



# BROADBAND EQUITY, ACCESS, AND DEPLOYMENT (BEAD) PROGRAM

FINAL PROPOSAL FUNDING REQUEST  
PROJECT PLAN/NARRATIVE SAMPLE

U.S. DEPARTMENT OF COMMERCE  
NATIONAL TELECOMMUNICATIONS AND  
INFORMATION ADMINISTRATION

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*Note: This document is intended solely to assist recipients in better understanding the Broadband Equity, Access, and Deployment (BEAD) Program and the requirements set forth in the Infrastructure Investment and Jobs Act, [Notice of Funding Opportunity \(NOFO\)](#), as modified by the [BEAD Restructuring Policy Notice \(RPN\)](#). This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFO not modified by the RPN. In all cases, statutory and regulatory mandates, the terms and conditions of the award, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.*

*The following Project Plan/Narrative Sample is for illustrative purposes only; actual details will vary by State/Territory. Please note that you do not need to include the amounts for specific line-item costs as they are included in the accompanying Consolidated Budget Form of the Final Proposal Funding Request.*

## SAMPLE FINAL PROPOSAL FUNDING REQUEST PROJECT PLAN/NARRATIVE

The State Broadband Office is submitting this Broadband Equity, Access, and Deployment (BEAD) Program Final Proposal Funding Request (FPFR) to support our pursuit of universal broadband access. Our efforts are informed by our BEAD Initial Proposal and Five-Year Action Plan, as well as guidance in the BEAD Restructuring Policy Notice.

Our program includes the following eligible activities:

- Funds used and to be used, directly or indirectly, for the administration of the grant (and thus subject to the statutory two percent cap);
- Funds used and to be used for administrative purposes, other than the administration of the grant;
- Funds used and to be used for programmatic use (including in implementing the Challenge Process, Subgrantee Selection Process, and Subgrantee Execution); and
- Funds eligible for use in connection with last-mile broadband deployment.

Specific line-item costs for each cost category are included in the accompanying Consolidated Budget Form of the Final Proposal Funding Request. These include costs that have already been partially or wholly expended since the approval of the Initial Proposal Funding Request. This Final Proposal Funding Request Project Narrative identifies the following:

### 1. Funds to be used, directly or indirectly, for the administration of the grant

The State Broadband Office intends to use funds for the administration of the grant; specifically, to operationalize and increase efficiency of the State Broadband Office.

The following costs are new or modified since the approval of the IPFR:

- **Personnel – Grant Manager:** Funds will be utilized to hire a Grant Manager for the remaining period of performance (i.e., four (4) years). The Grant Manager, who has yet to be identified, will be housed in the State Broadband Office. They will be responsible for completing BEAD grant reports; archiving grant-related documents and documentation; preparing for, and supporting, any activities related to grant monitoring, audit or compliance requests; compiling, reconciling, and managing the submission of subgrantee reports and documents.
- **Office Equipment, Supplies, & Other:** Funds are requested to operate the State Broadband Office and conduct activities necessary for the administration of the BEAD Program. Itemized costs include a high-capacity printer, an office



setup, laptop computers, and general office supplies. Funds will also be used to cover project management training for three office staff so that they may better implement and manage the BEAD project activities.

- **Travel:** Funds are requested to for four (4) trips for one representative to attend the State Broadband Leaders Network (SBLN). Attendance at SBLN is important for learning about emerging telecommunications policy issues and priorities, as well as for the mutual sharing of best practices related to broadband adoption and deployment. Budgeted travel costs include airfare, ground transportation, lodging, and M&IE in accordance with State travel policies, and not to exceed Federal GSA rates.
  - This represents an increase of two trips since the Initial Proposal Funding Request, to ensure SBLN participation for the full duration of the program.

Other items and activities remain unchanged from the IPFR.

## 2. Funds to be used for administrative purposes, other than the administration of the grant.

The following costs are new or modified since the approval of the IPFR:

- **Indirect Cost Rate** - The State Broadband Office intends to use funds for indirect costs. We intend to apply our approved Negotiated Indirect Cost Rate of 22% on personnel (salaries and fringe) and travel.
- **Other - Office Space:** Note that the State Broadband Office has removed rental of office space in the Final Proposal Funding Request. These funds were not expended, and the State Broadband Office has reallocated these funds to other eligible activities.

Other items and activities remain unchanged from the IPFR.

## 3. Funds used to implement the Challenge Process, Subgrantee Selection Process, and Subgrantee Execution

The following costs are new or modified since the approval of the IPFR:

- **Personnel:** In order to support the Subgrantee Selection Process, the Broadband Office additionally funded time of a Broadband Specialist through a Memorandum of Understanding with a separate State agency to support the reviews of applications as part of the BEAD Subgrantee Selection Process. The Broadband Specialist is based in the State Broadband Office and their time was sought in order to provide timely support to ensure that broadband infrastructure expertise is incorporated effectively in the process. The Broadband Specialist is dedicated on a part-time basis (i.e., hourly estimated at 20 hours a week) throughout the Subgrantee Selection Process.
- **Contractual - Contractor Support:** Since the Initial Proposal Funding Request, the State Broadband Office has identified the need to add contractor services to conduct activities connected to subgrantee execution; specifically, monitoring and oversight. The State Broadband Office conducted research into the costs of such services.
- **Travel:** In order to support the successful Challenge Process, the State Broadband Office utilized funds to facilitate five (5) in-person local coordination events across the state in order to increase awareness of the Challenge Process--in line with the proposed Challenge Process in the Initial Proposal--in order to increase participation in the Challenge Process and to ensure public buy-in for the activities funded by the BEAD Program. Funds included cover travel costs related to attending five Challenge Process-related local coordination events across the state. These events took place after Volume I was approved through the end of open period of the Challenge Process.
  - This cost has been decreased from the Initial Proposal Funding Request. During implementation, the actual cost was less than planned and the State Broadband Office has reallocated these funds to other eligible activities.

Other items and activities remain unchanged from the IPFR.

#### 4. Funds eligible for use in connection with last-mile broadband deployment projects

The following costs are new or modified since the approval of the IPFR:

- At the time of the Final Proposal Funding Request, the Broadband Office has provisionally selected eligible last-mile broadband deployment projects following the Subgrantee Selection Process approved in the Initial Proposal and in line with the BEAD NOFO, Section IV.B.7.ii.
- The details of provisionally selected deployment subaward projects are outlined in the Final Proposal and Consolidated Budget Form.

Other items and activities remain unchanged from the IPFR.

## **5. Funds Not Included in the Final Proposal Submission**

At the time of the Final Proposal Funding Request, the State Broadband Office has remaining funds from its total allocation that are not being used for one of the areas described above. The State Broadband Office has included these funds in the 'Other' tab of the Consolidated Budget Form so that the FPFR represents the Eligible Entity's total allocation. The State Broadband Office understands these funds will be subject to a Specific Award Condition that will be released based on future NTIA guidance.