### NTIA Grants Application Portal

# BEAD Challenge Process Results Submission Guidance

Version 1.1

July 30, 2024

## **Version History**

Document Name	Version	Usage History
BEAD Challenge Process Results Submission Guidance	1.0	April 3, 2024 – July 30, 2024
BEAD Challenge Process Results Submission Guidance	1.1	July 30, 2024 - Current

### **Contents**

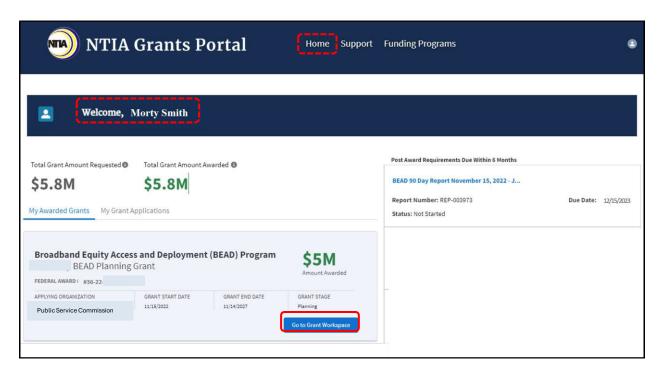
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# **Grant Awardee: Access the BEAD Challenge Process Results**<sup>1</sup>

### **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.

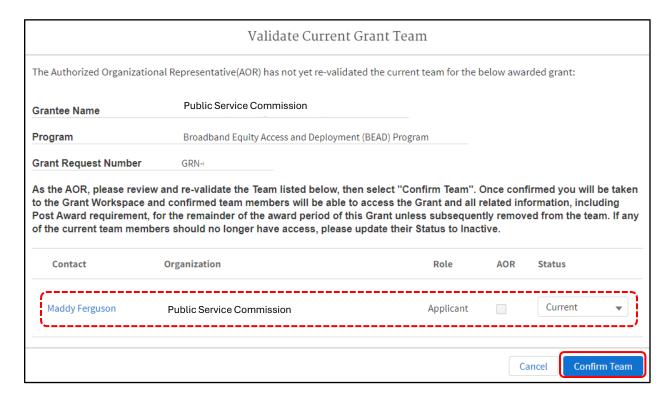


<sup>&</sup>lt;sup>1</sup> This document is intended solely to assist recipients in better understanding the Broadband Equity, Access, and Deployment (BEAD) Program and the requirements set forth in the Infrastructure Investment and Jobs Act, Notice of Funding Opportunity (NOFO), as modified by the BEAD 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.

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.



# 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.



#### 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



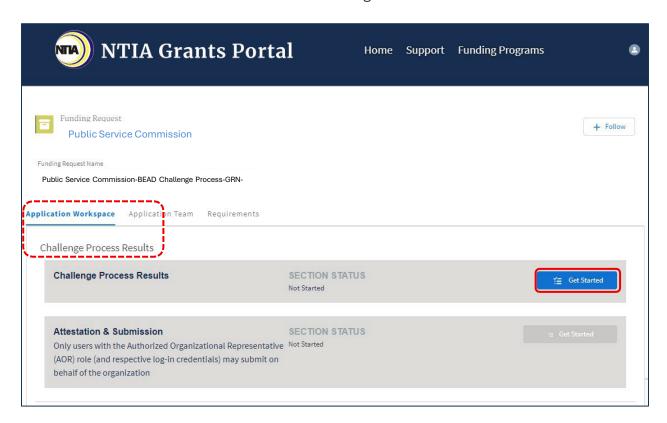
Results Workspace.

### **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.

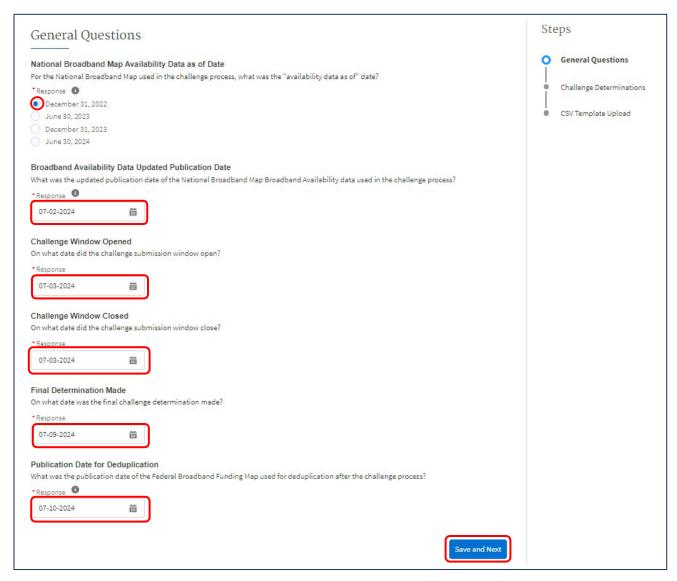
### **Entering BEAD Challenge Process Results**

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



- 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

3. 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.



4. 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.

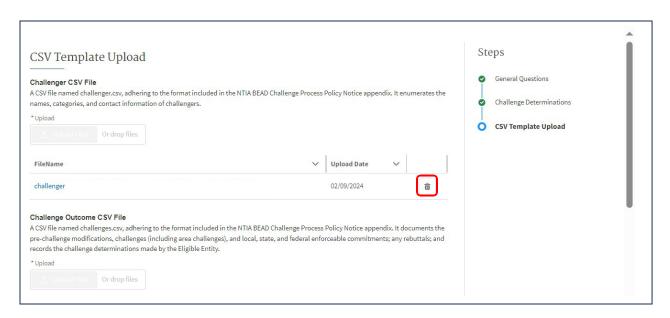
hallenge Determinations	St	eps
	9	General Questions
Total Challenges Received		
How many total BSL challenges were received? (Do not include CAI challenges)	Ó	Challenge Determinations
2 Parpage	Ĭ	
1		CSV Template Upload
		CSV Template Optoad
Challenges Resolved by Disposition		
tow many BSL challenges were resolved by each type of challenge disposition, listed in the Policy Notice? (Do not include CAI challenges)		
. Sustained (S)		
Rejected (R)		
8.Incomplete (I)		
The provider agreed with the challenge (A)		
5. The provider did not respond within the rebuttal deadline (N)		
5. The challenge was not resolved since it was moot due to another successful challenge for the same location (M)		
Sustained	_	
Rejected	_	
	<b>」</b>	
ncomplete		
ncomplete		
ncomplete The provider agreed with the challenge The provider did not respond within the rebuttal deadline		
The provider agreed with the challenge		
The provider agreed with the challenge		
The provider agreed with the challenge  The provider did not respond within the rebuttal deadline		
The provider agreed with the challenge  The provider did not respond within the rebuttal deadline		



5. 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.



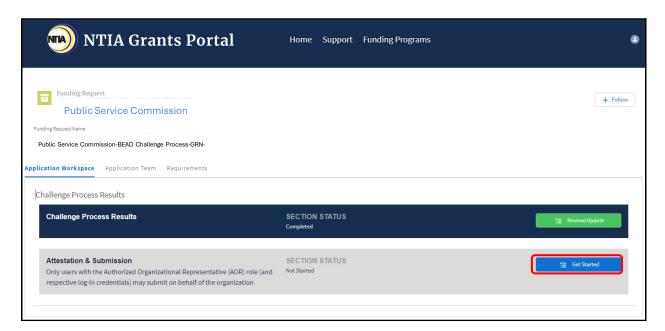
a. To remove a file, click the delete icon.



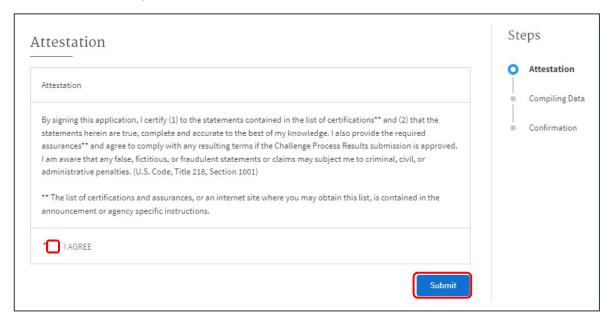
#### Attest to and Submit BEAD Challenge Process Results

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.



2. Click the **check box** to agree, then click on the **Submit** button. A red asterisk (\*) indicates a required field.



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

