



NTIA Grants Application Portal

BEAD Challenge Process Results Submission Guidance

Version 1.1

July 30, 2024

Version History

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Grant Awardee: Access the BEAD Challenge Process Results¹

NTIA Grants Portal

To access and submit the BEAD Challenge Process Results, log into the NTIA Grants Portal. From the Welcome page, click on the BEAD Program Go to Grant Workspace button.

To return to the Welcome page at any time, click on Home near the top of the screen.

The screenshot displays the NTIA Grants Portal interface. At the top, the header includes the NTIA logo, the text "NTIA Grants Portal", and navigation links for "Home", "Support", and "Funding Programs". Below the header, a welcome banner reads "Welcome, Morty Smith". The main dashboard area shows two key metrics: "Total Grant Amount Requested" at \$5.8M and "Total Grant Amount Awarded" at \$5.8M. Below these, there are tabs for "My Awarded Grants" and "My Grant Applications". The "My Awarded Grants" tab is active, showing a table for the "Broadband Equity Access and Deployment (BEAD) Program". The table lists a "BEAD Planning Grant" with a "FEDERAL AWARD" of \$36-22 and an "Amount Awarded" of \$5M. The table also includes columns for "APPLYING ORGANIZATION" (Public Service Commission), "GRANT START DATE" (11/15/2022), "GRANT END DATE" (11/14/2027), and "GRANT STAGE" (Planning). A red box highlights the "Go to Grant Workspace" button located below the table. To the right of the table, there is a section for "Post Award Requirements Due Within 6 Months" which includes a link for the "BEAD 90 Day Report November 15, 2022 - J...", the "Report Number: REP-003973", the "Due Date: 12/15/2023", and the "Status: Not Started".

¹ 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.

If you are the Authorized Organizational Representative (AOR) for this Grant, you may be presented with the following pop-up screen requesting that you validate the current Grant team members for the Grant.

If the Grant Team is correct and you don't have any changes, click the **Confirm Team** button.

If you would like to **remove** members from the Grant team, you may use the **Status dropdown** to change the status of a team member, then click the **Confirm Team** button to confirm the Grant Team.

Validate Current Grant Team

The Authorized Organizational Representative(AOR) has not yet re-validated the current team for the below awarded grant:

Grantee Name

Public Service Commission

Program

Broadband Equity Access and Deployment (BEAD) Program

Grant Request Number

GRN-1

As the AOR, please review and re-validate the Team listed below, then select "Confirm Team". Once confirmed you will be taken to the Grant Workspace and confirmed team members will be able to access the Grant and all related information, including Post Award requirement, for the remainder of the award period of this Grant unless subsequently removed from the team. If any of the current team members should no longer have access, please update their Status to Inactive.

Contact	Organization	Role	AOR	Status
Maddy Ferguson	Public Service Commission	Applicant	☐	Current

Cancel

Confirm Team

Starting the BEAD Challenge Process Results Submission Process

To start the BEAD Challenge Process Results submission process, click on the **Generate Challenge Process Results** button located in the upper right area of the screen. Once the button is clicked, a dedicated Challenge Process Application Home (Application Workspace) is generated (see next step) and the Generate Challenge Process Results button disappears. This is a one-time step.

The screenshot shows the NTIA Grants Portal interface. At the top, there is a dark blue header with the NTIA logo and the text 'NTIA Grants Portal'. To the right of the header are links for 'Home', 'Support', and 'Funding Programs', and a user profile icon. Below the header, the main content area has a light blue background. On the left, there is a 'Grant Request' section with a sub-header 'Public Service Commission - BEAD'. To the right of this section, a button labeled 'Generate Challenge Process Results' is highlighted with a red rectangular box. Below the 'Grant Request' section, there are four tabs: 'Grant Details', 'Post Award Requirements', 'Grant Teams', and 'Funding Requests'. The 'Grant Details' tab is currently selected, showing a form with fields for 'Grant Request Name' (Public Service Commission - BEAD), 'Federal Award ID Number' (36-22-MMS15), 'Awarded Amount' (\$5,000,000.00), 'Stage' (Planning Application), 'Award Start Date' (11/15/2022), and 'Award End Date' (11/14/2027).

Getting Back to the Challenge Process Results (Application Workspace)

Once the Challenge Process Results has been generated, click on the **Funding Requests** tab, then click on the **BEAD Challenge Process** link to return to the Challenge Process

The screenshot shows the NTIA Grants Portal interface, similar to the previous one. The 'Funding Requests' tab is now selected and highlighted with a red rectangular box. Below the tabs, there is a table with columns: 'Funding Request', 'GRN', 'Status', 'Due Date', 'Submitted Date', and 'Amount Requested'. The table contains two rows. The first row is 'Public Service Commission - BEAD - Planning' with GRN-000114, Status J, Due Date 10/28/2022, Submitted Date 08/14/2022, and Amount Requested \$5,000,000.00. The second row is 'Public Service Commission-BEAD Challenge Process-GRN-' with GRN-000114. This second row is highlighted with a red rectangular box.

Funding Request	GRN	Status	Due Date	Submitted Date	Amount Requested
Public Service Commission - BEAD - Planning	GRN-000114	J	10/28/2022	08/14/2022	\$5,000,000.00
Public Service Commission-BEAD Challenge Process-GRN-	GRN-000114				

Results Workspace.

Application Workspace: Challenge Process Results

Upon clicking on the Generate Challenge Process Results button in the previous step, displayed is the dedicated Application Workspace containing the Challenge Process Results workspace and related sections.

Entering BEAD Challenge Process Results

1. Click the **Get Started** button in the Challenge Process Results section.

The screenshot shows the NTIA Grants Portal interface. At the top is a dark blue header with the NTIA logo, the text "NTIA Grants Portal", and navigation links for "Home", "Support", and "Funding Programs". Below the header, the main content area is titled "Funding Request" with a sub-header "Public Service Commission" and a "+ Follow" button. The "Funding Request Name" is "Public Service Commission-BEAD Challenge Process-GRN-". Below this, there are three tabs: "Application Workspace" (which is selected and highlighted with a red dashed box), "Application Team", and "Requirements". Under the "Application Workspace" tab, there are two main sections. The first section is "Challenge Process Results", which has a "SECTION STATUS" of "Not Started" and a blue "Get Started" button (highlighted with a red solid box). The second section is "Attestation & Submission", which also has a "SECTION STATUS" of "Not Started" and a greyed-out "Get Started" button. The "Attestation & Submission" section includes a note: "Only users with the Authorized Organizational Representative (AOR) role (and respective log-in credentials) may submit on behalf of the organization".

2. The General Questions section will request 6 pieces of information:
 - a. National Broadband Map Availability Data as of Date
 - b. Broadband Availability Data Updated Publication Date
 - c. Challenge Window Opened
 - d. Challenge Window Closed
 - e. Final Determination Made
 - f. Publication Date for Deduplication

- Click your cursor in the **Response** field to select a date. Hover your cursor over the small 'i' to display Help Text. A red asterisk (*) indicates a required item. Click the **Save and Next** button to proceed.

General Questions

National Broadband Map Availability Data as of Date
For the National Broadband Map used in the challenge process, what was the "availability data as of" date?

* Response ⓘ

☒ December 31, 2022
☐ June 30, 2023
☐ December 31, 2023
☐ June 30, 2024

Broadband Availability Data Updated Publication Date
What was the updated publication date of the National Broadband Map Broadband Availability data used in the challenge process?

* Response ⓘ

07-02-2024 ⓘ

Challenge Window Opened
On what date did the challenge submission window open?

* Response ⓘ

07-03-2024 ⓘ

Challenge Window Closed
On what date did the challenge submission window close?

* Response ⓘ

07-03-2024 ⓘ

Final Determination Made
On what date was the final challenge determination made?

* Response ⓘ

07-09-2024 ⓘ

Publication Date for Deduplication
What was the publication date of the Federal Broadband Funding Map used for deduplication after the challenge process?

* Response ⓘ

07-10-2024 ⓘ

Save and Next

Steps

- General Questions
- Challenge Determinations
- CSV Template Upload

- Use the Response fields provided to enter the Total Challenges Received. As a reminder, this total number must match the total Challenges Resolved by Disposition field and the sum of Local Government Challenges Received + Nonprofit Challenges Received + Service Providers Challenges Received + Challenge Entries Submitted by Eligible Entity. If the total does not match the sum of those response fields, then you may not proceed to the next step.

Note: A red asterisk (*) indicates a required item.

Click the **Save and Next** button to proceed.

Challenge Determinations

Total Challenges Received

How many total BSL challenges were received? (Do not include CAI challenges)

* Response

1

Challenges Resolved by Disposition

How many BSL challenges were resolved by each type of challenge disposition, listed in the Policy Notice? (Do not include CAI challenges)

- 1. Sustained (S)
- 2. Rejected (R)
- 3. Incomplete (I)
- 4. The provider agreed with the challenge (A)
- 5. The provider did not respond within the rebuttal deadline (N)
- 6. The challenge was not resolved since it was moot due to another successful challenge for the same location (M)

* Sustained

* Rejected

* Incomplete

* The provider agreed with the challenge

* The provider did not respond within the rebuttal deadline

* The challenge was not resolved since it was moot due to another successful challenge for the same location

Total

0

Steps

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

Local Government Challenges Received
How many BSL challenges were submitted by units of local government?

* Response

Nonprofit Challenges Received
How many BSL challenges were submitted by nonprofits?

* Response

Service Providers Challenges Received
How many BSL challenges were submitted by broadband service providers?

* Response

Challenge Entries Submitted by Eligible Entity
How many challenges had an empty challenger field (including pre-challenge modifications, challenges generated by area challenges, and enforceable commitments)?

* Response

Total

Other Comments
Are there any other comments the Eligible Entity would like to share on the implementation of the challenge process?

* Response

Previous Save and Next

- Click the **Upload Files** button to upload the requested file(s) or drag and drop the eligible file(s). As a reminder, files uploaded should be in **the form of .CSV**. If a non-CSV is uploaded the reviewer will reach out for you to re-upload in the correct data format. A red asterisk (*) indicates a required item. Click the **Save and End** button to proceed.

CSV Template Upload

Challenger CSV File

A CSV file named challenger.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It enumerates the names, categories, and contact information of challengers.

* Upload

 Upload Files Or drop files

FileName



Upload Date



Challenge Outcome CSV File

A CSV file named challenges.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It documents the pre-challenge modifications, challenges (including area challenges), and local, state, and federal enforceable commitments; any rebuttals; and records the challenge determinations made by the Eligible Entity.

* Upload

 Upload Files Or drop files

FileName



Upload Date



Community Anchor Institution (CAI) Challenges CSV File

A CSV file named cai_challenges.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice Appendix. It documents the CAI challenge determinations made by an Eligible Entity.

* Upload

 Upload Files Or drop files

Post Challenge Process Location Data

A CSV file named post_challenge_locations.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It includes the Location IDs of all served locations, unserved locations, and undeserved locations within the jurisdiction of the Eligible Entity following the conclusion of the Eligible Entity's challenge process.

* Upload

 Upload Files Or drop files

FileName



Upload Date



Post Challenge Process Eligible Community Anchor Institution Data

A CSV file named post_challenge_cai.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It includes all Eligible CAIs within the jurisdiction of the Eligible Entity following the conclusion of the Eligible Entity challenge process.

* Upload

 Upload Files Or drop files

FileName



Upload Date



Previous

Save and End

Steps

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

- a. To remove a file, click the delete icon.

CSV Template Upload

Challenger CSV File
A CSV file named challenger.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It enumerates the names, categories, and contact information of challengers.

* Upload

Upload Files Or drop files

FileName	Upload Date	
challenger	02/09/2024	

Challenge Outcome CSV File
A CSV file named challenges.csv, adhering to the format included in the NTIA BEAD Challenge Process Policy Notice appendix. It documents the pre-challenge modifications, challenges (including area challenges), and local, state, and federal enforceable commitments; any rebuttals; and records the challenge determinations made by the Eligible Entity.

* Upload

Upload Files Or drop files

Steps

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

Attest to and Submit BEAD Challenge Process Results

1. To Attest and Submit the BEAD Challenge Process Results, click the **Get Started** button in the Attestation & Submission section.

Important: Only the Authorized Organizational Representative (AOR) (and respective log-in credentials) designated may submit the application on behalf of the organization. The Attestation & Submission section is not accessible to other team member roles. The AOR must complete the Attestation & Submission section. Contact the NTIA Help Desk for help.

**NTIA Grants Portal**

Home Support Funding Programs

Funding Request

Public Service Commission

Funding Request Name

Public Service Commission-BEAD Challenge Process-GRN-

Application Workspace

Application Team Requirements

Challenge Process Results

Challenge Process Results	SECTION STATUS Completed	 Review/Update
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Attestation & Submission Only users with the Authorized Organizational Representative (AOR) role (and respective log-in credentials) may submit on behalf of the organization	SECTION STATUS Not Started	 Get Started
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2. Click the **check box** to agree, then click on the **Submit** button. A red asterisk (*) indicates a required field.

Attestation

Attestation

By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if the Challenge Process Results submission is approved. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

☐ I AGREE

Submit

Steps

- Attestation**
- Compiling Data
- Confirmation

3. To download the Summary PDF of submitted responses, click on the **Download Link**, then click on the **End** button.

Confirmation

This message confirms your successful submission to the **Broadband Equity Access and Deployment (BEAD) Program**. You will also receive an automated email from the NTIA Grants Portal confirming the date and time of your submission. You may download a Summary PDF of your responses using this link.

Download Link

End

Steps

- Attestation
- Compiling Data
- Confirmation**