



BEAD Program Technical Assistance Resource

Initial Requirements Submission Reference Sheet

Resource Version:

Version	Date
2	6/25/26

Resource Details:

Category	Grant Agreements & Onboarding
Summary	Reference sheet for subrecipients for how to submit the required documents associated with a BEAD subgrant agreement. Includes the relevant deadlines and method to submit the documents.
WI BEAD contact:	PSCBeadGrants@wisconsin.gov

Disclaimer: This document is intended solely to assist subrecipient in better understanding the Wisconsin BEAD program and associated policies/processes. This document does not supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the Grant Agreement. In all cases, statutory and regulatory mandates, the terms and conditions of the award, and NTIA policies and guidance shall prevail over any inconsistencies contained in this document.

Table: Initial Requirements Document Submissions

Requirement	Per Project or Entity	How to Provide the Document(s)	Publish Publicly on ERF	Deadline
Intake Questionnaire	Per Entity	Complete the questionnaire using this link: https://forms.office.com/g/QGSat36vsH .	No	15 business days from Grant Agreement execution
Protecting the BEAD Program from Defaults Certification	Per Entity (list each project)	Upload to your BEAD Letter of Intent project within the Grants Management System . Select “Attestation” as the document type. See Grant Agreement Section 4.0 for more information.	Yes	15 business days from Grant Agreement Execution
Letter of Credit	Either	Upload to your BEAD Letter of Intent project within the Grants Management System . Select “Onboarding” as the document type. See Grant Agreement Section 8.0 for more information.	No	Prior to the execution of Grant Agreement (if not using Performance Bond)
Performance Bonds	Either	Upload to your BEAD Letter of Intent project within the Grants Management System . Select “Onboarding” as the document type. See Grant Agreement Section 8.0 for more information.	No	60 calendar days from Grant Agreement execution (if not using Letter of Credit)
Tribal Consent Documentation	Per Project (if applicable)	Return completed documents to PSCBeadGrants@wisconsin.gov . See NTIA Programmatic Waiver of Tribal Consent for more information.	No	Prior to the execution of Grant Agreement
Cybersecurity Plan Updates	Per Entity	Upload to your BEAD Letter of Intent project within the Grants Management System . Select “Onboarding” as the document type. See Section A 7.0 of Grant Agreement for more information.	No	Within 30 calendar days of any update
Supply Chain Risk Management Plan Updates	Per Entity	Upload to your BEAD Letter of Intent project within the Grants Management System . Select “Onboarding” as the document type. See Section A 7.0 of Grant Agreement for more information.	No	Within 30 calendar days of any update
Pre-Construction NEPA	Per Project and/or	A separate Pre-Construction NEPA and Permitting Timeline is required for each project or sub-project. Submit each	No	30 business days from Grant

and Permitting Timeline	Sub-Project	document using the template, to the appropriate project in Grants Management System . Select “Onboarding” as the document type. See Grant Agreement Section B 1.6 for more information.		Agreement execution
Environmental Impacts and Documentation Screening Questionnaire	Per Project or NEPA Sub-Project	Upload to appropriate project within the Grants Management System . Select “NEPA Environmental Questionnaire” as the document type. See the EIDS Instruction and Resources document and the EIDS Questionnaire for more information.	No	No official deadline, but must be submitted before Commission can start your NEPA review.
GIS Files	Per Project	Must upload to the Secure File Transfer Protocol Site (SFTP). Reach out to PSCBeadGrants@wisconsin.gov to request a secure upload link. See the EIDS Instruction and Resources document pages 7 – 11.	No	No official deadline, but must be submitted before Commission can start your NEPA review.

Additional Resources:

- Wisconsin BEAD Webpage: <https://psc.wi.gov/Pages/ServiceType/Broadband/GrantBEAD.aspx>
- BEAD Grant Agreement
- EIDS Instruction and Resources: https://psc.wi.gov/Documents/broadband/EIDSInstructions+Resources_V3.pdf
- Pre-Construction NEPA and Permitting Timeline: https://psc.wi.gov/Documents/broadband/Pre-ConstructionTimeline_V3.docx
- EIDS Questionnaire: https://psc.wi.gov/Documents/broadband/EIDSQuestionnaire_V3.pdf