NTIA Grants Application Portal

BEAD Challenge Process Results Submission Guidance

Version 1.1

July 30, 2024

Version History

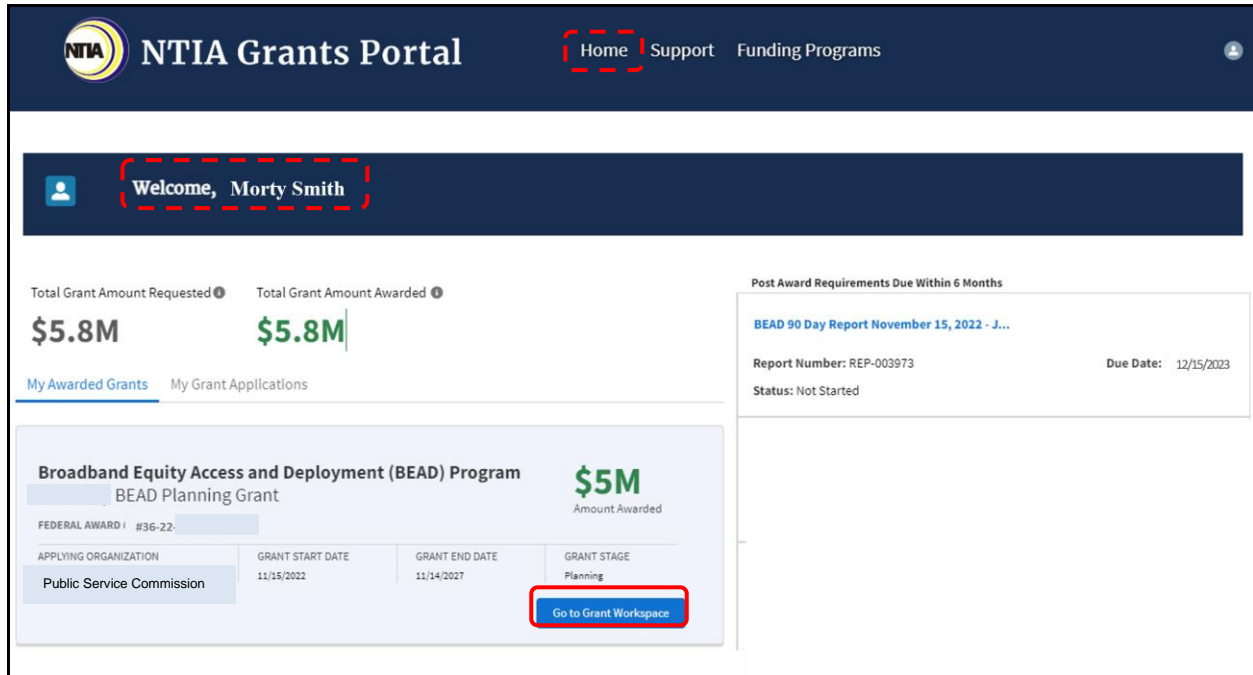| Document Name	Version	Usage History
BEAD Challenge Process Results Submission Guidance	1.0	April 3, 2024 – July 30, 2024
BEAD Challenge Process Results Submission Guidance	1.1	July 30, 2024 – Current

Contents

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.

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.

If the Grant Team is correct and you don't have any changes, click 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	Public Service Commission
Program	Broadband Equity Access and Deployment (BEAD) Program
Grant Request Number	GRN-

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	Public Service Commission	Applicant	☐	Current ▼

Cancel   **Confirm Team**

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.

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.
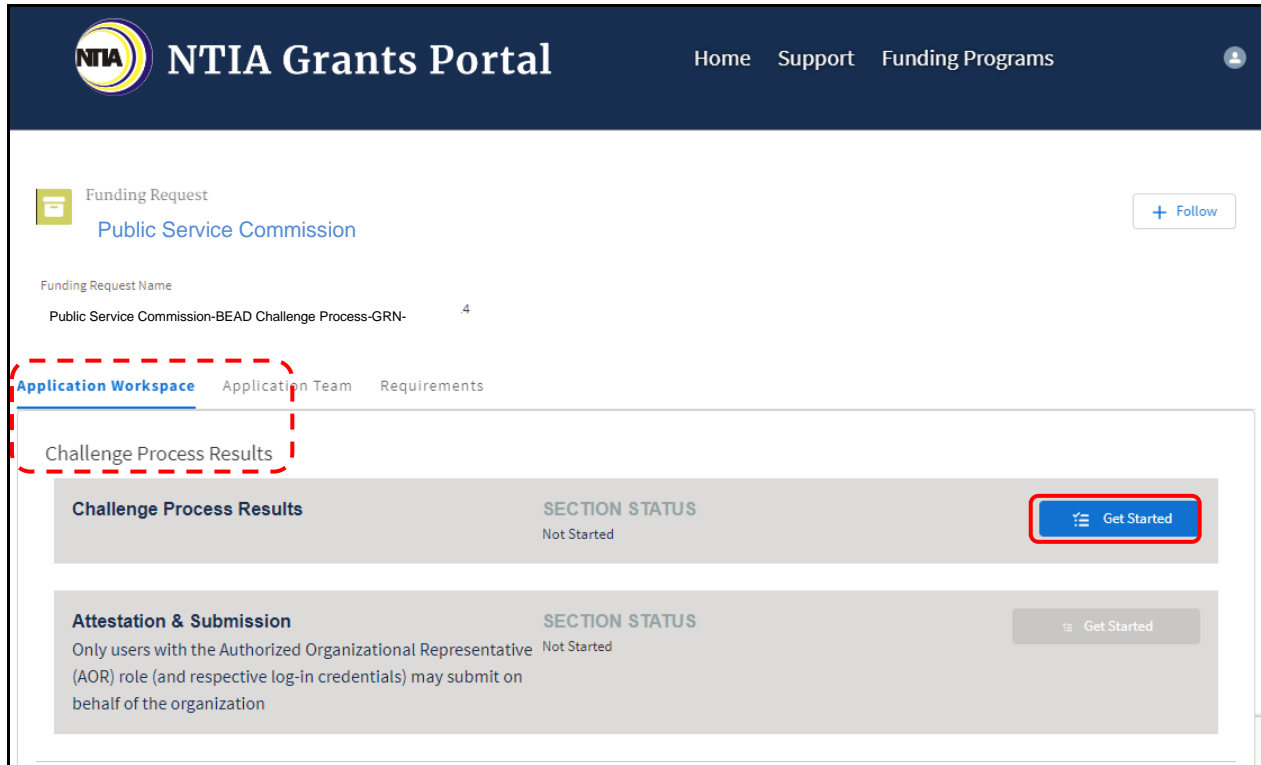
Application Workspace: Challenge Process Results

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.

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 | 📅 |

Steps

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

[Save and Next]

4. 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.

    a. 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

[1]

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)

1. Sustained (S)
2. Rejected (R)
3. Incomplete (I)
4. The provider agreed with the challenge (A)
5. The provider did not respond within the rebuttal deadline (N)
6. 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

[0]

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

⬆ Upload Files | Or drop files

FileName	⌄	Upload Date	⌄	

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

⬆ Upload Files | 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

⬆ Upload Files | 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

⬆ Upload Files | 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

⬆ Upload Files | Or drop files

FileName	⌄	Upload Date	⌄	

Previous | Save and End

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

[⬆ Upload Files] [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

[⬆ Upload Files] [Or drop files]

Steps

✓ General Questions

✓ Challenge Determinations

◉ **CSV Template Upload**

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.

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

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