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Preparing for BEAD Subgrantee Selection Monitoring

Broadband Equity, Access, and Deployment (BEAD) Program

Update: September 5th, 2024

NTIA   DEPARTMENT OF COMMERCE · UNITED STATES OF AMERICA

Preparing for BEAD Subgrantee Selection Monitoring

The following document provides a high-level overview of how Eligible Entities can effectively prepare for BEAD Subgrantee Selection monitoring.

HOW WILL MONITORING WORK?

You and your FPO will practice progressive monitoring. Progressive monitoring refers to an approach that requires: (1) regular communication between you and your FPO to track progress, identify and mitigate risks, findings, and issues, and (2) data collection to measure performance against objectives.

While monitoring is organized by high-level subgrantee selection milestones (as outlined on page 3, Figure 1) each monitoring meeting will be tailored to your unique subgrantee selection design.

BEAD Subgrantee Selection monitoring will occur from pre-launch to Final Proposal submission, however the bulk of monitoring will occur from pre-launch to application scoring so that FPOs can help ensure you are prepared to complete subgrantee selection as described in your NTIA-approved Initial Proposal Volume II.
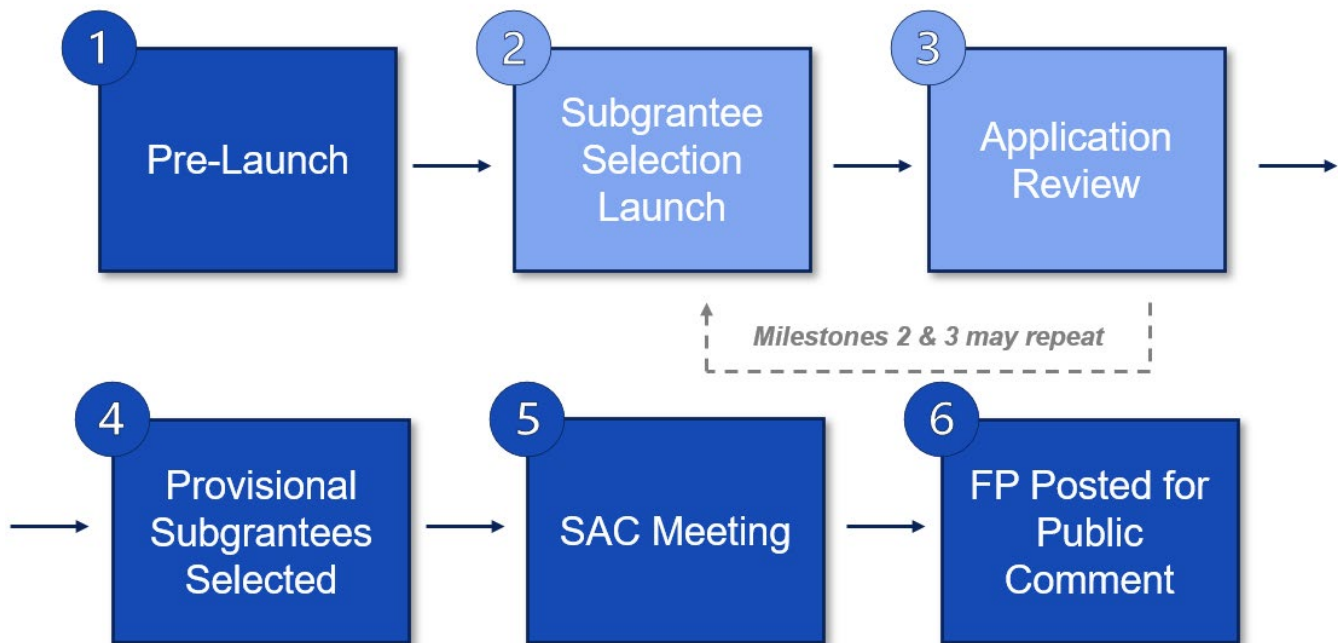
At the conclusion of subgrantee selection, but prior to posting the Final Proposal for public comment, you must meet with NTIA for a Special Award Condition (SAC) meeting to review your deployment subgrantee selection outcomes. This meeting is a requirement of your BEAD award and must be completed no later than 14 days prior to notification to any provisionally selected subgrantees.

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WHY IS MONITORING IMPORTANT?

⭐ Participating in monitoring is a requirement to receive BEAD grant funds. It confirms your compliance with BEAD program requirements as you design project plans to reach the goal of 100% connectivity.

⭐ Monitoring helps your FPO identify issues, risks, or concerns *during* subgrantee selection so they can be mitigated *before* you submit your Final Proposal.

⭐ Monitoring is one of the mechanisms your FPO uses to provide you with 1:1 support and identify the need for tailored assistance from a subject matter expert.

Figure 1: High-level milestones in BEAD subgrantee selection monitoring

1. Pre-Launch
2. Subgrantee Selection Launch
3. Application Review

Milestones 2 & 3 may repeat

4. Provisional Subgrantees Selected
5. SAC Meeting
6. FP Posted for Public Comment

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HOW CAN YOU PREPARE FOR BEAD SUBGRANTEE SELECTION MONITORING?

✓ At the request of your FPO, have resources such as project plans, subgrantee selection support materials, and scoring rubrics ready to share. For example:

- You should prepare to share a Deployment Subgrantee Selection Application Scoring SOP (or equivalent resource) so your FPO can help ensure you are scoring applications in a fair, documented, and replicable manner.

- You should prepare to share a project workplan (or equivalent resource), so your FPO can help ensure you are set up to submit your Final Proposal on time and that the timing is aligned to your NTIA-approved Initial Proposal.

✓ Bring status updates and questions to monitoring meetings.

✓ Adopt a proactive, not reactive, mindset. Being proactive means asking questions early and often in an effort to avoid issues instead of mitigating them.

✓ Use the Subgrantee Selection Application Comparison tool. It allows you to:

- Visualize and compare subgrantee applications

- Practice formatting your data to align with Final Proposal submission requirements

- Identify no applications areas and / or overlapping applications.

✓ Periodically check the BroadbandUSA website for support resources, including:

- The forthcoming Final Proposal Guidance, which outlines the Final Proposal data requirements;

- The forthcoming Semi-Annual Report Guidance, which outlines data submission requirements to complete the semi-annual report.

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DO I HAVE TO SUBMIT DATA AS PART OF MONITORING?

Yes. As part of monitoring, NTIA will require that Eligible Entities submit two types of location and funding data submissions at periodic intervals throughout the Subgrantee Selection process. NTIA will review this data to measure progress towards 100% connectivity and ensure Eligible Entity compliance. This process also prepares Eligible Entities for Final Proposal as the submissions will be in the same format as Final Proposal data submissions.

NTIA will collect two types of location and funding data:

1 **Full data set submissions:** will consist of information about preliminarily selected subgrantees and projects – including locations that will be served – that will be required for the Final Proposal submission.

2 **Topline figures:** will consist of: (1) the number of eligible unserved and underserved broadband serviceable locations remaining in the EE's jurisdiction and; (2) the amount of the EE's allocation remaining after the preliminary selections made so far.

Data will be submitted by the Eligible Entity at the following intervals:

Timing	1) Culmination of First Competitive Grant Round	2) 60 Days Following First Submission & 60-Days Recurring	3) *Optional:* Culmination of Second Grant Round	4) Prior to Awarding Alt Tech Projects
Data Request	Full Data Set Submission and Allocation Remaining	Top-line Un/Underserved BSLs and Allocation Remaining	*Optional:* Full Data Set Submission and Allocation Remaining	Full Data Set Submission and Allocation Remaining

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WHAT DATA IS REQUIRED TO BE SUBMITTED?

The following data must be submitted in a full data set submission:

Category	File Name	Data Fields
Subgrantee Selection	fp_subgrantees.csv	Information about preliminarily-selected subgrantees for BEAD grants, including: ✓ *Unique Entity Identifier (UEI)* ✓ *UEI Name*
Locations	fp_locations.csv	Information about the BSLs that will be served by preliminarily-selected deployment projects, including: ✓ *Project ID* ✓ *Location of preliminarily selected projects* ✓ *Location classification based on approved challenge results* ✓ *Project technology type*
Deployment Projects	fp_deployment_ projects.csv	Information detailing preliminarily-selected deployment projects, including: ✓ *Project name and type* ✓ *Project ID* ✓ *UEI* ✓ *Amount of BEAD funding* ✓ *Priority broadband status* ✓ *Match amount by source (e.g., subgrantee, state, federal, other)*