



New Hampshire Department of Business and
Economic Affairs (BEA)

Office of Broadband Initiatives

Broadband Equity, Access, and Deployment
Program (BEAD)

Project Application Guidance



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Part 1: Introduction

New Hampshire has been awarded \$196.5 million in federal funding from the Broadband Equity, Access, and Deployment (BEAD) Program by the National Telecommunications and Information Administration (NTIA) to connect homes and businesses to quality high-speed broadband. The BEAD funding will focus on expanding broadband service to unserved and underserved Broadband Serviceable Locations (BSLs) and eligible Community Anchor Institutions (CAIs), under the management of the Department of Business and Economic Affairs (BEA) Office of Broadband Initiatives.

BEA is seeking projects that address specific BEAD Broadband Serviceable Locations (BSLs) that lack reliable broadband service across the state. Subgrants will be awarded to eligible applicants. Projects must comply with all applicable award requirements mandated by NTIA, 2 CFR 200 Uniform Guidance, and the State of New Hampshire.

This document serves as a comprehensive guide for applicants on the project application period which constitutes the second phase of BEA's two-phase BEAD subgrantee selection process, following the pre-qualification phase. Guidance for the pre-qualification phase can be found [here](#). This document provides an overview of the procedures, requirements, and steps for submitting successful applications.

Due to the scope of this effort and potential for additional guidance from NTIA, there may be subsequent adjustments made to the outlined processes in the future. In such cases, the application guidance may be amended to reflect new or updated requirements.

Part 2: Application Overview

The primary objective of the project application phase is to solicit applications to serve specific project areas. During this phase, BEA is asking applicants to provide detailed information on their proposed projects, which will help guide BEAD infrastructure deployment.

During the project application phase, BEA will post a list of unserved and underserved BSLs and CAIs on its webpage. This list will be divided into BSLs/CAIs within each municipality or unincorporated place which will define the Project Service Areas (PSAs). Applicants must base their applications on these lists of unserved and underserved BSLs and CAIs. Each application can only cover one PSA. Each application must build out service to all unserved and underserved locations within the designated PSA.

BEA's BEAD Subgrantee Selection Process

The subgrantee selection process consists of two phases:

Phase 1 – Prospective Applicant Pre-Qualification Evaluation

- Prospective applicants will submit organization-level information to demonstrate their ability to meet BEAD program requirements.
- The pre-qualification window will remain open through the project application period and BEA will review prospective applicants on a rolling basis.
- It is strongly advised that prospective applicants complete the pre-qualification process prior to submitting an application in Phase 2 as applications will not be reviewed prior to pre-qualification approval.



Phase 2 – BEAD Project Application Period

- Applicants approved in Phase 1 will be invited to submit project applications for BEAD funding.
- The applications will include bids for specific Project Areas and detailed project-level information.

For more information on the required organizational qualifications to participate in the New Hampshire BEAD program, please consult the Pre-Qualification Application Guidance which can be found [here](#).

Part 3: Application Guide

Application Submission

After successfully completing the pre-qualification process, approved applicants will proceed to Phase 2 of the subgrantee selection process. This phase includes three steps that applicants must complete:

1. Selection of the Project Service Area
2. Completion of the BEAD Project Application Form
3. Upload of required documentation through Kiteworks

An Excel Spreadsheet detailing all Project Service Areas and all eligible BSLs/CAIs within the PSAs will be posted to the BEA [Subgrantee Selection website](#). Applicants will use these resources to decide which PSAs they believe that they can fully service and will apply for. Applications must provide service to all unserved and underserved locations within the PSA and should include eligible CAIs.

If an applicant believes that a location in the project service area should not be serviced using BEAD funding (for example, if the location is an auxiliary building like a shed that does not require broadband service), the applicant may complete the "Non-Served BEAD Locations" template. This template will require the applicant to provide evidence to support that the location should not receive BEAD funding. The template can be found on the BEA website. Removal of locations is subject to BEA and NTIA approval. If removal of the location is approved, the applicant may exclude the location from their proposed project. **Please submit this template and supporting evidence through the Kiteworks link used to submit application materials.**

Once the applicant has identified the PSA(s) that they will apply for, they will need to complete the BEAD Project Application Form via Microsoft Forms, which can be accessed on the BEA [Subgrantee Selection website](#). This form will gather project specific information such as project name, PSA covered, total cost, etc.

Once the BEAD Project Application Form has been completed, prospective applicants will receive an email from a Guidehouse.com email address to complete the application. The email with the subject line "File request: NH BEAD Project Application" will contain a link to Kiteworks, which is a service to securely submit large numbers of files. Applicants will then follow the link in the email to begin uploading files. Please note for security reasons the emailed link is **only active for 72 hours** and each link is only valid for one submission. If the link expires before prospective applicants have uploaded the files or need to upload additional files, please email broadband@livefree.nh.gov to request a new link.

Following the completion of the BEAD Project Application Form and the submission of supporting documentation through Kiteworks, the BEA team will be in touch regarding any clarification or additional documentation needed. BEA will allow applicants up to fifteen calendar days after notification to cure an incomplete application. If you have any concerns with submitting the required documentation through Kiteworks, please email broadband@livefree.nh.gov to discuss alternative options for submission.



The following sections provide a brief overview of the information and documentation required as part of the BEAD Project Application. **For a comprehensive list of the specific information and documents that are required, please refer to the Appendix.**

Project Plan Information

Applicants seeking to serve a BEAD PSA must submit a comprehensive application demonstrating their capacity to deliver reliable, high-speed broadband to unserved and underserved locations and CAIs. This begins with basic organizational information, including a unique project name, organization name, address, and contact information (name, email, and phone number). Applicants must specify which project service area the application will cover, ensuring all unserved and underserved locations within its boundaries are serviced.

Applicants need to estimate the project's physical infrastructure requirements, detailing the miles of both aerial and buried fiber they plan to build. They must also submit a detailed technical narrative explaining how the infrastructure will meet or exceed required speeds and latency (120 Mbps/20 Mbps) for each BSL in the PSA. Please note that an application should cover all BSLs and CAIs within a PSA. CAIs must receive the speeds and latency of 1 Gbps/1 Gbps. Additional required documentation includes shapefiles showing a network design map (including BSLs, CAIs if applicable, fiber routes, and project boundaries) and a logical network diagram that illustrates the network's capacity to deliver the required broadband speeds and latency. The application should also include a detailed cost estimate, a project timeline demonstrating milestone completion within a four-year timeframe, and a Professional Engineer Certification from an engineer licensed in the State of New Hampshire, as a PDF, that is signed and certifies the accuracy and completeness of the materials uploaded in this section. The application should also include a Letter of Good Standing, as a PDF, signed by the New Hampshire Secretary of State.

Finally, applicants should provide detailed information on risk mitigation strategies to promote network resiliency and reliability. Applicants should detail mitigation strategies for network resiliency strategies specifically with regard to flooding, severe winter weather, and high winds. Applicants should also provide details on network reliability which outline how purported speed and latency will be maintained; and in the case of failure for any reason, how service will be maintained or restored. For more information on the risk level of specific counties in New Hampshire, please consult the [2023 New Hampshire State Hazard Mitigation Plan](#).

Though not required, applicants may submit a letter of support from local municipalities to demonstrate coordination which enhances the strength of the application. As referenced in section 2.4 of New Hampshire's Initial Proposal Volume II, applications will be scored using a standardized merit scoring rubric with guidance on calculating points to facilitate an objective evaluation process.

Project Financial Information

It is crucial for applicants to demonstrate they are financially qualified to meet the obligations associated with BEAD projects. As part of the application process, applicants are required to provide financial information at the project level including but not limited to, the total cost for the project, the total BEAD funding amount, and details on the applicants' low-cost plan. Additionally, applicants are required to upload supporting documentation for this information including a project budget narrative and details.

Applicants must also submit a letter from an eligible bank committing to issue an irrevocable standby letter of credit. The letter—valued at no less than 25% of the subaward—must be secured before entering into a subgrantee agreement. The letter must meet the Eligible Entity's criteria and include an opinion



letter from legal counsel ensuring that the letter of credit is protected from being part of a bankruptcy estate.

NTIA has issued a waiver for the Letter of Credit requirement of 25% of the value of the grant in addition to the minimum match. The NTIA Letter of Credit Waiver options can be found here:
<https://broadbandusa.ntia.gov/funding-programs/policies-waivers/BEAD-Letter-of-Credit-Waiver>.

Project Application Certification Template

Applicants must submit the completed Project Application Certification Template which can be downloaded from BEA’s website. This template acts as a central document for all project application required certifications. The template must be completed by an authorized officer, director, or equivalent with the authority to obligate the organization/entity and enter into agreements on its behalf. The template should be filled out with all required and conditional (if applicable) certifications. Applicants may either print and sign the template by hand before scanning and uploading or they may utilize an electronic signature on the document before uploading the file. Once completed, the Project Application Certification Template should be uploaded with the other required documentation for the project application. Files should be in PDF format.

Part 4: Appendix

Table 1: Application Required Information

Number	Description of Information
Project Information	
1	Provide a unique project name
2	Organization Name
3	Organization Address
4	Primary Contact Name and Title
5	Organization Unique Entity Identifier (UEI)
6	Primary Contact Email
7	Primary Contact Phone Number
8	Which project service area will this application cover? <i>Note: All applications will need to provide service to all unserved and underserved locations within the entire project area boundary. Eligible CAIs should also be provided service. If an applicant has evidence that a location(s) in the project service area should not be funded by BEAD (location is a shed, boulder, haybale, etc), the applicant must submit a “Non-Served BEAD Locations” template and supporting evidence to have the location(s) removed from the project area. Removal of locations is subject to Broadband BEA and NTIA approval.</i>
8	How many months does the applicant commit to completing the project in, including build-out and initiation of service?
9	Provide the monthly price at which the applicant commits to offering either: A) Symmetrical 1 Gbps service in the project area, if the project is fiber, or B) 100 Mbps/ 20 Mbps service in the project area if the project is non-fiber. This price should have no installation, equipment rental fees, or other charges to the end user.



Financial Information	
10	What is the total cost for the proposed project?
11	Provide the average cost per passing of BEAD eligible BSLs in the PSA.
12	Provide the applicant’s proposed Total Funding Request (how much grant funding the applicant is seeking with this application) rounded to the nearest cent.
13	Provide the applicant’s proposed Total Match amount. Note: the minimum match requirement is 25 percent of the total project.
14	Provide the total amount of cash and in-kind matching funds for the project to be provided by the applicant itself.
15	Provide the total amount of cash and in-kind matching funds for the project to be provided by other sources such as non-profit organizations or eligible federal funding. For more information on allowable match sources, see the BEAD Match Primer
16	Does the applicant commit to providing a low-cost plan that meets the requirements set forth in the New Hampshire Initial Proposal Volume 2? (Section 2.12)
17	Provide the applicant’s proposed rate for the low-cost service plan. If this rate exceeds \$30, please contact BEA to discuss a modified rate not to exceed \$50.

Table 2: Document Submission Guide

Document Name	Description of Documentation
Project Plan Information	
Technical Narrative	Applicants must submit a technical narrative as a PDF detailing how the proposed infrastructure will deliver service that reliably meets or exceeds the program-required speeds and latency for all proposed BSLs and CAIs in the project area as outlined in the BEAD NOFO. This narrative should outline the planned technology and service offerings, including pricing, upload and download speeds, latency, any applicable data caps, and any planned quality-of-service metrics and/or reports.
Network Resiliency and Reliability Narrative	Applicants should submit a narrative detailing the proposed network’s resiliency and reliability plan which demonstrates mitigation strategies as outlined in New Hampshire’s Initial Proposal vol II, Section 2.11.1, specifically with regard to flooding, severe winter weather, and high winds. The narrative should include current and expected weather and climate-related risks, an emergency response plan and communication strategy, description of mitigation strategies and of periodic reviews of said strategies. For more information on the risk level of specific counties in New Hampshire, please consult the 2023 New Hampshire State Hazard Mitigation Plan . This narrative should also detail the proposed network’s reliability including technology specifications, that clearly indicate how purported speed and latency will be maintained and in the case of failure for any reason, how service will be maintained or restored. This narrative should also include information on the applicant’s network monitoring and restoration capabilities, operational systems redundancy and back up capabilities, and plans to restore service in the event of an outage.
Network Design Map Shapefiles	Applicants must submit a zipped file folder containing shapefiles illustrating map of the applicant’s proposed network design. The shapefiles will include all BSL and CAI locations to be served by the project, all proposed infrastructure



	routes to be constructed via the project, and project area boundary polygons encompassing all infrastructure routes, BSLs, and CAIs.
Network Diagram PDF	Applicants must submit a logical network design drawing (Network Diagram) as a PDF that illustrates the logical connectivity for the network and conveys the network’s capacity to provide each proposed BSL and CAI with the required broadband speeds and latency. Ensure that all information is clearly legible.
Project Timeline	Applicants must submit a detailed project timeline demonstrating the applicant’s ability to complete the project within the four-year timeframe and identifying the project milestones.
Professional Engineer Certification	Applicants must submit a PDF document signed by a currently licensed Professional Engineer in the State of New Hampshire that certifies the accuracy and completeness of the materials uploaded in this section and attests that the proposed network can deliver broadband service that meets the requisite performance requirements to all locations served by the project within the required four-year deployment timeline.
Professional Engineer Supporting Documentation	Applicants must also submit documentation of the Professional Engineer’s licenses as well as any written reports, letters, or analysis provided by the Professional Engineer regarding the proposed project.
Letter of Local Coordination	Applicants may submit a letter of support from the municipality associated with the PSA to demonstrate coordination with the municipality and improve their application. <i>Note: this letter is not a required component of the application but does contribute to additional scoring.</i>
Certifications	
Project Application Certification Template	Applicants must submit the completed Certification Template which can be downloaded from BEA’s website. This template acts as a central document for all project application required certifications. The template should be completed by an authorized signer such as an Officer or Director-level employee, (e.g., President, CEO, CFO, Treasurer, or equivalent).
Letter of Good Standing	Applicants must submit a Letter of Good Standing signed by the Secretary of State of New Hampshire.
Project Financial Information	
Letter of Credit	Applicants must submit a letter from an eligible bank committing to issue an irrevocable standby letter of credit. Before entering into a subgrantee agreement, the applicant must obtain this letter, valued at no less than 25% of the subaward. The letter must meet the Eligible Entity’s requirements and include an opinion letter from legal counseling confirming that the letter of credit and its process are protected from being considered part of a bankruptcy estate. Note: NTIA has issued a waiver for the Letter of Credit requirement of 25% of the value of the grant in addition to the minimum match. The NTIA Letter of Credit Waiver options can be found here: https://broadbandusa.ntia.gov/funding-programs/policies-waivers/BEAD-Letter-of-Credit-Waiver .
Project Budget	Applicant must submit a detailed project budget for the proposed project using the budget template provided on the BEA website which contains information on the required budget categories. A narrative justification for each line item must also be included.



Project Pro Forma	Applicant must provide a pro forma statement of cash flows and a pro forma detail of operating expenses over the course of construction and start-up operations for a 7-year period
Project Pro Forma Explanation	Applicant must submit a document to explain the pro forma assumptions regarding take-rates, churn, revenue per user, operating expenses, cash flow, and capital expenditures and detail any anticipated financial challenges.
Low-Cost Plan Details	<p>Applicant must submit a plan which details the proposed rate for the low-cost service plan, which must not exceed \$30, and includes:</p> <ul style="list-style-type: none"> • How the proposed rate is affordable to low income individuals; • Per-subscriber costs in an area indicating that the target effective rate above would be financially unsustainable; and, • The impact on average revenue per user (ARPU) and total project revenue of the target effective rate above would be financially unsustainable given actual or projected subscriber adoption patterns. <p>If the applicant is not able to provide a low-cost service plan at a rate of \$30, a waiver may be sought to increase this threshold to \$50. If an applicant seeks to acquire this waiver, please contact BEA at broadband@livefree.nh.gov. For more information on the Low-Cost Plan requirements, please consult New Hampshire’s Initial Proposal vol II, Section 2.12.</p>