



BEAD Program Technical Assistance Resource

BEAD Contacts & Communications Primer

Resource Version:

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Resource Details:

Category	GMS
Summary	This document outlines the various communication methods used by the Commission for BEAD program subrecipients.
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.

Electronic Records Filing System (ERF) Vs. Grants Management System (GMS)

There are two main sources of communication regarding BEAD grant projects: the **Electronic Records Filing System (ERF)** and the **Grants Management System (GMS)**. These two systems interface but have some key differences.

Electronic Records Filing System (ERF):

ERF serves as the Commission's official public facing record and allows for the electronic submission of documents. The BEAD Program has been managed across multiple dockets relating to the specific activities, such as the planning process (5-BP-2023), the challenge process (5-BCH-2024) and the subawarding process (5-BD-2025); and now BEAD entity project dockets. Any interested person or party may subscribe and then receive e-mail notifications when new documents are filed in a docket. Enter the docket number and email address under the "[ERF – EZ Subscriptions](#)" section to subscribe.

5-BD-2025: All documentation related to the Letter of Intent (all rounds), initial award, and entity level onboarding is filed to this docket. Future program-wide information, changes to subawards and documentation related to the Letter of Intent may be posted in this docket.

Entity Dockets: The Commission has created separate dockets for each BEAD subrecipient and uses these dockets to file documentation related to subrecipient projects, including Grant Agreements, reporting, grant amendments, monitoring, and other project/entity-specific correspondence or records. See Table 1 below for specific docket numbers by entity.

Table 1: Docket Numbers by Entity

Entity	Docket
American Heartland Fiber Networks, LLC	12043-BD-100
AMG Technology Investment Group, LLC	12001-BD-100
Bertram Communications, LLC	12002-BD-100
Comcast Corporation	12007-BD-100
Connect Holding II, LLC – DBA Brightspeed	12008-BD-100
CTC Telcom, Inc. – DBA Mosaic Technologies	12010-BD-100
East Central Energy	12012-BD-100
Frontier Communications Corporation	12014-BD-100
Hilbert Communications, LLC – DBA Bug Tussel Wireless, LLC	12015-BD-100
Hillsboro Telephone Company, Inc.	12016-BD-100
La Valle Telephone Coop	12020-BD-100
Lac du Flambeau Band of the Lake Superior Chippewa Indians	12018-BD-100
Lakeland Communications, Inc.	12019-BD-100
Lemonweir Valley Telephone Company – DBA Lynxx Networks	12021-BD-100

Marquette-Adams Telephone Cooperative, Inc.	12022-BD-100
Mount Horeb Telephone Company	12024-BD-100
NEIT Broadband, LLC / Tributary Broadband, LLC	12025-BD-100
NET LEC, LLC – DBA Nsight	12026-BD-100
Norvado, Inc.	12027-BD-100
Pierce Pepin Cooperative Services	12029-BD-100
Richland-Grant Telephone Cooperative, Inc.	12030-BD-100
Saint Croix Chippewa Indians of Wisconsin	12034-BD-100
Sokaogon Chippewa Tribe	12031-BD-100
Space Exploration Technologies Corp.	12032-BD-100
Spectrum Mid-America, LLC	12033-BD-100
Waypoint Experts – DBA Bayfield Wireless	12036-BD-100
Wisconsin Bell, LLC – DBA AT&T Wisconsin	12037-BD-100
Wittenberg Telephone Company, Inc. – DBA Cirrinity, LLC	12038-BD-100

How do I update the address and email address associated with a BEAD entity docket?

To make changes to the primary address or the contact and email address associated with a BEAD project docket on ERF, the subrecipient should use the “[Update Utility Address](#)” on the Commission website. To look up a BEAD project utility ID, use the first 5 numbers of the docket above 120XX and the ERF logon ID of the primary grant contact. Changing the address for the docket will not update the contacts in the PSC Grants Management System.

Grants Management System (GMS):

The PSC Grants Management System (GMS) is used to manage grant projects administered by the Commission. PSC staff and BEAD subrecipients use the system for records and documents related to specific projects and other grant requirements. Grant recipients use the GMS to submit NEPA and milestone documentation, semi-annual reports, and evidence of project costs – including match.

The GMS connects to the Electronic Records Filing System (ERF) and automatically publishes certain documents there by docket number. A list of what document types get published to ERF can be in the [Grants System User’s Guide](#).

The GMS has 2 sets of contacts that are used for communications: 1. GMS Contacts and 2. Grant Application/Project Owners (Owners).

GMS Contacts

GMS Contacts can be found in the “Contacts” tab of each project within the GMS. There are several different contact types. The main types are outlined below.

- **Authorized Organization Representative (AOR):** This is the person legally authorized to represent the organization when signing the Grant Agreement and any associated amendments with the Commission. The AOR will be included in all formal email communications from the Commission.
- **Primary:** This is the subrecipient's representative responsible for the administration of the project. This person should represent the Grant Recipient's interest regarding Agreement performance, financial records, and related considerations. This may be the same person as the AOR but does not need to be. The Primary will be included in all formal email communications from the Commission.
- **Secondary:** This person is a backup contact for the Primary. They will be included in formal email communications from the Commission when applicable as determined by the Commission.
- **Other Types:** There are several other contact types within the GMS, including Financial Manager, Grants Manager, and Contractor. They will be included in formal communications from the Commission when applicable as determined by the Commission.

How do I update my GMS Contacts?

Most contact types can be added or updated by Owners (see below) directly on the "Contacts" tab of each project.

NOTE: You must make updates to each individual project within the GMS – making the update in one of your projects will not carry over to the other projects. Changes to the AOR can only be made by Commission staff. To request an AOR update, the existing AOR should send an email to PSCBeadGrants@wisconsin.gov requesting the change.

Grant Application/Project Owners ("Owners")

Owners are the administrators of the project within the GMS. They can access the projects to edit contacts, submit expenses, complete reports, and upload documents. These are separate from the "Contacts" tab for the project in GMS – all Owners can view and edit the project, but someone just listed as a 'Contact' cannot. **It is best practice to have all Owners also listed as a Primary/Secondary/AOR within the "Contacts" tab – this will ensure they receive all email communications sent from Grant Specialists and the GMS.**

How do I update the Owners of my project?

[Follow these instructions](#) to request to be added as an Owner. The current AOR or Primary contact should be the one to request new Owners be added to projects.

Which contact type receives which GMS and ERF notifications?

Table 2: GMS and ERF Notifications

Action	Where the Notification Comes From	Who Receives the Notification
General Direct Communications Regarding Your Project	Email from your grant specialist at PSCBeadGrants@wisconsin.gov .	AOR & Primary contacts, and other contact types as necessary.
Status Report is Available in the GMS	Auto-generated GMS notification - Email from noreply.eservices@wisconsin.gov .	All contacts in GMS except Contractor, GIS Contact, and Partner. All Owners.
Status Report is Coming Due	Auto-generated GMS notification - Email from noreply.eservices@wisconsin.gov .	All contacts in GMS except Contractor, GIS Contact, and Partner. All Owners.
Status Report is Late	Auto-generated GMS notification - Email from noreply.eservices@wisconsin.gov .	All contacts in GMS except Contractor, GIS Contact, and Partner. All Owners.
Cure/Refile Requests for a Submitted Status Report	Auto-generated GMS notification - Email from noreply.eservices@wisconsin.gov .	ONLY the Primary.
Expense Request Correction Requested	Auto-generated GMS notification - Email from noreply.eservices@wisconsin.gov .	All contacts in GMS except Contractor, GIS Contact, and Partner. All Owners.
Expense has been Denied	Auto-generated GMS notification - Email from noreply.eservices@wisconsin.gov .	All contacts in GMS except Contractor, GIS Contact, and Partner. All Owners.
Documents Posted to a Docket by the Commission Through ERF	Email from a Commission staff or E-Z subscription notification.	Email addresses on the Commission mailing list, Email addresses that have subscribed to the docket, and Email addresses that are assigned to the docket. Contacts in the Grant System will only get these communications if they also subscribed to the docket.

Additional Resources:

- [Grants System User's Guide](#)
- [How to use ERF: How to and Help](#)