



# **Letter of Intent and Initial Planning Funding Grant Application Guidance**

Broadband Equity, Access, and  
Deployment Program



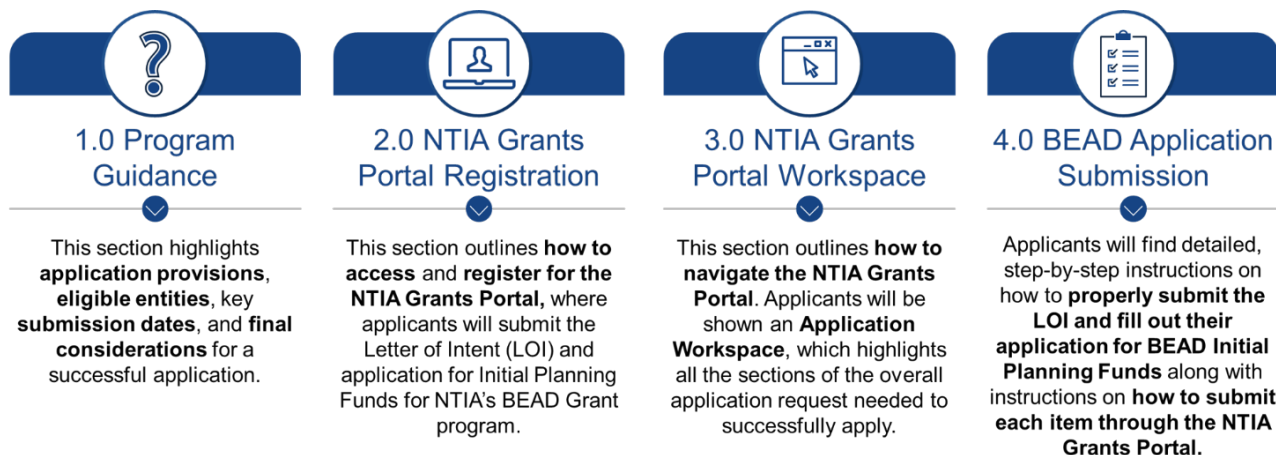
U.S. Department of Commerce  
National Telecommunications and Information Administration

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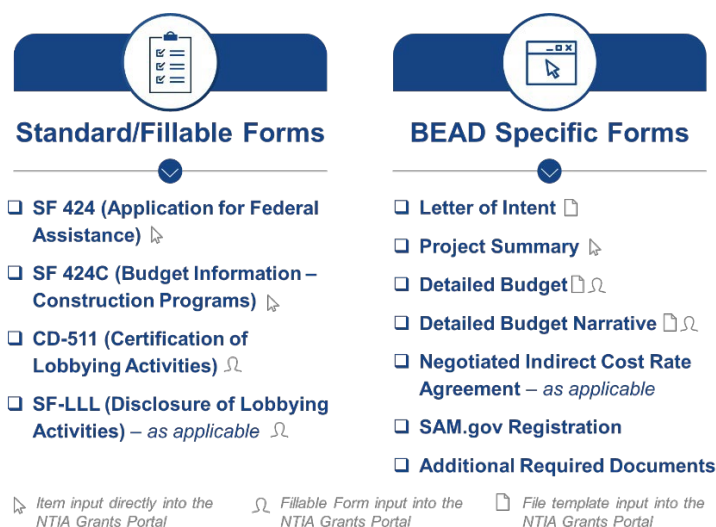
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# Grant Application Guidance Overview

This document has been created to support applicants as they submit a Letter of Intent (LOI) and an Initial Planning Funding application.<sup>1</sup> Step-by-step instructions are provided to familiarize applicants with the NTIA Grants Portal, outline each component of the application, and provide direction on where to access forms and templates. The document is structured in the following four sections:



There are multiple forms required to complete the Letter of Intent and Initial Planning Funds Grant Application for NTIA's Broadband Equity, Access, and Deployment (BEAD) Grant program. Application materials will include the following forms:



<sup>1</sup> 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.

# 1 Program Guidance

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## 1.1 Before You Get Started

Before preparing and submitting an application, Eligible Entities (applicants) are encouraged to read the Broadband Equity, Access, and Deployment (BEAD) Notice of Funding Opportunity (NOFO), this Grant Application Guidance, and the [BEAD Program page](#). By carefully reviewing these materials, applicants will help ensure that their Letter of Intent and application for Initial Planning Funds are complete and satisfy the requirements of the BEAD Grant Program. Please note that all applicants are required to be current and registered in [www.SAM.gov](http://www.SAM.gov) and have a UEI number in order to receive a Federal award.

### **Registering with System Award Management**

To register or check your SAM.gov registration, go to <https://www.sam.gov> and complete the online SAM registration process. Through this process, you will obtain a UEI (Unique Entity Identifier) or verify if your organization already has one. Note that a new SAM.gov registration or renewal of an expired SAM.gov registration can take up to 7-10 business days to process after being submitted on SAM.gov.

## 1.2 Standard Terms and Conditions for Department of Commerce Grants

All BEAD awardees are required to comply with all applicable provisions set forth in the following:

- **Uniform Administrative Requirements, Cost Principles and Audit Requirements:** Through 2 C.F.R. § 1327.101, the Department of Commerce adopted Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, which apply to awards in this Program. Refer to <http://go.usa.gov/SBYh> and <http://go.usa.gov/SBg4>.
- **Department of Commerce Financial Assistance Standard Terms and Conditions:** The Department of Commerce will apply the Financial Assistance Standard Terms and Conditions in effect on the date of award to each award in this Program. The current version, dated November 12, 2020, is accessible at [Department of Commerce Financial Assistance Standard Terms and Conditions](#).
- **Pre-Award Notification Requirements:** The Department of Commerce will apply the Pre-Award Notification Requirements for Grants and Cooperative Agreements dated December 30, 2014 (79 FR 78390), accessible at <http://go.usa.gov/hKkR>.

## 1.3 BEAD Program Eligible Entities

To be eligible for funding under BEAD, applicants must be one of the following types of Eligible Entities: a State of the United States, the District of Columbia, Puerto Rico, American Samoa, Guam, the U.S. Virgin Islands (USVI), and the Commonwealth of the

Northern Mariana Islands (CNMI).

**Only one Letter of Intent and Initial Planning Funds application from each of these Eligible Entities will be accepted. In the Letter of Intent, the Eligible Entity must name the agency, department, or office that will serve as the recipient of, and administering agent for, any BEAD Program award. The Eligible Entity must also identify an individual who will serve as the main point of contact at that agency, department, or office for the purposes of the BEAD Program, referred to as the Authorized Organization Representative (as specified by the 424 Form).**

## 1.4 Key Submission Dates and Electronic Submission Requirement

NTIA's electronic application system, the NTIA Grants Portal (NGP), will be available at <https://grants.ntia.gov> beginning on **May 13, 2022**. At that time, applicants may submit the Letter of Intent and, following the submission of the Letter of Intent, the BEAD Initial Planning Funds application. Upon completion of the application and submission to the NTIA Grants Portal, the NTIA Grants Portal will send an email to the Authorized Organization Representative with a date and time stamped confirmation of submission. NTIA will review applications in the order they are received. As such, applicants are strongly encouraged to submit their applications as early as possible to avoid last-minute congestion on the intake system and facilitate early review.

All applicants must submit the required materials through the NTIA's electronic application submission system, the NTIA Grants Portal, which can be accessed at <https://grants.ntia.gov>. The application package for electronic submission, including templates, are available on the Project Profile page in the NTIA Grants Portal and on the BEAD program page on [BroadbandUSA](#). NTIA will not accept Letters of Intent or Initial Planning Fund applications via email, fax, or postal mail.

### 1.4.1 Application Templates

Applicants are required to submit a number of documents using templates or downloadable forms. To ensure an expeditious review of applications, these documents must be uploaded in the same file type as the provided template or as indicated in the template. In addition, the formatting of each uploaded document must be consistent with that used in the provided template. Failure to provide files consistent with the templates will result in NTIA being unable to automatically process the application and may result in the delayed processing of the application.

The following forms are available to download at [www.grants.gov](http://www.grants.gov):

- CD-511
- SF-LLL

The following templates are available to download on the [NTIA Grants Portal](#):

- Budget Narrative

- Detailed Budget Justification

**Catalog of Federal Domestic Assistance Number**

The Catalog of Federal Domestic Assistance (CFDA) number for the BEAD Grant Program is 11.035. The CFDA title for BEAD is Broadband Equity, Access, and Deployment Program.

The following documents are built directly into the Portal:

- SF-424
- SF-424C
- Project Summary and Eligibility

Applicants should ensure that their uploaded files are not password protected.

### 1.4.2 Uploads without Templates

Applicants will need to upload documents that do not require or do not have a standardized template, such as the Letter of Intent. For example, while a template is provided for the Letter of Intent, use of this template is not required. In general, NTIA recommends applicants upload Letters in PDF format. For other such templates, please submit in its native form (i.e., if the template is in Excel, submit as an Excel file). Further guidance is provided as to how to submit these documents throughout this instruction.

Applicants should ensure that their uploaded files are not password protected.

## 1.5 Final Considerations

- Before applying, applicants should **fully read the NOFO and other Technical Assistance materials** available on the [BEAD Program page](#), as well as applicable OMB circulars governing administrative requirements, cost principles, and audits (refer to above Section 1.2).
- Applicants may receive funding only for costs established in the NOFO as eligible costs for the appropriate project category.
- By submitting an application, the applicant certifies that the information and responses in the application **are material representations of fact and are true and correct.**
- Once the application has been submitted, it is presumed that the application is final and the applicant will no longer be able to make changes to the application in the portal. If an applicant needs to make changes to an application, the **applicant must contact NTIA for assistance.**

## 2 NTIA Grants Portal Registration

### 2.1 How to Access the NTIA Grants Portal

The NTIA Grants Portal is where the application will be completed, and it can be accessed here:

<https://grants.ntia.gov/grantsPortal/s/>

Use one of the following browsers to access the Portal. Refer to the [Supported Browsers to Access the Portal](#) page for more information.

- Chrome Latest Release (Recommended)
- Microsoft Edge Chromium (Recommended)
- Mozilla Firefox Latest Release
- Safari

#### Desktop and Laptop Browsers

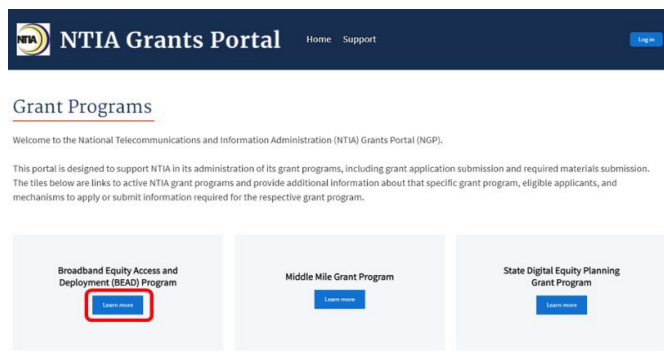
Salesforce supports these browsers. Make sure that your browsers are up to date. Other browsers or older versions of supported browsers aren't guaranteed to support all features.

- IMPORTANT** Support for Internet Explorer 11 to access Lightning Experience ended on December 31, 2020.
- When using IE11, a permanent banner displays in your Salesforce org indicating that you're on an unsupported browser.
  - IE11 has significant performance issues in Lightning Experience.
  - This change doesn't impact Salesforce Classic.

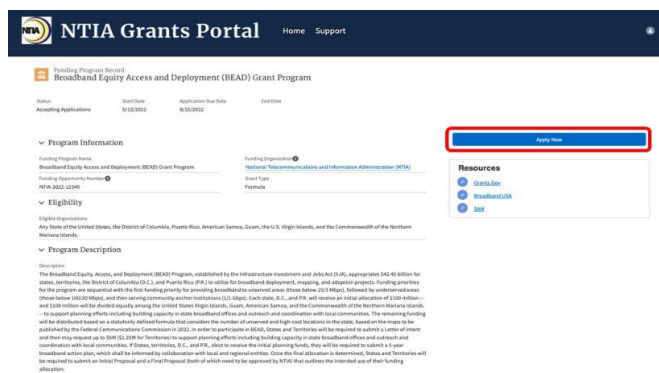
- IMPORTANT** Support for the non-Chromium version of Microsoft Edge in Lightning Experience and Salesforce Classic ended on December 31, 2020.

	MICROSOFT* INTERNET EXPLORER*	MICROSOFT* EDGE (NON-CHROMIUM)	MICROSOFT* EDGE CHROMIUM	GOOGLE* CHROME*	MOZILLA* FIREFOX*	APPLE* SAFARI*
Lightning Experience	Not supported	Not supported	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version
Experience Builder sites	Not supported	Not supported	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version	Supports latest stable browser version
Special setup considerations?	Not supported	Not supported	No	No	No	No
Limitations?	Yes	Yes	Yes	No	Yes	Yes

### 2.2 NTIA Grant Programs Page



Click the **Learn More** button under the Broadband Equity Access and Deployment (BEAD) Program to get to the BEAD program home page.



When you click the **Learn More** button on the landing page, you will be taken to the Program specific Home page (the BEAD program home page is illustrated to the left).

If you are logged in, you can start your application for the BEAD Program by clicking the **Apply Now** button.

If you have not logged in, the button will show **Log in to APPLY Now**, which will

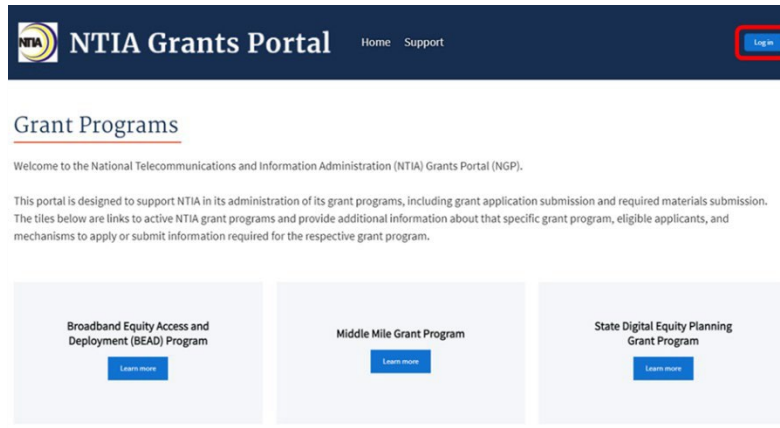
redirect you to the login page. Once logged in, return to the Program Home page and click



**Apply Now.**

## 2.3 Log in and Self-Registration

Click the **Log in** button in the upper right corner to sign in as a registered Portal user or to self-register the first time you access the portal.



### 2.3.1 Log in

If you are new to the portal and need to register for the first time, click **Register** below the blue Log in button.

If you have a Username and Password, enter the username and password and click the blue **Log in** button to move forward.

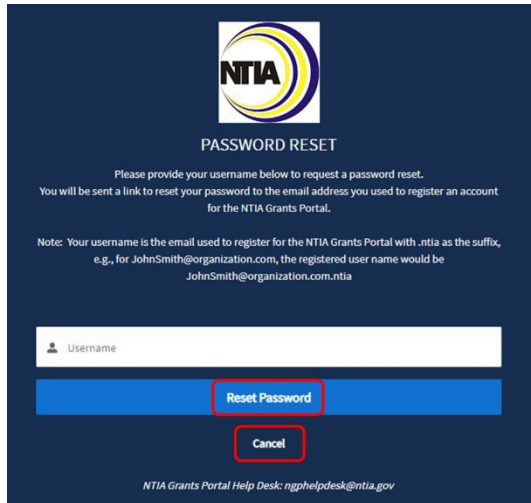
**Important:** Upon completing registration, your Username will be the email address used to register for the NTIA Grants Portal appended with “.ntia” as the suffix. As an example, for JohnSmith@organization.com email address, the Username would be

JohnSmith@organization.com.ntia.

If you forgot your password, click **Forgot your password?** below the blue Log in button on the login screen.



## 2.3.2 Reset Password



The screenshot shows the NTIA Password Reset form. At the top is the NTIA logo. Below it, the text reads: "Please provide your username below to request a password reset. You will be sent a link to reset your password to the email address you used to register an account for the NTIA Grants Portal." A note states: "Note: Your username is the email used to register for the NTIA Grants Portal with .ntia as the suffix, e.g., for JohnSmith@organization.com, the registered user name would be JohnSmith@organization.com.ntia". There is a text input field labeled "Username". Below the field are two buttons: "Reset Password" and "Cancel". At the bottom, it says "NTIA Grants Portal Help Desk: [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov)".

Enter your Username, which is the email address used to register for the NTIA Grants Portal appended with “.ntia” as the suffix. As an example, for JohnSmith@organization.com email address, the Username would be JohnSmith@organization.com.ntia. Then click the **Reset Password** button, or click Cancel to cancel and return to the login screen.

For assistance, email the NTIA Grants Portal Help Desk at [ngphelpdesk@ntia.gov](mailto:ngphelpdesk@ntia.gov).

## 2.3.3 Portal Self Registration

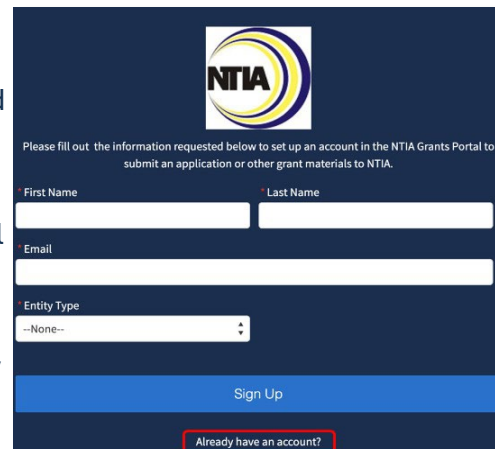
As part of the Portal registration process, approval is required before completing registration. The person who initiates the Application, referred to as the “applicant,” does not necessarily need to be the AOR. However, **only the AOR will be able attest that all statements are true and submit the application.**

Follow the steps below to register, NTIA will send an approval email with a link to complete the process.

1. Register to access the NTIA Grants Portal by entering contact information in the fields provided. A red asterisk (\*) indicates a required field. Once all fields are completed, click the blue **Sign Up** button.

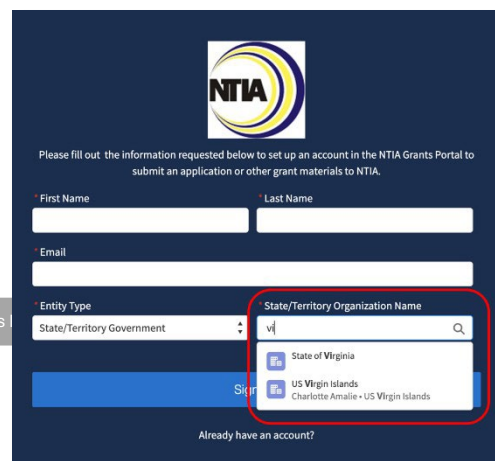
Note: Sam.gov UEI registration information will be required at a later step in the application process.

If you have registered previously, click **Already have an account?** to log in.



The screenshot shows the NTIA Self Registration form. At the top is the NTIA logo. Below it, the text reads: "Please fill out the information requested below to set up an account in the NTIA Grants Portal to submit an application or other grant materials to NTIA." There are input fields for "First Name", "Last Name", and "Email". Below these is a dropdown menu for "Entity Type" with "--None--" selected. At the bottom, there is a blue "Sign Up" button and a link that says "Already have an account?".

2. Click the **Entity Type** field to select the entity type. For State/Territory Government entity types, start typing the name of your State or Territory in the State/Territory Organization

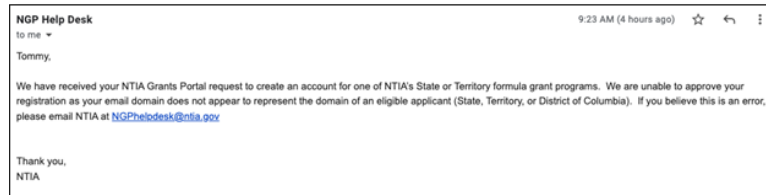
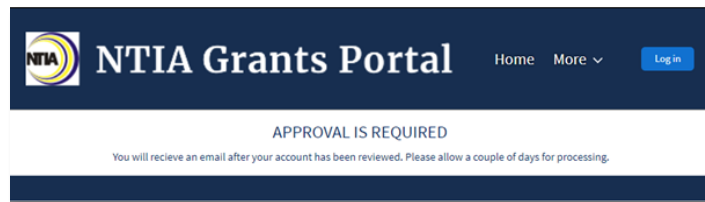


This screenshot shows the same NTIA Self Registration form as the previous one, but with the "Entity Type" dropdown menu open. The dropdown shows "State/Territory Government" selected. To the right of the dropdown is a search bar labeled "State/Territory Organization Name" with a magnifying glass icon. Below the search bar, a list of suggestions is shown: "State of Virginia", "US Virgin Islands", and "Charlotte Amalie - US Virgin Islands". The "Already have an account?" link is still visible at the bottom.

Name field to select the from the list of States and Territories. Click the blue Sign Up button to complete the registration process.

3. Keep an eye out for the approval email, confirming your registration and steps to complete the registration and login process.

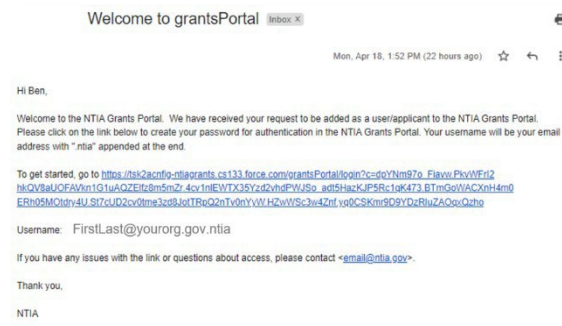
In the event of receiving an email indicating that you are not approved, contact NTIA for assistance.



#### 2.3.4 Registration Welcome Email with Initial Login Link

4. Open your Welcome Email and click on the login link.

**Important:** Your Username is your email address appended with **.ntia**, please make a note of it for future use when logging into the Portal.



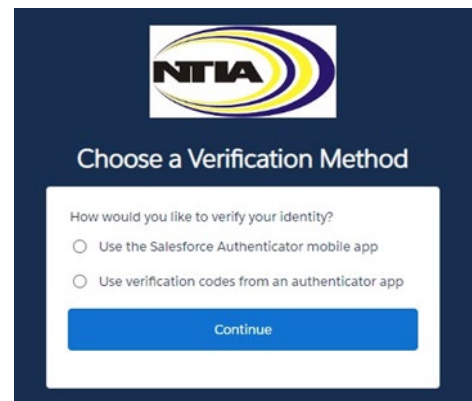
5. You will be asked to **Change Your Password**. Enter a password according to the requirements indicated, then click the **Change Password** button.

## 2.4 Setting Up Multi-Factor Authentication

After setting up your password, you will be asked to set up a verification method using Multi-Factor Authentication (MFA) to verify your identity each time you log in. You will be guided in the subsequent steps to download and install an authentication app of your choice onto your mobile device.

1. Click the radio button to select the app you prefer to use either the Salesforce Authenticator mobile app or another authenticator app. Once selected, click the Continue button.

For more information about using the Salesforce Authenticator mobile app for multi-factor authentication, view this video: [How to Use Salesforce Authenticator for MFA Logins](#).



### What is Multi-Factor Authentication?

Multi-factor authentication (MFA) is a digital authentication method used to confirm the identity of a user to allow them access to a website or app through at least two pieces of evidence. With an authenticator app downloaded onto your mobile device, users are given an automatically generated code that refreshes, typically every 30 seconds. Using an authenticator app on your mobile device bolsters your online security.

2. If you selected to use the Salesforce Authenticator mobile app verification method, follow the instructions on the **Connect Salesforce Authenticator** screen, or use the instructions outlined in the following sections.

### 2.4.1 Downloading and Installing the Salesforce Authenticator

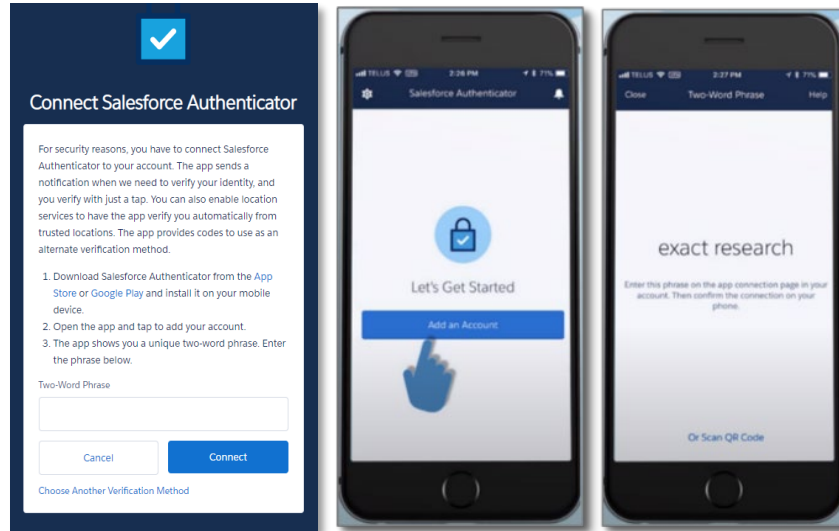
1. Search for Salesforce Authenticator in your phone's app store.
  - a. iPhone/iOS users will search in the Apple App Store.
  - b. Android users will search in the Google Play Store.
2. Follow your screen's prompts to install the app on your phone.
3. Open the Salesforce Authenticator app and follow the verification setup activities when you are prompted (mobile number verification, four-digit passcode setup).

### 2.4.2 Connecting the Salesforce Authenticator to Your NTIA Grant Portal Login

- In the Salesforce Authenticator app on your mobile device, tap **Add an Account**.
- A unique two-word phrase will appear in the app, enter the phrase into the **Connect Salesforce Authenticator** screen and click **Connect**.

- Confirm the connection in the Salesforce Authenticator app and you will have successfully paired your account.

Note: You will only need to connect your account once. You will continue to use the Salesforce Authenticator to approve future logins.



If you opt to use another authenticator app (other than the Salesforce Authenticator App), follow the instructions on the **Connect an Authenticator App** screen. The following is a list of commonly used Authenticator Apps available to download from the app store onto your mobile device:

- Google Authenticator
- Lastpass
- Microsoft Authenticator
- Authy by Twilio
- 2FA Authenticator
- Duo Mobile
- Aegis Authenticator

Note: You will only need to connect (pair) your account once with an authenticator app. You will continue to use the authenticator app to approve future logins.

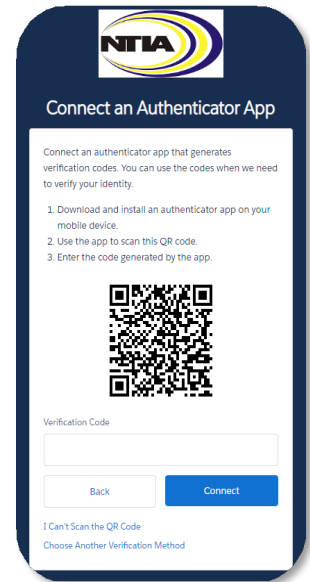
## 2.5 Log into the NTIA Grants Portal Using the Connected Authenticator App

<https://grants.ntia.gov/grantsPortal/s/>

Once you have installed and connected the authenticator app on your mobile device, you will continue to use the app to verify your identity each time you log into the Portal.

1. Enter your Username (your email address appended with **.ntia**) and Password into the fields in the NTIA Grants Portal on your computer web browser. The Portal will send a notification to your mobile device.
2. The authenticator app will provide details of the login request, including Username, Service, Device, and Location.
3. Review the login details, then tap **Approve**; if you do not recognize the request, tap **Deny**.

Note: To make logging in easier, enable Always approve from this location from the Salesforce Authenticator to automatically approve requests matching location and login information.



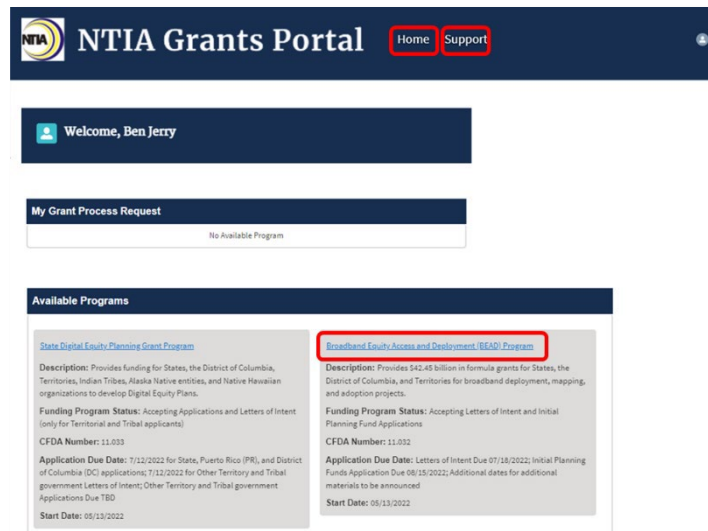
## 3 NTIA Grants Portal Workspace

### 3.1 Welcome to the NTIA Grants Portal

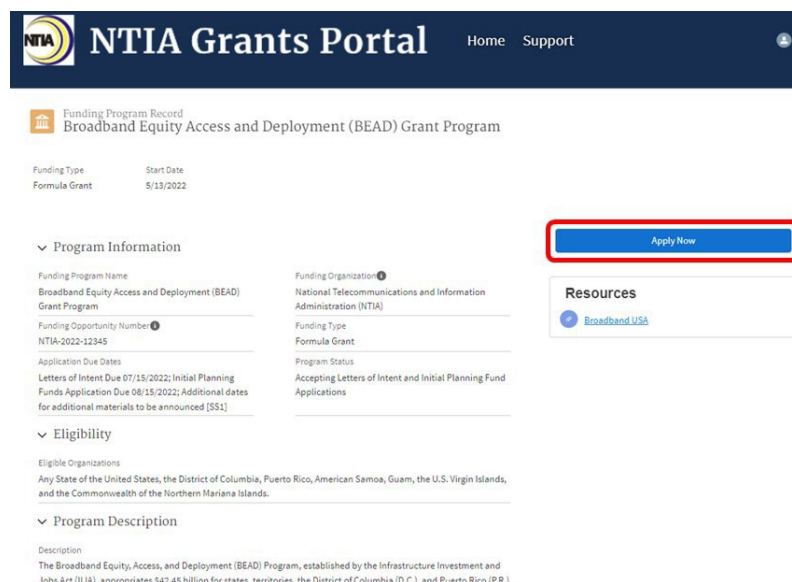
The **Home** button at the top of the screen returns you to your NTIA Grants Portal home page. The **Support** button takes you to a screen with NTIA Support contact information.

If you have not started a grant request, the **My Grant Request(s)** section will be empty. Use the following steps to initiate a grant request:

1. From the Available Programs section, click on the link **Broadband Equity, Access, and Deployment (BEAD)**.



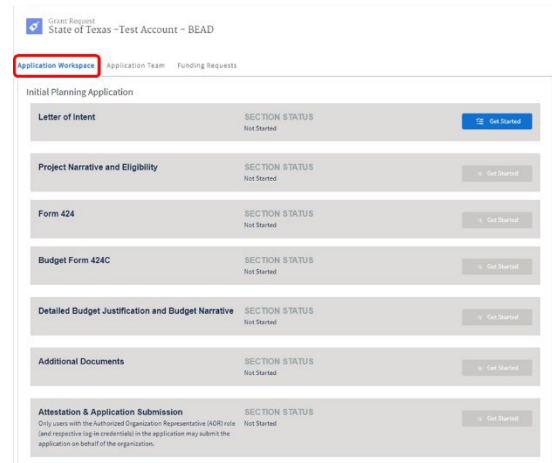
2. Click the **Apply Now** button. If needed, access additional information through links under **Resources**.



## 3.2 Application Workspace Tab

The **Application Workspace** tab contains the sections of the overall application request process listed in the order in which to complete the application:

- Letter of Intent
- Project Narrative and Eligibility
- Form 424
- Budget Form 424C
- Detailed Budget Justification and Budget Narrative
- Additional Required Documents
- Attestation and Generate Forms, and Submit

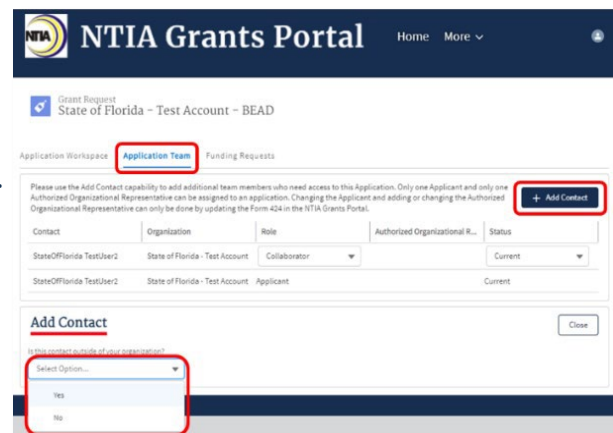


Each section reflects a **Section Status**, including Not Started, In Progress, and Completed.

## 3.3 Application Team Tab

Add team members early on who will participate in the application process. Each team member will require their own login credentials to input application information. To ensure coordination on application inputs, work with all team members on planned application activities so as not to overwrite application information.

When adding a team member who needs access to the current application, note that only one applicant role and only one Authorized Organizational Representative (AOR) role can be assigned to an application. Changing the applicant role to another user or adding or changing the Authorized Organizational Representative can only be done in the Form 424 section in the NTIA Grants Portal.



1. Click the Application Team tab, then click the + Add Contact button. Indicate if the contact is outside of your organization by selecting Yes or No from the drop-down menu.



2. Enter the new team member contact information in the Add Contact fields. A red asterisk (\*) indicates a required field. Click the Save button, or the Save & New button to add additional team members. Click the Close button to close the Add Contact section.

The new team member will receive a Welcome Email with a link to log into the portal.

Note: The link in the Welcome Email will expire after 7 days. If a new login link is needed, the applicant team member can go to **Forgot your password?** on the login page and enter their Username to receive a new login link via email. Alternatively, the team member can contact NTIA to request a new email with a login link.

To update the role of an application team member, click the **drop-down** menu under Role and select the new role, then click the Save button. To remove a team member, click the **drop-down** menu under Status to select either Current or Former status, then click the **Save** button.

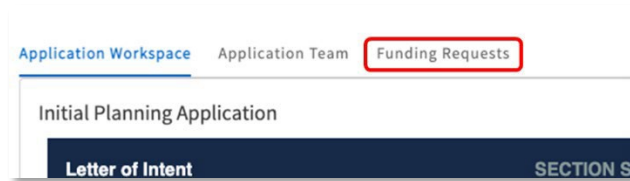
**Note:** You will be able to see who is assigned as applicant and as Authorized Organizational Representative (AOR), but you cannot manage those users within the Application Teams tab. To change the applicant or to add or change the AOR, you will need to create a new Form 424.

### 3.4 Funding Requests Tab

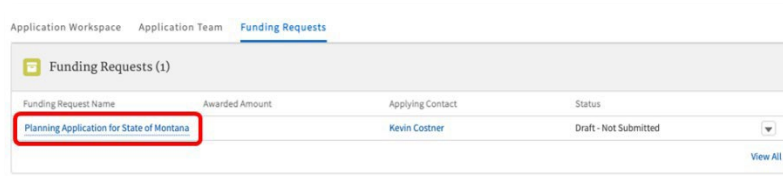
To view the overall status of the application, click the **Funding Requests** tab.

### 3.4.1 Reviewing Documents that have been uploaded

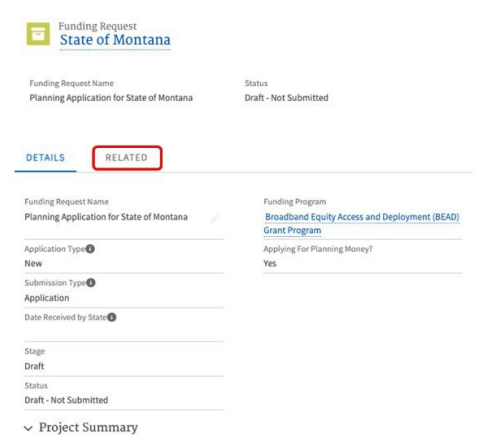
1. Click on the **Funding Requests** tab.



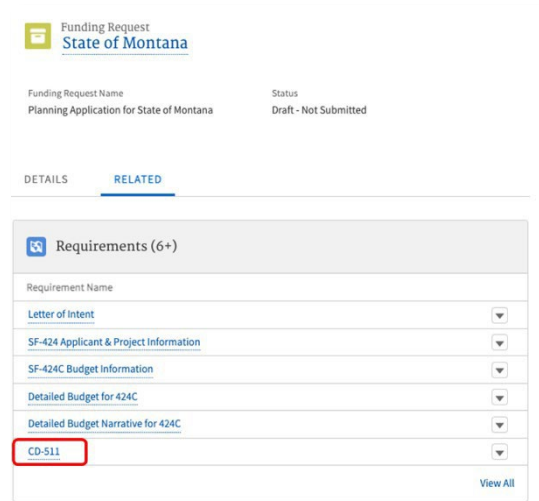
2. Click on the **Planning Application**.



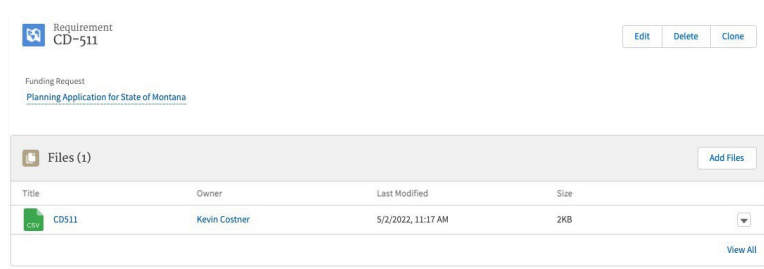
3. Click on the **Related** tab.



4. Under the Related tab you will be able to review the list of documents that will have been uploaded to the application. Click on the document you wish to review.



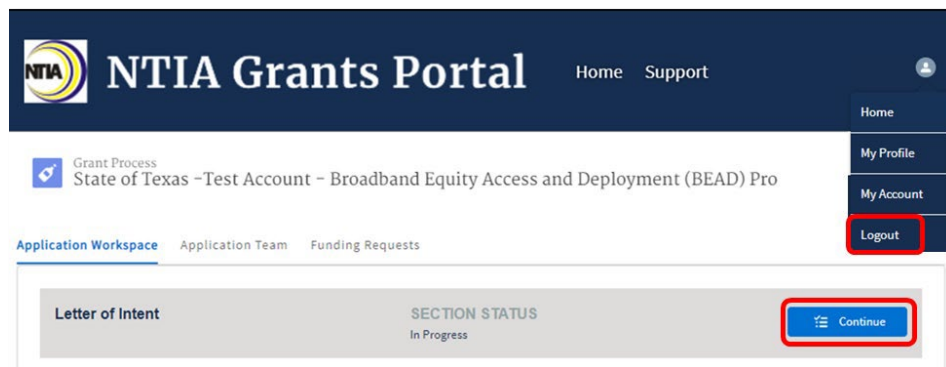
- For each document you will be able to see any versions that have been uploaded, open and review them or download them. Only add documents through the Application Workspace to ensure your application is correct.



### 3.5 Saving Your Work and Logging Out

**Important:** Save your work within any section by clicking the 'Save' or 'Next' button, the Section Status will display as In Progress. Click the **Continue** button to return your saved work. **If you enter information on a screen and do not click Save or Next, your work will not be saved and you will need to re-enter it.**

To log out of the Portal, click the profile icon in the upper right then click **Logout**.



## 4 BEAD Application – Step by Step Instructions

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### 4.1 Letter of Intent (LOI)

An applicant may submit only a single Letter of Intent (LOI). NTIA has created a template for applicants to use in drafting the LOI. Please note that use of this template is not required. However, LOIs must be signed by the Governor or equivalent chief executive of the Eligible Entity and submitted through the NTIA portal by **July 18, 2022**. Applicants are not required to include a request for planning funds with the LOI, which does not automatically result in the release of planning funds.

Requests for planning funds can be made through the NTIA portal through **August 15, 2022**. In order to receive planning funds, applicants must also submit application materials as described in this guidance. 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.

#### The LOI must include:

- A statement that the Eligible Entity intends to participate in the program;
- Specific information to identify the agency, department, or office that will serve as the recipient of, and administering agent for, any BEAD Program award for the Eligible Entity.
- The main point of contact at the recipient and administering agency, department, or office for the purposes of the BEAD Program, with corresponding contact information (including an email address).

A sample template of the LOI is shown on the following page. If used, it should be saved and uploaded in PDF format.

### 4.1.1 LOI Template

[On Governor's Office Letterhead]

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]<sup>2</sup> in initial planning funds.<sup>3</sup>

Sincerely,

[Signed by the Governor]<sup>4</sup>

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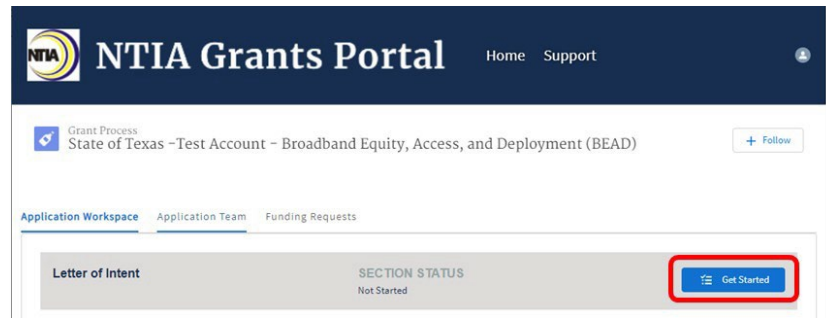
<sup>2</sup> States, D.C., and Puerto Rico can request up to \$5,000,000 in planning funds. American Samoa, CNMI, Guam, and USVI can request up to \$1,250,000 in planning funds.

<sup>3</sup> 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.

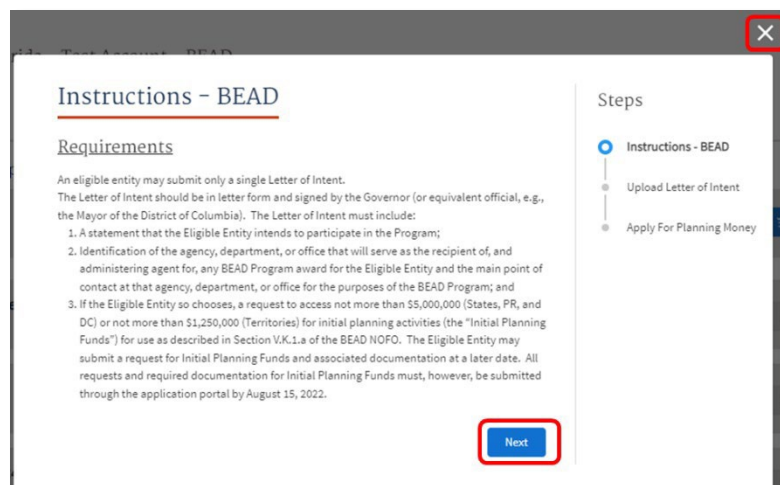
<sup>4</sup> Or by the chief executive of the Eligible Entity.

#### 4.1.2 LOI Submission Instructions

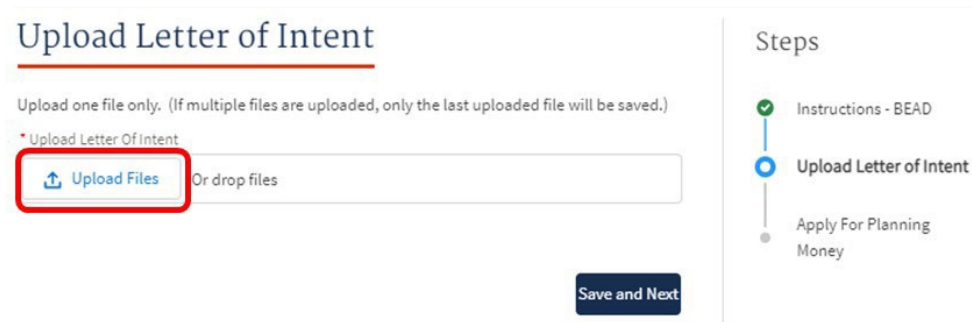
1. From the Application Workspace, locate the **Letter of Intent** section and click the **Get Started** button.



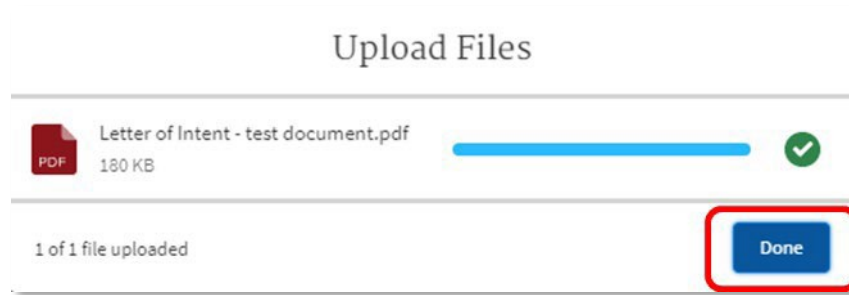
2. Review the Instructions for the Letter of Intent. Notice the Steps highlighted in the sidebar to the right. Click the Next button to proceed. Click the X in the upper right corner of the modal to return to the Application Workspace.



3. Click the Upload Files button to select the file(s) to upload or drag and drop the file(s) into the upload files space.



4. Click the **Done** button on the pop-up window.



5. Verify the uploaded file(s) in the Upload Letter of Intent window. If necessary, click the **delete icon** to remove the file(s). After uploading the Letter of Intent file(s), click the **Save and Next** button.

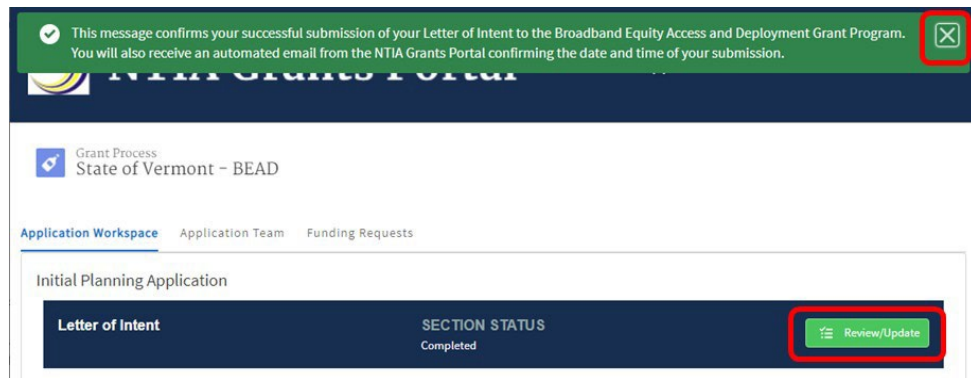


6. Select **Yes**, **No**, or **Decide Later**. A red asterisk (\*) indicates a required response.
- If you select Yes, please proceed to the next section, **Project Narrative and Eligibility**.
  - If you select No, you can change your response and indicate your intent to request Planning Money if you return to this page **by 11:59 p.m. Eastern Daylight Time (EDT) on July 18, 2022**.
  - If you select Decide Later, you can still indicate your intent to request Planning Money if you return to this page **by 11:59 p.m. Eastern Daylight Time (EDT) on July 18, 2022**.

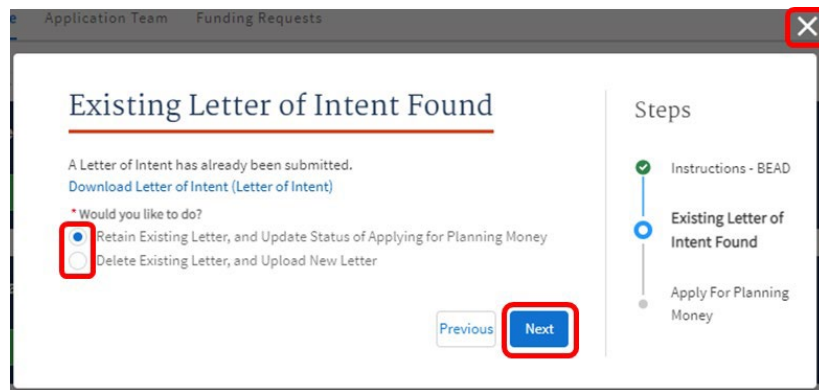
**Note:** BEAD Initial Planning Fund Applications are due on August 15, 2022. However, indication to apply for those funds through submission of a Letter of Intent should be completed by the July 18th deadline indicated above. Click on the **Next** button to return to the Application Workspace.



7. Upon completing the final step of the Letter of Intent section, a green banner with a confirmation message will appear at the top of the screen. As noted in the banner, an email will be sent from the NTIA Grants Portal confirming the date and time of your submission. Click the **X** icon in the upper right corner to close the green banner confirmation message. To update the Status of Applying for Planning Money, or to delete and upload a new Letter of Intent, click the Review/Update button in the Letter of Intent section.



8. Click the radio button next to the action you wish to take, then click the Next button. Click the X in the upper right corner of the modal to return to the Application Workspace.



## BEAD Initial Planning Funds Application Instructions

Prior to submitting an application for Initial Planning Funds, the Eligible Entity must submit a Letter of Intent. Once the Letter of Intent is submitted, the Eligible Entity may submit an application for Initial Planning Funds. The Initial Planning Funds application must include the following:

- Project Narrative
- SF 424 (Application for Federal Assistance)
- SF 424C (Budget Information - Construction Programs)
- Detailed Budget Justification
- Budget Narrative
- Negotiated Indirect Cost Rate Agreement—as applicable
- CD-511 (certification of lobbying activities)
- SF-LLL (disclosure of lobbying activities)—as applicable
- SAM.gov registration

### 4.2 Project Narrative and Eligibility

The Project Narrative section includes a Project Summary for the use of the Initial Planning Funds, as well as an indication of which activities for which those funds will be used. Applicants must input both the Project Summary and the Activities in the NTIA Grants Portal.

#### 4.2.1 Project Summary for Initial Planning Funds

Applicants should provide, in a narrative project summary, an overview of the proposed project, including activities and intended outcomes associated with the project. The project summary should include an overview of how the applicant intends to use awarded funds, including indicating partners or subrecipients who may support the applicant to execute the funded activities. Applicants should provide a clear and compelling description of the project and should be clear about the project's intended benefits—for example, outlining how the project will advance the objectives of the BEAD program as well as specific objectives outlined in the NOFO for Initial Planning Funds and Five-Year Action Plan. For the Project Summary, the applicant may provide high-level financial figures and budgetary information. It is important that the numbers presented in this section are consistent throughout the entire application. Applicants are limited to **1000 words** for their Project Summary.

### **Sample Project Summary for Initial Planning Funds**

[Entity Name] is requesting funding through the Broadband Equity, Access, and Deployment (BEAD) Program to help support our pursuit of offering more reliable broadband service to our service area. Our proposed project, [Project Title], will [brief summary description of the project]. Through the [Title of Project] project, we be able to [insert project's intended benefits]. More specifically, our project is focused on advancing the objectives of the BEAD Program, including [insert specific objectives outlined in the NOFO]. To do so, [Title of Project] intends to utilize the following activities: [insert list of intended activities].

Activity 1, [insert activity from provided list], includes [brief description of activity]. The intended outcome of Activity 1 is [X]. Activity 2, [insert activity from provided list], includes [brief description of activity]. Completing Activity 2 will result in [Y].

Repeat for each activity proposed.

The funds awarded through the BEAD Program will be used to help support the previously mentioned project activities. [Entity Name] will have [#X] partners, including [#X] subrecipients, who will support in the execution of the funded activities: [List partner names]. [Partner #1] is [brief description of partner, including mention of whether they are a subrecipient]. Activities [1, 2, 3...] will be supported by [Partner #1]. Repeat for each partner/subrecipient.

The [Project Title] project plans to use Initial Planning Funds to support the following areas: [list of applicable Initial Planning Fund areas]. [Planning Fund Area #1] will both support the development of our Five-Year Action Plan and BEAD program objectives by [Enter description]. Repeat for each Planning Fund Area.

OPTIONAL – The overall proposed project cost is [\$X], which includes [\$X] in federal funding and [X% or \$X] in matching funds. [Insert other high-level financial figures/budgetary information. Ensure any numeric data provided aligns with other sections of the application package].

## **4.2.2 Activities Allowed for Initial Planning Fund**

The applicant must also identify which allowable Initial Planning Fund areas it intends to use for its funds in the narrative, including providing information on how those activities will support the BEAD program objectives and support the development of a Five-Year Action Plan. The applicant will select, from the below list, all activities that it intends to conduct using the Initial Planning Funds. (Note: applicants must select at least one box)

- ☐ Research and data collection, including initial identification of unserved locations and underserved locations consistent with the rules, regulations, and processes the Commission has established for making these determinations in the Broadband DATA Maps;
- ☐ The development of a preliminary budget for pre-planning activities;
- ☐ Publications, outreach, and communications support;
- ☐ Providing technical assistance to potential subgrantees, including through workshops and events;
- ☐ Training for employees of the broadband program or office of the Eligible Entity or employees or political subdivisions of the Eligible Entity, and related staffing

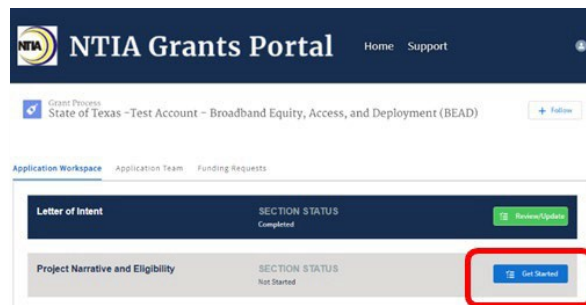
capacity or consulting or contracted support to effectuate the goals of the BEAD Program;

- ☐ Establishing, operating, or increasing capacity of a broadband office that oversees broadband programs and broadband deployment in an Eligible Entity;
- ☐ Asset mapping across the Eligible Entity to catalogue broadband adoption, affordability, equity, access and deployment activities occurring within the Eligible Entity;
- ☐ Conducting surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption;
- ☐ Costs associated with meeting the local coordination requirements including capacity building at the local and regional levels or contracted support;
- ☐ Reasonable post-NOFO, pre-award expenses in an amount not to exceed \$100,000 relating to the preparation of program submissions to NTIA (such as the Letter of Intent) or adding additional capacity to state or territorial broadband offices in preparation for the BEAD Program may be reimbursed if they are incurred after the publication date of this NOFO and prior to the date of issuance of the grant award from NTIA, except that lobbying costs and contingency fees are not reimbursable from grant funds. Pre-award expenses should be clearly identified in the proposed project budget. Additionally, pre-award costs are incurred at the sole risk of the applicant and will not be reimbursed by NTIA if the proposed project does not receive an award pursuant to this Program. Pre-award expenses must be approved by NTIA and the Grants Officer in writing to be considered allowable; and
- ☐ Other uses approved in advance writing by the Assistant Secretary (including in response to an Eligible Entity's request) that support the goals of the Program.

Note: Requests for approval of uses not listed here should be made in writing to the Assistant Secretary and submitted through the appropriate Federal Program Officer. Eligible Entities should make such requests on a timely basis to facilitate resolution prior to point at which the Eligible Entity seeks to make the expenditure or expenditures at issue.

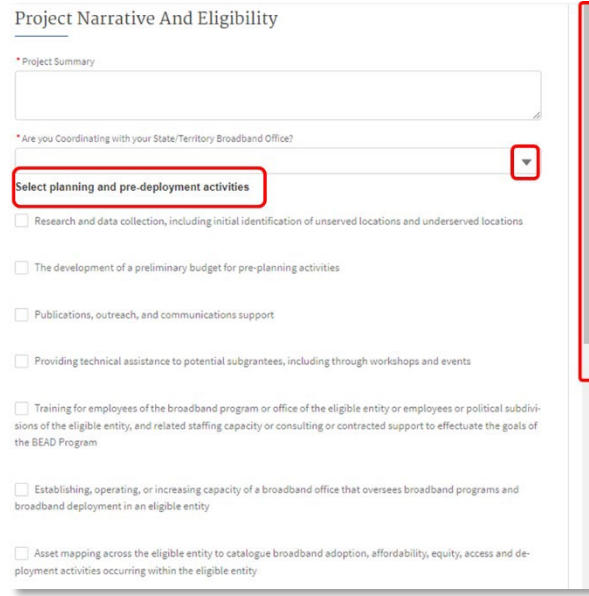
#### 4.2.3 Project Narrative and Eligibility Submission Instructions

1. Click the **Get Started** button to begin the Project Narrative and Eligibility section.

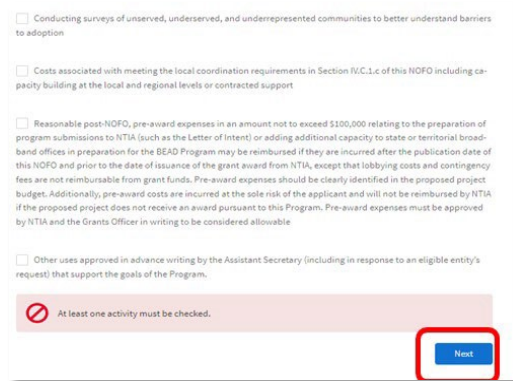


2. Enter Project Narrative and Eligibility information in the fields provided. A red asterisk (\*) indicates a required field.

- Click the **drop-down** icon to select a response to the question: “Are you coordinating with your State/Territory Broadband office?” Options are Yes, No, Not Applicable.
- Use the **scroll bar** to scroll up and down the screen to view all options among the **Select planning and pre-deployment activities**, click the box next to each activity that is applicable. At least one activity must be selected.



3. Upon making your selection(s), click the Next button to return to the Application Workspace.



### 4.3 Form 424 (Application for Federal Assistance)

Applicants are required to fill out, directly in the NTIA Grants Portal, an SF 424 Application for Federal Assistance. The table below provides instructions on each field that must be filled out. Applicants are encouraged to fill out the SF 424 template available on the NTIA Grants Portal and on the BEAD Program webpage on <https://broadbandusa.ntia.gov/funding-programs/broadband-equity-access-and-deployment-bead-program> prior to filling out the form on the NTIA Grants Portal. Instructions on how to complete the SF 424 can be found on the grants.gov website, or at this link:

#### Authorized Organization Representative

The Applicant should identify their Authorized Organization Representatives (AOR) in the SF 424.

An AOR is a member of your organization authorized to submit applications in the NTIA Grants Portal on behalf of the organization. Note that in the submission of the application, only the AOR will be able attest that all statements are true and submit the application.

<https://www.grants.gov/web/grants/forms/sf-424-family.html>.

Note: Some of these fields will pre-populate as a result of the data entered when the applicant's organization is added.

1. Click the **Get Started** button to begin the Form 424 section.

The screenshot shows the 'Application Workspace' for 'State of Texas - Test Account - Broadband Equity, Access, and Deployment (BEAD)'. It lists three sections: 'Letter of Intent' (Completed), 'Project Narrative and Eligibility' (Completed), and 'Form 424' (Not Started). The 'Form 424' section has a 'Get Started' button highlighted with a red box.

#### Application for Federal Assistance SF-424

OMB Number: 4040-0004

##### Application Information

\*1. Type of Submission:

- ☐ Pre-Application
- ☒ Application
- ☐ Changed/Corrected Application

\*2. Type of Application:

- ☒ New
- ☐ Continuation
- ☐ Revision

3. Date Received:

Completed by Grants.gov

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

##### State Use Only:

6. Date Received by State:

7. State Application Identifier:

a. Legal Name:

State of Texas-Test Account

\*b. Employer/Taxpayer Identification No.:

\*c. UEI:

#### Steps

- Application for Federal Assistance SF-424
- Program and Project Information
- Estimated Funding
- Questions
- Authorized Organizational Representative

2. Click each **header** of the Application for Federal Assistance SF-424 form to expand or collapse the section on the screen. Notice the **Steps** highlighted in the sidebar to the right.

Click the **Application Information** header to expand the section, enter application information using the fields provided. A red asterisk (\*) indicates a required field.

3. Use the scroll bar to scroll to the next sections, click on each header to expand the section, and continue entering information for the remaining sections of the Form 424:

- Address
- Organizational Unit
- Name and contact information of person to be contacted on matters involving this application (Authorized Organizational Representative - AOR)

The screenshot shows the 'State Use Only' section of the SF-424 form. It includes fields for '6. Date Received by State', '7. State Application Identifier', 'a. Legal Name', '\*b. Employer/Taxpayer Identification No.', and '\*c. UEI'. Below these are three expandable sections: 'd. Address', 'e. Organizational Unit', and 'f. Name and contact information of person to be ...'. Each section header is highlighted with a red box. A vertical scroll bar is visible on the right side of the form.

- Type of Applicant

- Click the **Save and Next** button to proceed to the next step, Program and Project Information.

#### 4.3.1 Program and Project Information

- Click each **header** of the Program and Project Information step to expand or collapse the section on the screen. If needed, click the **Program Information** header to expand the section and enter program information using the fields provided. Some information previously provided will be pre-populated in

various fields. Use the **scroll bar** to scroll to the next section to continue entering information for the remaining field(s). A red asterisk (\*) indicates a required field.



Project Information

Area Affected

\* Project Title

Additional Project Title

\* Applicant District: VA-01

\* Program District:

Select additional Program/Project Congressional Districts if needed

State

Selected Districts

State District

\* Project Start Date

\* Project End Date

Previous Save and Next

6. Click the **Previous** button to go back to the previous step; click the **Save and Next** button to proceed to the next step, Estimated Funding.

### 4.3.2 Estimated Funding

7. Enter estimated funding information in the fields provided. A red asterisk (\*) indicates a required field. The following fields must match:

- Form 424 18a must match Form 424C 17c
- Form 424 18g must match Form 424C 16c

Click the **Previous** button to go back to the previous step; click the **Save and Next** button to proceed to the next step, Questions.

Estimated Funding

\* Federal Estimated Funding \$0.00

\* Applicant Estimated Funding \$0.00

\* State Estimated Funding \$0.00

\* Local Estimated Funding \$0.00

\* Other Estimated Funding \$0.00

\* Program Income \$0.00

TOTAL \$0.00

Previous Save and Next

Steps

- Application for Federal Assistance SF-424
- Program and Project Information
- Estimated Funding
- Questions
- Authorized Organizational Representative

### 4.3.3 Questions

8. Click the **radio button** to select a response to the questions presented. A red asterisk (\*) indicates a required field. For question 19, if you select response 'a.' select a **State Review Date**. For question 20, if you select 'Yes,' provide an explanation in the space provided.

Click the **Previous** button to go back to the previous step; click the **Save**

Questions

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☒ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

\* State Review Date

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation below.)

☒ Yes

☐ No

\* Please provide an explanation:

Previous Save and Next

Steps

- Application for Federal Assistance SF-424
- Program and Project Information
- Estimated Funding
- Questions
- Authorized Organizational Representative

**and Next** button to proceed to the next step, Authorized Organizational Representative.

#### 4.3.4 Authorized Organizational Representative

9. Enter the AOR information in the fields provided. A red asterisk (\*) indicates a required field.

The AOR will receive an email notification indicating that they have been added to the Funding Program application. If they are not already registered with the NTIA Grants Portal, they will receive a second email with a link to set their password to the grant portal (see the Registration Welcome Email with Initial Login Link section of this guide and follow the instructions). If the current applicant indicates themselves as the AOR, they will not receive an email as they are already registered in the Portal.

Click the **Previous** button to go back to the previous step; click the **Save and Generate PDF** button to complete the Form 424 Section and return to the Application Workspace.

Once you click Save and Generate, a new tab will open with the generated pdf. Click the download button or the print button in the upper right corner to save a copy of the pdf for your records. The generated Form 424 will be saved on your application record and will be available for review and download by the AOR during the final step before submission.

If the designated AOR needs to be updated, return to the Form 424 to make the change. Refer to the instructions above for guidance.

10. Click the download button or the print button in the upper right corner to save a copy of the pdf for your records.
11. Return to the **Application Workspace** still open on the previous browser tab.

## 4.4 Budget Form 424C

Applicants are required to complete on the NTIA Grants Portal a SF 424 C- Budget Information— Construction Programs budget. Applicants are encouraged to fill out the

SF424 C template available on the NTIA Grants Portal and on the [BEAD program webpage](#) prior to filling out the form directly in the NTIA Grants Portal. Instructions for the OMB forms are available at: [https://apply07.grants.gov/apply/forms/instructions/SF424C\\_2\\_0-V2.0-Instructions.pdf](https://apply07.grants.gov/apply/forms/instructions/SF424C_2_0-V2.0-Instructions.pdf)

NIST Cost Category	Eligible Costs*
Administration and Legal Expenses	<ul style="list-style-type: none"> <li>• Publications, outreach, and communications support</li> <li>• Establishing, operating, or increasing capacity of a broadband office that oversees broadband programs and broadband deployment in an eligible entity</li> <li>• Establishing, operating, or increasing capacity of a broadband office that oversees broadband programs and broadband deployment in an eligible entity</li> <li>• Reasonable post-NOFO, pre-award expenses in an amount not to exceed \$100,000 relating to the preparation of program submissions to NTIA (such as the Letter of Intent) or adding additional capacity to state or territorial broadband offices in preparation for the BEAD Program may be reimbursed if they are incurred after the publication date of this NOFO and prior to the date of issuance of the grant award from NTIA, except that lobbying costs and contingency fees are not reimbursable from grant funds. **</li> </ul>
Other Architectural and Engineering Fees	<ul style="list-style-type: none"> <li>• Asset mapping across the eligible entity to catalogue broadband adoption, affordability, equity, access and deployment activities occurring within the eligible entity</li> <li>• Conducting surveys of unserved, underserved, and underrepresented communities to better understand barriers to adoption</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Research and data collection, including initial identification of unserved locations and underserved locations</li> <li>• The development of a preliminary budget for pre-planning activities</li> <li>• Providing technical assistance to potential subgrantees, including through workshops and events</li> <li>• Training for employees of the broadband program or office of the eligible entity or employees or political subdivisions of the eligible entity, and related staffing capacity or consulting or contracted support to effectuate the goals of the BEAD Program</li> <li>• Other uses approved in advance writing by the Assistant Secretary (including in response to an eligible entity's request) that support the goals of the Program.</li> </ul>

\* See Activities Allowed for Initial Planning Fund for eligible costs

\*\* Pre-award expenses should be clearly identified in the proposed project budget. Additionally, pre-award costs are incurred at the sole risk of the applicant and will not be reimbursed by NTIA if the proposed project does not receive an award pursuant to this Program. Pre-award expenses must be approved by NTIA and the Grants Officer in writing to be considered allowable

### Note the special guidance below for completing the SF-424C for BEAD applications.

- In Column (a), enter the total project cost for each line item.
- In Column (b), if this is an application for a "New" project, enter that portion of the cost of each item in Column (a) that is not allowable for federal assistance. Contact the federal agency for assistance in determining the allowability of specific costs. If this application entails a change to an existing award, enter the adjustment [+ or -] to the previously approved costs (from column (a)) reflected in this application.
- In Column (c), enter total Allowable Costs (Column (a) – (b)).
- Note that for the Initial Planning Funds, only Line 1 “Administrative and Legal,” Line 5 “Other architectural and engineering fees,” and Line 11 “Miscellaneous” are applicable cost categories in the SF 424C.
- **Line 1.** Administrative and Legal: Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchases of land, which is allowable for federal participation, and certain services in support of construction of the project.
- **Line 5.** Other architectural and engineering fees: Enter estimated engineering costs, such as surveys, tests, soil borings.

- **Line 11.** Miscellaneous: Enter estimated miscellaneous costs.
- **Line 12.** SUBTOTAL: Total of items 1 through 11.
- **Line 14.** SUBTOTAL: Enter the total of lines 12 and 13.
- **Line 16.** TOTAL PROJECT COSTS: Subtract line 15 from line 14.
- **Line 17.** Federal assistance requested: The percentage used should result in the exact dollar amount of the federal funding request. Note that the amount in 17c will need to be identical to the federal funding request in the Budget Narrative and Detailed Budget Justification, and tie out to the exact dollar in all relevant sections of the application.
  - Note that subtotals will need to be easily traceable to the line items in Column G of the Detailed Budget Justification.
- The following budget categories are likely not applicable to Initial Planning Funds Applications:
  - **Line 2.** Land, structure, rights-of-way, appraisals, etc.: Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).
  - **Line 3.** Relocation expenses and payments: Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.
  - **Line 4.** Architectural and engineering fees: Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).
  - **Line 6.** Project inspection fees: Enter estimated engineering inspection costs.
  - **Line 7.** Site work: Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.
  - **Line 8.** Demolition and removal: Enter estimated demolition and removal costs.
  - **Line 9.** Construction: Enter estimated cost of the construction contract.
  - **Line 10.** Equipment: Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.
  - **Line 13.** Contingencies: Since contingency fees are not reimbursable expenses through BEAD, leave row 13 blank.
  - **Line 15.** Project (program) income: (Not applicable to BEAD Initial Planning Funds) The disposition of program income shall be in accordance with the applicable Federal administrative requirements. Program income must be deducted from total allowable costs to determine net allowable costs unless a Federal awarding agency specifies otherwise in its regulations, terms of conditions of the Federal award, or through prior approval (for additional detail, see [2 CFR 200.307 Program income](#)). Otherwise, the value for this line item should be \$0.

#### 4.4.1 Budget Form 424C Submission Instructions

1. Click the **Get Started** button to begin the Budget Form 424C section.




The screenshot shows the 'Application Workspace' with three tabs: 'Application Workspace', 'Application Team', and 'Funding Requests'. Under 'Application Workspace', there are four sections: 'Letter of Intent', 'Project Narrative and Eligibility', 'Form 424', and 'Budget Form 424C'. The first three sections have a 'SECTION STATUS' of 'Completed' and a green 'Review/Update' button. The 'Budget Form 424C' section has a 'SECTION STATUS' of 'Not Started' and a blue 'Get Started' button, which is highlighted with a red rectangle.

2. **Enter Budget Information - Construction Programs (424C)** information in the fields provided. Use the **scroll bar** to scroll up and down the screen.

The screenshot shows the 'Budget Information - Construction Programs (424C)' form. It contains five sections, each with input fields for 'Total Cost', 'Cost Not Allowable for Participation', and 'Total Allowable Cost'. The sections are: 1. Administrative and legal expenses, 2. Land, structures, rights-of-way, appraisals, etc., 3. Relocation expenses and payments, 4. Architectural and engineering fees, and 5. Other architectural and engineering fees. A red rectangle highlights the vertical scroll bar on the right side of the form.

3. Click the **Save** button to complete the Budget Form 424C Section and return to the Application Workspace.

The screenshot shows the 'FEDERAL FUNDING' section of the form. It contains a sub-section '17. Federal assistance requested' with input fields for 'Federal Percentage Share' and 'Total Allowable Cost'. A red rectangle highlights the blue 'Save' button at the bottom right of the section.

- SF 424C
- 1 / 2 — — — — — 6 / 24
- 


- 
- 1
- 
- 2
- | BUDGET INFORMATION - Construction Programs  |   |                    |           |   |
|---|---|--------------------|-----------|---|
| NOTE: Enter budget amounts in dollars unless otherwise specified. Enter the budget for each program in dollars. For multiple programs, provide an entry for each activity within the program. |   |                    |           |   |
| COMP. CLASSIFICATION  | A - Total Fund                          | B - Capital Outlay | C - Other | D - Total Available (A+B+C)   |
| 1. Administration and management  | 0                                       | 0                  | 0         | 0.0   |
| 2. Land, structures, equipment and apparatus, etc.  | 0                                       | 0                  | 0         | 0.0   |
| 3. Recreational equipment and apparatus   | 0                                       | 0                  | 0         | 0.0   |
| 4. Instruction and equipment fees   | 0                                       | 0                  | 0         | 0.0   |
| 5. Other activities (rent and employment fees)  | 0                                       | 0                  | 0         | 0.0   |
| 6. Project inspection fees  | 0                                       | 0                  | 0         | 0.0   |
| 7. Sewer  | 0                                       | 0                  | 0         | 0.0   |
| 8. Sanitation and waste   | 0                                       | 0                  | 0         | 0.0   |
| 9. Construction   | 0                                       | 0                  | 0         | 0.0   |
| 10. Equipment   | 0                                       | 0                  | 0         | 0.0   |
| 11. Miscellaneous   | 0                                       | 0                  | 0         | 0.0   |
| 12. SUBTOTAL (sum of lines 1-11)  | 0.0                                     | 0.0                | 0.0       | 0.0   |
| 13. Contingency   | 0                                       | 0                  | 0         | 0.0   |
| 14. SUBTOTAL  | 0                                       | 0                  | 0         | 0.0   |
| 15. Project (capital) income  | 0                                       | 0                  | 0         | 0.0   |
| 16. TOTAL PROJECT COSTS (sum of lines 14 and 15)  | 0.0                                     | 0.0                | 0.0       | 0.0   |
| (FUNDING CLASSES)   |   |                    |           |   |
| 17. Federal assistance (including assistance to States)   | Enter dollar value from the table below |                    |           | 0.0   |
| 18. Federal aid agency for "Federal percentage of aid"  | Enter Federal % Federal share           |                    |           | 0.0   |
| Federal Office Address: _____ Authorized for Local Representation: _____  |   |                    |           |   |
|   |   |                    |           | Request Form (SF-424, Rev. 1/82)<br>Provided by: 2007 October 2, 2007 |
- INSTRUCTIONS FOR THE SF-424C
- Before completing this form, the Director of education is required to arrange with the sponsor for resources, including space for students, and other resources for the program. The sponsor must also provide a letter of intent from the sponsor, including a statement of intent to fund the program. The sponsor must also provide a letter of intent from the sponsor, including a statement of intent to fund the program. The sponsor must also provide a letter of intent from the sponsor, including a statement of intent to fund the program.
- PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

The applicant must ensure that the total project budget information matches across ALL budget forms and templates, including the SF 424, SF-424C, Detailed Budget Justification, and Budget Narrative.

Applicants are required to submit a Budget Narrative that adequately describes all proposed activities and costs for their grant-funded project. The applicant must download the Microsoft Word file template (available on the NTIA Grants Portal and on the BEAD Program webpage on <https://broadbandusa.ntia.gov/funding-programs/broadband-equity-access-and-deployment-bead-program>), fill in all required information, and upload the completed file to the NTIA Grants Portal. The upload must be provided as Word file, and not converted to a PDF prior to upload. There is no word limit.

**HEAD Planning Budget Narrative Template**

Applicant Name:

Applicant Type:

Proposed Period of Performance:

Total Project Costs:

Total Federal Grant Request:

Total Matching Funds (Cash):

Total Matching Funds (In-Kind):

Total Matching Funds (Cash + In-Kind):

Total Matching Funds (Cash + In-Kind) as Percentage of Total Project Costs:

**Administrative and Legal Expense - \$**

**Other Architectural and Engineering Fees - \$**

**Miscellaneous - \$**

Provide a narrative that includes a detailed description and justification of the estimated costs, proposed activities, and additional information as needed.

Activity	Total Time	Rate	Total Cost

- Program Guidance > NTIA Grants Portal Registration > NTIA Grants Portal Workspace > **BEAD Application Instruction**

The applicant should provide the following information under the respective headers:

#### 4.5.2 Administrative and Legal Expenses

Administrative and legal fees should be listed by category (ex. rent, training, grant management, etc.), or broken down by line item as much as possible. Each line must include the total time (ex. total number of hours), cost per unit, and the total cost for that line item. If applicable, time commitment(s) such as hours or level of effort should be provided.

Along with the calculations for each line item, applicants must provide a description of each charge to include what it is, who will be doing it (if applicable and if known), and how it relates to the project objectives. If the applicant will be providing a cash or in-kind match in this cost category, this must be noted and explained in the justification.

If an applicant plans to charge indirect costs to this award, they should also be included into the Administrative and Legal Expenses line item. The Detailed Budget Justification template and the budget narrative should clearly explain how they are being applied and to what. Additionally, if indirect costs are proposed, the applicant must also be sure to attach a copy of their most recent negotiated indirect cost rate agreement for analysis by the NIST Grants Management Division to ensure they are applied appropriately.

If indirect costs are proposed in addition to local match/cost share, the applicant is required to provide in their budget narrative the break-down of the federal amount and local share of indirect costs, consistent with OMB Memorandum M-22-02 to assist with government-wide reporting of indirect costs.

##### Examples of Administrative Expenses Include Costs Attributable to:

Accounting, auditing, contracting, budgeting, and general legal services; facility occupancy costs, e.g., rent, utilities, insurance, taxes, and maintenance; general liability insurance that protects the organization (not directly related to a program); depreciation on buildings and equipment; general office supplies; and general and administrative salaries and wages.

#### 4.5.3 Sample Justification for Federally Funded Activities

<b><u>Activity</u></b>	<b><u>Total Time</u></b>	<b><u>Rate</u></b>	<b><u>Total Cost</u></b>
Grant Management activities	300 hours	\$50 per hour	\$15,000
Legal Fees	60 hours	\$150 per hour	\$9,000

##### Example details for items above:

Grant Management Activities (\$15,000) – Staff time (exact staff TBD) to complete mandatory grant management activities such as completing reports, responding to audit requirements, conducting budgetary activities, and other activities as required by the grantor. These activities are necessary to meet the reporting and compliance requirements of the grant program. This position will be Federally funded/not match funded.

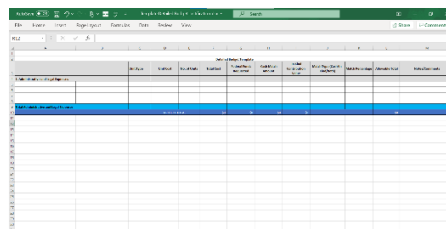


Legal Fees (\$9,000) – Development of agreements and MOUs between the various organizations involved in the grant, to include sub-grantees. Also, will conduct legal reviews for all contracts.

#### 4.5.4 Detailed Budget Justification

Applicants are required to submit a Detailed Budget Justification to provide general budget information and detailed project costs. The applicant must download the Microsoft Excel file template (available on the NTIA Grants Portal and on the BEAD Program webpage on

<https://broadbandusa.ntia.gov/funding-programs/broadband-equity-access-and-deployment-bead-program>), fill in all required information, and upload the completed file to the NTIA Grants Portal. The upload must be provided as an Excel file, and not converted to a PDF prior to upload. The applicant should not alter the layout of the provided templates, except



##### **Tips for Completing Detailed Budget Justification**

- All budget amounts must exactly match or tie out across all budget justification. For example, do not provide estimates or approximate amounts in the Budget Narrative that do not exactly match amounts the SF-424, SF-424C, and all relevant sections in the application.
- All subtotals and totals (including line items) must be rounded to whole dollars without cents. Although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Amounts ending in \$.49 or less should be rounded down to the nearest whole dollar, while amounts ending in \$.50 or more should be rounded up to the next whole dollar. (For example, a subtotal of \$2.17 would be rounded down to \$2.00, while a subtotal of \$2.72 would be rounded up to \$3.00.) It is acceptable if .00 appears at the end of an amount; that is auto-formatted in some versions of the form.
- All project costs should be contained in the budget justification. Subrecipient costs should be rolled up into the primary applicant's budget justification. Do not provide separate budgets or budget documentation for subrecipients.
- All direct and indirect costs will be evaluated for allowability, allocability, and reasonableness according to the relevant cost principles. Only include costs that meet all criteria and note that additional detail or documentation may be requested.

to insert additional line-items as needed.

#### 4.5.5 Detailed Budget Justification and Budget Narrative Submission Instructions

1. Click the **Get Started** button to begin the Detailed Budget Justification and Budget Narrative section.

2. Click the Upload Files button, or drag and drop files into the space provided for each required document.

3. Click the Done button.

4. Enter Total Federal Funds Requested into the field provided, then click the Save button to return to the Application Workspace.

Note: This Amount should match field 18a from the Form 424.

## 4.6 Negotiated Indirect Cost Rate Agreement – as applicable

Alternatively, consistent with 2 C.F.R. § 200.414(f), applicants that do not have a current negotiated indirect cost rate may elect to charge indirect costs to an award pursuant to a de minimis rate, in which case a negotiated indirect cost rate agreement is not required. Applicants proposing a de minimis rate pursuant to 2 C.F.R. § 200.414(f) should note this election as part of the budget portion of the application.

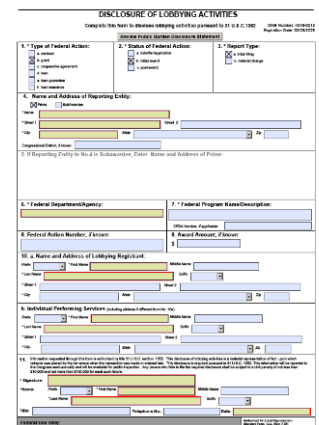
All additional documents should be signed by the AOR identified in the SF-424. Ensure that the name listed and the signature match.

The applicant must upload a completed Form CD-511 Certification Regarding Lobbying that certifies that Federal funds have not been used and will not be used for lobbying in connection with this request for Federal financial assistance. A fillable Form CD-511 is available to be downloaded and filled out on the BEAD Program page on the NTIA Grants Portal and on the [BEAD Program webpage](#).

[illegible]

## 4.7.2 Standard Form-LLL- Disclosure of Lobbying Activities

The Standard Form-LLL- Disclosure of Lobbying Activities must be completed and submitted for those applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action.

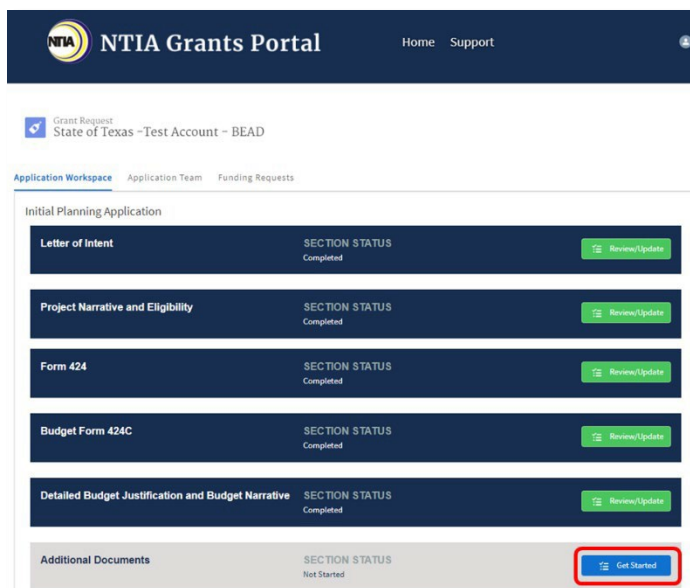
The image shows the top portion of the Standard Form-LLL- Disclosure of Lobbying Activities. It includes the title, a header with the date and version, and several numbered sections for data entry. Section 1 is for the Type of Federal Action, with checkboxes for 'a. Federal action' and 'b. Federal action'. Section 2 is for the Status of Federal Action, with checkboxes for 'a. Federal action' and 'b. Federal action'. Section 3 is for the Request Type, with checkboxes for 'a. Federal action' and 'b. Federal action'. Section 4 is for the Name and Address of Reporting Entity, with fields for Name, Address, and City/State/Zip. Section 5 is for the Reporting Entity to be a Subsidiary, Enter Name and Address of Parent. Section 6 is for the Federal Department/Agency, with fields for Office Name, Address, and City/State/Zip. Section 7 is for the Federal Program Name/Description, with fields for Office Name, Address, and City/State/Zip. Section 8 is for the Federal Action Number, with fields for Office Name, Address, and City/State/Zip. Section 9 is for the Name and Address of Lobbying Registrant, with fields for Name, Address, and City/State/Zip. Section 10 is for the Individual Performing Services, with fields for Name, Address, and City/State/Zip. Section 11 is for the Reporting Entity, with fields for Name, Address, and City/State/Zip. Section 12 is for the Reporting Entity, with fields for Name, Address, and City/State/Zip.

## 4.7.3 SAM.gov registration

The System for Award Management (SAM.gov) is an official website of the U.S. Government. The SAM database is managed by the General Services Administration, which is responsible for acquiring goods and services for government agencies. In order to do business with any federal government agency, an Eligible Entity must complete SAM registration on SAM.gov. **There is no cost to use SAM.gov.**

Applicants should upload evidence of SAM.gov registration of the Eligible Entity identified in the SF-424. The documentation should include the Legal Name, Unique Entity ID (UEI), and expiration date of the registration.

## 4.7.4 Additional Required Documents Submission Instructions

The image shows the NTIA Grants Portal Application Workspace. The header includes the NTIA logo, 'NTIA Grants Portal', and links for 'Home' and 'Support'. Below the header, there is a 'Grant Request' section with a 'State of Texas - Test Account - BEAD' link. The main content area is titled 'Application Workspace' and shows a list of application sections. The sections are: 'Initial Planning Application', 'Letter of Intent', 'Project Narrative and Eligibility', 'Form 424', 'Budget Form 424C', 'Detailed Budget Justification and Budget Narrative', and 'Additional Documents'. Each section has a 'SECTION STATUS' and a 'Review/Update' button. The 'Additional Documents' section has a 'Not Started' status and a 'Get Started' button, which is highlighted with a red box.

1. Click the **Get Started** button to begin the Additional Required Documents section.

- Click the **Upload Files** button to select the file(s) to upload, or drag and drop the file(s) into the upload files space provided. A red asterisk (\*) indicates that a document is required. Click the delete icon to remove a file. Click the **Save** button to return to the Application Workspace.

For the SAMS.gov Registration required document, a screenshot of the holder's SAMS.gov registration information page is sufficient.

## 4.8 Attestation & Application Submission

Once the applicant has completed its application, it is advised to proofread the materials submitted and verify the consistency of data provided in more than one location (particularly with respect to the project budget). The final Attestation & Generate Forms & Submit section is accessible only to the designated AOR in Form 424; the Attestation & Generate Forms & Submit section is not accessible to other team member roles. The AOR must complete the Attestation & Generate Forms & Submit section.

By submitting this application, the applicant or the AOR certifies that the information and responses in the application are material representations of fact and are true and correct.

- Click the **Get Started** button to begin the Attestation & Generate Forms & Submit section.
- The AOR is responsible for reviewing all forms and application documents listed on the Review Forms & Submit screen before final submission. If changes are needed, exit this modal by clicking on the white X in the upper-right corner, then return to the corresponding section(s) in the Application Workspace and complete all steps of the section(s) to update and save changes to the form(s) and document(s).

- Click the document **link** in the Review Forms & Submit modal screen to download the pdf form or document. It is recommended to download each form and

document for archival purposes.

- Click the **Next** button to get to the Attestation step.

- Upon reviewing the forms for final submission, click the required checkbox next to “I AGREE,” then click the Next button.

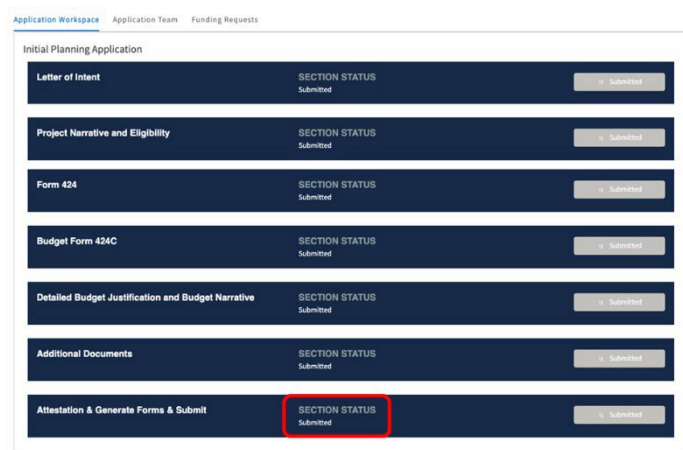
- A pdf version of Form 424 with the AOR attested signature and date at the bottom of the form will open in a separate tab. Click the download button or the print button in the upper right corner to save a copy of the pdf for your records.

- Click the Next button to complete the attestation step.

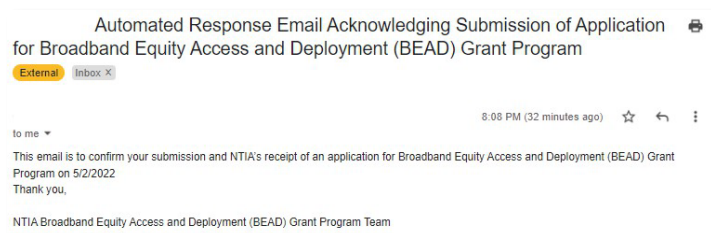
**Important:** Once the AOR confirms submission by clicking Next, the application submission process has completed, and the application records will be locked and awaiting review by NTIA.



- Upon confirming attestation, you will be returned to the Application Workspace showing that each section status is now marked as **submitted**.



- A confirmation email will be sent from the Portal system.



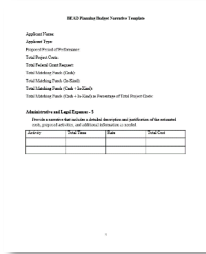


## Congratulations!

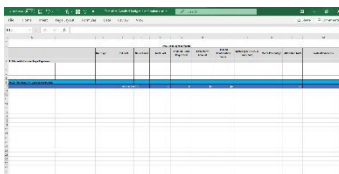
You have successfully completed your application for the Broadband Equity, Access, and Deployment (BEAD) Grant Program. Please reach out to [BEAD@NTIA.gov](mailto:BEAD@NTIA.gov) for BEAD programmatic inquiries. Please reach out to [NGPhelpdesk@ntia.gov](mailto:NGPhelpdesk@ntia.gov) if you have any outstanding technical questions or need additional guidance on submitting your application.

## Appendix

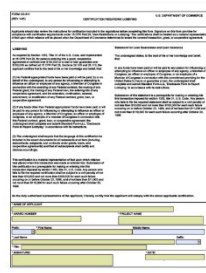
### Repository of Documents Required for Download

A screenshot of a document titled "BEAD Program Budget Template". It lists various budget categories and their corresponding line items, such as "Applicant Fee", "Project Fee", "Travel Fee", "Per Diem Fee", "Telephone Fee", "Postage Fee", "Printing Fee", "Miscellaneous Fee", "Total Project Fee", "Total Project Fee (In-Kind)", "Total Project Fee (Out-Of-Pocket)", and "Total Project Fee (Total)". It also includes a section for "Administrative and Support Expenses" with a table for "Personnel", "Travel", "Telephone", "Postage", "Printing", "Miscellaneous", and "Total".

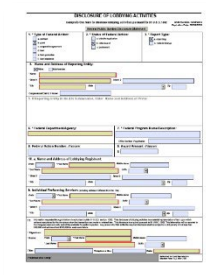
**Budget Narrative:** Applicants will create and submit a budget narrative that adequately describes all proposed activities and costs for their grant-funded project. Applicants must complete the file template (available to download on the [BEAD Program Page](#) and found in the BEAD Initial Planning Funds ZIP folder) fill in all required information and upload the file. The file must be uploaded as a Word file, and not converted to a PDF.

A screenshot of an Excel spreadsheet titled "Detailed Budget Justification". It contains multiple columns for "Activity", "Category", "Sub-Category", "Amount", "Justification", and "Comments". The spreadsheet is designed for applicants to input detailed budget information and provide justifications for each line item.

**Detailed Budget Justification:** Applicants are required to submit a Detailed Budget Justification to provide general budget information and detailed project costs. The applicant must use the Microsoft Excel file template (available to download on the [BEAD Program Page](#) and found in the BEAD Initial Planning Funds ZIP folder), fill in all required information, and upload the file to the NTIA Grants Portal.

A screenshot of a form titled "CD-511". It contains various sections for applicants to provide information, including "Applicant Information", "Project Information", "Budget Information", and "Comments". The form is designed to collect detailed information from applicants for the BEAD program.

**CD-511:** A copy of this form is available to download on the [BEAD Program Page](#) and is found in the BEAD Initial Planning Funds Zip folder.

A screenshot of a form titled "Standard Form-LLL". It contains various sections for applicants to provide information, including "Applicant Information", "Project Information", "Budget Information", and "Comments". The form is designed to collect detailed information from applicants for the BEAD program.

**Standard Form-LLL:** Standard Form-LLL must be completed and submitted for those applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action. A fillable Form SF-LLL is available to download on the [BEAD Program Page](#) and can be found in the BEAD Initial Planning Funds ZIP folder.