

# Idaho BEAD Subgrantee

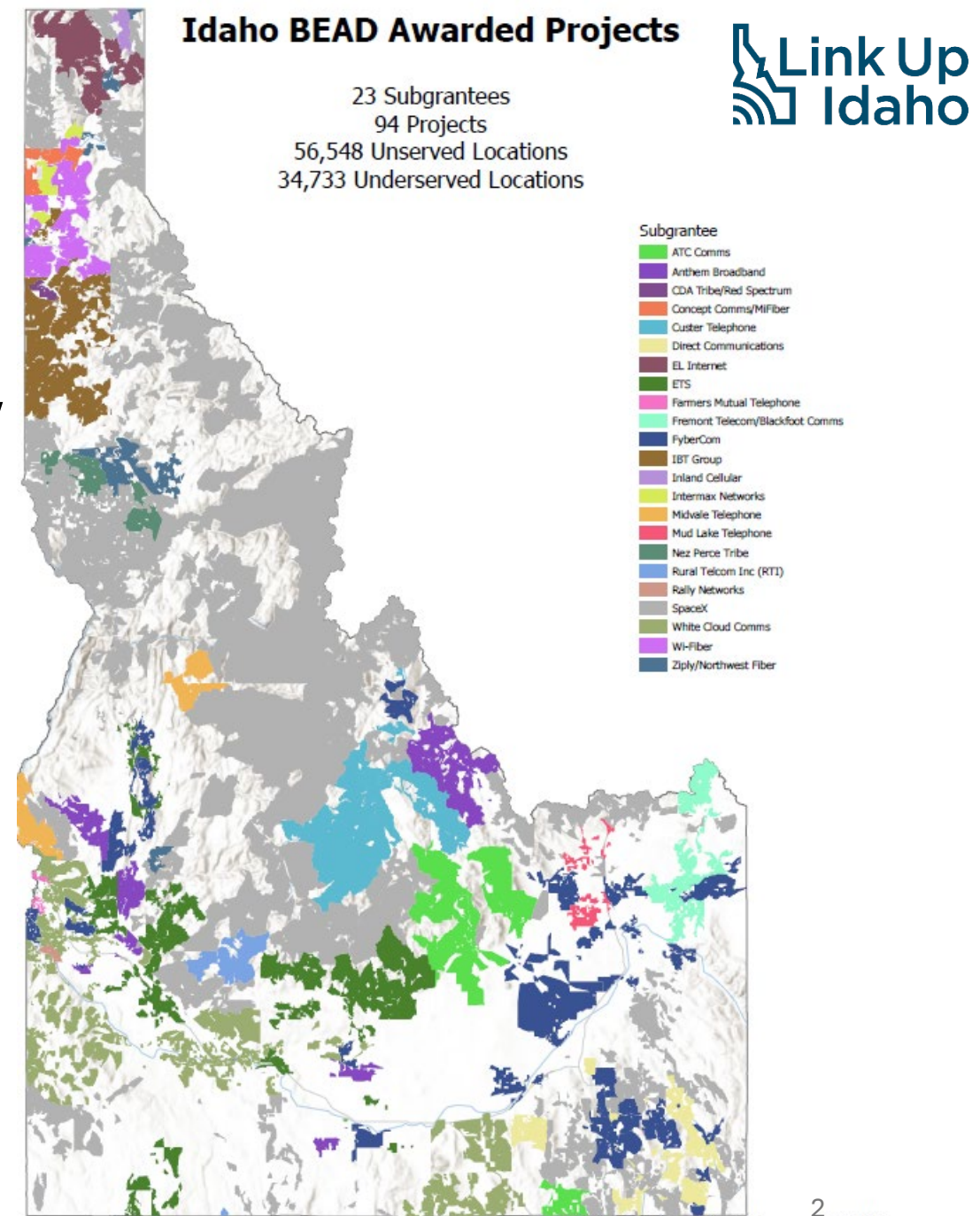
## Welcome Webinar

March 24, 2026

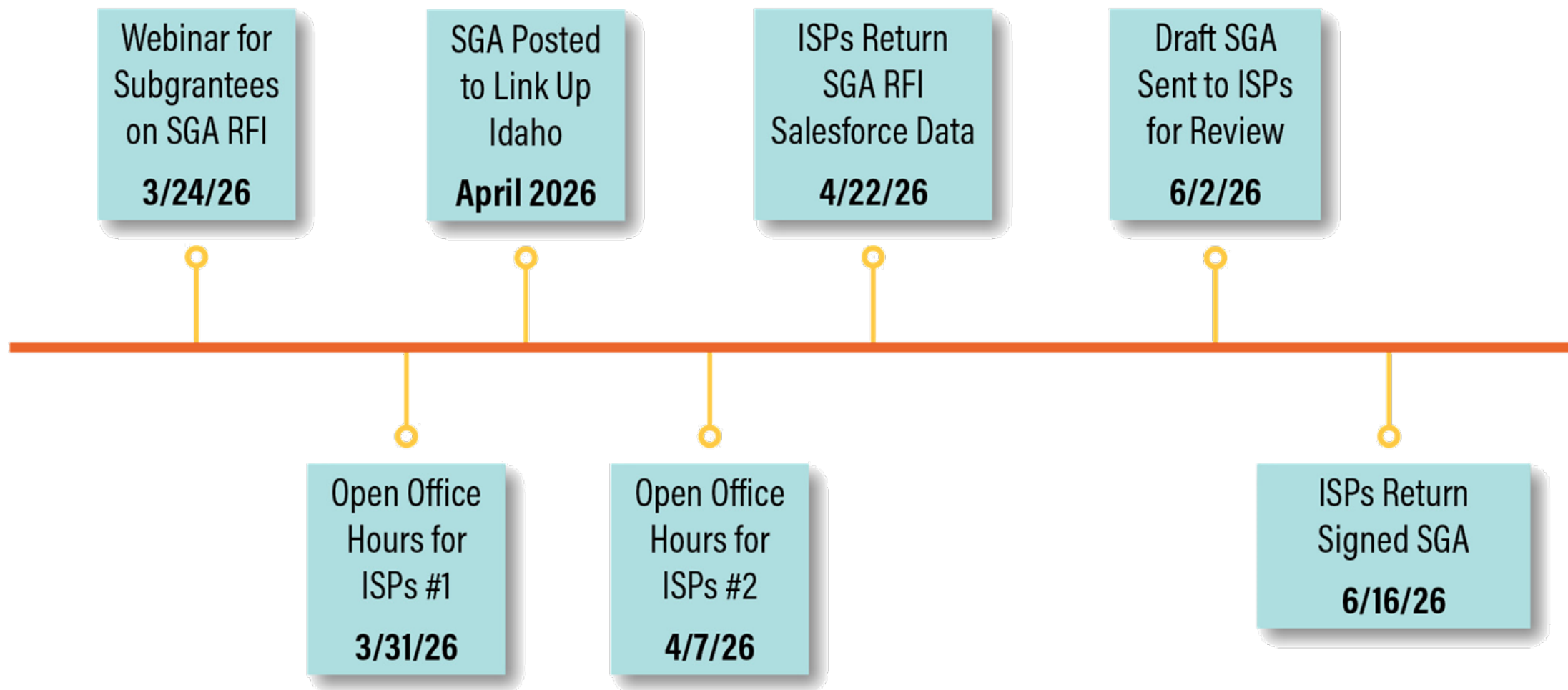


# Agenda

- Welcome and Program Update
- Purpose of Today's Webinar & SGA Timeline Review
- Subgrantee Agreement Structure Overview
- Request for Information Overview
- Next Steps & Q&A



# Subgrantee Agreement (SGA) Timeline Review



# Subgrantee Agreement Structure: One SGA per Project; Two Parts to the SGA

1

## Main Body of the Contract

- Standard Terms & Conditions
- Composed of 14 sections, including:
  - Period of Performance
  - Disbursement of Grant Funds
  - Matching Funds
  - Permissible Costs & Use of Award Funds
  - Reporting & Performance Testing
  - Project Completion and Closeout

2

## Attachments

- 11 Attachments
  - Project-level Information
  - Additional Terms and Conditions
  - Attestations and Certifications

# Subgrantee Agreement - 11 Attachments & 1 Addendum

<b>Attachment 1</b> Approved Application and Project Summary	<b>Attachment 2</b> Project Schedule	<b>Attachment 3</b> Project Budget	<b>Attachment 4</b> Project Completion Criteria
<b>Attachment 5</b> Environmental & Historic Preservation Review	<b>Attachment 6</b> Cybersecurity & Supply Chain Risk Management	<b>Attachment 7</b> Protecting BEAD Program from Defaults	<b>Attachment 8</b> Other Federal Obligations
<b>Attachment 9</b> Property Standards	<b>Attachment 10</b> Reporting	<b>Attachment 11</b> Byrd Anti-Lobbying Amendment Certification	<b>Addendum 1</b> LEO Satellite Capacity

**SGA RFI-  
ATTESTATION  
(SIGNATURE  
NEEDED)**

NO INPUT NEEDED  
FROM  
SUBGRANTEE

**SGA RFI- TEMPLATE  
ON LINK UP IDAHO;  
SUBGRANTEE  
UPLOADS TO  
SALESFORCE**

TAILORED  
TEMPLATE  
CREATED FOR  
SUBGRANTEE

# Subgrantee Agreement RFI Additional Requirements

## Additional Required Items

### Project Specific

- Pro Forma Template
- Permitting & EHP Milestone Template
- Build America/Buy America Template
- Letter of Credit/Performance Bond Documents
- Tribal Consent Resolutions (where applicable)
- Federal Funding Accountability & Transparency Act Form

### Subgrantee Level

- Cybersecurity Risk Management Plan
- Supply Chain Risk Management Plan
- Certificate of Insurance Coverage

# Project Schedule (Construction Milestones): SGA Attachment 2

## Key Information

- Provide **planned start and completion dates for each key project activity**
- Serve as a **benchmark for tracking milestone achievement progress against quarterly reports / milestone disbursement**
- Further detail on **EHP and permitting** in separate non-SGA template

### Pre-construction

- Design and engineering
- Permitting and pole attachment agreements
- EHP assessments

### Construction

- Materials delivered
- Construction activities, e.g.:
  - Make-ready complete,
  - underground construction complete,
  - aerial construction complete,
  - tower(s) built
- Electronics installed

### Testing

- Testing and Turn-up

# Project Schedule (Construction Milestones)

## Schedule Demo

Once completed and submitted, this Construction Milestone Template will be included as an attachment to your Subgrantee Agreement. It outlines the full set of project construction milestones that the Idaho Office of Broadband (IOB) will use to monitor progress throughout the life of your project. Please review the instructions below to understand how this template will be used at two stages: (1) at agreement execution, and (2) during quarterly reporting.

**1. Purpose of this Template (Static Version Attached to Agreement)**  
 After you complete and submit this template, it will be included in your Subgrantee Agreement. It will be static and is intended to:

- Document the full set of milestones associated with BEAD-funded construction projects.
- Establish the expectations and terminology that IOB and Subgrantees will use consistently throughout the project.
- Provide an official baseline and shared reference for tracking pre construction, construction, testing, and completion activities.

**2. Quarterly Reporting Requirements (Dynamic Version Completed Each Quarter)**  
 Once your project is underway, you will report progress every quarter using a reporting form based on this same milestone list, with additional columns and lines for specific details. The quarterly reporting version will ask you to:

- Identify the status of each milestone.
- Enter dates, when reached or anticipated.
- Provide explanations for delays or changes.
- Upload supporting documentation (e.g., permits, engineering reports, construction photos, NEPA approval, make-ready completion evidence).

**INSTRUCTIONS**

1. In cell A3 (blue box), select your Project Number from the dropdown list.
2. Please fill out the expected Forecasted Start Dates and the Forecasted Completion Dates for each milestone in columns D and E. Add descriptions for each milestone as it pertains to your project specifics in the Description column (column C).
3. Refer to the Example Entries tab in this document for examples of milestone descriptions.

**Note:** One Project Schedule must be completed per project. This should be populated based on the most current, accurate information available, and therefore may vary from information you originally provided in the project application.

The information provided here will be included in the Subgrantee Agreement (Attachment 3).

**Select Project Number Here**

Phase	Milestone	Description	Forecasted Start Date	Forecasted Completion Date
Pre-construction	Design and Engineering			
Pre-construction	Permitting and Pole Attachment Agreements (Local/state/federal ROW, easements, pole attachment agreements (all non-EHP))			
Pre-construction	FHP Assessments			

< > ID SGA Attachment 2 Example Entries +

# Project Budget: SGA Attachment 3

## Key Information

- Defines **total budgeted cost per project** and represents reasonable estimates of allowable expenses for project implementation
- **The grant amount is fixed;** limited pre-contract expenses
- Project total costs broken down **quarterly** across the period of performance following SGA execution

## Relevant details

### 8 budget cost categories:

- A. Professional services
- B. Construction services
- C. Outside plant, towers and poles
- D. Network and access equipment
- E. Operating equipment
- F. Customer Premise Equipment (CPE) – *LEO projects only*
- G. Contingency funds
- H. Other allowable costs (e.g., software, personnel / labor, etc.)

**Total project cost must include the Federal BEAD award, Subgrantee match (and other match if applicable)**

# Budget Template Demo

Populate the following fields with itemized project budget information for each of the projects awarded to and operated by the Subgrantee.  
**Note:** one Budget must be completed per project. This should be populated based on the most current, accurate information available, and therefore may vary from information you originally provided in the project application.

## INSTRUCTIONS

1. In cell B4 (blue box), select your Project Number from the dropdown list. Once selected, cells C5, C6, and C7 will auto-populate with the NTIA-approved project award information. Review the below auto-populated fields for allocated BEAD Funding, Subgrantee Match, Other Match, and Total Project Cost dollars for understanding and acknowledgement.
2. Please fill out the expected allocation (\$ amount) of the Total Project Cost toward each cost category in the GREEN cells (rows 14 - 38). Grey fields will be populated with subtotals and totals as you fill out the sections.
3. The sum of all cost categories (cell I41) should equal the amount inclusive of Federal BEAD Funding and Subgrantee Match dollars (i.e., the Total Project Cost). You may indicate \$0 for fields that are not applicable to the project.

The information provided here will be included in the Subgrantee Agreement (Attachment 3).

**Cell B4: PROJECT NUMBER** (for cell B4, select ONE Project Number from dropdown list; the amounts in C5, C6 and C7 will then auto-populate with the NTIA-approved amounts)

Select Project Number Here	Dollars	Percent of Total Project Costs
Federal BEAD Funding	\$ -	#DIV/0!
Subgrantee Match	\$ -	#DIV/0!
Other Match (if applicable)	\$ -	#DIV/0!
Total Project Cost	\$ -	#DIV/0!

## Budget Template - Green cells are to be filled out

Budget Cost Category	Description	Projected Total Cost					Total
		Pre-Award Costs	Year 1	Year 2	Year 3	Year 4	
<b>Professional Services</b>							
Professional Services hired for program management, staff, planning and compliance	External staff personnel costs, including salaries and fringe benefits for staff and consultants providing services directly connected to the implementation of the BEAD Program (such as project managers, program directors, and subject matter experts).	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Salesforce Portals

Information will be collected in Salesforce as a centralized location for all subgrantee and project-specific data. There are two portals:

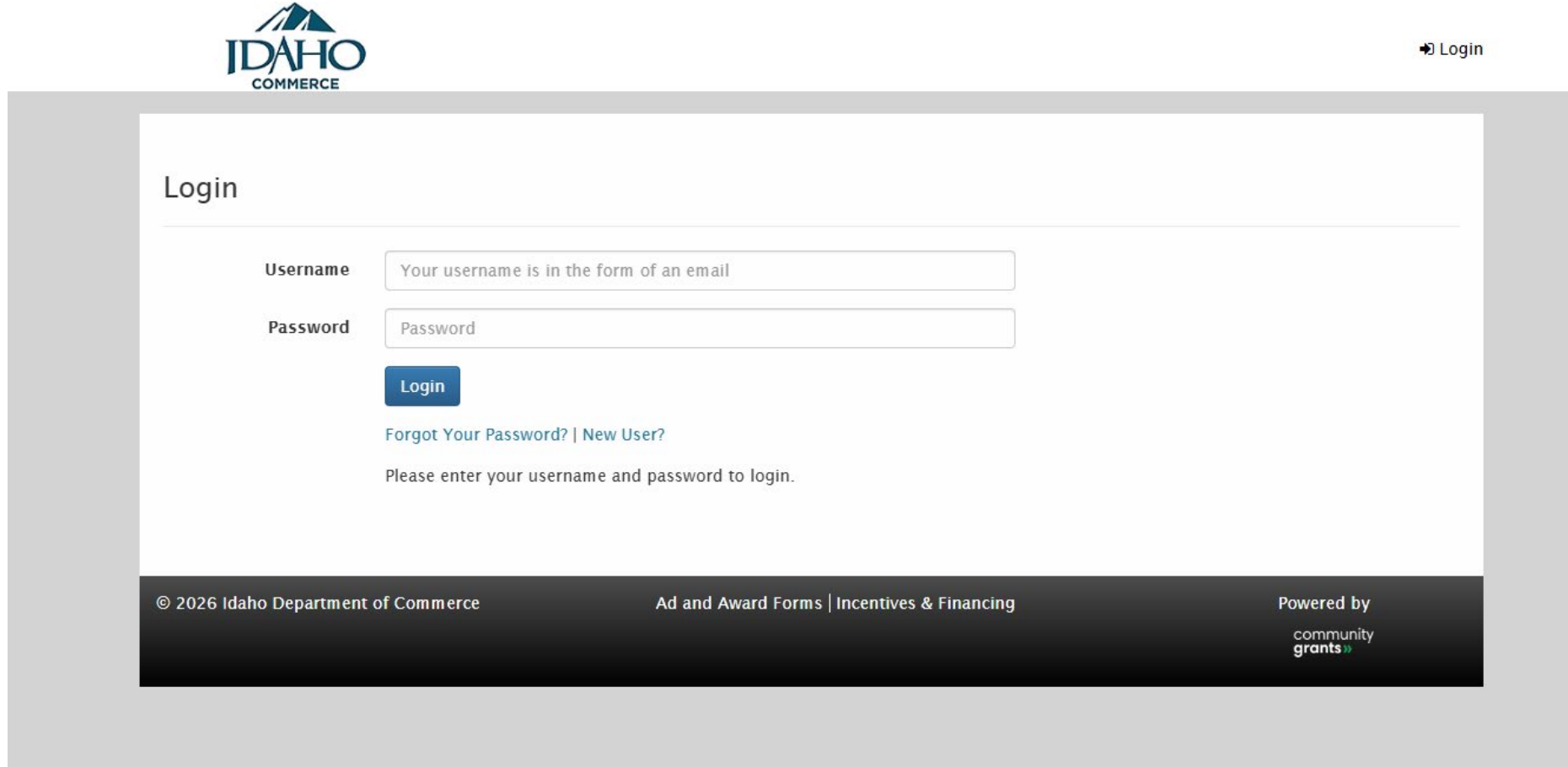
## Subgrantee Portal

- **Subgrantee Contact Information**
  - Confirm pre-populated information from application
  - Update and add new information as requested
- **Other Subgrantee and Project Information**
  - Upload signed attestations and certifications (must be authorized signatory)
  - Cybersecurity and Supply Chain Plans

## BEAD Project Portal

- **Project ID**
  - Choose the Project ID number from the drop list and answer each question for the project that you select
- **Financial Project Information**
  - Templates – Budget, Pro forma
  - Letter of Credit or Performance Bond (later deadline)
- **Project Information**
  - PDF map, project summary
  - Salesforce Questions re: project
  - Templates – Permitting & EHP, Project Schedule, BABA

# Portal View



The screenshot shows a web portal for the Idaho Department of Commerce. At the top left is the logo for IDAHO COMMERCE, featuring a stylized mountain range. At the top right is a "Login" link with an external icon. The main content area is titled "Login" and contains a form with two input fields: "Username" with a placeholder "Your username is in the form of an email" and "Password" with a placeholder "Password". Below the fields is a blue "Login" button. Underneath the button are two links: "Forgot Your Password?" and "New User?". A message below the links reads "Please enter your username and password to login." The footer is a dark grey bar with three sections: "© 2026 Idaho Department of Commerce" on the left, "Ad and Award Forms | Incentives & Financing" in the center, and "Powered by community grants" on the right, with a small logo for community grants.

IDAHO  
COMMERCE

Login

Username

Password

Login

[Forgot Your Password?](#) | [New User?](#)

Please enter your username and password to login.

© 2026 Idaho Department of Commerce

Ad and Award Forms | Incentives & Financing

Powered by  
community grants

# Portal View

## Portal Home

### Welcome to the Idaho Dept of Commerce Portal

If you're a new or existing Idaho company, you can apply for grants to cover almost any aspect of your business: expanding your customer base, improving your access to community infrastructure, and even applying for other funding. STEP Grants: STEP grants support Idaho businesses looking to expand into international markets through exports. GEM Grants: GEM grants help small communities improve infrastructure, remediate blight conditions, and create economic development opportunities. Eligible entities include communities with populations of 10,000 or less. Community Development Block Grants: This program enhances local infrastructure to create a better business environment for existing and potential businesses. Eligible entities include counties, cities with populations under 50,000, and service providers such as water and sewer districts and senior centers. Rural Community Block Grants: These grants finance infrastructure improvements in Idaho's rural communities.

I want to...

**Apply**

**Update**

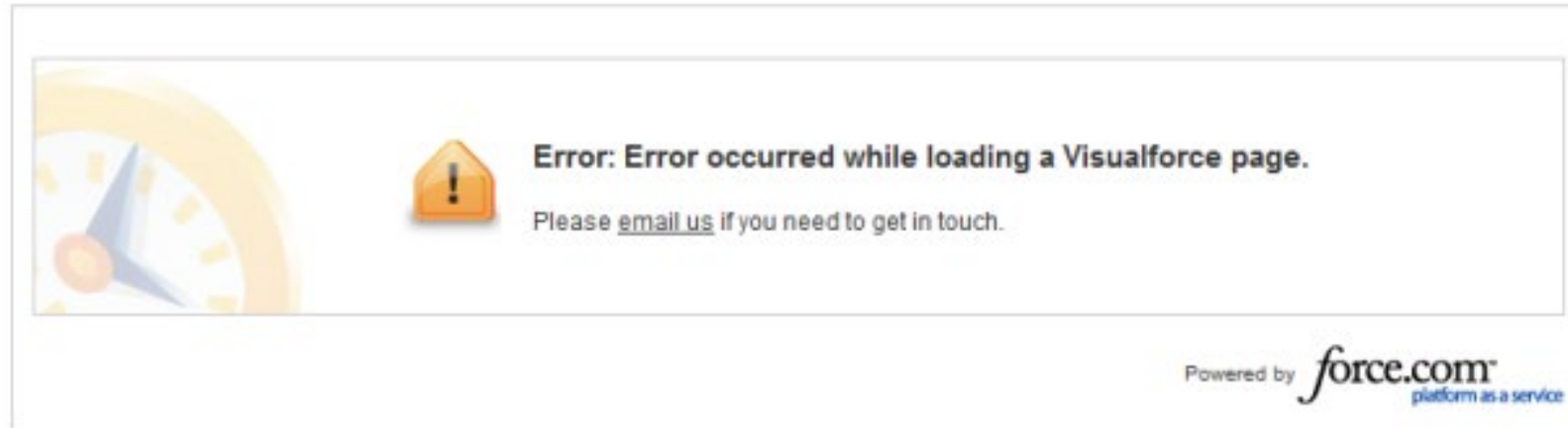
**Review**

# Portal View

1. Click blue hyperlink to start.
2. Select Company Specific under company name. Only need one application
3. Select Project Specific Questions per project

<a href="#">RFI BEAD Subgrantee: Company Specific Questions</a>	Commerce	Broadband	10/1/2026, 12:00 PM
<a href="#">RFI BEAD Subgrantee: Project Specific Questions</a>	Commerce	Broadband	3/31/2026, 12:00 PM

# Portal View



## This usually occurs when:

- Attempting to use the portal in Internet Explorer
- More than one session is open in multiple webpages
- Your session timed out
- You didn't log out before closing your web browser page
- Too much portal cache in the history

## To correct the problem:

- Use one of the recommended browsers: Google Chrome, Mozilla Firefox, or Apple Safari
- Completely close all browser windows and wait a few minutes before you try again
- Clear your browser's history cache and try again

Questions?



Thank you.

