



Broadband, Equity, Access and Deployment

**NH BEAD Subgrantee Selection Process: Pre-Qualification Webinar
November 2024**

Today's Agenda



Overview of New Hampshire's BEAD Program

- Goals of New Hampshire's BEAD program
- Overview of key milestones and where we are today
- Timeline of subgrantee selection process

Overview of Qualifications for Subgrantees

- Qualifications required to participate in BEAD program
- Context and objectives for pre-qualification process
- Timeline and outcomes of the pre-qualification process

Participating in the Pre-Qualification Process

- Step-by-step guide to participating in the pre-qualification process
- Next steps to submit pre-qualification materials

Team Introductions

New Hampshire Department of Business and Economic Affairs (BEA) Office of Broadband Initiatives

- **Matthew Conserva**, Program Manager
- **Wayne Goulet**, Broadband Administrator
- **Kate Castaldo-Rice**, Broadband Administrator
- **Meaghan Littlefield**, Broadband Administrator
- **Bridget Patterson**, Broadband Accountant

Guidehouse Supporting consulting team

- **Harrison Phelan**, Director
- **Jake Landry**, Project Manager
- **Sam Lewis**, Senior Business Analyst
- **Justin Ferguson**, Business Analyst

Overview of New Hampshire's BEAD Program

Goals of New Hampshire's BEAD Program

New Hampshire's Initial Proposal Volume II was approved by NTIA on June 3, 2024

NH BEAD Goals

- **Ensure universal coverage across all unserved and underserved locations in the state**, maximizing deployment of end-to-end fiber, and only using non-fiber where fiber costs are extremely high.
- **Prioritize projects providing broadband access to unserved and underserved locations** and eligible community anchor institutions, over other digital equity and inclusion priorities.
- **Conduct subgrantee selection process within one year** of Initial Proposal approval, and complete implementation within four years of receiving funds.
- **Focus on enhancing broadband affordability**, expanding residents' access to internet-capable devices, and boosting household adoption rates.

Biden-Harris Administration Approves Colorado and New Hampshire's "Internet for All" Initial Proposals

FOR IMMEDIATE RELEASE
June 11, 2024

News Media Contact
NTIA, Office of Public Affairs

Two States Requested Access to BEAD Funds Totaling Over \$1 billion

WASHINGTON – The Department of Commerce's National Telecommunications and Information Administration (NTIA) has approved Colorado and New Hampshire's Initial Proposals for the Broadband Equity, Access, and Deployment (BEAD) program, a cornerstone of the Biden-Harris Administration's "Internet for All" initiative.

This approval enables Colorado and New Hampshire to request access to funding and begin implementation of the BEAD program—a major step towards closing the digital divide and meeting the President's goal of connecting everyone in America with affordable, reliable, high-speed Internet service.

Today's action allows states to request access to:

- **New Hampshire:** More than \$196 million
- **Colorado:** More than \$826 million



The BEAD Program awarded New Hampshire \$196.5 million to connect all unserved and underserved locations to broadband over the next 5 years

Overview of New Hampshire's BEAD program

Timeline and key milestones



Our focus for today: BEA's BEAD Subgrantee Selection Process

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.
- It is strongly advised that prospective applicants complete the pre-qualification process prior to Phase 2.

Phase 2: BEAD Project Application Process

- Prospective applicants approved in Phase 1 will be invited to submit project-specific applications for BEAD funding.
- These applications will include bids for specific Project Areas and detailed project-level information.
- If pre-qualification materials are not received prior to Phase 2, they will have to be submitted concurrently with the project application during Phase 2.

Overview of Qualifications for Subgrantees

Qualifications for the Pre-Qualification phase

The pre-qualification phase will confirm that prospective applicants meet the minimum qualifications set by the BEAD NOFO and BEA, including but not limited to:

Legal Compliance

Competence in carrying out subgrant-funded activities in compliance with federal, state, and local laws (BEAD NOFO Section IV.D.2.d).

Financial and Managerial Capacity

Financial and managerial capacity (BEAD NOFO Sections IV.D.2.a and IV.D.2.b) to fulfill the obligations of a subgrantee.

Technical and Operational Capabilities

Technical and operational capabilities (BEAD NOFO Sections IV.D.2.c and IV.D.2.e) to provide the services required under the subgrant.

Qualifications for NH BEAD funds

Specific Qualifications for Subgrantees Deploying Network Facilities

Annual Required Data Filing

Prospective applicants and partners currently providing internet service must have completed the Broadband Data Collection of services by September 1, 2024, as filed with the Federal Communications Commission (FCC) and provide proof of submission.

Qualifying Components

- Financial Capability
- Managerial Capability
- Technical Capability
- Compliance with Applicable Laws
- Operational Capacity
- Ownership Information
- Public Funding Information
- Fair Labor Information
- Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms
- Environmental and National Historic Preservation
- Build America, Buy America Act
- Cybersecurity and Supply Chain Risk Management Compliance

Goals of the Pre-Qualification phase

Pre-qualification is a strongly recommended first step in the BEAD subgrantee selection process. The three main objectives of this process are to:

1

Gain familiarity with BEAD requirements

To give prospective applicants early exposure to the BEAD program's requirements and allow them to receive feedback on their qualification materials from New Hampshire's Office of Broadband Initiatives.

2

Reduce administrative burden

To enable early approval of qualification materials, reducing the administrative burden during the project application phase.

3

Mitigate risks and potential delays

To mitigate risks and potential delays by providing prospective applicants with additional time to identify and address any shortcomings or concerns before the project application period officially begins.

Note: Prospective applicants are not required to submit pre-qualification materials during Phase 1, the pre-qualification period. However, if pre-qualification materials are not submitted in Phase 1, they will need to be submitted during Phase 2, the project application period. Please reach out to BEA to discuss if you do not plan to submit pre-qualification documents during Phase 1.

Participating in the Pre-Qualification Process

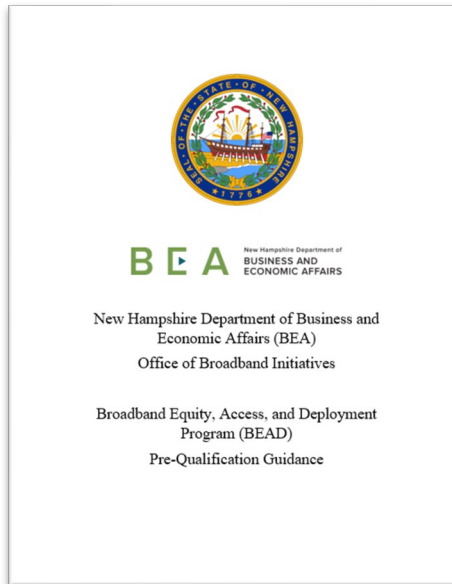
Step 1

Step-by-step guide to submit pre-qualification materials

Review the Pre-Qualification Guidance and prepare relevant documents.

1a

Review the Pre-Qualification Guidance.

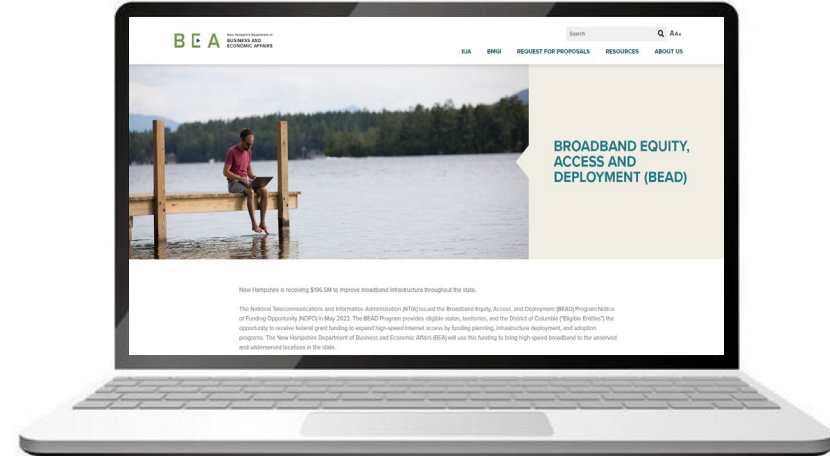


1b

Prepare relevant documents outlined in the Document Submission Guide.

The image shows a table titled "Table 1: Document Submission Guide" from the BEA website. The table has two columns: "Qualification" and "Description of Documentation". It lists various requirements for prospective applicants, including Annual Required Data Filing, Certifications, Financial Capability, Letter of Credit, Audited Financial Year Statement, Managerial Capability, Corporate Organizational Chart, Prospective Applicant Organizational Chart, Personnel for Key Management, and Organizational and Managerial Readiness Narrative.

Qualification	Description of Documentation
Annual Required Data Filing	
Proof of Data Filing	Prospective applicants and partners currently providing internet service in New Hampshire must have completed the Broadband Data Collection of services by September 1, 2024, as filed with the Federal Communications Commission (FCC) and provide proof of submission.
Certifications	
Pre-qualification Certification Template	Prospective applicants must submit the completed Certification Template which can be downloaded from BEA's website. This template acts as a central document for all pre-qualification 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).
Financial Capability	
Letter of Credit	Note: This is not required as part of the prequalification response but will be required prior to signing a subgrant agreement. It has been included in this guidance for the awareness of prospective applicants. Applicants must submit a letter from an eligible bank committing to issue an irrevocable standby letter of credit. Before entering into a subgrant agreement, the applicant must obtain this letter, valued at no less than 25% of the subgrant. The letter must meet the Eligible Entity's requirements and include an opinion letter from legal counsel confirming that the letter of credit and its process are protected from being considered part of a bankruptcy estate.
Audited Financial Year Statement	Prospective applicants must submit audited financial statements from the prior year. If audited statements are not available, unaudited statements can be submitted along with a certification that audited statements will be provided by a deadline specified by the Eligible Entity.
Managerial Capability	
Corporate Organizational Chart	Prospective applicants must submit a corporate organizational chart that identifies the parent company, subsidiaries, or affiliates performing work in New Hampshire. The chart should specify the business type (e.g., for-profit, not-profit) and whether the company is publicly traded.
Prospective Applicant Organizational Chart	Prospective applicants must provide an organizational chart detailing personnel involved in the broadband project in New Hampshire. The chart should include certified personnel, such as a chief technology officer, project engineer, and contractor oversight team, in line with state, federal, and industry standards.
Personnel for Key Management	Organizations must submit resumes of key management personnel involved in the project must be submitted. These personnel must be employees of the firm and have relevant experience with broadband projects of similar scale.
Organizational and Managerial Readiness Narrative	This narrative must describe the prospective applicant's readiness to manage a broadband service network. The narrative should include the experience and qualifications of the organization and key management personnel for undertaking this project, its experience undertaking projects of similar size and scope, recent and upcoming organizational changes including mergers and acquisitions, and relevant organizational policies. If contractors are



Step 2

Step-by-step guide to submit pre-qualification materials

Download and complete the Pre-Qualification Certification Template.

2a

Download the Pre-Qualification Certification Template.

Instructions
To complete the certification requirement for the BEAD project application, please ensure that an authorized signer (at the officer or director level, e.g., president, Chief Executive Officer (CEO), Chief Financial Officer (CFO), treasurer, or equivalent) initials each and every individual certification and signs the final page. Once completed, upload the document and the other required documentation for the pre-qualification application.

The authorized representative of the applicant certifies that:

Certifications	Initials
Prospective Applicant Information Certification The prospective applicant has the necessary financial qualifications, capabilities, and resources to comply with all program requirements and successfully participate in the program. The prospective applicant: <ul style="list-style-type: none"> Understands and shall comply with the letter of credit or performance bond obligations and processes for the program, and Has the qualifications and resources to obtain the required letter of commitment and letter of credit or performance bond. See BEAD Letter of Credit Waiver (11/01/21, National Telecommunications and Information Administration (NTIA) Notice of Programmatic Waiver, https://broadbandusa.ntia.gov/funding-programs/policymakers/BEAD-Letter-of-Credit-Waiver). The prospective applicant acknowledges that minimal BEAD overlay includes a 25 percent match from prospective applicants. The prospective applicant possesses the operational expertise, capabilities, and resources to successfully complete and operate a BEAD funded project. To certify, the prospective applicant must possess at least three years of experience providing broadband transmission to end users or be a wholly owned subsidiary of a parent entity that has three years of operational experience in the communications industry. The prospective applicant is technically qualified to complete and operate a broadband network and capable of carrying out BEAD funded activities in a competent manner. The prospective applicant's key directors and managers have at least three years of experience operating a network. The prospective applicant is fully and properly licensed in New Hampshire to conduct funded activities and comply with all post-award activities. The prospective applicant has training programs, hiring and retention processes, and employs 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 certification, and that key technical personnel and technical team members are current on all required training, licensure, and license renewals. If the prospective applicant chooses to contract resources, all contracted resources shall have the relevant and necessary skills.	

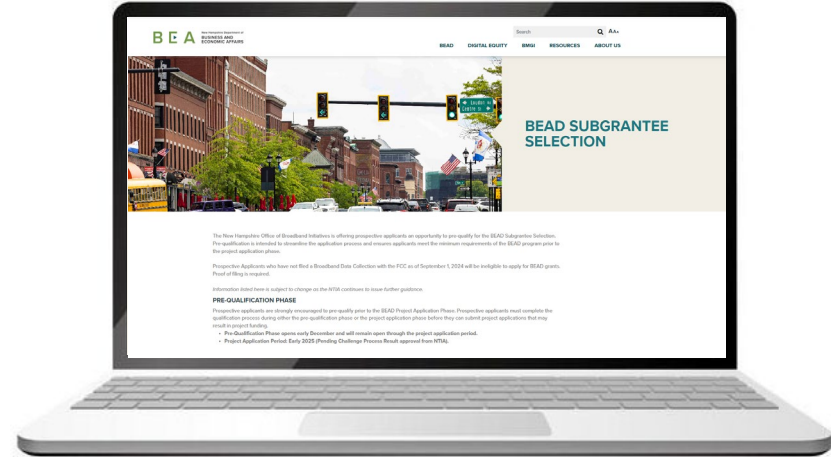
Signature: _____
Printed Name of Applicant: _____
Date of Signature: _____
Title of Applicant: _____
Name of Organization/Trustee: _____
Contact Information (email / phone): _____

2b

Initial each certification and sign the attestation at the end of the document.

Prospective Applicant Information Certification	Initials
If the prospective applicant and any contractors or subcontractors have been required to comply with federal and/or State labor and employment and other trade practices laws during the preceding three years (such as the Occupational Safety and Health Act and the Fair Labor Standards Act), the prospective applicant certifies that it and any of its contractors and subcontractors have consistently complied with labor and employment laws during the last three years regarding the date of the application. The prospective applicant has disclosed any violations of laws such as the Occupational Safety and Health Act, the Fair Labor Standards Act or other relevant labor and employment laws by the organization or its contractors/subcontractors over the preceding three years. The prospective 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.	

Signature: _____
Printed Name of Applicant: _____
Date of Signature: _____
Title of Applicant: _____
Name of Organization/Trustee: _____
Contact Information (email / phone): _____



Step 3

Step-by-step guide to submit pre-qualification materials

Access pre-qualification intake form and enter administrative / contact information.

3a

Provide Information on the organization's:

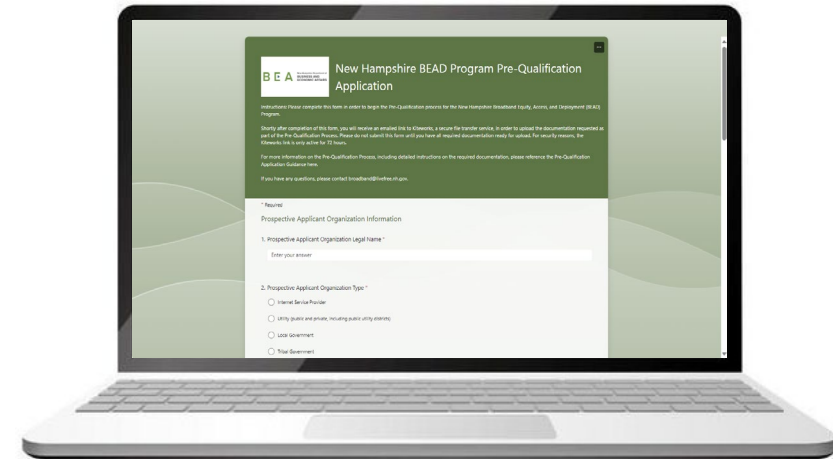
- Legal name
- Type
- FCC Provider ID
- EIN
- UEI

Fill out the following primary contact information:

- Address
- Name
- Title
- Email
- Phone

3b

- If you plan to submit an application as a public/private partnership, provide the same information for partner organization.
- Certify that your organization understands and is equipped to meet the General Qualifications Outlined in the BEAD NOFO Section IV.D.1.
- Submit pre-qualification intake form.



Step 4

Step-by-step guide to submit pre-qualification materials

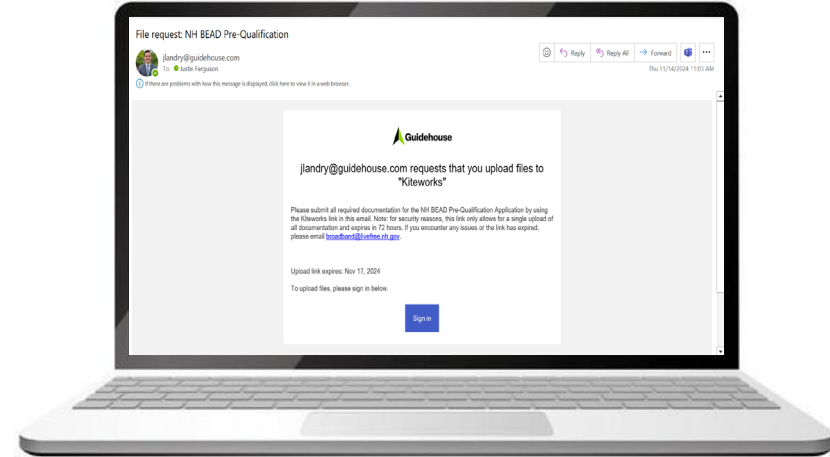
Create Kiteworks account and submit required documentation.

4a

Once pre-qualification intake form is submitted, prospective applicants will receive a link to submit the required documentation through Kiteworks.

4b

Walk through the steps to create a Kiteworks account and begin uploading required documentation outlined in the document submission guide of the pre-qualification guidance.



Note: Kiteworks is a secure file transfer system. For security reasons, the link is only active for 72 hours and each link is only valid for ONE submission of bulk document uploading. **It is recommended that prospective applicants compile all the necessary documents required for the bulk upload prior to completing the form and receiving the upload link.**

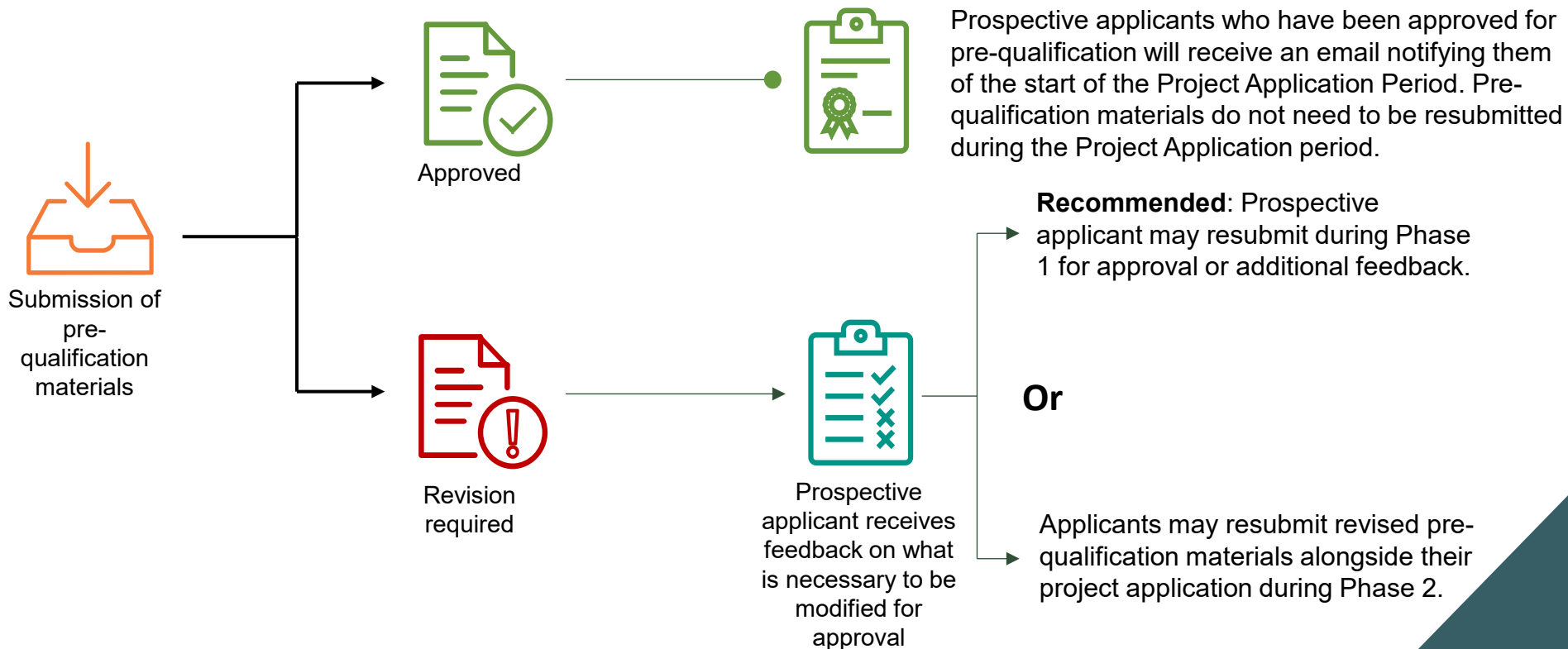
Step 5

Step-by-step guide to submit pre-qualification materials

Review Feedback/approval notice and address feedback, if needed.

5a Review feedback on missing documents or information. If pre-qualification is accepted, you will receive an approval notice.

5b If feedback is received, plan to resubmit pre-qualification using a Kiteworks link. **Compile all additional documents prior to completing the form and receiving the new Kiteworks link.**



Demo of Pre-Qualification Submission Process

Next Steps

Next Steps to Submit Pre-Qualification Materials



View the NH broadband website

Learn more about the pre-qualification process, view announcements and updates, and download relevant materials on New Hampshire's [BEAD Subgrantee Selection website](#).



Read the pre-qualification guidance and certification template

Download the [pre-qualification guidance](#) for full details and a list of required documents and download the certification template.



Prepare all required documents and sign the certification template

Compile all required documents outlined in the document submission guide of the pre-qualification guidance and initial and sign the [certification template](#).



Fill out and submit the pre-qualification intake form

Access the [pre-qualification application form](#) and fill out organization level information, contact information and partner information, if applicable.



Access and create a Kiteworks account

Once the pre-qualification intake form is submitted you will receive an email to create an account with Kiteworks. Follow the instructions to create your account and begin submitting required documents along with the certification template.

Q&A

For any questions, please email broadband@livefree.nh.gov.