



BEAD Initial Report Guidance

Version 1.0



BEAD Initial Report - Overview

The Broadband Equity, Access, and Deployment (BEAD) Initial Report must be submitted 90 calendar days following the award date of BEAD program grant funds.* The Initial Report should outline planned and actual activities through the date of the report’s submission.

Initial Report Requirements

The Initial Report must include the following:

- A description of Planned and Actual usage of funds
- A description of Planned and Actual subgrantee program processes
- Identification of the mechanisms the Eligible Entity intends to use to ensure that all subgrantees comply with eligible program requirements as prescribed by the BEAD Program.
- Any other information required by the Assistant Secretary in any subsequent guidance.

The screenshot shows the 'Broadband Equity, Access, and Deployment (BEAD) Program Initial Report Form'. It is divided into two main sections: 'GENERAL INFORMATION' and 'PLANNED AND ACTUAL USE OF FUNDS'. The 'GENERAL INFORMATION' section includes fields for Federal Award Number, Initial Report Submission Date, Reporting Start/End Dates, Recipient Legal Name, Recipient Street Address, Recipient City, State, Zip Code, EIN Number, Award Period Start/End Dates, and a 'from NTIA' field. The 'PLANNED AND ACTUAL USE OF FUNDS' section contains instructions and a table with columns for Federal Funds Planned (\$), Federal Funds Expended (\$), Planned Activities, and Completed Activities. The table includes a section for 'Initial Planning Funds' with three rows of data.

Item to Note:
The BEAD Initial Report will be completed in Salesforce.

**Per Specific Award Condition (SAC) #19, the Recipient shall submit an Initial Report with detailed requirements. BEAD NOFO, Section VII.E.1, can be used as a source of reference when completing the BEAD Initial Report.*

BEAD Initial Report – Helpful Hints

The Eligible Entity’s designated Federal Program Officer (FPO) can assist with answering questions or concerns when completing the Initial Report.

Helpful Hints

- Ensure the following data elements match the Notice of Award document (CD-450):
 - Federal Award Number
 - Recipient Legal Name and Address
 - EIN Number
 - Award Period Start and End Dates
- Reporting Start Date is the date funds were received by the Eligible Entity.
- Submit the Initial Report 90 calendar days after award date.
- Document significant updates such as changes in scope or delays in planned activities.
- Submit completed reports to assigned FPO via Salesforce.

The image shows a screenshot of the BEAD Initial Report Form. The form is titled "Broadband Equity, Access, and Deployment (BEAD) Program Initial Report Form". It is divided into two main sections: "GENERAL INFORMATION" and "PLANNED AND ACTUAL USE OF FUNDS".

The "GENERAL INFORMATION" section includes fields for: Federal Award Number, Initial Report Submission Date (MM/DD/YYYY), Reporting Start Date (MM/DD/YYYY), Reporting End Date (MM/DD/YYYY), Recipient Legal Name, Recipient Street Address, Recipient City, State, Zip Code, EIN Number, Award Period Start Date (MM/DD/YYYY), and Award Period End Date (MM/DD/YYYY).

The "PLANNED AND ACTUAL USE OF FUNDS" section includes instructions and a table. The instructions state: "Use the table provided to provide the following information about your planned and actual use of funds over the course of the BEAD Program." The table has columns for "Planned Activities" and "Completed Activities", with sub-columns for "Federal Funds Planned (\$)", "Federal Funds Expended (\$)", and "Completed Activities".

The table also includes a section for "Initial Planning Funds" with instructions: "For additional information on eligible activities, and uses of Initial Planning Funds, see BEAD NOFO, section IV.B.2." The table has columns for "Federal Funds Planned (\$)", "Federal Funds Expended (\$)", "Planned Activities", and "Completed Activities".

Item to Note:
Award Date must match Form CD-450.

Structure of the BEAD Initial Report Form

The BEAD Initial Report form is essential to ensure informative transparency all sections of the Initial report, as listed below, must be accurately completed by each Eligible Entity.

 **General Information**

Provide general recipient awarding information

 **Planned and Actual Use of Funds**

Provide information regarding planned and actual use of awarded BEAD funding

 **Planned and Actual Subgrant Process**

Provide information on planned and actual subgrantee selection process

 **Subgrantee Compliance Mechanism**

Describe established compliance mechanism for subgrantee accountability

 **Certification**

Sign and certify report completion and accuracy

 **Submission and Review**

Following certification, the report is submitted and reviewed

General Information

General Information

Broadband Equity, Access, and Deployment (BEAD) Program Initial Report Form GENERAL INFORMATION	
Federal Award Number	
Initial Report Submission Date (MM/DD/YYYY)	
Reporting Start Date (MM/DD/YYYY)	
Reporting End Date (MM/DD/YYYY)	
Recipient Legal Name	
Recipient Street Address	
Recipient City, State, Zip Code	
EIN Number	
Award Period Start Date (MM/DD/YYYY)	
Award Period End Date (MM/DD/YYYY)	

Item to Note:

Each data entry should match recipient's information as listed on the Notice of Award (Form CD-450) and SAM.gov when applicable.

- **Federal Award Number**
 - Provide the recipient organization's Federal Award Number
- **Initial Report Submission Date**
 - Provide the date the Initial Report will be submitted to NTIA in MM/DD/YYYY format
- **Reporting Start Date**
 - Provide the start date of the Period of Performance in MM/DD/YYYY format, found in the Notice of Award (Form CD-450).
- **Reporting End Date**
 - Provide the date that information in the Initial Report goes through in MM/DD/YYYY format
- **Recipient Legal Name**
 - Provide recipient's/eligible entities legal name as found on form CD-450, and SAM.gov

General Information (continued)

Broadband Equity, Access, and Deployment (BEAD) Program Initial Report Form GENERAL INFORMATION	
Federal Award Number	
Initial Report Submission Date (MM/DD/YYYY)	
Reporting Start Date (MM/DD/YYYY)	
Reporting End Date (MM/DD/YYYY)	
Recipient Legal Name	
Recipient Street Address	[Red dashed line]
Recipient City, State, Zip Code	
EIN Number	
Award Period Start Date (MM/DD/YYYY)	
Award Period End Date (MM/DD/YYYY)	

- **Recipient Street Address**
 - Provide the recipient’s street address
- **Recipient City, State, Zip Code**
 - Provide the recipient’s city, state and zip code information
- **EIN Number**
 - Provide the recipient’s Employer Identification Number (EIN)
- **Award Period Start Date**
 - Include the award period start date in MM/DD/YYYY format
- **Award Period End Date**
 - Include the award period end date in MM/DD/YYYY format

Item to Note:

Each data entry should match recipient’s information as listed on the Notice of Award (Form CD-450) and SAM.gov when applicable.

Planned and Actual Use of Funds

Planned and Actual Use of Funds - Eligible Activity Completion Guidance



Eligible Activities	Federal Funds Planned (\$)	Federal Funds Expended (\$)	Planned Activities	Completed Activities
Initial Planning Funds (for additional information on eligible activities, and uses of initial Planning Funds, see BEAD NOFO, Section IV.B.2)				
1. Research and data collection, including initial identification of unserved locations and underserved locations consistent with the rules, regulations, and processes the Commission has established for making these determinations in the Broadband DATA Maps (e.g., number of studies funded through the program)	[NUMBER]	[NUMBER]	[OPEN TEXT]	[OPEN TEXT]
2. The development of a preliminary budget for pre-planning activities				
3. Publications, outreach, and communications support related to broadband planning, deployment, mapping, equity and adoption (e.g., number of reports, studies, outreach materials funded by the program)				
4. Providing technical assistance to potential subgrantees, including through workshops and events (e.g., number of workshops/events funded by the program)				
5. Training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity, and related staffing capacity or consulting or contracted support to effectuate the goals of the BEAD Program (e.g., number of employees trained through training funded by the program)				
6. Establishing, operating, or increasing capacity of a broadband office that oversees broadband programs and broadband deployment in an Eligible Entity (e.g., number of full-time employees/part-time employees of broadband office funded)				
7. Asset mapping across the Eligible Entity to catalogue broadband adoption, affordability, equity, access and deployment activities				
8. Conducting surveys of unserved, underserved, and underserved communities to better understand barriers to adoption (e.g., number of surveys expected to be collected)				
9. Costs associated with meeting the local coordination requirements in Section IV.C.1.e of this NOFO including capacity building at the local and regional levels or contracted support (number of stakeholder coordination/outreach events funded by the program)				
10. Reasonable post-NOFO, pre-Initial Planning Funds expenses in an amount not to exceed \$100,000 relating to the preparation of program submissions to NTIA (such as the letter of intent) or adding additional capacity to State or Territorial broadband offices in preparation for the BEAD Program may be reimbursed if they are incurred after the publication date of the BEAD NOFO (May 13, 2022) and prior to the date of issuance of the grant award from NTIA.				
11. Other uses approved in advance writing by the Assistant Secretary (including in response to an Eligible Entity's request) that support the goals of the Program				
Other BEAD Program Funding (for additional information on these eligible activities and the stage at which they are allowable under a BEAD grant, see BEAD NOFO, Section IV.B.7.a)				
1. Construction, improvement, and/or acquisition of facilities and telecommunications equipment required to provide qualifying broadband service, including infrastructure for backhaul, middle- and last-mile networks, and multi-tenant buildings.				
2. Long-term leases (for terms greater than one year) of facilities required to provide qualifying broadband service, including indefinite right-of-use (IRU) agreements.				
3. Deployment of internet and Wi-Fi infrastructure within an eligible multi-family residential building.				
4. Engineering design, permitting, and work related to environmental, historical and cultural reviews.				
5. Personnel costs, including salaries and fringe benefits for staff and consultants providing services directly connected to the implementation of the BEAD Program (such as project managers, program directors, and subject matter experts).				
6. Network software upgrades, including, but not limited to, cybersecurity solutions.				
7. Training for cybersecurity professionals who will be working on BEAD-funded networks.				
8. Workforce development, including Registered Apprenticeships and pre-apprenticeships, and community college and/or vocational training for broadband-related				

Initial Planning Funds

The Initial Report form will only be completed once.

Eligible Entities are encouraged to focus on completing the Initial Planning Funds section **ONLY** with corresponding planned and actual activities that are BEAD eligible and encompass funding expenditures during the reporting period.

Reminder:

The "Other BEAD Planning" section of the report should remain empty, with \$0 reported throughout



Planned and Actual Use of Funds



The provided table should be used to log the amount of all planned and actual uses of funds throughout the course of the BEAD Program. Each activity should be logged under their respective classification, per the descriptions provided.

Eligible Activities	Federal Funds Planned (\$)	Federal Funds Expended (\$)	Planned Activities	Completed Activities
Initial Planning Funds (for additional information on eligible activities, and uses of initial Planning Funds, see BEAD NOFO, Section IV.B.2)				
1. Research and data collection, including initial identification of unserved locations and underserved locations consistent with the rules, regulations, and processes the Commission has established for making these determinations in the Broadband DATA Maps (e.g., number of studies funded through the program)	[NUMBER]	[NUMBER]	[OPEN TEXT]	[OPEN TEXT]
2. The development of a preliminary budget for pre-planning activities				
3. Publications, outreach, and communications support related to broadband planning, deployment, mapping, equity and adoption (e.g., number of reports, studies, outreach materials funded by the program)				
4. Providing technical assistance to potential subgrantees, including through workshops and events (e.g., number of workshops/events funded by the program)				
5. Training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity, and related staffing capacity or consulting or contracted support to effectuate the goals of the BEAD Program (e.g., number of employees trained through training funded by the program)				
6. Establishing, operating, or increasing capacity of a broadband office that oversees broadband programs and broadband deployment in an Eligible Entity (e.g., number of full-time employees/part-time employees of broadband office funded)				
7. Asset mapping across the Eligible Entity to catalogue broadband adoption, affordability, equity, access and deployment activities				
8. Conducting surveys of unserved, underserved, and underrepresented communities to better understand				

Reporting on Eligible Activities

If the Eligible Entity’s Initial Planning Funds application does not align directly to the Eligible Activities listed, recipients will need to cross-walk activities and expenditures to the appropriate activities.

Activities reported in the Initial Planning Funds budget can be reported across activities to show alignment of expenses to activities.

If an activity falls across several budgeted activity types, Recipients are asked to address this in the Completed Activities field, when documenting the funds expended.



Planned and Actual Use of Funds – Reporting on Eligible Activities (continued)



The Eligible Entity budget narrative should be used as a foundation for filling out Eligible Activities section of the Initial Report. If an activity is mentioned in the Budget Narrative, Eligible Entities should cross-walk the activity to the appropriate Eligible Activity listed in the report and must summarize accomplishments within the 500-character count limit.

If the Eligible Entity does not have anything documented for a certain activity, then the report section should be blank.

Eligible Entity Budget Narrative

Activity 1: conducting surveys of unserved, underserved, and underrepresented communities that to better understand barriers to adoption.
Activity 2: training for employees of the broadband office and our state partners.
Activity 3: providing technical assistance to potential subgrantees, including through workshops and events.

BEAD Plan Developer and BEA Consultant (\$3,200,000): The State will want to work with a single entity that will both write the required Five-Year Action Plan and provide consultation based upon said plan. BEA believes this will best incorporate the state's efforts for broadband buildout, mapping, digital equity, and ongoing Capital Project Fund work. BEA will extend this resource to our municipalities as a resource for them, which include webinars and other education opportunities. This single, four-year contract will be issued through the competitive Request for Proposal process, and will be for four years.

Activities #2 and 3 from the Budget Narrative align to Initial Report Eligible Activity #5 and 4, respectively. Recipients must cross-walk activity accomplishments to the appropriate Eligible Activity and breakdown related expenditures.

BEAD Initial Report

<p>4. Providing technical assistance to potential subgrantees, including through workshops and events (e.g., number of workshops/events funded by the program)</p>	\$1,066,667.00	\$0.00	<p>Providing Technical Assistance to Potential Subgrantees: Regional Planning Commissions (RPCs) in the state have been working to train community and municipal leaders on the ins-and-outs of broadband bonding, finance, and technology. This RPC work has focused especially in areas where there is an abundance of unserved locations. The state broadband office foresees many of the RPCs as working with municipalities and other community entities to continue their work and train them to take advantage of BEAD funding. The outcome of this activity is an engaged and knowledgeable group working with the state to ensure all stakeholders can participate in BEAD.</p>	N/A
<p>5. Training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity, and related staffing capacity or consulting or contracted support to effectuate the goals of the BEAD Program (e.g., number of employees trained through training funded by the program)</p>	\$1,066,667.00	\$42.00	<p>Training for Broadband Office Employees and State Partners: Those that will be accessing BEAD funds will need to receive proper training to ensure they understand how best to utilize the funds. The office is planning to hire a consultant that, in addition to other tasks, will provide training to the state broadband office staff as well as to any state, local governmental, or nonprofit entities that are engaging in BEAD approved tasks. The outcome of this activity will be better informed and prepared staff, partners, and other stakeholders which will allow for a more collaborative and cohesive Five-Year Action Plan.</p>	<p>The Request for Proposals (RFP) has been advertised in order to hire a training consultant. The funds for Activity 4 and 5, here, were merged in the original budget, and have been split here, with 50% funds allocated to each activity.</p>



Planned and Actual Use of BEAD Funds (continued)



The provided table should be used to log the amount of all planned and actual uses of funds throughout the course of the BEAD Program. Each activity should be logged under their respective classification, per the descriptions provided.

Eligible Activities	Federal Funds Planned (\$)	Federal Funds Expended (\$)	Planned Activities	Completed Activities
Initial Planning Funds (for additional information on eligible activities, and uses of initial Planning Funds, see BEAD NOFO, Section IV.B.2)				
1. Research and data collection, including initial identification of unserved locations and underserved locations consistent with the rules, regulations, and processes the Commission has established for making these determinations in the Broadband DATA Maps (e.g., number of studies funded through the program)	[NUMBER]	[NUMBER]	[OPEN TEXT]	[OPEN TEXT]
2. The development of a preliminary budget for pre-planning activities				
3. Publications, outreach, and communications support related to broadband planning, deployment, mapping, equity and adoption (e.g., number of reports, studies, outreach materials funded by the program)				
4. Providing technical assistance to potential subgrantees, including through workshops and events (e.g., number of workshops/events funded by the program)				
5. Training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity, and related staffing capacity or consulting or contracted support to effectuate the goals of the BEAD Program (e.g., number of employees trained through training funded by the program)				
6. Establishing, operating, or increasing capacity of a broadband office that oversees broadband programs and broadband deployment in an Eligible Entity (e.g., number of full-time employees/part-time employees of broadband office funded)				
7. Asset mapping across the Eligible Entity to catalogue broadband adoption, affordability, equity, access and deployment activities				
8. Conducting surveys of unserved, underserved, and underrepresented communities to better understand				

Federal Funds Planned (\$)

Indicate planned BEAD funds to be expended over the course of the BEAD Program, broken down by eligible activity. If you do not plan to expend any federal funds for an eligible activity, put “0” in the corresponding field.

Federal Funds Expended (\$)

Indicate the actual expended BEAD funds, broken down by eligible activity, from the Report Start Date (i.e., project inception) to the Report End Date (i.e., occurring within the first 90 days). If you have not expended any federal funds for an eligible activity, put “0” in the corresponding field.

Reminder:

The total “Federal Funds Planned (\$)” must match the Eligible Entity’s Award Amount on the CD-450



Planned and Actual Use of Funds (continued)



The provided table should be used to log all planned and actual uses of funds throughout the course of the BEAD Program. Each activity should be logged under their respective classification, per the descriptions provided.

Eligible Activities	Federal Funds Planned (\$)	Federal Funds Expended (\$)	Planned Activities	Completed Activities
Initial Planning Funds (for additional information on eligible activities, and uses of initial Planning Funds, see BEAD NOFO, Section IV.B.2)				
1. Research and data collection, including initial identification of unserved locations and underserved locations consistent with the rules, regulations, and processes the Commission has established for making these determinations in the Broadband DATA Maps (e.g., number of studies funded through the program)	[NUMBER]	[NUMBER]	[OPEN TEXT]	[OPEN TEXT]
2. The development of a preliminary budget for pre-planning activities				
3. Publications, outreach, and communications support related to broadband planning, deployment, mapping, equity and adoption (e.g., number of reports, studies, outreach materials funded by the program)				
4. Providing technical assistance to potential subgrantees, including through workshops and events (e.g., number of workshops/events funded by the program)				
5. Training for employees of the broadband program or office of the Eligible Entity or employees of political subdivisions of the Eligible Entity, and related staffing capacity or consulting or contracted support to effectuate the goals of the BEAD Program (e.g., number of employees trained through training funded by the program)				
6. Establishing, operating, or increasing capacity of a broadband office that oversees broadband programs and broadband deployment in an Eligible Entity (e.g., number of full-time employees/part-time employees of broadband office funded)				
7. Asset mapping across the Eligible Entity to catalogue broadband adoption, affordability, equity, access and deployment activities				
8. Conducting surveys of unserved, underserved, and underrepresented communities to better understand				

Planned Activities

Provide a brief narrative (500 characters or less) of the primary activities that you plan to complete, broken down by eligible activity. If you do not plan to complete any activities for an eligible activity, put “NA” in the corresponding field.

Completed Activities

Provide a brief narrative (500 characters or less) of the primary activities that have been completed, broken down by eligible activity, from the Report Start Date (i.e., project inception) to the Report End Date (i.e., occurring within the first 90 days). If you have not completed any activities for an eligible activity, put “NA” in the corresponding field.



Planned and Actual Use of Funds – Other BEAD Planning Funds



Other BEAD Program Funding (for additional information on these eligible activities and the stage at which they are allowable under a BEAD grant, see BEAD NOFO, Section IV.B.7.a)				
1. Construction, improvement, and/or acquisition of facilities and telecommunications equipment required to provide qualifying broadband service, including infrastructure for backhaul, middle- and last-mile networks, and multi-tenant buildings.				
2. Long-term leases (for terms greater than one year) of facilities required to provide qualifying broadband service, including infeasible right-of-use (IRU) agreements.				
3. Deployment of internet and Wi-Fi infrastructure within an eligible multi-family residential building.				
4. Engineering design, permitting, and work related to environmental, historical and cultural reviews.				
5. Personnel costs, including salaries and fringe benefits for staff and consultants providing services directly connected to the implementation of the BEAD Program (such as project managers, program directors, and subject matter experts).				
6. Network software upgrades, including, but not limited to, cybersecurity solutions.				
7. Training for cybersecurity professionals who will be working on BEAD-funded networks.				
8. Workforce development, including Registered Apprenticeships and pre-apprenticeships, and community college and/or vocational training for broadband-related occupations to support deployment, maintenance, and upgrades.				

Other BEAD Planning Funds

This section addresses Federal Funds Planned and Planned Activities, at the Initial Proposal stage.

Item to Note:
As the BEAD Initial Report will be completed once, this section should remain empty, with \$0 reported.



Planned and Actual Use of Funds – Project Activity Narrative

Descriptive Highlights

The provided fields should be used to highlight project accomplishments, challenges, or favorable developments that enabled a project to exceed its goals, schedules and objectives sooner, or at lesser cost than anticipated, from the Report Start Date (i.e., project inception) to the Report End Date (i.e., occurring within the first 90 days).

Instructions: Use these fields to highlight project accomplishments, challenges, and favorable developments faced from the Report Start Date (i.e., project inception) to the Report End Date (i.e., occurring within the first 90 days).
Please describe significant project accomplishments from the Report Start Date (i.e., project inception) to the Report End Date (i.e., occurring within the first 90 days). (2,500 characters or less)
[OPEN TEXT]
Please describe any challenges (i.e., problems, delays, adverse conditions, cost overruns, high unit costs) to achieving activities from the Report Start Date (i.e., project inception) to the Report End Date (i.e., occurring within the first 90 days) (2,500 characters or less)
[OPEN TEXT]
Please describe favorable developments which enabled meeting time schedules and objectives sooner, or at less cost than anticipated, or produced more or different beneficial results than originally planned. (2,500 characters or less)
[OPEN TEXT]

Item to Note:
All sections have a maximum of 2,500-character limit.

Planned and Actual Use of Funds – Project Activity Narrative (continued)



Addressing changes in scope and delayed activities

Eligible Entities should use the descriptive highlights fields to highlight any changes in scope, challenges, or uncertainties in planning that came up during the reporting period. Recipients should make their FPO aware of these updates during the reporting period and prior to report preparation.

Instructions: Use these fields to highlight project accomplishments, challenges, and favorable developments faced from the Report Start Date (i.e., project inception) to the Report End Date (i.e., occurring within the first 90 days).
Please describe significant project accomplishments from the Report Start Date (i.e., project inception) to the Report End Date (i.e., occurring within the first 90 days). (2,500 characters or less)
[OPEN TEXT]
Please describe any challenges (i.e., problems, delays, adverse conditions, cost overruns, high unit costs) to achieving activities from the Report Start Date (i.e., project inception) to the Report End Date (i.e., occurring within the first 90 days) (2,500 characters or less)
[OPEN TEXT]
Please describe favorable developments which enabled meeting time schedules and objectives sooner, or at less cost than anticipated, or produced more or different beneficial results than originally planned. (2,500 characters or less)
[OPEN TEXT]

Item to Note:
All sections have a maximum of 2,500-character limit.



Planned and Actual Subgrant Process

Planned and Actual Subgrant Process

Subgrantee Selection Process

Each Eligible Entity must establish fair, open, and competitive processes for selecting subgrantees. There must be a clear understanding among potential subgrantees regarding the navigation of the established selection process. Each Eligible Entity should use the provided space to describe the current extent to which they have developed their **subgrantee selection process thus far**, and what remains to be done before the Initial Proposal, in 2,500 characters or less.

PLANNED AND ACTUAL SUBGRANT PROCESS

Instructions: Use the field below to provide information on your planned and actual subgrant process. Please review the BEAD NOFO, Section IV.B.7 and the BEAD NOFO, Section IV.C.1.b for further information on the requirements set out for the Subgrant Process.

As outlined in the BEAD NOFO, Section IV.B.7, each Eligible Entity must establish fair, open, and competitive processes for selecting subgrantees. Eligible Entities' selection processes must be made clear to potential subgrantees and must be described in the Eligible Entity's Initial Proposal and Final Proposal. As a part of this selection process, each Eligible Entity must ensure that adequate safeguards are in place to protect the integrity of the competition, including safeguards against collusion, bias, conflicts of interest, arbitrary decisions, and other factors that could undermine confidence in the process. An Eligible Entity may choose its own means of competitively selecting subgrantees for last-mile broadband deployment projects, subject to approval by the Assistant Secretary (during review of the Eligible Entity's Initial Proposal). Each Eligible Entity's subgrantee selection process must, however, incorporate the following principles to satisfy the Infrastructure Act's mandates and the BEAD Program's goals: (1) Complete Coverage of Unserved Locations and Underserved Locations, Followed by Prioritization of Eligible CAIs; and (2) Selection Among Competing Proposals for the Same Location or Locations.

In addition, as outlined in the BEAD NOFO, Section IV.C.1.b, each Eligible Entity must include sufficient accountability procedures within its program to ensure subgrantee compliance with all applicable Program requirements. Each Eligible Entity must, at a minimum, include in any subgrant agreement reasonable provisions allowing for recovery of funds in the event of a subgrantee's noncompliance with the BEAD Program's requirements, including but not limited to failure to deploy network infrastructure in accordance with mandated deadlines. Each Eligible Entity must, at a minimum, employ the following practices: (1) 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); (2) the inclusion of clawback provisions (i.e., provisions allowing recoupment of funds previously disbursed) in agreements between the Eligible Entity and any subgrantee; (3) timely subgrantee reporting mandates; and (4) robust subgrantee monitoring practices.

Please describe the extent to which you have actually planned and/or actually executed your subgrantee selection process. (2,500 characters or less)

[OPEN TEXT]

Subgrantee Compliance Mechanism

Subgrantee Compliance Mechanism



Compliance Mechanism

It is the responsibility of each Eligible Entity to include sufficient accountability procedures within its respective programs to ensure subgrantees are adhering to all program requirements.* Eligible Entities should use the space provided to explain the appropriate mechanisms that are established/will be established to ensure all subgrantees will comply with the eligible funding uses as prescribed under the BEAD Program.

SUBGRANTEE COMPLIANCE MECHANISM
<p>Instruction: Use the fields below to provide information on the appropriate mechanism you have established to ensure that all subgrantees will comply with the eligible uses prescribed under the BEAD Program. Please review the BEAD NOFO, Section IV.C.1.b for further information on ensuring subgrantee accountability and the BEAD NOFO, Section IV.D for further information on subgrantee qualifications. Please also review 2 CFR 200.332 for information on the requirements for pass-through entities as it relates to their subgrantees.</p>
<p>Subgrantee Qualification: As outlined in the BEAD NOFO, Section IV.D, Eligible Entities shall ensure that any prospective subgrantee is capable of carrying out activities funded by the subgrant in a competent manner and in compliance with all applicable federal, State, Territorial, and local laws. Eligible Entities also shall ensure that prospective subgrantees have the competence, managerial and financial capacity to meet the commitments of the subgrant and any requirements of the Program, as well as the technical and operational capability to provide the services promised in the subgrant in the manner contemplated by the subgrant award.</p> <p>Please describe the extent to which you have actually planned and/or actually executed policies and/or procedures to assess subgrantee qualification. (2,500 characters or less)</p> <p>[OPEN TEXT]</p>
<p>Subrecipient Risk Assessment Process: As outlined in 2 CFR 200.332, pass-through entities must evaluate each identified subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.</p> <p>Please describe the extent to which you have actually planned and/or actually executed your subrecipient risk assessment process. (2,500 characters or less)</p> <p>[OPEN TEXT]</p>
<p>Subrecipient Monitoring Policies and/or Procedures: As outlined in 2 CFR 200.332, pass-through entities must monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes; in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.</p> <p>Please describe the extent to which you have actually planned and/or actually executed your subrecipient monitoring policies and/or procedures. (2,500 characters or less)</p> <p>[OPEN TEXT]</p>
<p>Subrecipient Audit Policies and/or Procedures: As outline in 2 CFR 200.332, pass-through entities are responsible for verifying that every subrecipient is audited when it is expected that the subgrantee's Federal awards expended during the respective fiscal year equaled or exceeded the Single Audit threshold of \$750,000?</p> <p>Please describe the extent to which you have actually planned and/or actually executed your subrecipient audit policies and/or procedures. (2,500 characters or less)</p> <p>[OPEN TEXT]</p>

*Review 2 CFR 200.332, BEAD NOFO Section IV.D and the Recipient Handbook for additional guidance.



Certification

Certification of Initial Report

The Eligible Entities, Authorized Certifying Official, must certify to the best of their knowledge and belief that the initial report has been accurately completed, and explains all activities and performances as set forth for the purposes outline in the award documents.

CERTIFICATION	
I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award document.	
Typed or printed name and title of Authorized Certifying Official	
Signature of Authorized Certifying Official	
Telephone (Area Code, Number, Extension)	
Email Address	
Date of Signature	

Item to Note:

Name, signature, and contact information of the Authorized Certifying Official must match the Authorized Certifying Official who signed the Notice of Award (CD-450).

Submission and Review

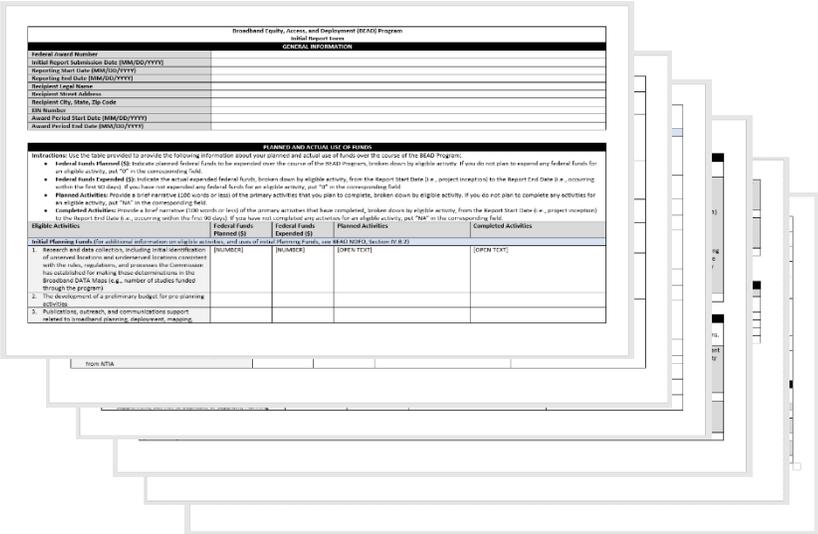
BEAD Initial Report – Submission & Review

After Certification, Eligible Entities will submit the Initial Reports to their FPOs via Salesforce.

What happens next...

Following submission, the BEAD Initial Report will undergo a series of reviews by the BEAD Program team. See the review process listed below.

Reviews will gauge the recipient's level of planning and preparation to address programmatic requirements, such as Environmental and Historic Preservation and subgrantee compliance.



BEAD Initial Report Review Process



Additional resources for the Initial Report Form

- 1 Eligible Entities are encouraged to contact their assigned FPO with questions surrounding the completion of their Initial Report Form.
- 2 Visit InternetForAll.gov to access additional information on BEAD Program Funding.
- 3 Attend upcoming office hours for more information on the Initial Report Form



This Initial Report Guide does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific requirements set forth in the terms and conditions of a BEAD award. In all cases, statutory and regulatory mandates, and the requirements set forth in the terms and conditions of a BEAD award, including the Notice of Funding Opportunity (NOFO), shall prevail over any inconsistencies contained in this guidance.

THANK YOU

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