Broadband Technoloy Opportunities Program (BTOP)

Grants Timeline & Important Dates for Infrastructure Projects

Time Period	Action Required from BTOP Award Recipients

Upon Receipt of Award Notification Email from Grants Online (GOL) System	• **Review** the **award agreement** carefully
	
	• **Receive and Review Welcome Packet** from the National Telecommunications Information Administration (NTIA)
	
	• **Review Special Award Conditions** (SAC) descriptions and requirements included as part of the award agreement, and note required actions and deadlines for meeting all SACs. *Please contacts your assigned Federal Program Officer listed in the welcome packet should you have any questions regarding the SACs.*
	
	As Soon As Possible Upon Receipt of Award Notification:
	
	• **Ensure Enrollment in the Automated Standard Application for Payment (ASAP) System:** While there is no specific deadline for enrollment in the Automated Standard Application for Payment (ASAP, NTIA advises recipients to ensure their enrollment as early as possible. ***It may take up to 4-6 weeks for the ASAP registration process to be complete and recipients will NOT be able to draw down any BTOP funds until this process is done.*** To ensure your ASAP enrollment is in order:
	
	  ✓ **If NOT Enrolled in ASAP:** Provide the Grants Specialist and Heather Cooper with Point of Contact name, email address, mailing address, telephone number, EIN and DUNS numbers.
	
	  ✓ **If Already Enrolled in ASAP:** Provide the Grants Specialist (identified in CD-450) and Automated Standard Application for Payment (ASAP) system POC (**Heather Cooper** at **heather.cooper@nooa.gov**) with seven digit account number for the Department of Treasury's ASAP.

Within <u>10 days</u> of Receipt of Award Notification Email from GOL	• **Register** with **federalreporting.gov**. *Please see the attached "Instructions for FederalReporting" for more detailed directions.*
Within <u>30 days</u> of Receipt of Award Notification Email from GOL	• **Review and Accept** grant award agreement (including form **CD-450**, which should be returned to the Grants Office online or in hard copy) and the Special Award Conditions included in the award agreement. *Please see the attached "Instructions for Executing the Grant Agreement" for more detailed directions.*
Upon Invitation from NTIA	• **Attend** the "Introduction to BTOP" conference call and webinars on ARRA reporting, financial reporting, progress reporting, environmental assessment (only if your agreement requires an EA), and other informational recipient webinars.

During the First Calendar Quarter Following the Grants Award	• **Prepare and submit** the American Recovery and Reinvestment Act (ARRA) report to federalreporting.gov by the 10th day of the quarter • **Prepare and submit** financial (SF-425) quarterly report by the 30th day of the quarter • **Prepare and submit** BTOP-specific quarterly progress report by the 30th day of the quarter. This report has not been finalized yet, and will be sent to you for completion when available. *NOTE: For awards received between January 1 and March 31, 2010, ARRA report will be due on **April 10th**, and the financial and progress reports on **April 30th,** 2010.*

During the First Calendar Quarter Following the Grants Award	• **Prepare and submit** the American Recovery and Reinvestment Act (ARRA) report to federalreporting.gov by the 10th day of the quarter • **Prepare and submit** financial (SF-425) quarterly report by the 30th day of the quarter • **Prepare and submit** BTOP-specific quarterly progress report by the 30th day of the quarter ***NOTE:** For awards received between January 1 and March 31, 2010, ARRA report will be due on **April 10th**, and the financial and progress reports on **April 30th,** 2010.*