



KDC GRANT PORTAL

BEAD REGISTRATION PROCESS

USER GUIDE



INTRODUCTION

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The National Telecommunication Information and Administration allocated \$451 million dollars in Kansas to address the digital divide. The Broadband Equity Access and Deployment 5-Year Action Plan along with BEAD Volumes 1 and 2 have identified served, unserved, and underserved locations across the state. The Kansas Office of Broadband Development created a 5-Year Action Plan to address the “what” while Volumes 1 and 2 were created to address “how” the plan will be put into action.

As outlined in Section 2.4.1 of Volume 2, KOBD developed a rigorous and transparent subgrantee selection process promoting accountability and fairness, which ensures that all applicants and potential subgrantees have access to the information, tools, and resources needed to participate fully in this opportunity.

As part of this process, KOBD will accept pre-registration information, not specific to a given Project Application, to capture administrative information common to all Project Applications. The information collected during pre-registration can be applied to future BEAD Project Applications, which will streamline the Project Application preparation and submission. For pre-registered entities, there will be a checkbox in the application portal to attest information from their accepted pre-registration is unchanged, or the information may be edited at any time, including before and during the Project Application process. The application window for BEAD Project Applications will be limited to 45 days with no exception. Without an accepted registration prior to the application window opening, potential applicants will have to submit registration information first, limiting the amount of time available to proceed with the Project Application.

This user guide has been created to provide applicants with information and resources to assist in completion of their registration and is structured to follow the process from beginning to end.



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Technical Assistance Resources

KDC Grant Portal Technical Issues:

- Email the Salesforce helpdesk at kdc_salesforce.admin@ks.gov
- Use *Pre-registration BEAD* for the email subject line
- Body of the email should include a description of the activity you were attempting to complete including any error messages received. Attaching screenshots of any error messages received is encouraged.
- This email inbox will be monitored on weekdays between 8:00 am and 5:00 pm CST. Emails received outside this timeframe will be responded to on the next business day.

Program Questions related to PFAs, pre-registration, and BEAD Project Applications:

- Email these to KOBD at kdc_BEAD@ks.gov.
- The email subject line must include the applicant's unique registration number
- This inbox will be monitored weekdays between 8 am and 4:30 pm CST unless extended hours are posted by exception. Emails received outside this timeframe will be responded to on the next business day.
- All emails must be submitted by the lead applicant. Responses will be sent to the lead applicant and the technical contact for each entity.
- Any emails sent directly to KOBD, or other state staff will be forwarded to the kdc_BEAD@ks.gov inbox for tracking purposes to ensure transparency in all communications.
- All emails sent to KOBD regarding pre-registration, the BEAD Project Application, or any results, will be consolidated for the creation of Frequently Asked Questions (FAQ) to be on the KOBD website.

Additional information and resources for the BEAD program can be found on the [KOBD website](#).



Creating a Grant Portal User Account

Access the portal log-in page using this link: [KDC Grant Portal](#)

From the portal log-in page, click on *Need to Register?*

After reviewing information on the next screen, click the *Registration* button.

KANSAS
COMMERCE

Please Note: If you have registered on behalf of an individual or company, please login with their unique information before applying. If you have any questions, please email kdc_salesforce.admin@ks.gov.

Note: Our technical service team will never ask for your password.

Username

Password

Log in

Forgot your password?

Forgot Username?

If you are having issues logging in, please [contact us](#) and provide the email

Need to Register?

KANSAS
COMMERCE

To get started with your application, please supply the following information.

Please Note: If you're registering on behalf of an individual or company, you need to register with their unique information before applying. If you have any questions, please email kdc_salesforce.admin@ks.gov.

Passwords: Must include 3 of the following: numbers, uppercase letters, lowercase letters, special characters, and be at least 8 characters long.

Registration

Already have an account?

Complete the required fields in the Create Account pop-up window then click the *Next* button. Required fields are signified by a red asterisk and are as follows:

- User First and Last Name
- Applying on behalf of? (**MUST select Business**)
- User Email Address
- User Phone Number
- County

Create Account

Reminder: If you're registering on behalf of an individual or company, you need to register with their unique information before applying.

*First Name

*Last Name

Complete this field

*Applying on behalf of?

Business (or) County (or) City (or) Foundation

Yourself

*Email

you@example.com

*Phone

Company Name

Mobile

Address

Street

City

State/Province

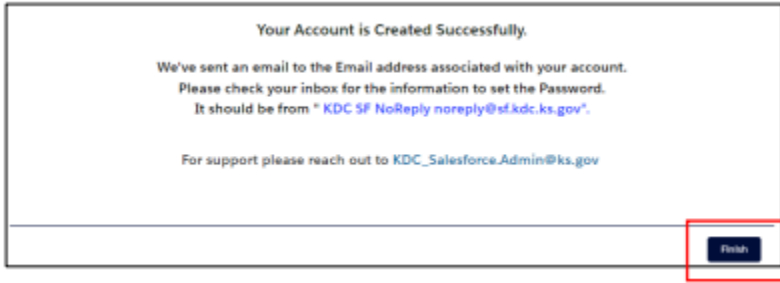
Zip/Postal Code

Country

*County

Next

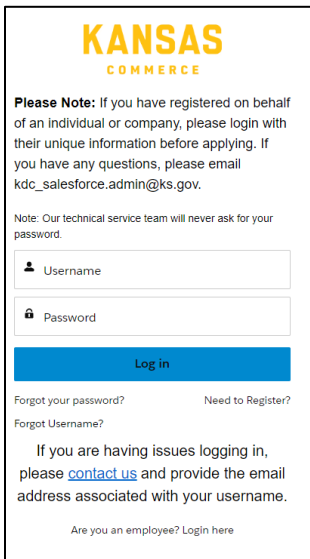
Your user account has now been created. Click the *Finish* button then check your email for a link to set up your account password.



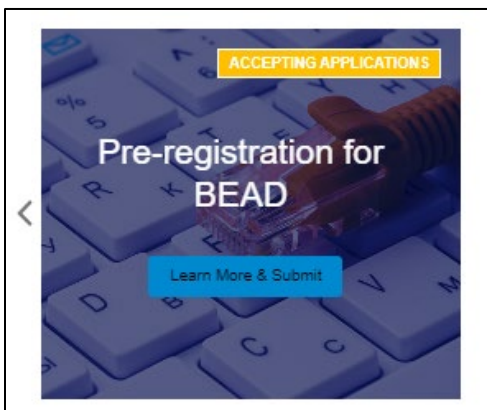
Accessing and Starting a Pre-Registration Application

Access the portal log-in page using this link: [KDC Grant Portal](#)

Enter your username and password then click the *Log in* button.



From the Applicant Portal Home Page, scroll down to locate the *Pre-registration for BEAD* icon and click on the Learn More & Submit button.



On the next screen, you will see a program description, important dates, and a reminder message on how to request technical assistance with the portal if needed.

To begin an application, click on the blue *Pre-registration for Bead* button.

In the pop-up window, you will answer Question 1 of the application (1. Lead Organization Name) in order to enter the application workspace. **This must be the legal name of the applicant.** This organization will be the financially and legally liable entity for the application(s) and any awarded grant(s). This text box is limited to 80 characters.

Beginning with Question 1, you will also see each field in the application begins with a number which maps to the corresponding information/instructions for that field in this user guide.

You will now be taken to the Application Workspace. Let's take a tour of that.

At the top of the screen, you will see a section for system generated information including the application number, application status, requested amount and applying organization. This information will auto-populate as you complete your application.

Application Number	Application Status	Requested Amount	Applying Organization
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Note: The Requested Amount field is not applicable in the pre-registration process.

The bottom half of the workspace is where you will begin to complete the application. It is divided into six (6) sections: Administrative, Financial Legal Disclosures, Capability, Labor and Workforce Information, Compliance and Upload Documents & Files.

Application Workspace Files

Complete Your BEAD Pre-Registration
This is your workspace for preparing your application. Complete each section in order to submit a compliant request.

Section Name	Section Status	Action
BEAD Pre-registration Administrative	Not Started	Get Started
BEAD Pre-registration Financial Legal Disclosures	Not Started	Get Started
BEAD Pre-registration Capability	Not Started	Get Started
BEAD Pre-registration Labor and Workforce Information	Not Started	Get Started
BEAD Pre-registration Compliance	Not Started	Get Started
Upload Documents & Files	Not Started	Get Started

Note: Before you upload your attachments, the file name must follow the format outlined in the Guide, which includes your unique pre-registration number: # 453

Directly above the Upload Documents & Files row on this screen, you will find your **“unique pre-registration number”** listed. This number is **VERY** important and **MUST** be used in each of the files uploaded, replacing the **“00”** placeholder in the file name format given throughout this guide.

Note: Before you upload your attachments, the file name must follow the format outlined in the Guide, which includes your unique pre-registration number: # 23

Upload Documents & Files
In this section, upload any documents and files that are required to evaluate your request.

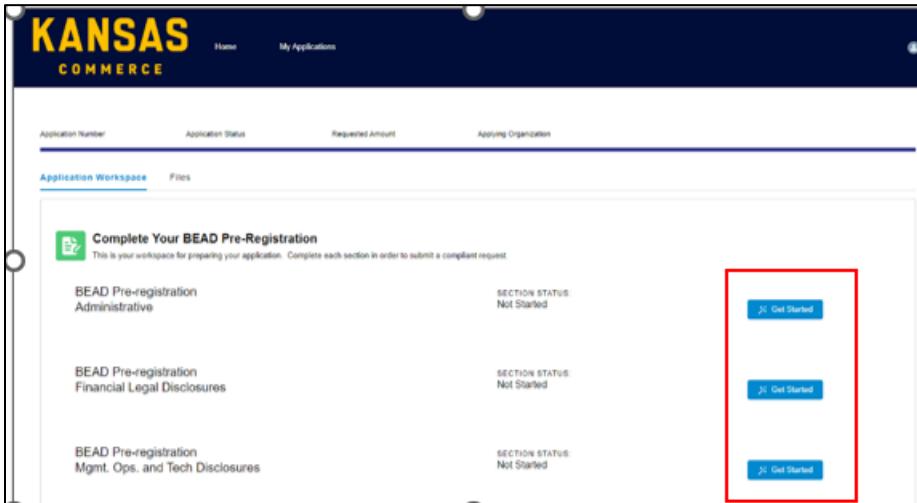
SECTION STATUS: Not Started

Get Started



Completing the Pre-Registration

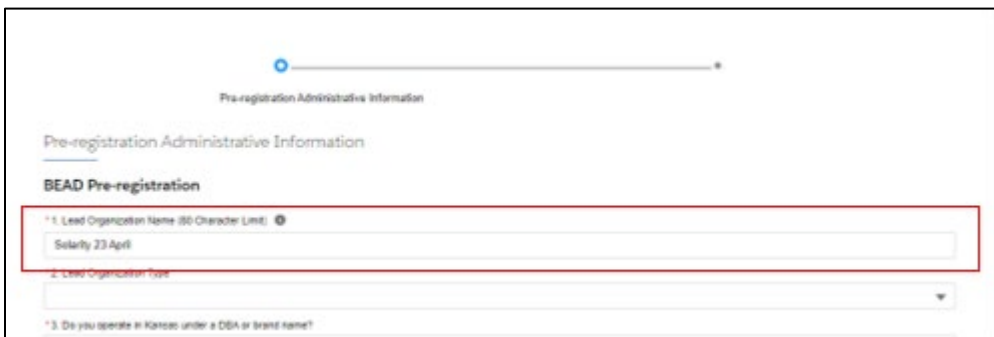
You will now work through each section, beginning with Administrative by clicking on the *Get Started* button to the right of the section name.



Administrative Section

This section of the guide describes the applicant information to be entered by the registrant.

In the window that opens after you've selected the *Get Started* button above, you will see your Lead Organization Name has pre-populated for you.

A screenshot of the 'Pre-registration Administrative Information' form. The form is titled 'Pre-registration Administrative Information' and 'BEAD Pre-registration'. It contains three numbered fields: '1. Lead Organization Name (50 Character Limit)' with a pre-populated value of 'Selsby 23 April', '2. Lead Organization Type' with a dropdown menu, and '3. Do you operate in Kansas under a DBA or brand name?'. A red rectangular box highlights the first field.

From here you will begin entering the required information for this section which is defined on pages 9 through 11.



2. **Lead Organization Type:** May be one of the choices listed in the dropdown, or the registrant may select Other. Dropdown options are:
 - Broadband Service Provider—an internet service provider with FCC registration number and provider ID number
 - Local Government—a non-tribal government entity within the state of Kansas, e.g., county or municipality
 - Tribal Government—one of the official tribal governments in Kansas as listed by the U.S. Bureau of Indian Affairs
 - State Government—a Kansas state agency other than the Kansas Office of Broadband Development
 - Not-for-Profit—a nonprofit organization within the state of Kansas that facilitates public access to broadband for one or more of the covered populations identified in the Kansas Digital Equity Plan
 - Other—a different type of organization than those listed as options
 - If Other is chosen, a new field will appear where, in 100 characters or less, you will define the type of organization, e.g., a business that expands broadband access for rural residents
3. **Do you operate in Kansas under a DBA or brand name?** The Lead Organization DBA/Brand may be different than the organization name, e.g., Generic Internet Service Provider may do business as Example ISP. If selecting Yes, then in 100 characters or less, list the relevant DBA and brand names, using semicolons (;) to separate each DBA and brand name.
4. **Provide Unique Entity ID (UEI):** This is a 12-character alpha-numeric ID assigned to an entity by SAM.gov. Based on the Organization Type, enter applicable identification numbers. If you do not have a UEI number, you must obtain one by registering on the Sam.gov [website](#).
5. **FCC Provider ID:** This number is required if the Organization is a Broadband Service Provider.
6. **Lead Organization Tax Identification:** This may be the organization’s EIN or the individual’s tax identification number.
7. **Lead Organization Tax Form:** A completed [W9 form](#) will be uploaded as a PDF in the Upload Documents & Files section. The PDF must follow this file name format, replacing the “00” placeholder with your unique registration number: BEAD01_00_W9_Lead_2_4_1.

Note: All required files will be uploaded in the Upload Documents & Files section before the registration application can be submitted. For now, continue filling out the remaining fields in the Administrative section.

8. **Lead Organization Mailing Address:** This is the mailing address of the Lead Applicant Contact. Enter the street address, using a comma (,) to separate any unit, suite, etc., all in the first field. Enter the City, State, Zip Code, and County where asked, in the following fields.
9. **Lead Organization Website:** This is the URL for the applicant’s organization website.



10. **Lead Applicant Contact Full Name:** This is the full name of the primary contact for the Lead Organization that is financially responsible; this individual should be the single point of contact and available for consultation on application(s) from the organization. All correspondence regarding registration will be directed to the Lead Applicant Contact.
11. **Lead Applicant Contact Phone:** This is the direct phone number of the Lead Applicant Contact.
12. **Lead Applicant Contact Email:** This is the email address of the Lead Applicant Contact.
13. **Lead Organization Project Contact Full Name:** This is the full name of the primary contact for the construction of project(s) proposed by the Lead Organization; this individual should be an engaged contact on the Project Application(s) and during construction.
14. **Lead Organization Project Contact Phone Number:** This is the direct phone number of the Project Contact and is required.
15. **Lead Organization Project Contact Email:** This is the email address of the Project Contact.
16. **Lead Organization Technical Contact Full Name:** This is the full name of the primary contact for the technical aspects, including engineering, of the Project Application(s) proposed by the Lead Organization; this individual must be available for technical consultation.
17. **Lead Organization Technical Contact Phone Number:** This is the direct phone number of the Technical Contact.
18. **Lead Organization Technical Contact Email:** This is the email address of the Technical Contact.
19. **Membership Information:** This asks whether the Lead Organization registrant is leading a group or consortium. If Yes, the number of member organizations (other than the Lead Organization) must be entered in the next field, and the Lead Organization registrant must enter all of the following qualification information for each member organization of the group or consortium.

Click the plus sign to add member organization information. Once you have entered the required information for a member organization (defined on page 11), click the Save button. Repeat this process until all member organizations have been entered.

The screenshot displays a web form titled "Membership Information". At the top, there is a progress indicator with two blue circles connected by a line. Below the title, there are two questions:

- Question 19: "Are you representing a group or consortium?" with a dropdown menu currently set to "Yes".
- Question 20: "If consortium, how many members are there?" with a text input field containing the number "2".

A note below the input fields states: "Note: Only your answers will appear below after saving. (not questions and answers)".

Below the questions, there is a section titled "Membership Information - Questions 20 - 30". This section contains a large white box with a red border. Inside this box, on the left side, is a plus sign icon followed by the word "New".

At the bottom of the form, there are three buttons: "Cancel" on the left, "Previous" in the center, and "Next" on the right.

20. **Member Organization Name:** This must be the **legal name** of the organization. The text box is limited to 80 characters.
21. **Member Organization:** This may be one of the choices listed in the dropdown, or the registrant may select Other if none of those apply. Dropdown options are:
- Broadband Service Provider—an internet service provider with FCC registration number and provider ID number, whether for-profit or not.
 - Local Government—a non-tribal government entity within the state of Kansas, e.g, county, or municipality
 - Tribal Government—one of the official tribal governments in Kansas as listed by the U.S. Bureau of Indian Affairs
 - State Government—a Kansas state agency other than the Kansas Office of Broadband Development
 - Not-for-Profit—a nonprofit organization within the state of Kansas that facilitates public access to broadband for one or more of the covered populations identified in the Kansas Digital Equity Plan
 - Other—a different type of organization than those listed as options
 - If Other is chosen, a new field will appear where, in 100 characters or less, you will define the type of organization, e.g., a business that expands broadband access for rural residents.
22. **Member Organization Unique Entity ID (UEI):** This is a 12-character alpha-numeric ID assigned to an entity by SAM.gov. Based on the Organization Type, enter applicable identification numbers. If the organization does not have a UEI number, they must obtain one by registering on the Sam.gov [website](#).
23. **FCC Provider ID:** This number is required if the Organization is a Broadband Service Provider.
24. **Member Organization Tax ID:** This may be the organization’s EIN or the individual’s tax identification number.
25. **Member Organization Tax Form:** A completed [W9 form](#) will be uploaded as a PDF in the Upload Documents & Files section. The PDF must follow this file name format, replacing the “00” placeholder with your unique registration number: BEAD01_00_W9_Member_2_4_1. For multiple member organizations, add sequential numbers onto the word “Member” in the file name, e.g., BEAD01_00_W9_Member2_2_4_1
26. **Member Organization Mailing Address:** This is the mailing address for the organization and is required. Enter the street address, using a comma (,) to separate any unit, suite, etc., all in the first field. Enter the City, State, Zip Code, and County where asked, in the following fields.
27. **Member Organization Website:** This is the URL for the organization’s website.
28. **Member Applicant Full Name:** This is the name of the primary contact for the member organization.
29. **Member Applicant Contact Number:** This is the direct phone number for the Member Applicant.
30. **Member Applicant Contact Email:** This is the email address for the Member Applicant.

When finished entering all member organization information, click the Next button. You will be returned to the Application Workspace and then need to select the *Get Started* button for the Financial Legal Disclosure section.



Financial Legal Disclosures Section

This section of the guide relates to the minimum qualifications for financial capability of the applicant; the finance details of managerial, operational, and technical capacity of the applicant; the qualification of ownership; and the disclosure of other funded projects.

Vol 2 Reference: In accordance with 2.4.1 of the Kansas Initial Proposal Volume 2, KOBD must ensure grants to last mile broadband deployment projects occur through a fair, open, and competitive process. As a fundamental requirement, applicants must fully disclose any real or apparent (perceived) Conflicts of Interest. Kansas law prohibits direct collusion between bidders or applicants for state-provided funds; these rules directly apply to BEAD funds.

31. Non-Conflicts of Interest Statement: This is an attestation form used to disclose any Conflicts of Interest (COIs) and to agree to comply with requirements and other federal regulations relating to COIs. **Registrants must download and use the form from the KOBD website.** The PDF attachment must follow this file name format, replacing the "00" placeholder with your registration number: BEAD01_00_COI_2_4_1

32. Non-Collusion Statement: This is an attestation to abide by requirements designed to mitigate the risks of indirect collusion between applicants in the form of public communication about desired service areas, funding requests, or other information that could lead to anti-competitive signaling behavior or other forms of coordination by applicants. **Registrants must download and use the form from the KOBD website.** The PDF attachment must follow this file name format, replacing the "00" placeholder with your registration number: BEAD01_00_Collusion_2_4_1.

Vol 2 Reference: In accordance with 2.4.15 of the Kansas Initial Proposal Volume 2, KOBD must ensure those deploying network facilities meet the minimum qualifications for financial capability to complete and operate the proposed project. To the extent that a single file could fulfill multiple requirements, please repeat the attachment as necessary to fulfill each response as applicable; for example, an Annual Report may contain two years of financials, an auditor's statement, and the Management Letter. Materials must be entered for each required response, no blank fields. While multiple PDFs can be uploaded, they must all be uploaded at the same time. If you hit "Save" after uploading one, you then have to "Replace File" and start all over again. Please note that the portal will not alert you if you enter the same file multiple times, either between upload requirements or within the same upload requirement.

33. Financial Capability Narrative: This must be limited to 3 pages at no smaller than 11 font. The narrative must outline the qualifications of the Lead Organization and each Consortium Member. The PDF attachment must follow this file name format: BEAD01_00_Financial_2_4_1.

Financial Capability Questions (34-36).

These questions must be answered to identify which files are to be uploaded as part of your registration. Answer in consideration of the longest years of operation of the applicant or any one of the consortium member organizations, individually versus combined years.

The question numbers in this section are mismatched to the numbers used in the Documents & Uploads section. We have explained this where necessary below but if questions arise, please email the KDC_Bead@ks.gov for assistance.

35. Have you provided only electric distribution or transmission service in Kansas? If so, then the following attachments are required (please note that the attachments are required in reference to question 35 but are listed in the portal as 36.a-c:

- 36.a Qualified operating or financial reports that were filed with the relevant financial institution or regulatory agency during the two years prior to the date of application. The PDF must follow this file name format: BEAD01_00_Reports_2_4_15d.
- 36.b Auditor's Statement must include the audited financial statements and the auditor's opinion. The PDF must follow this file name format: BEAD01_00_Auditor_2_4_15d.
- 36.c Organizational Chart of Structural Separation is a narrative, limited to 3 pages at no smaller than 11 font, describing the organizational structure that separates the electric transmission or distribution service from the broadband operations, to prevent any cross subsidization of electric transmission or distribution operations by the broadband operations. The PDF must follow this file name format: BEAD01_00_Separation_2_4_15d.

35. a **Audited Financial Statements:** This file is referenced as 35.a, in the Financial Capability section of the grant portal; however, this file is a required upload for all registrants regardless of years of service or operation, and it is listed as "35) Audited financial statements for the most recent two (2) years" in the Uploads section of the portal.

Vol 2 Reference: In accordance with 2.4 of the Kansas Initial Proposal Volume 2, KOBD must require applicants to "submit audited financial statements for the most recent two (2) years and must include fiscal year 2023. For newly formed entities, no waiver is available for this requirement." Financial statements must include income statement, balance sheet, cash flow statements, auditor's opinion, management letter, and any other statements, schedules—including any Schedule of Expenditures of Federal Awards, disclosures, or representations made. For public, tribal, and non-profit entities, it is allowable to use the appropriate and requisite financial statement, auditor's opinion, management letter, and any other statements, schedules, disclosures, or representations. Audits must be conducted based on AICPA standards for Generally Accepted Audit Standards (GAAS), General Accounting Office (GAO) standards for Government Auditing Standards for government applicants; or for municipalities that opt-out of GAO standards, the cash-basis accounting as defined in Kansas Statute 10-1102. Note that there is a 2GB size limit for each file.

The contents of this single PDF to be uploaded will be treated as confidential, and must follow this file name format, replacing the "00" placeholder with your registration number: BEAD01_00_Audited_2_4_11c.

36. **Are you a new broadband service provider in Kansas?** Please note that this question appears in the portal between 35.a and 36.a-c, but this question is unrelated to 36.a-c, and it is related to file #64 Evidence of Sufficient Operational Capabilities.

Vol 2 Reference: In accordance with 2.4.16 of the Kansas Initial Proposal Volume 2, KOBD must ensure that those deploying network facilities meet ownership disclosure requirements outlined in 47 C.F.R. § 1.2112(a)(1)-(7). The following attachments address these requirements.

37. **Ownership Information Narrative:** This response is limited to 3 pages at no smaller than 11 font. The narrative must describe each of the parties listed in the fielded windows below, including the party's principal business and the relationship to the applicant; e.g., Company A owns 10% of Company B (the applicant) and 10% of Company C, then Companies A and C must be listed on Company B's application, where C is an FCC licensee and/or license applicant. The PDF must follow this file name format: BEAD01_00_Ownership_2_4_16.

38. **Ownership Information** asks the applicant to list the real party or parties with interest in the applicant or application, including a complete disclosure of the identity and relationship of those persons or entities directly or indirectly owning or controlling (or both) the applicant; and list any FCC-regulated entity or applicant for an FCC license, in which the applicant or any of the parties with interest in the applicant, owns 10% or more of stock.

Click the plus sign to add each party's information. Once you have entered the required information for each shareholder/owner (defined on pages 14-16), click the Save button. Repeat this process until all shareholders/owners have been entered.



Ownership Type: Select from the dropdown options. Fill out the following fields if selecting Shareholder or Owner in the applicant or application:

Shareholder or Owner Name: List the real party or parties in interest in the applicant or application, including a complete disclosure of the identity and relationship of those persons or entities directly or indirectly owning or controlling (or both) the applicant. The Shareholder or Owner Name is limited to 80 characters.

Company Legal Structure: This identifies if the Shareholder or Owner is a Limited Partnership, Limited Liability, or General Partnership. If the entity has another legal structure, such as Joint Venture, then add that legal structure to the end of the entity Name and choose General Partnership to proceed.

Percentage of Ownership: This is the specific amount of the interest or percentage, up to one decimal place, held by the Shareholder or Owner. In the case of a Limited Partnership, the interest would be calculated according to the percentage of equity paid in or the percentage of distribution of profits and losses. Regardless of Company Legal Structure, for a Shareholder or Owner holding indirect ownership, interests in the applicant are determined by successive multiplication of the ownership percentages for each link in the vertical ownership chain, that equals 10% or more of the applicant, except that if the ownership percentage for an interest in any link in the chain exceeds 50% or represents actual control, it shall be treated and reported as if it were a 100% interest.

Shares Voting or Non-Voting: This identifies if the Shareholder or Owner is voting or nonvoting.

Common or Preferred Shares: This identifies if the Shareholder or Owner's shares are common or preferred.

Owner Address: This is the address of the Shareholder or Owner. The City, State and County names are limited to 60 characters, and the zip code is limited to 10 characters.

U.S. Citizenship: This identifies if a Shareholder or Owner holding Ownership of 10% or greater is a U.S. citizen or not. This question only appears if the Percentage of Ownership is 10% or greater.

Does Shareholder or Owner have ownership in another FCC-regulated entity or applicant for an FCC license?
This is intended to capture such relationships as: Company A owns 10% of Company B (the applicant) and 10% of Company C (an FCC licensee and/or license applicant), so Companies A and C must be listed on Company B's application.

Name of FCC-regulated entity: List the name of the FCC-regulated entity or applicant for an FCC license, in 100 characters or less.

Legal Structure of FCC-regulated entity: This is whether the FCC-regulated entity or applicant for an FCC license is a Limited Partnership, Limited Liability, or General Partnership.

Percentage of Ownership in FCC-regulated entity: This is the specific amount of the interest or percentage, up to one decimal place, held by this Shareholder or Owner in the FCC-regulated entity or applicant for an FCC license. In the case of a Limited Partnership, the interest would be calculated according to the percentage of equity paid in or the percentage of distribution of profits and losses. Regardless of Company Legal Structure, for a Shareholder or Owner holding indirect ownership, interests in the applicant are determined by successive multiplication of the ownership percentages for each link in the vertical ownership chain, that equals 10% or more of the applicant, except that if the ownership percentage for an interest in any link in the chain exceeds 50% or represents actual control, it shall be treated and reported as if it were a 100% interest.

Shares Voting or Non-Voting: This identifies if the Shareholder or Owner in the FCC-regulated entity or applicant for an FCC license is voting or nonvoting.

Common or Preferred Shares: This identifies if the Shareholder or Owner's shares in the FCC-regulated entity or applicant for an FCC license are common or preferred.

Also list any **FCC-regulated entity or applicant for an FCC license**, in which the applicant or any of the parties with interest in the applicant, owns 10% or more of stock. Click the plus sign to add each party's information. This is intended to capture such relationships as: Company A owns 10% of Company B (the applicant) and 10% of Company C (an FCC licensee and/or license applicant), so Companies A and C must be listed on Company B's application.

Ownership Type: Select from the dropdown options. Fill out the following fields if selecting Shareholder or Owner in another FCC-regulated entity.

If this Shareholder or Owner is other than the applicant, then list the **Shareholder or Owner Name** holding 10% or more of Ownership in the FCC-regulated entity or applicant for an FCC license is limited to 80 characters.

If this Shareholder or Owner in the FCC-regulated entity or applicant for an FCC license is other than the applicant, then choose the **Company Legal Structure of this Shareholder or Owner:** Limited Partnership, Limited Liability, or General Partnership.

If this Shareholder or Owner in the FCC-regulated entity or applicant for an FCC license is other than the applicant, then list the **Owner Address of this Shareholder or Owner.** The City, State and County names are limited to 60 characters, and the zip code is limited to 10 characters.

If this Shareholder or Owner in the FCC-regulated entity or applicant for an FCC license is other than the applicant, then answer whether the **Shareholder or Owner is a U.S. citizen or not.**

Name of FCC-regulated entity is the name of the FCC-regulated entity or applicant for an FCC license in which the Shareholder or Owner holds 10% or more of Ownership.

Legal Structure of FCC-regulated entity is whether the FCC-regulated entity or applicant for an FCC license is a Limited Partnership, Limited Liability, or General Partnership.

Percentage of Ownership in FCC-regulated entity is the specific amount of the interest or percentage, up to one decimal place, held by this Shareholder or Owner in the FCC-regulated entity or applicant for an FCC license. In the case of a Limited Partnership, the interest would be calculated according to the percentage of equity paid in or the percentage of distribution of profits and losses. Regardless of Company Legal Structure, for a Shareholder or Owner holding indirect ownership, interests in the entity is determined by successive multiplication of the ownership percentages for each link in the vertical ownership chain, that equals 10% or more of the entity, except that if the ownership percentage for an interest in any link in the chain exceeds 50% or represents actual control, it shall be treated and reported as if it were a 100% interest.

Shares Voting or Non-Voting is whether this Shareholder or Owner in the FCC-regulated entity or applicant for an FCC license is voting or nonvoting.

Common or Preferred Shares is whether this Shareholder or Owner's shares in the FCC-regulated entity or applicant for an FCC license are common or preferred.

Vol 2 Reference: In accordance with 2.4.17 of the Kansas Initial Proposal Volume 2, KOBD must ensure that those deploying network facilities meet the minimum qualifications for providing information on other public funding.

39. **Previous Public Funding Information Narrative** must be limited to 3 pages at no smaller than 11 font, to disclose any application that the applicant has submitted or plans to submit, and every broadband deployment project that the applicant or its affiliates are undertaking or have committed to undertake using public funds. The narrative must disclose the speeds of the fastest service that will be available to Community Anchor Institutions in the project area of any infrastructure projects, in Mbps download/upload, and if those CAIs served are participating in the FCC E-rate or Rural Health Care programs. The PDF must follow this file name format: BEAD01_00_Public_2_4_17.

40-41. **Public Funding:** Asks the applicant to list all broadband-related projects that involve public funding. Disclose any non-infrastructure public funding that the applicant or consortium members are receiving or have applied to receive, and describe the nature and commitments made or required in exchange for those public funds. Disclose any application the applicant or consortium member has submitted or plan to submit, for broadband (infrastructure) deployment projects that the applicant is undertaking or has committed to undertake, and that use public funds under a federal or state program not named BEAD.

Click the plus sign to add information about each project. Once you have entered the required information for each project (defined on pages 16-17), click the Save button. Repeat this process until all projects have been entered.

The screenshot shows a web form interface. At the top, it says '39. Previous Public Funding Information Narrative - Upload required in upload section (Limited to 3 pages, 11 pt font, single spaced)'. Below that, it says '40 - 42. Public Funding (Note: Only broadband projects must be disclosed.)'. There is a large text input area with a red box around a plus sign icon and the word 'New'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Next' button.

Program Name: This is the name of the applicable program supporting the project.

Applicant Name: This is the name of the applicant receiving or applying to receive the public funds for the project.

Funds Source: This is whether the public funds are federal or state.

Date of Award: This is the date that the public funds were, or anticipated to be, awarded for the project.

Public Funds Amount: This is the dollar amount of funds that were, or anticipated to be, awarded.

Match Amount Committed: This is the amount committed toward the project as a percentage of the total project costs. You may enter the percentage up to one decimal place, e.g., 33.3%.

Commitments made in exchange for funds: Describe the commitments made in exchange for the funds, including all milestones, deliverables, timing, and metrics of success.

If the project involves infrastructure, then the applicant must disclose additional information:

- **Geography Metric:** This is whether the geographic area to be covered by the project is measured at the level of a Census Block, Census Block Group, County, Defined Project Area, or Not Specified.
- **Geography of Award Attachment Reference Number:** This is the reference number, up to three digits, that you choose to use in the file name of the attachment that shows the geographic area to be covered by the project.
- **Unserviced Locations:** This is the number of unserved locations included in the committed project area.
- **Underserved Locations:** This is the number of underserved locations included in the committed project area.

- **Technology to be Used:** This is whether the technology delivering service is Fiber-To-The-Home, Hybrid Fiber-Coaxial, Wireless, DSL, Satellite, or Other.
- **Download Speed:** This is the download speed of the fastest service plan offered in Mbps, entered as number; e.g., if the service is 100 Mbps/20 Mbps, then enter 100.
- **Upload Speed:** This is the upload speed of the fastest service plan offered in Mbps, entered as number; e.g., if the service is 100 Mbps/20 Mbps, then enter 20.
- **Latency:** This is the latency, in milliseconds, of the broadband service to be provided, entered as a number.
- **CAI Locations:** This is the number of Community Anchor Institutions included in the committed project area.
- **Symmetrical Speeds:** This is the speeds of the fastest symmetrical service plan offered in Mbps, entered as number; e.g., if the service is 1000 Mbps/1000 Mbps, then enter 1000.
- **CAI Participation:** This is whether or not those CAIs are known to participate in FCC E-Rate, Rural Health Care, both programs or none. If unknown, choose None.
- **Consumer Pricing:** This is the cost of service, of 100/20 Mbps or faster subscription plan, consumer plan pricing, entered as the dollar amount per month.
- **Business Pricing:** This is the service plan, of 100/20 Mbps or faster subscription plan, business plan pricing, entered as the dollar amount per month.
- **Completion Date:** This is the date by which the applicant committed to completing the project.

42. Geography of Award: For broadband (infrastructure) deployment projects, also upload a PDF of the geography of each award, showing the geographic area to be covered by the infrastructure project. Note that there is a 2GB size limit for each file. Upload a file for each award, including the applicable reference number (###) in each file name: BEAD01_00_GeoArea_###_2_4_17.

Capability Section

This section of the guide relates to the minimum qualifications for managerial, operational, and technical capacity of the applicant. Narratives have specified page limits with no smaller than 11 font, described below for each attachment required. Detail of what must be included in each attachment is also described below.

Managerial

Vol 2 Reference: In accordance with [2.4.12 of the Kansas Initial Proposal Volume 2](#), KOBD must ensure that those deploying network facilities meet the minimum qualifications for managerial capability. Required organization charts must cover all parent, subsidiaries, and affiliates involved in and responsible for BEAD funded infrastructure projects, and the organization charts must include all levels of management including direct reports to the key management personnel and upward through the chain of command to the CEO/President. Identification of key management personnel functions listed below, must include, but are not limited to:

- Procurement (Materials, Labor, Vendor Management)
- Marketing (Pricing Plans including Low-Cost Option and Middle-Class Affordability, Advertising)
- Construction
- Engineering (Design, Environmental/Historical Studies, Permits)
- Network Operations (Network Monitoring, Circuit Deployment, Reliability)
- Customer Service (Call Center, Installation and Repair Technicians, Outage Reporting, Customer Credits)
- Finance (Budget, Reporting, Financing, Billing, Payables)



43. Managerial Capability Narrative: This must be limited to 3 pages at no smaller than 11 font. If a key management personnel position is currently vacant, the applicant must include a staffing plan and projected date of hire. Any key management position staffed by a contractor/subcontractor individual or firm must be identified as such, and disclosure of the duration and renewal clauses is required. The PDF attachment must follow this file name format: BEAD01_00_Manual_2_4_12.

44. Organization Chart: An org chart of key management personnel must be uploaded as a single PDF attachment that must follow this file name format: BEAD01_00_Org_2_4_12a.

45. Organization Chart of parent and its subsidiary and affiliated entities: If they exist and are involved and responsible for BEAD funded infrastructure projects, must be uploaded in a single PDF. The organization chart must clearly demonstrate the relationship between the parent and its affiliates and subsidiaries. The PDF attachment must follow this file name format: BEAD01_00_Sub_2_4_12a.

46. Identify key management personnel for planning and sustainability: This is a narrative limited to 1 page at no smaller than 11 font. The personnel should include the Lead Organization Technical Contact. The PDF attachment must follow this file name format: BEAD01_00_Personnel_2_4_12a.

47. Identify key management personnel for deployment: This is a narrative limited to 1 page at no smaller than 11 font. The personnel should include the Lead Organization Project Contact. The PDF attachment must follow this file name format: BEAD01_00_Deployment_2_4_12a.

48. Identify key management personnel for operations: This is a narrative limited to 1 page at no smaller than 11 font. The PDF attachment must follow this file name format: BEAD01_00_Operations_2_4_12a.

Readiness

49. Resumes of key management personnel: These are for personnel involved in and responsible for BEAD funded infrastructure projects and must be uploaded in a single PDF attachment. Note that there is a 2GB size limit for each file. The PDF must follow this file name format: BEAD01_00_Resumes_2_4_12a.

50. Describe the experience and qualifications of key management personnel: This is a narrative limited to 3 pages at no smaller than 11 font. Describe the capability of personnel for undertaking this project and prior experience undertaking projects of comparable size and scope, especially in Kansas. The PDF attachment must follow this file name format: BEAD01_00_Experience_2_4_12b.

51. Organization Chart of CEO/President to Board of Directors, or the appropriate governmental or non-profit board reflecting the relationship to the CEO/President: This is a separate organization chart uploaded in a single PDF attachment that must follow this file name format: BEAD01_00_Board_2_4_12a.

52. Disclose organizational changes, including any mergers and acquisitions, bankruptcy, legal actions, relevant organizational policies, and recent and upcoming organizational changes: This is a narrative limited to 3 pages at no smaller than 11 font. Relevant organization policies include, but are not limited to:

- Equal Opportunity Employment
- Labor Standards and Protection
- Workforce Development of a skilled and credentialed workforce
- Compliance with employment law and union contracts

The PDF attachment must follow this file name format: BEAD01_00_Changes_2_4_12b.

53. Summary of Readiness to manage a broadband services network: This is a narrative limited to 3 pages at no smaller than 11 font. By each functional area, describe the applicant’s readiness to deploy, manage, and sustain a broadband services network. If additional staffing is required in a functional area, staffing plans, including a timeline, must be described with a percentage mix of employees and contractor/subcontractor headcount. The PDF attachment must follow this file name format: BEAD01_00_Readiness_2_4_12b.

Operational

Vol 2 Reference: In accordance with 2.4.15 of the Kansas Initial Proposal Volume 2, KOBD must ensure those deploying network facilities meet the minimum qualifications for operational capability to complete and operate the proposed project. Either the applicant has provided a voice, broadband, and/or electric transmission or distribution service for at least the two (2) consecutive years prior to the date of its application submission or it is a wholly owned subsidiary of such an entity and would then certify evidence to that effect; or the applicant is a new entrant, and additional evidence must be submitted to sufficiently demonstrate operational capabilities have been obtained. Operational capabilities include, but are not limited to, the following details:

- Years providing internet service
- Current households, businesses, and community anchor institutions subscribing to internet service
- Network monitoring and restoration capabilities
- Any quality-of-service metrics and/or reports
- Completed federal or state funded deployment projects, with their source of funding and timeliness of completion or non-completion; any awards turned back or clawed back to any agency
- Penalties paid by the applicant, a subsidiary or affiliate of the applicant or the holding company of the applicant relative to deployment projects
- The number of times the applicant has ever been a defendant in any federal or state criminal proceeding or civil litigation along with final rulings, details on any penalties assessed or provisions against future service

54. Operational Capability Narrative: This must be limited to 3 pages at no smaller than 11 font. The operational capability details listed above must be addressed, starting with the number of years the applicant has provided internet service. This narrative certifies that the applicant possesses the operational capability to complete and operate the proposed project. The PDF attachment must follow this file name format: BEAD01_00_Operational_2_4_15.

55. and 56. Are intentionally blank here and relate to requirements that were moved to #62.a. since they relate to compliance with FCC rules and regulations.

57. Availability details of operational capability. These details relate to the number of current and potential subscriptions of internet service, as applicable.

Click the plus sign to enter information about the service availability from the applicant, which is required, only once; click Save, and then click the Next button.



The fields of information included are listed in the table at the top of next page.

Classification	Definition
Households	Number of locations where 100/20 Mbps or faster residential service is available
Businesses	Number of locations where 1Gbps symmetrical or faster business service is available
CAIs	Number of Community Anchor Institutions where 1Gbps symmetrical or faster service is available
Subscribers	All current Kansas subscriptions to any internet service regardless of technology
ACP	Number of subscriptions under the Affordable Connectivity Program

58. Describe **network monitoring and restoration capabilities** in a narrative limited to 1 page at no smaller than 11 font, for the Lead Organization and each Consortium Member in a single PDF. While this is missing from the Capability windows, it is listed in the Uploads section of the portal. The PDF attachment must follow this file name format: BEAD01_00_Network_2_4_15a

59. **Any quality-of-service metrics and/or reports addressed in the Operational Capability Narrative** must also be separately included for the Lead Organization and each Consortium Member Organization in a single PDF. While this is missing from the Capability windows, it is listed in the Uploads section of the portal. Quality of service may relate, but are not limited to, number of calendar days to install requested service; any service outage credits available or offered, and at what rate; trends to service prices, and any enforceable commitments to hold prices or only increase at rates no greater than the Consumer Price Index for All Urban Consumers (CPI-U) for the Midwest Region. The PDF attachment must follow this file name format: BEAD01_00_Quality_2_4_15a

60. **Prior Grants:** This includes both Grant Penalty and other prior grants that were successfully completed. List any completed federal or state funded deployment projects, the source of funding, and dates of completion or non-completion, and list any prior grants that involved penalties or claw back of public funds.

Click plus sign to list details on each prior grant. One you have entered the required information for each grant, click the Save button. Repeat this process until all grants have been entered.

60. Disclose any penalties on prior grants, or awards turned back or clawed back

+ New

The fields of information include:

Grant Name: This is the name of the grant program under which funds were awarded, but this is limited to 80 characters.

Reference Number: This is any number or reference to your specific award, but this is limited to 80 characters.

Source of Funds: This is whether the source of funds is federal or state.

Entity Name: This is name of the funding entity or agency awarding funds in 100 characters or less.

Date of Award: This is when the grant was awarded.

Award Amount: This is the dollar amount of the public funds awarded for this grant.

Status: Choose from the dropdown whether the status of the funded project is pending, completed on time, completed late, or abandoned.


61. Was there a penalty or claw back on this award? While this number is missing from the question included in the portal, this question is part of the set of fields about prior grants. Disclose any penalties on prior grants, or awards turned back or clawed back to any agency. For both the Lead Organization and each Consortium Member, penalties include those paid by the entity, a subsidiary or affiliate or the holding company, relative to any deployment projects. The fields of information include:

- **Date:** This is the date that the penalty or claw back was levied.
- **Reason:** Disclose the reason for the penalty or claw back in 255 characters or less.
- **Amount:** This is the dollar amount of the penalty or clawed back from the grant.
- **Has the penalty been paid or the claw back actions completely resolved yet?** Indicate whether or not there is closure.

62. Legal Actions Against Applicant: Disclose any instance in which the applicant was a defendant in any federal or state criminal proceeding or civil litigation along with final rulings, details on any penalties assessed or provisions against future service.

Click the plus sign to add each case. One you have entered the required information for each case , click the Save button. Repeat this process until all cases have been entered.

62. Disclose any instance in which the applicant was a defendant

 New

The fields of information include:

- **Type of Case:** This is whether the case civil or criminal.
- **Case or File Number:** This is the case reference number and is limited to 50 characters.
- **Entity Bringing Case:** This is the name of the entity bringing case against the applicant, which is limited to 80 characters.
- **Date Case Opened:** This is the date that the case was opened.
- **Date Case Closed:** This is the date that the case was closed or anticipated to be closed.
- **Disposition or Findings:** Disclose the final rulings in 100 characters or less.
- **Future Encumbrances:** This is whether or not there are future encumbrances. If yes, then describe any restrictions on service provisioning and impacts, in 100 characters or less.

62.a. Evidence supporting compliance with FCC rules and regulations: Information must be submitted in a single PDF to certify that the timely filing of FCC Form 477 and the Broadband DATA Act submission during the two years prior to the date of application. Evidence may include, but is not limited to, the biannual submission acknowledgements by the FCC of Form 477 filings. A narrative is required of applicants who have not or do not file Form 477. Note that there is a 2GB size limit for each file. The PDF attachment must follow this file name format: BEAD01_00_Evidence_2_4_15c.

62.a. **Disclose any FCC issues, enforcement actions, etc. in the fielded window.** Disclosures must include any Form 477 issues, corrections, or other actions requested by the FCC about any data irregularities, missed filings, or any other inquiry; and any pending or completed enforcement action, civil litigation, or other matter in which compliance failure occurred or was alleged with regard to FCC rules or regulations.

Disclosure of FCC issues, enforcement actions, etc.

**Note: Only your answers will appear below after saving. (not questions and answers)*

62.a Disclose any FCC issues, enforcement actions, etc.

 New

The fields of information include:

- **Agency:** FCC or other agency bringing the proceeding
- **Other:** Describe the other agency within 40 characters
- **Number:** The case or file reference number, but this is limited to 50 characters
- **Nature:** Describe the nature of the proceeding within 100 characters
- **Opened:** A date field for when the case was opened
- **Closed:** A date field for when the case may have closed
- **Disposition:** Describe the findings or disposition of the case within 100 characters
- **Encumbrances:** Indicate whether or not there are future encumbrances that result in Restrictions
- **Restrictions:** If applicable, describe restrictions on service provisioning and impact within 100 characters

63. Supporting Evidence for Years of Service: This is a narrative to certify that the applicant has provided voice, broadband, and/or electric transmission or distribution service for at least two years prior to the application, in a single PDF. While this was listed in the Capability section prior to the fields for 62, it is listed in order in the Uploads section. Include evidence from the Lead Organization and each Consortium Member as applicable. Evidence supporting the certification may include, but is not limited to:

- Financial Statements
- Form 477 filings
- Certification(s) by the Kansas Corporation Commission
- Federal and/or USF Filings and Disbursements
- Board Meeting Minutes and Resolutions
- Count of Broadband subscribers in Kansas including ACP

Note that there is a 2GB size limit for each file. The PDF attachment must follow this file name format: BEAD01_00_Evidence_2_4_15b.

64. Are you a new broadband service provider in Kansas? If so, then submit evidence of sufficient operational capabilities in a single PDF to certify that applicant has sufficient operational capabilities. While this was listed in the Capability section prior to the fields for 62, it is listed in order in the Uploads section. New entrants into Kansas must submit evidence sufficient to demonstrate that the newly formed entity has obtained, through internal or external resources, sufficient operational capabilities. Sufficient evidence may include resumes from key personnel, project descriptions and narratives from contractors, subcontractors, or other partners with relevant operational experience, or other comparable evidence. Operational capabilities of the Lead Organization and each Consortium Member as applicable must demonstrate experience in operating a broadband network. Note that there is a 2GB size limit for each file. The PDF attachment must follow this file name format: BEAD01_00_Evidence_2_4_15e.

Vol 2 Reference: In accordance with 2.4.13 of the Kansas Initial Proposal Volume 2, KOBD must ensure those deploying network facilities are technically qualified to complete and operate the proposed project.

65. Narrative describing the technical capability of the applicant and any consortium members: This is a narrative limited to 3 pages at no smaller than 11 font. Qualifications must demonstrate the Lead Organization and each Consortium Member are capable of carrying out the funded activities in a competent manner, including the use of an appropriately skilled and credentialed workforce. The PDF attachment must follow this file name format: BEAD01_00_Technical_2_4_13.

Labor and Workforce Information Section

This section of the guide relates to the NTIA requirements that broadly cover labor, workforce and firms involved in BEAD funded projects. Narratives have specified page limits with no smaller than 11 font, described below for each attachment required. Detail of what must be included in each attachment is also described below. Note that the Workforce section in the portal flow starts with #82. The following attachments are required files in the Uploads section of the portal.

Vol 2 Reference: In accordance with 2.9.1 of the Kansas Initial Proposal Volume 2, KOBD will ensure all relevant DBEs are involved, contacted, and engaged to maximize opportunities.

66. NTIA requires inclusive use of firms. Disadvantaged Business Enterprises (DBE) includes firms with the designations of minority, women, airport concessions, and/or disadvantaged. Applicants must document their historical commitment to recruit and retain DBEs; a DBE utilization plan, outlining these affirmative steps:

- Assure qualified DBEs are on their solicitation lists for services and contracting
- Divide project solicitations into smaller subtasks when economically feasible for qualified DBEs
- Establish project timelines to encourage participation by DBEs
- Work with the Small Business Administration, the Kansas Office of Minority and Women Business Development, and the Kansas Small Business Development Center

DBE utilization plan: This is a narrative limited to 3 pages at no smaller than 11 font. The PDF attachment must follow this file name format: BEAD01_00_DBE_2_9_1.

67. Detailed Staffing Plan for sustainability in support of broadband adoption and digital literacy is a narrative limited to 3 pages at no smaller than 11 font. In accordance with Vol. 2, this plan should include staffing numbers, position descriptions, and timing. The PDF attachment must follow this file name format: BEAD01_00_Staffing_2_8_1a.

Vol 2 Reference: In accordance with 2.8 of the Kansas Initial Proposal Volume 2, KOBD must ensure an available, diverse, and highly skilled workforce by requiring applicants to detail their staffing plans, technical certification requirements, and their forward-looking plans for sustainability in support of broadband adoption and technical support of their subscribers. The applicant must have the workforce, have contracted for the workforce, or have specific plans included in your application for securing the workforce prior to grant award. The listed attachments to be uploaded as PDF files must detail operational and technical capability to plan and execute workforce readiness and development objectives:

- support the development and use of a highly skilled workforce capable of carrying out work in a manner that is safe and effective
- provide relevant training and wrap-around services to support workers to access and complete training
- create equitable on-ramps into broadband-related jobs, maintain job quality for new and incumbent workers, and maintain worker voice throughout planning and implementation
- ensure that the job opportunities created are available to a diverse pool of workers

68. Detailed Technical Certification Requirements for sustainability in support of broadband technical support of their subscribers' literacy is a narrative limited to 1 page at no smaller than 11 font. A certification must be specific to each position described in the Staffing Plan. The PDF attachment must follow this file name format: BEAD01_00_Technical_2_8_1a.

69. Document applicant commitment to an inclusive environment that does not tolerate harassment or discrimination in a narrative limited to 1 page at no smaller than 11 font. Document efforts that could include promoting anti-harassment policies, offering equitable training opportunities, and providing employee benefits such as childcare and pregnancy and parental support. The PDF attachment must follow this file name format: BEAD01_00_Harassment_2_8_1a.

70. Document that the workforce is appropriately trained, certified, and credentialed in a narrative limited to 3 pages at no smaller than 11 font. Document efforts that could include pre-existing occupational training, certification, and licensure, and implementation of industry standards. Document for each position described in the Staffing Plan. The PDF attachment must follow this file name format: BEAD01_00_Workforce_2_8_1a.

71. Describe the use of "wrap-around services" available to workers and apprentices in a narrative limited to 2 pages at no smaller than 11 font. Wrap-around services may include on-site childcare or stipends for childcare, learning materials, and transportation to training programs. Describe any offer of jobs that exceed the local prevailing wage in the region or offer benefits. The PDF attachment must follow this file name format: BEAD01_00_Services_2_8_1b.

72. Describe strong and clear career pathways for new workforce entrants in a narrative limited to 3 pages at no smaller than 11 font. Describe any help offered to the employee to develop skills for career growth, such as registered apprenticeships, pre-apprenticeships, joint labor management training programs, or other high-quality on-the-job training opportunities. The PDF attachment must follow this file name format: BEAD01_00_Career_2_8_1b.

73. Describe your plan with labor organizations to prioritize local workers and the development of robust plans to recruit historically underrepresented populations in a narrative limited to 3 pages at no smaller than 11 font. Document any outreach and efforts to hire and retain workers from underrepresented populations, which could include women, people of color, veterans, candidates for whom English is not their first language, and people with disabilities. The PDF attachment must follow this file name format: BEAD01_00_Plan_2_8_1c.

74. Describe your active support of job skills development that include Diversity, Equity, Inclusion, and Accessibility (DEIA) efforts in the workplace, in a narrative limited to 3 pages at no smaller than 11 font. The PDF attachment must follow this file name format: BEAD01_00_Skills_2_8_1c.

75. Describe your programs to provide a pipeline for women, people of color, formerly incarcerated individuals, people with disabilities, and other historically marginalized groups, in a narrative limited to 3 pages at no smaller than 11 font. Document any outreach and efforts to hire and retain workers from historically disadvantaged groups, which could include women, people of color, candidates for whom English is not their first language, and people with disabilities. The PDF attachment must follow this file name format: BEAD01_00_Pipeline_2_8_1c.

76. Describe your efforts to remove barriers to entry, such as limitations on hiring people who have previously been incarcerated and unneeded degree requirements, provide roles where those with physical disabilities or limitations can safely perform, and promote pre-apprenticeship programs that will encourage underrepresented youth to seek early education, in a narrative limited to 3 pages at no smaller than 11 font. The PDF attachment must follow this file name format: BEAD01_00_Barriers_2_8_1c.

77. Describe your policies, programs, and measurable objectives to achieve and sustain universal service via the utilization of diverse workers and innovative staffing strategies, in a narrative limited to 3 pages at no smaller than 11 font. Document labor standards, and investment requirements, to retain workers from underrepresented and historically disadvantaged groups. The PDF attachment must follow this file name format: BEAD01_00_Objectives_2_8_1d.

78. Document efforts for equitable and targeted recruitment efforts, training and education initiatives, and workforce retention and up-skilling initiatives, in a narrative limited to 3 pages at no smaller than 11 font. Document outreach, investment requirements, and efforts to retain workers, such as any offer of jobs that exceed the local prevailing wage in the region, offer of benefits, and help the employee to develop skills for career growth. The PDF attachment must follow this file name format: BEAD01_00_Efforts_2_8_1d.

79. Document that Diversity, Equity, Inclusion, and Accessibility (DEIA) training programs are available to all workers and are aligned to the organization’s approach, values, and understanding of what constitutes acceptable behavior, in a narrative limited to 3 pages at no smaller than 11 font. The PDF attachment must follow this file name format: BEAD01_00_DEIA_2_8_1d.

80. Document how you will ensure an appropriately skilled workforce, e.g., through Registered Apprenticeships, existing training, or other joint labor-management training programs that serve all workers, in a narrative limited to 3 pages at no smaller than 11 font. Such programs may help the employee develop skills for career growth. The PDF attachment must follow this file name format: BEAD01_00_Workforce_2_8_2a.

81. Document that all members of the project workforce will have appropriate credentials, e.g., appropriate, and relevant pre-existing occupational training, certification, and licensure, in a narrative limited to 3 pages at no smaller than 11 font. This narrative should be specific to the workforce, staffing on the proposed project, but exclude management. The PDF attachment must follow this file name format: BEAD01_00_Project_2_8_2b.

The Workforce section in the portal flows starts with #82. The preceding attachments are required files in the Uploads section of the portal.

82. As part of outlining evidence that the project workforce will be an appropriately skilled and credentialed workforce, the following must be declared, excluding management:

- a. Is the project workforce unionized? Yes or no.
- b. Is the project workforce to be directly employed or will the work be performed by a subcontracted workforce? Yes or no, respectively; “Yes” if the workforce is to be directly employed, and “No” if the work will be performed by a subcontracted workforce.



The image shows a screenshot of a web form with two dropdown menus. The first dropdown menu is labeled '* 82.a. Is the project workforce unionized or not?' and the second dropdown menu is labeled '* 82.b. Is the project workforce to be directly employed or will the work will be performed by a subcontracted workforce?'. Both dropdown menus are currently empty and have a downward-pointing arrow on the right side.

83. Identify the entities that the applicant plans to contract and subcontract with, in carrying out the proposed work.

Click the plus sign to add each contractor or subcontractor. Once you have entered the required information for each entity, click the Save button. Repeat this process until all entities have been entered.

83. Identify the entities that the applicant plans to contract and subcontract with in carrying out the proposed work



The fields of information include:

Classification: This is whether or not the entity is a contractor or subcontractor.

Name of Entity: This is the name of the entity being contracted or subcontracted.

Contact Name: This is the name of the primary contact for the entity.

Contact Email: This is the direct email address for the Contact Name.

Type of Work: Describe the type of work being contracted or subcontracted.

Full Mailing Address: this is the address of the contracted or subcontracted entity.

84. Document the job titles and size of the workforce (FTE positions, including for contractors and subcontractors) required to carry out the proposed work over the course of the project, and the entity that will employ each portion of the workforce.

Click plus sign to enter information about each job title. Once you have entered the required information for each job title, click the Save button. Repeat this process until all entities job titles have been entered.

84. Document the job titles and size of the workforce



The fields of information include:

Job Title: This is the title of the unique job required for the proposed work.

Staffing Type: This is whether the position will be filled by contract, employee(s), or a combination.

Number of Positions: This is the number of positions under this job title required for the proposed work.

Timing When Needed: This is the date by which the position(s) will be needed for the proposed work.

Duration: This is the length of time the position(s) will be needed; include both a number and unit, e.g., 2 years or 24 months.

In Place/To Be Hired: State the status of the position(s) that will be needed for the proposed work, by typing either, "In Place," or, "To Be Hired."

Funding: Select either Internal or BEAD depending on if the position(s) will be funded internally or with the BEAD funds awarded.

At this point in the portal, the Workforce section proceeds to #88. The following attachments are required files in the Uploads section of the portal.

85. Safety training, certification, and/or licensure requirements (e.g., OSHA 10, OSHA 30, confined space, traffic control, or other training as relevant depending on title and work), including whether there is a robust in-house training program with established requirements tied to certifications or titles, in a narrative limited to 3 pages at no smaller than 11 font. These must be listed for each job title required to carry out the proposed work, including contractors and subcontractors. The PDF attachment must follow this file name format:

BEAD01_00_Safety_2_8_2i.

86. Information on the professional certifications and/or in-house training already in place to ensure deployment activities meet a high standard, in a narrative limited to 3 pages at no smaller than 11 font. These must be listed for each job title required to carry out the proposed work, including contractors and subcontractors. The PDF attachment must follow this file name format: BEAD01_00_Professional_2_8_2j

87. Direct Hire Statement is about using a directly employed workforce, as opposed to a subcontracted workforce. The statement is part of detailing company policies or resources—to include employees, contractors, and subcontractors. The PDF attachment must follow this file name format: BEAD01_00_Hire_2_7_2a

The Workforce section in the portal flows from #84 to #88. The preceding attachments are required files in the Uploads section of the portal.

88. Workforce Policies are in accordance with 2.7.2 of the Kansas Initial Proposal Volume 2, requiring grant recipients to make the following commitments, and the applicant must affirm these in the portal:

- a. Pay prevailing wages and benefits to workers, including compliance with Davis-Bacon and Service Contract Act requirements, where applicable, and collecting the required certified payrolls
- b. Use project labor agreements, i.e., pre-hire collective bargaining agreements between unions and contractors that govern terms and conditions of employment for all workers on a construction project)
- c. Use local hire provisions
- d. Commit to union neutrality
- e. Use labor peace agreements

At this point in the portal, the Workforce section proceeds to #95. The following attachments are required files in the Uploads section of the portal.

89. Document your use of an appropriately skilled workforce in a narrative limited to 1 page at no smaller than 11 font. For example, the use of Registered Apprenticeships or other joint labor-management training programs that serve all workers, particularly those underrepresented or historically excluded. The PDF attachment must follow this file name format: BEAD01_00_Workforce_2_7_2g.

90. Document your use of an appropriately credentialed workforce in a narrative limited to 1 page at no smaller than 11 font. For example, satisfying the requirements for appropriate and relevant pre-existing occupational training, certification, and licensure. The PDF attachment must follow this file name format: BEAD01_00_Workforce_2_7_2h.

91. Describe your steps to prevent the misclassification of workers in a narrative limited to 1 page at no smaller than 11 font. The PDF attachment must follow this file name format: BEAD01_00_Workers_2_7_2i.

Vol 2 Reference: In accordance with 2.4.14 of the Kansas Initial Proposal Volume 2, KOBID must require applicants to demonstrate capability of fulfilling funded activities competently and of complying with all applicable federal, state, territorial, and local laws; and require potential grant recipients to permit workers to create worker-led health and safety committees that key management personnel will meet upon reasonable request. Key management personnel of the applicant must respond to a reasonable request to meet with the worker-led health and safety committees within 10 business days of the request. No retaliation by the applicant is permitted to the worker-led health and safety committee or its members.

92. Describe the process for promoting worker-led health and safety committees for each functional area—to include reporting, meeting, and executives responsible—including description of the program and documentation of past meetings with key management personnel:

- Procurement (Materials, Labor, Vendor Management)
- Marketing (Pricing Plans including Low-Cost Option and Middle-Class Affordability, Advertising)
- Construction
- Engineering (Design, Environmental/Historical Studies, Permits)
- Network Operations (Network Monitoring, Circuit Deployment, Reliability)
- Customer Service (Call Center, Installation and Repair Technicians, Outage Reporting, Customer Credits)
- Finance (Budget, Reporting, Financing, Billing, Payables)

Committees will be described in a narrative limited to 3 pages at no smaller than 11 font. The PDF attachment must follow this file name format: BEAD01_00_Committees_2_4_14b

93. Safety Union Contract Terms is required if the applicant is party to union contracts; disclose the terms and conditions in the contract applying to worker-led health and safety committees, in a single PDF attachment that must follow this file name format: BEAD01_00_Union_2_4_14b

94. An applicant must document the **reasonable time provided during working hours** for the worker-led health and safety committees to meet independently of key management personnel on the company's premises, in a narrative limited to 1 page at no smaller than 11 font. The PDF attachment must follow this file name format: BEAD01_00_Time_2_4_14b

The Compliance section in the portal flows starts with #95. The preceding attachments are required files in the Uploads section of the portal.

Compliance Section

Along with final attestations to your registration, the following requirements must be affirmed. The final attestations will include acknowledgement that the Kansas Office of Broadband Development (KOBBD) will rely upon the information submitted by the lead organization and consortium member organizations to issue any award under this program.

Vol 2 Reference: In accordance with 2.16.3 of the Kansas Initial Proposal Volume 2, KOBBD must account for and satisfy authorities relating to civil rights and nondiscrimination. Additionally, compliance with state-specific requirements is required. In accordance with 2.16.2 of the Kansas Initial Proposal Volume 2, compliance is required for additional project-specific requirements. In accordance with 2.7 of the Kansas Initial Proposal Volume 2, KOBBD must ensure compliance with Labor Standards and Protections Acts. Under no circumstances does a worker-led health and safety committee mitigate compliance with all applicable federal, state, territorial, and local laws.

95. Does the lead organization and consortium member organizations agree to comply with Parts II and III of Executive Order 11246, Equal Employment Opportunity?

96. Does the lead organization and consortium member organizations agree to comply with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency?

97. Does the lead organization and consortium member organizations agree to comply with Executive Order 13798, Promoting Free Speech, and Religious Liberty?

98. Does the lead organization and consortium member organizations agree to comply with Executive Order 18-04 establishing State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation?

99. **Does the lead organization and consortium member organizations certify that their respective companies are not engaged in the procurement or obtainment of certain equipment, services, or systems pursuant to Public Law 115-232, Section 889, Policies of the John S McCain National Defense Authorization Act of 2019?**

100. **Does the lead organization and consortium member organizations agree to comply with the terms listed in HB 2482 of the 2018 State of Kansas Legislative Session, stating that the applicants are not engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State?**

101. **Does the lead organization and consortium member organizations agree to Site Visits for Technical Field Audits by KOBD Staff and contractors for compliance with Service Milestones subject to reasonable notice and conditions?** Site Visits for Technical Field Audits must occur as part of the NTIA required “robust subgrantee monitoring practices.” A Technical Field Audit and Compliance Team will perform, develop, and implement risk assessments and monitoring plans, which will be reviewed quarterly. Additional detail of the program includes, “project monitoring will include Site Visits, Desk Reviews, Internal Compliance Reviews, and Final Financial Reviews.”

102. **Does the lead organization and consortium member organizations agree to submit a quarterly progress report to KOBD for each BEAD grant award to monitor performance?** Quarterly progress reports will comply with the BEAD requirement of “timely subgrantee reporting mandates.” Additional detail of the program includes, “Prior to any reimbursement of Eligible Costs, Grantee shall submit a quarterly report that aligns with the percentage of the Project completed and provide all the necessary supporting documentation, which may include providing proof of payment.”

103. **Does the lead organization and consortium member organizations agree to grant disbursements on a cost reimbursement basis based on service milestones?** Disbursements must occur on a cost reimbursement basis to be in compliance with NTIA, “Distribution of funding to subgrantees for, at a minimum, all deployment projects on a reimbursable basis,” and in accordance with K.S.A. § 75-5094, the Grantee will be compensated on a cost reimbursement basis. Additional detail of the program includes, “Grant Funds shall be distributed monthly to Grantee for actual, reasonable, and necessary Eligible Costs based upon Grantee’s Budget.”

104. **Does the lead organization and consortium member organizations agree to final payment and claw back procedures as outlined in Volume 2?** Final payment and, specifically “the inclusion of claw back provisions,” are required in accordance with BEAD requirements. The grant agreement shall include claw back provisions for any failure to perform against timeline commitments, deployment progress, or failure to complete passings as agreed at the time of the enforceable grant commitment. Additional detail of the program includes, “A final payment of 10% of the Grant Amount will be held until final completion of the Project and will be paid to Grantee upon final closeout reporting submission.”

105. **Does the lead organization and consortium member organizations agree to comply with Fair Labor Practices Acts?** These include the Fair Labor Standards Act: Establishment of minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers across private and public sectors; the Occupational Safety and Health Act: Establishment of safe and healthy workplace standards; and the Service Contract Act: Establishment of standards for contractors and subcontractors performing services on prime contracts in excess of 2,500.

106. **Does the lead organization and consortium member organizations agree to comply with Civil Rights and Nondiscrimination Acts?** These include Title VI of the Civil Rights Act of 1964 (See also 15 C.F.R. Part 8): Prohibition on discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance, including from the Department of Commerce; Title IX of the Education Amendments of 1972: Prohibition of discrimination on the basis of sex under federally assisted education programs or activities; The Americans with Disabilities Act of 1990: Prohibition of discrimination on the basis of disability under

programs, activities, and services provided or made available by Eligible Entities and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide transportation; Section 504 of the Rehabilitation Act of 1973: Prohibition of discrimination on the basis of handicap under any program or activity receiving or benefiting from federal assistance; and The Age Discrimination Act of 1975: Prohibition of discrimination on the basis of age in programs or activities receiving federal financial assistance.

107. Does the lead organization and consortium member organizations agree to comply with relevant Executive Orders? These include Parts II and III of Executive Order 11246, Equal Employment Opportunity: Requires that federally assisted construction contracts incorporate and fulfill the nondiscrimination provisions of §§ 202 and 203 of E.O. 11246 and Department of Labor regulations implementing E.O. 11246 (41 C.F.R. § 60-1.4(b)); Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency: Requires federal agencies to examine the services that they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them; and Executive Order 13798, Promoting Free Speech, and Religious Liberty (see also OMB M-20-09 Guidance Regarding Federal Grants and Executive Order 13798): States or other public grantees may not condition sub-awards of federal grant money in a manner that would disadvantage grant applicants based on their religious character.

108. Does the lead organization and consortium member organizations agree to comply with all applicable federal, state, territorial, and local employment laws?

109. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local safety, and health laws, including OSHA?

110. Does the lead organization and consortium member organizations agree to comply with all applicable Underground Plant Protect (Kansas 811) laws and regulations?

111. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local wireless infrastructure siting laws, and regulations?

112. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local laws, and regulations on the use of public Right-Of-Ways?

113. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local consumer privacy laws?

114. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local laws, and regulations on data breach notification (cybersecurity) laws and regulations?

115. Does the lead organization and consortium member organizations agree to comply with applicable FCC laws and regulations, e.g., ACP participation, filing of FCC Form 477 and the Broadband DATA Act submission?

116. Does the lead organization and consortium member organizations agree to comply with applicable state laws and regulations of the Kansas Corporation Commission?

117. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local laws, and regulations on registrations with regulatory agencies?

118. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local laws, and regulations on Truth in Billing?

119. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local laws, and regulations on deceptive trade practice?

120. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local laws, and regulations on nondiscrimination in broadband service areas?

121. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local laws, and regulations on the use of Tribal lands?

122. Does the lead organization and consortium member organizations agree to comply with applicable federal, state, territorial, and local lobby laws, and regulations?

123. Does the lead organization and consortium member organizations agree to fully disclose any violations of any applicable laws and regulations within the required attestation attachments?

After affirming agreement to the preceding requirements, click “Next” to proceed to the signature page.

A screenshot of a web form. At the top, there is a dropdown menu with '120' selected. Below it is question 123: '* 123. Does the lead organization and consortium member organizations agree to fully disclose any violations of any applicable laws and regulations within the required attestation attachments?'. The answer 'Yes' is selected in a dropdown menu. A note says 'Note : Please click "Next" to save the above responses.' At the bottom left is a 'Cancel' link, and at the bottom right is a blue 'Next' button highlighted with a red box.

Application Submission is a space to confirm signature on this registration. Ensure you are working on the intended registration by checking the pre-populated Lead Organization and Contact Name.

Then click the check box to agree to the acknowledgement.

A screenshot of the 'Application Submission' page. The title 'Application Submission' is underlined. Below it is a paragraph: 'Both pre-registration and uploads must be finished to submit your registration for review. Once you have submitted this pre-registration window, the final attestations forms must also be uploaded. These acknowledge that the Kansas Office of Broadband Development (KOBBD) will rely upon the information submitted by the lead organization and consortium member organizations to issue any award under this program, and that the information is complete, true and accurate.' Below this is a red-bordered box containing two input fields: 'Lead Organization' with the value 'Solarity 2May' and 'Lead Organization Contact' with the value 'Solarity KOBBD'. Below the red box is a checkbox labeled 'I Agree' which is currently unchecked. At the bottom left is a 'Cancel' link, and at the bottom right are 'Previous' and 'Next' buttons, with 'Next' being blue and 'Previous' being light blue.

Once you agree to this acknowledgement and click “Next” you will be returned to the Application Workspace.

Documents and File Uploads Section

Click the *Get Started* button to upload required files, and then click "Upload File" next to the numbered requirement. Note that there is a 2GB size limit for each file. While multiple PDFs can be uploaded, they must all be uploaded at the same time. If you hit "Save" after uploading one, you then have to "Replace File" and start all over again. Please note that the portal will not alert you if you enter the same file multiple times, either between upload requirements or within the same upload requirement.

Documents & Files
Please upload documents to support your application. Some documents are required, but you may also upload supplemental documents and files to help us evaluate your application.

Required Documents

- 7) Lead Organization Tax Form**
Instructions: Please remember that the file name must follow the format outlined in the Guide, which includes your unique pre-registration number.
STATUS: NOT UPLOADED
- 31) Non-Conflicts of Interest Statement**
Instructions: Please remember that the file name must follow the format outlined in the Guide, which includes your unique pre-registration number.
STATUS: NOT UPLOADED
- 32) Non-Collusion Statement**
Instructions: Please remember that the file name must follow the format outlined in the Guide, which includes your unique pre-registration number.
STATUS: NOT UPLOADED

Supplemental Documents

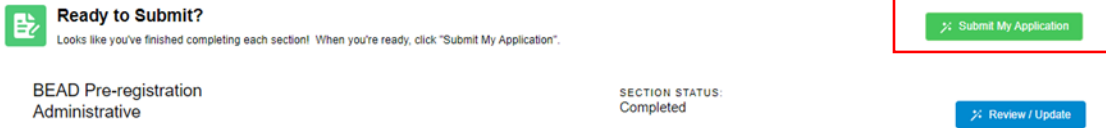
- 25) Member Organization Tax Form**
Instructions: Please remember that the file name must follow the format outlined in the Guide, which includes your unique pre-registration number.
STATUS: NOT UPLOADED
- 36) A. Qualified operating or financial reports**
Instructions: Please remember that the file name must follow the format outlined in the Guide, which includes your unique pre-registration number.
STATUS: NOT UPLOADED
- 36) B. Auditor's Statement**
Instructions: Please remember that the file name must follow the format outlined in the Guide, which includes your unique pre-registration number.
STATUS: NOT UPLOADED

The final attestations affirm that the information submitted is true and accurate, and these forms are used for the required disclosure of any violations of applicable laws and regulations. **Registrants must download and use the forms from the [KOB website](#).**

124. Attestations from the lead organization and consortium member organizations: These are required. Registrants must download and use the forms from the KOB website, including the requirement that these be signed by the lead officers of the lead organization and consortium member organizations. These attestation forms will be uploaded as PDF files with these respective file name formats: BEAD01_00_Attest_Lead_2 and BEAD01_00_Attest_Member_2

Submission

Once all sections are completed, a green *Submit My Application* button will appear at the top of the application workspace.



Click the Submit button and the submission window will open. Clicking the blue *Submit* button will formally submit the registration for review.



The confirmation window includes a *Go To My Applications* button that will take you to the “My Applications” page where this registration will be listed under “My Submitted Applications.”



You can monitor the status of your registration from “Submitted” to “In Review” or “Requested Revisions” to “Accepted” or “Denied” and you will receive automatic email notifications when the status changes along with narrative explanations, when required.

