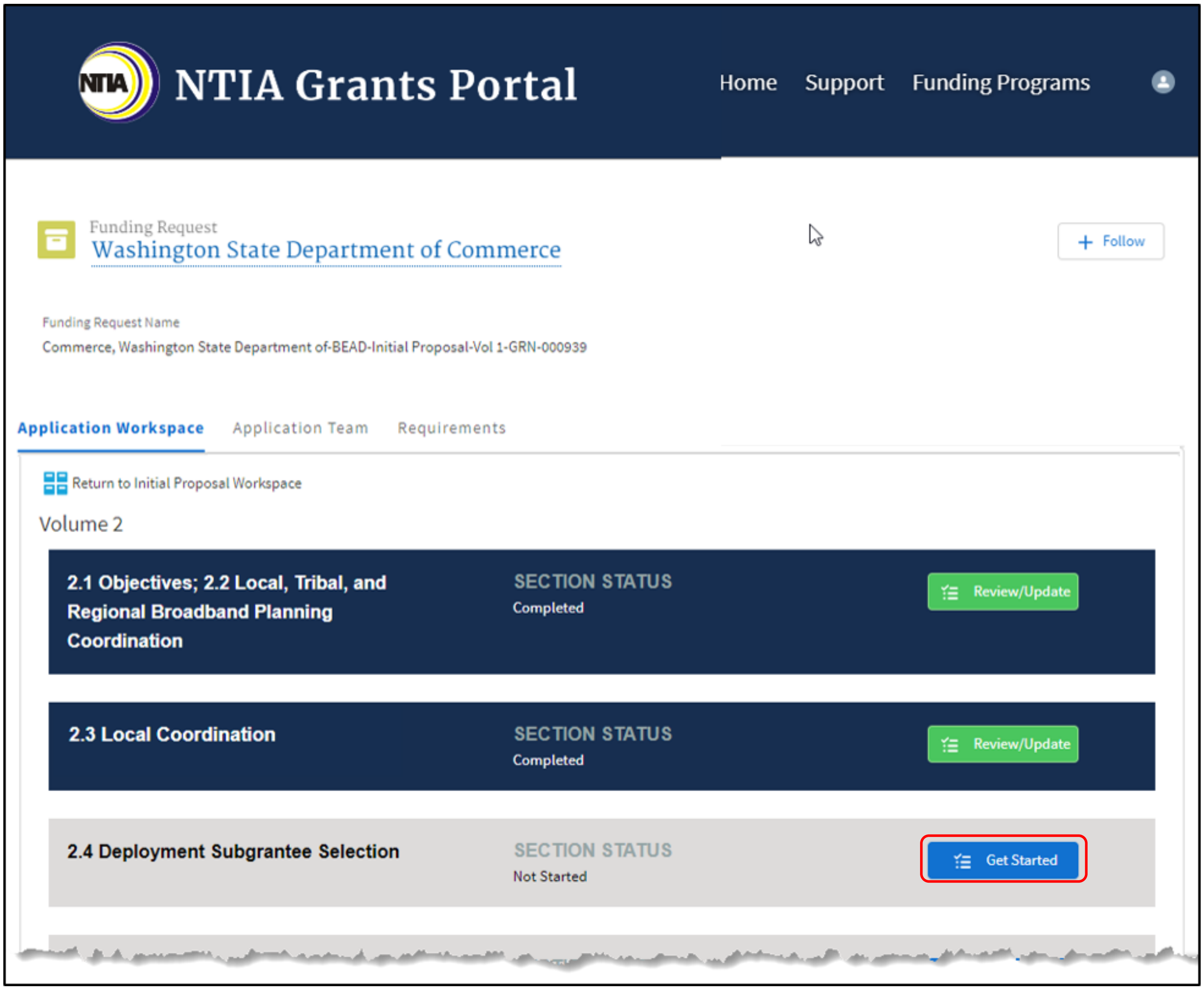
Upload Files Or drop files

FileName Upload Date

Save and End

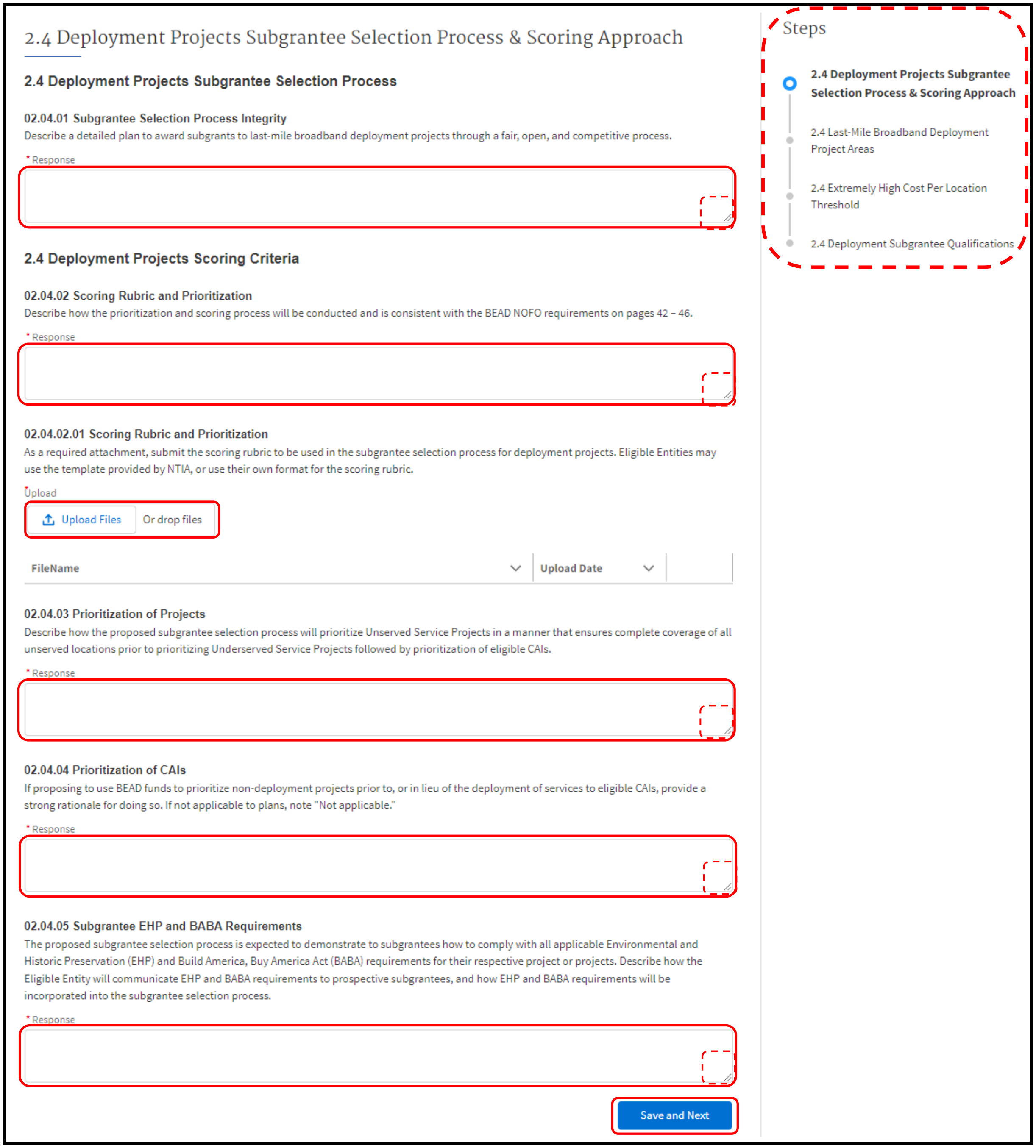
2.4 Deployment Subgrantee Selection Section

1. From the Volume II Application Workspace, click on the **Get Started** button for the 2.4 Deployment Subgrantee Selection subsection.



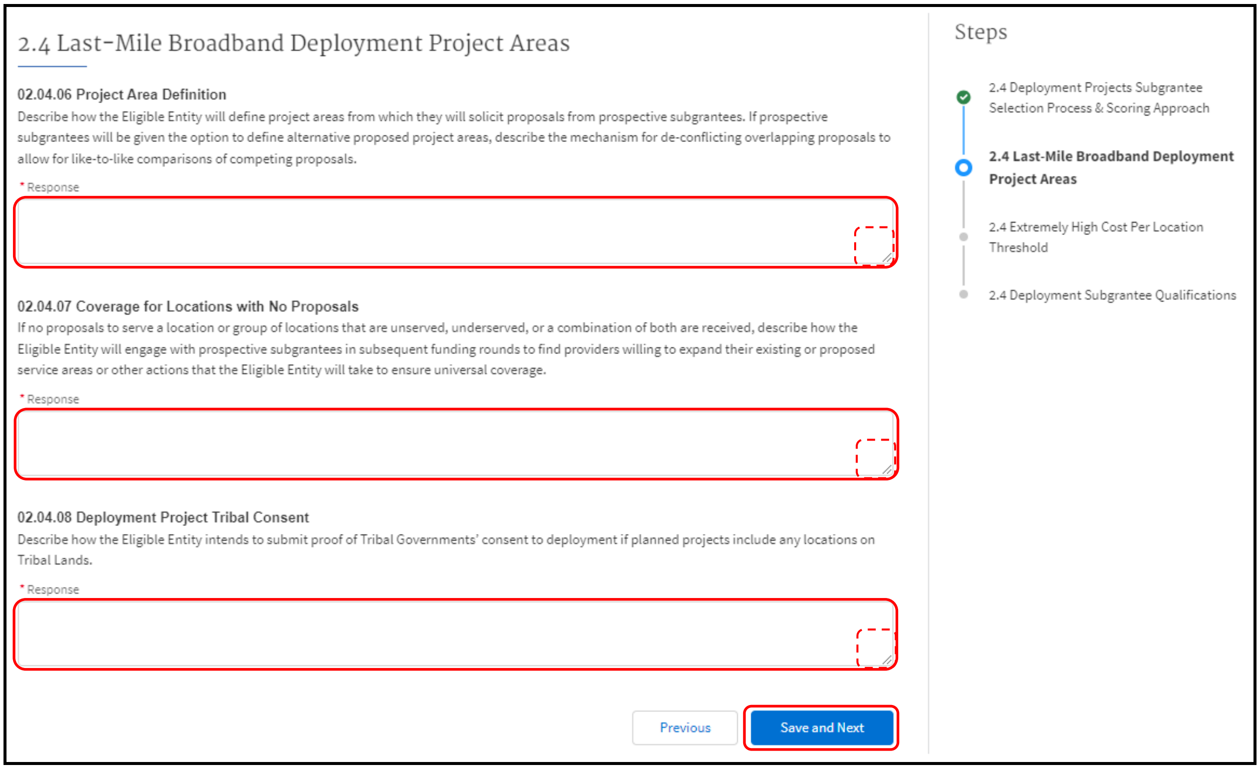
2.4 Deployment Projects Subgrantee Selection Process & Scoring Approach

2. Notice the Steps outlined to the right of the modal, highlighted as you navigate through each step. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step.



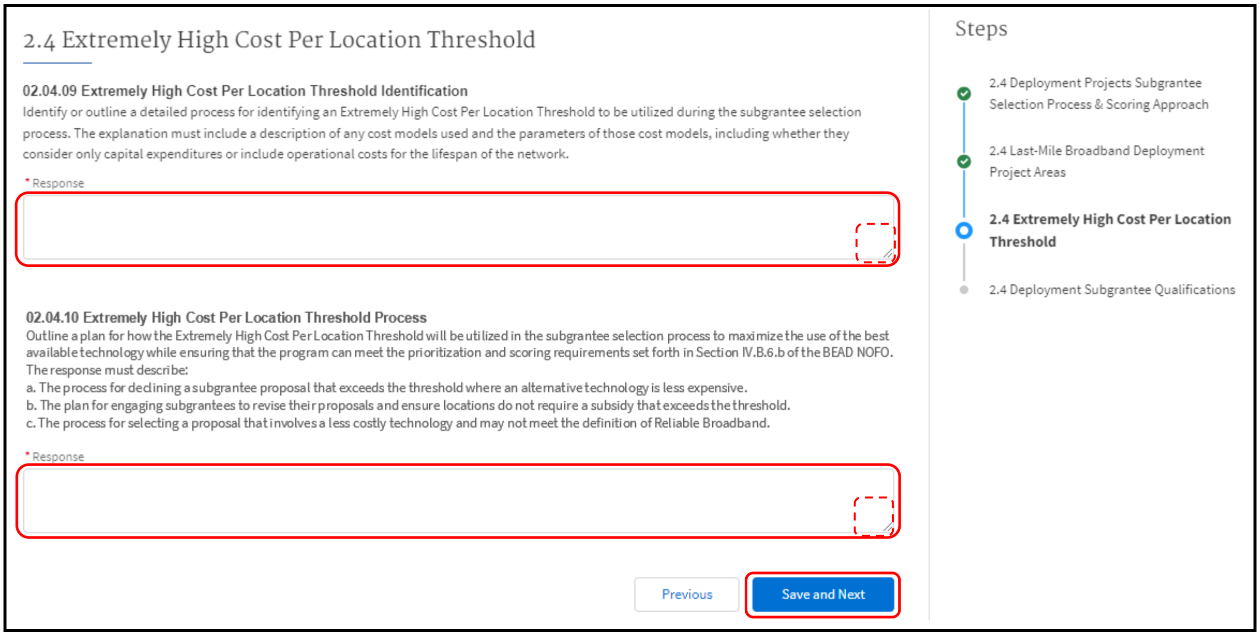
2.4 Last-Mile Broadband Deployment Project Areas

3. Use the **Response fields** provided to enter a response. To make the 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 to the next step.



2.4 Extremely High Cost Per Location Threshold

4. Use the **Response fields** provided to enter a response. To make the 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 to the next step.


2.4 Extremely High Cost Per Location Threshold

02.04.09 Extremely High Cost Per Location Threshold Identification

Identify or outline a detailed process for identifying an Extremely High Cost Per Location Threshold to be utilized during the subgrantee selection process. The explanation must include a description of any cost models used and the parameters of those cost models, including whether they consider only capital expenditures or include operational costs for the lifespan of the network.

* Response

02.04.10 Extremely High Cost Per Location Threshold Process

Outline a plan for how the Extremely High Cost Per Location Threshold will be utilized in the subgrantee selection process to maximize the use of the best available technology while ensuring that the program can meet the prioritization and scoring requirements set forth in Section IV.B.6.b of the BEAD NOFO.
The response must describe:
a. The process for declining a subgrantee proposal that exceeds the threshold where an alternative technology is less expensive.
b. The plan for engaging subgrantees to revise their proposals and ensure locations do not require a subsidy that exceeds the threshold.
c. The process for selecting a proposal that involves a less costly technology and may not meet the definition of Reliable Broadband.

* Response

Previous
Save and Next

Steps
2.4 Deployment Projects Subgrantee Selection Process & Scoring Approach
2.4 Last-Mile Broadband Deployment Project Areas
2.4 Extremely High Cost Per Location Threshold
2.4 Deployment Subgrantee Qualifications

2.4 Deployment Subgrantee Qualifications

5. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed to the next step.

2.4 Deployment Subgrantee Qualifications

02.04.11 Deployment Subgrantee Qualifications: Financial Capability

Describe how the Eligible Entity will ensure prospective subgrantees deploying network facilities meet the minimum qualifications for financial capability as outlined on pages 72 – 73 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how the Eligible Entity will require prospective subgrantees to certify that they are qualified to meet the obligations associated with a Project, that prospective subgrantees will have available funds for all project costs that exceed the amount of the grant, and that prospective subgrantees will comply with all Program requirements, including service milestones. To the extent the Eligible Entity disburses funding to subgrantees only upon completion of the associated tasks, the Eligible Entity will require each prospective subgrantee to certify that it has and will continue to have sufficient financial resources to cover its eligible costs for the Project until such time as the Eligible Entity authorizes additional disbursements.

b. Detail how the Eligible Entity plans to establish a model letter of credit substantially similar to the model letter of credit established by the FCC in connection with the Rural Digital Opportunity Fund (RDOF).

c. Detail how the Eligible Entity will require prospective subgrantees to submit audited financial statements.

d. Detail how the Eligible Entity will require prospective subgrantees to submit business plans and related analyses that substantiate the sustainability of the proposed project.

* Response

02.04.11.01 Deployment Subgrantee Qualifications: Financial Capability

Submit application materials related to the BEAD subgrantee selection process, such as drafts of the Requests for Proposals for deployment projects, and narrative to crosswalk against requirements in the Deployment Subgrantee Qualifications section.

Upload

Upload Files Or drop files

FileName	Upload Date	

02.04.12 Deployment Subgrantee Qualifications: Managerial Capability

Describe how the Eligible Entity will ensure any prospective subgrantee deploying network facilities meets the minimum qualifications for managerial capability as outlined on pages 73 – 74 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how the Eligible Entity will require prospective subgrantees to submit resumes for key management personnel.

b. Detail how it will require prospective subgrantees to provide a narrative describing their readiness to manage their proposed project and ongoing services provided.

* Response

02.04.13 Deployment Subgrantee Qualifications: Technical Capability

Describe how the Eligible Entity will ensure any prospective subgrantee deploying network facilities meets the minimum qualifications for technical capability as outlined on page 74 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how the Eligible Entity will require prospective subgrantees to certify that they are technically qualified to complete and operate the Project and that it is capable of carrying out the funded activities in a competent manner, including that it will use an appropriately skilled and credentialed workforce.

b. Detail how the Eligible Entity will require prospective subgrantees to submit a network design, diagram, project costs, build-out timeline and milestones for project implementation, and a capital investment schedule evidencing complete build-out and the initiation of service within four years of the date on which the entity receives the subgrant, all certified by a professional engineer, stating that the proposed network can deliver broadband service that meets the requisite performance requirements to all locations served by the Project.

* Response

Steps

- 2.4 Deployment Projects Subgrantee Selection Process & Scoring Approach
- 2.4 Last-Mile Broadband Deployment Project Areas
- 2.4 Extremely High Cost Per Location Threshold
- **2.4 Deployment Subgrantee Qualifications**

02.04.15 Deployment Subgrantee Qualifications: Operational Capability

Describe how the Eligible Entity will ensure any prospective subgrantee deploying network facilities meets the minimum qualifications for operational capability as outlined on pages 74 – 75 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how the Eligible Entity will require prospective subgrantees to certify that they possess the operational capability to qualify to complete and operate the Project.

b. Detail how the Eligible Entity will require prospective subgrantees to submit a certification that they have provided a voice, broadband, and/or electric transmission or distribution service for at least the two (2) consecutive years prior to the date of their application submission or that they are a wholly owned subsidiary of such an entity and attest to and specify the number of years the prospective subgrantee or its parent company has been operating.

c. Detail how the Eligible Entity will require prospective subgrantees that have provided a voice and/or broadband service, to certify that it has timely filed Commission Form 477s and the Broadband DATA Act submission, if applicable, as required during this time period, and otherwise has complied with the Commission's rules and regulations.

d. Detail how the Eligible Entity will require prospective subgrantees that have operated only an electric transmission or distribution service, to submit qualified operating or financial reports, that it has filed with the relevant financial institution for the relevant time period along with a certification that the submission is a true and accurate copy of the reports that were provided to the relevant financial institution.

e. In reference to new entrants to the broadband market, detail how the Eligible Entity will require prospective subgrantees to provide evidence sufficient to demonstrate that the newly formed entity has obtained, through internal or external resources, sufficient operational capabilities.

* Response

02.04.16 Deployment Subgrantee Qualifications: Ownership

Describe how the Eligible Entity will ensure that any prospective subgrantee deploying network facilities meets the minimum qualifications for providing information on ownership as outlined on page 75 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how the Eligible Entity will require prospective subgrantees to provide ownership information consistent with the requirements set forth in 47 C.F.R. § 1.2112(a)(1)-(7).

* Response

02.04.17 Deployment Subgrantee Qualifications: Public Funding

Describe how the Eligible Entity will ensure any prospective subgrantee deploying network facilities meets the minimum qualifications for providing information on other public funding as outlined on pages 75 – 76 of the BEAD NOFO. If the Eligible Entity opts to provide application materials related to the BEAD subgrantee selection process, the Eligible Entity response may reference those to outline alignment with requirements for this section. The response must:

a. Detail how it will require prospective subgrantees to disclose for itself and for its affiliates, any application the subgrantee or its affiliates have submitted or plan to submit, and every broadband deployment project that the subgrantee or its affiliates are undertaking or have committed to undertake at the time of the application using public funds.

b. At a minimum, the Eligible Entity shall require the disclosure, for each broadband deployment project, of:

(a) the speed and latency of the broadband service to be provided (as measured and/or reported under the applicable rules),

(b) the geographic area to be covered,

(c) the number of unserved and underserved locations committed to serve (or, if the commitment is to serve a percentage of locations within the specified geographic area, the relevant percentage),

(d) the amount of public funding to be used,

(e) the cost of service to the consumer, and

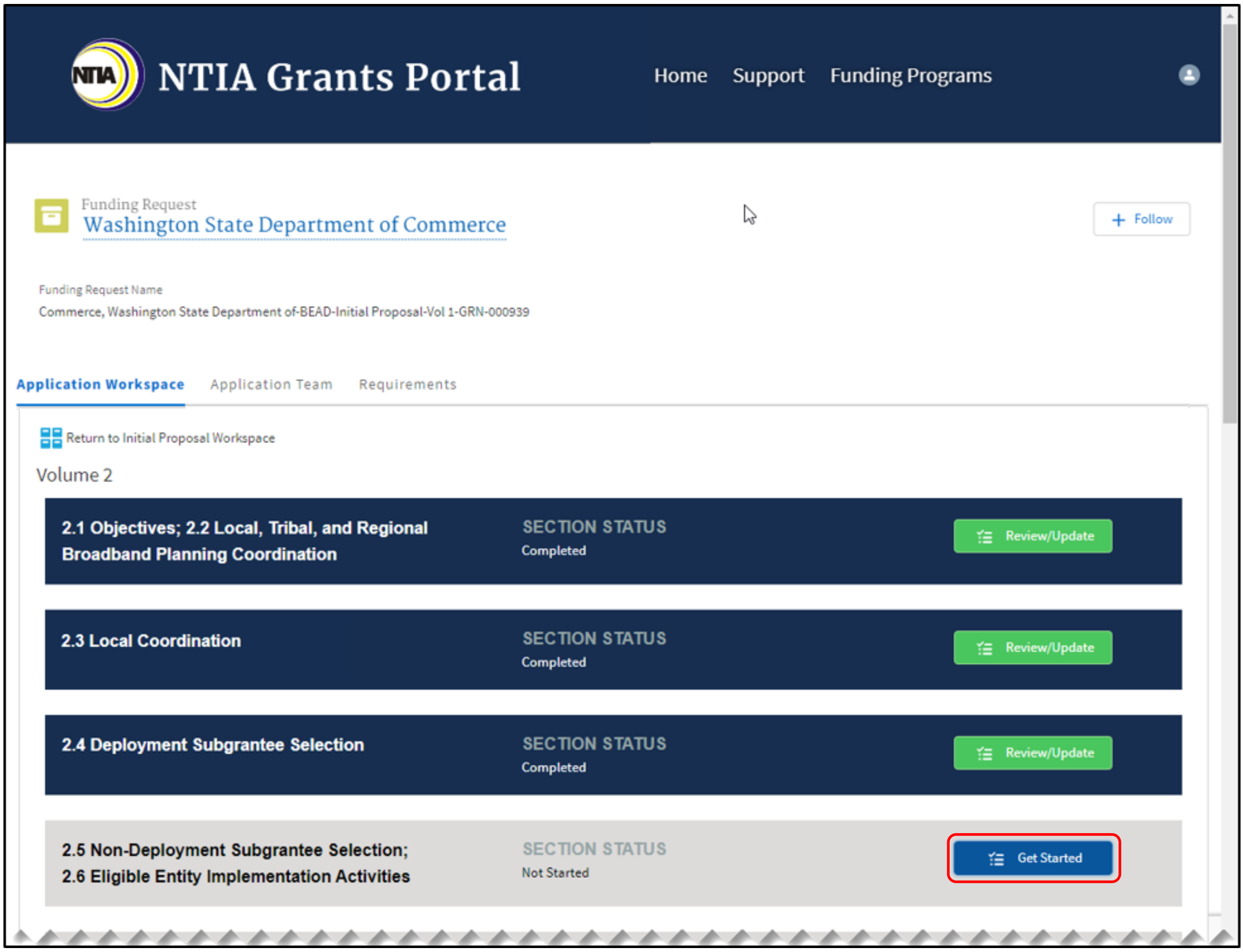
(f) the matching commitment, if any, provided by the subgrantee or its affiliates.

* Response

Previous | Save and Next

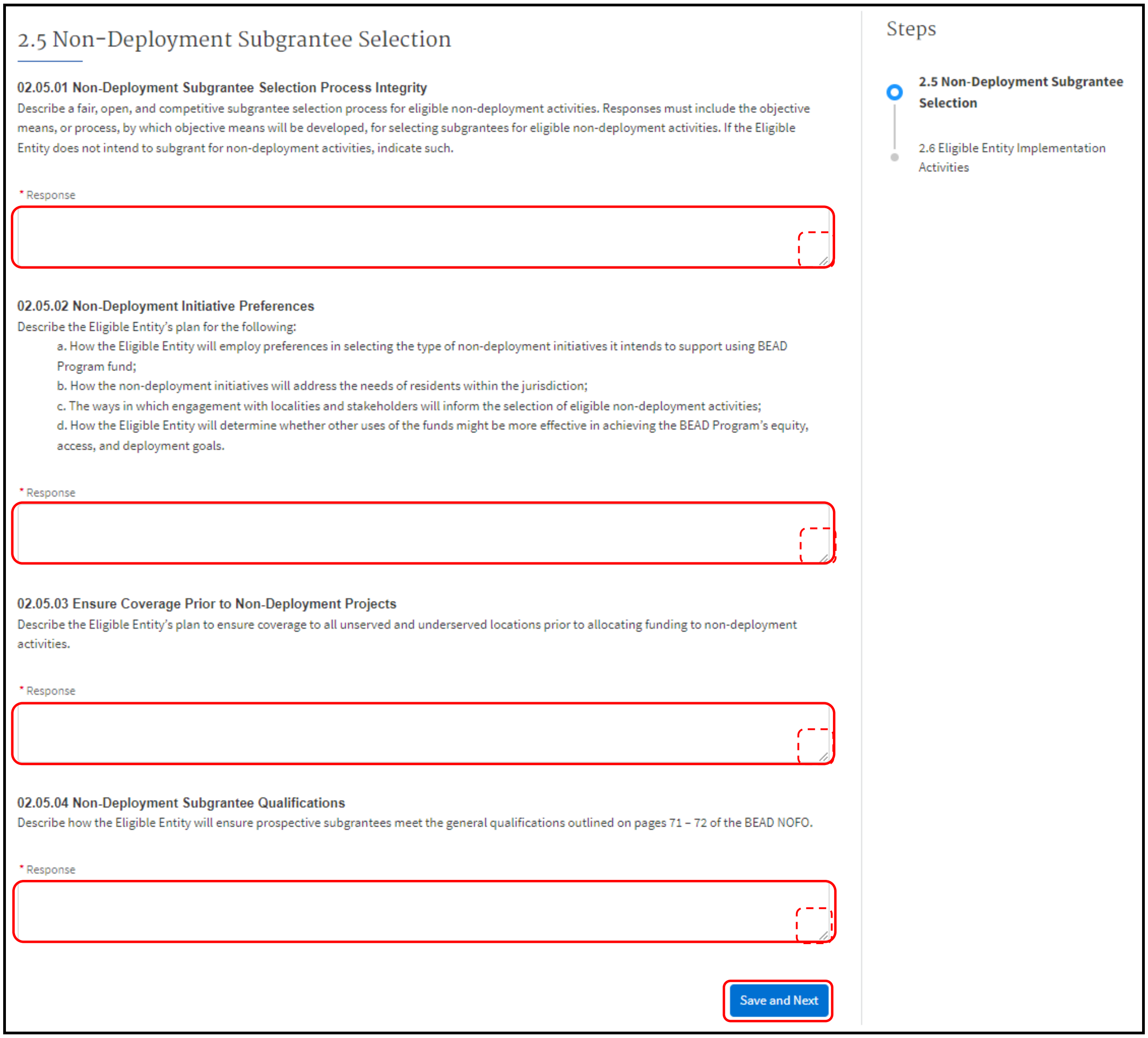
2.5 Non-Deployment Subgrantee Selection & 2.6 Eligible Entity Implementation Activities Section

1. From the Volume II Application Workspace, click on the **Get Started** button for the 2.5 Non-Deployment Subgrantee Selection and 2.6 Eligible Entity Implementation Activities Stakeholder Coordination subsection.



2.5 Non-Deployment Subgrantee Selection

2. Use the **Response fields** provided to enter a response. To make the 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 to the next step.



2.5 Non-Deployment Subgrantee Selection

02.05.01 Non-Deployment Subgrantee Selection Process Integrity

Describe a fair, open, and competitive subgrantee selection process for eligible non-deployment activities. Responses must include the objective means, or process, by which objective means will be developed, for selecting subgrantees for eligible non-deployment activities. If the Eligible Entity does not intend to subgrant for non-deployment activities, indicate such.

* Response

02.05.02 Non-Deployment Initiative Preferences

Describe the Eligible Entity's plan for the following:

a. How the Eligible Entity will employ preferences in selecting the type of non-deployment initiatives it intends to support using BEAD Program fund;
b. How the non-deployment initiatives will address the needs of residents within the jurisdiction;
c. The ways in which engagement with localities and stakeholders will inform the selection of eligible non-deployment activities;
d. How the Eligible Entity will determine whether other uses of the funds might be more effective in achieving the BEAD Program's equity, access, and deployment goals.

* Response

02.05.03 Ensure Coverage Prior to Non-Deployment Projects

Describe the Eligible Entity's plan to ensure coverage to all unserved and underserved locations prior to allocating funding to non-deployment activities.

* Response

02.05.04 Non-Deployment Subgrantee Qualifications

Describe how the Eligible Entity will ensure prospective subgrantees meet the general qualifications outlined on pages 71 – 72 of the BEAD NOFO.

* Response

Save and Next

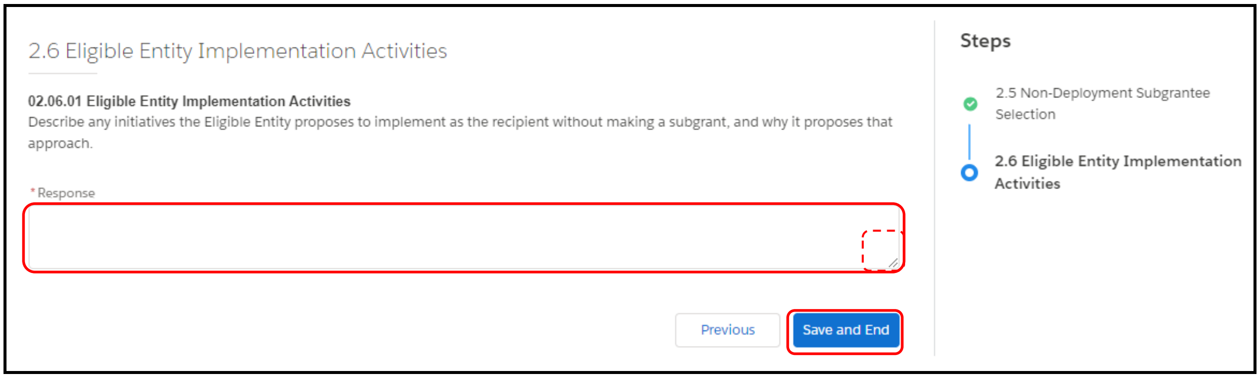
Steps

2.5 Non-Deployment Subgrantee Selection

2.6 Eligible Entity Implementation Activities

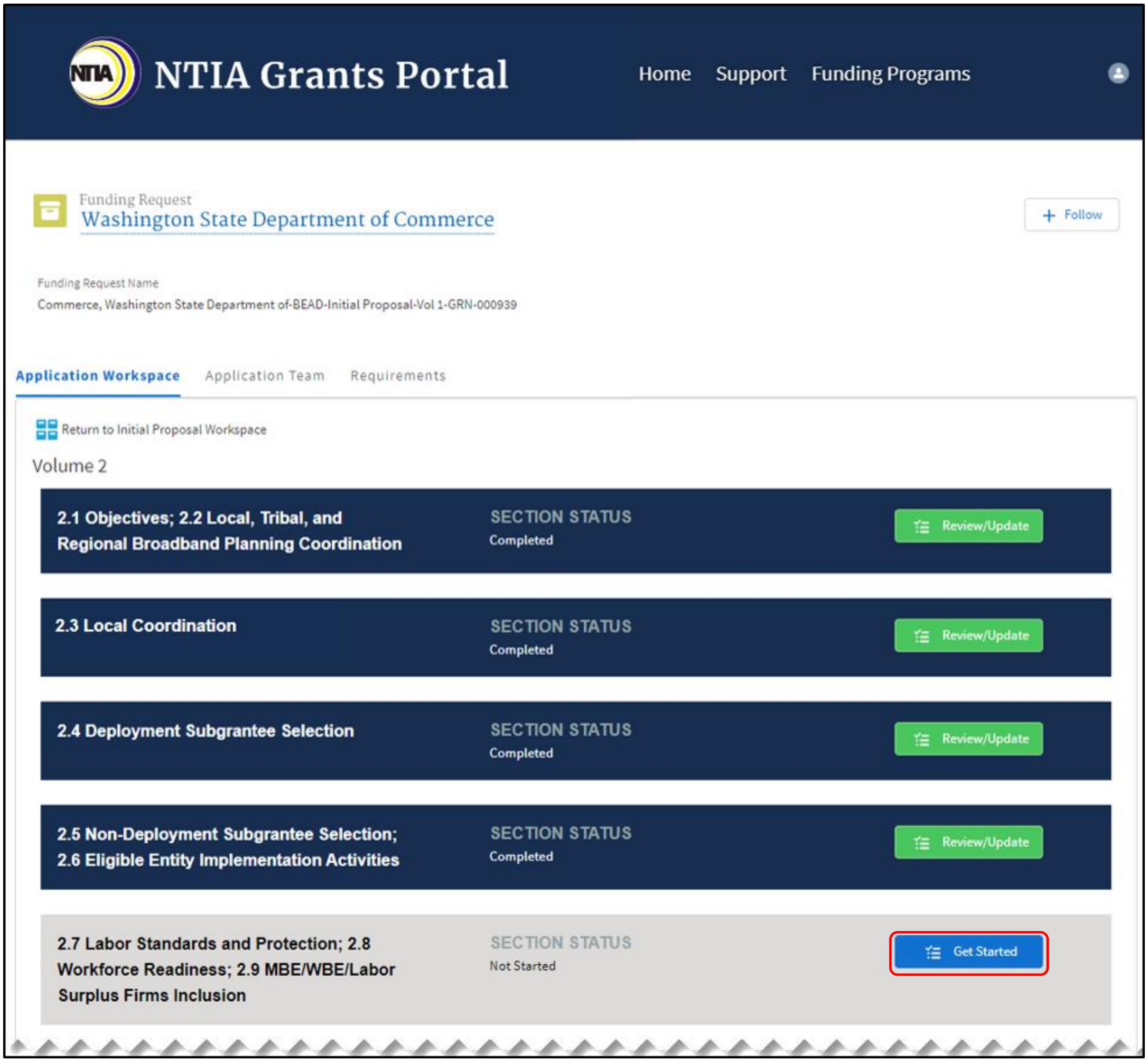
2.6 Eligible Entity Implementation Activities

3. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed to the next section.



2.7 Labor Standards and Protection, 2.8 Workforce Readiness, & 2.9 Minority Business Enterprises (MBEs), Women's Business Enterprises (WBEs), and Labor Surplus Firms Inclusion Section

1. From the Volume II Application Workspace, click on the **Get Started** button for the 2.7 Labor Standards and Protection, 2.8 Workforce Readiness, and 2.9 MBE/WBE/Labor Surplus Firms Inclusion subsection.



2.7 Labor Standard and Protection

2. Use the **Response fields** provided to enter a response. To make the 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 to the next step.

2.7 Labor Standards and Protection

02.07.01 Labor Standards and Protection: Subgrantees Compliance with Federal Labor and Employment Laws

Describe the specific information that prospective subgrantees will be required to provide in their applications and how the Eligible Entity will weigh that information in its competitive subgrantee selection processes. Information from prospective subgrantees must demonstrate the following and must include information about contractors and subcontractors:

a. Prospective subgrantees' record of past compliance with federal labor and employment laws, which:

i. Must address information on these entities' compliance with federal labor and employment laws on broadband deployment projects in the last three years;

ii. Should include a certification from an Officer/Director- level employee (or equivalent) of the prospective subgrantee evidencing consistent past compliance with federal labor and employment laws by the subgrantee, as well as all contractors and subcontractors; and

iii. Should include written confirmation that the prospective subgrantee discloses and instances in which it or its contractors or subcontractors have been found to have violated laws such as the Occupational Safety and Health Act, the Fair Labor Standards Act, or any other applicable labor and employment laws for the preceding three years.

b. Prospective subgrantees' plans for ensuring compliance with federal labor and employment laws, which must address the following:

i. How the prospective subgrantee will ensure compliance in its own labor and employment practices, as well as that of its contractors and subcontractors, including:

1. Information on applicable wage scales and wage and overtime payment practices for each class of employees expected to be involved directly in the physical construction of the broadband network; and

2. How the subgrantee will ensure the implementation of workplace safety committees that are authorized to raise health and safety concerns in connection with the delivery of deployment projects.

* Response

02.07.02 Labor Standards and Protection: Additional Measures

Describe in detail whether the Eligible Entity will make mandatory for all subgrantees (including contractors and subcontractors) any of the following and, if required, how it will incorporate them into binding legal commitments in the subgrants it makes:

a. Using a directly employed workforce, as opposed to a subcontracted workforce;

b. Paying prevailing wages and benefits to workers, including compliance with Davis-Bacon and Service Contract Act requirements, where applicable, and collecting the required certified payrolls;

c. Using project labor agreements (i.e., pre-hire collective bargaining agreements between unions and contractors that govern terms and conditions of employment for all workers on a construction project);

d. Use of local hire provisions;

e. Commitments to union neutrality;

f. Use of labor peace agreements;

g. Use of an appropriately skilled workforce (e.g., through Registered Apprenticeships or other joint labor-management training programs that serve all workers, particularly those underrepresented or historically excluded);

h. Use of an appropriately credentialed workforce (i.e., satisfying requirements for appropriate and relevant pre-existing occupational training, certification, and licensure); and

i. Taking steps to prevent the misclassification of workers.

* Response

Save and Next

Steps

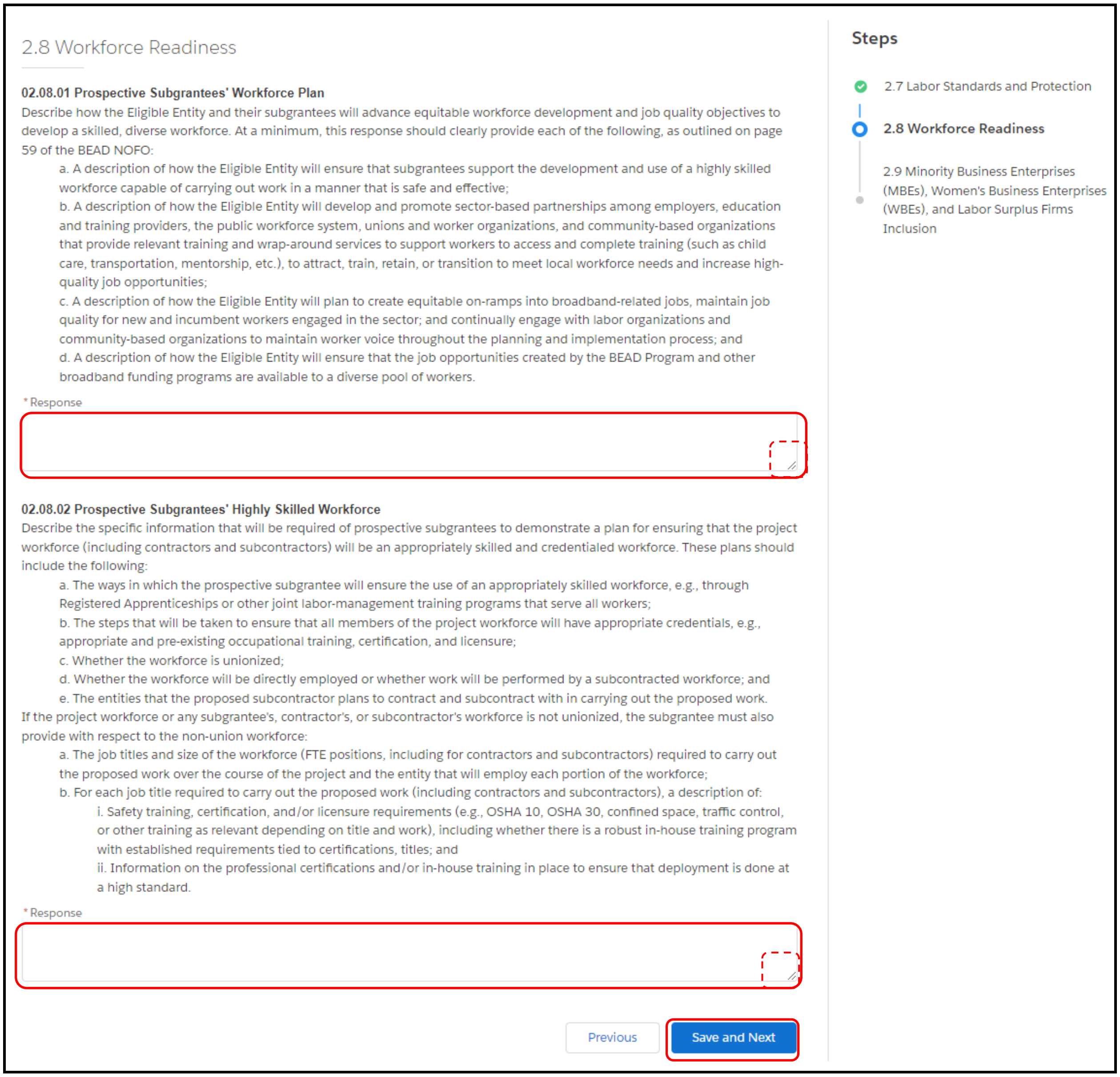
2.7 Labor Standards and Protection

2.8 Workforce Readiness

2.9 Minority Business Enterprises (MBEs), Women's Business Enterprises (WBEs), and Labor Surplus Firms Inclusion

2.8 Workforce Readiness

3. Use the **Response field** provided to enter a response. To make the 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 to the next step.



2.8 Workforce Readiness

02.08.01 Prospective Subgrantees' Workforce Plan

Describe how the Eligible Entity and their subgrantees will advance equitable workforce development and job quality objectives to develop a skilled, diverse workforce. At a minimum, this response should clearly provide each of the following, as outlined on page 59 of the BEAD NOFO:

a. A description of how the Eligible Entity will ensure that subgrantees support the development and use of a highly skilled workforce capable of carrying out work in a manner that is safe and effective;
b. A description of how the Eligible Entity will develop and promote sector-based partnerships among employers, education and training providers, the public workforce system, unions and worker organizations, and community-based organizations that provide relevant training and wrap-around services to support workers to access and complete training (such as child care, transportation, mentorship, etc.), to attract, train, retain, or transition to meet local workforce needs and increase high-quality job opportunities;
c. A description of how the Eligible Entity will plan to create equitable on-ramps into broadband-related jobs, maintain job quality for new and incumbent workers engaged in the sector; and continually engage with labor organizations and community-based organizations to maintain worker voice throughout the planning and implementation process; and
d. A description of how the Eligible Entity will ensure that the job opportunities created by the BEAD Program and other broadband funding programs are available to a diverse pool of workers.

* Response

02.08.02 Prospective Subgrantees' Highly Skilled Workforce

Describe the specific information that will be required of prospective subgrantees to demonstrate a plan for ensuring that the project workforce (including contractors and subcontractors) will be an appropriately skilled and credentialed workforce. These plans should include the following:

a. The ways in which the prospective subgrantee will ensure the use of an appropriately skilled workforce, e.g., through Registered Apprenticeships or other joint labor-management training programs that serve all workers;
b. The steps that will be taken to ensure that all members of the project workforce will have appropriate credentials, e.g., appropriate and pre-existing occupational training, certification, and licensure;
c. Whether the workforce is unionized;
d. Whether the workforce will be directly employed or whether work will be performed by a subcontracted workforce; and
e. The entities that the proposed subcontractor plans to contract and subcontract with in carrying out the proposed work.

If the project workforce or any subgrantee's, contractor's, or subcontractor's workforce is not unionized, the subgrantee must also provide with respect to the non-union workforce:

a. The job titles and size of the workforce (FTE positions, including for contractors and subcontractors) required to carry out the proposed work over the course of the project and the entity that will employ each portion of the workforce;
b. For each job title required to carry out the proposed work (including contractors and subcontractors), a description of:
i. Safety training, certification, and/or licensure requirements (e.g., OSHA 10, OSHA 30, confined space, traffic control, or other training as relevant depending on title and work), including whether there is a robust in-house training program with established requirements tied to certifications, titles; and
ii. Information on the professional certifications and/or in-house training in place to ensure that deployment is done at a high standard.

* Response

Previous | Save and Next

Steps

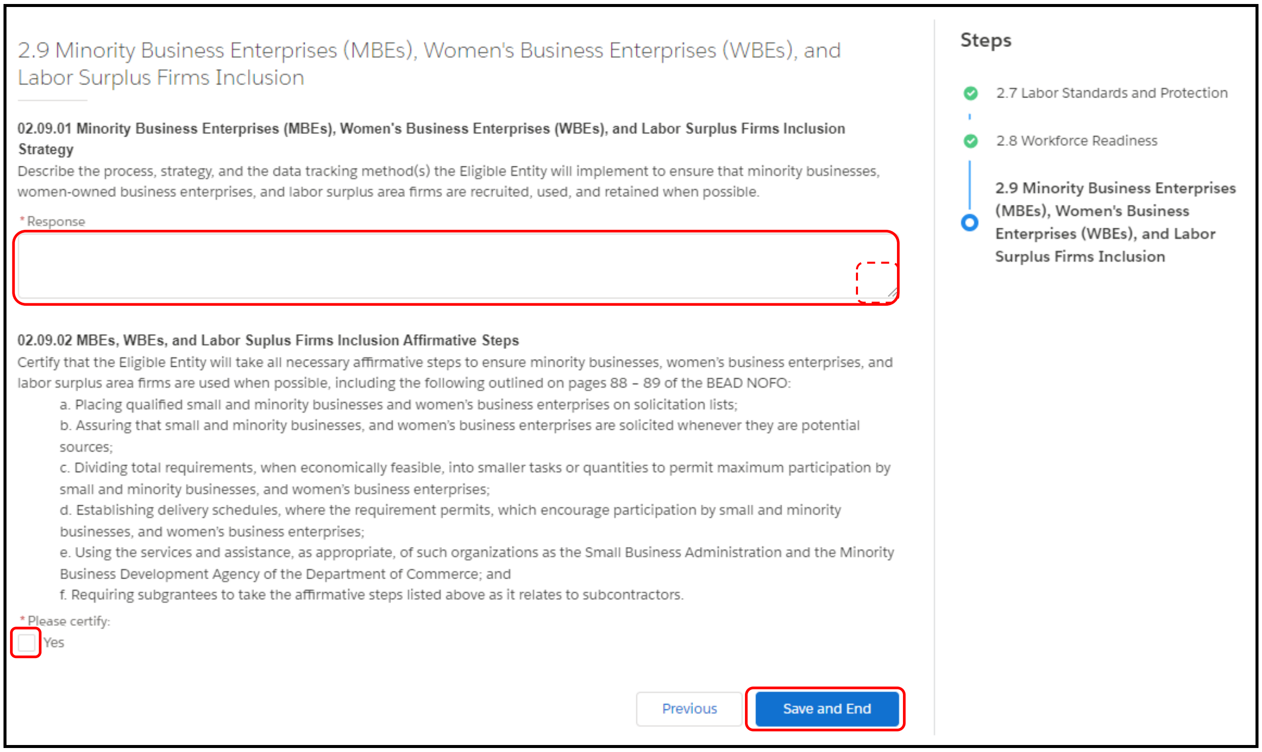
2.7 Labor Standards and Protection

2.8 Workforce Readiness

2.9 Minority Business Enterprises (MBEs), Women's Business Enterprises (WBEs), and Labor Surplus Firms Inclusion

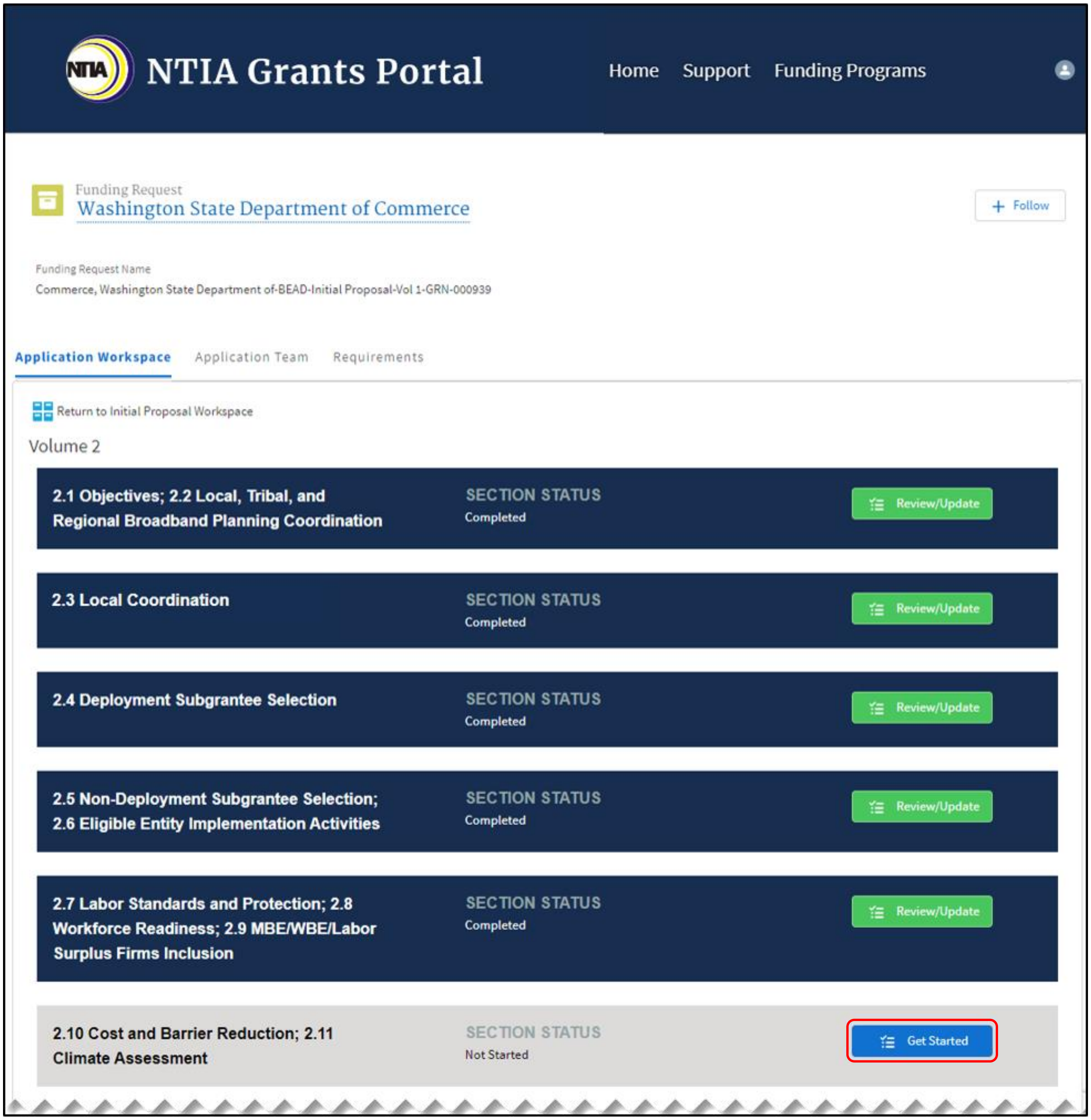
2.9 Minority Business Enterprises (MBEs), Women's Business Enterprises (WBEs), and Labor Surplus Firms Inclusion

4. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **checkbox** to certify under 2.9.2. Click the **Save and End** button to proceed.



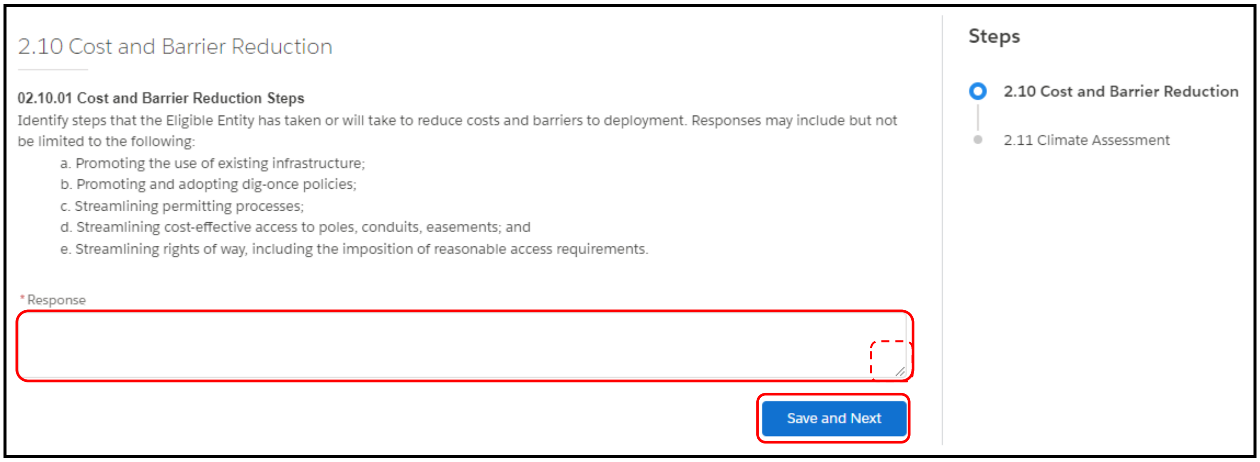
2.10 Cost and Barrier Reduction & 2.11 Climate Assessment Section

1. From the Volume **II** Application Workspace, click on the **Get Started** button for the 2.10 Cost and Barrier Reduction, and 2.11 Climate Assessment subsection.



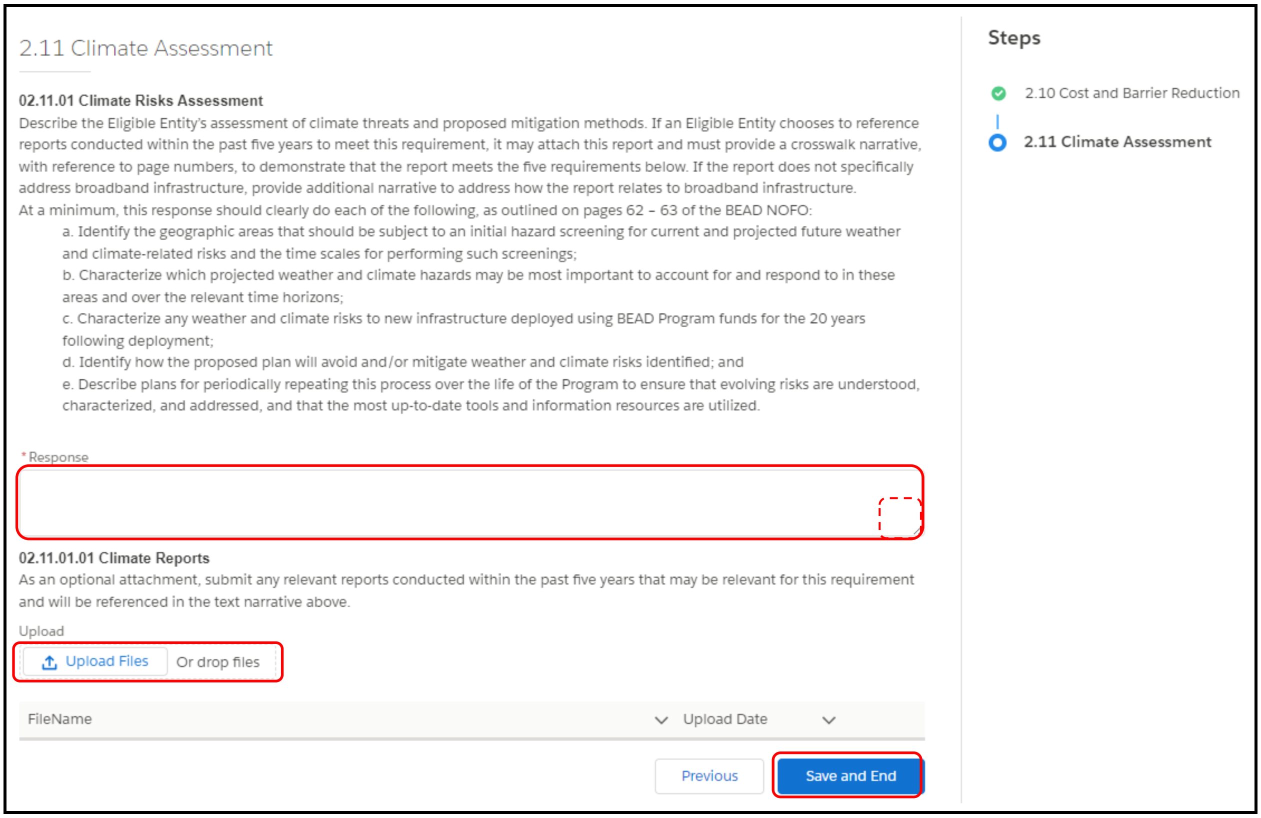
2.10 Cost and Barrier Reduction

2. Use the **Response field** provided to enter a response. To make the 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 to the next step.



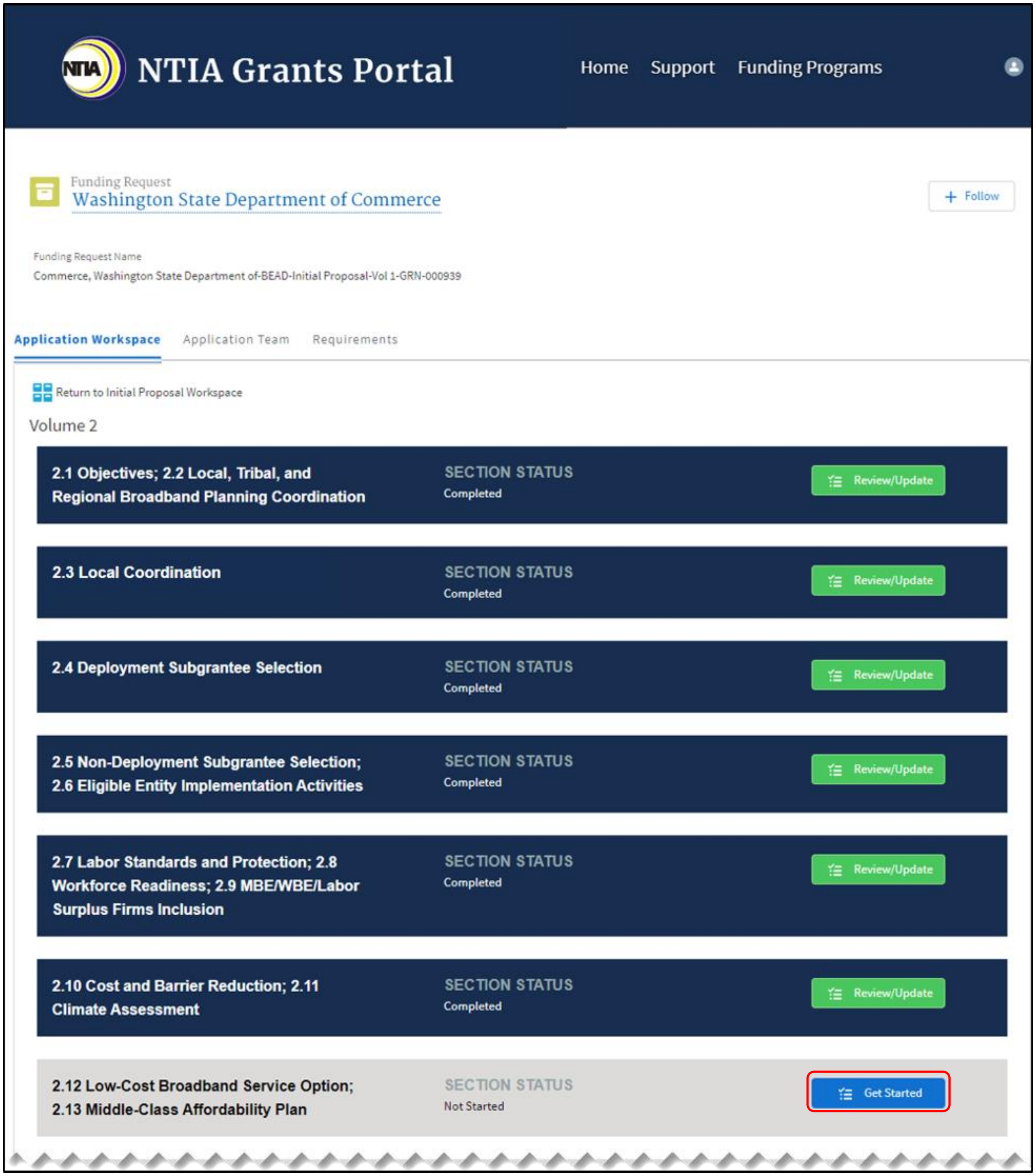
2.11 Climate Assessment

3. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). To delete a file, click on the **trash can** icon located to the right of an uploaded file (not pictured). Click the **Save and End** button to proceed.



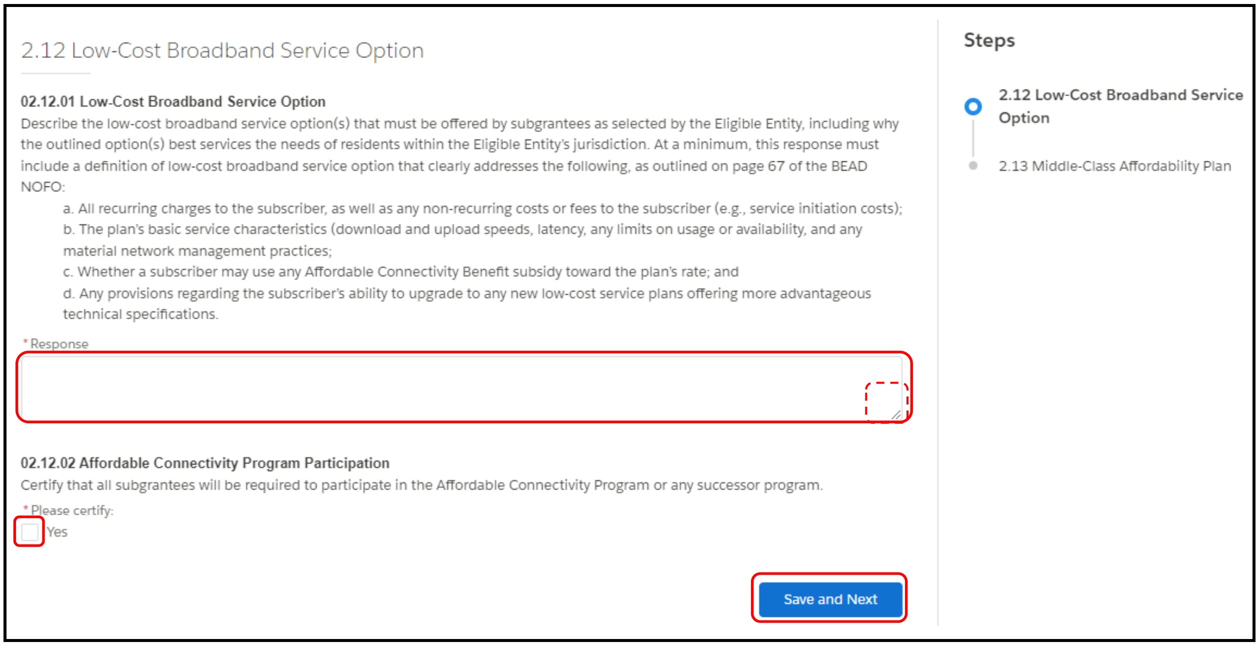
2.12 Low-Cost Broadband Service Option & 2.13 Middle-Class Affordability Plan Section

1. From the Volume II Application Workspace, click on the **Get Started** button for the 2.12 Low-Cost Broadband Service Option and 2.13 Middle-Class Affordability Plan subsection.



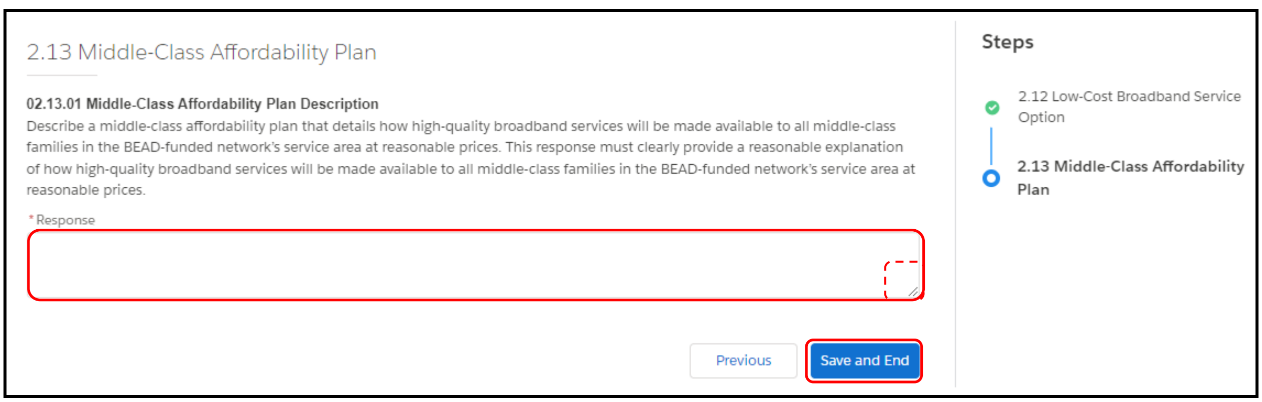
2.12 Low-Cost Broadband Service Option

2. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **checkbox** to certify under 2.12.2. Click the **Save and Next** button to proceed to the next step.



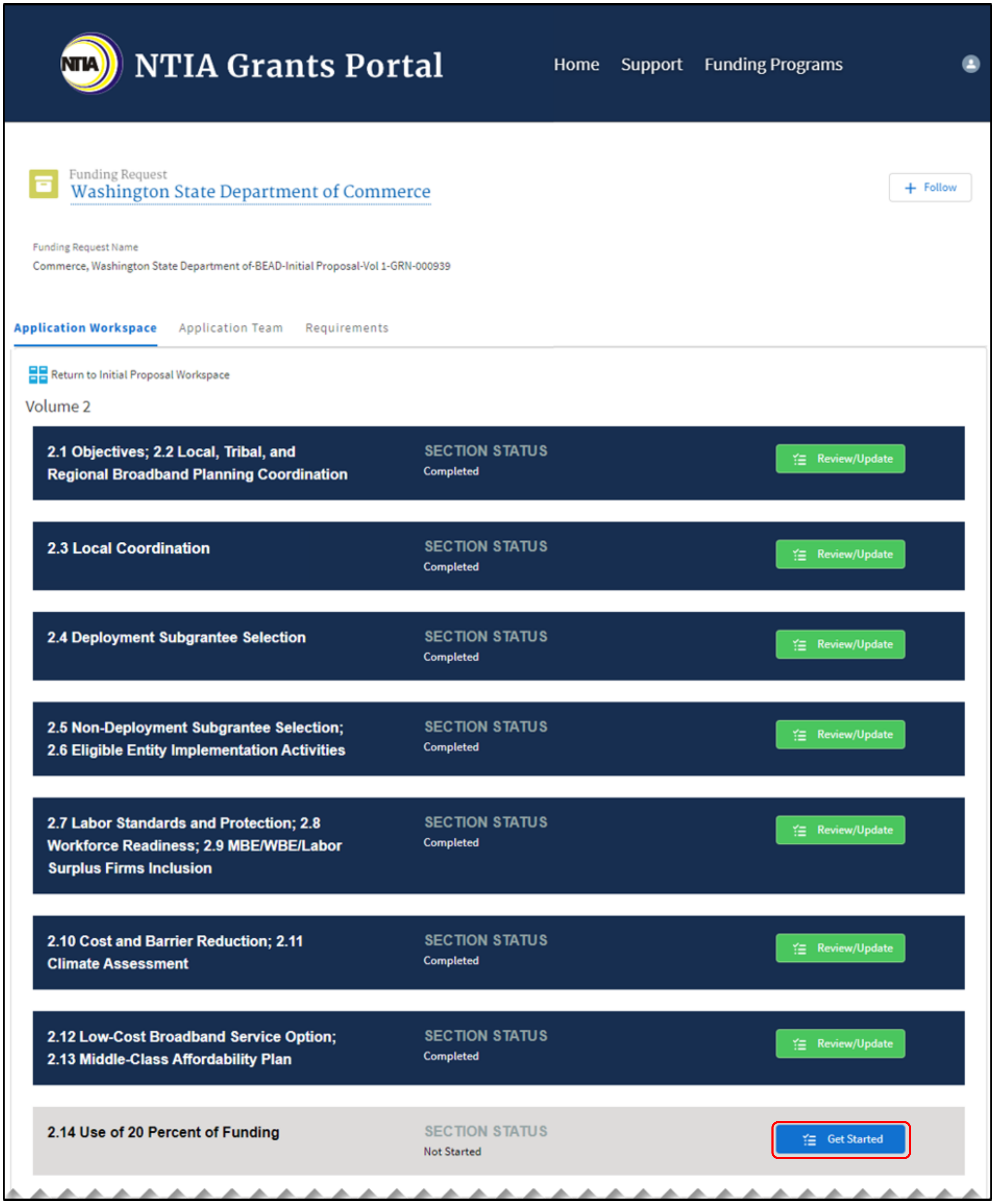
2.13 Middle-Class Affordability Plan

3. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.



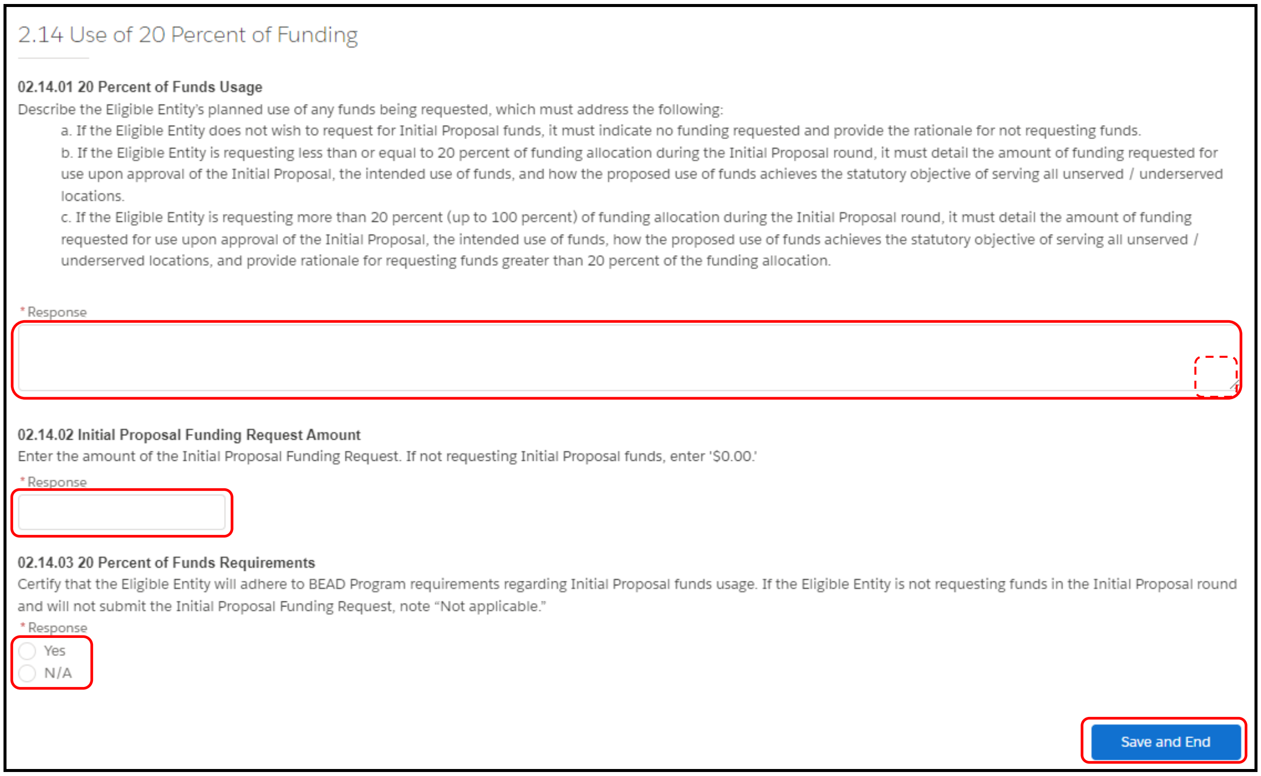
2.14 Use of 20 Percent of Funding

1. From the Volume II Application Workspace, click on the **Get Started** button for the 2.14 Use of 20 Percent of Funding subsection.



2.14 Use of 20 Percent of Funding

2. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **radio** button to select a response. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.



2.14 Use of 20 Percent of Funding

02.14.01 20 Percent of Funds Usage

Describe the Eligible Entity's planned use of any funds being requested, which must address the following:

a. If the Eligible Entity does not wish to request for Initial Proposal funds, it must indicate no funding requested and provide the rationale for not requesting funds.

b. If the Eligible Entity is requesting less than or equal to 20 percent of funding allocation during the Initial Proposal round, it must detail the amount of funding requested for use upon approval of the Initial Proposal, the intended use of funds, and how the proposed use of funds achieves the statutory objective of serving all unserved / underserved locations.

c. If the Eligible Entity is requesting more than 20 percent (up to 100 percent) of funding allocation during the Initial Proposal round, it must detail the amount of funding requested for use upon approval of the Initial Proposal, the intended use of funds, how the proposed use of funds achieves the statutory objective of serving all unserved / underserved locations, and provide rationale for requesting funds greater than 20 percent of the funding allocation.

* Response

02.14.02 Initial Proposal Funding Request Amount

Enter the amount of the Initial Proposal Funding Request. If not requesting Initial Proposal funds, enter '$0.00.'

* Response

02.14.03 20 Percent of Funds Requirements

Certify that the Eligible Entity will adhere to BEAD Program requirements regarding Initial Proposal funds usage. If the Eligible Entity is not requesting funds in the Initial Proposal round and will not submit the Initial Proposal Funding Request, note "Not applicable."

* Response

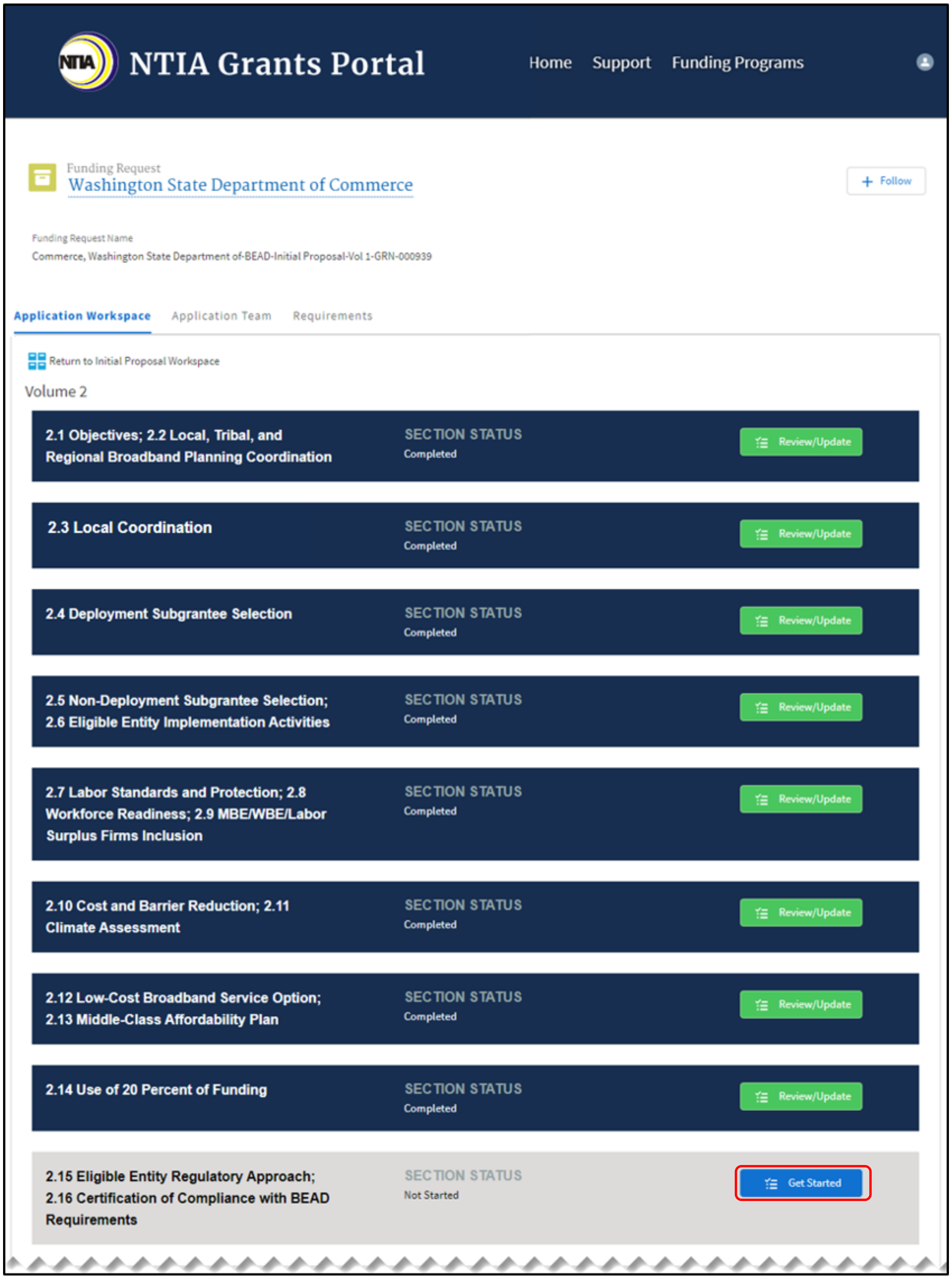
Yes

N/A

Save and End

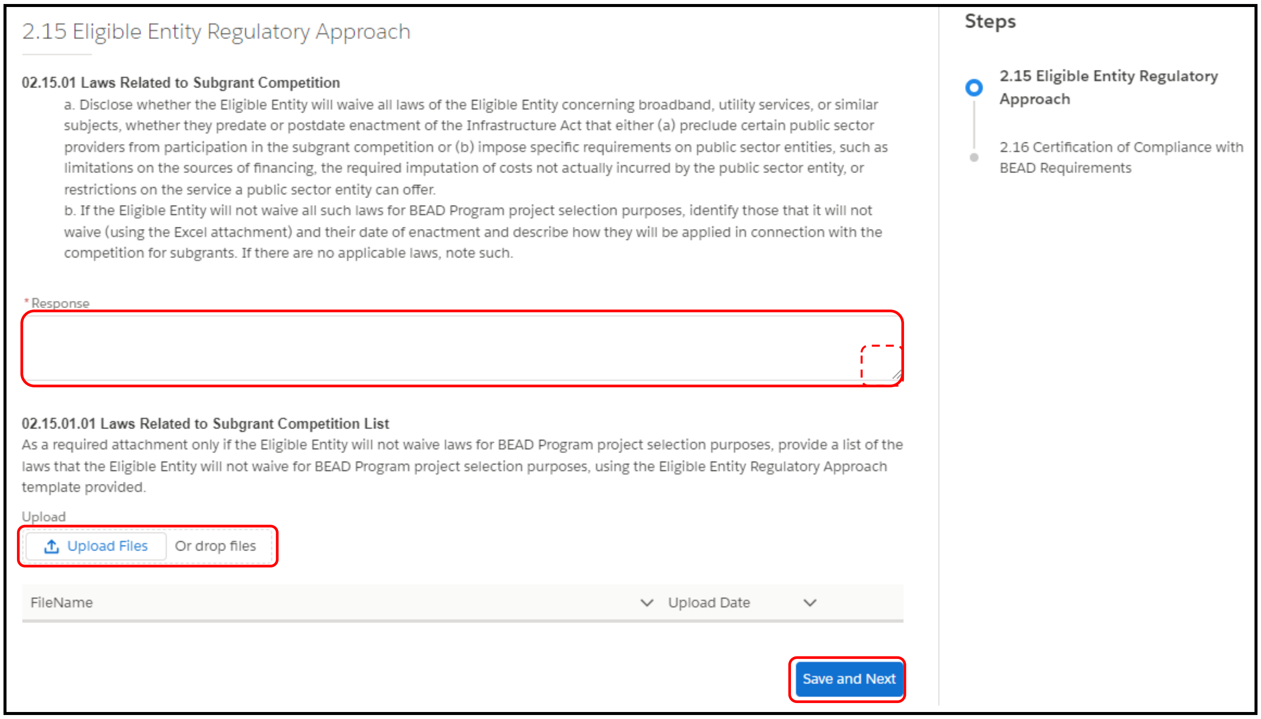
2.15 Eligible Entity Regulatory Approach & 2.16 Certification of Compliance with BEAD Requirements

1. From the Volume II Application Workspace, click on the **Get Started** button for the 2.15 Eligible Entity Regulatory Approach and 2.16 Certification of Compliance with BEAD Requirements subsection.



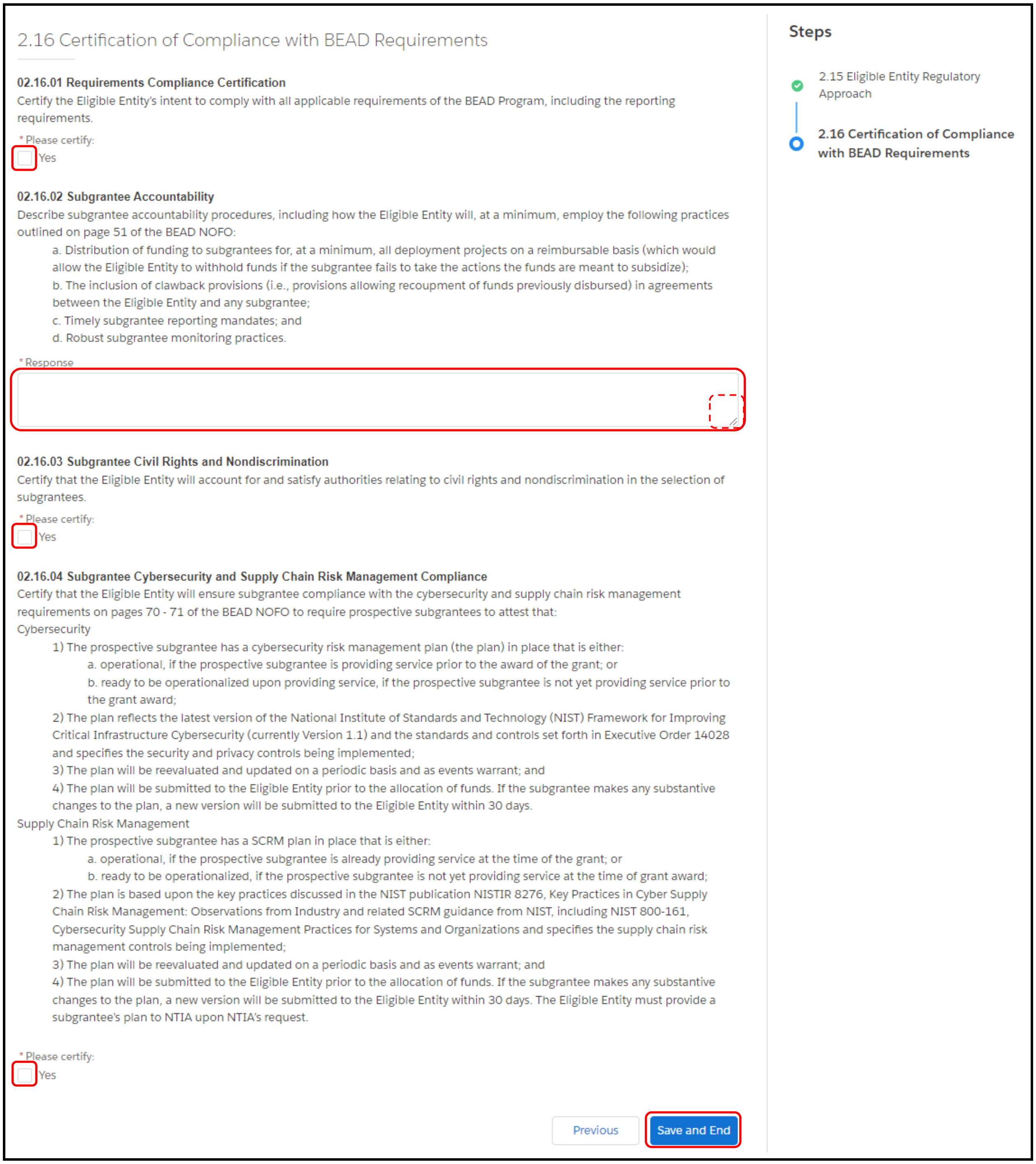
2.15 Eligible Entity Regulatory Approach

2. Use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). To delete a file, click on the **trash can** icon located to the right of an uploaded file (not pictured). Click the **Save and Next** button to proceed.



2.16 Certification of Compliance with BEAD Requirements

3. Click the **checkbox** under 2.16.1, 2.16.3, and 2.16.4 to certify. Use the **Response field** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.



2.16 Certification of Compliance with BEAD Requirements

02.16.01 Requirements Compliance Certification

Certify the Eligible Entity's intent to comply with all applicable requirements of the BEAD Program, including the reporting requirements.

* Please certify:

Yes

02.16.02 Subgrantee Accountability

Describe subgrantee accountability procedures, including how the Eligible Entity will, at a minimum, employ the following practices outlined on page 51 of the BEAD NOFO:

a. Distribution of funding to subgrantees for, at a minimum, all deployment projects on a reimbursable basis (which would allow the Eligible Entity to withhold funds if the subgrantee fails to take the actions the funds are meant to subsidize);
b. The inclusion of clawback provisions (i.e., provisions allowing recoupment of funds previously disbursed) in agreements between the Eligible Entity and any subgrantee;
c. Timely subgrantee reporting mandates; and
d. Robust subgrantee monitoring practices.

* Response

02.16.03 Subgrantee Civil Rights and Nondiscrimination

Certify that the Eligible Entity will account for and satisfy authorities relating to civil rights and nondiscrimination in the selection of subgrantees.

* Please certify:

Yes

02.16.04 Subgrantee Cybersecurity and Supply Chain Risk Management Compliance

Certify that the Eligible Entity will ensure subgrantee compliance with the cybersecurity and supply chain risk management requirements on pages 70 - 71 of the BEAD NOFO to require prospective subgrantees to attest that:

Cybersecurity

1) The prospective subgrantee has a cybersecurity risk management plan (the plan) in place that is either:
   a. operational, if the prospective subgrantee is providing service prior to the award of the grant; or
   b. ready to be operationalized upon providing service, if the prospective subgrantee is not yet providing service prior to the grant award;
2) The plan reflects the latest version of the National Institute of Standards and Technology (NIST) Framework for Improving Critical Infrastructure Cybersecurity (currently Version 1.1) and the standards and controls set forth in Executive Order 14028 and specifies the security and privacy controls being implemented;
3) The plan will be reevaluated and updated on a periodic basis and as events warrant; and
4) The plan will be submitted to the Eligible Entity prior to the allocation of funds. If the subgrantee makes any substantive changes to the plan, a new version will be submitted to the Eligible Entity within 30 days.

Supply Chain Risk Management

1) The prospective subgrantee has a SCRM plan in place that is either:
   a. operational, if the prospective subgrantee is already providing service at the time of the grant; or
   b. ready to be operationalized, if the prospective subgrantee is not yet providing service at the time of grant award;
2) The plan is based upon the key practices discussed in the NIST publication NISTIR 8276, Key Practices in Cyber Supply Chain Risk Management: Observations from Industry and related SCRM guidance from NIST, including NIST 800-161, Cybersecurity Supply Chain Risk Management Practices for Systems and Organizations and specifies the supply chain risk management controls being implemented;
3) The plan will be reevaluated and updated on a periodic basis and as events warrant; and
4) The plan will be submitted to the Eligible Entity prior to the allocation of funds. If the subgrantee makes any substantive changes to the plan, a new version will be submitted to the Eligible Entity within 30 days. The Eligible Entity must provide a subgrantee's plan to NTIA upon NTIA's request.

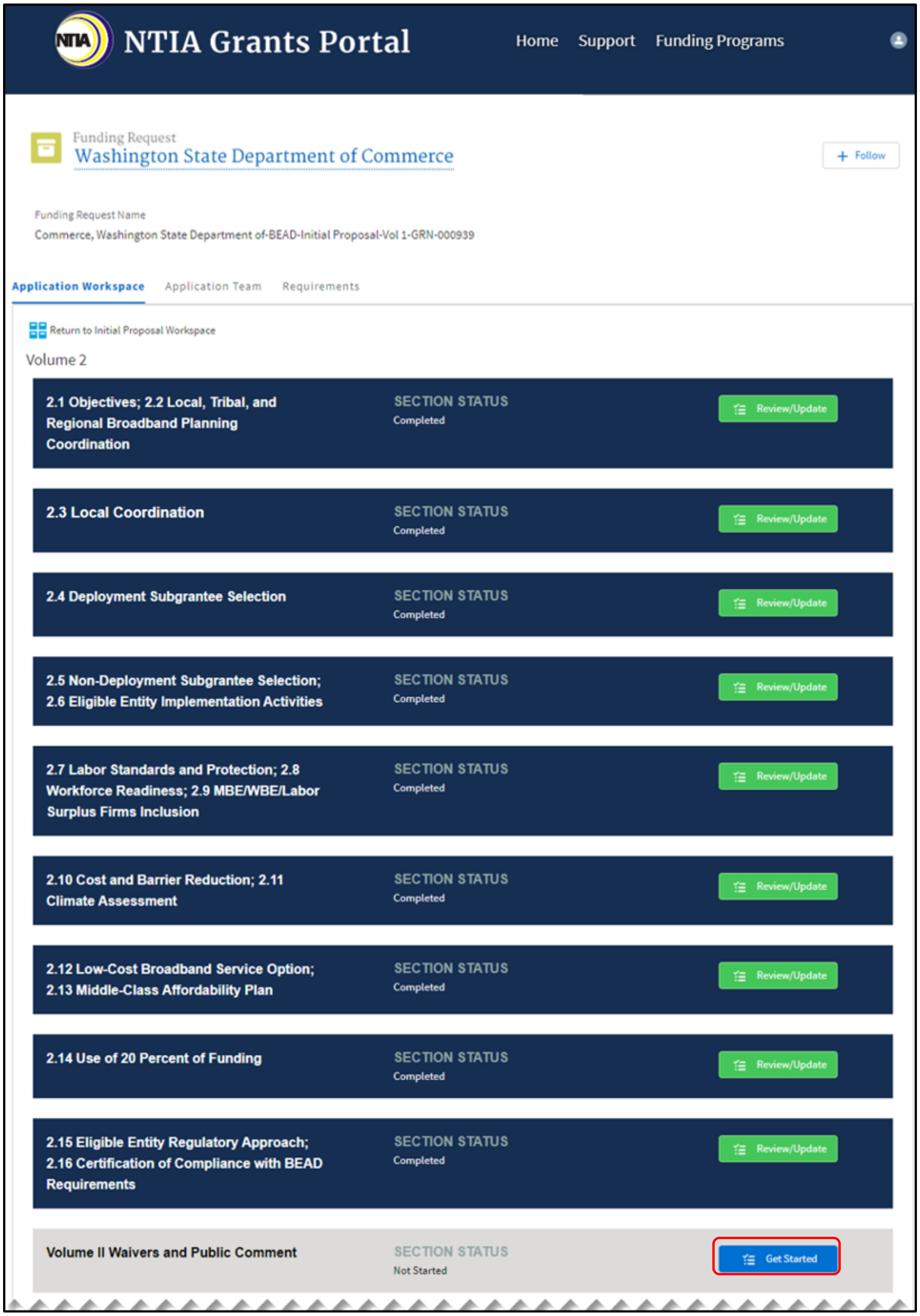
* Please certify:

Yes

Previous | Save and End

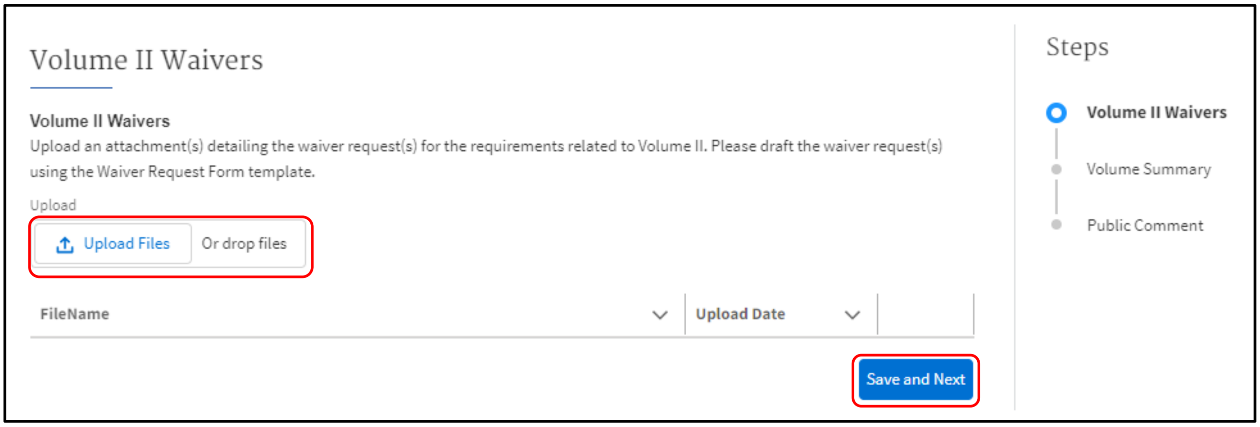
Volume II Waivers and Public Comment

1. From the Volume **II** Application Workspace, click on the **Get Started** button for the Volume **II** Waivers & Public Comment subsection.



Volume II Waivers

2. Follow the instructions on the screen for the Volume II Waivers. Click the **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). Click the **Save and Next** button to proceed to the next step.



Volume Summary

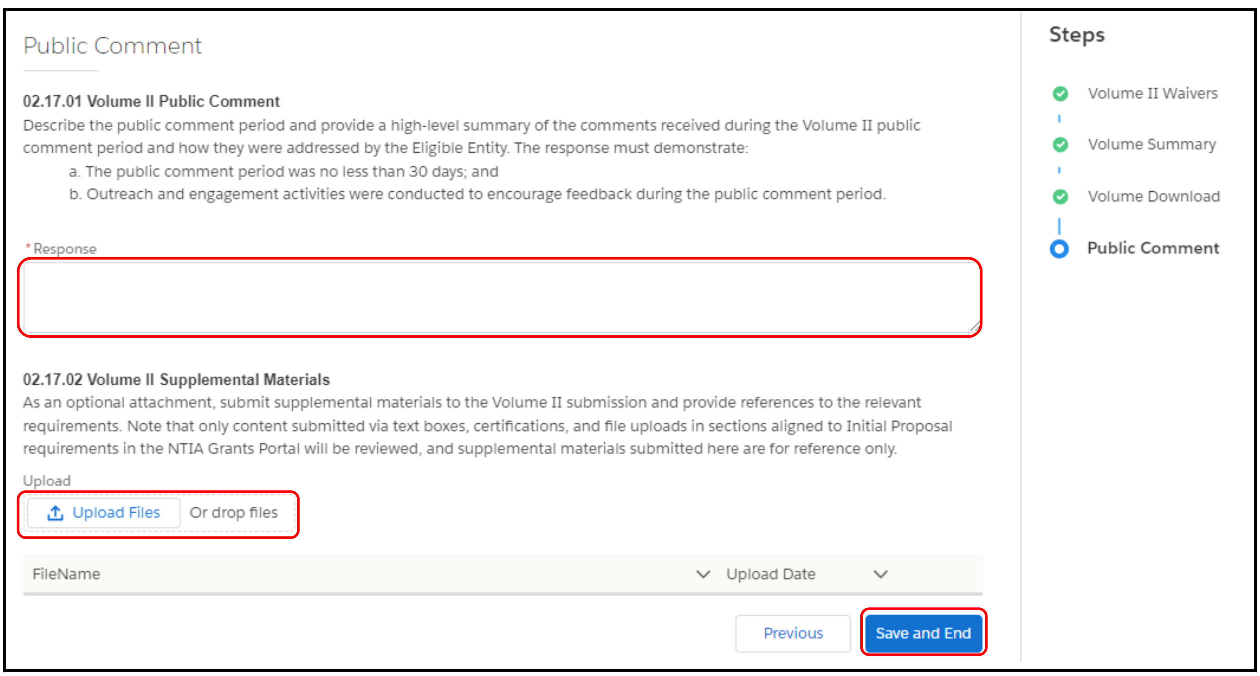
3. Once you have completed your entries for Volume II, to generate a summary of your entries select **Yes** in the question that appears. Allow time for the document to be generated. Click the **Save and Next** button to proceed.

Volume Download

4. If you selected **'Yes'** to generate the Volume summary, you will see a Volume Download step appear on the right-hand side of the page. Click the Download Link, then select a folder in which to save the document. After downloading the document, click the **Save and Next** button to proceed, or click on the **Previous** button to go back to the previous step.

Public Comment

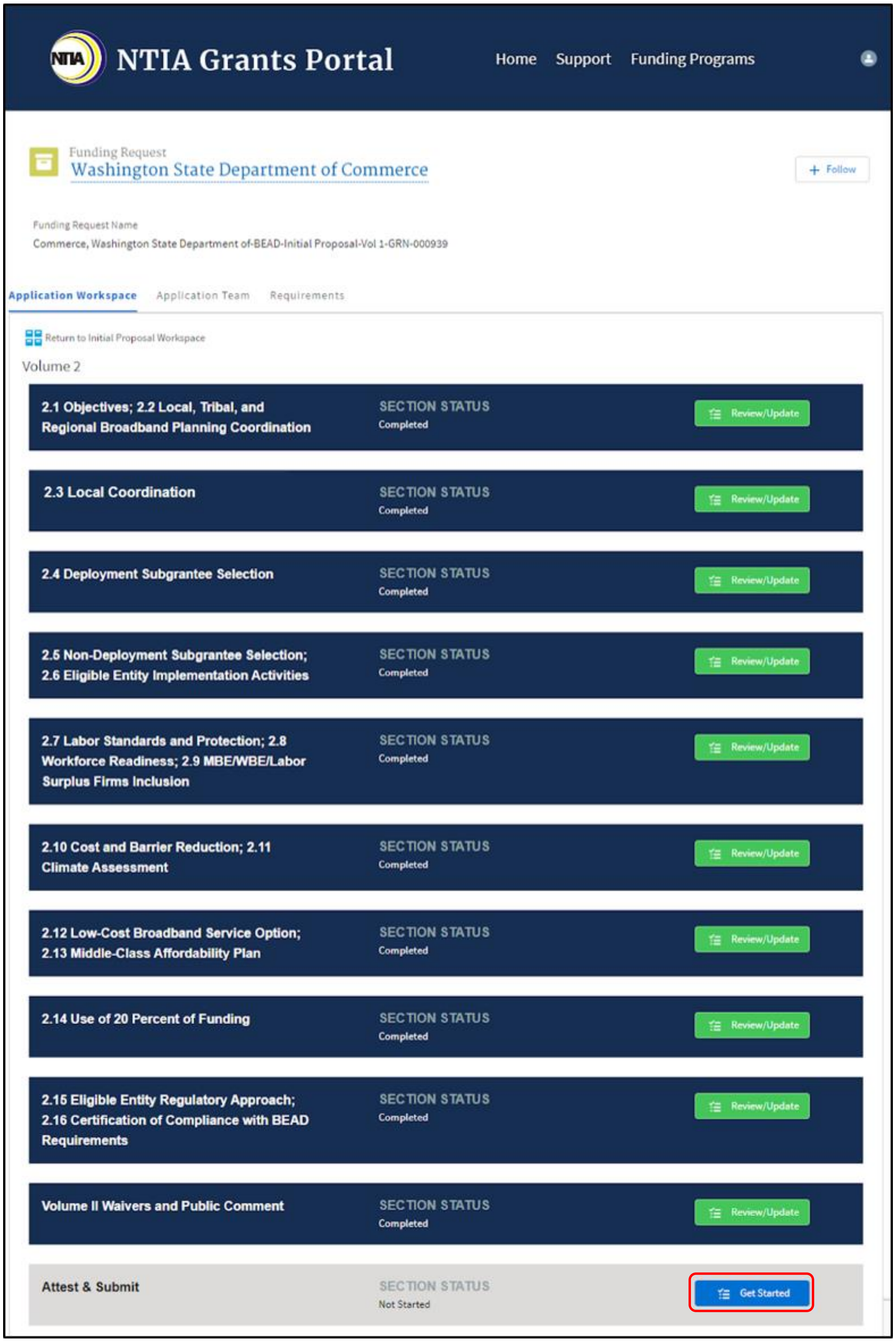
5. Once you have completed the Public Comment period, you will be required to enter comments regarding your Public Comment process. Use the **Response field** to enter a response. To make the response field larger, click and drag the lower-right corner of the field. A red asterisk (*) indicates a required item. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). Click the **Save and End** button to proceed.



Volume II Attest & Submit

1. To Attest and Submit Volume II of the Initial Proposal, click the **Get Started** button in the Attest & Submit section.

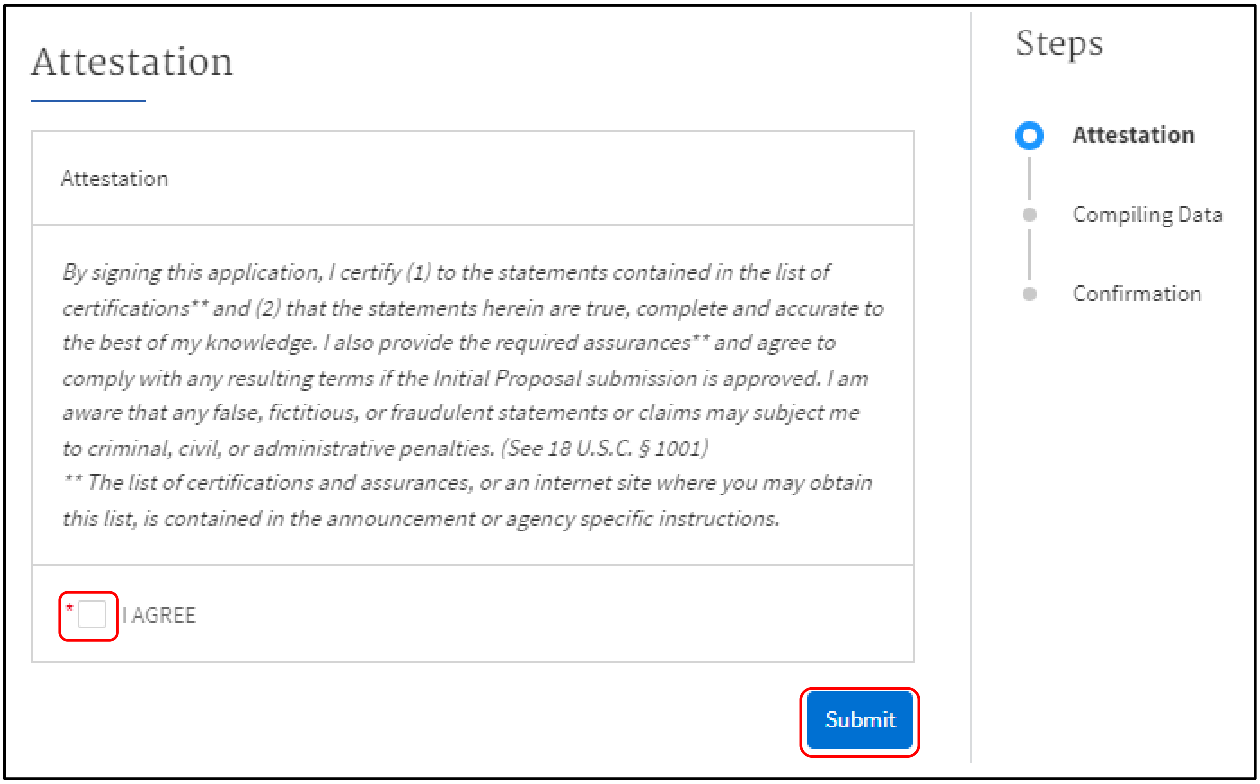
   <u>Important</u>: Only Authorized Organizational Representatives (AORs) (and respective log-in credentials) designated in the Form 424 Section on the form SF-424 may submit the application on behalf of the organization. The Attest & Submit section is not accessible to other team member roles. The AOR must complete the Attest & Submit section. Contact the NTIA Help Desk for help.



NTIA Grants Portal
Home
Support
Funding Programs
Funding Request
Washington State Department of Commerce
+ Follow
Funding Request Name
Commerce, Washington State Department of-BEAD-Initial Proposal-Vol 1-GRN-000939
Application Workspace
Application Team
Requirements
Return to Initial Proposal Workspace
Volume 2
2.1 Objectives; 2.2 Local, Tribal, and Regional Broadband Planning Coordination
SECTION STATUS
Completed
Review/Update
2.3 Local Coordination
SECTION STATUS
Completed
Review/Update
2.4 Deployment Subgrantee Selection
SECTION STATUS
Completed
Review/Update
2.5 Non-Deployment Subgrantee Selection; 2.6 Eligible Entity Implementation Activities
SECTION STATUS
Completed
Review/Update
2.7 Labor Standards and Protection; 2.8 Workforce Readiness; 2.9 MBE/WBE/Labor Surplus Firms Inclusion
SECTION STATUS
Completed
Review/Update
2.10 Cost and Barrier Reduction; 2.11 Climate Assessment
SECTION STATUS
Completed
Review/Update
2.12 Low-Cost Broadband Service Option; 2.13 Middle-Class Affordability Plan
SECTION STATUS
Completed
Review/Update
2.14 Use of 20 Percent of Funding
SECTION STATUS
Completed
Review/Update
2.15 Eligible Entity Regulatory Approach; 2.16 Certification of Compliance with BEAD Requirements
SECTION STATUS
Completed
Review/Update
Volume II Waivers and Public Comment
SECTION STATUS
Completed
Review/Update
Attest & Submit
SECTION STATUS
Not Started
Get Started

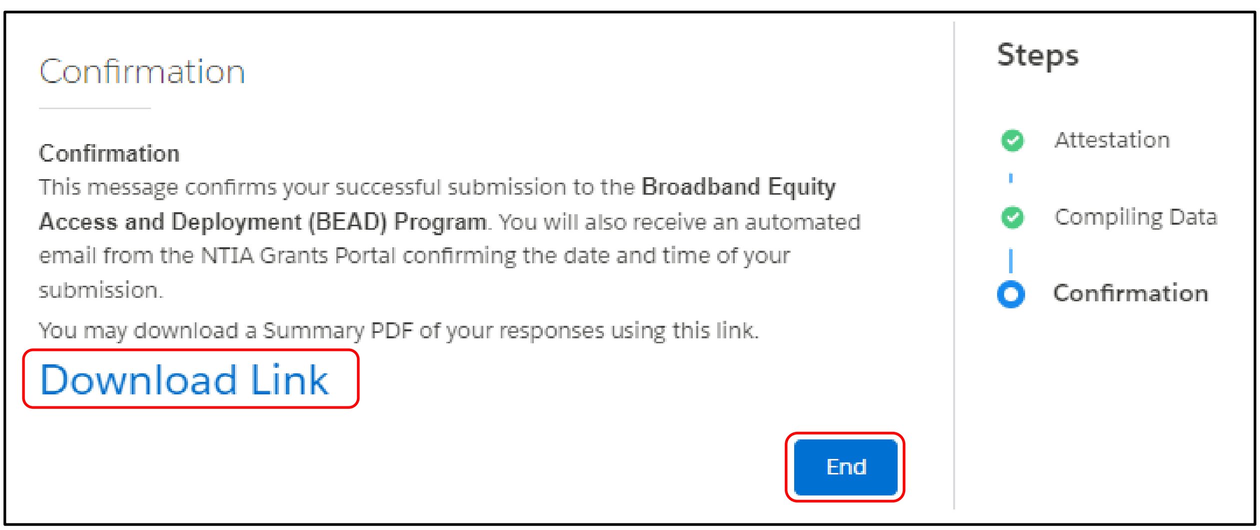
Attestation

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



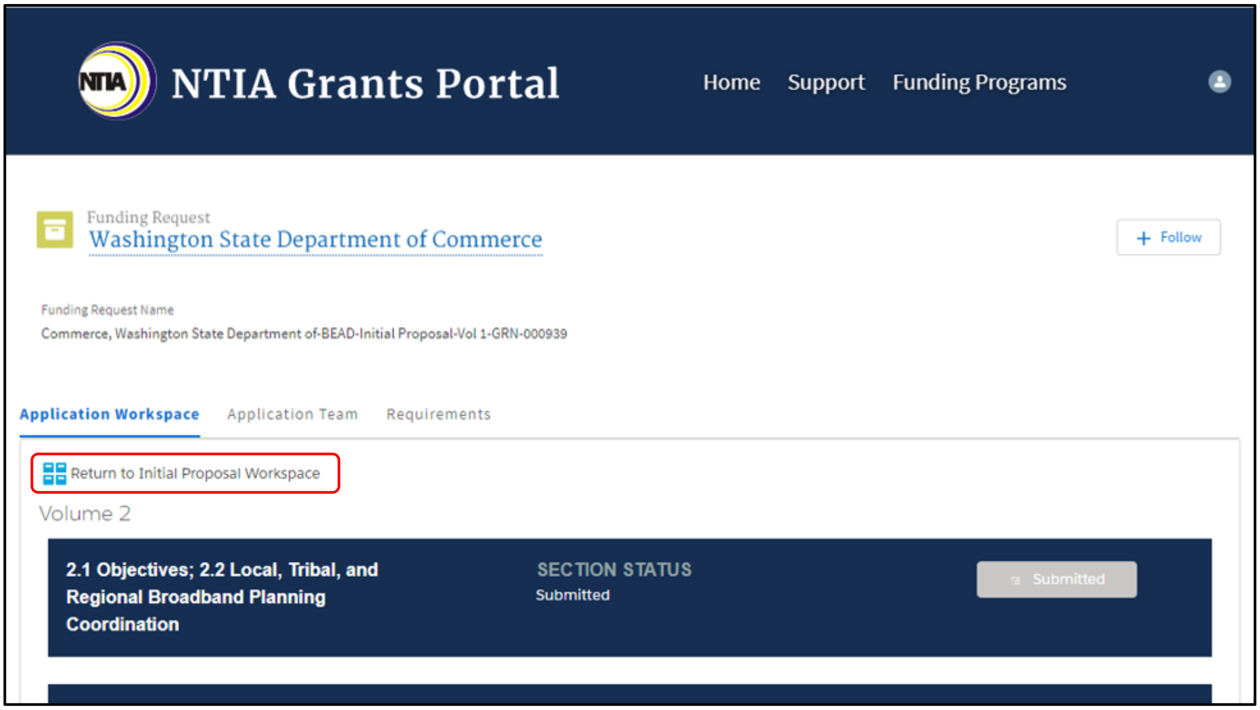
Confirmation & Download Summary PDF

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



Return to Initial Proposal Workspace

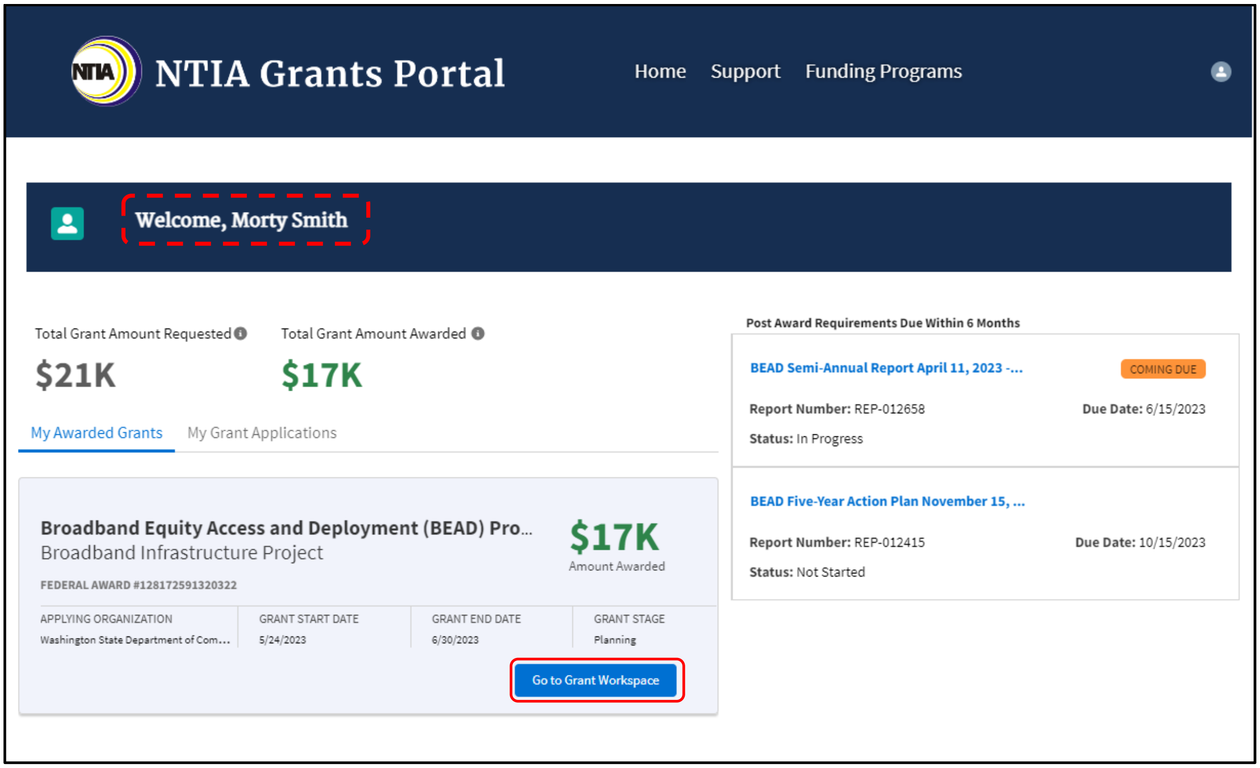
4. To return to the Initial Proposal Workspace, click on **Return to Initial Proposal Workspace**.



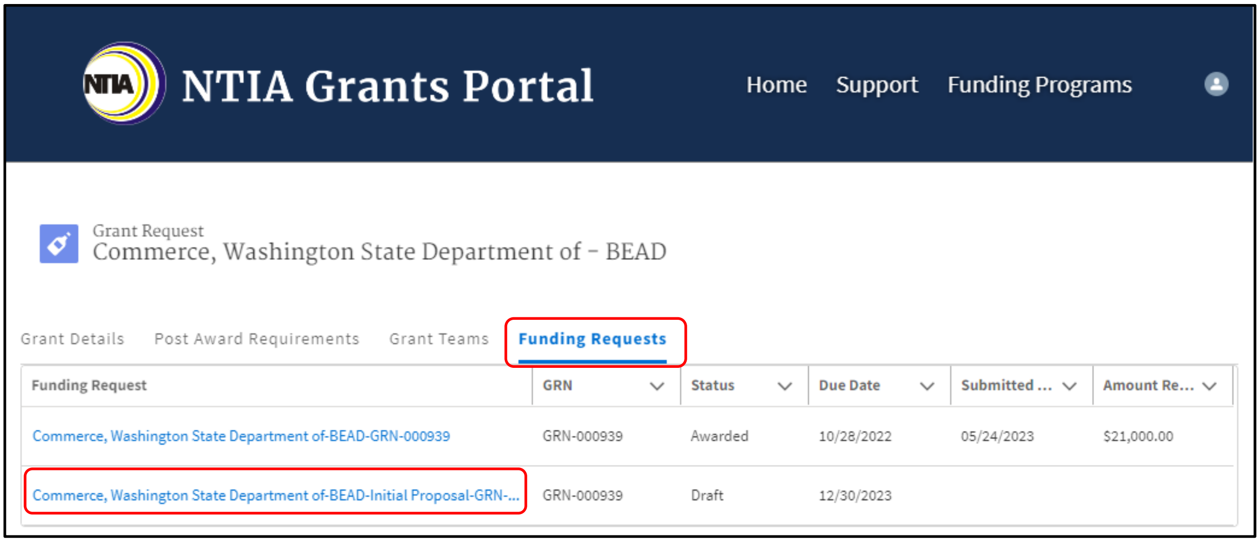
Entering Initial Proposal Funding Request Responses

1. From the Welcome page, click on the **Go to Grant Workspace** button.

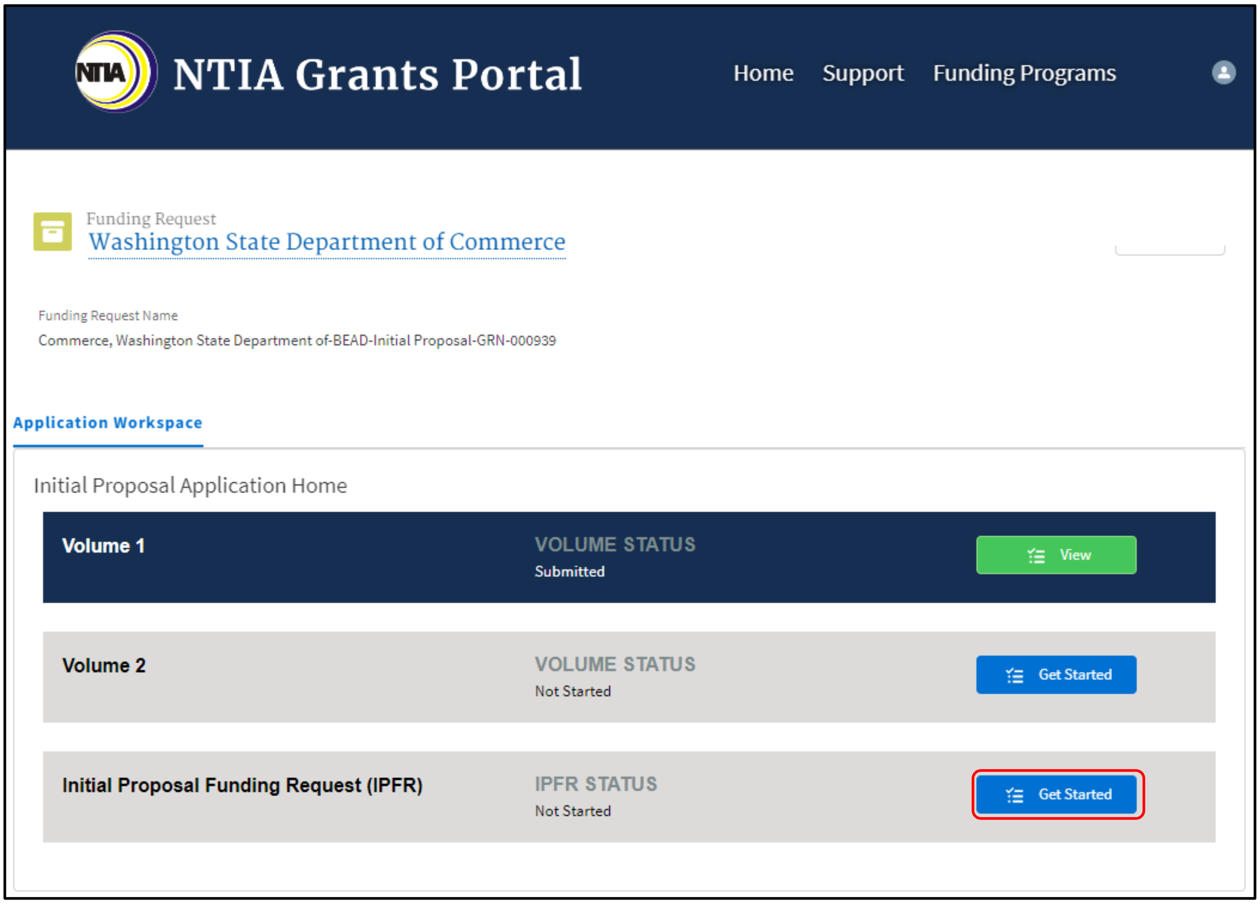
   Note: If you are a Collaborator provided access by your Authorized Organizational Representative (AOR) to only Volume I, Volume II, or the IPFR, you m-ay be taken to the 'My Grant Applications' section of the NTIA Grants Portal homepage, and will only be able to access that specific component within the application.



2. Click on the **Funding Requests** tab, then click on the **BEAD Initial Proposal** link under the column heading labeled ‘Funding Request’.

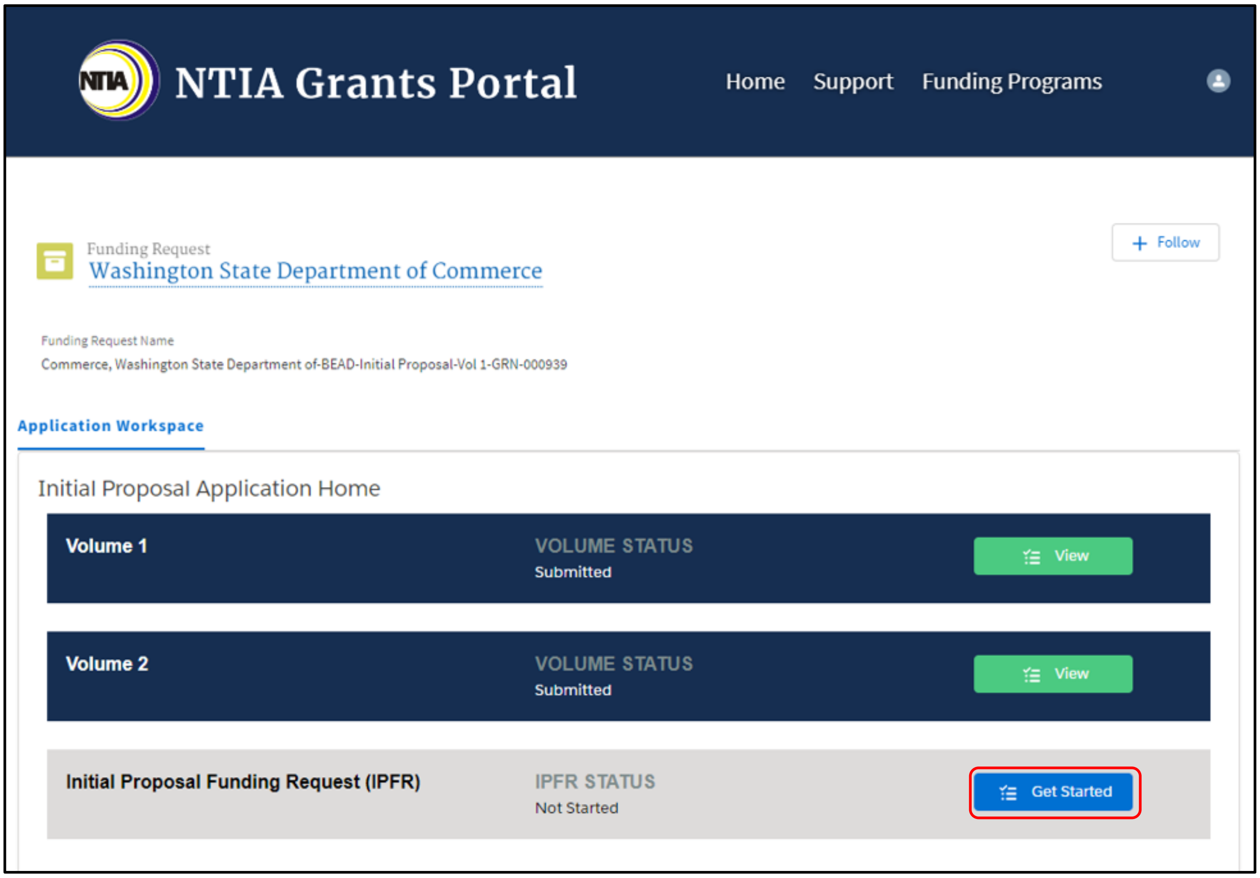


3. Click on the **Get Started** button for the IPFR.



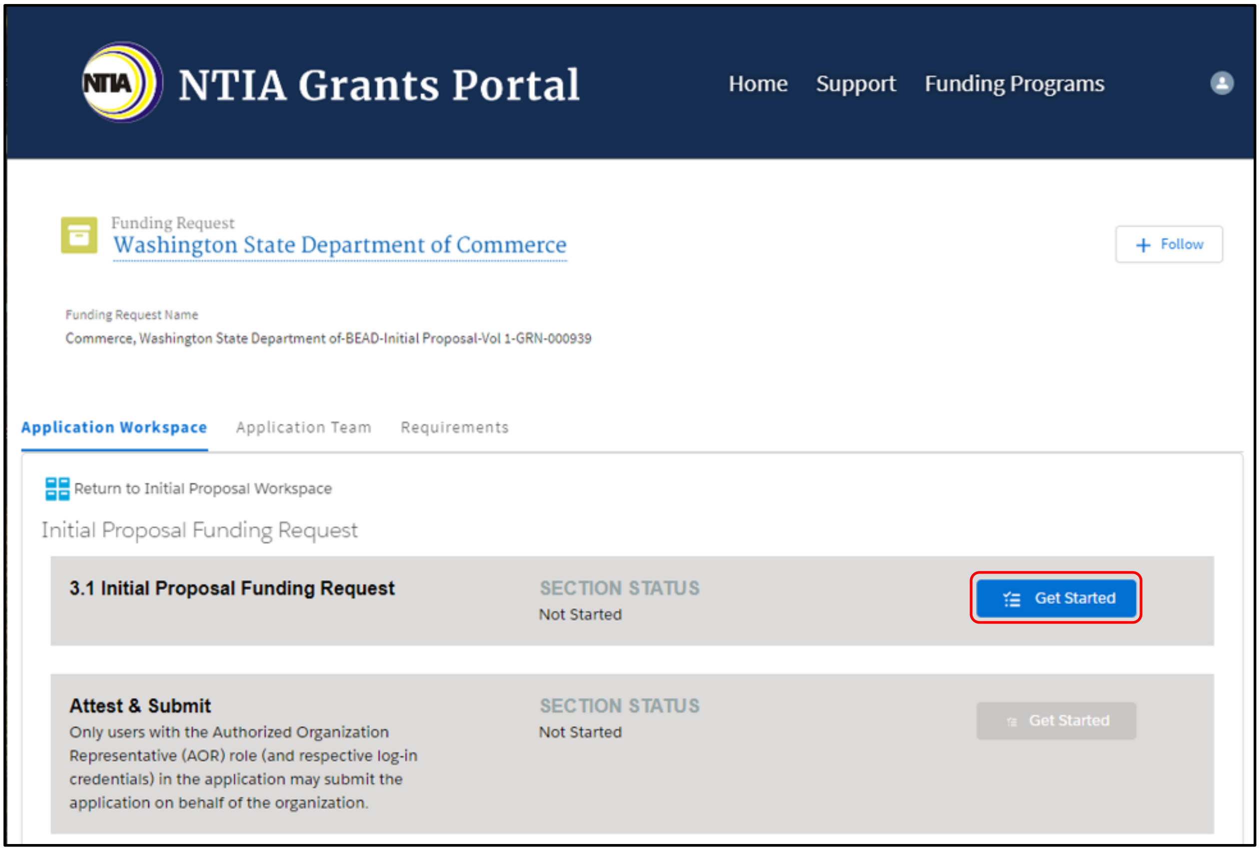
Initial Proposal Funding Request (IPFR)

4. To begin the Initial Proposal Funding Request (IPFR) section, from the Initial Proposal Application Home screen click on the **Get Started** button.

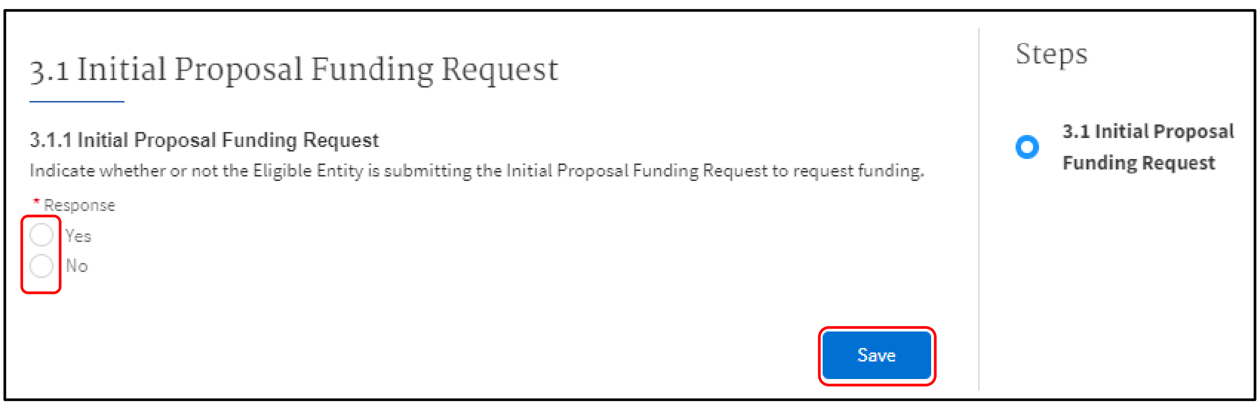


3.1 Initial Proposal Funding Request

5. From the Initial Proposal Funding Request screen, click the **Get Started** button.

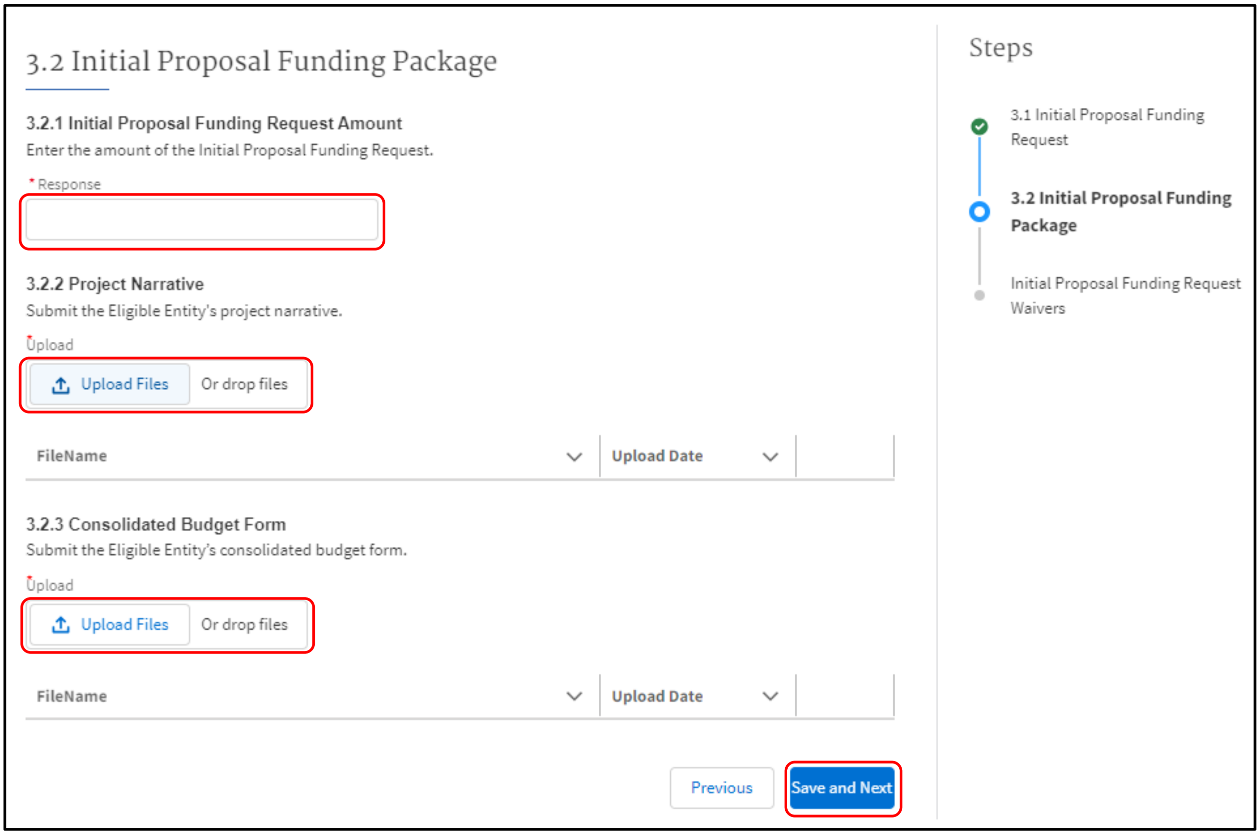


6. Click the **radio** button to select a response. A red asterisk (*) indicates a required item. Click the **Save** button to proceed. If you select ‘Yes’, proceed to the next step.



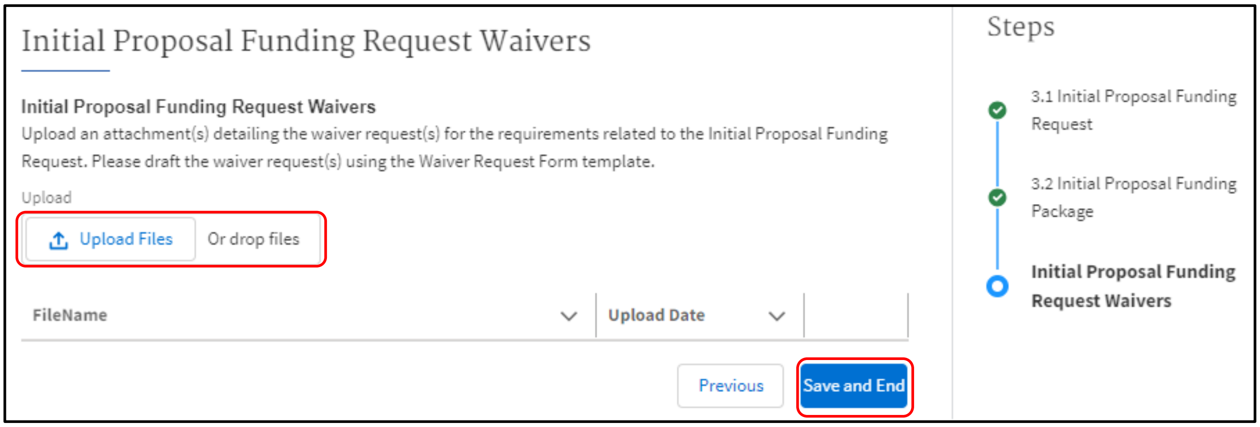
3.2 Initial Proposal Funding Package

7. If you selected ‘Yes’ in the previous step, use the **Response fields** provided to enter a response. To make the response field larger, click and drag the lower-right corner of the field. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed.



Initial Proposal Funding Request Waivers

8. Click the **Upload Files** button to upload the requested information, click the **Done** button on the pop-up (not pictured). Click the **Save and End** button to proceed.



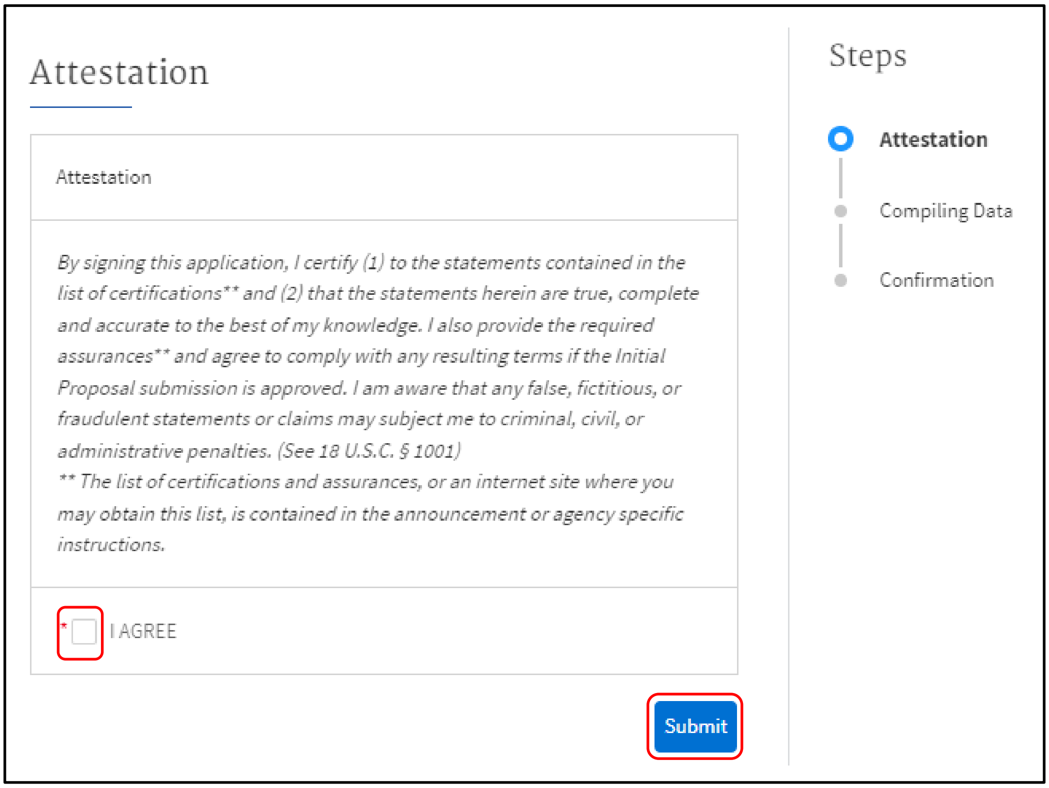
IPFR Attest & Submit

1. To Attest and Submit the Initial Proposal Funding Request, click the **Get Started** button in the Attest & Submit section.

   <u>Important</u>: Only Authorized Organizational Representatives (AORs) (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 Attest & Submit section is not accessible to other team member roles. The AOR must complete the Attest & Submit section. Contact the NTIA Help Desk for help.

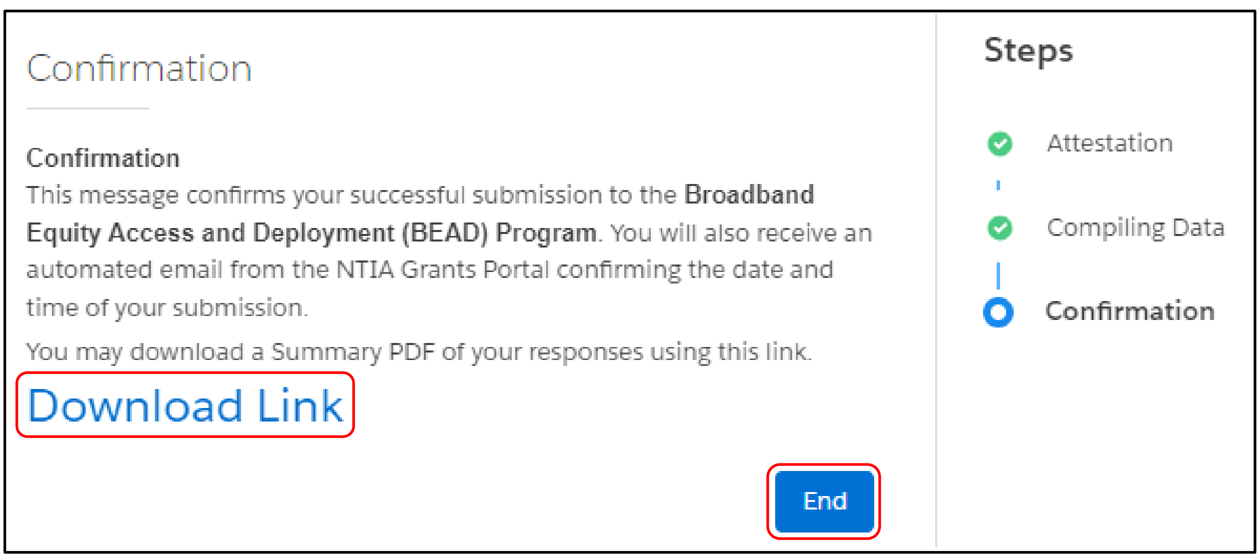
Attestation

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



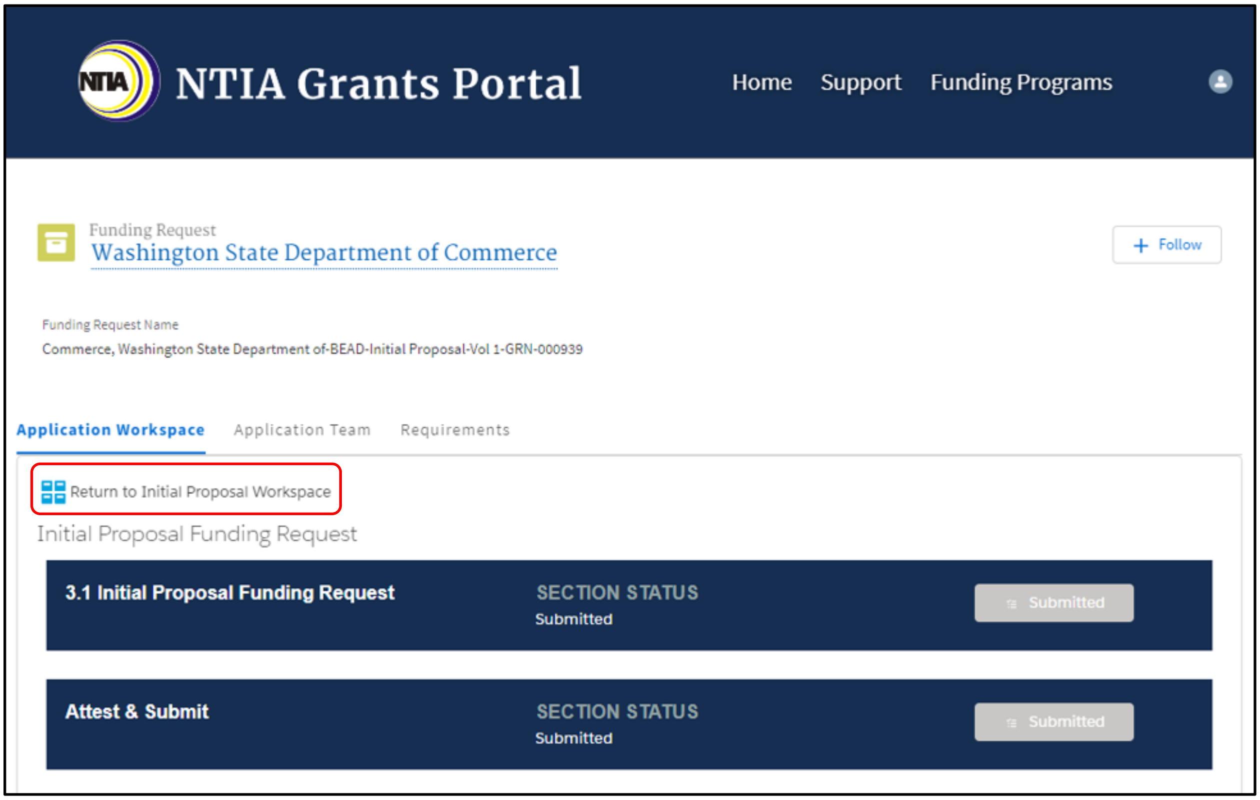
Confirmation & Download Summary PDF

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

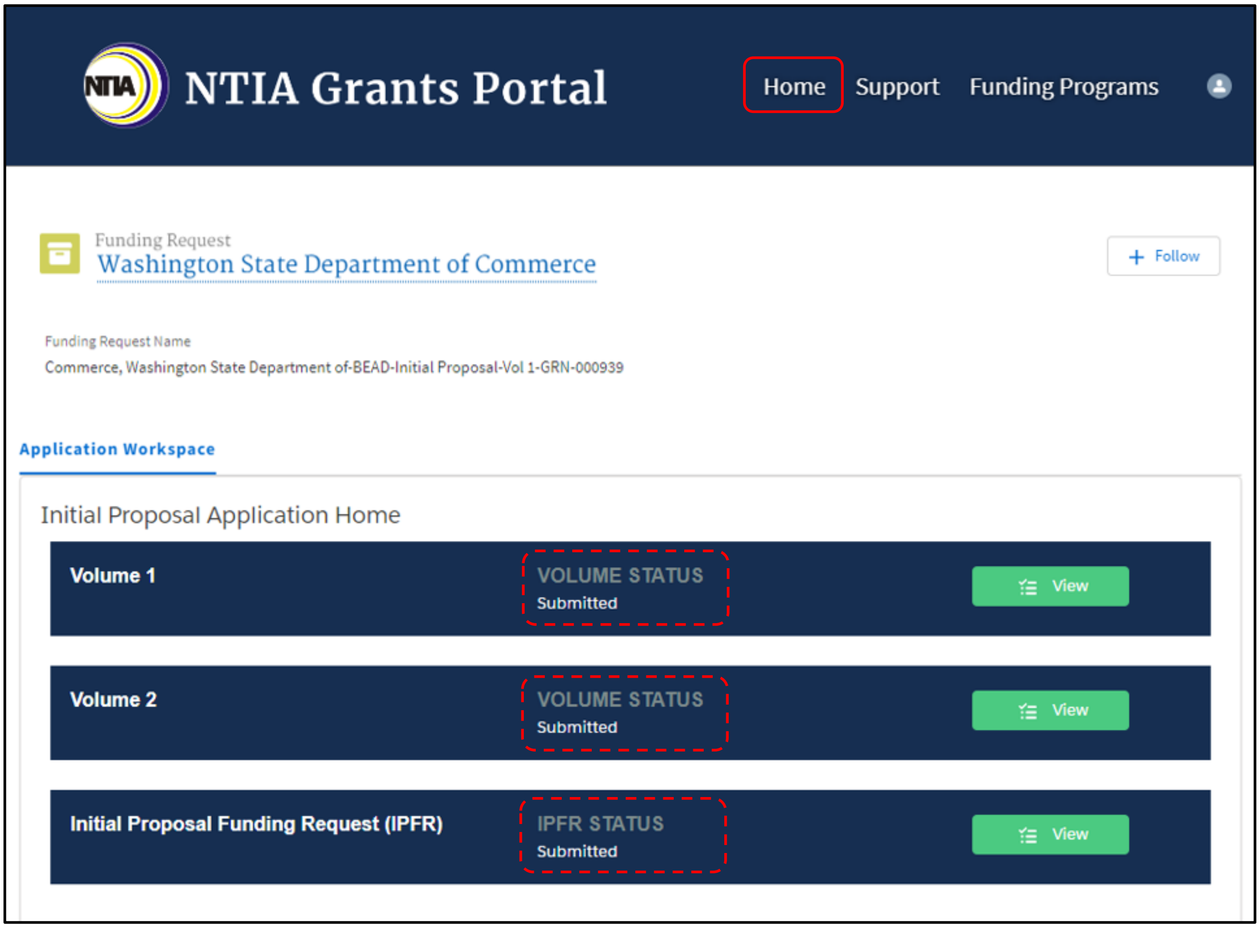


Return to the Initial Proposal Workspace

4. To return to the Initial Proposal Workspace Home, click on the **Return to Initial Proposal Workspace** link.



5. From the Initial Proposal Application Home screen, notice that the Volume/IPFR Status for Volumes I and II, and the IPFR Status is now showing ‘Submitted’. Click on **Home** at the top of the screen to return to the Welcome page.

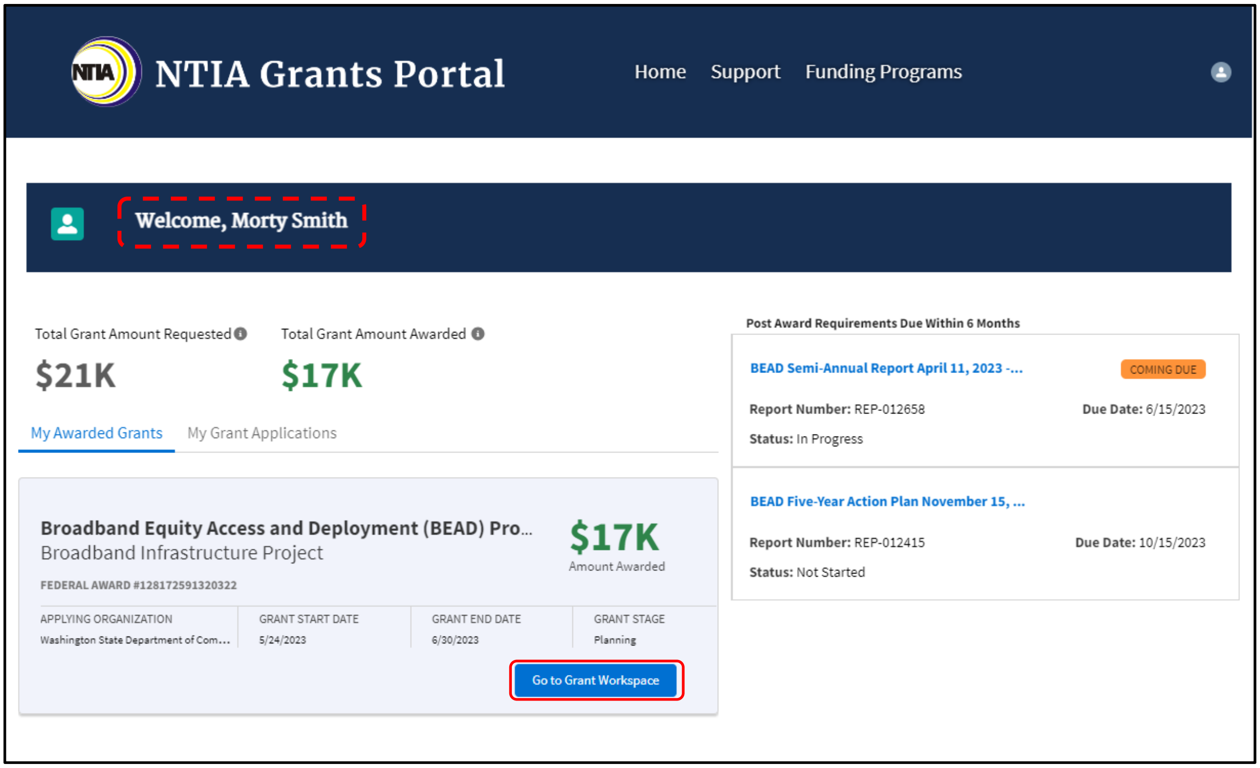


Addressing Required Updates & Resubmission

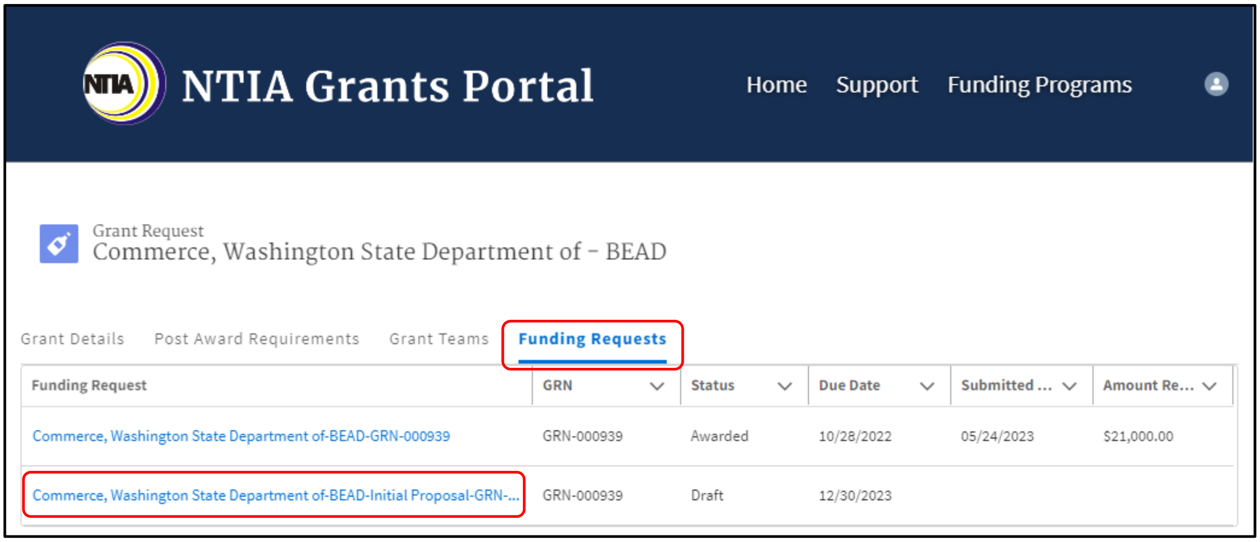
Required Updates

If an ‘Updates Required’ notification has been received from NTIA, refer to the following steps to respond to the items needing to be addressed. The deficiencies listed in the notification correspond directly to the Volume and Volume Sections in the NTIA Grants Portal and become unlocked and accessible, allowing for updates by Grant Team members and resubmission by the AOR.

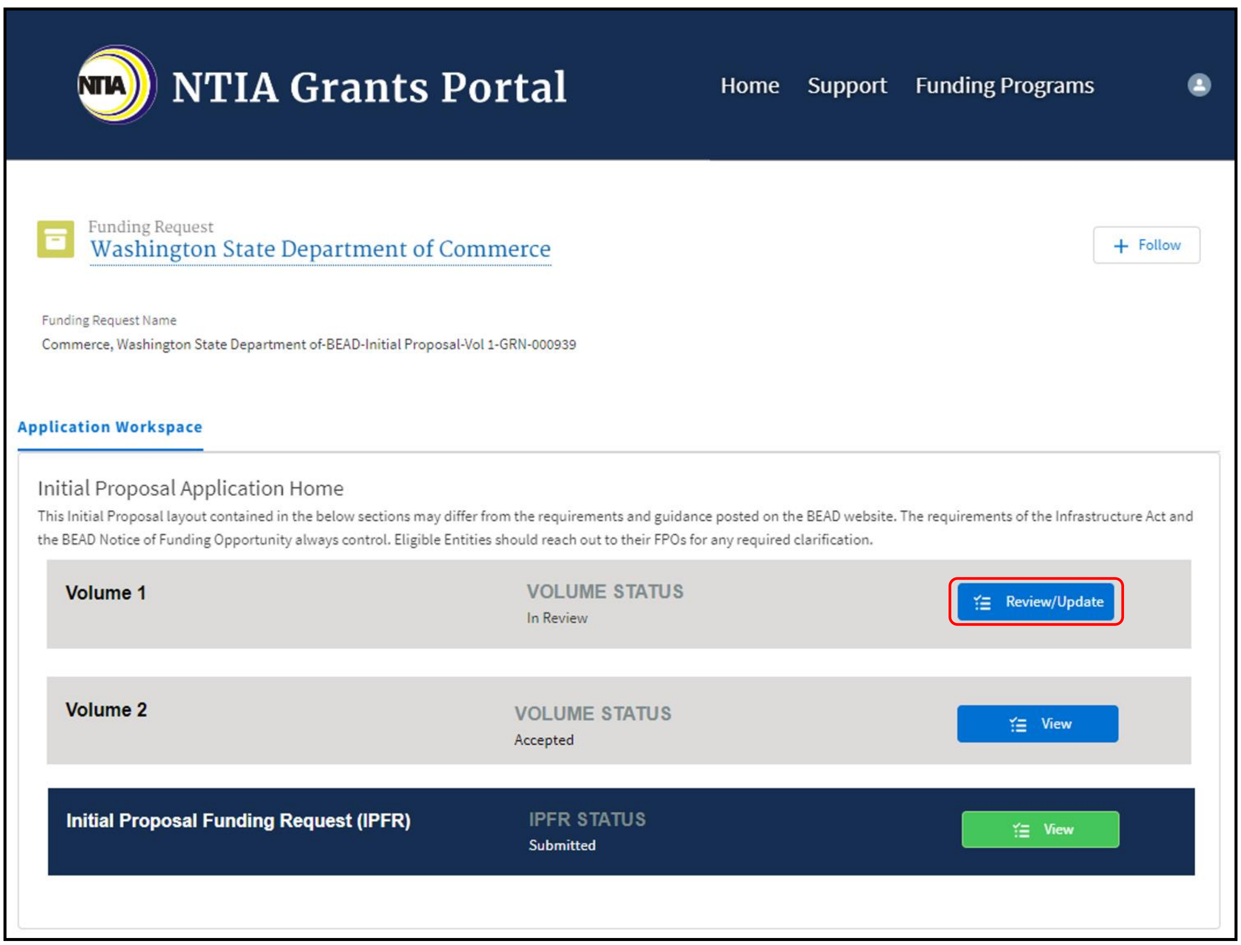
1. From the Welcome page in the NTIA Grants Portal, click on the **Go to Grant Workspace** button.



2. Click on the **Funding Requests** tab, then click on the **BEAD Initial Proposal** link under the column heading labeled ‘Funding Request’.

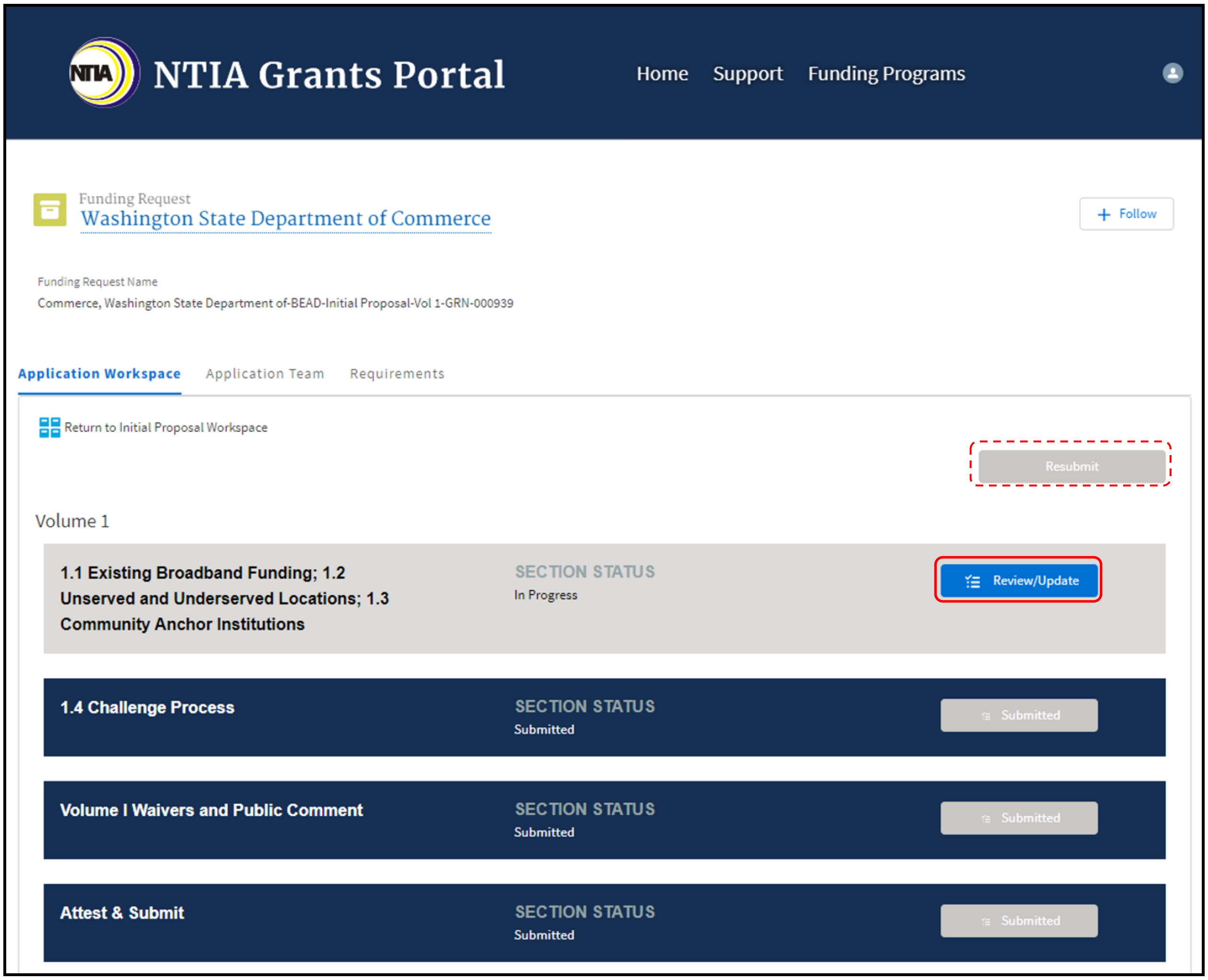


3. For the Volume(s) with Volume Status ‘In Review’, click on the **Review/Update** button.

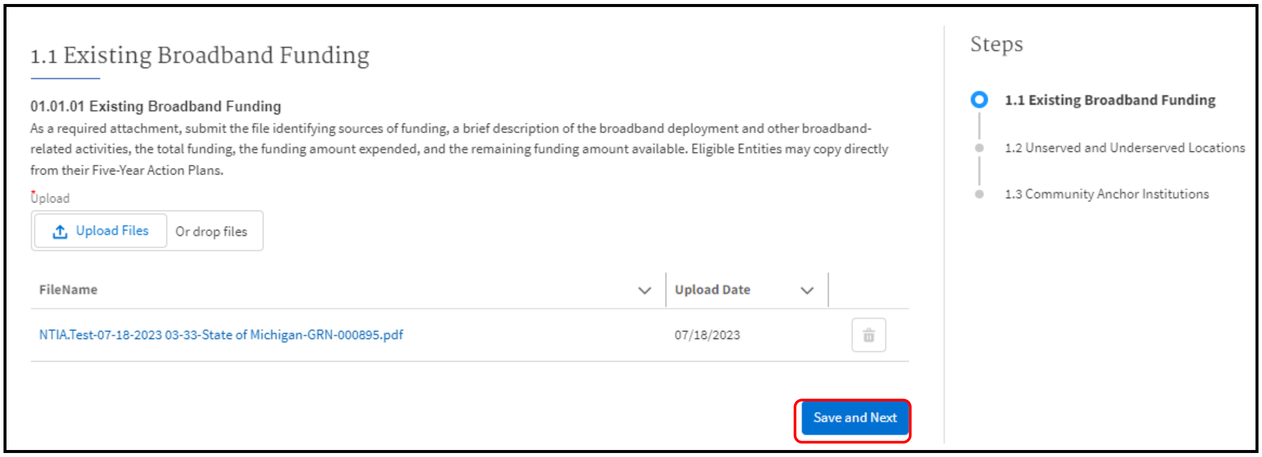


4. Within the selected Volume, click on the **Review/Update** button for the section(s) requiring updates, as indicated by a Section Status of ‘In Progress’.

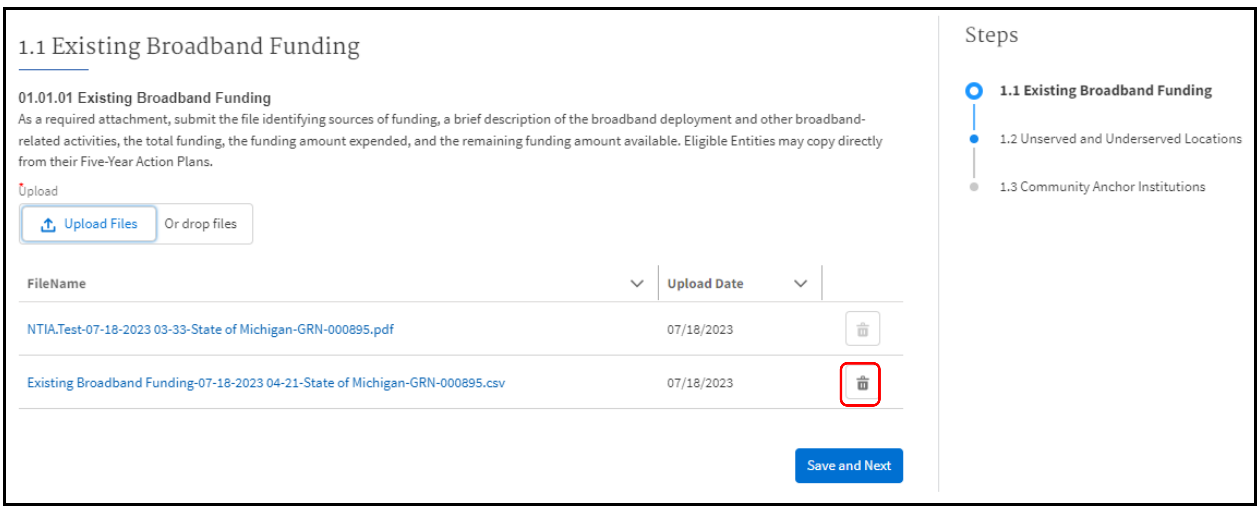
   Note: The Resubmit button becomes enabled after the required updates are completed, and only the Authorized Organizational Representatives (AORs) (and respective log-in credentials) designated in the Form 424 Section on the form SF-424 may resubmit the application on behalf of the organization.



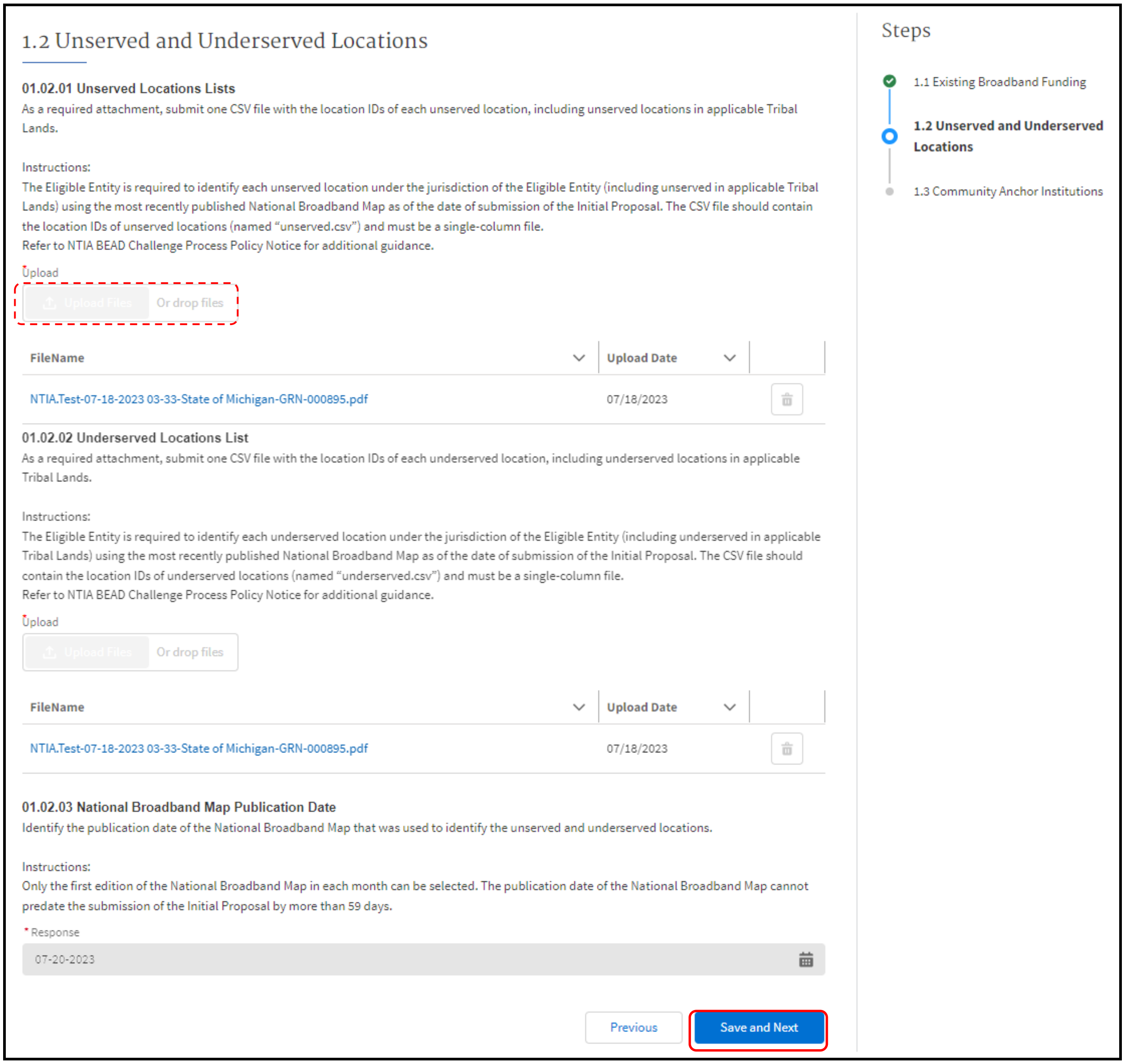
5. For the Steps requiring updates, use the enabled functionality to provide updates. For instance, click on the enabled **Upload Files** button to upload the requested information and click the **Done** button on the pop-up (not pictured). Click the **Save and Next** button to proceed.



a. If needed, click the **delete icon** to remove a file.



6. If no updates are required in a particular step, all functionality remains disabled and grayed-out. Click the **Save and Next** button to proceed.



1.2 Unserved and Underserved Locations

01.02.01 Unserved Locations Lists

As a required attachment, submit one CSV file with the location IDs of each unserved location, including unserved locations in applicable Tribal Lands.

Instructions:
The Eligible Entity is required to identify each unserved location under the jurisdiction of the Eligible Entity (including unserved in applicable Tribal Lands) using the most recently published National Broadband Map as of the date of submission of the Initial Proposal. The CSV file should contain the location IDs of unserved locations (named "unserved.csv") and must be a single-column file.
Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

*Upload

Upload Files Or drop files

FileName	Upload Date	
NTIA.Test-07-18-2023 03-33-State of Michigan-GRN-000895.pdf	07/18/2023	

01.02.02 Underserved Locations List

As a required attachment, submit one CSV file with the location IDs of each underserved location, including underserved locations in applicable Tribal Lands.

Instructions:
The Eligible Entity is required to identify each underserved location under the jurisdiction of the Eligible Entity (including underserved in applicable Tribal Lands) using the most recently published National Broadband Map as of the date of submission of the Initial Proposal. The CSV file should contain the location IDs of underserved locations (named "underserved.csv") and must be a single-column file.
Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

*Upload

Upload Files Or drop files

FileName	Upload Date	
NTIA.Test-07-18-2023 03-33-State of Michigan-GRN-000895.pdf	07/18/2023	

01.02.03 National Broadband Map Publication Date

Identify the publication date of the National Broadband Map that was used to identify the unserved and underserved locations.

Instructions:
Only the first edition of the National Broadband Map in each month can be selected. The publication date of the National Broadband Map cannot predate the submission of the Initial Proposal by more than 59 days.

* Response

07-20-2023

Previous | Save and Next

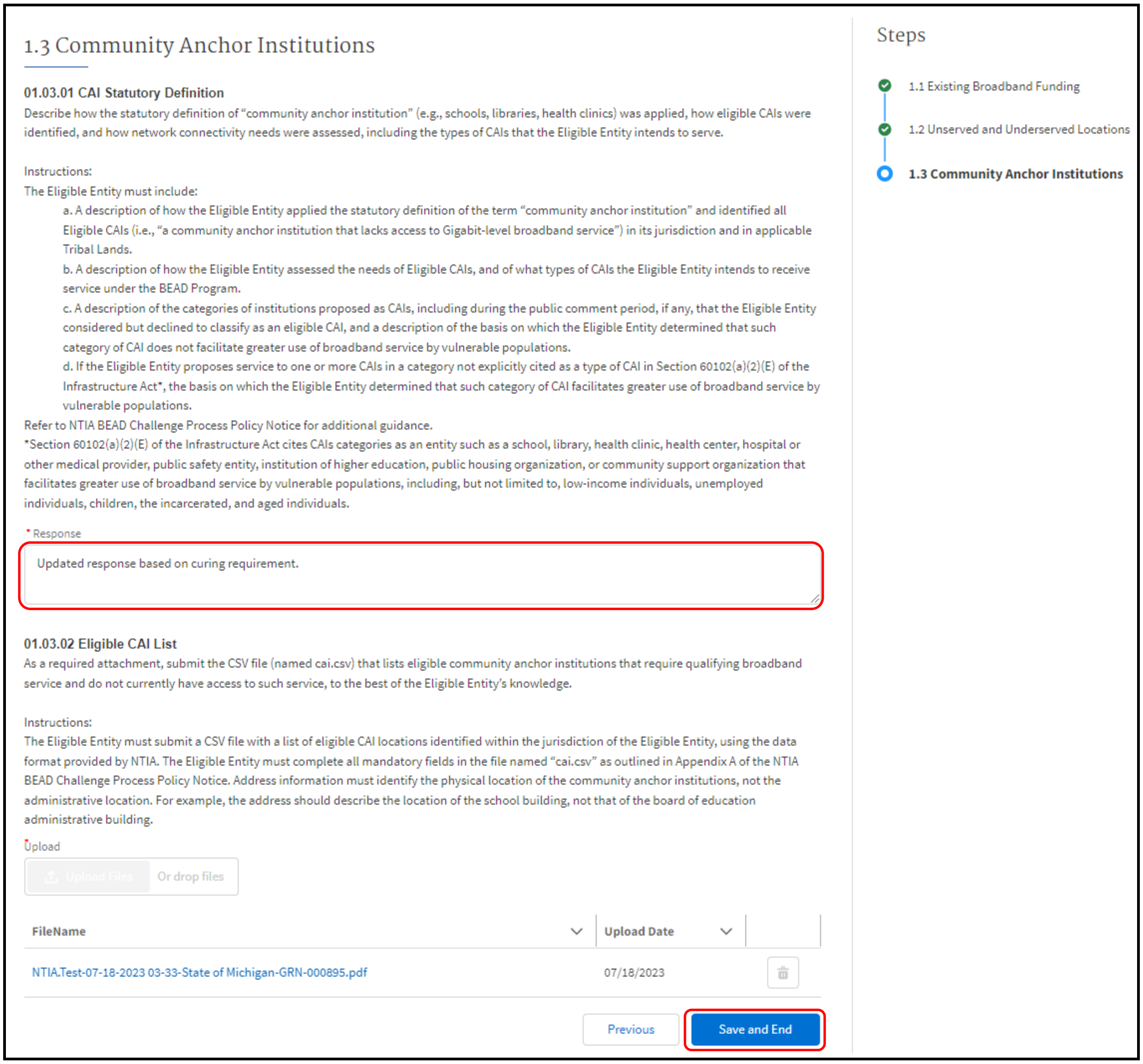
Steps

1.1 Existing Broadband Funding

1.2 Unserved and Underserved Locations

1.3 Community Anchor Institutions

7. For the Steps requiring updates, use the enabled functionality to provide updates. For instance, use the **Response field** to enter an updated response. Click the **Save and End** button to proceed.



1.3 Community Anchor Institutions

01.03.01 CAI Statutory Definition

Describe how the statutory definition of "community anchor institution" (e.g., schools, libraries, health clinics) was applied, how eligible CAIs were identified, and how network connectivity needs were assessed, including the types of CAIs that the Eligible Entity intends to serve.

Instructions:

The Eligible Entity must include:

a. A description of how the Eligible Entity applied the statutory definition of the term "community anchor institution" and identified all Eligible CAIs (i.e., "a community anchor institution that lacks access to Gigabit-level broadband service") in its jurisdiction and in applicable Tribal Lands.

b. A description of how the Eligible Entity assessed the needs of Eligible CAIs, and of what types of CAIs the Eligible Entity intends to receive service under the BEAD Program.

c. A description of the categories of institutions proposed as CAIs, including during the public comment period, if any, that the Eligible Entity considered but declined to classify as an eligible CAI, and a description of the basis on which the Eligible Entity determined that such category of CAI does not facilitate greater use of broadband service by vulnerable populations.

d. If the Eligible Entity proposes service to one or more CAIs in a category not explicitly cited as a type of CAI in Section 60102(a)(2)(E) of the Infrastructure Act*, the basis on which the Eligible Entity determined that such category of CAI facilitates greater use of broadband service by vulnerable populations.

Refer to NTIA BEAD Challenge Process Policy Notice for additional guidance.

*Section 60102(a)(2)(E) of the Infrastructure Act cites CAIs categories as an entity such as a school, library, health clinic, health center, hospital or other medical provider, public safety entity, institution of higher education, public housing organization, or community support organization that facilitates greater use of broadband service by vulnerable populations, including, but not limited to, low-income individuals, unemployed individuals, children, the incarcerated, and aged individuals.

* Response

Updated response based on curing requirement.

01.03.02 Eligible CAI List

As a required attachment, submit the CSV file (named cai.csv) that lists eligible community anchor institutions that require qualifying broadband service and do not currently have access to such service, to the best of the Eligible Entity's knowledge.

Instructions:

The Eligible Entity must submit a CSV file with a list of eligible CAI locations identified within the jurisdiction of the Eligible Entity, using the data format provided by NTIA. The Eligible Entity must complete all mandatory fields in the file named "cai.csv" as outlined in Appendix A of the NTIA BEAD Challenge Process Policy Notice. Address information must identify the physical location of the community anchor institutions, not the administrative location. For example, the address should describe the location of the school building, not that of the board of education administrative building.

* Upload

Upload Files Or drop files

FileName	Upload Date	
NTIA.Test-07-18-2023 03-33-State of Michigan-GRN-000895.pdf	07/18/2023	

Previous Save and End

Steps

1.1 Existing Broadband Funding

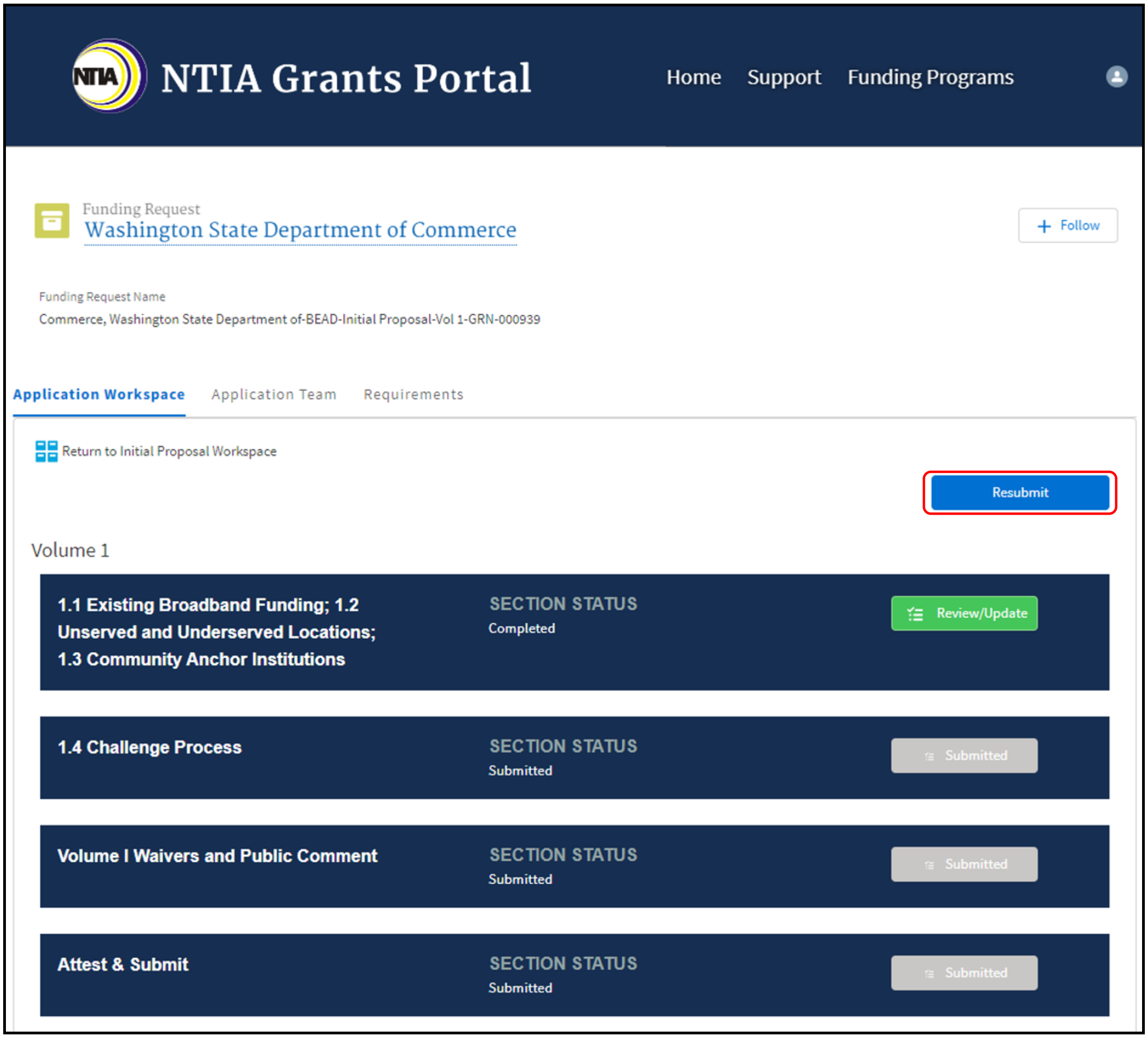
1.2 Unserved and Underserved Locations

1.3 Community Anchor Institutions

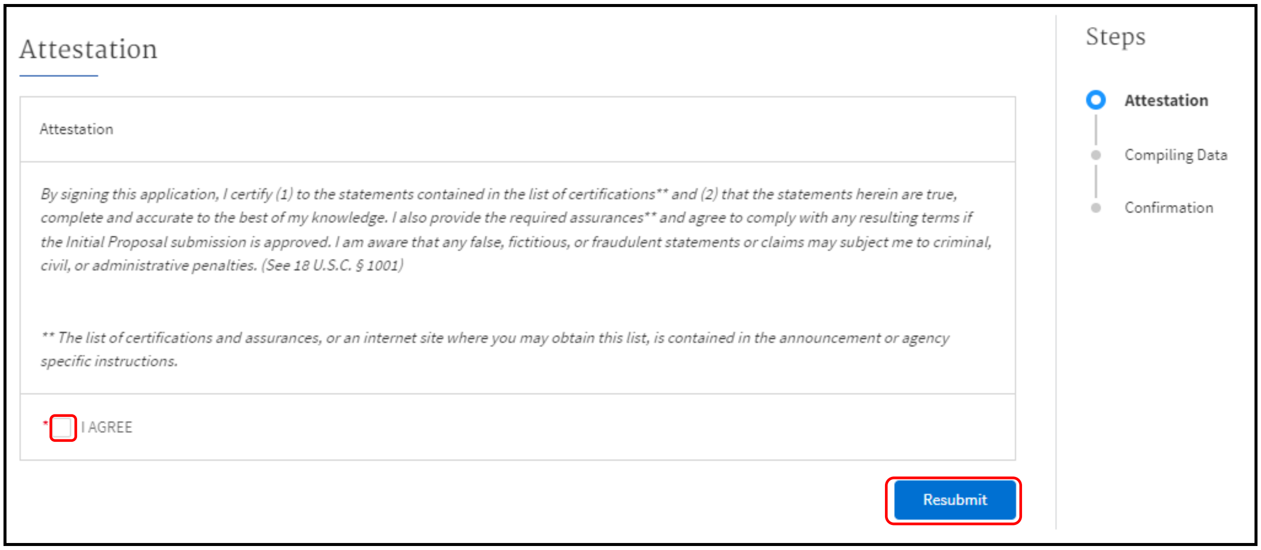
Resubmission

8. Upon completing the required updates, the respective Section Status displays as ‘Completed’ and the Resubmit button becomes enabled. Click on the **Resubmit** button.

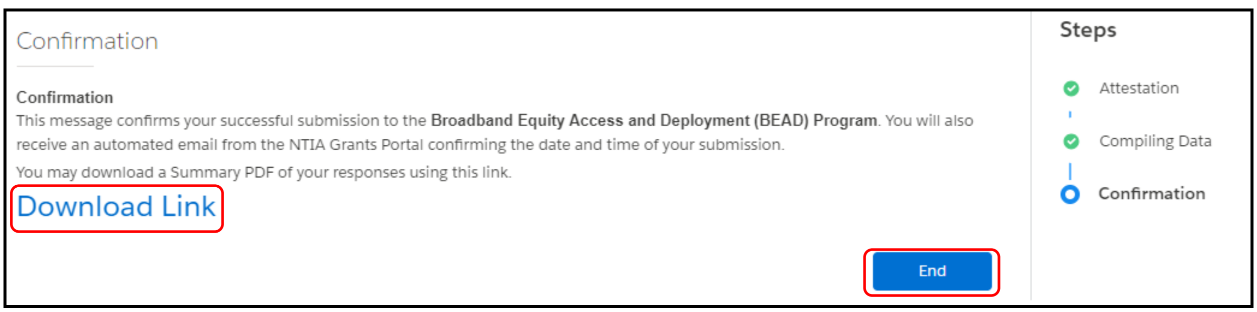
   <u>Important:</u> Only Authorized Organizational Representatives (AORs) (and respective log-in credentials) designated in the Form 424 Section on the form SF-424 may resubmit and attest on behalf of the organization.



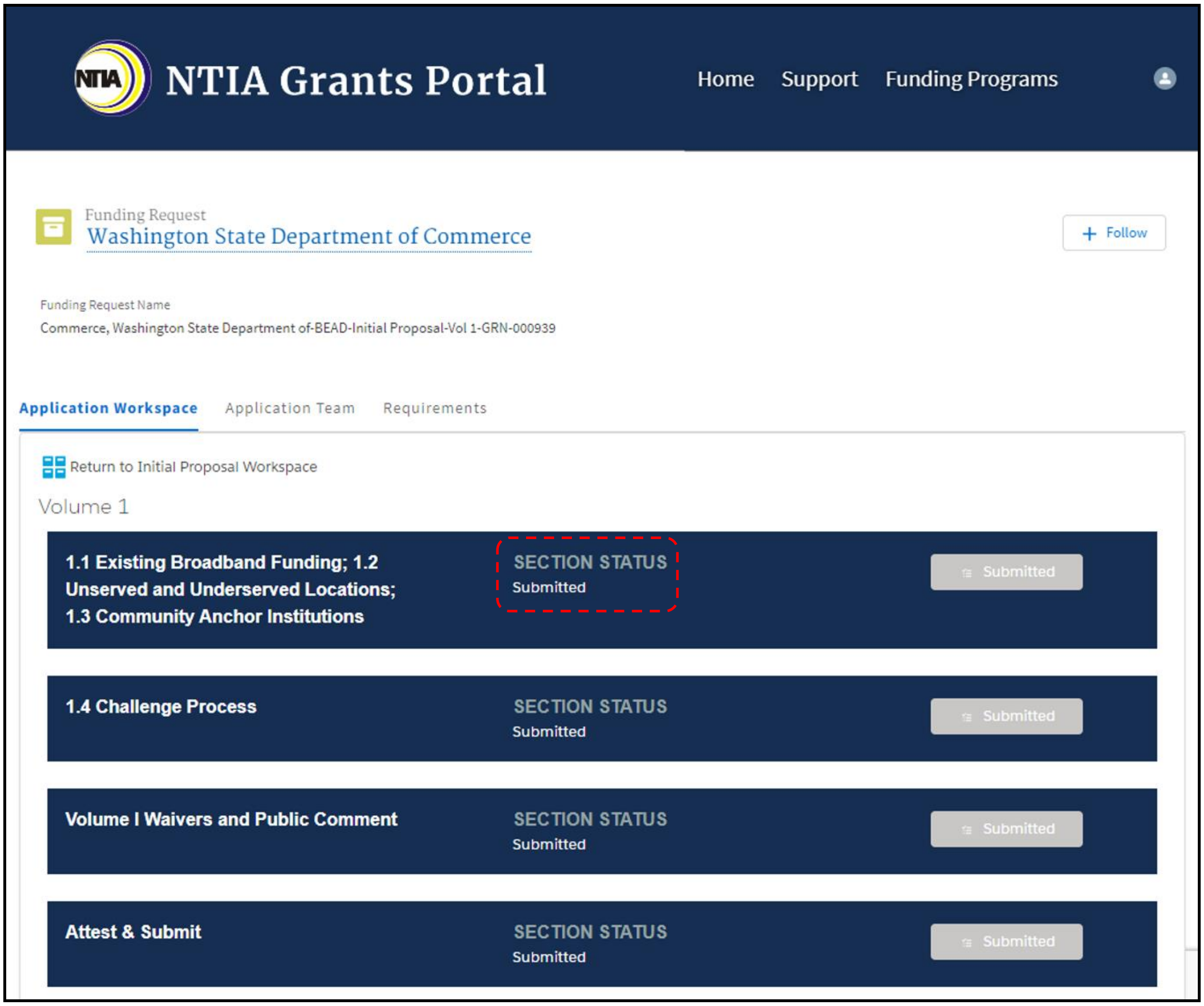
9. Click the **check box** to agree, then click on the **Submit** button. A red asterisk (*) indicates a required field.



10. Click on the **Download Link** to download the summary document containing your resubmission. To submit for confirmation, click on the **End** button.



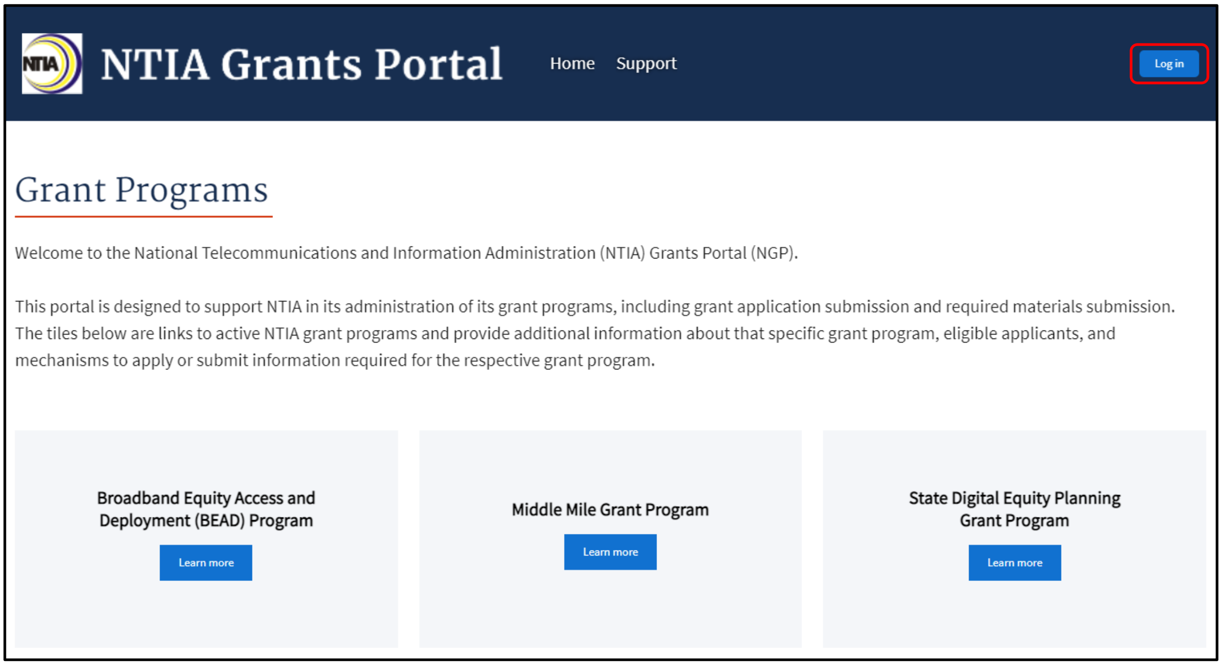
11. Upon resubmitting, notice that all relevant sections show a Section Status of ‘Submitted’.



New or Returning Team Members: Log in and Self-Registration

If you are already a registered Portal user, or need to register, using the link below click the **Log in** button in the upper right corner.

Link to NTIA Grants Portal: https://grants.ntia.gov/grantsPortal/s/

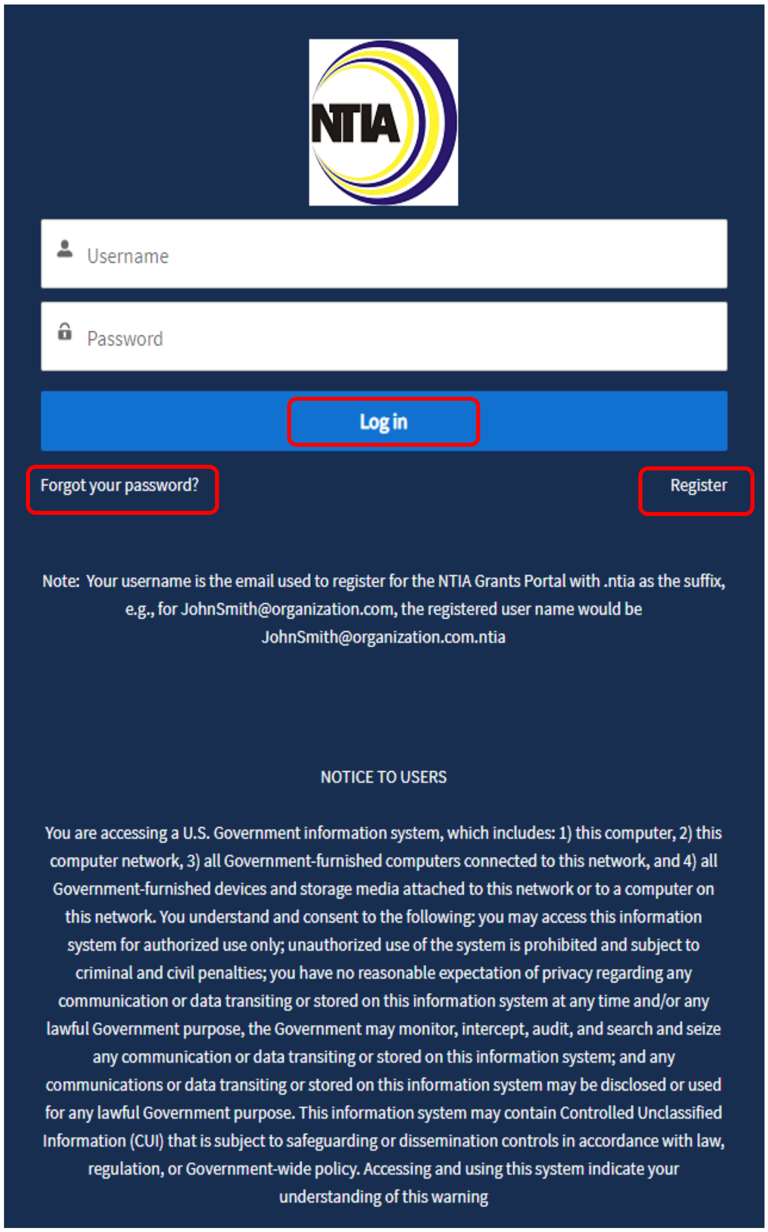


Log In

If you are new to the NTIA Grants Portal and need to register for the first time, click **Register** below the blue **Log in** button.

If you have a Username and Password, enter the username and password and click the blue **Log in** button to move forward.

Important: Upon completing registration, your Username will be the email address used to register for the NTIA Grants Portal appended with **.ntia** as the suffix; as an example, for JohnSmith@organization.com email address, the Username would be JohnSmith@organization.com.ntia.

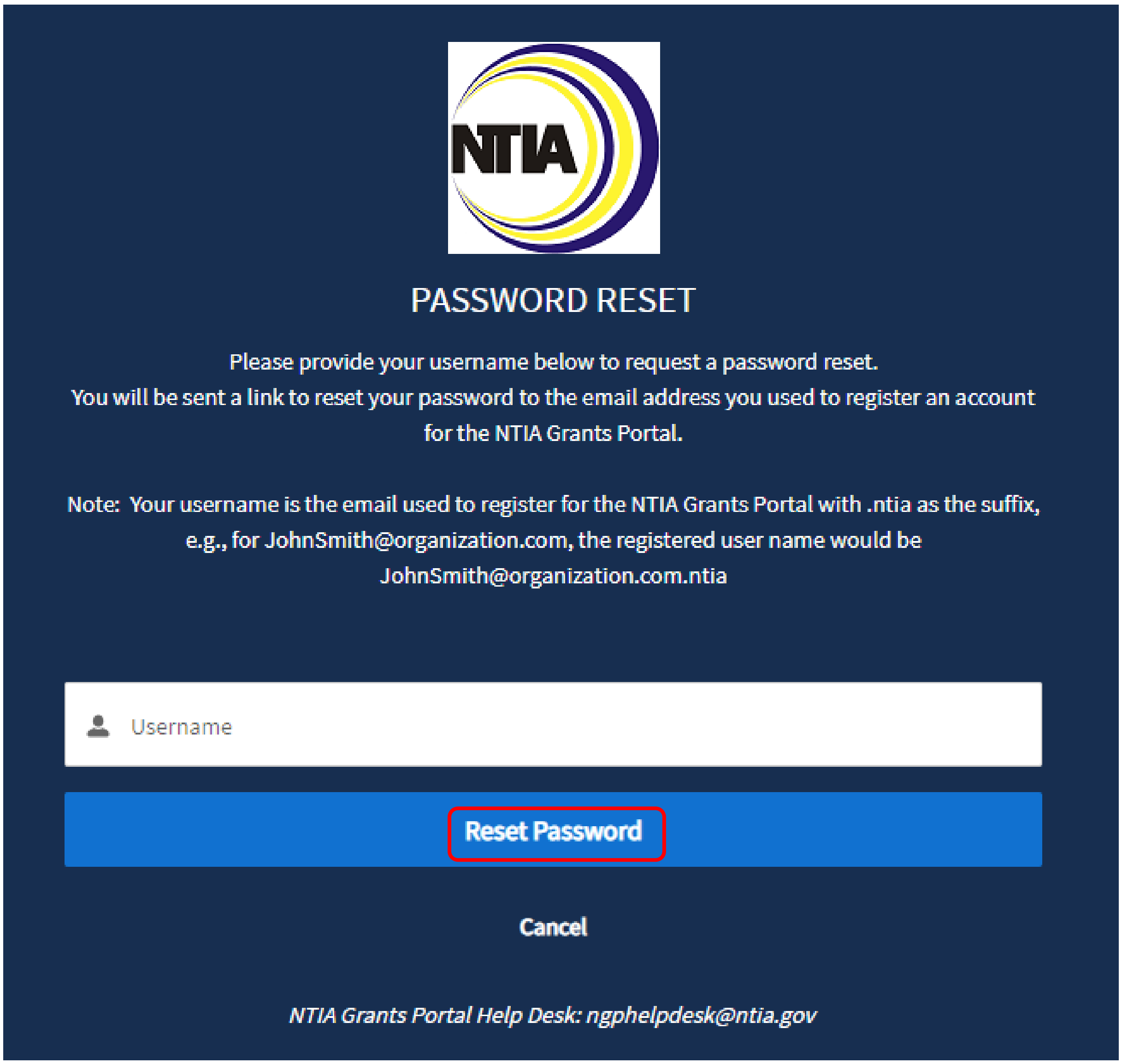


Forgot Password

If you forgot your password, click **Forgot your password?** below the blue **Log In** button on the **Log In** screen (see previous screenshot).

Enter your Username, which is the email address used to register for the NTIA Grants Portal appended with **.ntia** as the suffix; as an example, for JohnSmith@organization.com email address, the Username would be JohnSmith@organization.com.ntia. Then click the **Reset Password** button or click Cancel to cancel and return to the login screen.

For assistance, email the NTIA Grants Portal Help Desk at ngphelpdesk@ntia.gov.



Portal Registration and Approval

As part of the Portal registration process, approval is required for State and Territory entity types before registration is complete. Approval is not required for all other entity types.

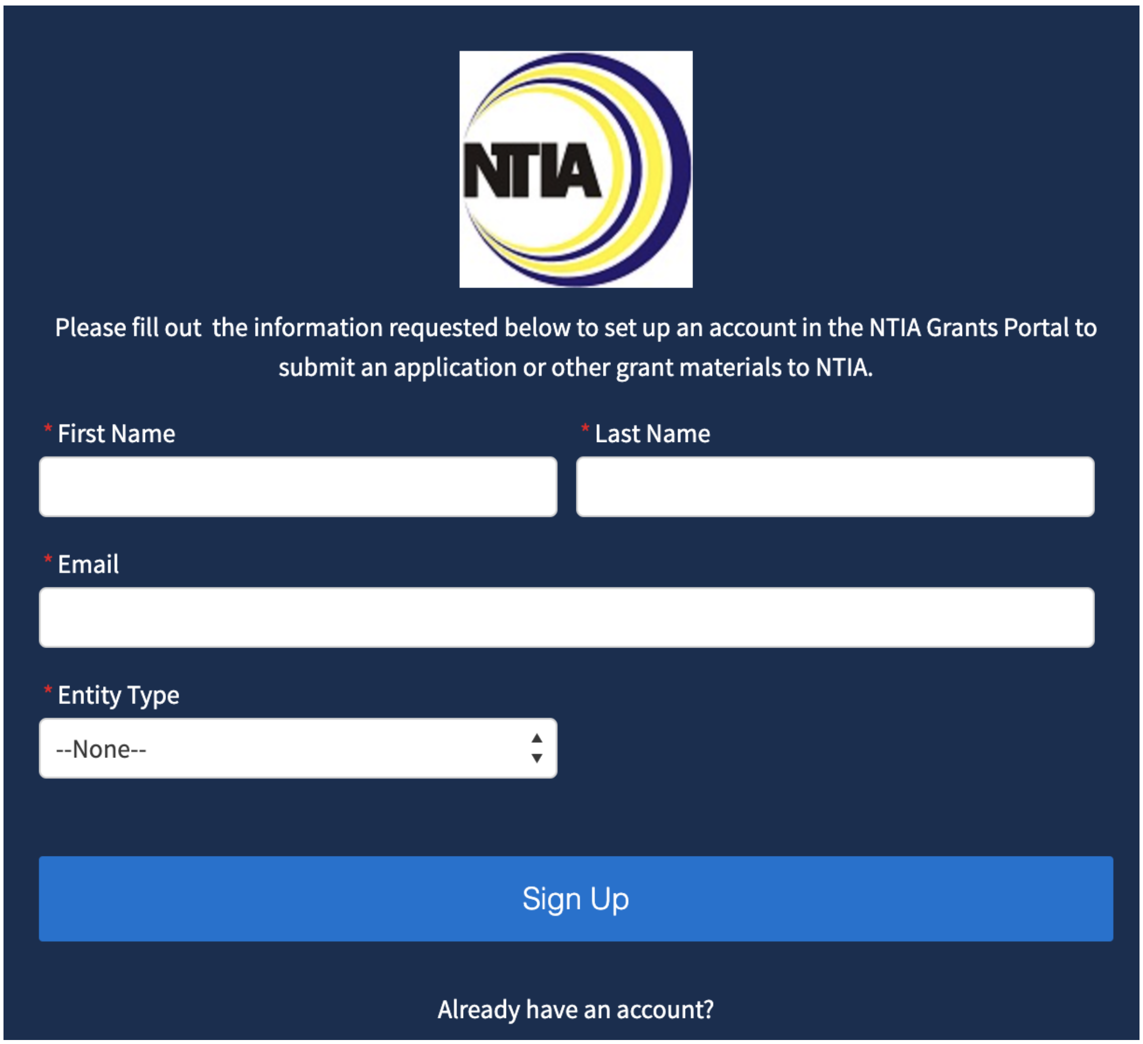
For State and Territory entity types, follow the instructions below to register, NTIA will send an approval email with a link to complete the process.

For all other entity types, follow instructions 1. and 2. below, then proceed to instruction 4.

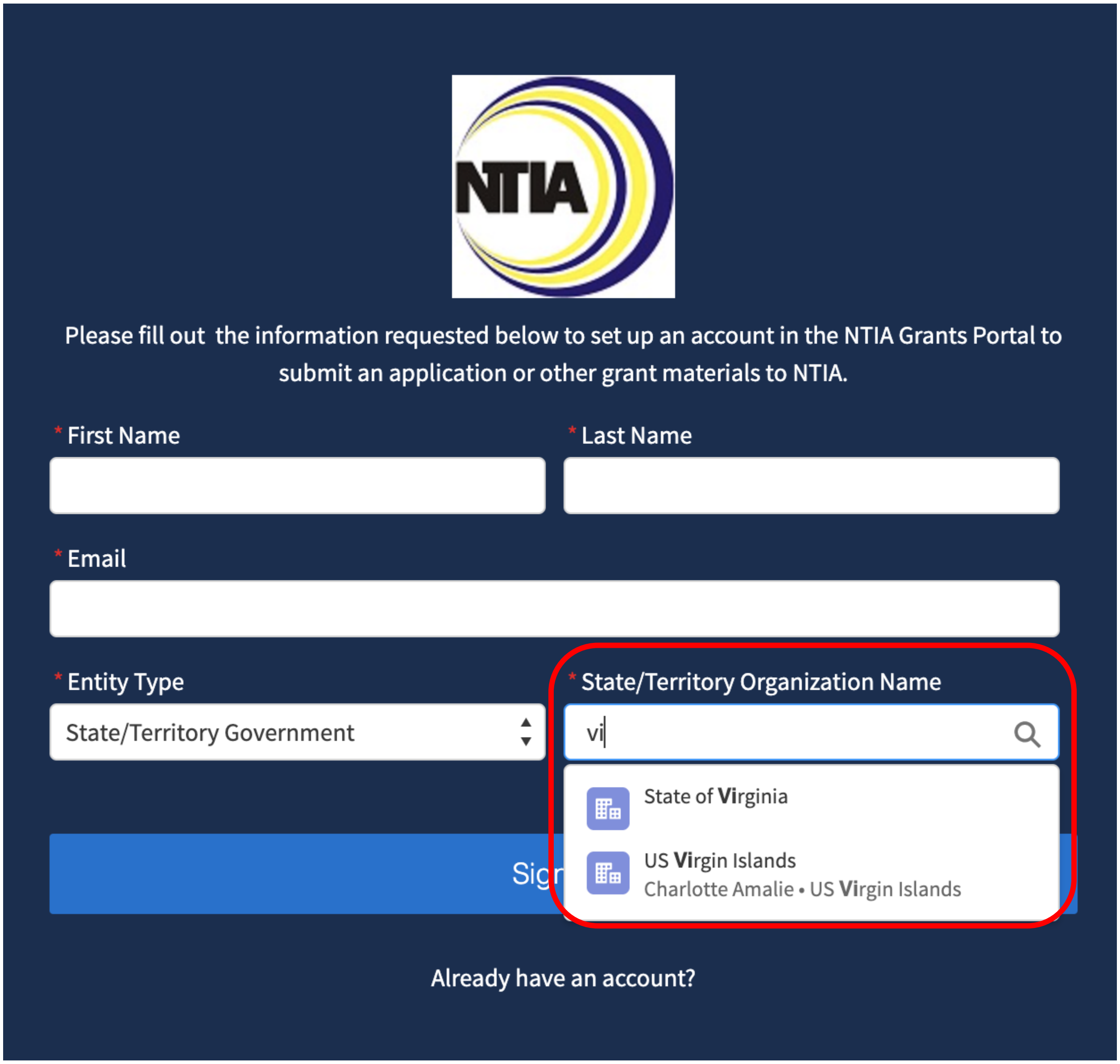
1. Register to access the NTIA Grants Portal by entering contact information in the fields provided --, a red (*) asterisk indicates a required field.

   Note: Sam.gov UEI registration information will be required at a later step in the application process.

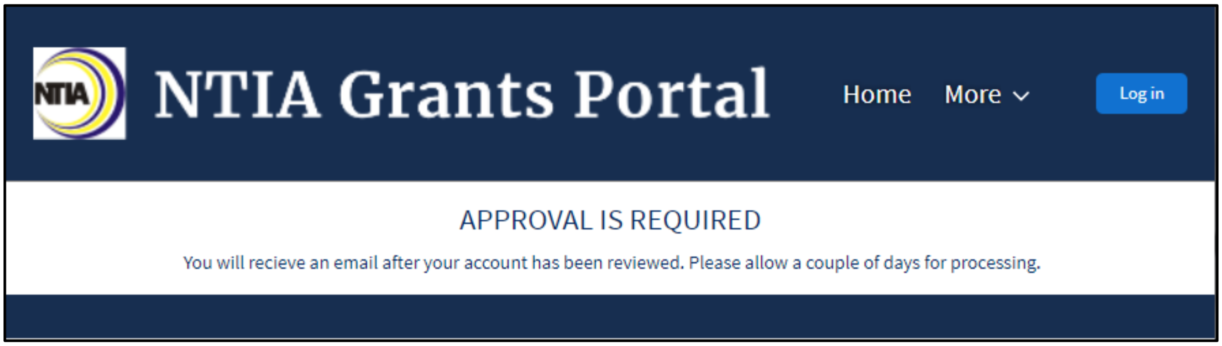
   If you have registered previously, click **Already have an account?** to **Log In**.



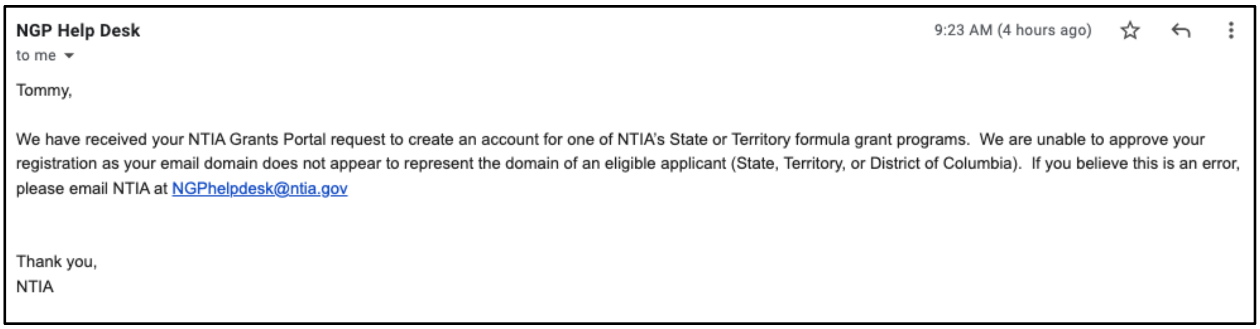
2. Click the **Entity Type** field to select the entity type. For State/Territory Government entity types, start typing the name of your State or Territory in the State/Territory Organization Name field to select the from the list of States and Territories. For other entity types, complete the additional required fields indicated by a red asterisk (*). Click the blue **Sign-Up** button to complete this step of the registration process.



3. Keep an eye out for the approval email, confirming your registration and steps to complete the registration and login process.



If you receive an email indicating that you are not approved, contact NTIA for assistance at NGPhelpdesk@ntia.gov.



NGP Help Desk 9:23 AM (4 hours ago)

to me

Tommy,

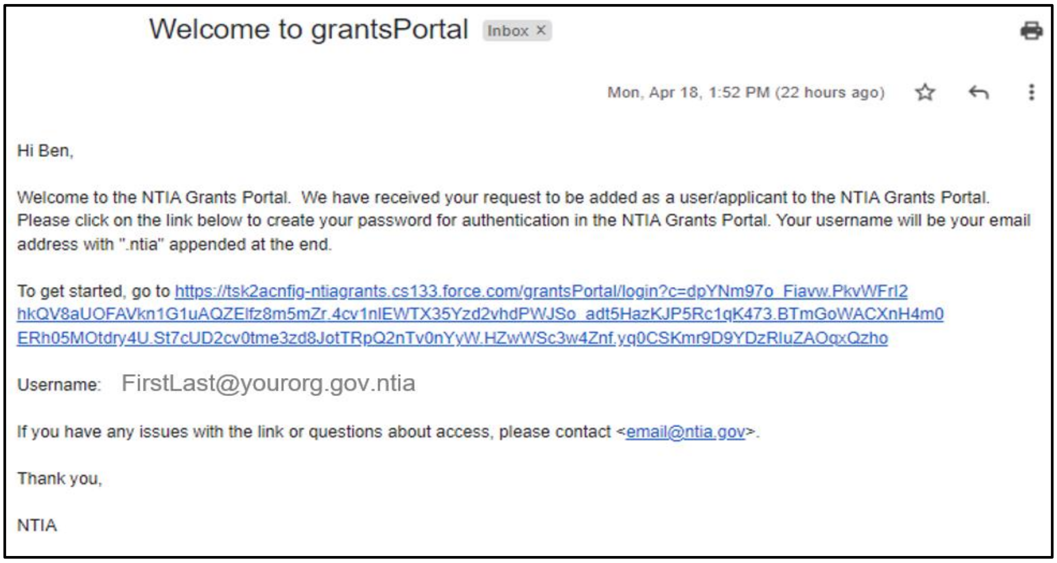
We have received your NTIA Grants Portal request to create an account for one of NTIA's State or Territory formula grant programs. We are unable to approve your registration as your email domain does not appear to represent the domain of an eligible applicant (State, Territory, or District of Columbia). If you believe this is an error, please email NTIA at NGPhelpdesk@ntia.gov

Thank you,
NTIA

Registration Welcome Email with Initial Login Link

4. Open your Welcome Email, click on the login link.

   Important: Your Username is your email address appended with **.ntia**, please make a note of it for future use when logging into the Portal. Your Username is your email address.



Welcome to grantsPortal Inbox ×

Mon, Apr 18, 1:52 PM (22 hours ago)

Hi Ben,

Welcome to the NTIA Grants Portal. We have received your request to be added as a user/applicant to the NTIA Grants Portal. Please click on the link below to create your password for authentication in the NTIA Grants Portal. Your username will be your email address with ".ntia" appended at the end.

To get started, go to https://tsk2acnfig-ntiagrants.cs133.force.com/grantsPortal/login?c=dpYNm97o_Fiavw.PkvWFrl2hkQV8aUOFAVkn1G1uAQZElfz8m5mZr.4cv1nlEWTX35Yzd2vhdPWJSo_adt5HazKJP5Rc1qK473.BTmGoWACXnH4m0ERh05MOtdry4U.St7cUD2cv0tme3zd8JotTRpQ2nTv0nYyW.HZwWSc3w4Znf.yq0CSKmr9D9YDzRluZAOqxQzho

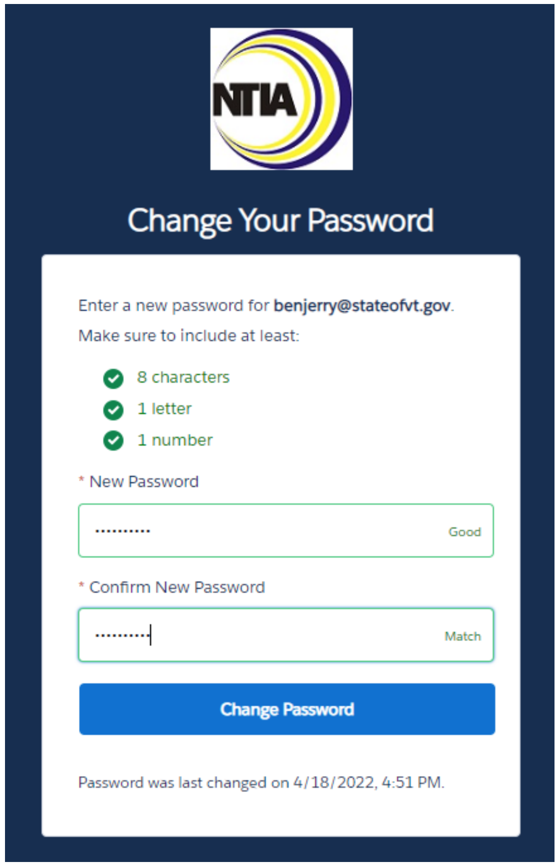
Username: FirstLast@yourorg.gov.ntia

If you have any issues with the link or questions about access, please contact <email@ntia.gov>.

Thank you,

NTIA

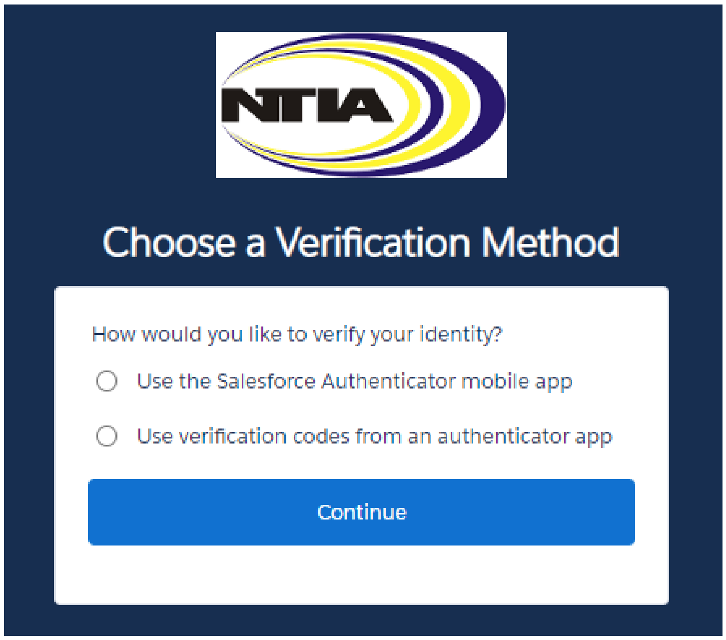
5. You will be asked to **Change Your Password**. Enter a password according to the requirements indicated, then click the **Change Password** button.



Set Up Multi-Factor Authentication

Setting up Multi-Factor Authentication. After setting up your password, you will be asked to set up a verification method using Multi-Factor Authentication (MFA). Once MFA is set up, you will use it to verify your identity each time you log in. You will be guided in the subsequent steps to download and install an authentication app of your choice onto your mobile device from the app store.

1. Click the **radio button** for the app you wish to use, either the Salesforce Authenticator mobile app, or another authenticator app, then click the **Continue** button.



For more information about using the Salesforce Authenticator mobile app for multi-factor authentication, view this video: [How to Use Salesforce Authenticator for MFA Logins].

What is multi-factor authentication?

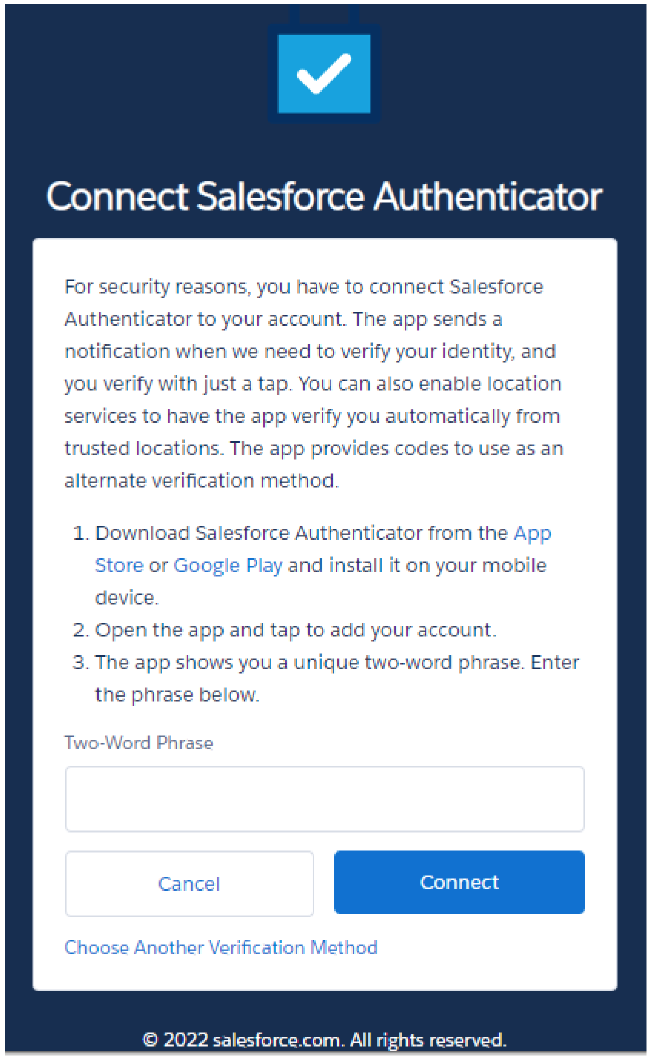
Multi-factor authentication (MFA) is a digital authentication method used to confirm the identity of a user to allow them access to a website or app through at least two pieces of evidence. With an authenticator app downloaded onto your mobile device, users are given an automatically generated code that refreshes around every 30 seconds. Using an authenticator app on your mobile device bolsters your online security.

2. a. If you selected to use the Salesforce Authenticator mobile app verification method, follow the instructions on the **Connect Salesforce Authenticator** screen, or use the following instructions:

Downloading and Installing the Salesforce Authenticator

1. Search for Salesforce Authenticator in your phone's app store.
   a. iPhone/iOS users will search in the Apple App Store
   b. Android users will search in the Google Play Store
2. Follow your screen's prompts to install the app on your phone.

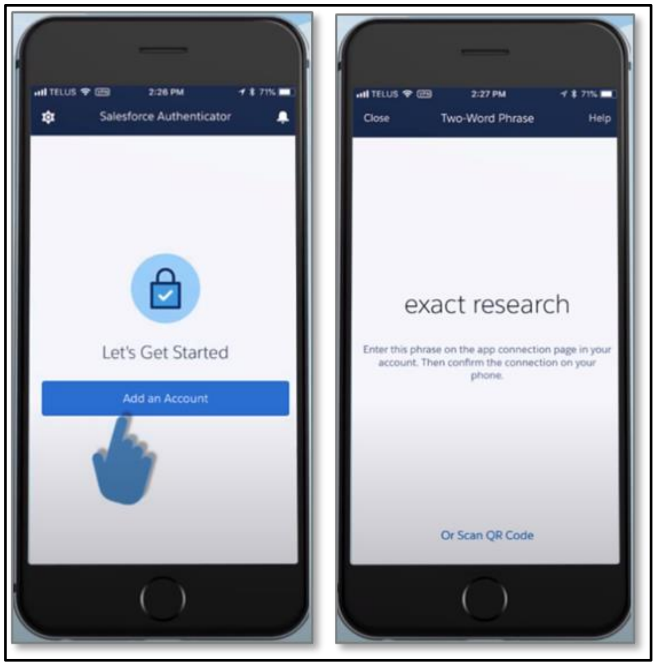
3. Open the Salesforce Authenticator app and follow the verification setup activities when you are prompted (mobile number verification, four-digit passcode setup)



Connecting the Salesforce Authenticator to Your NTIA Grant Portal Login

1. In the Salesforce Authenticator app on your mobile device, tap **Add an Account**
2. A unique two-word phrase will appear in the app, enter the phrase into the **Connect Salesforce Authenticator** screen (illustrated above) and click **Connect**
3. Confirm the connection in the Salesforce Authenticator app and you will have successfully paired your account

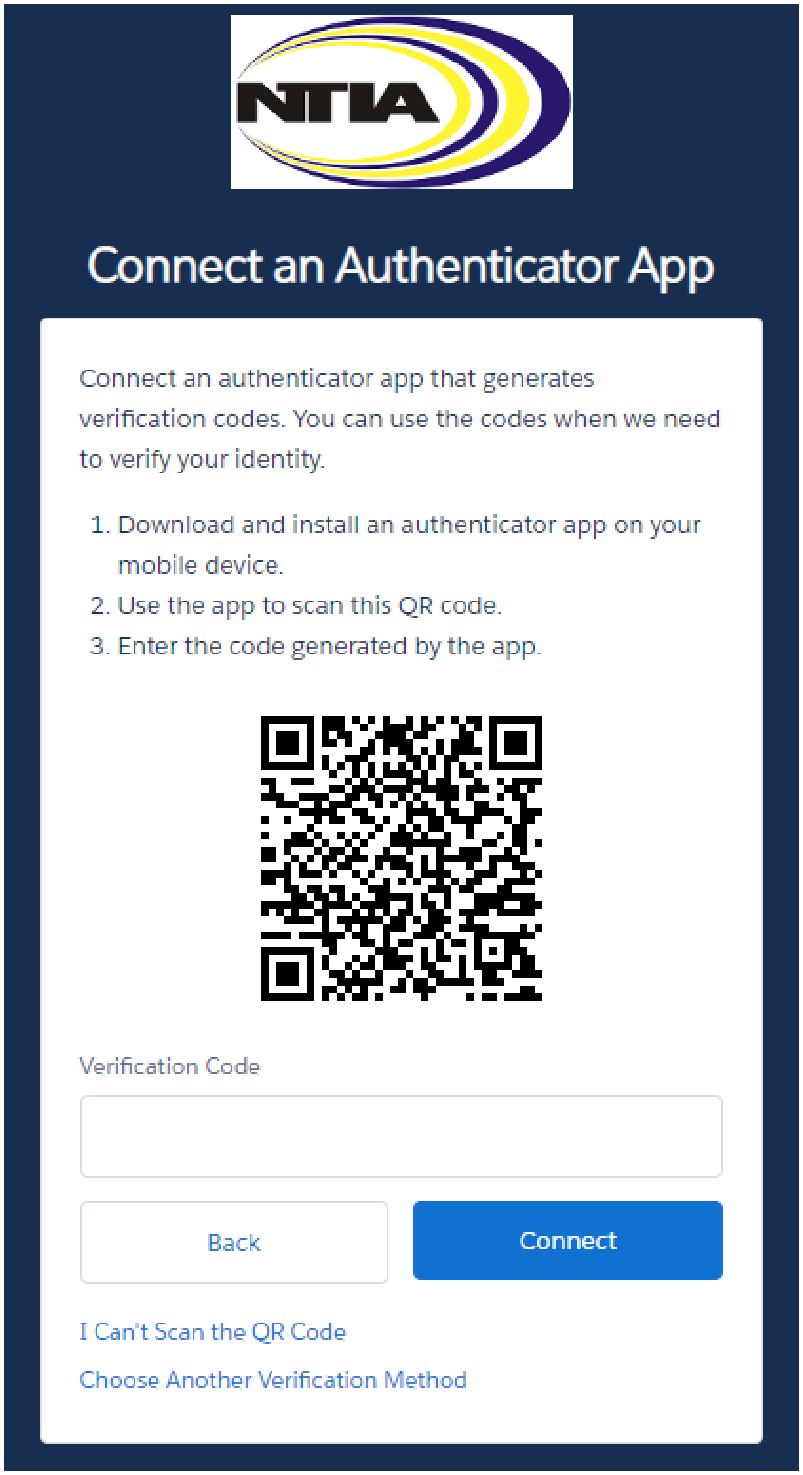
Note: You will only need to connect your account once. You will continue to use the Salesforce Authenticator to approve future logins.



2b. Upon selecting to use another authenticator app (other than the Salesforce Authenticator App), follow the instructions on the **Connect an Authenticator App** screen. Following is a list of commonly used Authenticator Apps available to download from the app store onto your mobile device:

- Microsoft Authenticator
- Google Authenticator
- Lastpass
- Authy by Twilio
- 2FA Authenticator
- Duo Mobile
- Aegis Authenticator

Note: You will only need to connect (pair) your account once with an authenticator app. You will continue to use the authenticator app to approve the first and future logins by entering the verification code generated in the App.


NTIA
Connect an Authenticator App
Connect an authenticator app that generates verification codes. You can use the codes when we need to verify your identity.
1. Download and install an authenticator app on your mobile device.
2. Use the app to scan this QR code.
3. Enter the code generated by the app.
Verification Code
Back
Connect
I Can't Scan the QR Code
Choose Another Verification Method

Log into the NTIA Grants Portal Using the Connected Authenticator App

https://grants.ntia.gov/grantsPortal/s/

Once you have installed and connected the authenticator app on your mobile device, you will continue to use the authenticator app to verify your identity each time you log into the Portal.

1. Enter the Username you received during the registration process, which is your email address appended with **.ntia**, and the Password you created, in the fields provided into the NTIA Grants Portal from your computer web browser. The Portal will send a notification to your mobile device
2. The authenticator app will provide details of the login request, including Username, Service, Device, and Location
3. Review the login details, then tap **Approve**; if you do not recognize the request, tap **Deny**

Note: To make logging in easier, enable **Always approve from this location** from the Salesforce Authenticator to automatically approve requests matching location and login information. When using a non-Salesforce App, you will be prompted to enter a verification code.