



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

The Wyoming Broadband Office (WBO)

(Version 1.0)

August 2024

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Introduction

The Broadband Equity, Access, & Deployment (BEAD) Program is administered by the National Telecommunications and Information Administration (NTIA), which must approve a series of required plans and proposals prepared by the State before Wyoming receives its \$347.9 million in allocated BEAD funding.

WBO is planning a multi-step process for selecting subgrantees and making BEAD fund awards:

1. WBO will begin with prequalification of subgrantee applicants (**Prequalification Phase**).
2. WBO will then issue a grant application and accept and score grant applications from prequalified subgrantee applicants for specific projects (**formal deployment subgrantee application process, “Scoring Phase”**).
3. WBO will next proceed to negotiations with the highest-scoring subgrantee applicants and make provisional grant awards (**Negotiation Phase**).

Once WBO has assigned of its provisional awards, it will include those in its BEAD Final Proposal, which will be available for public comment before it goes to NTIA for final approval. NTIA must approve Wyoming’s Final Proposal before WBO can finalize any BEAD grant awards.

WBO is committed to reviewing the qualifications of subgrantee applicants through this Prequalification Phase to ensure that the subgrantee applicants seeking BEAD funds to deploy broadband infrastructure meet the financial, managerial, and technical qualifications defined by NTIA’s BEAD Notice of Funding Opportunity (NOFO) and further guidance as well as Wyoming’s Initial Proposal and subsequent state-specific rules.

During this Phase, subgrantee applicants will be reviewed on a pass/fail basis, with the exception outlined below. The review will focus on the quality, completeness, and appropriateness of the subgrantee applicant’s submission with the aim of approving as many qualified subgrantee applicants as possible to participate in the formal subgrantee application process. Some materials provided during prequalification will be evaluated as part of a subgrantee applicant’s project proposal score during the Scoring Phase (i.e., materials related to fair labor practices and workforce readiness).

The following is a timeline for Wyoming’s Prequalification Phase of the BEAD application process:

Process element	Dates
Prequalification materials released	8/5/24
Prequalification workshop/webinar	8/12/24
Prequalification applications accepted by WBO	8/15/24 - 9/14/24
Review of prequalification applications, including curing as necessary	September/October 2024
Announcement of prequalification determinations	October/November 2024

This Prequalification Application guide document aims to provide subgrantee applicants with guidance and clear instructions as to how to approach Wyoming's Prequalification Application, as well as the portal where subgrantee applicants will be completing the application. The application guide will offer subgrantee applicants additional details that may be necessary in understanding the requirements and documents to prepare.

In addition, WBO will cross-check all subgrantee applicants with the federal debarment list. Any subgrantee applicant who is on the federal debarment list will not be eligible to apply for BEAD funding. WBO will also require subgrantee applicants to disclose any instances of defaulting on previous broadband infrastructure funding awards. Subgrantee applicants that have defaulted on previous broadband infrastructure funding awards will not automatically be disqualified from applying, but WBO will take this information into consideration during prequalification decisions.

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

The Prequalification Phase also allows subgrantee applicants to amend prequalification submissions by allowing additional time for subgrantee applicants to respond to WBO's follow-up data requests. WBO may contact subgrantee applicants after the application window to request missing information or application revisions. These communications help ensure that the formal Scoring Phase has as many subgrantee applicants as possible, resulting in the best possible outcome for Wyomingites.

WBO will provide a 5-business day window for subgrantee applicants to resubmit the requested materials. Subgrantee applicants who do not respond to the revision request in the allotted time will not be prequalified for the Scoring Phase.

Program Eligibility

To qualify for Wyoming's BEAD Program, subgrantee applicants will be asked to submit information to meet the minimum qualifications for BEAD subgrants, including:

1. Financial requirements;
2. Organizational and operational requirements;
3. Complying with all applicable requirements mandated by the Infrastructure Investment and Jobs Act (IIJA) of 2021, BEAD NOFO, any BEAD NOFO Waivers, applicable sections of the 2 CFR 200 Uniform Guidance, the 2024 BEAD Program General Terms and Conditions, and requirements of the State of Wyoming.

Most of the application materials submitted during the prequalification round will be evaluated on a pass/fail basis (i.e., there will be a minimum hurdle that subgrantee applicants must meet in response to each question, but a formal application score will not be determined for prequalification components).

Eligible Subgrantee Applicants

WBO will accept applications from entities meeting the minimum qualifications for subgrantees outlined in the BEAD NOFO (see, NOFO section IV.D; "BEAD Subgrantee Qualifications Evaluation Guide," NTIA,

https://broadbandusa.ntia.doc.gov/sites/default/files/2023-12/BEAD_Subgrantee_Qualifications_Evaluation_Guide.pdf), including cooperatives, nonprofit organizations, public-private partnerships, private companies, public or private utilities, public utility districts, and local governments (Wyoming Initial Proposal Volume II (IPv2) section 4.2.1; BEAD NOFO IV.B.7.a.ii(6)).

Prequalification Application Resources

Wyoming's Initial Proposal Volume II (IPv2) describes the state's grant program design, proposed subgrantee selection process, grant application scoring criteria, plans for workforce development and affordability strategies, and other critical information. That document and other details about the BEAD Program are available here:

<https://wyomingbusiness.org/broadband/bead/>.

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

Participants who seek to ask procedural or technical questions should email the following dedicated address: broadbandoffice@wyo.gov. WBO will update its [website](#) regularly with program developments and its FAQ document regularly with the questions and answers generated by the email inquiries and in-person meetings.

In addition to its online application workshop, WBO will hold a technical assistance webinar before the prequalification application window closes.

- Monday, August 26 – Prequalification Technical Assistance Webinar

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

Prequalification Requirements

The application guide has six sections outlining prequalification requirements that correspond directly to those in the Prequalification Application:

1. **Administrative:** Subgrantee applicants are required to submit basic background information, such as contact information, as well as state registration and SAM.gov registration.
2. **Financial Capability:** Subgrantee applicants are expected to demonstrate financial expertise, capabilities, and available resources to meet program requirements and successfully complete a funded project. Pursuant to Wyo. Stat. § 16-4-203, financial statements and business plans submitted as part of the prequalification round or formal deployment subgrantee application process will be considered privileged information and not disclosed as part of any public records request.
3. **Management and Organizational Capability:** Subgrantee applicants are expected to show comprehensive and robust managerial capabilities and a commitment to the long-term success of the project through stable leadership, continued process improvements, and ongoing commitment of resources. Subgrantee applicants who are deemed to fail any of the requirements mentioned in this section may be asked to re-submit required documentation within seven calendar days. If subgrantee applicants ultimately fail to provide documentation that meets the standards outlined below, the

subgrantee applicant will be ineligible to receive any funding as part of the BEAD deployment subgrantee process.

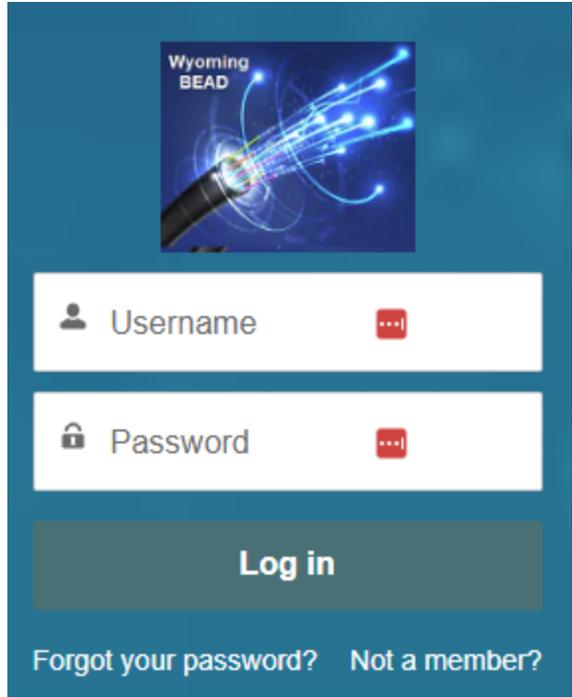
4. **Compliance with Applicable Laws:** Subgrantee applicants must demonstrate awareness and understanding of all applicable state and federal laws and the qualifications and resources to perform BEAD-related commitments in compliance with all applicable laws. Subgrantee applicants are also expected to provide a full and complete picture of their corporate ownership and structure to demonstrate who is being entrusted with BEAD funding to ensure an efficient and effective use of funds that benefits the largest number of end users.
5. **Fair Labor Practices:** Subgrantee applicants must demonstrate a history of prior compliance and a plan for future compliance with federal and state labor and employment law, as well as a commitment to programs that will develop a robust, diverse, and highly trained and skilled workforce.
6. **Risk Management:** Subgrantee applicants are required to answer questions about their history, such as previous suspensions and debarment, recoupment of payments under a grant program, and violations of other federal and state laws.
- 7.

Portal Navigation

Account Registration

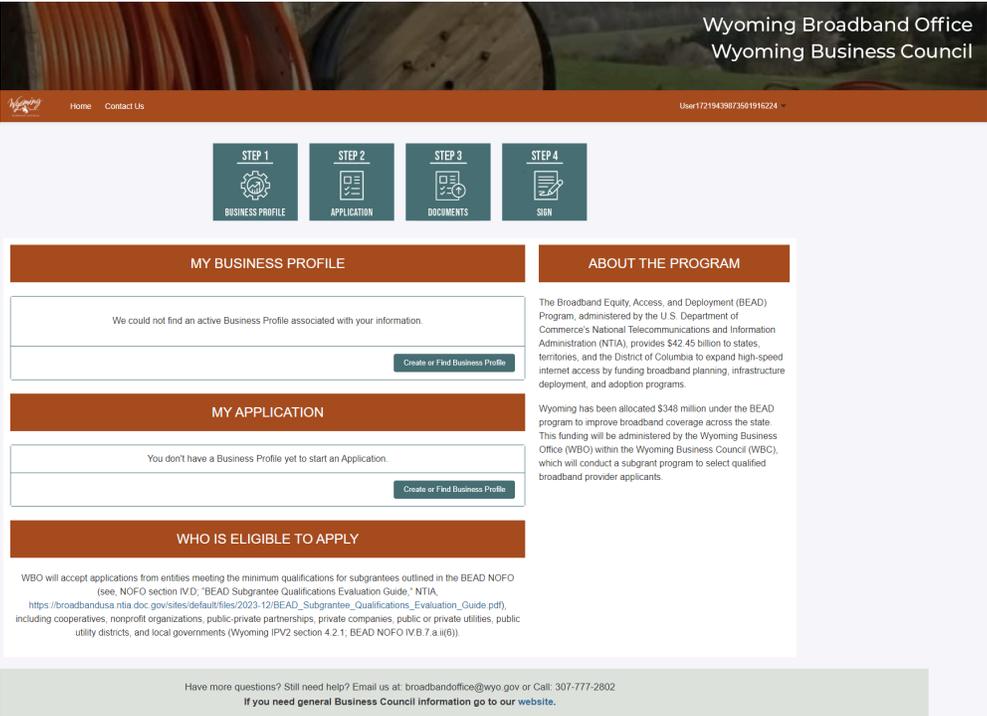
Subgrantee applicants that have existing WBC Salesforce accounts can begin the application by logging in with existing credentials to the portal [here](#).

Subgrantee applicants that do not have existing WBC Salesforce accounts must register for an account and be approved by WBC before beginning the application. Entities may register [<https://wyo.my.site.com/bead>] by clicking “not a member” and populating the appropriate fields. Then the subgrantee applicant will receive an email with instructions. Upon receiving approval, entities can login and begin the application. New entrants will need to populate the Business Profile information (see Creating a Business Profile below).



Creating a Business Profile

From the homepage, click on “Create or Find Business Profile”.



If your EIN is already registered with WBC

1. Enter EIN (no spaces or dashes) and click on Next.
2. Subgrantee applicant should have received Welcome Email, if already registered.
3. Subgrantee applicant should see “We found registered Business with this Tax ID” page. Then click on Send Request.
4. Subgrantee applicant will need to wait until WBO verifies Contact and Business information and Activates Contact on Account.
5. Once active, the subgrantee applicant should be able to proceed to Step 2 of the application process.

*If your EIN is **not** already registered with WBC*

1. Enter EIN (no spaces or dashes) and click on Next.
2. Enter Business Name and click on Next. Continue to populate fields with the appropriate information and use the Next button to navigate through the pages of Step 1, Create Business Profile, of the application. This will complete your Business Profile.
3. Since your Business Profile is now complete, click on “Go to Step 2” to begin completing Step 2 of the Application. If “Page not available”, click on Home.

Application Completion and Navigation

Starting the Application

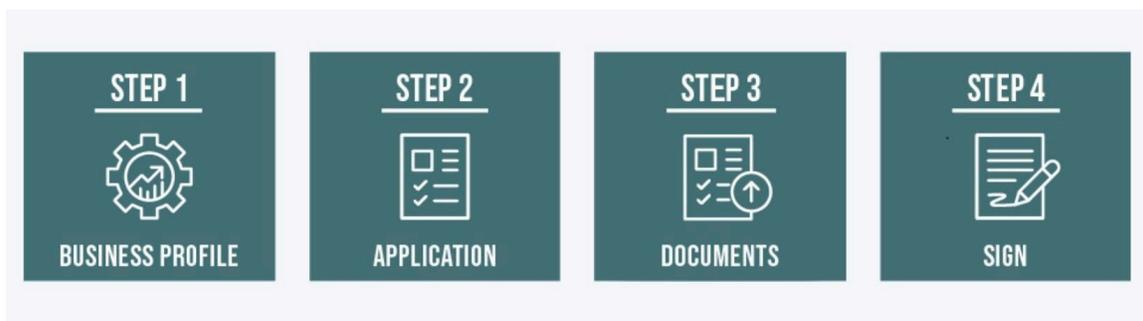
Subgrantee applicants will progress through the portal in these steps:

Step 1: Business Profile

Step 2: Application

Step 3: Documents

Step 4: Sign



To navigate between the steps, click on the icons at the top of the page. You must complete Step 1 and Step 2 in sequential order.

Step 1: Review and revise the pre-populated business profile information. This information will be populated based on your organization’s Salesforce profile. See Section 1: Administrative for additional guidance.

Step 2: Provide narrative responses, upload documents, and certify statements as required by Wyoming’s Initial Proposal Volume II. See Prequalification Application Questions & Instructions for additional guidance.

Welcome to the BEAD program pre-qualification application! Please review the following before you get started:

- Required questions are marked as such (e.g. "3.1 (Required)") and are additionally indicated with a red asterisk.
- Make sure to **SAVE** (at the bottom of each page) after making any changes to a section. Your changes will be lost if you don't do this prior to navigating away from that section.
- You can upload files throughout the application or you can wait to do so after completing all sections. You **MUST**, however, make sure to follow the file naming conventions that are listed throughout the application. If your files are not named accordingly, you won't be able to submit your application. There will be an option to rename, add, or remove files after completing all sections.
- You're able to navigate between sections throughout the application - again, please make sure to **SAVE** between sections. After the last section (6), or at any time when you click the "VALIDATE APPLICATION" button, your application will be checked for all required fields prior to moving forward.

The following is a tentative schedule for the Pre-Qualification Phase and is subject to change:

Process element	Dates
Pre-qualification materials released	TBD
Pre-qualification workshop/webinar	TBD
Pre-qualification applications accepted by WBO	TBD
Review of pre-qualification applications, including curing as necessary	TBD
Announcement of pre-qualification determinations	TBD

[GET STARTED](#)

Section 1 - Administrative

Section 2 - Financial Capability

Section 3 - Management & Organizational Capability

Section 4 - Compliance with Applicable Laws

Section 5 - Fair Labor Practices

Section 6 - Risk Management

Once you have completed all sections of the application, click the button below to validate your responses and your uploaded documents, then continue through the remaining steps to Submit your application.

[VALIDATE APPLICATION](#)

Saving the Application

Click **Save & Continue** at the bottom of the page to save information and move to the next section. You do not need to complete sections in sequential order. You can save a section and return to it later. Note: The save button in Step 1 says **Save & Proceed**.

Multiple users linked to an organization can access the same application. However, fields will be overwritten by the content of the last saved edition, so it is not recommended to have users working on the same section simultaneously. Users may work in separate sections and save those sections separately.

Note: Review your overall application in sequential order before submitting to verify you have completed all required questions. Some questions may only be visible based on your response in an earlier section.

✓ SAM.gov Registration (Required)
 * Please provide the unique entity identifier (UEI) from a SAM.gov registration pursuant to 2 C.F.R. § 25.300 (link <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25/subpart-C/section-25.300>). The subgrantee applicant does not need to complete full SAM registration to obtain a UEI.

SAM.gov Registration

✓ State Registration (Required)
 * Please provide documentation of subgrantee applicant's state business registration. If applicant is not registered with the state, please complete and upload the documentation found here: <https://wyobiz.wyo.gov/Business/RegistrationInstr.aspx>

State Registration File Upload

Or drop files

Your uploaded file must contain "1-registration" in the filename. Upload must be in PDF format.

Previously uploaded files to Section 1:

1-state-registration.pdf,,

Submitting the Application

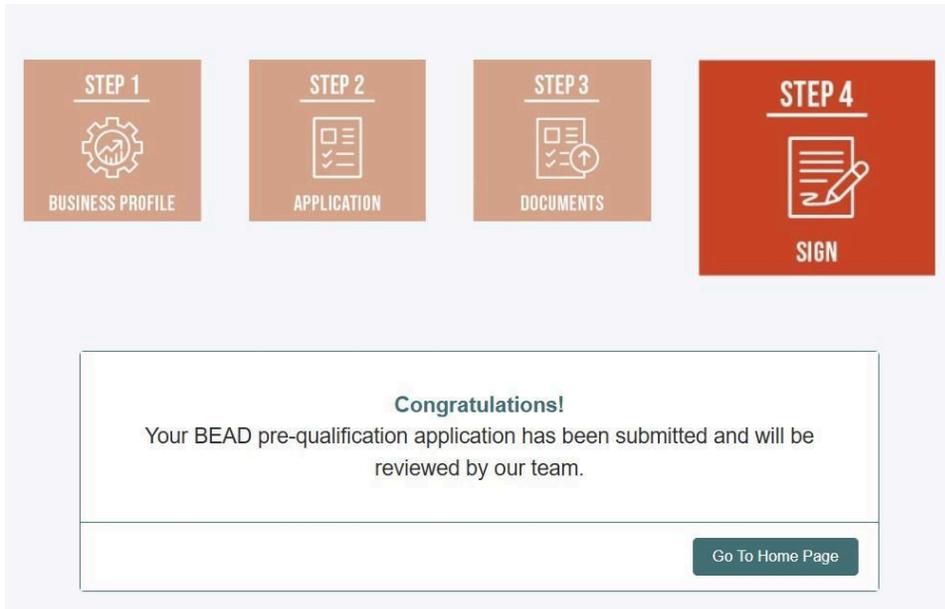
Step 3: Review files you have previously uploaded. Click **Manage Files** to remove and replace uploaded files. For more information, see Document Management, below.

Once you have reviewed your files, click **Continue** to proceed to Step 4.

Note: You will be prompted to complete any unfinished tasks before proceeding to Step 4.

Step 4: After you complete Steps 1 through 3, you can sign and certify your application.

1. On the “Certification - Sign and Submit” page, enter your title, draw your signature, and click **Save**.
2. Select **Submit Application** to officially submit the Prequalification Application. Once you submit you will see the following Congratulations message.



Templates

Some questions require you to upload a completed templated document. A zip file containing all required templates is available in the Pre-qualification section of the [BEAD - Wyoming Business Council](#) website. See the instructions for guidance on how to use and provide information in each template.

Document Upload

File naming

To make sure required files upload properly, follow the file naming instructions provided for questions that require file uploads.

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

In Step 3, you can edit file names to align with file name requirements. For example: The file naming convention for question 3.1 is “3-1-resume.” For file naming conventions, see Appendix A. File names may be edited by clicking on the dropdown arrow button for each file and clicking “Edit file.”

Document Management

If you upload an incorrect file during Step 2, you can delete and replace the incorrect file in Step 3.

For questions that allow only one file upload, you can delete the file directly within the question and upload the correct file.

For questions that allow multiple file uploads, you must delete and replace files in Step 3.

Wyoming Business Council

Home FAQ Contact Us User17177096537022061416

How to Manage Your Files:

- To Add new files use "Upload Files" button.
- To Delete a file use drop-down arrow of the corresponding file and select the "Delete" option from the menu.
- To Rename a file use drop-down arrow of the corresponding file and select "Edit File Details" option from the menu. Enter new file name into "Title" field.

[GO TO HOME PAGE](#)

[GO BACK TO STEP 3](#)

Uploaded Documents

19 items • Sorted by Last Modified • Updated a few seconds ago

Title	Created By	Last Modified	Size	
4-5B-policies	BEAD_User Test2	6/27/2024 7:22 PM	38KB	
3-5A-certifications	BEAD_User Test2	6/27/2024 7:14 PM	38KB	
3-4C-operations 2	BEAD_User Test2	6/27/2024 7:13 PM	38KB	
3-4C-operations 1	BEAD_User Test2	6/27/2024 7:13 PM	38KB	
3-3A-other-funding	BEAD_User Test2	6/27/2024 7:09 PM	9KB	
3-3-past-performance	BEAD_User Test2	6/27/2024 7:08 PM	9KB	
3-2-organizational-chart	BEAD_User Test2	6/27/2024 7:07 PM	38KB	

Section 1 - Administrative

Section 2 - Financial Capability

Section 3 - Management & Organizational Capability

Section 4 - Compliance with Applicable Laws

Section 5 - Fair Labor Practices

Section 6 - Risk Management

Certifications

Throughout the application, you are required to certify your organization's compliance with federal, state, and local laws, FCC regulations, and safety and health regulations, among other certifications of capability, experience, understanding, and commitment. You must provide descriptions of processes for compliance and about your organization's ownership. You must also attach official certifications and licenses held by your entity and employees relevant to conducting BEAD-funded projects.

Revising the Application

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

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

The turnaround time for each phase of revision is typically five (5) business days. However, note the specified time in the communication release to prevent missing the re-submission deadline.

Upon review of the completed application, WBO will make a final eligibility determination and communicate this by email.

Prequalification Application Questions & Instructions

Note: You may not need to answer every question listed in this document. Responses to certain questions in the application portal will determine if you need to answer subsequent questions. The portal will display the questions you should answer. See the instructions for each question for additional clarification. Required questions are noted with a red asterisk and a notation of “(Required)” throughout the application in the portal.

Section 1: Administrative

Note: Responses to the questions in this section will auto-populate in the textboxes based on the information provided during registration. Confirm that the information displayed in the textbox for each question accurately reflects your contact information and your organization’s information.

Has the primary contact changed?

A response to this question is required from all subgrantee applicants. Confirm the primary contact’s name and contact information listed. Answer “Yes” or “No” using the dropdown menu. If “Yes,” proceed to “Primary Contact First Name.” If “No,” proceed directly to “Authorized Certifying Official.”

Primary Contact First Name

A response to this question (and subsequent questions related to Primary Contact information) is required if the answer to “Has the primary contact changed?” is “Yes.” Confirm the primary contact’s first name in the textbox.

Primary Contact Last Name

If applicable, confirm the primary contact’s last name in the textbox. **Primary Contact Email**

If applicable, a response to this question is required from all subgrantee applicants. Confirm the primary contact’s email in the textbox.

Primary Contact Phone

If applicable, a response to this question is required from all subgrantee applicants. Confirm the primary contact’s phone number in the textbox.

Authorized Certifying Official First Name

A response to this question (and subsequent questions related to Authorized Certifying Official) is required if the Authorized Certifying Official is a different individual than the primary contact. If the Authorized Certifying Official is different from the Primary Contact, provide the first name of the Authorized Certifying Official in the textbox.

Authorized Certifying Official Last Name

If applicable, provide the last name of the Authorized Certifying Official in the textbox.

Authorized Certifying Official Contact Email

If applicable, provide the Authorized Certifying Official's email in the textbox.

Authorized Certifying Official Contact Phone

If applicable, provide the Authorized Certifying Official's phone number in the textbox.

Alternative Contact Information

Provide the requested contact information for the alternative contact. A response is not required.

SAM.gov Registration

A response to this question is required from all subgrantee applicants. Provide the unique entity identifier (UEI) from a SAM.gov registration pursuant to 2 C.F.R. § 25.300 in the textbox.

Subgrantee applicants do not need to complete the full registration to receive a UEI; however, the UEI must be active. See [2 C.F.R. § 25.300](#) for more information.

State Registration

A response to this question is required from all subgrantee applicants. Upload the State business registration to the portal. Multiple files may be uploaded. Uploads must be in PDF format.

The file name must include **"1-registration"** to be accepted by the portal. Subgrantee applicants that are not registered with the State of Wyoming must complete and upload the [documentation](#) with the Wyoming Secretary of State.

Section 2: Financial Capability

2.1 Does the subgrantee applicant have unqualified financial statements audited by an independent certified public accountant from the previous fiscal year?

A response to this question is required from all subgrantee applicants. Answer "Yes" or "No" using the dropdown menu. See the instructions below for further guidance on the difference between "No, Scenario A" and "No, Scenario B."

If "Yes," upload unqualified audited financial statements from the prior year. Files must be in Excel or PDF format. Then, proceed directly to 2.1D. The file name must include **"2-1-financial"** to be accepted by the portal.

Additional answer options and guidance:

No, Scenario A – subgrantee applicant's FY23 financial statements are currently undergoing an audit by an independent certified public accountant. Proceed to 2.1Ai.

No, Scenario B – subgrantee applicant has qualified audited FY23 financial statements **or** subgrantee applicant does not prepare financial statements in the ordinary course of business. Proceed to 2.1A.

An unqualified financial statement is a statement that “present[s] fairly, in all material respects, the financial position and the results of the entity’s operations in conformity with U.S. generally accepted accounting principles.”¹

2.1Ai If the subgrantee applicant’s audited financial statements for FY23 are currently unavailable but will be available soon, please provide audited financial statements for FY22, interim unaudited financial statements for FY23, an explanation for the unavailability, and an estimated date for providing the audited financial statements.

A response to this question is required if the answer to 2.1 is “No, Scenario A.” This question should only be answered by subgrantee applicants who prepare financial statements in the ordinary course of business but whose FY23 audit is currently underway.

Upload interim unaudited financial statements for FY23 that contain substantially the same level of information as audited statements and audited financial statements from FY22. If the FY22 financial statements are qualified, the state will follow up with the subgrantee applicant. In the textbox, provide an explanation for the unavailability and an estimated date for providing the audited financial statements.

File names must include “**2-1Ai-interim-financial**” to be accepted by the portal. Uploads must be in PDF or Excel format. Subgrantee applicants able to answer this question should proceed directly to 2.1D after providing the requested materials.

2.1A Does the subgrantee applicant have *qualified* audited financial statements from the previous fiscal year?

A response to this question is required if the answer to 2.1 is “No, Scenario B.” Answer “Yes” or “No” using the dropdown menu.

If “Yes,” upload **qualified** audited financial statements from the previous fiscal year. Multiple files may be uploaded. Uploads must be in PDF or Excel format. The file name must include “**2-1A-qualified-financial**” to be accepted by the portal.

Provide an explanation in the textbox as to why unqualified statements were unavailable and the measures taken to address the qualifications.

After completing both steps, proceed to question 2.1D.

If “No,” proceed to 2.1B.

A qualified audited financial statement is a statement that presents fairly the financial position and results of an entity’s operations in conformity with generally accepted U.S. accounting principles, apart from the circumstances necessitating the qualification.

2.1B If the subgrantee applicant does not prepare audited financial statements in the ordinary course of business, it must answer the following:

¹ “Office of Justice Programs Annual Financial Statement - Fiscal Year 2008,” U.S. Department of Justice: Office of the Inspector General, March 2009, <https://oig.justice.gov/reports/OJP/a0917.htm>.

Does subgrantee applicant commit to submitting audited financial statements for the prior year within eight months of the date of this application?

A response to this question is required if the subgrantee applicant's answer to 2.1A is "No." Answer "Yes" or "No" using the dropdown menu.

If "Yes," upload documents and provide an answer in the textbox as specified in the following questions, and then proceed to 2.1D.

If "No," proceed to 2.1C.

Please provide one year of interim unaudited financial statements that contain substantially the same level of information as audited statements.

A response to this question is required if the subgrantee applicant's answer to 2.1A is "No" and answer to 2.1B is "Yes." If applicable, upload interim unaudited financial statements where prompted. Multiple files may be uploaded. Uploads must be in PDF or Excel format. File names must include "**2-1B-unaudited-financial**" to be valid.

Note: Subgrantee applicants who have not needed to develop audited financial statements during their normal course of business will be allowed to submit unaudited statements at the time of application but must provide WBO with unqualified independently audited financial statements before WBO submits its final proposal to NTIA.

Please provide an explanation as to why audited statements were unavailable.

A response to this question is required if the subgrantee applicant's answer to 2.1A is "No" and answer to 2.1B is "Yes." Enter an explanation in the textbox, and then proceed to 2.1D.

2.1C If the subgrantee applicant is a public entity and does not prepare audited financial statements, subgrantee applicant must 1) provide relevant financial documentation that provides substantially similar information to substantiate subgrantee applicant's financial qualifications in accordance with the BEAD NOFO; and 2) include a narrative explanation of the financial documentation.

A response to this question is required if the subgrantee applicant's answer to 2.1 is "No, Scenario B" and the subgrantee applicant cannot provide materials for 2.1B. If applicable, upload the requested materials to the portal. Multiple files may be uploaded. Uploads must be in PDF or Excel format.

Provide an explanation of the financial documentation in the textbox. File name must include "**2-1C-financial**" to be accepted by the portal.

2.1D Certify that subgrantee applicant has the necessary financial qualifications, capabilities, and resources to comply with all program requirements and successfully participate in the program.

A response to this question is required from all subgrantee applicants. Select the checkbox to certify. For additional context, see the Wyoming Initial Proposal Volume II, Section 2.4.11.2.

Subgrantee applicants will be required to provide an electronic signature when completing the application.

2.2 Certify that subgrantee applicant 1) is aware of and understands the letter of credit or performance bond obligations and processes for the Program and 2) has the qualifications and resources to obtain the required letter of commitment, LOC, or performance bond.

A response to this question is required from all subgrantee applicants. Select the checkbox to certify. For more information, see [BEAD Letter of Credit Waiver](#).

2.2A Please provide a description of how the subgrantee applicant plans to meet the requirements for a letter of credit or performance bond, including whether the subgrantee applicant intends to make use of any of the alternative options, in alignment with the instructions in the BEAD NOFO as updated by the BEAD Letter of Credit Waiver.

A response to this question is required from all subgrantee applicants. Use the textbox to provide a narrative response. For more information, see [BEAD Letter of Credit Waiver](#).

2.2B Does the subgrantee applicant acknowledge understanding of the BEAD funding reimbursement requirements?

If yes, the subgrantee applicant: 1) is aware that the BEAD program will issue funds on a reimbursable basis consistent with BEAD NOFO Section VI.C.1.b; 2) is aware that reimbursement periods will be no more than six months.

A response to this question is required from all subgrantee applicants. Answer “Yes” or “No” using the dropdown menu. By selecting “Yes,” you indicate your understanding of and commitment to the requirements specified in the question.

Section 3: Management and Organizational Capability

3.1 Please upload *one* file containing a one-page resume for *each* essential financial, technical, and managerial key person and a narrative explaining the role this person is expected to play as part of an awarded BEAD project. Each key person must be an employee of the subgrantee applicant and should demonstrate a minimum of five years of relevant experience within the communications industry or experience with other similar deployment projects.

Resumes should include the organization’s Chief Technology Officer, project engineer, and, if the subgrantee anticipates using a contracted workforce for any part of their proposed project, the relevant management personnel internal to the subgrantee applicant organization who will be responsible for overseeing any future contracted labor or organizations.

A response to this question is required from all subgrantee applicants. Upload the requested file to the portal. Only one file may be uploaded. The upload must be in PDF or Word format. Do not include personal contact information (e.g., home address, personal phone number, etc.) as part of the resume submission. The file name must include “**3-1-resume**” to be accepted by the portal.

3.1A Include a detailed description of the subgrantee applicant’s managerial approach including the roles and responsibilities held by the individuals identified as key personnel in response to Question 3.1.

A response to this question is required from all subgrantee applicants. Use the textbox to provide this information.

Detail in the description how your organization’s team has worked together on projects of a similar size and scope to your anticipated BEAD project proposal. If the management team does not have a long history of working together, the narrative should detail how your organization has used a similar structure to execute projects of a similar size and scope, including mention of the projects’ outcomes.

Also describe plans to maintain sufficient levels of management resources throughout the project period, including any planned training, retention programs, and recruitment initiatives.

3.2 Please upload detailed organizational charts that include all management personnel, including but not limited to those key personnel provided in Question 3.1.

A response to this question is required from all subgrantee applicants. Upload a single file with the organizational chart(s) to the portal. Upload must be in PDF or Word format. The file name must include “**3-2-organizational-chart**” to be accepted by the portal.

3.2A Please include a description of any recent or expected changes to the organization’s structure, processes, or planning that may impact BEAD project operations.

A response to this question is required from all subgrantee applicants. Use the textbox to provide this description. If not applicable, write “NA.”

3.3 Please use the Past Performance and Experience template to provide evidence detailing subgrantee applicant’s past performance for recent broadband projects.

A response to this question is required from all subgrantee applicants. [Download the Past Performance and Experience template and complete.](#) Upload the completed template to the portal. Uploads must be in Excel format. The file name must include “**3-3-past-performance**” to be accepted by the portal.

In the template, discuss the scope, amount, timeframe, reimbursement structure, and funding source for the included projects. Include information about any past involvement in similar-scale telecommunications deployments projects.

Additionally, provide information about your organization’s methods and strategies, resources and readiness, and key personnel and teams that were involved in handling projects of a comparable size and scope. This information may be provided as an additional PDF upload.

3.3A Please use the Other Public Funding template to submit a list of all the subgrantee applicant’s broadband deployment projects that have received or are expected to receive public funding (both state and federal). Include projects for which subgrantee applicant

has applied or intends to apply and publicly funded broadband deployment projects conducted or planned by subgrantee applicant’s parent company or any affiliates.

A response to this question is required from all subgrantee applicants. Download the Other Public Funding template and complete. Upload the completed template to the portal. The file upload must be in Excel format. The file name must include “**3-3A-other-funding**” to be accepted by the portal.

For all projects that use federal funds for broadband deployment, you must upload a narrative that includes:

- Any application the subgrantee or its affiliates have submitted or plan to submit
- Every broadband deployment project that your organization or its affiliates are undertaking or have committed to undertake at the time of the application

These projects can but are not required to be associated with programs in the following list of relevant federal and state statutes:

- Families First Coronavirus Response Act (Public Law 116-127; 134 Stat. 178)
- CARES Act (Public Law 116-136; 134 Stat. 281)
- Consolidated Appropriations Act, 2021 (Public Law 116-260; 134 Stat. 1182)
- American Rescue Plan of 2021 (Public Law 117-2; 135 Stat. 4)
- Any federal Universal Service Fund high-cost program (e.g., RDOF, CAF)
- Any State of Wyoming broadband grant program including but not limited to Connect Wyoming ARPA/CPF

For each broadband deployment project identified that meets the requirements above, you must provide:

- Speed and latency of the broadband service to be provided (as measured and/or reported under the applicable rules)
- Geographic area to be covered
- Number of unserved and underserved locations committed to serve (or, if the commitment is to serve a percentage of locations within the specified geographic area, the relevant percentage)
- Amount of public funding to be used
- Cost of service to the consumer
- Matching commitment, if any, provided by the subgrantee applicant or its affiliates

3.4 Certify that the subgrantee applicant possesses the operational expertise, capabilities, and resources to successfully complete and operate a BEAD funded project.

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

Note: WBO welcomes applications from subgrantee applicants who have experience operating an electric transmission or distribution service and have built or acquired the relevant expertise to deploy and provide broadband service within Wyoming. As required by the NTIA, electric

transmission subgrantee applicants will be required to submit the appropriate financial and operating reports during the prequalification round. Acceptable submissions to fulfill this requirement include Rural Utilities Service (RUS) Form 7, Financial and Operating Report Electric Distribution; the RUS Form 12, Financial and Operating Report Electric Power Supply; the National Rural Utilities Cooperative Finance Corporation (CFC) Form 7, Financial and Statistical Report; the CFC Form 12, Operating Report; or the CoBank Form 7; or the functional replacement of one of these reports.

3.4A Does the subgrantee applicant, or its parent company, possess at least two years of experience providing voice, broadband, or electric transmission or distribution service to end users?

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

If “Yes” applicant should proceed directly to 3.4B. If “No” applicant should proceed directly to 3.5.

3.4B How many years of experience does subgrantee applicant have providing voice, broadband, or electric transmission or distribution service to end users?

A response to this question is required for all subgrantee applicants who respond “Yes” to 3.4A. Use the textbox to enter the number of years; the textbox will accept up to three numerical spaces.

3.4C If the subgrantee applicant is referencing operations in other states to demonstrate operational capabilities, please provide a list of those operations including licensing and certification identifiers, years of operating experience, and description of services provided by the subgrantee applicant or by its affiliates or parent organization.

A response to this question is required if subgrantee applicants are referencing operations in other states. Upload the requested materials to the portal. Multiple files may be uploaded. Uploads must be in PDF or Word format. The file names must all include “**3-4C-operations**” to be accepted by the portal.

3.5. Certify that the subgrantee applicant is fully and properly licensed in Wyoming to conduct funded activities and comply with all post-award activities.

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

3.5A Please provide a list with the relevant business, technical, and management certifications and licenses held by staff and by the organization that are relevant for the deployment of broadband infrastructure, including all of those that may be required for broadband deployment projects as specified by Wyoming or federal law.

A response to this question is required from all subgrantee applicants. Upload a list with the requested information to the portal. Only one file may be uploaded. The upload must be in PDF, Word, or Excel format. The file names must include “**3-5A-certifications**” to be accepted by the

portal. This list should be organized by role and have a brief description of each certification and any unique identifiers and license numbers to allow WBO to validate the reported data.

3.5B Certify that the subgrantee applicant has training programs, hiring and retention processes, and employee resources in place to ensure proper certifications and employ appropriately skilled and credentialed workforce necessary to successfully complete a BEAD funded program, including but not limited to a chief technology officer, project engineer, and contractor oversight team with appropriate skills and certifications.

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

3.6 Does the subgrantee applicant intend to contract or subcontract for resources if it is chosen as a subgrantee for one or more BEAD-funded projects?

A response to this question is required from all subgrantee applicants. Answer “Yes” or “No” using the dropdown menu. Subgrantee applicants that respond “Yes” should proceed to 3.6A. Subgrantee applicants that respond “No” should proceed directly to 3.7.

3.6A Certify the subgrantee applicant understands the requirement to provide a list of contracted or subcontracted resources in the Scoring Phase.

A response is required for subgrantee applicants who respond “Yes” to 3.6. Select the checkbox to certify.

WBO will engage with Small Business Administration-funded centers in Wyoming, including the [Wyoming Women’s Business Center](#) and the [Wyoming Small Business Development Center](#), to promote its BEAD deployment subgrantee application to qualified small businesses. Wyoming does not have a local Minority Business Development Agency Business Center.

3.7 If the subgrantee applicant cannot provide evidence of two years of experience offering communications services, please provide a narrative demonstrating that the subgrantee applicant has obtained, through internal or external resources, sufficient operational capabilities to build, operate and maintain a broadband network. Such 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 (NOFO, p.75).

Also provide qualified operating or financial reports that were filed with the relevant financial institution for the relevant time period.

This question is only required if response to 3.4A is “No.” If applicable, upload the requested materials to the portal. Multiple files may be uploaded. Uploads must be in PDF or Word format. The file names must include “**3-7-new-entrant**” to be accepted by the portal.

Note: If you answered “Yes” to question 3.4A, you will not see question 3.7.

3.7A Certify that the submission is a true and accurate copy of the reports that were provided to the relevant financial institution (NOFO, p.75 including n.94).

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

3.8 Please provide a certification from an officer or director that ([Guidance 2.16.4, p.96](#)):

- 1) The subgrantee applicant has a cybersecurity risk management plan (the plan) in place that is either: (a) operational, if the subgrantee applicant is providing service prior to the award of the grant; or (b) ready to be operationalized upon providing service, if the subgrantee applicant is not yet providing service prior to the grant award.**
- 2) The plan specifies the security and privacy controls being implemented and reflects the latest version of the National Institute of Standards and Technology (NIST) Framework for Improving Critical Infrastructure Cybersecurity and the standards and controls set forth in Executive Order 14028.**
- 3) The plan will be reevaluated and updated on a periodic basis and as events warrant.**
- 4) The plan will be submitted to WBO prior to the allocation of funds. If the subgrantee applicant makes any substantive changes to the plan, a new version will be submitted to the WBO within 30 days.**

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

3.8A How frequently is the plan reevaluated and updated?

A response to this question is required from all subgrantee applicants. Enter the number of months for the frequency of plan updates in the textbox.

3.9 Certify that ([Guidance 2.16.4, p.96](#)):

- 1) The subgrantee applicant has a Supply Chain Risk Management (SCRM) plan in place (and will provide it to WBO) that is either: (a) operational, if the subgrantee applicant is already providing service at the time of the grant; or (b) ready to be operationalized, if the subgrantee applicant is not yet providing service at the time of grant award.**
- 2) The plan is based upon the key practices discussed in the NIST publication NISTIR 8276, Key Practices in Cyber Supply Chain Risk Management: Observations from Industry and related SCRM guidance from NIST, including NIST 800-161, Cybersecurity Supply Chain Risk Management Practices for Systems and Organizations and specifies the supply chain risk management controls being implemented.**
- 3) The plan will be reevaluated and updated on a periodic basis and as events warrant.**
- 4) The plan will be submitted to WBO prior to the allocation of funds. If the subgrantee applicant makes any substantive changes to the plan, a new version will be submitted to WBO within 30 days. Please take note that, if the subgrantee applicant becomes a subgrantee, WBO must provide a subgrantee's plan to NTIA upon NTIA's request.**

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

3.9A How frequently is the plan reevaluated and updated?

A response to this question is required from all subgrantee applicants. Enter the number of months for the frequency of plan updates in the textbox.

3.10 WBO has engaged the Eastern Shoshone and Northern Arapaho governments and affiliated Tribal entities throughout the BEAD planning process to ensure that both Wind River Tribal Governments are aware of the BEAD program. WBO encourages subgrantee applicants to collaborate with Tribal governments through a Tribal consultation process that aligns with the Bureau of Indian Affairs' best practices, if they are considering including Tribal lands as part of any proposed project area. As required by NTIA, subgrantee applicants must submit a Resolution of Consent or other equivalent document from the Eastern Shoshone and/or Northern Arapaho Business Councils or their designated authority as part of the deployment subgrantee application process if a subgrantee applicant's proposed project area crosses Tribal lands or includes providing services to BSLs located on Tribal lands. *Subgrantee applicant understands this requirement.*

A response to this question is required from all subgrantee applicants. Answer "Yes" or "No" using the dropdown menu. For more information, see the [Bureau of Indian Affairs' best practices](#).

Section 4: Compliance with Applicable Laws

4.1 Please certify that the subgrantee applicant understands and will comply with the Environmental and Historical Preservation (EHP) requirements outlined in the BEAD NOFO and the WBO solicitation for this program.

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

Note: Subgrantees awarded BEAD funds will be required to re-certify their compliance on a semiannual basis for the duration of the BEAD implementation period.

WBO recommends that subgrantee applicants:

- Have a clear understanding of how National Environmental Policy Act and National Historic Preservation Act requirements could apply to their project proposal, depending on requirements outlined in the BEAD NOFO as well as the land ownership within their proposed project areas.
- Research the applicability of permits from the Wyoming Department of Environmental Quality and Wyoming State Historic Preservation Office and whether this could impact deployment in their proposed project areas.
- Engage early and often with the appropriate federal land and resource agencies given Wyoming's large proportion of federal land (e.g., National Park Service, U.S. Fish and Wildlife Service, Bureau of Land Management, U.S. Army Corps of Engineers, U.S. Forest Service, etc.).
- Explore the possibility of contracting with or hiring employees with EHP-related expertise

to support in preparing relevant reports or documentation—especially if the proposed project area contains federal or Tribal lands—if this knowledge is not already contained within the subgrantee’s organization.

4.2 Please certify that the subgrantee applicant understands the Build America, Buy America Act (BABA) requirements as outlined in the Department of Commerce Final Waiver dated February 2024, the BEAD NOFO including Section 9 of the Secure and Trusted Communications Networks Act of 2019 (47 U.S.C. § 1608), and the regularly updated “List of Equipment and Services Covered By Section 2 of The Secure Networks Act,” FCC.

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

By certifying, you indicate your understanding and intent to comply with the following:

- All iron, steel, and manufactured products (including but not limited to fiber-optic communications facilities) and construction materials used in the project must be produced in the United States (with exceptions as outlined in the Final Waiver)
- Section 70912 of BABA and the Final Waiver outlines the definition of “produced in the United States” with respect to manufactured products
- Prohibition from using BEAD funding to purchase or support fiber optic cable and optical transmission equipment manufactured in the People’s Republic of China unless a waiver is received from the Assistant Secretary of Commerce

WBO understands that the BEAD program represents a significant opportunity for domestic manufacturers and is committed to ensuring subgrantee awareness of and compliance with BABA. For more information, see the [Department of Commerce Final BABA Waiver](#) and the [“List of Equipment and Services Covered By Section 2 of The Secure Networks Act.”](#)

4.3 Certify that the subgrantee applicant plans to submit a letter signed by an attorney regarding the subgrantee applicant’s qualifications and past compliance with federal and state laws.

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

4.4 Please provide a brief narrative description of the monitoring and compliance tracking processes the subgrantee applicant has in place to conduct funding activities in compliance with all state and federal laws, including procurement practices. Please also include an explanation of any circumstances that may prevent compliance and plans to mitigate the impact of that noncompliance on its participation in the program.

A response to this question is required from all subgrantee applicants. Use the textbox to provide the requested detailed narrative. Pending additional NTIA and Wyoming guidance, the narrative may include information about how your organization plans to train relevant staff on award requirements, monitor compliance risk, including timelines, track BEAD reimbursement requests, oversee BEAD-related contractors, etc.

4.5 Certify that the subgrantee applicant will permit workers to create worker-led health and safety committees that management will meet with upon reasonable request, and the subgrantee applicant understands that every successful subgrantee applicant will be required to ensure that it and any subcontractors on BEAD deployment projects will be contractually obligated to allow for the creation of worker-led health and safety committees that management will meet with upon reasonable request.

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

Note: If you do not check this box, the application will not be considered complete.

4.5A Certify that subgrantee applicant has or will have a process in place to monitor and support compliance with specific state and federal safety regulations applicable to work on BEAD program projects, including federal Occupational Safety and Health Act and related state and federal regulations.

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

4.5B Please provide documentation of the organization's policies and practices regarding compliance with applicable federal and state health and safety laws and regulations and of subgrantee applicant's outreach to workers on these topics.

A response to this question is required from all subgrantee applicants. Upload the requested documentation to the portal. Multiple files may be uploaded. Uploads must be in PDF or Word format. The file names must include "4-5B-policies" to be accepted by the portal.

4.6 Has the subgrantee applicant provided a voice and/or broadband service for at least two years?

A response to this question is required from subgrantee applicants who responded "Yes" to question 3.4A. Provide an answer using the "Yes/No" checkbox offered by the portal. If you respond "Yes," proceed to 4.6A. If you respond "No," proceed to 4.7.

Note: If you responded "No" to question 3.4A, you will not see question 4.6.

4.6A. If yes, certify that subgrantee applicant has filed Federal Communication Commission Forms 477 and the Broadband DATA Act submission, as applicable and required, and otherwise complied with the Commission's rules and regulations.

A response is required from subgrantee applicants who responded "Yes" to question 4.6. Select the checkbox to certify and proceed to 4.7. If you cannot certify, proceed to 4.6B.

4.6B. If the subgrantee applicant previously provided a voice and/or broadband service for at least 2 years, but has not complied with, or is accused of failing to comply with, the Federal Communications Commission's rules and regulations, please provide a description of any pending or completed enforcement action, litigation, or other action regarding said non-compliance and provide a description of any effort to cure the noncompliance or violation.

A response to this question is required only if the subgrantee applicant cannot certify 4.6A. Use the textbox to provide the requested description.

4.7. Please use the Ownership Information template to submit the relevant ownership information demonstration of foreign interests, as required by 47 C.F.R. § 1.2112(a)(1)-(7).

A response to this question is required from all subgrantee applicants. Complete and upload the Ownership Information template. Uploads must be in Word or PDF format. File name must include “**4-7-ownership**” to be accepted by the portal.

List the real party or parties of interest in the subgrantee applicant, including the identity and relationship of those persons or entities directly or indirectly owning or controlling the subgrantee applicant. (47 C.F.R. §1.2112(a)(1))

List the name, address, and citizenship of any party (individual or entity) holding 10 percent or more of any class of stock in the subgrantee applicant (voting or nonvoting, common or preferred) and state the amount of interest or percentage held for each entry. (47 C.F.R. §1.2112(a)(2))

If subgrantee applicant is a limited partnership, list the name, address, and citizen of each limited partner with a 10 percent or greater interest in subgrantee applicant, and state the amount of interest or percentage held for each entry. (47 C.F.R. §1.2112(a)(3))

If subgrantee applicant is a general partnership, list the name, address, and citizenship of each partner and the share or interest participation in the partnership for each entry. (47 C.F.R. §1.2112(a)(4))

If subgrantee applicant is a limited liability company, list the name, address and citizenship of each of its members with a 10 percent or greater interest in subgrantee applicant and state the amount of interest or percentage held for each entry. (47 C.F.R. §1.2112(a)(5))

List the name, address, and citizenship of any party (individual or entity) holding a 10 percent or greater interest in subgrantee applicant, whether direct or indirect, and state the amount of interest for each entry. (47 C.F.R. §1.2112(a)(6))

List any FCC-regulated businesses where subgrantee applicant owns 10 percent or more of the stock. (47 C.F.R. §1.2112(a)(7))

List FCC regulated businesses where direct and indirect owners of the subgrantee applicant have a 10 percent or greater direct or indirect ownership interest.

4.8 Certify that there is no collusion, bias or conflict of interest or provide the necessary ownership and partnership disclosures pursuant to 47 CFR 1.2105(a):

(1) That the subgrantee applicant is the real party in interest in this application and that there are no agreements or understandings other than those specified in this application, which provide that someone other than the subgrantee applicant shall have an interest in the application.

(2) That the subgrantee applicant is aware that, if upon inspection, this application is shown to be defective, the application may be dismissed without further consideration, and any fees forfeited. Other penalties may also apply.

(3) Except as explicitly provided in the rules for the BEAD program and in this application, that the subgrantee applicant has not entered into and will not enter into any explicit or implicit agreements or understandings of any kind with parties not identified in this application regarding the minimal BEAD outlay, application strategies, or the particular area on which the subgrantee applicant or other parties will or will not apply.

(4) That the subgrantee applicant, or any party to this application, is not subject to a denial of federal benefits pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988.

(5) That the subgrantee applicant is and will, during the pendency of its application(s), remain in compliance with any service specific qualifications detailed in this application including, but not limited to, the qualifications in this application regarding financial, technical, and organizational capabilities.

(6) That the subgrantee applicant is not in default on any payment to the State of Wyoming and that it is not delinquent on any non-tax debt owed to any federal agency.

A response to this question is required from all subgrantee applicants who can truthfully certify. Select the checkbox to certify or if you cannot certify, upload the requested materials to disclose ownership and partnership information. Such information may include subgrantee applicant or related-entity's payment of non-tax debt to a federal agency. Multiple files may be uploaded. Uploads must be in PDF or Word format. The file name must include "4-8-no-conflict" to be accepted by the portal.

4.8A Certify that the subgrantee applicant will not engage in prohibited communications as defined in 47 C.F.R. § 1.2105 starting from the date of submission of prequalification application until final award.

A response to this question is required from all subgrantee applicants. Select the checkbox to certify. For more information, see [47 C.F.R § 1.2105](#).

Section 5: Fair Labor Practices

5.1 Does the subgrantee applicant and any contractors or subcontractors have a history of compliance with federal and state labor and employment and unfair trade practices laws during the preceding three years, such as the Occupational Safety and Health Act and the Fair Labor Standards Act?

A response to this question is required from all subgrantee applicants. Answer "Yes" or "No" using the dropdown menu. If you answer "Yes," proceed to 5.1A1. If you answer "No," proceed to 5.1B1.

5.1A1 If yes, please certify that subgrantee applicant has complied with federal labor and employment laws on broadband deployment projects over the last three years preceding the date of the application by subgrantee applicant and by its planned contractors and subcontractors.

This question is required only if the subgrantee applicant responds “Yes” to 5.1. If applicable, select the checkbox to certify.

5.1A2 If yes, certify that subgrantee applicant, its contractors, and its subcontractors have consistently complied with federal labor and employment laws.

This question is required only if the subgrantee applicant responds “Yes” to 5.1. If applicable, select the checkbox to certify.

5.1B1 If no, please document any history of violations by subgrantee applicant, or any of its planned contractors or subcontractors, of federal and state labor and employment laws for the prior three years, including:

- **injunctions, fines, defaults, penalties or debarment from other state or federal grant programs**
- **any regulatory enforcement actions or legal or administrative proceedings that concluded adversely against the subgrantee applicant**
- **penalties, notices of violation, or other disciplinary action taken by a state or federal agency for any conduct of a subgrantee applicant or contractors or subcontractors working on their behalf**
- **and/or findings of negligence, denial of civil rights, and/or breach of contract to provide services**

A response to this question is only required for subgrantee applicants that respond “No” to 5.1. If applicable, upload a narrative to the portal to provide the requested information. In the narrative, include discussion of any steps taken to mitigate the impact of those violations on workers. Upload must be in Word or PDF format. The file name must include “5-1B1-labor” to be accepted by the portal.

5.1C1 Please certify that the subgrantee applicant, its contractors, and its subcontractors, have existing labor and employment practices in place, and commit to annual recertification for the duration of BEAD implementation.

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

5.1C2 Please submit a brief narrative detailing the subgrantee applicant’s existing labor and employment practices and submit any relevant supporting materials as PDF attachments.

A response to this question is required from all subgrantee applicants. Use the textbox to provide the requested narrative and upload supporting materials. Multiple files may be uploaded. Uploads must be in PDF format. The file name must include “5-1C2-labor” to be accepted by the portal.

5.1C3 Please upload documentation describing applicable wage scales, as well as wage and overtime payment practices for each class of employees expected to be involved directly in the physical construction of the broadband network.

A response to this question is required from all subgrantee applicants. Upload the requested documentation to the portal. Multiple files may be uploaded. Uploads must be in PDF or Word format. The file name must include “5-1C3-wages” to be accepted by the portal.

5.1C4 Please indicate if the subgrantee applicant’s workforce is unionized.

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

5.2 Please describe the subgrantee applicant’s plan for future compliance with federal labor and employment laws and commitment to strong labor standards and protections for the project workforce.

A response to this question is required from all subgrantee applicants. Use the textbox in the portal to provide the requested narrative. The plan can include discussion of whether construction workers will be directly employed, use of an appropriately skilled workforce, anticipated size of workforce, local hiring plans, and workplace safety.

Section 6: Risk Management

6.1 Has the subgrantee applicant currently or previously been suspended or debarred by any federal/state agency?

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

6.2 Has the subgrantee applicant organization ever been subject to recoupment of payments under any federal/state grant?

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

6.3 Has the subgrantee applicant ever been found to have violated federal, state, or local labor, nondiscrimination, or equal employment opportunity laws?

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

Appendix A: File name instructions

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

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

Question number	File name
Registration	1-registration
2.1	2-1-financial
2.1Ai	2-1Ai-interim-financial
2.1A	2-1A-qualified-financial
2.1B	2-1B-unaudited-financial
2.1C	2-1C-financial
3.1	3-1-resume
3.2	3-2-organizational-chart
3.3	3-3-past-performance
3.3A	3-3A-other-funding
3.4C	3-4C-operations
3.5A	3-5A-certifications
3.7	3-7-new-entrant
4.5B	4-5B-policies
4.7	4-7-ownership
4.8	4-8-no-conflict
5.1B1	5-1B1-labor
5.1C2	5-1C2-labor
5.1C3	5-1C3-wages

Appendix B: Resource Links

Resource Name	URL
BEAD - Wyoming Business Council website	https://wyomingbusiness.org/broadband/bead/
Wyoming Initial Proposal Volume 2	https://wyomingbusiness.org/wp-content/uploads/2024/02/2024.01.31_Initial-Proposal-Volume-II_PRELIMINARY-DRAFT.pdf
BEAD NOFO	https://broadbandusa.ntia.doc.gov/sites/default/files/2022-05/BEAD%20NOFO.pdf
Broadband Equity, Access, and Deployment (BEAD) Program: Initial Proposal Guidance	https://broadbandusa.ntia.doc.gov/sites/default/files/2023-07/BEAD_Initial_Proposal_Guidance_Volumes_I_II.pdf
2 C.F.R §25.300	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25/subpart-C/section-25.300
State Business Registration	https://wyobiz.wyo.gov/Business/RegistrationInstr.aspx
BEAD Letter of Credit Waiver	https://broadbandusa.ntia.gov/funding-programs/policies-waivers/BEAD-Letter-of-Credit-Waiver
Wyoming Women's Business Center	https://www.wyomingwomen.org/
Wyoming Small Business Development Center	https://wyomingsbdc.org/
Bureau of Indian Affairs Best Practices	https://www.bia.gov/sites/default/files/dup/inline-files/ttr_flowchart.pdf
Final BABA Waiver	https://www.commerce.gov/sites/default/files/2024-02/BABA%20Waiver%20Signed.pdf
Secure Networks Act, List of Equipment & Services	https://www.fcc.gov/supplychain/coveredlist
47 C.F.R. § 1.2105	https://www.ecfr.gov/current/title-47/chapter-I/subchapter-A/part-1/subpart-Q

Version History