



NTIA Grants Application Portal

BEAD Challenge Process Results Submission Guidance

Version 1.1
July 30, 2024



Version History

Document Name	Version	Usage History
BEAD Challenge Process Results Submission Guidance	1.0	April 3, 2024 – July 30, 2024
BEAD Challenge Process Results Submission Guidance	1.1	July 30, 2024 – Current



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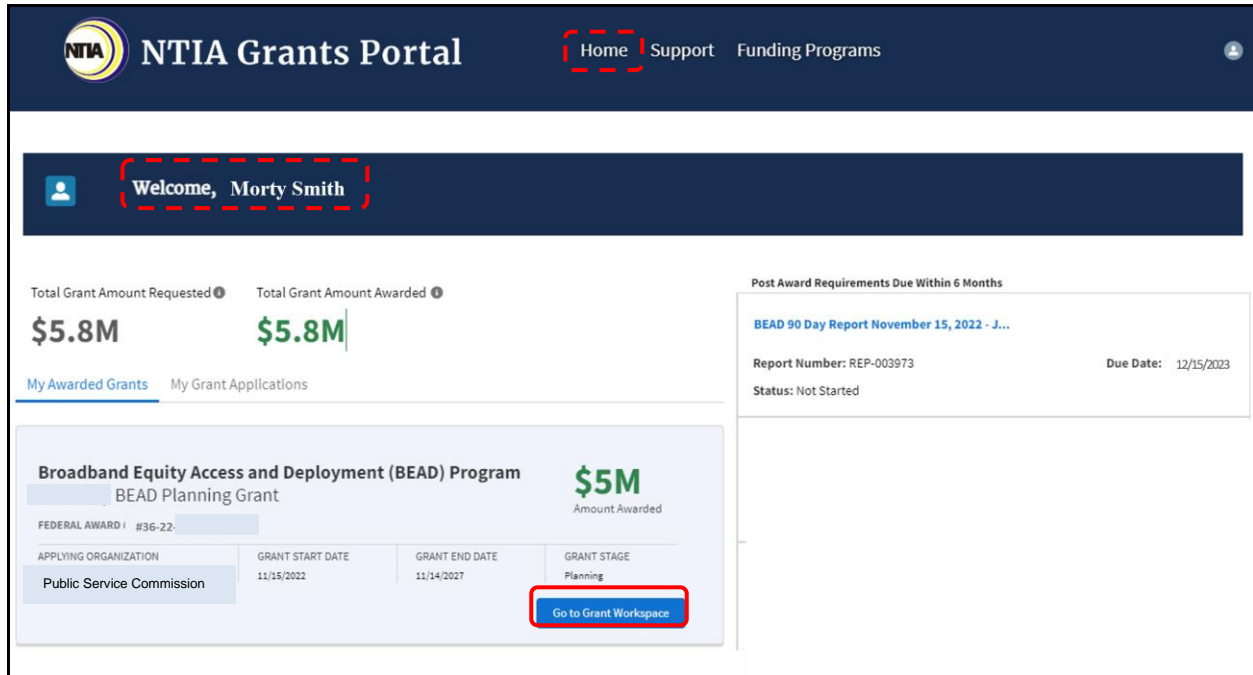
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Grant Awardee: Access the BEAD Challenge Process Results

NTIA Grants Portal

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

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



The screenshot displays the NTIA Grants Portal interface. At the top, the NTIA logo and 'NTIA Grants Portal' text are visible, along with navigation links for 'Home', 'Support', and 'Funding Programs'. A user greeting 'Welcome, Morty Smith' is shown. The dashboard features two summary cards: 'Total Grant Amount Requested' at \$5.8M and 'Total Grant Amount Awarded' at \$5.8M. Below these are tabs for 'My Awarded Grants' and 'My Grant Applications'. A detailed card for the 'Broadband Equity Access and Deployment (BEAD) Program' shows a 'BEAD Planning Grant' with a '\$5M Amount Awarded'. A table lists the grant details: 'Public Service Commission' as the applying organization, '11/15/2022' as the start date, '11/14/2027' as the end date, and 'Planning' as the grant stage. A 'Go to Grant Workspace' button is highlighted with a red box. To the right, a 'Post Award Requirements Due Within 6 Months' section lists a 'BEAD 90 Day Report November 15, 2022 - J...' with report number 'REP-003973' and a due date of '12/15/2023', with a status of 'Not Started'.

Starting the BEAD Challenge Process Results Submission Process

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

The screenshot shows the NTIA Grants Portal interface. At the top, there is a navigation bar with the NTIA logo, the text 'NTIA Grants Portal', and links for 'Home', 'Support', and 'Funding Programs'. Below the navigation bar, the main content area displays 'Grant Request' for 'Public Service Commission - BEAD'. A red box highlights the 'Generate Challenge Process Results' button in the upper right corner. Below this, there are tabs for 'Grant Details', 'Post Award Requirements', 'Grant Teams', and 'Funding Requests'. The 'Grant Details' tab is active, showing a table with the following information:

Grant Request Name	Public Service Commission - BEAD	Stage	Planning Application
Federal Award ID Number	36-22-MM515	Award Start Date	11/15/2022
Awarded Amount	\$5,000,000.00	Award End Date	11/14/2027

Getting Back to the Challenge Process Results (Application Workspace)

Once the Challenge Process Results has been generated, click on the **Funding Requests** tab, then click on the **BEAD Challenge Process link** to return to the Challenge Process Results Workspace.

The screenshot shows the NTIA Grants Portal interface with the 'Funding Requests' tab highlighted in red. The main content area displays 'Grant Request' for 'Public Service Commission - BEAD'. Below this, there are tabs for 'Grant Details', 'Post Award Requirements', 'Grant Teams', and 'Funding Requests'. The 'Funding Requests' tab is active, showing a table with the following information:

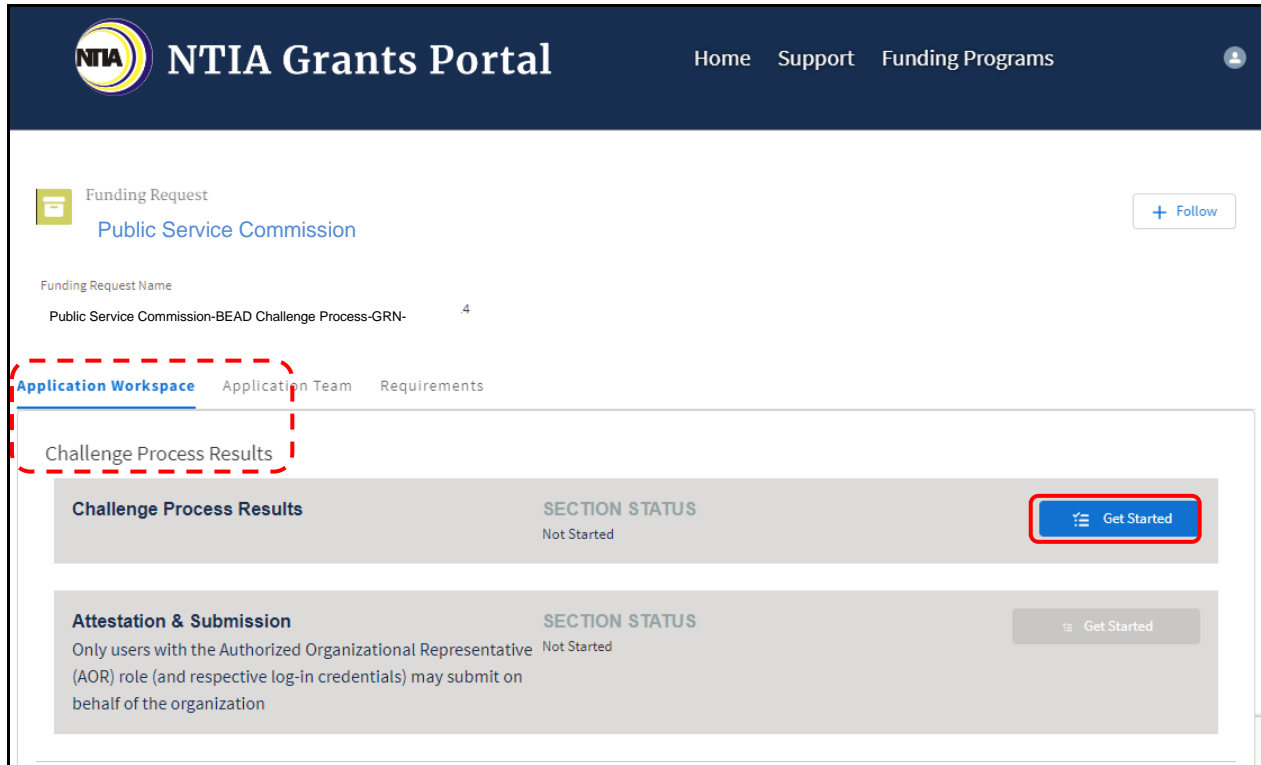
Funding Request	GRN	Status	Due Date	Submitted Date	Amount Requested
Public Service Commission – BEAD - Planning	GRN	Awarded	10/28/2022	08/14/2022	\$5,000,000.00
Public Service Commission-BEAD Challenge Process-GRN-	GRN	Draft			

Application Workspace: Challenge Process Results

Upon clicking on the Generate Challenge Process Results button in the previous step, displayed is the dedicated Application Workspace containing the Challenge Process Results workspace and related sections.

Entering BEAD Challenge Process Results

1. Click the **Get Started** button in the Challenge Process Results section.



The screenshot displays the NTIA Grants Portal interface. At the top, the NTIA logo and 'NTIA Grants Portal' are visible, along with navigation links for 'Home', 'Support', and 'Funding Programs'. Below the header, a 'Funding Request' card for the 'Public Service Commission' is shown, including a '+ Follow' button. The 'Funding Request Name' is 'Public Service Commission-BEAD Challenge Process-GRN-4'. A navigation bar below the card includes 'Application Workspace' (highlighted with a red dashed box), 'Application Team', and 'Requirements'. Under 'Application Workspace', there are two sections: 'Challenge Process Results' and 'Attestation & Submission'. The 'Challenge Process Results' section shows a 'SECTION STATUS' of 'Not Started' and a blue 'Get Started' button (highlighted with a red solid box). The 'Attestation & Submission' section also shows a 'SECTION STATUS' of 'Not Started' and a grey 'Get Started' button.

2. The General Questions section will request 6 pieces of information:
 - a. National Broadband Map Availability Data as of Date
 - b. Broadband Availability Data Updated Publication Date
 - c. Challenge Window Opened
 - d. Challenge Window Closed
 - e. Final Determination Made
 - f. Publication Date for Deduplication
3. Click your cursor in the **Response** field to select a date. Hover your cursor over the small 'i' to display Help Text. A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed.

General Questions

National Broadband Map Availability Data as of Date

For the National Broadband Map used in the challenge process, what was the "availability data as of" date?

* Response ⓘ

- December 31, 2022
- June 30, 2023
- December 31, 2023
- June 30, 2024

Broadband Availability Data Updated Publication Date

What was the updated publication date of the National Broadband Map Broadband Availability data used in the challenge process?

* Response ⓘ

07-02-2024 

Challenge Window Opened

On what date did the challenge submission window open?

* Response ⓘ

07-03-2024 

Challenge Window Closed

On what date did the challenge submission window close?

* Response ⓘ

07-03-2024 

Final Determination Made

On what date was the final challenge determination made?


* Response ⓘ

07-09-2024 

Publication Date for Deduplication

What was the publication date of the Federal Broadband Funding Map used for deduplication after the challenge process?

* Response ⓘ

07-10-2024 

Save and Next

Steps

- General Questions
- Challenge Determinations
- CSV Template Upload

- Use the **Response fields** provided to enter the **Total Challenges Received**. As a reminder, this total number must match the total **Challenges Resolved by Disposition** field and the sum of **Local Government Challenges Received + Nonprofit Challenges Received + Service Providers Challenges Received + Challenge Entries Submitted by Eligible Entity**. If the total does not match the sum of those response fields, then you may not proceed to the next step.

Note: A red asterisk (*) indicates a required item.

- Click the **Save and Next** button to proceed.

Challenge Determinations

Total Challenges Received

How many total BSL challenges were received? (Do not include CAI challenges)

* Response

Challenges Resolved by Disposition

How many BSL challenges were resolved by each type of challenge disposition, listed in the Policy Notice? (Do not include CAI challenges)

- Sustained (S)
- Rejected (R)
- Incomplete (I)
- The provider agreed with the challenge (A)
- The provider did not respond within the rebuttal deadline (N)
- The challenge was not resolved since it was moot due to another successful challenge for the same location (M)

* Sustained

* Rejected

* Incomplete

* The provider agreed with the challenge

* The provider did not respond within the rebuttal deadline

* The challenge was not resolved since it was moot due to another successful challenge for the same location

Total

Steps

- General Questions
- Challenge Determinations**
- CSV Template Upload

Local Government Challenges Received

How many BSL challenges were submitted by units of local government?

* Response

Nonprofit Challenges Received

How many BSL challenges were submitted by nonprofits?

* Response

Service Providers Challenges Received

How many BSL challenges were submitted by broadband service providers?

* Response

Challenge Entries Submitted by Eligible Entity

How many challenges had an empty challenger field (including pre-challenge modifications, challenges generated by area challenges, and enforceable commitments)?

* Response

Total

Other Comments

Are there any other comments the Eligible Entity would like to share on the implementation of the challenge process?

* Response

Previous

Save and Next

5. Click the **Upload Files** button to upload the requested file(s) or drag and drop the eligible file(s). As a reminder, files uploaded should be in **the form of .CSV**. If a non-CSV is uploaded the reviewer will reach out for you to re-upload in the correct data format. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.

CSV Template Upload

Challenger CSV File

A CSV file named challenger.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It enumerates the names, categories, and contact information of challengers.

* Upload

Or drop files

FileName	Upload Date
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Challenge Outcome CSV File

A CSV file named challenges.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It documents the pre-challenge modifications, challenges (including area challenges), and local, state, and federal enforceable commitments; any rebuttals; and records the challenge determinations made by the Eligible Entity.

* Upload

Or drop files

FileName	Upload Date
----------	-------------

Community Anchor Institution (CAI) Challenges CSV File

A CSV file named cai_challenges.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice Appendix. It documents the CAI challenge determinations made by an Eligible Entity.

* Upload

Or drop files

Post Challenge Process Location Data

A CSV file named post_challenge_locations.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It includes the Location IDs of all served locations, unserved locations, and undeserved locations within the jurisdiction of the Eligible Entity following the conclusion of the Eligible Entity's challenge process.

* Upload

Or drop files

FileName	Upload Date
----------	-------------

Post Challenge Process Eligible Community Anchor Institution Data

A CSV file named post_challenge_cai.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It includes all Eligible CAIs within the jurisdiction of the Eligible Entity following the conclusion of the Eligible Entity challenge process.

* Upload

Or drop files

FileName	Upload Date
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Previous

Save and End

Steps

- General Questions
- Challenge Determinations
- CSV Template Upload**



a. To remove a file, click the **delete icon**.

CSV Template Upload

Challenger CSV File

A CSV file named challenger.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It enumerates the names, categories, and contact information of challengers.

* Upload

Or drop files

FileName	Upload Date	
challenger	02/09/2024	

Challenge Outcome CSV File

A CSV file named challenges.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It documents the pre-challenge modifications, challenges (including area challenges), and local, state, and federal enforceable commitments; any rebuttals; and records the challenge determinations made by the Eligible Entity.

* Upload

Or drop files

Steps

- General Questions
- Challenge Determinations
- CSV Template Upload**



Attest to and Submit BEAD Challenge Process Results

1. To Attest and Submit the BEAD Challenge Process Results, click the **Get Started** button in the Attestation & Submission section.

Important: Only the Authorized Organizational Representative (AOR) (and respective log-in credentials) designated may submit the application on behalf of the organization. The Attestation & Submission section is not accessible to other team member roles. The AOR must complete the Attestation & Submission section. Contact the NTIA Help Desk for help.

The screenshot shows the NTIA Grants Portal interface. At the top, there are navigation links for Home, Support, and Funding Programs. The main content area displays a 'Funding Request' for the 'Public Service Commission'. Below this, there are tabs for 'Application Workspace', 'Application Team', and 'Requirements'. The 'Challenge Process Results' section shows a 'SECTION STATUS' of 'Completed' and a 'Review/Update' button. The 'Attestation & Submission' section shows a 'SECTION STATUS' of 'Not Started' and a 'Get Started' button, which is highlighted with a red box. A note below this section states: 'Only users with the Authorized Organizational Representative (AOR) role (and respective log-in credentials) may submit on behalf of the organization'.

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

The screenshot shows the 'Attestation' form. The main content area contains a text area with the following text: 'By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if the Challenge Process Results submission is approved. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)'. Below this text is a checkbox labeled 'I AGREE'. At the bottom right of the form is a 'Submit' button, which is highlighted with a red box. On the right side of the form, there is a 'Steps' sidebar with three items: 'Attestation' (selected with a blue circle), 'Compiling Data', and 'Confirmation'.

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



Confirmation

This message confirms your successful submission to the **Broadband Equity Access and Deployment (BEAD) Program**. You will also receive an automated email from the NTIA Grants Portal confirming the date and time of your submission. You may download a Summary PDF of your responses using this link.

[Download Link](#)

End

Steps

- ✓ Attestation
- ✓ Compiling Data
- Confirmation