



Broadband Technology Opportunities Program Planning Your Application

These guidelines help you plan the steps you will take to prepare and complete your application, and avoid the risk of missing the filing deadline. Following are key milestones to include in your schedule.

Getting Ready to Apply

- **Review the January 2010 Notice of Funds Availability (NOFA):** The NOFA provides comprehensive details on BTOP policy and application procedures. It is especially important to review the new NOFA if you applied for a grant in August 2009. Many policies and procedures used in this funding round are different from the NOFA released in July 2009.
- **Applicant Workshop:** Plan to attend a technical assistance workshop in January or February 2010. Workshop locations and materials from these workshops will be posted to BroadbandUSA.gov. In addition, informational materials also will be posted on <http://www.ntia.doc.gov/>.
- **Collect Data and Documentation.** Collect the materials that will position you to meet all NOFA requirements.
- **Register for DUNS Number:** All applicants are required to have a DUNS number and record it in their grant applications. If your organization does not have a DUNS number, call **1-866-705-5711** or visit <http://fedgov.dnb.com/webform>. Choose the "DUNS number only" option. Please note that registration via the Web site may take up to 30 business days to complete.
- **Register in the Central Contractor Registration (CCR) database:** All applicants are required to have a current registration in the CCR database. If your organization is not registered, go to www.ccr.gov, and click "Start New Registration" to begin. You will need a valid DUNS number and your organization's Federal Tax Identification Number to register. Please note that registration may take up to two business days to process.
- **Visit BroadbandMatch:** This online service helps applicants for Recovery Act broadband grants find potential partners.

Preparing Your Application

- **Read the Application:** Many application requirements and sections have changed, so it is important to review the new application even if you previously applied for a grant in August 2009.
- **Register for Easygrants:** Register on Easygrants as soon as the application window opens in mid February.
- **Review Application on Easygrants:** Continue to gather information that meets application requirements according to the NOFA guidance. Do you need a waiver? Do you have complete financial information?

Completing and Filing Your Application

- **Begin Easygrants Application as Soon as Possible:** Allow sufficient time to complete your application.
- **Upload Documents:** If you experience delays in uploading your attachments, please do not upload each document multiple times because this only adds time to the system queue.
- **Review and Submit Your Application Early: Make sure the application is complete.**

All applications for funding BTOP projects must be submitted between February 16, 2010, at 8:00 a.m. Eastern Standard Time (EST) and March 15, 2010, at 5:00 p.m. Eastern Daylight Time (EDT). The application packages for electronic submissions will be available at <http://www.broadbandusa.gov>. All applicants are required to submit their applications electronically at <https://applyonline.broadbandusa.gov>. Please note that applications will not be accepted via paper, fax, electronic mail, or other media format.

