



# BEAD APPLICATION PROCESS CHECKLIST

During the BEAD application process, applicants will need to gather and submit information regarding their qualifications and their planned project. This checklist documents some of the items that may take time to complete and could be initiated in advance of the application window. **For more information, please refer to California's [Initial Proposal Volume 2](#) and [recorded webinars](#). Note: This is not a comprehensive list; additional information will be required when the application is released.**

## Organizational information

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- SAM.gov** registration unique entity identifier (UEI) *Note: Please register today if you do not already have one, as the process may take several weeks.*
- Organizational chart** indicating key personnel, teams, and company structure.
- Ownership information** (consistent with 47 C.F.R. § 1.2112(a)(1)-(7)), including entities with 10% or greater ownership interest. *Note: The CPUC will provide a template for this information in the application materials.*
- Certifications and licenses** held by the business and by individual employees, organized by role.
- Resumes** of key personnel, including managerial, technical, financial, and operational positions.

## Financial information

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- Letter of credit or performance bond** or **letter from a qualified institution confirming the commitment** to issuing an irrevocable standby letter of credit (ILOC) or bond. Alternatives described in the [conditional waiver](#).
- Audited financial statements** from the prior year or **alternative equivalent financial information** (or a justification as to why such statements may not be available and commitment to providing audited financial statements within 12 weeks of submitting an application).

## Experience and other projects

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- Information on past performance** on broadband projects (especially those similar in size and scope to the anticipated BEAD project). *Note: The CPUC will provide a template for this in the application materials.*
- Other public funding** your organization or its affiliates have received, applied for, or intend to apply for (including federal and state funding) for broadband deployment projects—as well as details about those public-funded projects. *Note: The CPUC will provide a template for this information in the application materials.*

## Legal and compliance

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- Cybersecurity and supply chain risk management plans** in alignment with the National Institute of Standards and Technology (NIST) Framework for Improving Critical Infrastructure Cybersecurity. *Note: In Prequalification, applicants are only required to certify that they have such plans; plans must be submitted to the CPUC before allocation of funds.*
- Employment and labor** certifications and narratives, including plans to ensure a skilled and credentialed workforce, description of a history of compliance, and plans for contracted resources.
- Applicant's certified commitment to compliance with legal and program requirements** including Build America, Buy America (BABA), environmental and historic preservation (EHP), and FCC regulations.
- Evidence of resources and expertise** developed by new entrants applying for funding.
- Formal Tribal consent** for projects on Tribal lands, or substantial evidence of sustained consultation. *Note: Formal Tribal consent will be required for projects on Tribal lands before a project is formally awarded.*



## Project plan

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- Shapefiles** illustrating the proposed network design, including all BSLs and CAI locations, planned routes, interconnection points, and supporting infrastructure.
- Technical narrative** detailing how the proposed infrastructure will deliver service to meet required speeds and latency for all proposed locations.
- Technical specifications** describing proposed miles of fiber, number of interconnection points, technology types, number of passings, and anticipated speeds and latency. *Note: The CPUC will provide a template for this information in the application materials.*
- Logical network design drawing** illustrating logical connectivity and ability to provide required service to each location. *Note: The CPUC will provide an example of this item in the application materials.*
- Additional design templates** for projects using fixed wireless or low-Earth-orbit satellite technologies. *Note: The CPUC will provide a template for this information in the application materials.*
- Project timeline** demonstrating deployment timelines and milestones that reflect a process of no longer than four years. *Note: The CPUC will provide a template for this information in the application materials.*
- Project costs template** documenting project costs, operational costs, and budgets. *Note: The CPUC will provide a template for this information in the application materials.*
- Pro forma business case analysis** for a 10-year period, including assumptions regarding take-rates, churn, revenue-per-user, operating expenses, cash flow, and capital expenditures over the course of the construction and start-up operations. *Note: The CPUC will provide a template for this information in the application materials.*
- Information on matching funds**, including source, amount, and justification of valuation of in-kind matching funds. *Note: The CPUC will provide a template for this information in the application materials.*
- Optional: An accompanying proposal to serve 90 percent of unserved and underserved locations**, if the applicant chooses, identifying which locations would be removed to achieve 90 percent coverage and the 90% project's proposed cost and matching funds.

## Scoring

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- Commitment and plans for serving locations with resilient infrastructure**, including backup power, risk mitigation, and infrastructure hardening practices. *Note: There will be different requirements depending on the project's High Fire Threat District. A commitment for all locations is not required (but is a scoring factor).*
- Commitment and plans for specific labor practices** including the use of a directly employed workforce, project labor agreements, local hire provisions, labor peace agreements, and an appropriately skilled and credentialed workforce, as well as a commitment to union neutrality and taking steps to prevent the misclassification of workers. *Note: A commitment to all labor practices is not required (but is a scoring factor).*

## Other requirements

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- Information on labor and staffing**, including certifications and licenses held by the company and workers, information on contractors or subcontractors, whether the project workforce is unionized, and job titles necessary for the proposed project.
- Environmental information** for NEPA and CEQA, denoting whether the project area includes historic properties, wetlands or waterways, coastal zones, floodplains, State Scenic Highways, threatened or endangered species, or other sensitive areas. Depending on the sensitive areas included in the project, the application will require the applicant to describe planned compliance, mitigation, and/or best management practices. The applicant will also be required to describe the project area (including photos), construction methods, and relevant maps. *Note: These questions are important for determining whether the proposed project qualifies for an exclusion or exemption under NEPA and CEQA.*