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Registration and Getting Started I.

If you do not have an existing NDLogin you MUST set one up prior to logging in to request access to WebGrants. If you already have a North Dakota login that works with other ND apps, you do not need to create a new account. Please move to the next section.

Creating an NDLogin ID

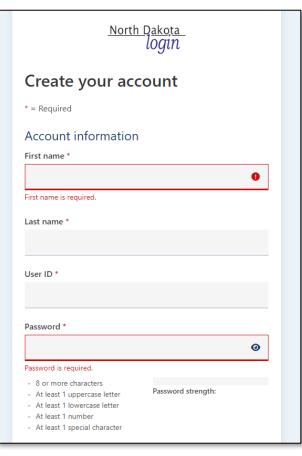
- 1. Verify that a North Dakota login account does or does not already exist by attempting to log into the NDLogin app: North Dakota Login Registration Link
 - a. If a login exists, set the recovery phone number and request a verification text to activate the account (The security phone number is not required when setting up an ND Login account, but if not populated you can't log in to WebGrants).
 - b. **If no login exists**, create your account. Please note, your login and password should not contain dollar signs (\$), dashes (-), ampersands (&), or the @ symbol.
- 2. A member of the NDIT WebGrants Registration team will activate your new (or locked) ND Login ID and you

will be notified when you are able to log into WebGrants using the ND Login ID.

- 3. After logging in, you will be to change prompted password to a secure password of your choice.
- 4. Once your password has been reset, you will be prompted to login again using the newly created password.

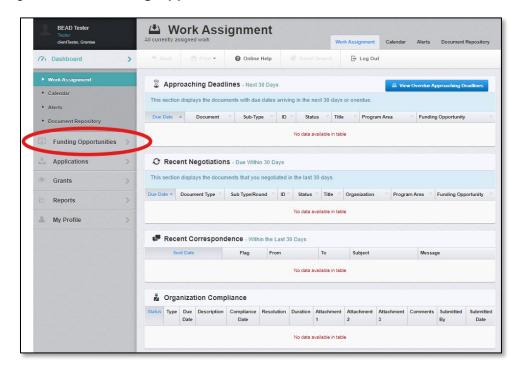
Refer to the North Dakota Login Registration Video for additional instructions.



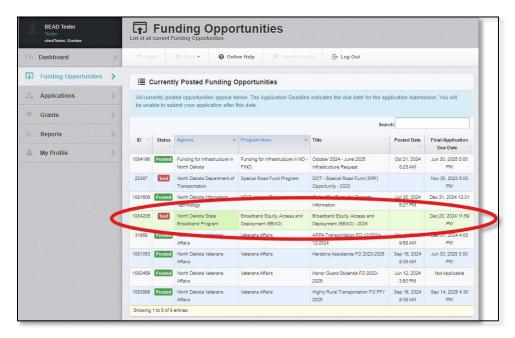


WebGrants Dashboard

1. Navigate to the "Funding Opportunities" tab



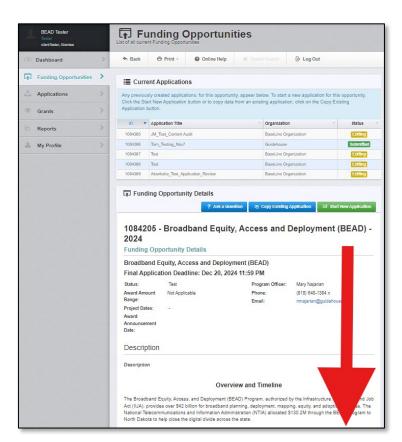
2. Under Currently Posted Funding Opportunities, select the opportunity titled Broadband Equity, Access and Deployment (BEAD) - 2024



Funding Opportunity Details

Review the funding opportunity details by scrolling down through the below sections:

- Overview and Timeline
- Confidentiality
 Statement
- NTIA Requirements
- Attachments: Please note, these templates will need to be downloaded, filled in, and uploaded by the applicant. These templates are available to be downloaded in the Funding Opportunities Details page, as well as in the relevant sections for which they are intended.
- Website Links



II. Working on the Application

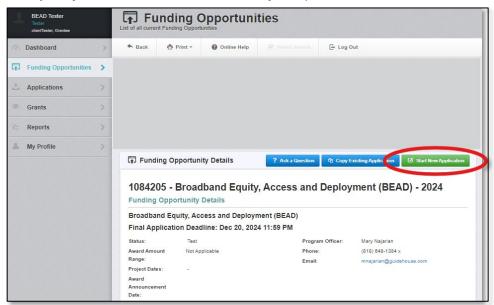
There are multiple options to begin work on an application. This user guide will address the following:

- Starting a New Application
- Returning to an Existing Application
- Copying a Previous Application

Starting a New BEAD Application

After reviewing the Funding Opportunity Details, select Start New Application to begin your application.

Please note: You will need to Start a New Application for **each project** you are interested in submitting a bid for. This is especially relevant for projects using different technologies (i.e., *Priority Projects*¹ and *Other Last-Mile Projects*²)

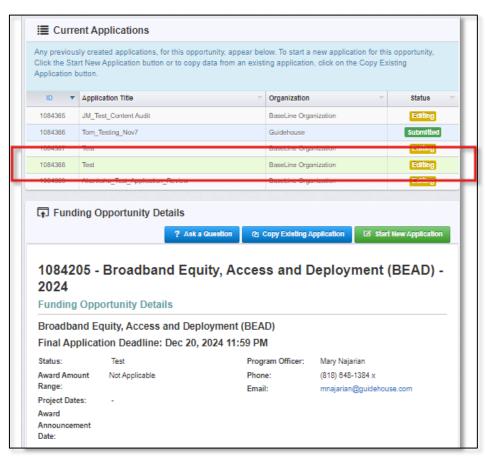


¹ The term "Priority Broadband Project" means a project that will provision service via end-to-end fiber-optic facilities to each end-user premises.

² The term "Other Last-Mile Project" means a project that will provision service using a reliable broadband service other than end-to-end fiber.

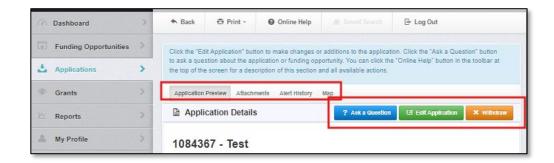
Returning to an Existing Application

At the top of the **Funding Opportunities** page, find your organization's existing application in the **Current Applications** table. Selecting your existing application will bring you to the Application Preview tab, where you can preview the entirety of your application. From here, you can continue to Edit Application, Ask a Question, or Withdraw the application. The preview consists of a sequential display of all application components in a single document. All of the information



entered into the component forms are displayed here. This document can be viewed on screen or printed:

Select Edit Application to move forward to the application sections.



Copying an Existing Application

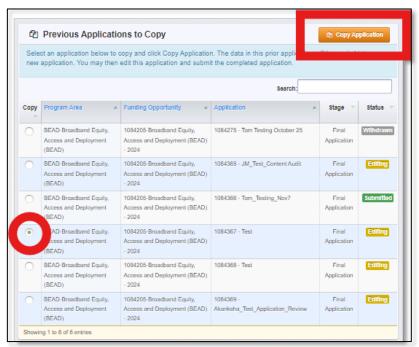
Select Copy an Existing Application on the Previous Applications to Copy page.



This page lists any application that you or your organization has created in the past. You can reuse the contents of any of these applications by copying that data into a new application for the current Funding Opportunity. Select the application in the Copy column and click the Copy

Application button.

Please Note: For your ease of use, certain sections of the application containing



non-project information have been designed to be copied and used for additional project applications. These sections are listed below:

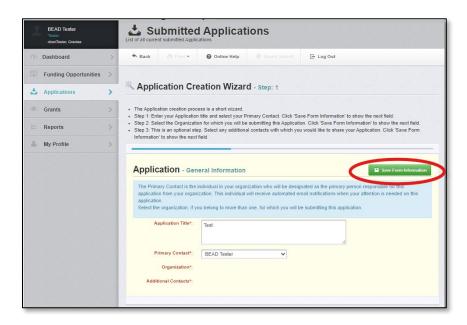
- Section 1: Applicant Information: Information about the applicant
- Section 8: Labor Standards & Protection
- Section 9: Skilled Workforce
- Section 10: MBEs/WBEs/Labor Surplus Firms Inclusion
- Section 11: Weather & Climate Risk Mitigation
- Section 12: Build America, Buy America
- Section 13: Environmental/Historical Preservation

The remaining sections in the application (Sections 2-7) are specific to each project, and therefore will need to be populated with relevant project information for each application.

III. Application Sections

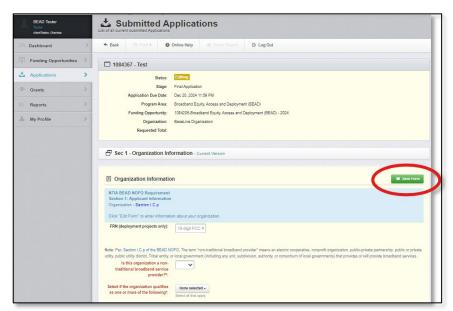
General Information

Use the *Application Creation Wizard* to provide information into your Application's **General Information** section. You must select **Save Form Information** EACH TIME you enter information to move to the next field.



After providing your Application's "General Information," you can now begin accessing the different Sections ("Sec # - Name") of the BEAD Application as well as preview the application

in its entirety. As you move through the document and provide information, make selections, and upload required documents, continue to select the **Save Form** button to save your data and move to the next section.



Navigating the Application

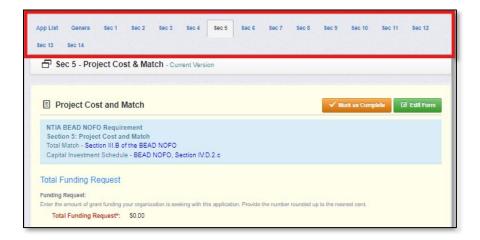
Previous and Next

While previewing a section, you can navigate to the previous section preview by selecting the Previous button, and to the next section preview by selecting the Next button. Both are located at the bottom of the section being previewed.



Section tabs

You can also use section tabs to navigate through different sections of the application. The section tabs are available when previewing sections and are not available when editing a section.



Edit Form

Select the **Edit Form** button on the section you would like to edit to bring up an editable view of the section.



Save Form

While in the editable view of a section, select the Save Form button to return to the preview view of that section, where you can navigate to preview other sections.



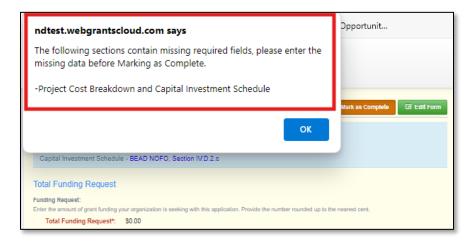
Mak as Complete

After a section is complete and you are satisfied with the content, you must select the **Mark** as **Complete** button. Please note that this is different from the **Save Form** button, which can be used at any time during the editing of the application to save your progress. Marking a section as complete allows it to be submitted for review to the SBPO.



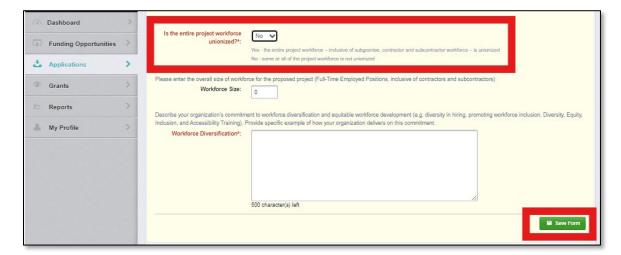
Required Information

If you attempt to mark a section as complete that is missing required information, the application will notify you of what required fields are missing. These must be completed before the section can be marked as complete and submitted to SPBO.

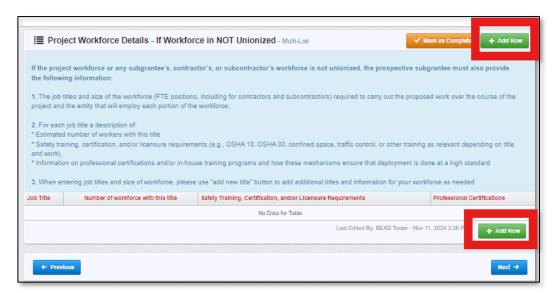


Tables

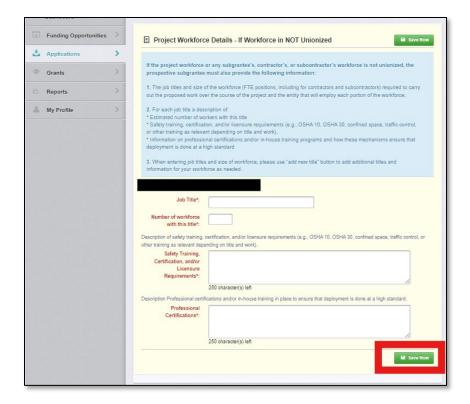
Some questions will require applicants to provide additional information in a separate table within that section of the form. First, the applicant must finish the section they are in and press the **Save Form** button before moving to the table. Please note, the table **will not be accessible until after the Save Form button is selected** in the first section of the application.



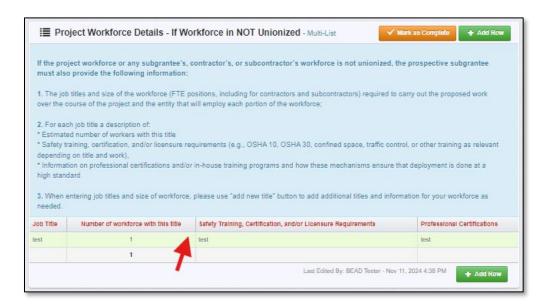
Once the applicant has completed the relevant section and pressed the **Save Form** button, the table section will update to reveal options to **Add Row** and **Mark as Complete**.



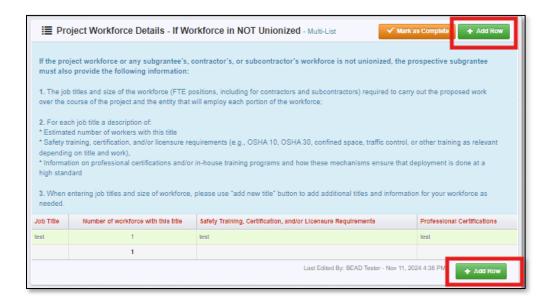
Selecting **Add Row** will bring up the next editable area, where applicants can provide the required information. For each entry, the applicant must select the **Save Row** Button to save the information and to return to the table section.



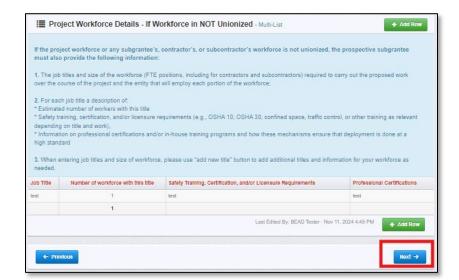
To edit a previously saved row in the table, **select the row** you want to edit from the table section.



To add another, select the **Add Row** button.



The applicant can also return to this section later by selecting the **Next** button.



Question types

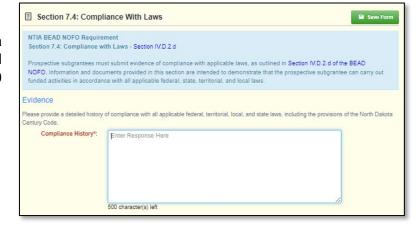
Short Fillable Fields

These questions require a short response.



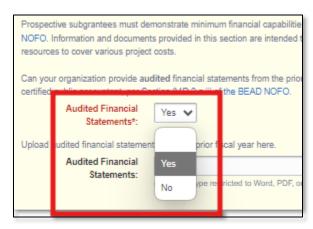
Long Fillable Fields

These questions require a long form text response and provide applicants up to 500 characters.



Dropdowns

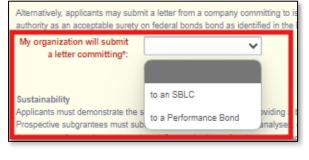
Yes/No Dropdowns: Throughout the application, applicants will be able to select "Yes" or "No" to certain questions, where the response will trigger a pre-determined change in the following editable section of the application. This change occurs as soon as an answer is selected, and is easily reversible upon selecting the alternative option. (i.e. if the applicant incorrectly selects "yes", the "yes" section will materialize, but the applicant can easily go back to the



"yes"/"no" question, select "no", and the "no" follow-up section will materialize.)

- **Multiple Choice Dropdowns:** There are also questions where a selection between multiple choices must be made.
- "Select All That Apply"
 Dropdowns: Some questions are intended to collect specific sets of information or requirements. You can

choose one or more of the options presented.





Uploads

Many sections will require document uploads in order to be complete. Some may be restricted to specific file types, while others will accept any file type.

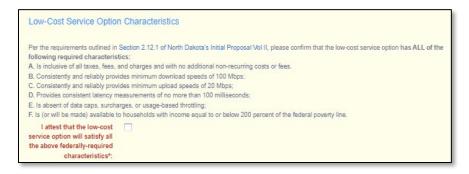


Please Note: Applicants are **required to use templates** for sections, where they are provided. The following sections have templates that must be used:

North Dakota BEAD Application	Template Name
Section 3: Project Area and Design	Project Area
Section 5: Project Cost & Match	Project Cost_Capital Investment Schedule
Section 6: Project Timeline	Project Timeline
Section 7.6: Ownership Disclosure	Ownership Disclosures
Section 7.7: Existing Projects Using Public Funding	Publicly Funded Projects
Section 14: Final Submission	Confidentiality Request

Certify Checkboxes

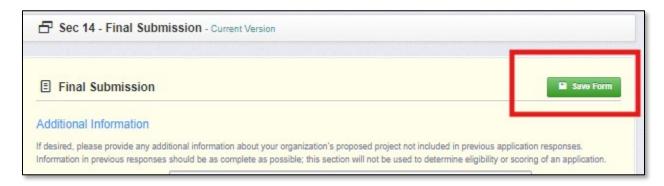
In order to capture the applicant's understanding of, and intention to comply with BEAD requirements, checkboxes are provided after each requirement.



IV. Submitting the Application

Previewing the Application and Attachments

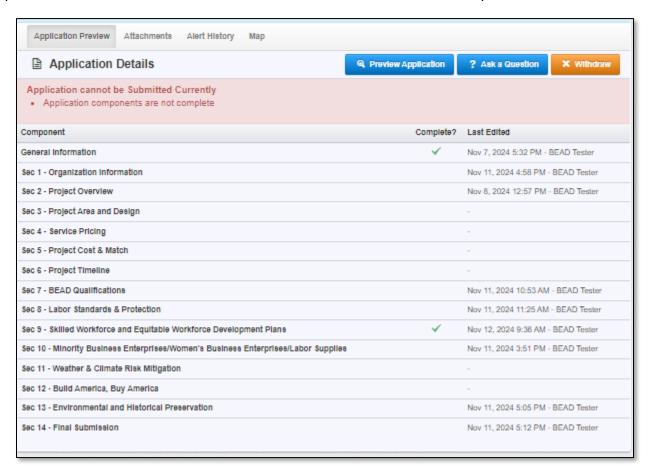
Before an application can be submitted, each section must be Marked as Complete. To return to the *Application Details* page from a section you are editing, select the **Save Form** button to exit edit mode.



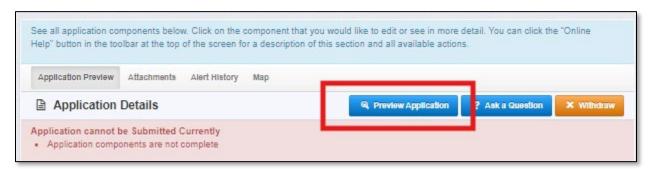
Then locate and select the "App List" tab from the section navigation menu. This will bring you to the *Application Details* page.



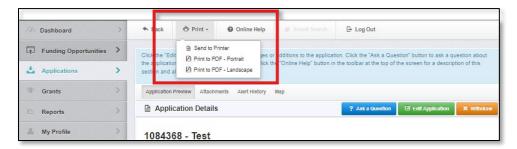
The *Application Details* page will show which sections have been marked as complete. The Application cannot be submitted until each section has been marked as complete.



If you would like to review the application in its entirety (as opposed to section by section), select the **Preview Application** button.



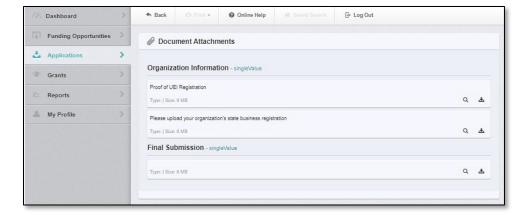
If you wish to print the application preview for review, find and select the **Print** button above the *Application Details* page.



You can also review all uploaded documents by selecting the **Attachments** tab.

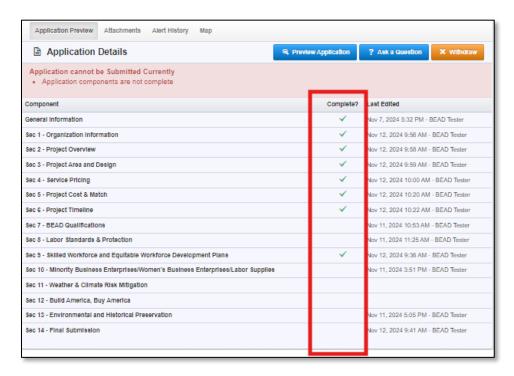


All the documents that have been uploaded will be organized by the section in which they were uploaded and available for download.



Finalizing each section

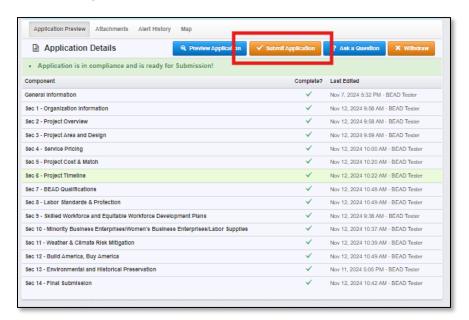
Before the application can be submitted, **each section must be marked as complete**. The *Application Details* page will show which sections have already been marked as complete and which sections have not.



You can select the section you want to complete from this list to go to the preview of the section, where you can select **Edit Form**, provide the missing required information, select **Save Form**, and then select the **Mark as Complete** button. This will allow the section to be submitted.



Only after each section has been Marked as Complete, will the **Submit Application** appear on the *Application Details* page.



When you are satisfied with your responses, you may select the **Submit Application** button. You will be reminded that the document cannot be edited after submission and asked to confirm that you wish to submit the document.



Your application's status will now show as "Submitted" on the Current Applications page.

