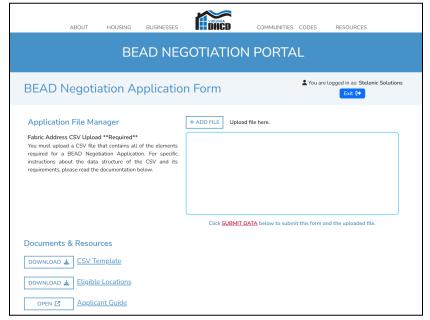
## **Applicant Guide**

for BEAD Negotiation Portal (v.2025.07)

The BEAD Negotiation Portal is an interface designed to facilitate the application submission for the subgrantee selection process for the Broadband Equity, Access and Deployment Program (BEAD) on behalf of the Virginia Office of Broadband. The following documentation provides information on how to properly submit application materials through this portal. For detailed information regarding the application process and requirements, please refer to the policy notice provided by Virginia's Department of Housing and Community Development (DHCD) Office of Broadband.

As stated in the Application Guidance, access to the BEAD NegotiationPortal is limited to broadband service providers (BSP's) that have successfully submitted a letter of intent to the Office of Broadband within the defined time period.



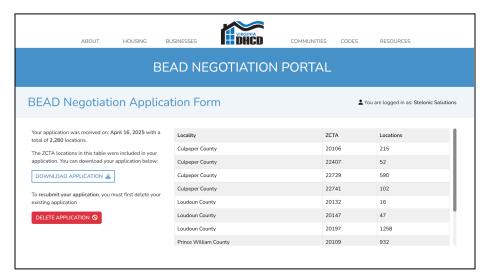
The submission window will open at 0900 on July 16th, 2025 and close at 2359 on July 26th, 2025. Previously sent unique links will be reused to access the negotiation portal. Through the link provided, applicants will be able to submit applications using the BEAD Negotiation Portal for BEAD eligible locations within the counties and cities listed in their submitted letter of intent. Specific BSP access to the BEAD Negotiation Portal is controlled via the unique url included in the invitation email and should not be shared.

To submit an application, use the email invitation link. This will open the BEAD Negotiation Application Form where all of the required information for the application will be

collected. Please note that applications can only be deleted from the portal after submission, there is no edit feature. Follow the instructions carefully and review all of the documentation before completing the application to ensure proper submission.

Applications must be created at the Broadband Serviceable Location Fabric (Fabric) level. The Application File Manager will allow you to upload one (1) CSV file that contains all of the applications. Each row of the CSV file is equivalent to one application. Please refer to the **CSV Technical Guidelines** document in the BEAD Negotiation Application Form for more details about the structure and requirements of the CSV file.

To submit a CSV file, click on the "**Add Files**" button and select the appropriate CSV file. The Form will upload and validate the file. Each row of the file is validated. Valid rows are accepted and invalid rows are rejected. You can then submit the upload, which will only create applications for the accepted Fabric locations.



After successfully submitting an application, you may return to the BEAD Negotiation Application Form to see the results of your submission.

This page will now display a summary of all of your applications, including the total number of locations and a count of locations per Zip Code Tabulation Areas (ZCTA). You can DOWNLOAD your submitted CSV file and you can DELETE all applications.

If you wish to re-submit your application, first you must DELETE your existing one. You will not be able to re-submit your application until you DELETE any existing ones.

All applications will be reviewed after the submission portal closes. BSP's winners for each Fabric Location will be notified by DHCD Office of Broadband.

For questions regarding the application process and the required information, please contact <a href="mailto:broadband@dhcd.virginia.gov">broadband@dhcd.virginia.gov</a>. For questions regarding the use of the portal, please use the support form located at the bottom of the BEAD Application Dashboard.