

Top Ten Broadband Application Helpful Tips

1. **Allow enough time to submit well BEFORE the application deadline.** In some cases you may not know of an error until you hit the submit button. Check the Review and Submit page for detailed error messages. If you need to correct anything you will still have time.

As you work through the application, navigate to the Review and Submit page for a listing of errors and omissions.

*BIP applicants should keep in mind that they are responsible for selecting and uploading a number of documents on the Uploads Page in EasyGrants, including some Uploads which are shown in the system as not being required for all applicants. The Review and Submit page **WILL NOT** warn or prevent an Applicant from submitting an application lacking these conditionally required uploads. Applicants are responsible for ensuring that they submit all information required for their application. For instance, all BIP applicants are responsible for selecting and uploading either a “Single Application” or “Multiple Application” Pro Forma Financial Forecast as appropriate for their BIP application(s). Similarly, the following uploads are required for some, but not all, BIP applicants: Recovery Act Collaboration, Professional Engineer Certification, Consolidated Financials Reconciliation Schedule, Source Documentation for Debt and Equity Funding, and Proof of SDB Status. If these items are applicable to your project, they must be submitted in order for your application to be complete. Any submitted BIP applications which do not include all Uploads, as required for their project, will be deemed incomplete, and may be found ineligible for Round 2 BIP funding. Please see the BIP Round 2 NOFA and Application Guide if you have questions on which Uploads are required for your project.*

When the applicant has addressed all requirements for their application, they should click the “submit” button on the Review and Submit Page. Once your application is submitted, no further edits are possible

2. **Check CCR (Organization Information and Authorization) as soon as possible, and at least TWO DAYS PRIOR** to submission – if you still need to make changes – you will have time. Not having a valid CCR contact entry will hinder your application’s submission.

AOR selection is based on the information presented on the Organization Information page from the CCR lookup. You must “Select” an AOR from the dropdown list and “Confirm” the entry. AOR names may be modified but e-mail addresses are read-only in order to ensure the information matches what is on record with CCR. BIP applications CANNOT be submitted without AOR authorization which is a separate Easygrants task from the application task.

3. **Make sure uploaded documents are not password protected** --- this will hinder your application’s submission.

4. **If you do lose connection on your computer, immediately close your internet browser** (all browser windows) and log back in to Easygrants to get a brand new session.
5. **Set worksheet to Normal View.** Do NOT save a document with worksheets set to “page break preview” --- this will hinder your application’s submission.
6. **BTOP Only -- Be sure to read the instructions below for excel spreadsheets and using Macintosh Computers-** not following these instructions will hinder your application’s submission.

MAC Users:

MAC users do not have an easy ability to “Insert” rows. Please find someone with a PC to insert rows into the template. Have them “Select” a blank row(s) within ***the designated formatted areas*** with the left click button. Right click and “Insert” on the selected rows. Follow these steps as many times as needed for additional rows. This will ensure that the formatting is carried over to the new rows. **NEW BLANK ROWS CAN ONLY BE ADDED IN THE DESIGNATED FORMAT AREAS.** NTIA has locked some portions of this Excel file to limit the manipulation of formulas and fields.

The file with the additional rows can then be used on a MAC. If that solution is not available, please contact the help desk and specifically describe how many rows you would like added and where they should be inserted on the form. The help desk will then send you an updated template with the additional rows.

7. **Mind your spacing and document size.** Character spacing and document size matter and *yes, bullets, tabs, return/enter and similar formatting count toward the total number of characters when entering into text box entries.* – not following these size limit rules will hinder your application’s submission. The document size limit is 16MB.
8. **Know your Easygrants ID.** If you call or write to the Broadband Helpdesk team, always give your Easygrants ID number and the name along with the primary e-mail address of the applicant– this will help us resolve your issues faster and provide specific information for your unique application. Your four digit Easygrants ID number is on the main page of your application *and on the header bar of every page within the online application.*
9. **Avoid the crowds...submit during non-peak hours:** before 11 am and after 6 pm on the days before the deadline --- and definitely not the last hour before closing – which is 10PM (EST) Friday for BTOP & 5PM (EST) Monday for BIP.....the last application in ...is not the first application reviewed.
10. **To be sure nothing hinders your application’s submission Refer to #1**