BEAD Deployment Solicitation Application Guide

Purpose: The BEAD Deployment Solicitation Application Guide is a resource designed to assist organizations with completing an application for funding from the Massachusetts BEAD program. It incorporates various components to ensure clarity, consistency, and completeness in the submission of required information. It is recommended to review this Guide before applying to the BEAD Deployment Solicitation in Submittable.
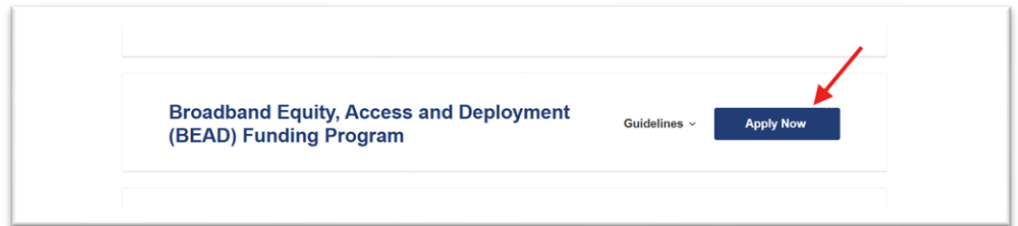
Table of Contents

Part 1. Introduction to Submittable & Online Form Components

Step-by-Step Overview

Complete the BEAD Qualification Form. *If you have already submitted and been pre-qualified by MBI, you will be able to access the full program application in your account.*

After you have successfully submitted your Qualification Form, go to your submitted application and access the submission linked to the opportunity Massachusetts Broadband Institute - Broadband Equity, Access and Deployment (BEAD) Funding Program.
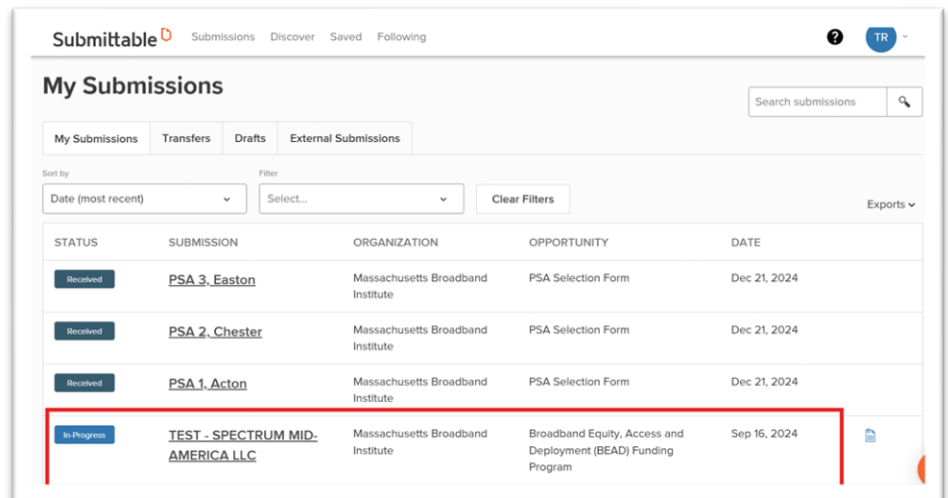
Go to the "Forms" tab to find the full BEAD program Application. Complete the BEAD Deployment Application Form by clicking Continue. *You only need to complete this form once.*

Follow the instructions in the form to apply for individual PSAs. After submitting one, the PSA selection form will automatically refresh to a blank form. Please submit a PSA Selection Form for each PSA you are interested in serving.

*Please make sure all information in the PSA form and BEAD Application form are accurate and complete **before** submitting. If you are not ready to submit, you can save all forms as a draft. Once forms are submitted, they cannot be edited.*

Once all information is up to date and accurate, make sure to hit submit on all PSA submissions as well as your BEAD Deployment Application Form. You can check to see if you have successfully submitted all forms by clicking the Submission tab at the top of your screen. The clipboard on the right side of each form will be highlighted blue if it was successfully submitted.
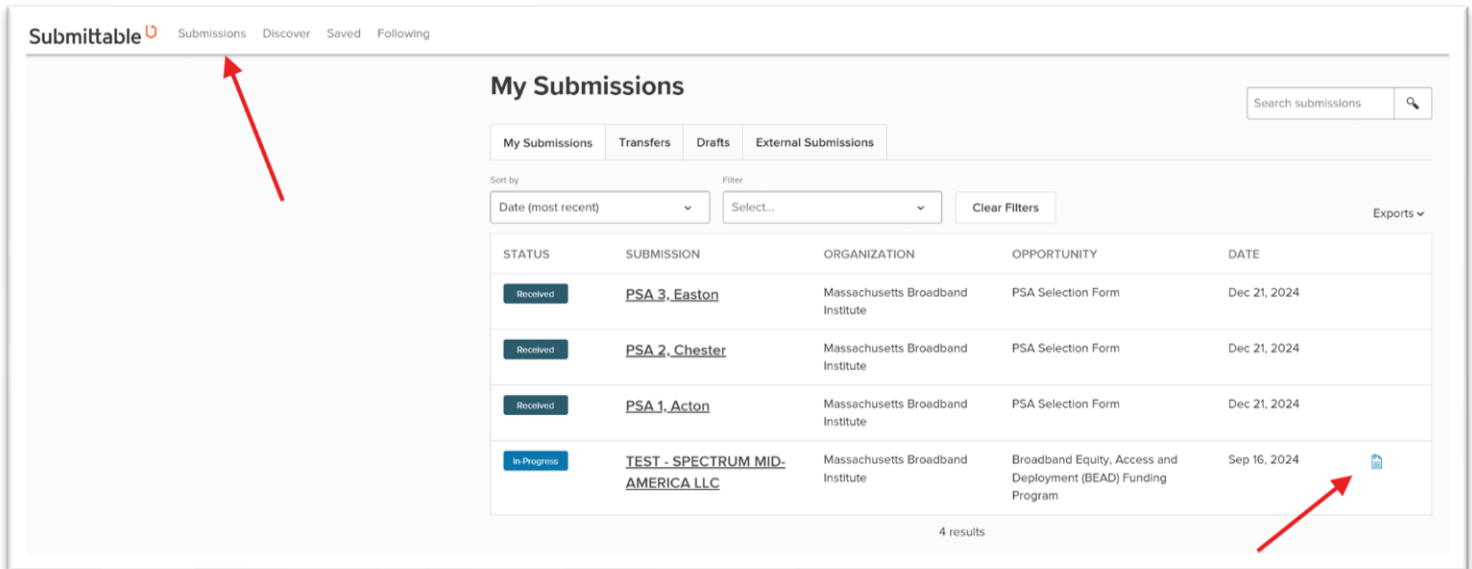
Fillable Tables

- **Purpose**: Collect structured data (e.g., project details, cost estimates)
- **Common Tables**:
  - **Project Area Details**: Includes data like geographic coordinates, number of households served, and service speeds.
  - **Budget Breakdown**: Requires line-item costs for project phases (e.g., planning, construction, and operations).

Tips:
- ✓ Ensure all data aligns with the narrative boxes for consistency.
- ✓ Validate numerical inputs before submission.

File Uploads

- **Purpose**: Attach supplementary documents, such as maps, designs, or supporting evidence.
- **Examples of Required Files**:
  - Project area maps in GIS or PDF format.

- Financial statements or funding sources documentation.
- Municipal Letters of Support
- Environmental compliance documents.

Tips:
- ✓ Follow specific file format requirements (e.g., PDF, Excel, Word).
- ✓ Double-check file sizes and submission limits.

Narrative Boxes

- **Purpose**: Provide detailed descriptions and justifications for the project.
- **Key Narrative Sections**:
  - **Project Overview**: High-level summary of goals, scope, and anticipated impact.
  - **Technical Approach**: Detailed methodology for implementation, including technology choices.
  - **Community Impact**: Description of how the project will address digital equity and benefit underserved populations.

Tips:
- ✓ Follow specific file format requirements (e.g., PDF, Excel, Word).
- ✓ Double-check file sizes and submission limits

Part 2. Read Before You Begin

Naming Conventions

- Use standardized naming conventions to organize files and ensure easy identification during review.
- The recommended format is described in each section in the corresponding pages.

Tips:
- ✓ Avoid special characters (e.g., !, #, /) in file names.
- ✓ Use underscores _ instead of spaces.

Key Tips for Success

1. **Preparation**: Gather all necessary data and stakeholder inputs well in advance.
2. **Consistency:** Ensure alignment between tables, uploads, and narrative boxes to avoid discrepancies.
3. **Compliance**: Follow all instructions in the solicitation, including page limits, file formats, and deadlines.

Ensuring Completion of Your Solicitation Response

The Massachusetts BEAD Deployment Solicitation requires applicants to complete three components in the Submittable platform:

- Qualification
- Base Application
- PSA-Specific Application (may be multiple forms if applicant is proposing to serve multiple Project Service Areas, i.e., "PSAs")

The corresponding sections are structured as a step-by-step guide for completing the BEAD Deployment Solicitation, tailored to the Submittable Online Form, highlighting the differences between the PSA-Specific Application and the Base Application including specific file naming conventions.

Saving and Submitting Your Solicitation Response

- **Save Your Work Regularly**: You may return to your application at any time to make changes or complete additional sections prior to submitting. Be sure to save your work regularly to avoid losing any progress.
- **Submitting Your Response:** Review your application to ensure accuracy and completeness. Click the Submit button. You will receive an automated confirmation email upon successful submission.

Additional Notes:
- **Deadline:** Ensure your application is submitted **by 5:00 PM on February 28, 2025**.
- **Technical Support**: For technical issues with the Submittable platform visit their Costumer Service support team [here](#)
- **Questions:** For program-specific inquiries, email BEAD program staff at proposals@masstech.org with the subject line " 2025-MBI-06 BEAD Deployment Application Question."

Part 3. Base Application (BEAD Deployment Application Form) Guide for Completing Section 1

- Section 1.2 Project Area
    1. Proposed BSL List **(File Upload)**
        - Applicants must submit a file with a listing of the CostQuest Fabric Location IDs for all eligible BSLs in the project service areas as noted above.
        - Applicant's Proposed BSL List should include all BSL records from the BSL Eligibility List in their proposed Municipalities. The field descriptions in the template indicate which fields may be populated from the BSL

Eligibility List {shaded in grey} and which fields will require additional information from the Applicant {shaded in blue}.
- File Naming Convention:
  - Applicant Name _Proposed BSL List

2. Proposed CAI List **(File Upload)**
   - If the Applicant is proposing to serve CAIs, the Applicant must submit a file with a listing of the Location IDs for all CAIs in the project service areas.
   - Applicant's Proposed CAI List should include all CAI records from the BEAD CAI List in their proposed Municipalities. The field descriptions in the template indicate which fields may be populated from the BEAD CAI List {shaded grey} and which fields will require additional information from the Applicant {shaded blue}.
   - File Naming Convention:
     - Applicant Name _Proposed CAI List

3. Supporting Evidence **(File Upload)**
   - Upload any supporting evidence files to justify modifications to the BSL Eligibility List
   - Applicants may submit up to 5 files. (zip). The data should be grouped into zip files containing evidence for modified BSLs.
   - File Naming Convention:
     - Applicant Name _Proposed BSL Evidence
     - Applicant Name_Proposed CAI Evidence

- Section 1.5.2 Network Design

  Network Design **(File Upload)**
  - Applicants may upload up to 5 files. The data should be grouped into Zip files containing Network Design files in GIS format and Network Maps in PDF format.
  - Preferred GIS format file types are ESRI file geodatabases (GDB) and shapefiles (SHP, SHX, DBF, etc.). Other acceptable file types include those from Google Earth (KML/KMZ) and QGIS (QGS/QGZ).
  - All GIS features must include an attribute with the PSA number.
  - File Naming Convention:
    - Applicant Name_1.5.2 Network Design
  - Applicants may upload up to 5 files.

- Section 1.5.5 Timeline **(Fillable Table)**
  - Fillable table in application

- Section 1.7.1 Compliance Approach **(File Upload)**

- Provide your organization's approach to remaining compliant with Environmental Historical Preservation (EHP) requirements. Details Applicants must include are outlined in the application
- File Naming Convention:
  - Applicant Name _Compliance Approach
- Applicants may upload up to 5 files

- Section 1.7.2.3 Climate Resiliency Plans **(File Upload)**
  - Provide climate resiliency plans for proposed networks, specifically those along the coastal areas.
  - File Naming Convention:
    - Applicant Name _Climate Resiliency Plans
  - Applicant may submit up to 5 files, preferably in shapefiles (SHP, SHX, DBF, etc.), KMZ/KML, or GDB file types.

- Section 1.8 Project Financials **(File Upload)**
  - Provide the documentation of the amount and availability of each partner's financial contribution
  - File Naming Convention:
    - Applicant Name _Partner Financial Contribution
  - Applicants may submit up to 5 files

- Section 1.8.2 Performance Security **(File Upload)**
  - Applicants must submit
  - ✓ Surety for Issuance of Performance Bond Submission
    - File Naming Convention: Applicant Name _Performance Bond OR
  - ✓ A Commitment Letter for Issuance of Letter of Credit Submission
    - File Naming Convention: Applicant Name _Letter of Credit

- Section 1.8.3 Project Financial Analysis and Documents **(File Upload)**
  - Submit Financials Workbook
  - ✓ Download required Project Financials Workbook
  - ✓ Populate and upload the provided Project Financials Workbook
  - ✓ File Naming Convention
    - Applicant Name _Project Financials Workbook
  - Submit business plans/related analysis (Optional)
    - ✓ File Naming Convention
    - Applicant Name _Related Financials Analysis

- Section 1.10.2 Wage, Fringe Benefits and Overtime Payments **(File Upload)**
  - Submit information on your organization's labor and employment practices regarding wage, fringe benefits, and overtime payments, for each class of employees expected to be involved directly in the physical construction of the broadband network.

- File Naming Convention:
    - o Applicant Name _Wage, Fringe Benefits and Overtime
- Applicants may submit up to 5 files
- Section 1.10.3 Workplace Safety **(File Upload)**
    - Provide details of workplace safety plans, including establishing safety committees to voice concerns and cultivate a culture where safety is a top priority for all workers.
    - File Naming Convention:
        - o Applicant Name _Workplace Safety
    - Applicants may submit up to 5 files
    - If your organization has an existing work safety plan in place
    - File Naming Convention:
        - o Applicant Name _Workplace Safety Existing Plans
    - Applicants may submit up to 5 files

Guide for Completing Section 2

- Section 2.1.1 Minimal BEAD Program Outlay
    1. Minimal BEAD Program Outlay **(Fillable Table)**
        - Fillable table in application
    2. Details of Matching Funds (**Fillable Table**)
        - Fillable table in application
    3. Upload proof of committed matching funds **(File Upload)**
        - File Naming Convention:
            - o Applicant Name _Committed Matching Funds
        - Applicants may submit up to 1 file
- Section 2.1.3.2 Prevailing Wages **(File Upload)**
    - Submit a plan outlining your organization's approach to maintaining compliance within and adherence to applicable laws governing employee wages and benefits, including Davis-Bacon and Service Contract Act requirements.
    - File Naming Convention:
        - o Applicant Name _Prevailing Wages
    - Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff
    - Applicants may submit up to 5 files

Part 4. PSA Specific Application

Please submit a PSA Selection form for all PSAs you are interested in applying for.

Guide for Completing Section 1

- Section 1.3 Municipal Letter of Support **(File Upload)**
    - File Naming Convention:
      Applicant Name _PSA Number_ Municipality Name _Muni Letter of Support
- Section 1.4 Tribal Engagement
    - Applicant must provide a form written consent from the Tribal council or other governing body of each respective Tribal government whose Tribal lands are impacted by broadband deployment infrastructure
    - File Naming Convention:
        - Applicant Name _PSA Number_ Municipality Name _Tribal Consent
    -
- Section 1.5.1 Project Data **(Fillable Table)**
    - Fillable table in application

Guide for Completing Section 6

- Section 6.1.1 Minimal Bead Program Outlay -Project Budget **(Fillable Table)**
    - Fillable table in application

Thank you for submitting your application to the BEAD Deployment Program. We appreciate the time and effort you've dedicated to this important process.

Next Steps: Save and Submit Your Application If you have not already done so, please note the following:

1. **Save Your Work:** You may return to your application at any time to make changes or complete additional sections. Be sure to save your work regularly to avoid losing any progress.
2. **Review and Submit:** Once all sections are completed and necessary documents uploaded:
- Review your application to ensure accuracy and completeness.
- Click the **Submit** button. You will receive an automated confirmation email upon successful submission.

Additional Notes:
- **Deadline:** Ensure your application is submitted by **5:00 PM on February 28, 2025**.
- **Technical Support:** For technical issues with the Submittable platform, visit Submittable Support.
- **Questions:** For program-specific inquiries, email BEAD program staff at proposals@masstech.org with the subject line "2025-MBI-06 BEAD Deployment Application Question."

We look forward to reviewing your application and thank you for contributing to the advancement of broadband equity and access.