



**Broadband Technology Opportunities Program  
Updates for Recipient Handbook, Version 2.0**

**Updates to BTOP Recipient Handbook**

The following table outlines the additions and revisions made for version 2.0 of the BTOP Recipient Handbook:

Updated Topic	Description	Handbook Chapter	Handbook Section
<b>Grants Management Best Practices</b>	Updated best practices to include a reminder to ensure compliance by vendors and subrecipients.	Chapter 1 – Award Recipient Responsibilities	Section 1.3 Pages 6-7
<b>Timeline of Major Recipient Activities</b>	Updated timeline to include recipient closeout activities.		Section 1.4 Page 8
<b>Proposed Project Modifications</b>	Included guidance for complying with environmental SACs while proposing project modifications.	Chapter 4 – How to Comply with Environmental SACs	Section 4.6 Pages 28-29
<b>Types of BTOP Award Action Requests (AAR)</b>	Updated list of AARs that a recipient may request and included additional guidance for AAR submission.	Chapter 6 – Project Modifications and Award Action Requests	Section 6.1 Pages 37-38
<b>Route Change</b>	Included additional guidance and requirements for submitting a route change modification request.		Section 6.3.2.2 Page 40
<b>Addition of New Subrecipient</b>	Added section to provide guidance for adding an additional subrecipient under an award.		Section 6.3.2.5 Page 41
<b>Project Closeout Activities</b>	Revised chapter to explain procedures and documentation requirements to complete an award closeout.	Chapter 7 – Project Closeout Activities	Chapter 7 Pages 42-45
<b>American Recovery and Reinvestment Act (ARRA) Requirements</b>	Clarified recipient responsibilities under ARRA.	Chapter 8 – Grant Administration Standards: Complying With Award Terms	Section 8.1 Pages 46-49
<b>Procurement Standards</b>	Included additional guidance for procurement standards during subrecipient and vendor procurement.		Section 8.2.2.1 Page 50





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<b>Property Standards</b>	Included guidance for recipients to comply with the Federal interest, recording requirement, and other property management standards of their award.	Chapter 8 – Grant Administration Standards: Complying With Award Terms	Section 8.2.3 Pages 51-52
<b>Department of Commerce (DOC) Financial Assistance Standard Terms and Conditions</b>	Included information regarding the DOC standard terms and conditions s incorporated into an award, including guidance to comply with requirements regarding human subjects.		Section 8.3 Pages 52-53
<b>Financial Requirements for BTOP Awards</b>	Added additional guidance and clarification around the BTOP financial requirements, including program income and federal taxes.		Section 8.4 Pages 53-61
<b>Fact Sheets</b>	Updated Fact Sheets: <ul style="list-style-type: none"> <li>■ Federal Interest Requirements</li> <li>■ Non-Duplication of E-Rate Funding</li> <li>■ Recipient and Third-Party In-Kind Contributions</li> <li>■ Subrecipient Monitoring</li> </ul>	Appendix F: Fact Sheets	Appendix F Pages 94-146

