

[On Governor's Office Letterhead]

May 13, 2022

The Honorable Alan Davidson
Assistant Secretary of Commerce for Communications and Information
U.S. Department of Commerce
1401 Constitution Ave., NW
Washington, DC 20230

Dear Assistant Secretary Davidson:

On behalf of [INSERT ELIGIBLE ENTITY NAME], I am declaring our intent to participate in the Broadband Equity, Access, and Deployment Program.

The [INSERT DEPARTMENT, AGENCY, OR OFFICE] will serve as the as the recipient of, and administering agent for, any BEAD Program award for this eligible entity. The following individual will serve as the point of contact for all correspondence:

[INSERT NAME AND CONTACT INFO INCLUDING EMAIL ADDRESS]

The [INSERT ELIGIBLE ENTITY NAME] is also requesting \$[INSERT AMOUNT]¹ in initial planning funds.²

Sincerely,

[Signed by the Governor]³

¹ States, D.C, and Puerto Rico can request up to \$5,000,000 in planning funds. American Samoa, CNMI, Guam, and USVI can request up to \$1,250,000 in planning funds.

² Including a request for planning funds is not required in the Letter of Intent. Requests for planning funds can also be made through the NTIA portal through August 15, 2022. To receive funding, Eligible Entities must also submit application materials through the NTIA Grants Portal including standard documentation and a budget narrative.

³ Or by the chief executive of the eligible entity.