



# Subgrantee Application Guide for the Broadband Equity, Access, and Deployment (BEAD) Grant Program

## Wyoming Broadband Office (WBO)

(Version 2.0)

Revised July 2025

*In compliance with the NTIA BEAD Restructuring Policy Notice*

## Contents

Introduction.....	1
About WBO’s BEAD Subgrantee Program .....	1
About This Guide .....	1
Eligible Subgrantee Applicants .....	2
Subgrantee Application Resources.....	2
Subgrantee Application Questions and Instructions .....	2
Instructions for Submitting No BEAD Location Evidence .....	3
Section 1: Administrative .....	5
Section 2: Project Snapshot.....	6
Section 3: Scoring Criteria .....	8
Section 4: Project Plan Information .....	12
Section 5: Organizational and Managerial Capacity .....	18
Section 6: Financial Capability .....	21
Section 7: Project Staffing and Labor Requirements.....	23
Section 8: Ownership Information.....	25
Section 9: Compliance .....	25
Portal Navigation.....	30
Starting the Application .....	30
Completing the Application.....	30
Submitting the Application.....	30
Templates.....	30
Document Upload .....	31
Certifications.....	31
Revisions.....	31
Reviewing Draft Applications.....	32
Appendix A: File Name Instructions .....	33
Appendix B: Resource Links .....	34
Version History.....	36

## Introduction

### About WBO's BEAD Subgrantee Program

The Broadband Equity, Access, & Deployment (BEAD) Program, which is administered by the National Telecommunications and Information Administration (NTIA), allocated \$347.9 million to Wyoming. WBO is implementing the State's BEAD subgrantee program to award that funding.

WBO's multi-step process includes the following phases:

1. **Prequalification Phase:** WBO previously prequalified eligible subgrantee applicants.
2. **Application Phase:** WBO will accept and score grant applications for specific projects from prequalified subgrantee applicants.
3. **Negotiation Phase:** WBO will negotiate with the highest-scoring subgrantee applicants and make provisional grant awards.

WBO will include its provisional awards in its "BEAD Final Proposal," which will be available for public comment before WBO submits it to NTIA for approval. NTIA must approve Wyoming's Final Proposal before WBO can finalize any BEAD grant awards.

### About This Guide

This Subgrantee Application Guide provides subgrantee applicants with guidance and clear instructions about 1) Wyoming's Subgrantee Application, and 2) the online portal in which subgrantee applicants will complete their applications.

Some materials previously provided during prequalification may be evaluated as part of a subgrantee applicant's project proposal to provide additional context. WBO may contact subgrantee applicants after the application window closes to request missing information or application revisions; WBO may disqualify applications from applicants that do not respond in the allotted time.

WBO also reserves the right to disqualify at a later stage in the application process any subgrantee applicant that was deemed qualified in prequalification if the subgrantee applicant's qualifications are found not to be commensurate with the size and scope of their final project proposal.

## Eligible Subgrantee Applicants

WBO will accept applications from prequalified entities meeting the minimum qualifications for subgrantees outlined in the BEAD NOFO (see, NOFO section IV.D; “[BEAD Subgrantee Qualifications Evaluation Guide](#),” NTIA), including cooperatives, nonprofit organizations, public-private partnerships, private companies, public or private utilities, public utility districts, and local governments (Wyoming Initial Proposal Volume II (IPv2) section 4.2.1; BEAD NOFO IV.B.7.a.ii(6)).

## Subgrantee Application Resources

Wyoming’s Initial Proposal Volume II (IPv2) describes the State’s grant program design, proposed subgrantee selection process, grant application scoring criteria, plans for workforce development and affordability strategies, and other critical information. That document and other details about the BEAD Program are available here: <https://broadband.wyomingbusiness.org/>.

To support openness, fairness, and competition in its BEAD grant efforts, WBO will provide open and frequent communications, technical assistance, and administrative support for subgrantee applicants throughout the subgrantee selection process, including during this Application Phase.

Participants who seek to ask procedural or technical questions should email the following dedicated address: [broadbandoffice@wyo.gov](mailto:broadbandoffice@wyo.gov).

Technical assistance resources and announcements regarding events, deadlines, and program milestones can be found on WBO’s [website](#).

WBO will update its [website](#) regularly with program developments and will update its FAQ document regularly with the questions and answers generated by the email inquiries and in-person meetings.

## Subgrantee Application Questions and Instructions

In compliance with the [BEAD Restructuring Policy Notice](#) issued by the National Telecommunications and Information Administration (NTIA) on June 6, 2025, WBO is reopening its Application Phase for all applicants, eliminating certain questions in the Subgrantee Application, and adding new questions to the application.

This updated version of the Application Guide provides instructions to applicants on submitting a “null” response in the [portal](#) for the eliminated questions. Your response to these questions is needed for the portal to accept your application, but WBO will disregard your answers because the questions are no longer allowed under the Policy Notice. This “null” response approach will allow WBO to open the portal to applicants right away rather than spending additional development time to restructure the portal.

Applicants must follow the instructions in this guide to submit their applications. For any aspects of this guide that may have been superseded by the Policy Notice,

please disregard the instructions in this guide and refer exclusively to the Policy Notice for accurate program requirements.

Applicants must complete the BEAD Restructuring Policy Notice Addendum and submit their responses as a zip file in response to question 4.2, Zip B.

### Instructions for Submitting No BEAD Location Evidence

If applicants respond “yes” to question R1.1, they must submit evidence for each location that has been identified in the Project Areas Location List template to be ineligible for BEAD funding or to be a non-BSL, following the process below.

#### *Reason Code 1*

If you indicated in the Project Areas Location List template file submitted to question 3.1 that you identified locations that are ineligible for BEAD funding due to NTIA reason code 1, “location should not have broadband service,” please provide evidence supporting your claim following the process below.

WBO’s preferred evidence type for reason code 1 is an FCC Location Challenge ID. If you have not already done so, submit an FCC Location Challenge for each location following the process on [the FCC’s website](#). List all resulting FCC Location Challenge IDs in the Project Areas Location List template file.

Alternatively, you may submit an attestation from a unit of government or private property owner for each location, in compliance with the following requirements:

- *Attestation by a Unit of Local or Tribal Government:* An attestation by a unit of local or Tribal government, agency of the federal government, or other government entity owning the location must be dated and retained as a PDF file. Attestations for locations on Tribal Lands must be made by a representative of the Tribal government. The signatory must be identified by title as a representative of the unit of local or Tribal government or federal government agency. The signature may be either digital or scanned. If a single attestation applies to multiple locations, the attestation should list all Location IDs.
- *Attestation by Private Property Owner:* An attestation by a private property owner should be retained as a PDF file. It should contain a date and a digital or scanned signature. If a single attestation applies to multiple locations, it should list all street addresses or Location IDs. Upload all attestations as one PDF file.

If necessary, you may provide FCC Location Challenge IDs for some locations and attestations for others.

#### *Reason Code 2*

If you indicated in the Project Areas Location List template file submitted to question 3.1 that you identified locations that are ineligible for BEAD funding due to NTIA reason code 2, “location does not need mass-market broadband service,” please provide evidence supporting your claim following the process below.

WBO's preferred evidence type for reason code 2 is an FCC Location Challenge ID. If you have not already done so, submit an FCC Location Challenge for each location following the process on [the FCC's website](#). List all resulting FCC Location Challenge IDs in the Project Areas Location List template file.

Alternatively, you may submit an attestation from a unit of government or private property owner for each location, in compliance with the following requirements:

- *Attestation by a Unit of Local or Tribal Government:* An attestation by a unit of local or Tribal government, agency of the federal government, or other government entity owning the location must be dated and retained as a PDF file. Attestations for locations on Tribal Lands must be made by a representative of the Tribal government. The signatory must be identified by title as a representative of the unit of local or Tribal government or federal government agency. The signature may be either digital or scanned. If a single attestation applies to multiple locations, the attestation should list all Location IDs.
- *Attestation by Private Property Owner:* An attestation by a private property owner should be retained as a PDF file. It should contain a date and a digital or scanned signature. If a single attestation applies to multiple locations, it should list all street addresses or Location IDs. Upload all attestations as one PDF file.

If necessary, you may provide FCC Location Challenge IDs for some locations and attestations for others.

### *Reason Code 4*

If you indicated in the Project Areas Location List template file submitted to question 3.1 that you identified locations that are ineligible for BEAD funding due to NTIA reason code 4, "location is already served by an enforceable commitment," please provide evidence supporting your claim following the process below.

Provide a copy of the enforceable commitment in PDF format. Evidence must demonstrate that all location IDs are already served, or are expected to be served, with qualifying broadband. Upload documentation of all enforceable commitments as one PDF file.

### *Reason Code 5*

If you indicated in the Project Areas Location List template file submitted to question 3.1 that you identified locations that are ineligible for BEAD funding due to NTIA reason code 5, "location is already served by nonsubsidized service (privately funded network)," please provide evidence supporting your claim following the process below.

This option is only for locations with qualifying broadband service in the current National Broadband Map. Evidence must unequivocally demonstrate that the location is already served with qualifying broadband (i.e., the location is currently connected or can be connected within 10 business days of a request with a standard installation fee).

You may provide a subscription record for each location ID. Evidence of subscription must be provided as a PDF file and must contain a date. Any personally identifiable information must be redacted. The evidence of subscription must indicate the service address, service provider, technology type, and speed tier. Individual PDF files must be named using the following format, replacing only “locationID” with the proper information: locationID\_5\_ineligible.pdf. All PDF files must be zipped as one file.

Alternatively, you may provide a network diagram (including all locations) that shows adequate interconnection points and capacity to serve those locations. The network diagram must be clearly labeled and include a key for components. The network diagram must be accompanied by an attestation from an officer of the company on company letterhead, using the Network Diagram Officer Attestation Template found in the application portal, certifying the accuracy of the network diagram and that your organization will not accept BEAD funding to serve the location(s). All network diagram shapefiles or KMZs and the officer attestation PDF must be zipped as one file.

## Section 1: Administrative

### 1.1 Provide a project name.

A response to this question is required from all subgrantee applicants. Use the textbox to identify whether your project should be considered a Priority or Non-Priority project by typing “Priority” or “Non-Priority” in the textbox. Please do not include any other text besides “Priority” or “Non-Priority” in the textbox.

Priority projects must employ technologies that meet the technical performance requirements in the NOFO, as redefined by NTIA’s BEAD Restructuring Policy Notice (June 6, 2025) and the statute.

### 1.2 Indicate the project type.

A response to this question is required from all subgrantee applicants. Select “Alternative Technology” regardless of technology type. All subgrantee applicants must select “Alternative Technology.”

### 1.3 Is the subgrantee applicant a tribal entity?

A response to this question is required from all subgrantee applicants. Answer “Yes” or “No” using the dropdown menu.

### 1.4 Select the technology type for this project. Select all that apply.

A response to this question is required from all subgrantee applicants. Select all applicable technology types to be deployed in the project.

### 1.5 Provide the 10-digit FCC Registration Number (FRN) of the subgrantee applicant, with leading zeros.

A response to this question is required from all subgrantee applicants. Use the textbox to enter the FRN, including leading zeros.

## Section 2: Project Snapshot

### **2.1 Provide subgrantee applicant's proposed Total Project Cost rounded to the nearest cent.**

A response to this question is required from all subgrantee applicants. Use the textbox to enter the Total Project Cost. The textbox will only accept numerical values.

### **2.2 Provide subgrantee applicant's proposed Total Funding Request (how much grant funding subgrantee applicant is seeking with this application) rounded to the nearest cent.**

A response to this question is required from all subgrantee applicants. Use the textbox to enter the Total Funding Request.

### **2.3 Provide subgrantee applicant's proposed Total Match amount.**

A response to this question is required from all subgrantee applicants. Use the textbox to enter the Total Match Amount.

**Note:** The minimum match requirement is 25 percent of the total project, unless the project includes High-Cost Areas (HCA).

### **2.3A Provide the total amount of cash and in-kind matching funds for the project to be provided by the subgrantee applicant itself.**

A response to this question is required from all subgrantee applicants. Use the textbox to enter the amount.

**Note:** Per the BEAD NOFO, in-kind contributions, which may include third-party in-kind contributions, are non-cash donations of property, goods or services, which benefit a federally assisted project, and which may count toward satisfying the non-federal matching requirement of a project's total budgeted costs when such contributions meet certain criteria.

### **2.3B Provide the total amount of cash and in-kind matching funds for the project to be provided by match-eligible federal sources.**

A response to this question is required from all subgrantee applicants. Use the textbox to enter the amount.

### **2.3B1 If the project includes funds from match-eligible federal sources, provide a breakdown of the funding amount per federal source.**

A response to this question is not required from all subgrantee applicants. Use the textbox to enter the breakdown if applicable.

For BEAD-eligible federal funding sources, see [BEAD NOFO, p. 20](#).

### **2.3C Provide the total amount of cash and in-kind matching funds for the project to be provided by the Eligible Entity (State match).**



A response to this question is required from all subgrantee applicants. Use the textbox to enter the amount.

**Note:** This amount will be \$0 during application submission.

**2.3D Provide the total amount of cash and in-kind matching funds for the project to be provided by other sources such as non-profit organizations.**

A response to this question is required from all subgrantee applicants. Use the textbox to enter the amount.

**2.4 Provide the estimated number of route miles for the new project build.**

A response to this question is required from all subgrantee applicants. Use the textbox to enter the estimated number of total route miles for the new project build.

**2.4A Provide the estimated square mileage for licensed fixed wireless coverage.**

Use the textbox to enter the estimated coverage.

**2.4B Provide the estimated square mileage for unlicensed fixed wireless coverage.**

Use the textbox to enter the estimated coverage.

**2.5 Provide the estimated miles of aerial fiber for the new project build.**

A response to this question is required from all subgrantee applicants. Use the textbox to enter the estimated miles of aerial fiber for the new project build.

**2.6 Provide the estimated miles of buried fiber for the new project build.**

A response to this question is required from all subgrantee applicants. Use the textbox to enter the estimated miles of buried fiber for the new project build.

**2.7 How many people, and in what roles, has the subgrantee applicant hired for this project?**

A response to this question is required from all subgrantee applicants. Upload the requested file to the portal. The upload must be in PDF, Word, or Excel format. Do not include personal contact information (e.g., home address, personal phone number, etc.) as part of the submission. The file name must include “**2-7-project-roles**” to be accepted by the portal. The uploaded file should detail the anticipated number of personnel hired for carrying out the subgrantee applicant’s project. The file should also detail the roles personnel were hired for.

**2.8 Provide a brief description of the subgrantee applicant’s project.**

A response to this question is required for all subgrantee applicants. Use the textbox to provide a brief description summarizing the project. There is a 1,000-character limit for the description. Do not use commas or special characters.

**2.9 Select the category that best describes the service provider type.**

In compliance with the Policy Notice, this question is no longer required. As a null response, select any option from the dropdown menu to bypass the portal submission requirement.

**2.10 Indicate if the subgrantee applicant is a woman-owned business (WBE).**

In compliance with the Policy Notice, this question is no longer required. As a null response, select “Yes” or “No” from the dropdown menu to bypass the portal submission requirement.

**2.11 Indicate if the subgrantee applicant is a minority-owned business (MBE).**

In compliance with the Policy Notice, this question is no longer required. As a null response, select “Yes” or “No” from the dropdown menu to bypass the portal submission requirement.

**2.12 Provide a website address (URL) for the subgrantee applicant. This may be the homepage of the provider’s website.**

A response to this question is required from all subgrantee applicants. Use the textbox to enter the URL.

### Section 3: Scoring Criteria

**3.1 Upload the completed Project Area Locations List templated file for the applicant’s project.**

A response to this question is required from all subgrantee applicants. Upload the completed, Project Areas Location List template file to the portal. The upload must be in Excel format. The file name must include “**3-1-CBG**” to be accepted by the portal. Refer to the “Instructions” tab within the template file for directions on populating the two tabs.

**3.2 Provide the price at which the subgrantee applicant commits to offering [Priority – symmetrical 1 Gbps]/[Non-Priority and Alternative Technology – a 100/20 Mbps] service to all BEAD-funded BSLs. The price must be inclusive of all fees.**

In compliance with the Policy Notice, this question is no longer required. As a null response, enter “1” in the textbox to bypass the portal submission requirement.

**3.3 Has the subgrantee applicant provided broadband service for less than three years in the State of Wyoming?**

In compliance with the Policy Notice, this question is no longer required. As a null response, select “Yes” or “No” from the dropdown menu to bypass the portal submission requirement.

**3.4 Has the applicant been cited for any fair labor violations under the federal Fair Labor Standards Act or Occupational Safety and Health Act within the last three years?**

In compliance with the Policy Notice, this question is no longer required. As a null response, select “Yes” or “No” from the dropdown menu to bypass the portal submission requirement.

### **3.4A Provide the number of fair labor violations within the last three years.**

In compliance with the Policy Notice, this question is no longer required. As a null response, enter “0” in the textbox to bypass the portal submission requirement.

**3.4B Provide a narrative detailing the applicant’s workforce preparedness.** Subgrantee applicants should include references to State programs, resources, and partnerships that the subgrantee applicant could utilize to ensure an appropriately skilled workforce and ensure that the workforce readiness plan is commensurate with the size of the proposed project.

In compliance with the Policy Notice, this question is no longer required. As a null response, enter “N/A” in the textbox to bypass the portal submission requirement.

### **3.5 Does the subgrantee applicant make a forward-looking commitment to complying with all State and federal fair labor laws?**

A response to this question is required from all subgrantee applicants. Select “Yes” or “No” from the dropdown menu.

### **3.6 Indicate whether subgrantee applicant understands the BEAD NOFO requirement to begin service no more than 48 months after receiving their subgrant funding.**

A response to this question is required from all subgrantee applicants. Select “Yes” or “No” from the dropdown menu.

### **3.6A How many months does the subgrantee applicant commit to taking to complete the project, including build-out and initiation of service?**

In compliance with the Policy Notice, this question is no longer required. As a null response, enter “1” in the textbox to bypass the portal’s submission requirement.

### **3.7 Secondary Scoring Criteria: Indicate the speed tier of your network. Up to 50 points.**

A response to this question is required from all subgrantee applicants. Use the textbox to provide a one-letter response to indicate the speed tier of your network, based on the speed tiers in the table below. narrative response. The narrative should describe the specific strategies and measures the subgrantee applicant will implement to address and reduce natural hazard risks.

Answer	Download Speed	Upload Speed	Points
A	≥ 2 Gbps	≥ 2 Gbps	50 points
B	≥ 1 Gbps and < 2 Gbps	≥ 1 Gbps and < 2 Gbps	40 points

C	≥ 500 Mbps and < 1 Gbps	≥ 500 Mbps and < 1 Gbps	30 points
D	≥ 100 Mbps and < 500 Mbps	≥ 100 Mbps and < 500 Mbps	20 points
E	≥ 100 Mbps	> 50 Mbps and < 100 Mbps	10 points
F	> 100 Mbps	< 50 Mbps	0 points

For previously submitted responses, delete the narrative and provide a response in compliance with the instructions above.

**3.7A If the project area includes a high-risk CBG, submit an additional narrative addressing NTIA’s six dimensions of natural hazard risk mitigation based on the natural hazards most common in the project area.**

In compliance with the Policy Notice, this question is no longer required. As a null response, enter “N/A” in the textbox.

**3.8 Does subgrantee applicant have a letter of support from the municipal government (or Resolution of Consent or equivalent document from a Tribal authority) from the jurisdiction that contains the most BSLs within the subgrantee applicant’s proposed project area?**

In compliance with the Policy Notice, this question is no longer required. As a null response, select “No” from the dropdown menu.

**3.8A If yes, upload the supporting document.**

In compliance with the Policy Notice, this question is no longer required.

**3.8B List other jurisdictions for which the subgrantee applicant has support and can show documentation of support.**

In compliance with the Policy Notice, this question is no longer required.

**3.8C If any additional sources were listed, upload the supporting documentation for each.**

In compliance with the Policy Notice, this question is no longer required.

***Note: Questions 3.9 – 3.11A will only be required if you responded “Non-Priority” to Q1.1 and will not submit Priority technical templates.***

**3.9 Will the network be able to reliably deliver at least 100/20 Mbps broadband with a latency of no more than 100 ms?**

A valid response to this question is required if you responded “Non-Priority” to Q1.1. Select “Yes” or “No” from the dropdown menu.

If you responded “Priority” to Q1.1, this question is no longer required. Select “Yes” or “No” from the dropdown as a null response to bypass the portal submission requirement.

**3.9A Describe the selection of technology and particular hardware configurations in both backbone and last-mile segments that supports subgrantee applicant’s speed claim.**

A response to this question is required if you responded “Non-Priority” to Q1.1. Use the textbox to provide a description.

If you responded “Priority” to Q1.1, type “N/A” in the textbox.

**3.9B Describe the assumptions and/or calculations around capacity oversubscription, limitations imposed by terrain, and geographic constraints, to definitively demonstrate the connection speed and network capacity requirements can be met.**

A valid response to this question is required if you responded “Non-Priority” to Q1.1. Use the textbox to provide a description.

If you responded “Priority” to Q1.1, type “N/A” in the textbox.

**3.10 Will the proposed infrastructure be scalable in terms of incremental capacity, meaning the proposed network can scale by adding such capacity in a cost-effective manner as new customers are added?**

A valid response to this question is required if you responded “Non-Priority” to Q1.1. Select “Yes” or “No” from the dropdown menu.

If you responded “Priority” to Q1.1, select “Yes.”

**3.10A Describe how incremental capacity will be added in a cost-effective manner during the useful life of the network.**

A valid response to this question is required if you responded “Non-Priority” to Q1.1. Use the textbox to provide a description. If you responded “Priority” to Q1.1, type “N/A” in the textbox.

**3.11 Will the proposed infrastructure be scalable in terms of future capacity, meaning the proposed network can meet future speed and performance needs?**

A valid response to this question is required if you responded “Non-Priority” to Q1.1. Select “Yes” or “No” from the dropdown menu.

If you responded “Priority” to Q1.1, select “Yes.”

**3.11A Describe the targeted performance levels and technical approach to network upgrades and replacements as well as projected capital costs for such upgrades in the backbone and last-mile segments.**

A valid response to this question is required if you responded “Non-Priority” to Q1.1. Use the textbox to provide a description.

If you responded “Priority” to Q1.1, type “N/A” in the textbox.

**Section 4: Project Plan Information**

**4.1 Upload a technical narrative as a PDF detailing how the proposed infrastructure will deliver service that reliably meets or exceeds the program required speeds and latency for all proposed BSLs as defined in the Scoring Rubric in the project area as outlined in the BEAD NOFO pp. 64-65.**

A response to this question is required if you responded “Non-Priority” to Q1.1. Upload a narrative to the portal to provide the requested information. Upload must be in PDF format. Applicants should note that question 4.1 will be used to validate the Speed of Network Secondary Scoring Criteria. The file name must include “**4-1-technical-narrative**” to be accepted by the portal. The narrative must include a discussion of customer take-rate assumptions, anticipated oversubscription ratios, network capacity, and construction methodology best practices. Critical details to be submitted within the narrative include:

- A detailed description of how the network will be connected to sufficient backhaul infrastructure to support the program performance requirements. Please include:
  - If the proposed network leverages backhaul infrastructure from its own existing network, describe that infrastructure and how the proposed network interconnects with it.
  - If the proposed network leverages backhaul infrastructure from another organization’s existing network, describe that infrastructure, how the proposed network interconnects with it, and the negotiated terms for which the subgrantee applicant will have access to the infrastructure for the life of their required service commitment.
  - If the proposed network requires construction of new backhaul infrastructure, describe that infrastructure, how construction of the infrastructure will be funded, what steps have been taken to ensure the new infrastructure will be commissioned prior to the subgrantee applicant’s proposed subscriber activation dates, and how the proposed network interconnects with it.
- An explanation of the projected subscriber take-rate and the anticipated level of oversubscription based on the proposed network capacity.



- A network scalability plan to meet the program performance requirements if subscriber take-rate is higher than anticipated, customers subscribe to higher service level offerings than anticipated, or any other factors occur that may require additional network capacity.
- A detailed description of how the proposed network will be deployed using industry best practices.
  - Describe what anticipated portions of the network will be built using underground or aerial construction.
  - If underground construction is proposed, describe the construction methods to be used (e.g., directional drilling, trenching).
  - Describe the construction materials and equipment to be used in the network (e.g., 1.25" HDPE conduit, 144-count fiber-optic cable, Calix E7 platform) and how the selected materials support a sustainable and scalable network.

If you responded "Priority" to Q1.1, upload a PDF stating "N/A" with the file name "4-1-technical-narrative" to bypass the portal's submission requirement.

**4.1A If laying conduits, please provide a description of how the subgrantee applicant will ensure there is sufficient excess conduit capacity for future needs such as adding subscribers, expanding the network, adding capacity and resiliency, adding business products, or leasing transport. Please include conduit capacity, access point locations and/or spacing intervals, and other relevant descriptions.**

In compliance with the Policy Notice, this question is no longer required. As a null response, enter "N/A" in the textbox to bypass the portal submission requirement.

**4.2 Upload a zipped file folder containing shapefiles illustrating the subgrantee applicant's proposed network design. The shapefiles will include all BSL locations to be served by the project, all proposed fiber infrastructure routes to be constructed via the project, and project area boundary polygons encompassing all infrastructure routes, BSLs, and CAIs.**

A response to this question is required from all subgrantee applicants. Upload a single zipped file folder containing the two (2) zipped subfolders – Zip A and Zip B.

Zip A is required for all applications. Zip B is required for all applicants (with additional requirements, as described below, for applicants that identified their projects as "Priority" in Q1.1).

See details below for the required components of each zipped subfolder. Upload must be in ZIP file format. The file name must include "**4-2-shapefile**" to be accepted by the portal.

Zip A: This folder should contain shapefiles illustrating the proposed network design.

The shapefile format is designed to store and represent various types of geographic features, such as points, lines, and polygons, along with attribute information associated with these features. A shapefile is comprised of six separate file extensions (.CPG, .dfb, .prj, .sbn, .spx, and .shp). Shapefiles containing all six file extensions should be uploaded in a zipped folder.

The following layers shall be present in the submitted .shp file:

- The subgrantee applicant's proposed BSL shall be submitted as point feature. This layer must be named "BSL." If you are submitting multiple applications, each separate application must still name each submitted file as "BSL" with no additional numbers or characters. The location data must be sourced from either the program's official map fabric or the officially published BSL .csv files. You can obtain the official program BSL data from the WBO website.
- The applicant's proposed infrastructure routes, peering points, colocation facilities, fixed wireless towers, and wireless access points shall be submitted as line and point features. The layers should be named "Network\_Infrastructure" in the submitted shapefiles. The submitted routes shall be provided as a singular line representative of all fiber infrastructure (conduit, fiber, aerial attachments) to be placed along any individual pathway (e.g., public rights-of-way, private easements). Routes shall be inclusive of all new backhaul, backbone, and distribution infrastructure.
  - Routes that would only be constructed as part of subscriber activations (drops to individual subscriber locations constructed upon customer signup), shall not be included in the submitted file. The project's estimated take rate and associated drop mileage will be captured separately within the application.
  - Routes should be attributed within the GIS files to differentiate between backhaul (middle-mile) network infrastructure and distribution network (last-mile) infrastructure. This can be provided as separate colors to identify the distinction.
  - Existing infrastructure should be attributed within the GIS files or provided as a separate color to designate it as "existing."
- The subgrantee applicant's proposed service area(s) shall be submitted as polygon features. The polygon must encompass all proposed locations and proposed infrastructure routes submitted as part of the project shapefile and the layer should be labeled "Project\_Boundary" in the submitted shapefiles.

Zip B: This folder should contain:

*For all applicants:* A completed BEAD Restructuring Policy Notice Addendum Questions Template.



*For applicants who indicated in Q1.1 that their proposed project was Priority:* Completed technical templates for all applicable technology types. Refer to the instruction manuals corresponding to each technical template for guidance on completing the templates. Complete and upload technical templates for all the technologies to be deployed in the project. Priority technical templates and instruction manuals are available on the [WBO BEAD website](#).

For applicants who have identified locations that are ineligible for BEAD funding or non-BSLs in the Project Areas Location List template submitted in Q3.1, provide evidence, following the instructions in the “Instructions for Submitting No BEAD Location Evidence” section in this guide, including any necessary templates.

**4.3 Upload a logical network design drawing (Network Diagram) as a .pdf that illustrates the logical connectivity for the network and conveys the network’s capacity to provide each proposed BSL and CAI with the required broadband speeds and latency. Ensure that all information is clearly legible.**

A response to this question is required if you responded “Non-Priority” to Q1.1. Upload a Network Diagram to the portal to provide the requested information. Upload must be in PDF format. The file name must include “**4-3-network-diagram**” to be accepted by the portal.

If you responded “Priority” to Q1.1, upload a blank PDF with the file name “4-3-network-diagram” to bypass the portal’s submission requirement.

Existing infrastructure present on the diagram should be identified as existing to clearly identify new proposed infrastructure. The diagram should convey the network’s capacity to provide each proposed BSL and CAI with required broadband speeds.

**4.3A If the proposed project includes a fixed wireless component, upload the Fixed Wireless Design document. Complete and upload the provided Fixed Wireless Design Submission Template.**

***Note: Question 4.3A will only be visible for Non-Priority and Alternative Technology applications that select “Licensed Fixed Wireless” and/or “Unlicensed Fixed Wireless” in 1.4.***

A response to this question is required if you responded “Non-Priority” to Q1.1 and your project includes a fixed wireless component (Licensed or Unlicensed). Upload the completed Fixed Wireless Design Submission template document. The file name must include “**4-3A-wireless**” to be accepted by the portal.

If you responded “Priority” to Q1.1, upload a blank Excel spreadsheet with the file name “4-3A-wireless” to bypass the portal submission requirement.

**4.3B If the proposed project includes the use of satellite technology, upload the Satellite Design document. Complete and upload the provided Satellite Design Submission Template.**

***Note: Question 4.3B will only be visible for Alternative Technology applications that select “Satellite” in 1.4.***

A response to this question is required if you responded “Non-Priority” to Q1.1 and your project includes a satellite component. Upload a completed Satellite Design Submission Template. The file name must include “**4-3B-satellite**” to be accepted by the portal.

If you responded “Priority” to Q1.1, upload a blank file named “4-3B-satellite” to bypass the portal’s submission requirement.

**4.4 Upload a project cost estimate using the Project Cost Template. This cost estimate should demonstrate an understanding of the proposed project and its associated estimated costs.**

A response to this question is required from all subgrantee applicants. Complete and upload the Project Cost template. Upload must be in Excel format. File name must include “**4-4-project-cost**” to be accepted by the portal.

The cost estimate must include a detailed itemization of each cost and sufficient description to verify the eligibility of each cost item proposed. For each cost item, the subgrantee applicant must indicate the breakdown of costs to be covered by grant funds versus those provided by subgrantee applicant matching funds. The subgrantee applicant shall only provide eligible costs within its project cost estimate. The provided template includes instructions on how to fill out the spreadsheet and provides a description of what is to be included within each cost category. Reference the completed sample if additional guidance is needed.

**4.5 Upload a detailed project timeline demonstrating the subgrantee applicant’s ability to complete the project within the four-year timeframe and identifying the project milestones. Use the provided Project Timeline Template.**

A response to this question is required from all subgrantee applicants. Complete and upload the Project Timeline Template. Upload must be in Excel format. File name must include “**4-5-project-timeline**” to be accepted by the portal.

The timeline shall include the key milestones for project implementation:

- Planning and Engineering
- Permitting or Make-Ready
- Material and Equipment Procurement
- Network Construction
- Subscriber Activations; and
- Project Closeout Submission

**4.6 Using the Professional Engineer Certification Template provided, upload a PDF document signed by a currently licensed Professional Engineer that certifies the accuracy and completeness of the materials uploaded in this section and attests that the proposed network can deliver broadband service that meets the requisite performance requirements to all locations served by the project within the required four-year deployment timeline.**

A response to this question is required from all subgrantee applicants. Complete and upload the Professional Engineer Certification Template signed by a currently licensed Professional Engineer. Upload must be in PDF format. File name must include “**4-6-PE-certification**” to be accepted by the portal.

**4.7 Check the boxes below to certify that the subgrantee applicant is technically qualified to meet the minimum Program requirements.**

Responses are required for Questions 4.7A-4.7F.

**4.7A Subgrantee applicant certifies that the proposed project will deliver at least 5 Mbps of capacity (or 2 TBs of usage per month) to each BSL in the project area where a subscriber requests and is provisioned service.**

A response to this question is required from all subgrantee applicants. Select the checkbox to certify.

**4.7B Subgrantee applicant certifies that at time of project closeout, all proposed BSLs shall be capable of receiving service with speeds of not less than 100 Mbps for downloads and 20 Mbps for uploads with 95 percent of latency measurements during testing windows falling at or below 100 milliseconds round-trip time. See NOFO pp 64-65**

A response to this question is required from all subgrantee applicants (see BEAD NOFO, p. 64-65). Select the checkbox to certify.

**4.7C Subgrantee applicant certifies that at time of project closeout, grant funded connections to proposed Eligible Community Anchor Institutions shall be capable of delivering service at speeds not less than 1 Gigabit per second for downloads and 1 Gigabit per second for uploads with 95 percent of latency measurements during testing windows falling at or below 100 milliseconds round-trip time. Additionally, the subgrantee applicant certifies that these grant funded connections can be used to provide business data services, which refers to the dedicated point-to-point transmission of data at certain guaranteed speeds and service levels using high-capacity connections. See NOFO p 65.**

This question is not required. Applicant must select the checkbox to bypass the portal’s response requirement.

**4.7D Subgrantee applicant certifies that its submitted project cost estimate is accurate and encompasses all costs to be incurred by subgrantee applicant as part of the proposed project.**

A response to this question is required from all subgrantee applicants. Select the checkbox to certify.

**4.7E Subgrantee applicant certifies that its submitted project timeline is accurate and that it will be capable of providing broadband service to each proposed BSL and CAI that desires service within the committed time frame.**

A response to this question is required from all subgrantee applicants. Select the checkbox to certify.

**4.7F Subgrantee applicant certifies that it will obtain all necessary federal, State, and local governmental permits and required approvals necessary for the proposed work to be completed.**

A response to this question is required from all subgrantee applicants. Select the checkbox to certify.

## Section 5: Organizational and Managerial Capacity

**5.1 Would the subgrantee applicant like to update any organization and managerial materials or responses submitted as part of their prequalification materials?**

A response to this question is required from all subgrantee applicants. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 5.2. If “No,” proceed to 5.11.

**5.2 Would the subgrantee applicant like to update the financial, technical, and managerial key personnel resumes submitted as part of their prequalification materials?**

This question is required only if the subgrantee applicant responds “Yes” to 5.1. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 5.2A. If “No,” proceed to 5.3.

**5.2A Upload one file (.PDF) containing a one-page resume for each essential financial, technical, and managerial key personnel. Each resume must include a minimum of five years of relevant experience. Note that Personal Identifiable Information should be removed from resumes before submission**

This question is only visible if the subgrantee applicant responds “Yes” to 5.2. Complete and upload the file containing one-page resumes for each essential financial, technical, and managerial key personnel. Upload must be in PDF format. File name must include “**5-2A-resume**” to be accepted by the portal.

**5.3 Would the subgrantee applicant like to update the detailed narrative outlining the company’s managerial approach submitted as part of their prequalification materials?**

This question is required only if the subgrantee applicant responds “Yes” to 5.1. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 5.3A. If “No,” proceed to 5.4.

**5.3A Upload a detailed narrative outlining the company’s managerial approach including the roles and responsibilities held by each individual identified as “Key Personnel.”**

This question is only visible if the subgrantee applicant responds “Yes” to 5.3. Upload a file containing a narrative response outlining the company’s managerial approach. Upload must be in PDF or Word format. File name must include “**5-3A-managerial-narrative**” to be accepted by the portal.

**5.4 Would the subgrantee applicant like to update the organization chart submitted as part of their prequalification application?**

This question is required only if the subgrantee applicant responds “Yes” to 5.1. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 5.4A. If “No,” proceed to 5.5.

**5.4A Upload the updated organization chart that includes all relevant personnel, including those detailed in the resumes above.**

This question is only visible if the subgrantee applicant responds “Yes” to 5.4. Upload the file containing an organization chart that includes all relevant personnel. Upload must be in PDF or Word format. File name must include “**5-3A-managerial-narrative**” to be accepted by the portal.

**5.5 Would the subgrantee applicant like to update the evidence detailing their prior experience for recent broadband projects?**

This question is required only if the subgrantee applicant responds “Yes” to 5.1. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 5.5A. If “No,” proceed to 5.6.

**5.5A Upload evidence detailing the subgrantee applicant’s scope, amount, length, funding source for at least one and no more than three recent broadband projects. Provide information about the subgrantee applicant’s methods and strategies in handling projects of a comparable size and scope.**

This question is only visible if the subgrantee applicant responds “Yes” to 5.5. Upload evidence detailing the subgrantee applicant’s scope, amount, length, and funding source for at least one, but no more than three recent broadband projects. Upload must be in PDF, Word, or Excel format. Up to three files may be uploaded. File name(s) must include “**5-5A-past-experience**” to be accepted by the portal.

**5.6 Would the subgrantee applicant like to update the SAM.gov information provided in the prequalification application?**

This question is required only if the subgrantee applicant responds “Yes” to 5.1. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 5.6A. If “No,” proceed to 5.7.

**5.6A Upload a PDF screenshot of the subgrantee applicant’s active registration.**

This question is only visible if the subgrantee applicant responds “Yes” to 5.6. Upload a file containing a screenshot of the subgrantee applicant’s active registration. Upload must be in PDF format. File name must include “**5-6A-registration**” to be accepted by the portal.

**5.7 Would the subgrantee applicant like to update the State Registration provided in the prequalification application?**

This question is required only if the subgrantee applicant responds “Yes” to 5.1. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 5.7A. If “No,” proceed to 5.8.

**5.7A Upload documentation of the subgrantee applicant’s State business registration. If the subgrantee applicant is not registered with the State, subgrantee applicant must complete and upload the documentation before submitting the application.**

This question is only visible if the subgrantee applicant responds “Yes” to 5.7. Upload a file containing the subgrantee applicant’s State business registration. Upload must be in PDF format. File name must include “**5-7A-state-business**” to be accepted by the portal.

**5.8 Would the subgrantee applicant like to update the list of all broadband deployment projects the applicant provided in the prequalification application?**

This question is required only if the subgrantee applicant responds “Yes” to 5.1. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 5.8A. If “No,” proceed to 5.9.

**5.8A Provide a list of previous awards, planned applications for State or federal funding, and ongoing awarded projects.**

This question is only visible if the subgrantee applicant responds “Yes” to 5.8. Upload a file containing a list of previous awards, planned applications for State or federal funding, and ongoing awarded projects. Upload must be in PDF, Word, or Excel format. File name must include “**5-8A-other-funding**” to be accepted by the portal.

**5.9 Would the subgrantee applicant like to update the cybersecurity risk management plan as submitted in the prequalification application materials?**

This question is required only if the subgrantee applicant responds “Yes” to 5.1. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 5.9A. If “No,” proceed to 5.10.

**5.9A Upload the subgrantee applicant’s cybersecurity risk management plan.**

This question is only visible if the subgrantee applicant responds “Yes” to 5.9. Upload a file containing the subgrantee applicant’s cybersecurity risk management plan. Upload must be in Word or PDF format. File name must include “**5-9A-cybersecurity**” to be accepted by the portal.



**5.10 Would the subgrantee applicant like to update the Supply Chain Risk Management (SCRM) Plan as submitted in the prequalification application materials?**

This question is required only if the subgrantee applicant responds “Yes” to 5.1. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 5.10A. If “No,” proceed to 5.11.

**5.10A Upload the subgrantee applicant’s SCRM plan.**

This question is only visible if the subgrantee applicant responds “Yes” to 5.10. Upload a file containing the subgrantee applicant’s SCRM plan. Upload must be in Word or PDF format. File name must include “**5-10A-SCRM**” to be accepted by the portal.

**5.11 Check the box certifying that the subgrantee applicant possesses the operational capability to complete and operate the Project within the timeline and terms set by the subgrant and in compliance with all applicable Federal, State, Tribal, and local laws.**

☐ By checking this box, I certify on behalf of my organization that the subgrantee applicant possesses the operational capability to complete and operate the Project within the timeline and terms set by the subgrant

A response to this question is required from all subgrantee applicants. Select the checkbox to certify.

**5.12 Upload a legal opinion that demonstrates the subgrantee applicant’s capability to carry out funded activities competently and in compliance with all applicable federal, State, and local laws. The opinion must also detail any past violations or pending court proceedings.**

A response to this question is required from all subgrantee applicants. Upload a legal opinion that demonstrates the subgrantee applicant’s capability to carry out funded activities competently and in compliance with applicable laws. Upload must be in PDF format. File name must include “**5-12-legal-opinion**” to be accepted by the portal.

**Section 6: Financial Capability****6.1 Would the subgrantee applicant like to update the financial information in the application materials submitted during prequalification?**

A response to this question is required from all subgrantee applicants. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 6.1A. If “No,” proceed to 6.2.

**6.1A Upload the updated audited unqualified financial statements along with a statement detailing why new documents are being provided.**

This question is only visible and required if the subgrantee applicant responds “Yes” to 6.1. Up to five files may be uploaded. Upload the updated audited unqualified

financial statements along with a statement detailing why new documents are being provided. Uploads must be in PDF or Excel formats. File names must include “**6-1A-financial**” to be accepted by the portal. If you are a LEO provider, you may upload a statement that you intend to provide a financial certification letter from the NTIA in lieu of the audited financial statements in this application.

**6.2 Provide a letter from a bank, or if applicable, an insurance or surety company holding a certificate of authority as an acceptable surety (See Department of Treasury Circular 570), confirming the commitment to issuing an irrevocable standby letter of credit (ILOC) or a performance bond.**

If applicable, a response is required from subgrantee applicants. Upload a letter from a bank, or if applicable, an insurance or surety company holding a certificate of authority as an acceptable surety (see Department of Treasury Circular 570), confirming the commitment to issuing an irrevocable standby letter of credit (ILOC) or a performance bond. Upload must be in PDF or Word format. Up to three files may be submitted. File name must include “**6-2-LOC**” to be accepted by the portal.

**6.2A Instead of providing proof of commitment to issue an ILOC, provide a letter from a company holding a certificate of authority as an acceptable surety on federal bonds as identified in the Department of Treasury Circular 570 committing to issue a performance bond to the prospective subgrantee. The letter shall at a minimum provide the dollar amount of the performance bond.**

If applicable, a response is required from subgrantee applicants. A response is required if you did not provide a response to 6.2. Upload a letter from a company holding a certificate of authority as an acceptable surety on federal bonds as identified in the Department of Treasury Circular 570 (see Department of Treasury Circular 570) committing to issue a performance bond to the prospective subgrantee. **The letter must include a dollar amount of the performance bond.** Upload must be in PDF or Word format. Up to three files may be submitted. File name must include “**6-2A-bond-letter**” to be accepted by the portal.

**6.3 Upload a completed proforma by using the template pro forma provided.**

A response to this question is required from all subgrantee applicants. Please note, “Year 1” is post-build. Upload a file containing the subgrantee applicant’s proforma using the provided template proforma. Upload must be in Excel format. File name must include “**6-3-proforma**” to be accepted by the portal.

**6.3A Explain the pro forma assumptions and detail any anticipated financial challenges.**

A response to this question is required from all subgrantee applicants. Upload an explanation of all assumptions made by the pro forma, along with any anticipated financial challenges. Explain the assumptions regarding take-rates, churn, revenue per user, operating expenses, cash flow, and capital expenditures. Upload must be in Word or PDF format. File name must include “**6-3A-assumptions**” to be accepted by the portal.



**6.4 Certify that the subgrantee applicant will comply with all program requirements, including service milestones.**

☐ By checking this box, I certify on behalf of my organization that the subgrantee applicant will comply with all program requirements, including service milestones.

A response to this question is required from all subgrantee applicants. Select the checkbox to certify.

**6.5 Has the subgrantee applicant or its affiliates ever been involved in bankruptcy, a creditor(s) rights or receivership proceeding, or sought protection from creditors?**

A response to this question is required from all subgrantee applicants. Answer “Yes” or “No” using the dropdown menu.

**6.6 Has the subgrantee applicant settled a debt with a lending institution for less than the full amount outstanding?**

A response to this question is required from all subgrantee applicants. Answer “Yes” or “No” using the dropdown menu.

**6.7 Has the subgrantee applicant ever had a senior manager or principal convicted of any felony or misdemeanor, other than a minor traffic violation, or if any such charges are pending?**

This question is no longer required. Answer “Yes” or “No” using the dropdown menu.

**6.8 Does the subgrantee applicant have any outstanding judgments or liens pending against them other than liens in the normal course of business?**

A response to this question is required from all subgrantee applicants. Answer “Yes” or “No” using the dropdown menu.

**Section 7: Project Staffing and Labor Requirements**

**7.1 Provide a narrative explaining the subgrantee applicant’s approach to project staffing, including if the workforce is directly employed, subcontracted, or a combination of the two.**

This question is no longer required. Type “N/A” in the textbox. Use the textbox to provide a narrative response addressing the subgrantee applicant’s approach to project staffing addressing all aspects of the question.

**7.2 Upload project-specific resumes to illustrate that the subgrantee applicant’s staff is adequately qualified to carry out the project, if they were not uploaded previously during Prequalification. The resumes should be no more than 1 page.**

A response to this question is required from all subgrantee applicants. Upload a file containing the project-specific resumes. Upload must be in PDF format. Do not include personal contact information (e.g., home address, personal phone number,

etc.) as part of the submission. File name must include **“7-2-project-resume”** to be accepted by the portal.

**7.3 Provide a narrative detailing the subgrantee applicant’s plans to recruit qualified employees, which could include roles such as network engineers, technicians, project managers, etc. with relevant expertise in the telecommunications or technology sector. In the narrative, note any registered apprenticeship or labor management programs the subgrantee applicant participates in.**

In compliance with the Policy Notice, this question is no longer required. As a null response, enter “N/A” in the textbox to bypass the portal submission requirement.

**7.4 Provide a narrative that details the steps the subgrantee applicant will take to ensure that all members of its project workforce have the appropriate credentials. Note any on-the-job training programs offered to employees.**

In compliance with the Policy Notice, this question is no longer required. As a null response, enter “N/A” in the textbox to bypass the portal submission requirement.

**7.5 Provide a comprehensive list detailing the size of the subgrantee applicant’s workforce, the job titles of workers, and the entity that will employ each portion of the workforce (e.g., the subgrantee applicant, contractors, subcontractors).**

In compliance with the Policy Notice, this question is no longer required. As a null response, enter “N/A” in the textbox to bypass the portal submission requirement.

**7.6 Certify that the subgrantee applicant has employed personnel, such as a chief technology officer, project engineer, and contractor oversight team with appropriate skills and certifications necessary for the project proposed in this application.**

☐ By checking this box, I certify on behalf of my organization that the subgrantee applicant has employed personnel, including a chief technology officer, project engineer, and contractor oversight team with appropriate skills and certifications necessary for the project proposed in this application.

In compliance with the Policy Notice, this question is no longer required. As a null response, select the checkbox to bypass the portal submission requirement.

**7.6A Upload the relevant certifications the subgrantee applicant requires for staff for deployment projects as mandated by State and federal law and reflective of industry best practices. This list should be organized by role.**

In compliance with the Policy Notice, this question is no longer required. As a null response, upload a document stating “N/A” to bypass the portal submission requirement. The file upload must be in PDF, Word, or Excel format. File names must include **“7-6A-certifications”** to be accepted by the portal.

**7.7 Does the subgrantee applicant plan to contract or subcontract for resources for the deployment of the BEAD-funded project?**

In compliance with the Policy Notice, this question is no longer required. As a null response, answer “Yes” or “No” using the dropdown menu to bypass the portal submission requirement.

**7.7A Provide a narrative describing the contract or subcontract resources the subgrantee applicant plans to acquire for the BEAD-funded project.**

In compliance with the Policy Notice, this question is no longer required. As a null response, enter “N/A” in the textbox to bypass the portal submission requirement.

**7.8 Certify that the subgrantee applicant understands the requirement to upload documentation that reflects they have communicated to relevant employees that the applicant will allow for the creation of worker-led health and safety committees that management will meet with upon reasonable request.**

☐ I certify the subgrantee applicant organization understands the requirement to upload documentation that reflects they have communicated to relevant employees that the subgrantee applicant will allow for the creation of worker-led health and safety committees that management will meet with upon reasonable request.

In compliance with the Policy Notice, this question is no longer required. As a null response, select the checkbox to bypass the portal submission requirement.

**7.9 Upload any supporting materials that demonstrate compliance with workplace safety.**

In compliance with the Policy Notice, this question is no longer required. As a null response, upload a file stating “N/A”. Uploads must be in PDF or Word format. Up to five files may be submitted. File names must include “7-9-compliance” to be accepted by the portal.

**Section 8: Ownership Information****8.1 Would the subgrantee applicant like to update the ownership information submitted in the prequalification application?**

A response to this question is required from all subgrantee applicants. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 8.1A. If “No,” proceed to 9.1.

**8.1A Provide updated ownership information.**

This question is only visible if the subgrantee applicant responds “Yes” to 8.1. Upload the updated ownership information. Upload must be in Word or PDF format. File name must include “8-1A-ownership” to be accepted by the portal.

**Section 9: Compliance****9.1 Does the proposed project include construction or operations on Tribal lands?**

A response to this question is required from all subgrantee applicants. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to 9.1A. If “No,” proceed to 9.2.

**9.1A Certify that subgrantee applicant has already engaged with the Eastern Shoshone and/or Northern Arapaho Business Councils or their designated authority and commits that if awarded, it will provide a binding Resolution of Consent prior to receiving the final award.**

☐ I certify the subgrantee applicant has already engaged with the Eastern Shoshone and/or Northern Arapaho Business Councils or their designated authority and commits that if awarded, it will provide a binding Resolution of Consent prior to receiving the final award.

A response to this question is required from all subgrantee applicants that select “Yes” for question 9.1. Select the checkbox to certify.

**9.1B Upload documentation of initiation of a Tribal consent process or receiving Tribal consent from the appropriate tribal authority as required in the BEAD NOFO.**

A response to this question is required from all subgrantee applicants that select “Yes” for question 9.1. Upload files documenting the initiation of a Tribal consent process or receipt of Tribal consent from the appropriate Tribal authority (see [BEAD NOFO](#), p. 48). Uploads must be in PDF or Word format. Up to three files may be submitted. File names must include “9-1B-tribal-consent” to be accepted by the portal.

**9.2 Does the subgrantee applicant commit to providing a low-cost service option (LCSO) that offers speeds of at least 100/20 Mbps and latency performance of no more than 100 milliseconds and that is available to any household seeking to subscribe to broadband internet access service that is eligible for the FCC’s Lifeline Program. Applicants that already offer a low-cost plan that meets these service requirements may satisfy the LCSO requirement by proposing to offer their existing low-cost plan to eligible subscribers.?**

A response to this question is required from all subgrantee applicants <https://wyomingbusiness.org/broadband/bead/>. Answer “Yes” or “No” using the dropdown menu.

**9.3 Does the subgrantee applicant commit to participating in any Affordable Connectivity Program-successor program as identified by NTIA?**

In compliance with the Policy Notice, this question is no longer required. As a null response, answer “Yes” or “No” using the dropdown menu to bypass the portal submission requirement.

**9.4 Provide a narrative that details how the subgrantee applicant intends to notify relevant populations of the new or newly upgraded offerings available in each area. The explanation should include information that reflects any unique needs of**

**the specific demographics of the area. That may include information in different languages or through particular mechanisms (e.g. radio ads).**

In compliance with the Policy Notice, this question is no longer required. As a null response, enter “N/A” in the textbox to bypass the portal submission requirement.

**9.5 Certify subgrantee applicant agrees to abide by the non-discrimination requirements set forth by the BEAD NOFO and acknowledge that failure to do so may result in cancellation of any award and/or recoupment of funds already disbursed.**

In compliance with the Policy Notice, this question is no longer required. As a null response, select the checkbox to bypass the portal submission requirement. Select the checkbox to certify.

**9.6 Certify that the subgrantee applicant understands Section 9 of the Secure and Trusted Communications Networks Act of 2019 (47 U.S.C. § 1608). By certifying, subgrantee applicant indicates their understanding they may not use BEAD funding to purchase or support any covered communications equipment or service.**

A response to this question is required from all subgrantee applicants (see [Secure and Trusted Communications Networks Act of 2019, Section 9, p. 13](#)). Select the checkbox to certify.

**9.7 Certify that, to the best of its knowledge and belief, subgrantee applicant and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any federal department or agency.**

A response to this question is required if applicable to subgrantee applicants. Select the checkbox to certify. If you are unable to truthfully certify, you must provide the explanation requested in question 9.7D below.

**9.7A Certify that, to the best of its knowledge and belief, subgrantee applicant and its principals have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, Eligible Entity, or local) transaction or contract under a public transaction; violation of federal or Eligible Entity antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.**

A response to this question is required if applicable to subgrantee applicants. Select the checkbox to certify. If you are unable to truthfully certify, you must provide the explanation requested in question 9.7D below.

**9.7B Certify that, to the best of its knowledge and belief, subgrantee applicant and its principals are not presently indicted for or otherwise criminally or civilly**



**charged by a governmental entity (federal, Eligible Entity or local) with commission of any of the offenses enumerated in Question 9.7A.**

A response to this question is required if applicable to subgrantee applicants. Select the checkbox to certify. If you are unable to truthfully certify, you must provide the explanation requested in question 9.7D below.

**9.7C Certify that, to the best of its knowledge and belief, subgrantee applicant and its principals have not within a three-year period preceding this application/proposal had one or more public transactions (federal, Eligible Entity, or local) terminated for cause or default.**

A response to this question is required if applicable to subgrantee applicants. Select the checkbox to certify. If you are unable to truthfully certify, you must provide the explanation requested in question 9.7D below.

**9.7D If the subgrantee applicant is unable to certify 9.7, 9.7 A, 9.7B, or 9.7C, provide an explanation.**

A response to this question is required if applicable to subgrantee applicants. Upload an explanation if applicable. Upload must be in PDF or Word format. File name must include “9-7D-explanation” to be accepted by the portal.

**9.8 Certify the subgrantee applicant agrees to comply with the requirements of 2 C.F.R. Parts 180, 1200 and 1326.**

A response to this question is required if applicable to subgrantee applicants (see 2 C.F.R. Part 180, Part 1200, and Part 1326). Select the checkbox to certify. If you are unable to truthfully certify, you must provide the explanation requested in question 9.8E below.

**9.8A Certify that by submitting this proposal that, should the proposed covered transaction be entered into, subgrantee applicant shall not knowingly enter into any lower tier covered transaction (i.e., subgrant arrangement) with a person who is proposed for debarment under 48 C.F.R. Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.**

A response to this question is required if applicable to subgrantee applicants (see 48 C.F.R. Part 9). Select the checkbox to certify. If you are unable to truthfully certify, you must provide the explanation requested in question 9.8E below. A subgrantee applicant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each subgrantee applicant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>). If a subgrantee applicant knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. Part 9, Subpart 9.4, suspended, debarred, ineligible, or

voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency may terminate the transaction for cause or default.

**9.8B Subgrantee applicant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 C.F.R. Parts 180,1200 and 1326.**

A response to this question is required if applicable to subgrantee applicants (see 2 C.F.R. [Part 180](#), [Part 1200](#), and [Part 1326](#)). Select the checkbox to certify. If you are unable to truthfully certify, you must provide the explanation requested in question 9.8E below.

**9.8C Certify that subgrantee applicant understands that the certifications in this application are material representations of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.**

A response to this question is required if applicable to subgrantee applicants. Select the checkbox to certify. If you are unable to truthfully certify, you must provide the explanation requested in question 9.8E below.

**9.8D Certify that subgrantee applicant shall provide immediate written notice to WBO if the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous due to changed circumstances.**

A response to this question is required if applicable to subgrantee applicants. Select the checkbox to certify. If you are unable to truthfully certify, you must provide the explanation requested in question 9.8E below.

**9.8E If the subgrantee applicant is unable to certify to any part of 9.8, provide an explanation.**

A response to this question is required if applicable to subgrantee applicants. Upload an explanation if applicable. Upload must be in PDF or Word format. File name must include “**9-8E-explanation**” to be accepted by the portal.

## Portal Navigation

### Starting the Application

Subgrantee applicants may submit multiple applications.

Navigate to the Subgrantee Application Phase landing page by clicking on the “BEAD Scoring” tab on the upper left-hand side of the page.

Click on the “Create New BEAD Scoring” button to begin the application. You will progress through the application starting with Section 1.

---

Create New BEAD Scoring

Please answer the questions in the order presented. You cannot navigate to previous or next sections until all required fields in the current section are completed.

Section 1 > Section 2 > Section 3 > Section 4 > Section 5 > Section 6 > Section 7 > Section 8 > Section 9

Section 1: Administrative

All applicants must select “Alternative Technology” as the application type in Section 1 to complete the Benefit of the Bargain Round Application.

### Completing the Application

Application sections must be completed in sequential order. If you want to skip ahead to a different section, you must populate the required question fields with placeholder content to proceed. When you have completed the section you want to complete, **do not** click “Save & Proceed” at the bottom of the page. (Clicking “Save & Proceed” will navigate you forward to the next section, and you will not be able to navigate back through the application until you have populated the fields on that page.) Instead, use the section navigation buttons at the top of the screen to navigate back to the section with placeholder answers.

### Submitting the Application

After completing the nine sections, click “Save & Proceed” to navigate from Section 9 to the certification signature page.

1. On the Certification page, enter your title, draw your signature, and click **Save**.
2. Select **Submit Application** to officially submit the application.

### Templates

Some questions require you to upload a completed templated document. All required templates are available in the Subgrantee Application section of the [BEAD - Wyoming Business Council](#) website. See the instructions for guidance on how to use and provide information in each template.



## Document Upload

To make sure required files upload properly, follow the file naming instructions provided for questions that require file uploads. For file naming conventions, see Appendix A. The instructions for file format are provided for each question. If the question requires files to be uploaded as a PDF or Word file, the portal will not allow you to upload an Excel file.

**File names must include all hyphens as shown in the example to be valid.**

For example: The file naming convention for question 4.1 is “4-1-technical-narrative.” Edit file names directly by deleting the uploaded file(s) and uploading the correctly named file.

\* 4.1 Upload a technical narrative as a PDF detailing how the  
as outlined in the BEAD NOFO pp. 64-65.

Please make sure the filename has "4-1-technical-narrative" on it.



**Uploaded Files:**

4-1-technical-narrative.pdf

 Delete

## Certifications

Throughout the application, you will be required to certify your organization’s compliance with federal, State, and local laws, FCC regulations, and safety and health regulations, among other certifications of capability, experience, understanding, and commitment. The certification statement and electronic signature should only be provided by an individual with the legally binding authority to certify on behalf of your organization.

## Revisions

During application review, WBO may notify you if any items need to be addressed or corrected. WBO may notify you via email with a specified turnaround time for submitting revisions and will re-open the application for the updated responses/documentation to be submitted, if applicable and if time allows.

**Note: Resubmit revisions to the portal to satisfy the requested corrections. Do not send replies/submission updates via email; WBO will not be able to guarantee receipt.**

Please note the specified time in the email communication to prevent missing the re-submission deadline.

## Reviewing Draft Applications

If you are submitting multiple applications, you can view the list of applications by clicking on the “BEAD Scoring” tab or the “BEAD Scoring List” button. The list will provide the application’s number and status.

Create New BEAD Scoring

All			
Scoring Application Name	Status	Record Type	Account
<a href="#">Scoring-0000000049</a>	Draft	Alternative Technology	<a href="#">TestScoreAppViewonlycorrectapps1</a>
<a href="#">Scoring-0000000051</a>	Draft	Priority Application	<a href="#">TestScoreAppViewonlycorrectapps1</a>
<a href="#">Scoring-0000000054</a>	Draft	Non-Priority Application	<a href="#">TestScoreAppViewonlycorrectapps1</a>
<a href="#">Scoring-0000000056</a>	Draft	Alternative Technology	<a href="#">TestScoreAppViewonlycorrectapps1</a>
<a href="#">Scoring-0000000057</a>	Draft	Alternative Technology	<a href="#">TestScoreAppViewonlycorrectapps1</a>

## Appendix A: File Name Instructions

All file uploads must follow the file naming instructions provided for each question to be accepted by the portal. Use the following table to confirm what should be included in a file name.

Example: The file name for question 3.1 is “3-1-CBG”

Question #	File name
2.7	2-7-project-roles
3.1	3-1-CBG
3.8A	3-8A-support-letter
3.8C	3-8C-additional-support
4.1	4-1-technical-narrative
4.2	4-2-shapefile
4.3	4-3-network-diagram
4.3A	4-3A-wireless
4.3B	4-3B-satellite
4.4	4-4-project-cost
4.5	4-5-project-timeline
4.6	4-6-PE-certification
5.2A	5-2A-resume
5.3A	5-3A-managerial-narrative
5.4A	5-4A-organization-chart
5.5A	5-5A-past-experience
5.6A	5-6A-registration
5.7A	5-7A-state-business
5.8A	5-8A-other-funding
5.9A	5-9A-cybersecurity
5.10A	5-10A-SCRM
5.12	5-12-legal-opinion
6.1A	6-1A-financial
6.2	6-2-LOC
6.2A	6-2A-bond-letter
6.3	6-3-proforma
6.3A	6-3A-assumptions
7.2	7-2-project-resume
7.6A	7-6A-certifications
7.9	7-9-compliance
8.1A	8-1A-ownership
9.1B	9-1B-tribal-consent
9.7D	9-7D-explanation
9.8E	9-8E-explanation

## Appendix B: Resource Links

Resource Name	URL
BEAD Restructuring Policy Notice	<a href="https://www.ntia.gov/sites/default/files/2025-06/bead-restructuring-policy-notice.pdf">https://www.ntia.gov/sites/default/files/2025-06/bead-restructuring-policy-notice.pdf</a>
BEAD – Wyoming Business Council website	<a href="https://broadband.wyomingbusiness.org/">https://broadband.wyomingbusiness.org/</a>
Wyoming Initial Proposal Volume 2	Available on WBO's website: <a href="https://wyomingbusiness.org/broadband/bead/">https://wyomingbusiness.org/broadband/bead/</a>
BEAD NOFO	<a href="https://broadbandusa.ntia.doc.gov/sites/default/files/2022-05/BEAD%20NOFO.pdf">https://broadbandusa.ntia.doc.gov/sites/default/files/2022-05/BEAD%20NOFO.pdf</a>
BEAD Final Proposal Guidance v1.1	<a href="https://www.ntia.gov/sites/default/files/2024-11/bead_final_proposal_guidance_v1.1.pdf">https://www.ntia.gov/sites/default/files/2024-11/bead_final_proposal_guidance_v1.1.pdf</a>
Broadband Equity, Access, and Deployment (BEAD) Program: Initial Proposal Guidance	<a href="https://broadbandusa.ntia.doc.gov/sites/default/files/2023-07/BEAD_Initial_Proposal_Guidance_Volumes_I_II.pdf">https://broadbandusa.ntia.doc.gov/sites/default/files/2023-07/BEAD_Initial_Proposal_Guidance_Volumes_I_II.pdf</a>
Occupational Safety and Health Act	<a href="https://www.osha.gov/laws-regs/oshact/completeoshact">https://www.osha.gov/laws-regs/oshact/completeoshact</a>
Bankruptcy Code	<a href="https://www.govinfo.gov/content/pkg/USCODE-2011-title11/html/USCODE-2011-title11.htm">https://www.govinfo.gov/content/pkg/USCODE-2011-title11/html/USCODE-2011-title11.htm</a>
Bureau of Indian Affairs Best Practices	<a href="https://www.bia.gov/sites/default/files/dup/inline-files/ttr_flowchart.pdf">https://www.bia.gov/sites/default/files/dup/inline-files/ttr_flowchart.pdf</a>
Department Circular 570	<a href="https://www.fiscal.treasury.gov/surety-bonds/circular-570.html">https://www.fiscal.treasury.gov/surety-bonds/circular-570.html</a>
Secure and Trusted Communications Networks Act of 2019	<a href="https://www.congress.gov/116/plaws/publ124/PLAW-116publ124.pdf">https://www.congress.gov/116/plaws/publ124/PLAW-116publ124.pdf</a>
2 C.F.R. Part 180	<a href="https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-180">https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-180</a>
2 C.F.R. Part 1200	<a href="https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XII/part-1200">https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XII/part-1200</a>
2 C.F.R. Part 1326	<a href="https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XIII/part-1326">https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XIII/part-1326</a>

48 C.F.R. Part 9	<a href="https://www.ecfr.gov/current/title-48/chapter-1/subchapter-B/part-9">https://www.ecfr.gov/current/title-48/chapter-1/subchapter-B/part-9</a>
------------------	---

## Version History

Version	Description of Updates
1.0	Initial publication.
1.1	Question 3.8B language updated for clarification. Question 3.9 language updated to reflect change in speed from 250/50 Mbps to 100/20 Mbps. Guidance for Question 3.9A updated to clarify what subgrantee applicants should include in the narrative response.
1.2	Question 4.2 language updated for additional guidance for new materials, per updated NTIA guidance regarding non-served BEAD-eligible locations.
2.0	Added details about changes made in compliance with NTITA's BEAD Restructuring Policy Notice (see "Subgrantee Application Questions and Instructions" and instructions for entering a "null" response in the portal for questions that have been eliminated). Added new instructions in Question 4.2 in compliance with the Policy Notice requirements.