



Broadband Equity, Access, and Deployment Program

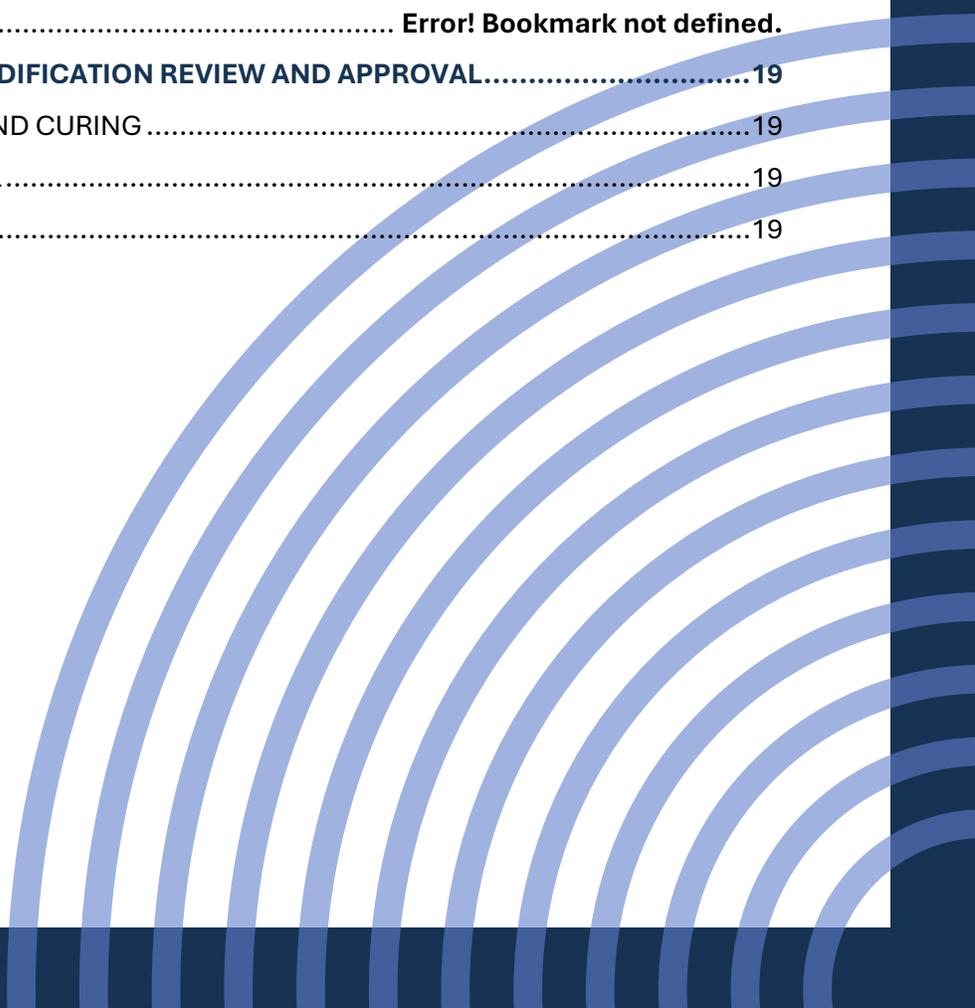
**SCOPE CHANGE AND BUDGET
MODIFICATION GUIDANCE FOR
ELIGIBLE ENTITIES**

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PURPOSE AND OVERVIEW

The purpose of this document is to outline the National Telecommunications and Information Administration (NTIA) Scope Change and Budget Modification process to guide and assist each Eligible Entity in accurately submitting changes to its approved Final Proposal for the Broadband Equity, Access, and Deployment (BEAD) Program.

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 and [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 (as 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.

This document does not include detailed guidance for the Final Proposal Funding Request (FPFR), which includes the budget and budget narrative submitted along with the Final Proposal. The FPFR is a required submission that includes requirements set forth by NTIA and NIST to request funds pursuant to 47 U.S.C. § 1702(e)(3)(D)(ii)(III). The Eligible Entity's Final Proposal submission and FPFR submission must be consistent with each other. In other words, all requested uses of funds in the FPFR must comply with the information provided in the Final Proposal.



INTRODUCTION

OVERVIEW OF THE SCOPE CHANGE AND BUDGET MODIFICATION PROCESS

SCOPE CHANGES

NTIA anticipates that there will be scope and budget changes to an Eligible Entity's BEAD projects after Final Proposal approval. Eligible Entities have direct approval authority to extend subgrant project periods of performance for up to one year at no additional cost, and because the use of Reason Codes 1-3 is mandatory during the period of performance, Eligible Entities also have direct authority to add No BEAD Locations under Reason Code 1 (No Broadband Connection), Reason Code 2 (No Demand for Mass Market Service) and Reason Code 3 (Removal from FCC's Fabric). Eligible Entities may also designate additional No BEAD Locations under Reason Codes 4-7 without NTIA approval so long as the change does not result in removal of over 20% of Broadband Serviceable Locations (BSLs) or 200 BSLs from a single project (whichever number is smaller). These changes will be reported via the Eligible Entity's Semi-Annual (Technical) Report (SAR) submission to NTIA. NTIA encourages Eligible Entities to utilize Reason Codes 4-7 when appropriate to prevent overbuild.

For changes outside of this list, NTIA developed thresholds that, when met, require a scope change request that must be approved by NTIA (and possibly NIST) before an Eligible Entity may execute the change. If one or more of the change types applies (such as a project termination resulting in a new technology type utilized to serve those BSLs), the Eligible Entity must coordinate with its FPO who will determine the type of change request needed. See Table 1 below for descriptions of these change types. Once the FPO has designated the change type(s), the Scope Change and/or Budget Modification Module within NTIA Grants Portal (NGP) will become available for the Eligible Entity to begin its submission. Specific examples of each change type will be discussed in the following section (Change Request Scenarios).

The Eligible Entity must ensure all scope changes comply with the terms of 2 CFR 200.308, the [BEAD Program General Terms and Conditions](#), and all project-specific requirements, including but not limited to National Environmental Policy Act (NEPA) and Permitting requirements.

TABLE 1: INTRODUCTION TO CHANGES AND THRESHOLDS

Table 1, below, describes the four change types and the thresholds for when a proposed change requires the Eligible Entity to submit a formal scope and/or budget modification request.



Change Type	Examples of Changes	Threshold for Triggering a Change Request
Subgrantee Change and/or Project Termination	<ul style="list-style-type: none"> • Subgrantee Default¹ • Consortium Split • New Subgrantee 	Any change to subgrantees* requires NTIA and NIST review and approval <i>*The same subgrantee under a new name would not require a change request; this update would be submitted to NTIA via the SAR</i>
New No BEAD Locations	Application of Reason Codes 4-7 that would result in new No BEAD Locations since the approval of an Eligible Entity’s Final Proposal	Changes that result in removing 200 BSLs or more than 20% of BSLs (whichever is fewer) from a single BEAD project require NTIA approval
Technology Changes	Proposed change to the technology type used to serve a BEAD-funded project	Any change (even partial) in technology type for any BEAD-funded project in an approved Final Proposal requires NTIA approval
Budget Modifications	Proposed change to an Eligible Entity’s approved BEAD budget, including any changes to the match	NTIA and NIST budget modification approval is required if: <ul style="list-style-type: none"> • Changes equate to more than 10% of total approved grant award (across cost categories), or • Movement of any amount of funds to an approved cost category that does not currently have funds, or • Movement of any amount of funds to an indirect cost category, or • Movement of restricted funds in the “Other” cost category that were not included in the Final Proposal • There is a change to match, also known as cost share, included in a deployment project’s budget

Once an Eligible Entity becomes aware that a scope change and/or budget modification may be needed, it should promptly inform its Federal Program Officer (FPO). Eligible Entities will utilize the NGP to submit requests (see below for details). Eligible Entities pursuing a scope change must resubmit all CSV files approved as part of the Final Proposal, submit supporting budget documentation, and submit narrative responses to explain and justify the requested change.

¹ In the event of a subgrantee default, the Eligible Entity will be required to select a new subgrantee, and NTIA and/or NIST will review the outcome.



Eligible Entities must await NTIA (and/or NIST, as appropriate) review and approval of the requested scope change prior to implementing the change for the relevant project(s). If the Eligible Entity wishes to modify its change request after submission (other than changes resulting from curing), then the Eligible Entity will need to communicate the proposed modifications to its assigned FPO and in some cases, the FPO will restart the scope change process in NGP.

BUDGET MODIFICATIONS AND CHANGES

Eligible Entities may require multiple budget changes throughout the grant. NTIA and NIST budget modification review and approval is only required if changes cumulatively sum to 10% or more of the Eligible Entity’s total approved grant award (across cost categories), changes require movement of any amount of funds to an approved cost category that does not currently have funds, changes require movement of any amount of funds to an indirect cost category, changes require movement of restricted funds in the “Other” cost category that were not included in the Final Proposal, or if there is a change to match, also known as cost share, included in a deployment project’s budget. If any of these descriptions apply, then an Eligible Entity may not implement a budget modification to the impacted project or projects prior to receiving NTIA and NIST approval. An approved budget modification must be reflected in the Eligible Entity’s next Semi-Annual (Technical) Report (SAR) submission to NTIA.

Alternatively, a budget change that does not rise to the threshold of a modification request may occur after an Eligible Entity’s Final Proposal has been approved. If the budget change is related to a scope change, the Eligible Entity is required to submit the budget attachments (see below) to NGP as part of its scope change request. The Eligible Entity is responsible for maintaining an updated BEAD budget, and any changes that do not require formal approval must still be reflected in the SAR submitted to NTIA twice annually.

CHANGE REQUEST SCENARIOS

ANTICIPATED REQUEST TYPES

NTIA expects that most BEAD project change requests following Final Proposal approval will fall under one of the change types outlined in Table 1. The following scenarios, while not an exhaustive list of all potential situations, are examples intended to familiarize Eligible Entities with some common changes that may be needed. If an Eligible Entity believes that it needs to request a scope change that is not discussed here, it should reach out to the FPO for support regarding next steps. Additional details regarding the process for scope change submission, review, and approval can be found in the following sections.

TABLE 2: CHANGE REQUEST SCENARIOS AND ACTIONS

Scenario 1: Subgrantee Change and/or Project Termination



A provisional subgrantee does not sign the subgrantee agreement and the accompanying certification

Eligible Entity Actions	Potential Impact to Budget	Potential Impact to Data	Elements Under Review
<ul style="list-style-type: none"> The Eligible Entity must follow the steps detailed in Image 1: Process to Select a New Subgrantee to serve the locations previously covered by the original subgrantee 	<ul style="list-style-type: none"> A subgrantee change or project termination will likely result in a budget change (under the assumption that the new subgrantee will not be serving the BSLs at the same cost as the previous subgrantee) Funds allocated to this project or projects may increase (for example, a higher cost subgrantee has been selected) or may decrease (for example, locations are removed or the new subgrantee proposes less costly technology and decreases the project cost) 	<ul style="list-style-type: none"> Added row(s) to the Subgrantees CSV capturing the required information for the new provisionally selected subgrantees Updated fields in the Deployment Projects CSV to capture the new subaward dates, match information, etc. Updated fields in the Locations and CAI CSV (if applicable) to capture the latest service information (speeds, latency, etc.) Update fields in the No BEAD Locations CSV if the new provisionally selected subgrantee does not take on all locations or NTIA rejects the costs as excessive for impacted BSLs 	<p>Narrative Summary</p> <ul style="list-style-type: none"> Explain why the proposed change is needed and how the Eligible Entity selected its new provisional subgrantee(s) <p>Data Files</p> <ul style="list-style-type: none"> Subgrantees Deployment Projects Locations No BEAD Locations (if applicable) CAIs (if applicable) <p>Budget Attachments</p> <ul style="list-style-type: none"> Revised Consolidated Budget Form Revised Project Narrative

Scenario 2: Technology Change

A subgrantee needs to change the technology due to a network design change

Eligible Entity Actions	Potential Impact to Budget	Potential Impact to Data	Elements Under Review
<ul style="list-style-type: none"> The Eligible Entity must ensure the new proposed technology meets the minimum speed, latency and 	<ul style="list-style-type: none"> In the event there is a technology change at a project level, a change in budget will occur, unless the new project cost is 	<ul style="list-style-type: none"> Updated fields in the Locations and CAI CSV (if applicable) to reflect a change in 	<p>Narrative Summary</p> <ul style="list-style-type: none"> Explain why the proposed change is needed and meets the requirements outlined in the BEAD



<p>availability requirements found in the BEAD NOFO, as modified by the RPN</p>	<p>identical to that of the original</p> <ul style="list-style-type: none"> Funds allocated to this project or projects may increase (for a higher cost technology) or it may decrease (for a lower cost technology) 	<p>technology, speed, and latency</p> <ul style="list-style-type: none"> Update fields in the No BEAD Locations CSV if the change in technology is not applied to all locations and there is no technology planned for locations 	<p>NOFO, as modified by the RPN</p> <p>Data Files</p> <ul style="list-style-type: none"> Deployment Projects Locations No BEAD Locations CAI (if applicable) <p>Budget Attachments</p> <ul style="list-style-type: none"> Revised Consolidated Budget Form Revised Project Narrative
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Scenario 3: New No BEAD Location
An Eligible Entity requests a subgrantee change due to the original subgrantee defaulting, but the proposed cost to deliver service to the project area(s) is deemed too costly and NTIA denies the Eligible Entity's extraordinary circumstances request

Eligible Entity Actions	Potential Impact to Budget	Potential Impact to Data	Elements Under Review
<ul style="list-style-type: none"> The Eligible Entity must collect and maintain evidence for not serving locations that meet the objectives listed in the Final Proposal Guidance for Eligible Entities The Eligible Entity must submit a subsequent scope change request to apply Reason Code 7x to the locations for which NTIA denied the extraordinary circumstances justification 	<ul style="list-style-type: none"> Funds allocated to this project or projects may decrease with the now lower number of total BEAD-eligible locations being served 	<ul style="list-style-type: none"> Removal of location(s) and CAI (if applicable) from the Locations and CAI CSV Addition of location(s) to the No BEAD Locations CSV Removal of project from Deployment Project CSV 	<p>Narrative Summary</p> <ul style="list-style-type: none"> Explain why the proposed change is needed and how the Eligible Entity applied the reason code(s) it did <p>Data Files</p> <ul style="list-style-type: none"> Subgrantees Deployment Projects No BEAD Locations Locations CAI (if applicable) <p>Budget Attachments</p> <ul style="list-style-type: none"> Revised Consolidated Budget Form Revised Project Narrative

Scenario 4: Budget Modification
Eligible Entity needs a new permitting contractor or more funding from their original permitting amount



Eligible Entity Actions	Potential Impact to Budget	Potential Impact to Data	Elements Under Review
<ul style="list-style-type: none"> If this change directly modifies or contributes to a summed modification in the Eligible Entity’s budget by 10% or greater, then the Eligible Entity will be required to submit a Revised Consolidated Budget Form and a Revised Project Narrative for approval to the Grants Office 	<ul style="list-style-type: none"> Funds allocated to this project or projects may increase. Other scenarios may occur (i.e., location additions) that result in the same impact on the Eligible Entity’s budget 	<ul style="list-style-type: none"> N/A 	Budget Attachments <ul style="list-style-type: none"> Revised Consolidated Budget Form Revised Project Narrative

Scenario 5: Budget Modification
Subgrantee requests additional funds for procurement due to supply chain issues

Eligible Entity Actions	Potential Impact to Budget	Potential Impact to Data	Elements Under Review
<ul style="list-style-type: none"> If this change directly modifies or contributes to a summed modification in the Eligible Entity’s budget by 10% or greater, then the Eligible Entity will be required to submit a Revised Consolidated Budget Form and a Revised Project Narrative for approval to the Grants Office 	<ul style="list-style-type: none"> Funds allocated to this project or projects may increase 	<ul style="list-style-type: none"> N/A 	Budget Attachments <ul style="list-style-type: none"> Revised Consolidated Budget Form Revised Project Narrative

PROCESS FOR SELECTING A NEW BEAD SUBGRANTEE

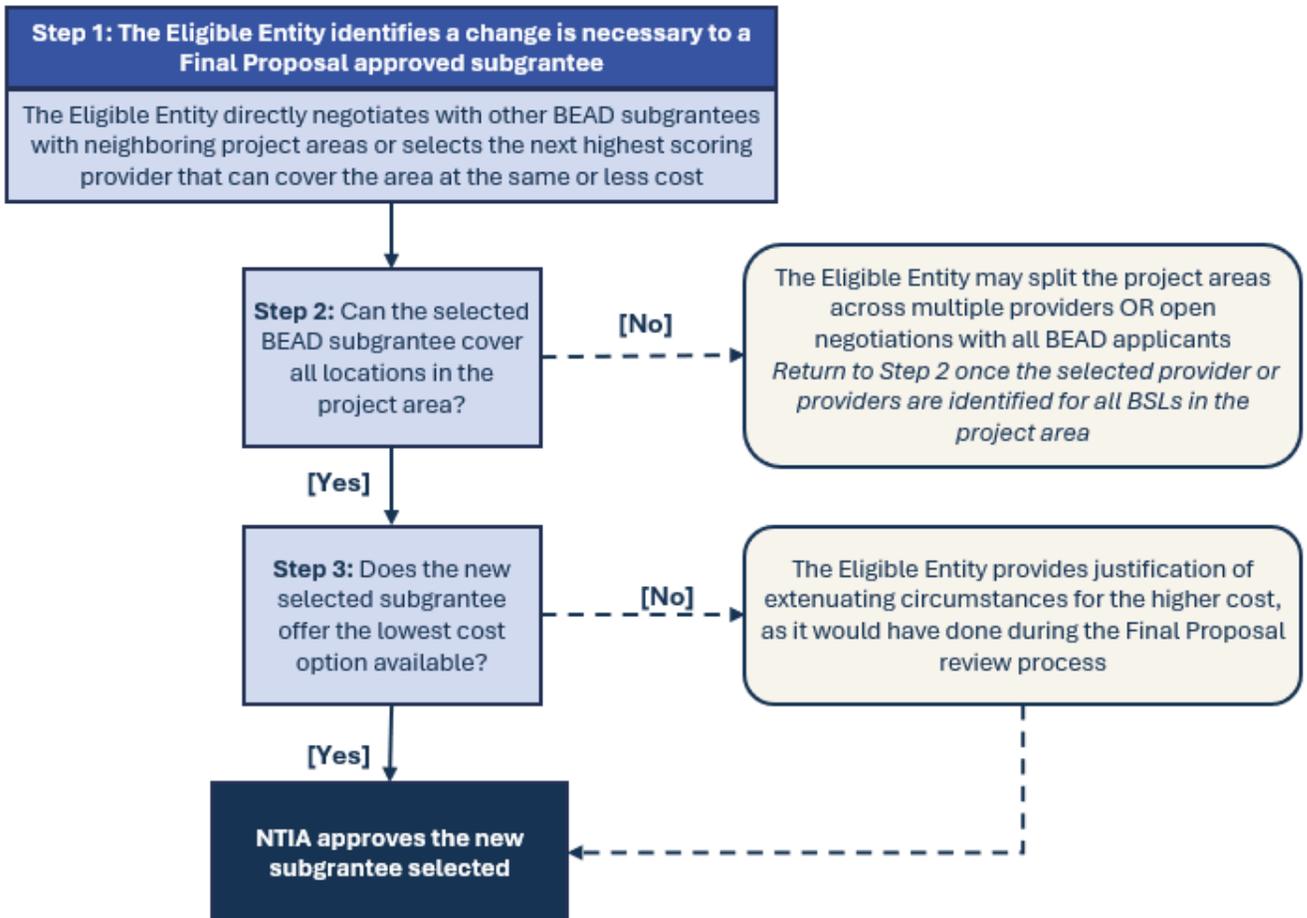
If there is a “Subgrantee Change and/or Project Termination” change type, the Eligible Entity must follow the process outlined in Image 1 below to secure an alternative subgrantee to serve the locations covered by the award. Once provisionally selected, the Eligible Entity must submit a



scope change request to NTIA that describes how the new subgrantee was chosen in compliance with the process detailed below.

Note that NTIA will not consider any waiver requests for the 25% match requirement following Final Proposal approval under any circumstances.

IMAGE 1: PROCESS TO SELECT A NEW BEAD SUBGRANTEE



SCOPE AND BUDGET CHANGE REQUEST SUBMISSION

DATA ELEMENTS

The Eligible Entity must submit data as comma separated values (CSV) files using the Final Proposal templates provided by NTIA. The Eligible Entity will submit completed data files to the NGP by updating the latest approved CSV files with the proposed changes. NTIA will reject change requests if the Eligible Entity does not use the templates provided, makes modifications to formulas, fails to fully complete all required fields, or changes the columns. Furthermore, to prevent difficulties in data analysis, data fields in the CSV files should not contain line breaks. The Eligible Entity may contact its assigned FPO as it develops the CSV files to confirm the format, field names, and data types prior to submission.

Data Attachments (CSV files): Eligible Entities will upload the following CSV files, using the template provided, to the NTIA Scope Change and/or Budget Modification intake module.

- Subgrantees (fp_subgrantees.csv)
- Deployment Projects (fp_deployment_projects.csv)
- Locations (fp_locations.csv)
- No BEAD Locations (fp_no_BEAD_locations.csv)
- CAIs (fp_cai.csv), as applicable

The data attachments should reflect the proposed changes.

Attachment (Required): Complete and submit the Subgrantees CSV file (named “fp_subgrantees.csv”) using the approved Final Proposal CSV.

The purpose of the Subgrantees CSV file is to capture information related to the awarded subgrantees. The CSV file must adhere to the data format specified in Table 4 of the Appendix in the [Final Proposal Guidance for Eligible Entities](#) document. Likewise, the Eligible Entity must complete all mandatory fields, unless otherwise denoted, in the file named “fp_subgrantees.csv” including:

1. **State or Territory:** two-letter USPS abbreviation identifying the state or territory associated with the Eligible Entity;
2. **Unique Entity Identifier (UEI):** SAM.gov assigned legal identifier of subgrantee;
3. **UEI Name:** registered name associated with the UEI record in SAM.gov; and
4. **FRN:** 10-digit FCC Registration Number of the subgrantee, with leading zeroes.

Attachment (Required): Complete and submit the Deployment Projects CSV file (named “fp_deployment_projects.csv”) using the NTIA template provided.

The purpose of the Deployment Projects CSV file is to capture details about planned deployment projects, their scope, and their significance. This information helps NTIA understand the project’s



objectives and expected outcomes. For subgrantees that intend to implement multiple projects, list each unique project as a separate row and include a unique project identifier.

The CSV file must adhere to the data format specified in Table 5 of the Appendix in the [Final Proposal Guidance for Eligible Entities](#) document. Additionally, the Eligible Entity must complete all mandatory fields, unless otherwise denoted, in the file named “fp_deployment_projects.csv” including:

1. **State or Territory:** two-letter USPS abbreviation identifying the state or territory associated with the Eligible Entity;
2. **Project Name:** Eligible Entity assigned project name;
3. **Project ID:** Eligible Entity assigned unique identifier;
4. **UEI:** SAM.gov assigned legal identifier of subgrantee;
5. **Project Description:** brief description of the project (max 1,000 characters);
6. **Project Type:** select a project category that best describes deployment activity (e.g., last mile broadband deployment, CAI deployment project, middle-mile project, and MDU Wi-Fi project);
7. **Priority Broadband Project:** indicate whether the project is a Priority Broadband Project (Y) or not (N) based on the Eligible Entity’s application of the statutory definition of Priority Broadband Project;
8. **Estimated Miles of Aerial Fiber Deployed:** anticipated number of aerial miles of fiber to provide service to the locations within the project;
9. **Estimated Miles of Buried Fiber Deployed: anticipated** number of buried miles of fiber to provide service to the locations within the project;
10. **Estimated Number of Jobs:** estimated number of employment opportunities created by the project;
11. **Estimated Subaward Date:** anticipated date of project execution (i.e., the date the subgrantee agreement is signed and active);
12. **Estimated Period of Performance Start Date:** anticipated date when the project will commence its period of performance;
13. **Estimated Period of Performance End Date:** anticipated date when the project will close its period of performance; must be after the project start date and before March 2, 2032;
14. **Tribal Intersection:** indicate whether or not any BSLs or CAIs funded by the project intersects Tribal territory;
15. **Tribal Name(s):** name of the tribe(s) in whose territory the project will conduct activities;
16. **Projected BEAD Funding:** anticipated amount of BEAD funds used to complete the project, in USD;
17. **Fixed Amount Subaward:** indicate whether the subaward is a fixed amount subaward or not – only applies to [last-mile] deployment projects;
18. **Subgrantee Match:** total amount of cash and in-kind matching funds for the project to be provided by the subgrantee itself, in USD;
19. **Federal Match:** total amount of cash and in-kind matching funds for the project to be provided by match-eligible federal sources, in USD;



20. **State Match:** total amount of cash and in-kind matching funds for the project to be provided by the Eligible Entity, in USD;
21. **Other Match:** total amount of cash and in-kind matching funds for the project to be provided by other sources such as nonprofits organizations, in USD;
22. **Federal Match Source(s):** name of federal funding source(s) that is match eligible; and
23. **Notes:** optional notes about the project. For projects that have not been tentatively awarded, state the cause.

Attachment (Required): Complete and submit the Locations CSV file (named “fp_locations.csv”) using the NTIA template provided. The Location IDs in this list must match the NTIA-approved final list of eligible locations.

The purpose of the Locations CSV file is to capture the final location data of all underserved and unserved locations eligible for BEAD funding after the Eligible Entity’s Final Proposal is approved and the technical and performance aspects of the project. Each Location ID (BSL) must be associated with a specific Project ID or otherwise captured in the No BEAD Locations CSV file. The CSV file must adhere to the data format specified in Table 6 of the Appendix in the [Final Proposal Guidance for Eligible Entities](#) document. Likewise, the Eligible Entity must complete all mandatory fields, unless otherwise denoted, in the file named “fp_locations.csv” including:

1. **Location ID:** unique identifier of the location from the Broadband Serviceable Location Fabric;
2. **Project ID:** Eligible Entity assigned unique identifier defined in the Deployment Project CSV;
3. **Location Classification:** indicate the category classifying the location as unserved, underserved, or served from the final list of eligible locations;
4. **Technology Code:** indicate the type of technology to be deployed for service to the location, using the FCC Broadband Data Collection technology codes;
5. **Upload Speed Anticipated:** planned maximum upload speed, in Mbps;
6. **Download Speed Anticipated:** planned maximum download speed, in Mbps; and
7. **Low Latency:** indicate whether the committed service meets or does not meet the 100 milliseconds or less definition of low latency, as defined in the BEAD NOFO.

Attachment (Required): Complete and submit the No BEAD Locations CSV file (named “fp_no_BEAD_locations.csv”) using the NTIA template provided. The Location IDs in this list must match the NTIA-approved final list of eligible locations.

The purpose of the No BEAD Locations CSV is to expand upon the reasons for not serving a BEAD-eligible location with a BEAD project provided in the Locations CSV. The CSV file must adhere to the data format specified in Table 7 of the Appendix in the [Final Proposal Guidance for Eligible Entities](#). Likewise, the Eligible Entity must complete all mandatory fields, unless otherwise denoted, in the file names “fp_no_BEAD_locations.csv” including:

1. **Location ID:** unique identifier of the location from the Broadband Serviceable Location Fabric;



2. **Location Classification:** the category classifying the location as unserved, underserved, or served from the final list of eligible locations;
3. **Reason:** reason, from a list, for not serving a location through a BEAD project;
4. **Non-BSL Code:** description of locations not being eligible BSLs, from a list, for not serving a location through a BEAD project, as applicable to the reason code selected;
5. **Location Type:** description of the location, from a list, for not serving a location through a BEAD project, as applicable to the reason code selected;
6. **Financial Type:** the financial reasoning for reason code 7
7. **Evidence Type:** the type of evidence maintained by the Eligible Entity to support the explanation of the reason code (evidence will not be submitted with the Final Proposal);
8. **Provider ID:** the unique 6-digit code generate by the FCC that identifies a service provider, as applicable to the reason code selected;
9. **Technology:** type of technology already provided to the location, using the FCC Broadband Data Collection technology codes, as applicable to the reason code selected;
10. **Program:** the state or federal enforceable commitment program, as applicable to the reason code selected;
11. **Challenge ID:** challenge identifier for the location challenge submitted to the FCC, as applicable to the reason code selected;
12. **Notes:** if needed, brief explanation of why locations should not receive service through a BEAD project.

Attachment (Required if the Eligible Entity is serving CAIs as part of its deployment activities): Complete and submit the CAIs CSV file (named “fp_cai.csv”) using the NTIA template provided.

Although CAIs are not included under (f)(1) deployment projects, to confirm the Eligible Entity’s compliance with the BEAD prioritization framework and identify BEAD-funded CAIs, the NTIA template is required. The Eligible Entity must only include CAIs funded via BEAD in this list and cannot propose funding any CAIs that were not present in its approved Final Proposal.

The purpose of this CAIs CSV file is to capture the eligible CAIs, as documented in the Eligible Entity’s approved Final Proposal, that will be served by a BEAD-funded project. The CSV file must adhere to the data format specified in Table 8 of the Appendix. Likewise, the Eligible Entity must complete all mandatory fields, unless otherwise denoted, in the file named “fp_cai.csv” including:

1. **Type:** indicate the CAI location type;
2. **Entity Name:** official name of the CAI;
3. **Location ID:** unique identifier of the location from the Broadband Serviceable Location Fabric, if available;
4. **Project ID:** Eligible Entity assigned unique identifier;
5. **Street Address:** street number, street name, and any applicable prefix or suffix of the first address line (primary address) of the CAI;



6. **City:** full name of the city, town, municipality, or census designated place associated with address;
7. **State or Territory:** two-letter USPS abbreviation identifying the state or territory associated with the Eligible Entity;
8. **Zip Code:** five-digit USPS ZIP code associated with address, including any leading zeros;
9. **Latitude:** unprojected (WGS-84) geographic coordinate latitude in decimal degrees for the CAI, with a minimal precision of 4 decimal digits;
10. **Longitude:** unprojected (WGS-84) geographic coordinate longitude in decimal degrees for the CAI, with a minimal precision of 4 decimal digits;
11. **Technology Code:** indicate the type of technology to be deployed for service to the location, using the FCC Broadband Data Collection technology codes;
12. **Upload Speed Anticipated:** planned maximum upload speed, in Mbps; and
13. **Download Speed Anticipated:** planned maximum download speed, in Mbps; The Eligible Entity must enter the address of the physical location of the CAI, not the administrative location. For example, the address must describe the location of the school building, not the board of education administrative building.

PROGRAMMATIC ELEMENTS AND ATTACHMENTS

Eligible Entities will also provide programmatic responses and supporting attachments within the NTIA Scope Change and/or Budget Modification intake module to satisfy the Scope and Budget Change requirements. These responses include:

Narrative Summary (required, based on scope change type) Eligible Entities will populate the text fields found in the NTIA Scope Change and/or Budget Modification intake module.

- Subgrantee Change and/or Project Termination: narrative description of why the proposed change is needed and how the Eligible Entity selected its new provisional subgrantee(s)
- New No BEAD Location: narrative on why the proposed change is needed and how the Eligible Entity applied the relevant reason code (4-7)
- Technology Change: narrative explaining why the proposed change is needed and its alignment with the BEAD NOFO, as modified by the RPN.

Supporting Documentation (optional)

- Any additional documentation that supports the scope change request

Text Box (Required if the Eligible Entity is requesting a change to its Final Proposal due to a subgrantee change and/or project termination): Describe why the proposed change is needed and how the Eligible Entity selected its new provisional subgrantee(s). If this change request is due to a project termination, include the termination date, contract type, and disbursement date.



The purpose of this response is to capture why the Eligible Entity is submitting a change request and how it might affect the Eligible Entity's overall process. For the change request to be approved, the Eligible Entity must have sufficient detail on the reason(s) for the subgrantee change and/or project termination including:

- Type of change (new subgrantee or project termination)
- Reason for change (default, consortium split, etc.)
- Projected impact of the change to the Eligible Entity's overall process (timeline, budget, etc.)
- For new subgrantee: description of how the Eligible Entity selected a new subgrantee (as outlined in Image 1), new subgrantee name, proposed technology, percent of original project locations served, project cost
- For project termination: termination date, contract type, disbursement date

Text Box (Required if the Eligible Entity is requesting a change to its Final Proposal due to a new No BEAD Location): Describe why the proposed change is needed and how the Eligible Entity applied the relevant reason code (4-7).

The purpose of this response is to capture why the Eligible Entity is submitting a change request and how it might affect the Eligible Entity's overall process. For the change request to be approved, the Eligible Entity must provide sufficient detail on the reason(s) for the new No BEAD Location including:

- **Reason Code 4: Enforceable Commitments.** To use Reason Code 4, the Eligible Entity must confirm that the commitment is depicted in the FCC Funding Map.
- **Reason Code 5: Served by Non-Subsidized Service.** The Eligible Entity must validate that the location is depicted as served in the current FCC National Broadband Map and review evidence to confirm that service is already available at the location that meets BEAD technical standards.
- **Reason Code 6: Other.** The Eligible Entity must submit written confirmation to NTIA that no other provider can serve the locations.
- **Reason Code 7: Financially Incapable.** To use Reason Code 7, NTIA must have denied the extraordinary circumstances request and have evidence of extraordinary circumstances that explain higher costs. The Eligible Entity must affirm it will maintain documentation to justify its determination if there is a reason to not serve any unserved or underserved location on the NTIA-approved final list of eligible locations through a BEAD project. This certification affirms that the Eligible Entity acknowledges that should it identify a reason code for a location in the future, it will maintain evidence and provide the evidence for NTIA review upon request.

Text Box (Required if the Eligible Entity is requesting a change to its Final Proposal due to a change in technology type for a project): Describe why the proposed change is needed and its alignment with the BEAD NOFO, as modified by the RPN.

The purpose of this response is to capture why the Eligible Entity is submitting a change request and how it might affect the Eligible Entity's overall BEAD grant. For the change request to be approved, the Eligible Entity must provide sufficient detail on the reason(s) for the new technology including:

- Description of why the original technology type no longer works to serve the locations (such as a change in network design)
- Description of why the newly proposed technology type is suited to serve this location, including that it meets required speed and latency standards set forth in the statute and the BEAD NOFO, as modified by the RPN
- If this technology change would also require a request to increase the project's approved BEAD subsidy, provide a justification of why a more affordable technology type is not a viable option to replace the original technology

Attachment (Optional – to support an Eligible Entity's scope change request): Submit any additional documentation that may be helpful in supporting the change request.

This submission enables the Eligible Entity to provide additional context to justify the proposed change. NTIA will accept all supporting documentation that the Eligible Entity deems fit but cannot guarantee that any/all supporting documentation will enhance the Eligible Entity's submission.

Attachment (Required): Complete and submit the Revised Consolidated Budget Form using the NTIA template provided. The Revised Consolidated Budget Form structure must match the most recently approved Consolidated Budget Form.

The purpose of this response is to capture the changes the proposed change request will make to the Eligible Entity's approved budget. For the change request to be approved, the Eligible Entity must submit the original document with redlined changes. Specifically, the Eligible Entity will mark changes in red text or highlight the row containing changes. The Eligible Entity should review curing instructions provided by NIST on previously submitted Consolidation Budget Forms.

Attachment (Required): Complete and submit the Revised Project Narrative using the NTIA template provided. The Revised Project Narrative structure must match the previously approved Project Narrative as submitted as part of the Final Proposal.

The purpose of this response is to capture the changes the proposed change request will make to the Eligible Entity's approved budget. For the change request to be approved, the Eligible Entity must provide a detailed description of the proposed change request's impact on the budget (increase, decrease, or no change) and how the Eligible Entity will proceed with either: (1) requesting additional funds to be released from the amount previously subject to a SAC, (2) reallocating the funds from a different line item, or (3) returning the funds to NTIA.



BUDGET MODIFICATION REQUEST SUBMISSION

BUDGET ATTACHMENTS

The Eligible Entity must request formal budget approval for any changes that; (1) cumulatively impact more than 10% of the total approved grant award (across cost categories), (2) require movement of any amount of funds to an approved cost category that does not currently have funds, (3) require movement of any funds to an indirect cost category, (4) require movement of restricted funds in the “Other” cost category that were not included in the Final Proposal, or (5) involve a change to the match amount for a deployment project. The Eligible Entity is responsible for tracking the cumulative changes to its total approved grant award to determine when a budget modification request is needed. Budget modification requests submitted through NGP will be reviewed by NTIA and transmitted to NIST for final review and approval.

The Eligible Entity must submit the following two attachments to request a formal budget modification:

Budget Attachments (required):

- Revised Consolidated Budget Form
- Revised Project Narrative

Attachment (Required): Complete and submit the Revised Consolidated Budget Form using the NTIA template provided. The Revised Consolidated Budget Form structure must match the most recently approved Consolidated Budget Form.

The purpose of this response is to capture the changes the proposed change request will make to the Eligible Entity’s approved budget. For the change request to be approved, the Eligible Entity must submit the original document with redlined changes. Specifically, the Eligible Entity will mark changes in red text or highlight the row containing changes. The Eligible Entity should review curing instructions provided by NIST on previously submitted Consolidation Budget Forms.

Attachment (Required): Complete and submit the Revised Project Narrative using the NTIA template provided. The Revised Project Narrative structure must match the previously approved Project Narrative as submitted as part of the Final Proposal.

The purpose of this response is to capture the changes the proposed change request will make to the Eligible Entity’s approved budget. For the change request to be approved, the Eligible Entity must provide a detailed description of the proposed change request’s impact on the budget (increase, decrease, or no change) and how the Eligible Entity will proceed with either (1) requesting



additional funds to be released from the amount previously subject to a SAC, (2) reallocating the funds from a different line item, or (3) returning the funds to NTIA.

SCOPE CHANGE AND BUDGET MODIFICATION REVIEW AND APPROVAL

CHANGE REQUEST REVIEW AND CURING

The Eligible Entity may be asked to address issues identified by NTIA and/or NIST during the review process. If the Eligible Entity must address an issue identified in its change request, NTIA and/or NIST will contact the Eligible Entity via email. In the email, NTIA and/or NIST will identify the issue(s) found within the change request and the timeline for when the issue(s) must be resolved by the Eligible Entity. Once the Eligible Entity has received the email of the issue(s) that needs to be resolved, the Eligible Entity should begin to resolve the issue(s) identified immediately. Failure to resolve the identified issue(s) will delay the review process. Once the review process is completed with NTIA, the change request will be forwarded to NIST, as applicable.

CHANGE REQUEST APPROVAL

Once NTIA and/or NIST approves the package(s), NIST will issue an administrative letter or Notice of Award amendment to the Eligible Entity indicating that the request has been approved. Once the Eligible Entity receives the Notice of Award amendment for its change request, the Eligible Entity may begin to implement the approved changes.

CHANGE REQUEST DENIAL

NTIA and NIST reserve the right to fully or partially deny an Eligible Entity's scope change and/or budget modification request. If a change request is denied, the Eligible Entity will be notified by either NTIA or NIST, depending on the review stage in which the request has been denied, including details on the reason(s) for denial. In all instances of a change request denial from NTIA or NIST, the Eligible Entity must initiate a new scope change and budget modification request, as outlined in this document. The Eligible Entity is encouraged to communicate with its assigned FPO to ensure that all change requests are in accordance with the BEAD NOFO, as modified by the RPN, 2 C.F.R. § 200.308, and in line with the guidance outlined within this document.

