BEAD REGISTRATION PLAYBOOK

TIPS FOR SUCCESS

The information shared below is intended to assist Eligible Entities in completing the BEAD Registration, minimizing the likelihood of revisions upon review by KOBD.

Review guidance is organized by Application Section (administrative, financial, legal disclosure, capability, etc.) and associated question number. These headings align with the structure of the Application Portal and Registration User Guide.

Administrative Section

#4 Provide Unique Entity ID (UEI):

- The entity associated with the UEI ***must*** match the entity listed as the Lead Organization for the application.

#5 FCC Provider ID:

- This number should be the Lead Organization's FCC Registration Number (FRN).
- If the Lead Organization is a subsidiary and not registered with the FCC, the parent company's FRN should be provided.

#6: Lead Organization Tax Identification:

- The tax ID provided in this field must match the Tax ID on the W9 uploaded for #7.

#7 Lead Organization Tax Form:

- The W9 must be for the entity named as the Lead Organization and be signed by an authorized individual of the organization.

#22-25: *The above requirements also apply to the questions for each member organization if the application is being submitted for a group or consortium.*

Key to Success

Does the entity named in Question 1 match the entity associated with responses to Questions 4, 5, 6 and 7?

Is the response to Question 5, the FCC Registration Number (FRN)?

Does the Tax ID entered in Question 6 match the Tax ID on the submitted W9?

Is the W9 uploaded for Question 7 for the entity listed as Lead Organization in Question 1?

Financial Legal Disclosures Section

#37 Ownership Information Narrative:

- Narrative must describe all parties listed in #38.

#38 Ownership Information:

- All entities listed must be described in the narrative for #37.

#39 Previous Public Funding:

- Narrative must describe all projects listed in #40-41.

Key to Success

Does the narrative for Question 37 discuss all entities listed in Question 38?

Does the narrative for Question 39 discuss all projects listed in Questions 40-41?

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#40-41 Public Funding:

- All projects listed must be described in the narrative for #39.
- Each project listed that involves infrastructure must have a corresponding file upload that shows the geographic area covered by the project.

Capability Section

#43. Managerial Capability Narrative:

- Narrative must address key management personnel across all functional areas of Procurement, Marketing, Construction, Engineering, Network Operations, Customer Service and Finance.
- Key management personnel must include the Lead Application Contact, Lead Organization Project Contact and Lead Organization Technical Contact.
- If a key management position is vacant, the narrative must include a staffing plan and projected date of hire should the project be awarded.

#44 Organization Chart of Key Management Personnel:

- The organization chart must include all personnel discussed in #43.

#46 Identify Key Management Personnel for Planning and Sustainability:

- Narrative must address key management personnel across all functional areas of Procurement, Marketing, Construction, Engineering, Network Operations, Customer Service and Finance.
- This narrative must include the Lead Organization Technical Contact.
- All personnel addressed here must also be included in #43 Managerial Capability Narrative and #44 Organization Chart.

#47 Identify Key Management Personnel for Deployment:

- Narrative must address key management personnel across all functional areas of Procurement, Marketing, Construction, Engineering, Network Operations, Customer Service and Finance.
- This narrative must include the Lead Organization Project Contact.
- All personnel addressed here must also be included in #43 Managerial Capability Narrative and #44 Organization Chart

#48. Identify key management personnel for operations:

- Narrative must address key management personnel across all functional areas of Procurement, Marketing, Construction, Engineering, Network Operations, Customer Service and Finance.
- All personnel addressed here must also be included in #43 Managerial Capability Narrative and #44 Organization Chart.

Key to Success

Are all personnel discussed in Question 43 in the org chart uploaded for Question 44?

Are all personnel discussed in Question 46 included in the responses for Questions 43 & 44?

Are all personnel discussed in Question 47 included in the responses for Questions 43 & 44?

Are all personnel discussed in Question 48 included in the responses for Questions 43 & 44?

Did you upload resumes in Question 49 for all personnel discussed in Questions 43 & 44?

Does your response to Question 50 address all personnel included in Question 49?

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#49 Resumes of Key Management Personnel

- Resumes **must** be provided for all key management personnel identified in #43, 44, 46, 47, and 48.

#50 Describe Experience and Qualifications of Key Management Personnel:

- Narrative must include information for all key management personnel identified in #43, 44, 46, 47, and 48.

#53 Summary of Readiness:

- Narrative must address all functional areas of Procurement, Marketing, Construction, Engineering, Network Operations, Customer Service and Finance.

#54 Operational Capability Narrative

- Narrative must include the number of years providing Internet service.
- Narrative must address operational capabilities including the following:
  - 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
- Narrative must be consistent with information provided in #39-41 Previous Public Funding, #57 Availability and #62 Legal Actions.

#54 CAI Participation List (if applicable)

- Required if CAI subscribers were identified in one or more of the following:
  - #39-41 Previous Public Funding
  - #54 Operational Capability Narrative
  - #57 Availability
- Must download and use the template from the KOBD website at BEAD01_00_CAI_2_4.xlsx

#60 Prior Grants

- Required if any projects referenced in #39 and #40-41 have been completed.

#62.a. Evidence supporting compliance with FCC rules and regulations:

- Must include 2 years' worth of evidence

Key to Success

Is the narrative for Question 54 inclusive of information on any completed projects discussed in response to Questions 39-41?

Is the narrative in Question 54 inclusive or consistent with information submitted in response to Question 57?

Is the narrative for Question 54 inclusive or consistent with information submitted in response to Question 62?

Did you upload the CAI Participation List if required by responses to Questions 39-41, 54 or 57?

Did you complete Question 60 if projects included in #39 and #40-41 are complete?

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#63. Supporting Evidence for Years of Service:

- Must include 2 years' worth of evidence

Labor and Workforce Information Section

#67 Staffing Plan:

- Narrative must address staffing across all functional areas of Procurement, Marketing, Construction, Engineering, Network Operations, Customer Service and Finance.
- Narrative must address internal staffing as well as contractors/subcontractors.
- Narrative must be consistent with the staffing information reported in #83 and #84.
- Narrative must be consistent with readiness discussed in #53.

#83 Identify entities the applicant plans to contract/subcontract with

- Entities listed must be consistent with narrative for #53
- Entities listed must be consistent with narrative for #67

#84 Job titles and size of workforce

- Staff listed must be consistent with narrative for #53
- Staff listed must be consistent with narrative for #67
- Staff listed must include contractors/subcontractors
- identified in #83

#92 Worker-led Health and Safety Committees

A. If Organization has existing committees, narrative must describe each committee including:
   - Meeting, Reporting and Executives Responsible.
   - Key management personnel's commitment to no retaliation against the committee or its members.
   - Key management personnel's commitment to meeting with committee within 10 business days of receiving a request for meeting.
   - Address each functional area in some manner (not required to have an actual committee for each area): Procurement, Marketing, Construction, Engineering, Network Operations, Customer Service, Finance.

B. If Organization does not have existing committees, narrative must describe the following:
   - Existing and future practices to promote health and safety committees and training of workforce.
   - Key management personnel's commitment to no retaliation against the committee or its members.
   - Key management personnel's commitment to meeting with committee within 10 business days of receiving a request for a meeting.

Key to Success

Is the narrative for Question 67 consistent with the staffing information/numbers supplied in response to Questions 83 and 84?

Is the narrative for Question 67 consistent with the organization's readiness as discussed in Question 53?

Are the entities identified in Question 83 consistent with those listed in response to Questions 53 and 67?

Is the response to Question 84 consistent with staffing discussed in responses to Questions 53/67?

Does the response to Question 84 include the contractors/subcontractors identified in Question #83?