



# **Scoring Phase Application Guide for the Broadband Equity, Access, and Deployment (BEAD) Grant Program**

**The Delaware Department of Technology  
and Information (DTI)**

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## Introduction

The Broadband Equity, Access, and Deployment (BEAD) Program is administered by the National Telecommunications and Information Administration (NTIA), which must approve a series of required plans and proposals prepared by DTI before the State receives its \$107 million in allocated BEAD funding.

DTI is executing a multi-step process for selecting subgrantees and making BEAD funding awards:

1. NTIA approved [DTI's BEAD Initial Proposal Volume II](#) on May 7, 2024.
2. DTI conducted the prequalification of potential applicants from June 13, 2024, to July 9, 2024 (**Prequalification Phase**).
3. DTI will accept applications for specific grant areas from prequalified applicants from September 20, 2024, to October 18, 2024 (**Scoring Phase**).
4. If necessary, DTI will then proceed to negotiations with the highest-scoring applicants and make provisional grant awards (**Negotiation Phase**). The Negotiation Phase will occur only if (1) not every grant area receives a qualified application, or (2) the total amount of grant funding requests from qualified applicants exceeds Delaware's BEAD allocation.
5. DTI expects to announce final award decisions and post the Final Proposal for public comment by the end of the year 2024.

This Scoring Phase Application Guide (application guide) aims to provide applicants with guidance and clear instructions on Delaware's Scoring Application, as well as the portal (Bonfire) in which applicants will be completing and submitting their applications. The application guide also presents additional details that may help applicants understand the application requirements.

## Program Eligibility

To be eligible for Delaware’s BEAD grant program, applicants must:

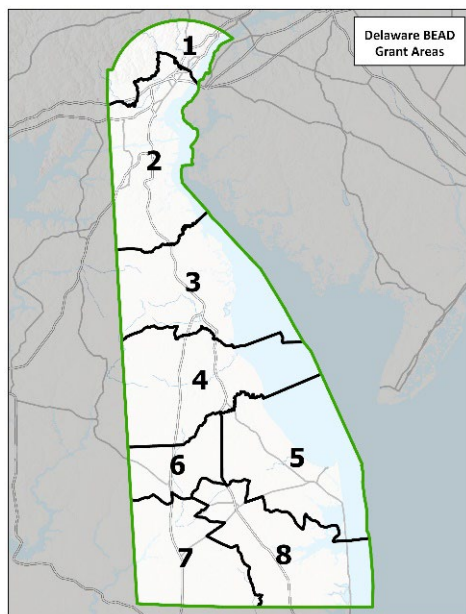
1. Satisfy financial requirements;
2. Satisfy organizational and operational requirements;
3. Propose a project that will offer a minimum of 100/20 Mbps service to all locations within the service area and 1/1 Gbps service to all Community Anchor Institutions (CAI) within the service area in accordance with the mandated timeline; and
4. Comply with all applicable requirements mandated by the BEAD Notice of Funding Opportunity (NOFO), 2 C.F.R. 200 Uniform Guidance, and the State of Delaware.

## Eligible Applicants

As per the BEAD NOFO, the State of Delaware “may not exclude, as a class, cooperatives, nonprofit organizations, public-private partnerships, private companies, public or private utilities, public utility districts, or local governments from eligibility as a subgrantee” (NOFO, p. 37).

## Eligible Project Areas

DTI has defined project areas through a Grant Area Determination Process in which it specified the geographic boundaries of the Grant Areas for which applicants can apply. As noted in the Initial Proposal Volume II, the Grant Area Determination Process relies on the results of DTI’s cost modeling and other data, as well as the map of unserved and underserved locations that resulted from the Challenge Process, in addition to other factors. (For more information, see page 28 of [DTI’s Initial Proposal Volume II](#).) The eight Grant Areas are outlined below. A list of Broadband Serviceable Locations (BSLs) corresponding to the Grant Areas was sent to applicants.



## Eligible Program Costs

According to the BEAD NOFO, “Allowable costs are determined in accordance with the cost principles identified in 2 C.F.R. Part 200, including Subpart E of such regulations for States and non-profit organizations, and in 48 C.F.R. Part 31 for commercial organizations, as well as in the grant program’s authorizing legislation. In addition, costs must be reasonable, necessary, allocable, and allowable for the proposed project or other eligible activity and conform to generally accepted accounting principles. Funds committed to an award may only be used to cover allowable costs incurred during the period of performance, except for reasonable pre-award expenses as described above, and for allowable closeout costs incurred during the grant closeout process” (NOFO, p. 81-82).

## Scoring Application Resources

Delaware's Initial Proposal Volume II describes the State's grant program design, proposed subgrantee selection process, grant application scoring criteria, plans for workforce development and affordability strategies, and other critical information. That document and other details about the BEAD grant program are available here:

<https://broadband.delaware.gov/pages/index.shtml?dc=bead>.

To support openness, fairness, and competition in its BEAD grant efforts, DTI established a formal process for applicants to submit questions about the substance of the Scoring Application and application guide. Applicants were able to submit questions until 5:00 PM on Thursday, September 12, 2024.

Templates required as part of the Scoring Application submission can be found and downloaded from Delaware's Bonfire portal and on DTI's website [here](#).

Applicants should progress through the application guide in sequential order, unless specifically directed to proceed otherwise.

## Portal Navigation

### How to Complete the Application

The screenshots below show a sample application built for the purposes of a general tutorial. They are provided as examples only to demonstrate the functionality of the Bonfire portal and do not reflect the content of the Scoring Application, which is covered in detail in subsequent sections.

### Registering an Account in Bonfire

For guidance related to creating an account on the Bonfire platform, please reference:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/7322917689367-Creating-a-Bonfire-Account-VIDEO>.

### Starting the Application

1. Log in to your Bonfire Vendor account using the 'Log in' tab OR the 'Log in/Register' button.

cloud DEMO Portal

Log in / Register

Procurement Portal

cloud DEMO

Department: All

Log in Open Public Opportunities Past Public Opportunities

Log in with your Bonfire Account

EMAIL

PASSWORD

Log in Forgot your password?

New Vendor Registration  
Create your free Bonfire account >

Need Help?  
Contact Bonfire Support here >

Technical Support Portal Security Terms of Service Privacy Policy

Help

Powered by Bonfire

- Search for DTI's Scoring Application under 'Open Public Opportunities' using the name of the application, "**Broadband, Equity, Access, and Deployment (BEAD) Grant Program,**" or the reference number, **DTI240058-BEAD\_GTPRGM**. Select 'View Opportunity' for DTI's Scoring Application. Note: If you received a direct email invite from DTI, the application would appear under 'My Opportunities.'

**Procurement Portal**  
Justine Phan

cloud  
DEMO

Department: All

Open Public Opportunities
Past Public Opportunities
My Opportunities

Search

Status	Ref. #	Project	Department	Close Date	Days Left	Action
OPEN	IFB-14136	Bulk Fluids	Purchasing	Jun 26th 2020, 3:00 PM EDT	18	<a href="#">View Opportunity</a>
OPEN	MX06	ERP Software Solution	Purchasing	Jun 26th 2020, 7:00 PM EDT	19	<a href="#">View Opportunity</a>
OPEN	MX05	Recruitment Services	Purchasing	Jul 5th 2020, 7:00 PM EDT	27	<a href="#">View Opportunity</a>
OPEN	RFP3948	Paper Products	Purchasing	Jul 6th 2020, 12:00 PM EDT	28	<a href="#">View Opportunity</a>

[Technical Support](#)
[Portal Security](#)
[Terms of Service](#)
[Privacy Policy](#)

Powered by  
 Bonfire



- Note the information listed under 'Project Details,' such as the application's 'Open Date' and 'Closing Date,' downloadable documents needed for the application, and other required information in order to submit an application. Deadlines will also be listed under 'Important Events.'

## RFP3948 - Paper Products

[Back to list](#)

cloud DEMO

### Project Details

Project: Paper Products

Ref. #: RFP3948

Department: Purchasing

Type: RFP

Status: **OPEN**

Open Date: Jun 8th 2020, 12:00 PM EDT

Questions Due Date: Jul 6th 2020, 12:00 PM EDT

Close Date: Jul 6th 2020, 12:00 PM EDT

Days Left: 28

Project Description:  
CloudDemo is soliciting bids for a variety of paper products. Please refer to the attached RFP documentation for the full scope of work.

June 2020

prev next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
	12p OPEN					
14	15	16	17	18	19	20
OPEN						
21	22	23	24	25	26	27
OPEN						
28	29	30	1	2	3	4
OPEN						

### Important Events:

Search

Status	Event Name	Location	Description	Dates	Mandatory
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Jun 8th 2020, 12:00 PM EDT	N/A
UPCOMING	Intent to Bid Due Date	Online Portal	Deadline to indicate your intent to Bid	Jun 19th 2020, 12:00 PM EDT	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Jul 6th 2020, 12:00 PM EDT	N/A
UPCOMING	Questions Due Date	Online Portal	Deadline to submit Questions	Jul 6th 2020, 12:00 PM EDT	N/A

4. Go to the 'Submissions' section, which can be found at the bottom of the page. Select 'Prepare Your Submission' to begin your application.

5. Under 'Step 1: Select Decisions,' select the Grant Areas in which your project will be located. You will need to submit project specific information for the projects in each of the grant areas you select here. Select only those areas in which your project is located.

Note: The project specific questions for each grant area you initially selected will appear on one page on a rolling basis. Note the Grant Area named in the section heading you are filling out to ensure you are answering the questions for the correct grant area. See below for the transition between questions pertaining to Grant Area 1 and Grant Area 8, for example:

**4.6C Provide the total amount of cash and in-kind matching funds for the project to be provided by other sources such as non-profit organizations.** GRANT AREA 1  
**REQUIRED** Data Type: Number Save Cancel

---

**Grant Area 1 - 5. Certifications Upload**

**5.1 Upload the signed and completed Certifications Template.** GRANT AREA 1  
**REQUIRED** File Type: Any (\*) # Files: Multiple Upload File...

**5.2 Applicants should use this question to upload separate documents for textbox-input questions where the applicant's narrative answer exceeded the character limit. Upload separate documents for each question if applicable. Each file should be labeled using the following structure: "Applicant Name-Question Number." For example: "DTI-3.1A" would be the file corresponding to the applicant's answer for question 3.1A.** GRANT AREA 1  
**OPTIONAL** File Type: Any (\*) # Files: Multiple Upload File...

---

**Grant Area 8 - 1. Scoring Criteria**

**1.1 Provide a project name.** GRANT AREA 8  
**REQUIRED** Data Type: Text Save Cancel

Max Length: 2000 characters, 2000 remaining

**1.2 Which Grant Area is this proposal for?** GRANT AREA 8  
**REQUIRED** Data Type: Text Save Cancel

## Downloading Supporting Documentation

DTI's Scoring Application requires the applicant to fill out and upload additional supporting documents. These documents can be found by navigating to the 'Supporting Documentation' page. To download a single document, click on the 'Download' button on the far right. To download all files simultaneously, click on 'Download All Files.' Note: These files will also be available to download via DTI's website during the Scoring Application period.

Supporting Documentation:

File	Type	Description	Date Created	Actions
RFP - Waste Removal Services.pdf	Documentation	Please refer to this main RFP document.	Jul 19th 2022, 11:13 AM EDT	Download
Submission Instructions.pdf	Documentation	Please refer to these submission instructions.	Jul 19th 2022, 11:13 AM EDT	Download

Download All Files Search

## Working on the Application

The questions in the Scoring Application are referred to as ‘Requested Information’ in the Bonfire template.

While navigating the application, if a question requires a file upload, applicants can upload requested documentation by selecting the ‘Upload File’ button on the far-right side of the row with the question. Note: There is no maximum size for files being uploaded, but larger files may take longer to upload.

### Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.

Click Edit to enter a data or text answer.



<div> </div> <b>Proposal</b> <div> <span>REQUIRED</span> File Type: PDF (.pdf) # Files: Multiple </div>	<div>  Upload File... </div>
<div> </div> <b>Appendix A</b> <div> <span>REQUIRED</span> File Type: PDF (.pdf) # Files: Multiple </div>	<div>  Upload File... </div>
<div> </div> <b>Appendix B</b> <div> <span>REQUIRED</span> File Type: PDF (.pdf) # Files: Multiple </div>	<div>  Upload File... </div>
<div> </div> <b>Appendix C</b> <div> <span>REQUIRED</span> File Type: PDF (.pdf) # Files: Multiple </div>	<div>  Upload File... </div>
<div> </div> <b>Do you have a WBE certification?</b> <div> <span>REQUIRED</span> Data Type : Yes/No </div> <div> <input type="radio"/> Yes <input type="radio"/> No </div>	<div>  Save Cancel </div>
<div> </div> <b>Paper Products Pricing Sheet (BT-02HR)</b> <div> <span>REQUIRED</span> BidTable # Files: 1 </div>	<div>   Upload File... </div>

Questions requiring a Yes/No or numeric answer are denoted by Data Type. Fill in these questions according to the requested Data Type as seen below. **Note: You cannot save the application as a whole entity. Each individual question must be saved using the ‘Save’ button in the upper right corner of the question box.**



**Do you have a WBE certification?**  

REQUIRED
Data Type : Yes/No





























☐ Yes ☐ No

Save Cancel

If you successfully answer a question, the portal will show a green validation circle. Insufficiently answered questions prompt red circles. If you see a red circle and you have already answered the question, please review the error message and update. All optional questions will appear with a yellow circle until sufficiently answered, at which point a green validation circle will appear.

### Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.  
Click Edit to enter a data or text answer.

<div>  <b>Proposal</b>  <div> <div>REQUIRED</div> <div>File Type: PDF (.pdf) # Files: Multiple</div> </div> </div> <div> <div>   </div> <div> <div>Test_Document_-_Assignment.pdf</div> <div>   </div> </div> </div>	<div>Upload File...</div>
<div>  <b>Appendix A</b>  <div> <div>REQUIRED</div> <div>File Type: PDF (.pdf) # Files: Multiple</div> </div> </div> <div> <div>   </div> <div> <div>Test_Document_-_Assignment.pdf</div> <div>   </div> </div> </div>	<div>Upload File...</div>
<div>  <b>Appendix B</b>  <div> <div>REQUIRED</div> <div>File Type: PDF (.pdf) # Files: Multiple</div> </div> </div> <div> <div>   </div> <div> <div>Test_Document_-_Assignment.pdf</div> <div>   </div> </div> </div>	<div>Upload File...</div>
<div>  <b>Appendix C</b>  <div> <div>REQUIRED</div> <div>File Type: PDF (.pdf) # Files: Multiple</div> </div> </div> <div> <div>   </div> <div> <div>Test_Document_-_Assignment.pdf</div> <div>   </div> </div> </div>	<div>Upload File...</div>
<div>  <b>Do you have a WBE certification?</b>  <div> <div>REQUIRED</div> <div>Data Type : Yes/No</div> </div> </div> <div> <div>   </div> </div>	<div> <div>Edit</div> <div>Delete</div> </div>
<div>  <b>Paper Products Pricing Sheet (BT-02HR)</b>  <div> <div>REQUIRED</div> <div>BidTable # Files: 1</div> </div> </div> <div> <div>   </div> <div> <div>Paper_Products_Pricing_Sheet_(BT-02HR).xlsx</div> <div>   </div> </div> </div>	<div>Upload File...</div>

If you would like to replace previously uploaded requested documentation, click the trashcan icon on the far-right side of the row of the file that needs to be replaced. You will then be able to upload a new file once again.

Cover Sheet

REQUIRED

File Type: PDF (.pdf) # Files: 1

Upload File...

✓ Test\_Document\_-\_Assignment.pdf

## Submitting the Application

Check the box stating, “I understand that I can't change any of the submission details or documents once the project closes.” Select ‘SUBMIT & FINALIZE MY SUBMISSION’ to submit the application.

## Step 2: Submit & Finalize

☒ I understand that I can't change any of the submission details or documents once the project closes.

[SUBMIT & FINALIZE MY SUBMISSION](#)



After submitting the application, the portal should redirect you to your Submission Receipt, detailing the information you provided in the application. You may download a copy of your submission materials on this page. You should receive an email of the Submission Receipt upon submitting the application, but if you fail to receive said email, you can select the ‘Send Email’ button at the bottom of the page to send it to your email again.

**SUBMISSION COMPLETE!**

Your submission has been finalized. Please see below for your confirmation details.

---

### Confirmation Details

Project:	Paper Products
Ref. #:	RFP3948
Submission Time:	Jun 08, 2020 6:26 PM EDT
Name:	Angela Martin
Email:	<div style="background-color: #ccc; width: 100px; height: 1.2em; display: inline-block;"></div> @gobonfire.com
Organization:	ABC Inc.
Requested Documents:	<b>Proposal - Required</b> <a href="#">Test_Document_-_Assignment.pdf</a> <b>Appendix A - Required</b> <a href="#">Test_Document_-_Assignment.pdf</a> <b>Appendix B - Required</b> <a href="#">Test_Document_-_Assignment.pdf</a> <b>Appendix C - Required</b> <a href="#">Test_Document_-_Assignment.pdf</a>
Requested BidTables:	<b>Paper Products Pricing Sheet (BT-02HR) - Required</b> <a href="#">Paper_Products_Pricing_Sheet_(BT-02HR).xlsx</a>
Requested Data:	<b>Do you have a WBE certification? - Required</b> Yes
Confirmation Code:	NzYyMzk=
Download All Files	 

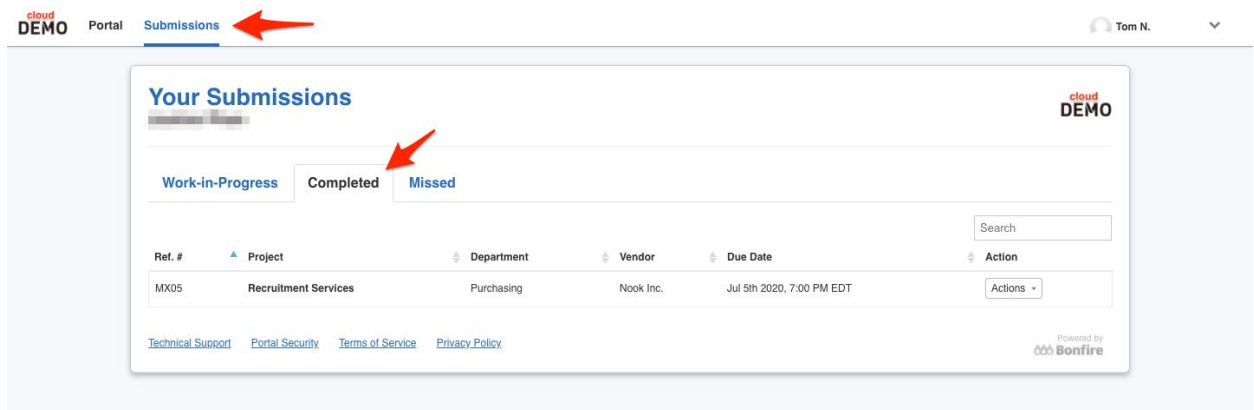
**Send Email**

Click to send an email to @gobonfire.com. A confirmation email has already been sent.

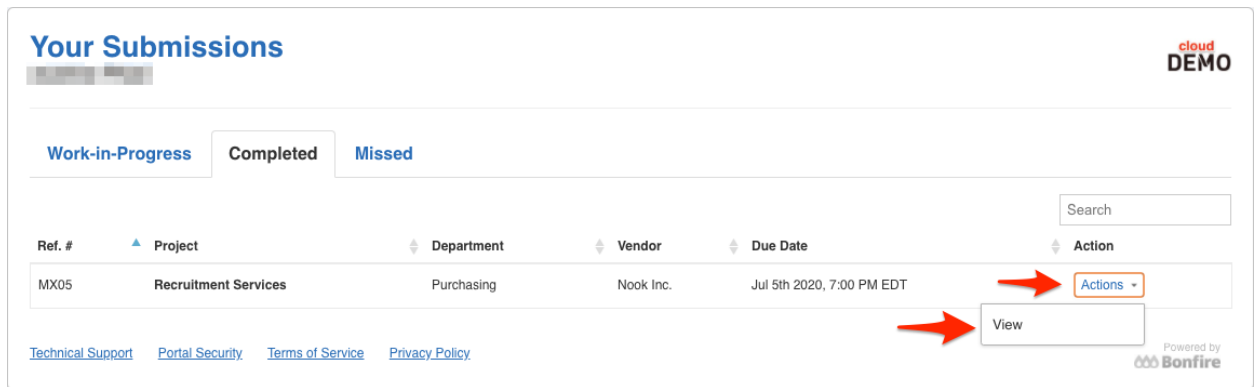
## Editing After Submission

Applicants may edit and update their applications after submission within the denoted Scoring Application window. Applications cannot be edited after the submission window ends. To edit your submitted application:

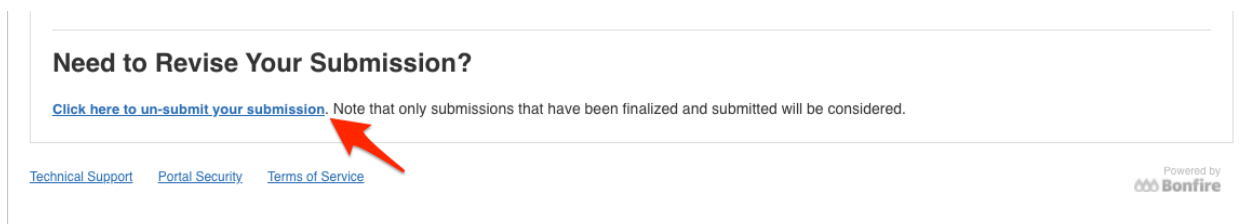
1. Verify that you are logged in to Bonfire. If not, log in using your Bonfire credentials.
2. Click on 'Submissions' at the top of the page.
3. Select the 'Completed' tab.



4. Next to the Scoring Application, click 'Actions' and then 'View' to see the submission receipt.



5. Navigate to the bottom of the page to the 'Need to Revise Your Submission?' header and select 'Click here to un-submit your submission.'



6. After un-submitting, you will be able to make edits to any questions on the application, including file uploads if need be.

7. Once you have finished adjusting your application, resubmit your application following the steps noted above. Once you have submitted again, you will receive a new email confirmation receipt with a different confirmation number. Note: You must resubmit your application before the deadline, otherwise your application will remain as a Work-In-Progress.

For all other questions and concerns regarding portal navigation, please visit Bonfire's Vendor Help Center: <https://vendorsupport.gobonfire.com/hc/en-us>.

## Templates

Multiple questions throughout the application require applicants to complete and upload a templated document. All template documents can be found [here](#) on the DTI Broadband website. Applicants should reference the instructions for each question and complete the templates to the best of their ability.

## Certification Questions

Throughout the sections in this application guide, applicants will see certification questions that do not appear in the Bonfire portal. These questions were kept in the application guide to provide context and instructions for how to progress through the application. Applicants will only see one question in the Bonfire portal regarding certifications: Question 5.1 (Project Specific) will require a file upload of the completed Certifications Template. The template should be filled out with all required and conditional (if applicable) certifications. The Certifications Template may be printed and signed by hand before uploading, or applicants may utilize an electronic signature on the document and then upload the signed file.

Please note, there are some certification questions that an applicant may not be able to certify. Applicants should follow the instructions in this application guide to navigate to the next required question, as not all questions will be required for all applicants. The instructions for each certification question will also notify the applicant if the certification is required. To be eligible to receive funding from Delaware's BEAD program, applicants must certify all required certifications (as applicable).

## Technical Support

For more Bonfire technical support, please reference the Bonfire Vendor Help Center site here: <https://vendorsupport.gobonfire.com/hc/en-us>. If you require additional assistance not provided by the resources on that website, please send questions to [BEAD@delaware.gov](mailto:BEAD@delaware.gov).



## Scoring Application Requirements

This application guide has two main “Scoring Questions and Certifications” sections with a total of 10 subsections outlining requirements that correspond directly to those in the Scoring Application.

### Applicant Information

Applicants will only need to submit the “Applicant Information” section once.

1. **Administrative:** Applicants will be required to submit information such as the applicant’s FCC Registration Number (FRN) or provide updates to contact information (if applicable).
2. **Organizational and Managerial Capacity:** Applicants will be required to submit a legal opinion demonstrating the capability to carry out the BEAD-funded activities. Applicants will be asked to answer questions designed to assess operational capability. Applicants will have the opportunity to revise materials submitted as part of their Prequalification Application, if applicable.
3. **Financial Capability:** Applicants will be required to provide a letter from a bank confirming its commitment to issuing an irrevocable standby letter of credit (ILOC) or a performance bond. Applicants will also indicate if they have been involved in bankruptcy, sought protection from creditors, or if any principals have been convicted of a felony or misdemeanor.
4. **Project Staffing and Labor Requirements:** Applicants will provide details regarding planned contract or subcontract resources, if applicable.
5. **Compliance:** Applicants will be asked to demonstrate awareness and understanding of all applicable State and federal laws and the qualifications and resources to perform BEAD-related commitments in compliance with all applicable laws. Applicants will also be expected to offer legally binding certifications via Delaware’s Certifications Template.

### Project Specific

Applicants will be required to submit the “Project Specific” section for each Grant Area they are applying for.

1. **Scoring Criteria:** Applicants will be required to provide responses to receive scores that align with Delaware’s Initial Proposal Volume II. Applicants will be required to identify the Grant Area, the BEAD funding request amount, and demonstrate compliance with labor laws and BEAD-related commitments.
2. **Project Plan Information:** Applicants will be required to provide technical narratives, project costs, project timelines, and shapefiles to illustrate the proposed project. Applicants must provide signed documentation from a currently licensed Professional Engineer certifying the accuracy of the materials provided in the section. Applicants will also be expected to offer legally binding certifications via Delaware’s Certifications Template.
3. **Project Financials:** Applicants will be required to submit a 10-year pro forma and a narrative explanation of the pro forma assumptions, along with a budget narrative. Applicants will be asked to demonstrate an understanding of additional requirements for Delaware’s BEAD program.
4. **Project Snapshot:** Applicants will be required to provide responses to support the state’s data collection efforts to capture metrics for the Final Proposal.

5. **Certifications Upload:** Applicants will be required to upload their completed Certifications Template.

## Scoring Questions and Certifications

**Note:** Unless the instructions for a question specify which question to proceed to (depending on the applicant's answer), please proceed through the application questions in sequential order.

### Applicant Information

**Note:** Applicants should submit the "Applicant Information" portion only once, regardless of how many Grant Areas the applicant is applying for.

#### Section 1: Administrative

**1.1 Provide the applicant's 10-digit FCC Registration Number (FRN), with leading zeros.**

A response to this question is required from all applicants. Provide the FRN in the textbox, with leading zeros.

**1.2 Select the category that best describes the service provider type.**

A response to this question is required from all applicants. Enter the provider type from the following list that best describes the service provider type: "ILEC," "Non-ILEC Service Provider," "Cooperative," "Tribal Government," or "Municipality/Local Government."

**1.3 Indicate if the applicant is a woman-owned business (WBE).**

A response to this question is required from all applicants. Provide an answer using the "Yes/No" dropdown menu.

**1.4 Indicate if the applicant is a minority-owned business (MBE).**

A response to this question is required from all applicants. Provide an answer using the "Yes/No" dropdown menu.

**1.5 Provide a website address (URL) for the applicant. This may be the homepage of the provider's website.**

A response to this question is required from all applicants. Provide the URL in the textbox.

#### Section 2: Organizational and Managerial Capacity

**2.1 Upload a legal opinion that demonstrates the capability to carry out funded activities competently and in compliance with all applicable federal, state, and local laws. The opinion must also detail any past violations or pending court proceedings.**

A response to this question is required from all applicants. Upload the requested file to the portal. Only one file may be uploaded. The upload must be in PDF format.

**2.1A Provide a description of the attorney’s qualifications, including license to practice law in the state of Delaware, and demonstration of familiarity with relevant laws and the organization. The description should also include the sources reviewed to render the opinion.**

A response to this question is required from all applicants. Upload the requested file to the portal. Only one file may be uploaded. The upload must be in PDF format.

**2.2 Check the box certifying that the applicant possesses the operational capability to complete and operate the project within the timeline and terms set by the subgrant and in compliance with all applicable federal, state, and local laws.**

Please note, this question will not appear in the sequential list of questions in the “Required Information” tab of Bonfire. A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload. Additional guidance regarding the Certifications Template and questions can be found in the Certification Questions section.

**2.3 Upload the applicant’s cybersecurity risk management plan.**

A response to this question is required from all applicants. Upload the cybersecurity risk management plan. The upload must be in Word or PDF format.

**2.4 Upload the applicant’s Supply Chain Risk Management (SCRM) plan.**

A response to this question is required from all applicants. Upload the SCRM Plan to the portal. The upload must be in Word or PDF format.

## Section 3: Financial Capability

**3.1 Would the applicant like to update the financial information in the application materials submitted during prequalification?**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu. Applicants that respond “Yes” should proceed to 3.1A. Applicants that respond “No” should proceed directly to 3.2.

**3.1A Upload the updated unqualified audited financial statements along with an explanation for providing new documents.**

A response to this question is required if applicant answered “Yes” to 3.1. Upload the requested files to the portal. Multiple files may be uploaded. The upload must be in Excel or PDF format.

**3.2 Provide a letter from a bank meeting the requirements of 47 C.F.R. § 54.804(c)(2) confirming its commitment to issuing an irrevocable standby letter of credit (ILOC) or a letter from a company holding a certificate of authority as an acceptable surety on federal bonds as identified in the Department of Treasury Circular 570 committing to issue a performance bond to the subgrantee.**

See <https://broadbandusa.ntia.gov/funding-programs/policies-waivers/BEAD-Letter-of-Credit-Waiver> for BEAD ILOC or performance bond requirements.

A response to this question is not required from applicants. Upload a letter from a bank, or if applicable, an insurance or surety company holding a certificate of authority as an acceptable

surety (see [Department of Treasury Circular 570](#)), confirming the commitment to issuing an irrevocable standby letter of credit (ILOC) or a performance bond. Upload must be in PDF or Word format.

**3.3 Has the applicant or its affiliates ever been involved in bankruptcy, a creditor(s) rights or receivership proceeding, or sought protection from creditors?**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**3.4 Has the applicant settled a debt with a lending institution for less than the full amount outstanding?**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**3.5 Has the applicant ever had a senior manager or principal convicted of any felony or misdemeanor, other than a minor traffic violation, or are any such charges pending?**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**3.6 Does the applicant have any outstanding judgments or liens pending against them other than liens in the normal course of business?**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

## Section 4: Project Staffing and Labor Requirements

**4.1 Does the applicant plan to contract or subcontract for resources for the deployment of the BEAD-funded project?**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**4.1A Provide a narrative describing the contract or subcontract resources the applicant plans to acquire for the BEAD-funded project.**

A response to this question is conditionally required if applicant responded “Yes” to 4.1. Provide a narrative that details the contract or subcontract resources the applicant plans to engage to carry out the proposed work.

## Section 5: Ownership Information

**5.1 Does the applicant commit to participating in any Affordable Connectivity Program-successor program as identified by NTIA?**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**5.2 Provide a narrative that details how the applicant intends to notify relevant populations of the new or newly upgraded offerings available in each area. The explanation should include**

**information that reflects any unique needs of the specific demographics of the area. That may include information in different languages or through particular mechanisms (e.g., radio ads).**

A response to this question is required for all applicants. Provide a response in the textbox detailing the applicant's public notification plans. The plans should include information about low-cost service plans and any federal subsidies for low-income households. The awareness campaigns must be conducted in an equitable and nondiscriminatory manner.

**5.3 Certify applicant agrees to abide by the nondiscrimination legal requirements (e.g., Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) set forth by the BEAD NOFO and acknowledges that failure to do so may result in cancellation of any award and/or recoupment of funds already disbursed.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

**5.4 Certify that the applicant understands Section 9 of the Secure and Trusted Communications Networks Act of 2019 (47 U.S.C. § 1608). By certifying, applicants indicate their understanding they may not use BEAD funding to purchase or support any covered communications equipment or service.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

**5.5 Certify that the applicant will comply with all program requirements, including service milestones.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

## Project Specific

**Note:** Applicant must submit the "Project Specific" portion of the application for as many Grant Areas as the applicant is applying for.

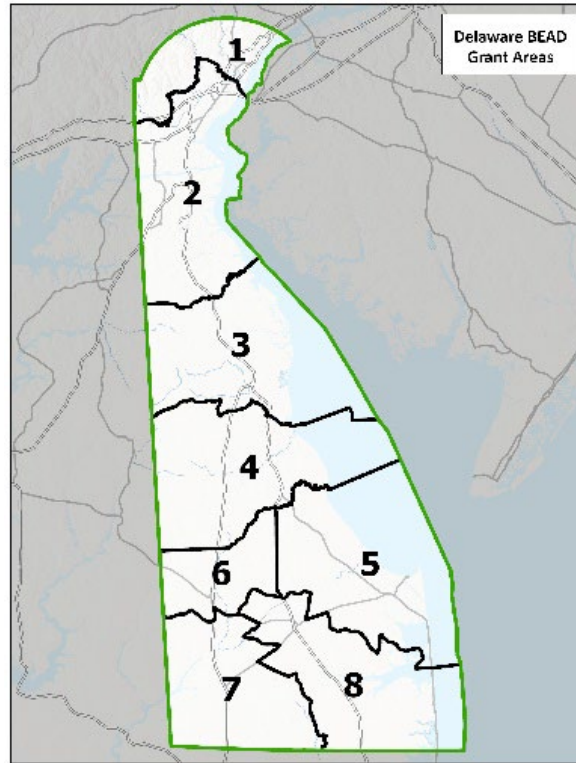
### Section 1: Scoring Criteria

#### 1.1 Provide a project name.

A response to this question is required from all applicants. Provide the project name in the textbox.

#### 1.2 Which Grant Area is this proposal for?

A response to this question is required from all applicants. Provide the Grant Area identification number in the textbox as a single numerical digit. Applicants should only submit one Grant Area identification number in the textbox. Applicants will have the opportunity to submit project specific materials for additional Grant Areas in subsequent sections. Reference the map below which outlines the eight Grant Areas as determined by the State's Grant Area Determination Process.



**1.2A What is the total cost for the proposed Project Grant Area?**

A response to this question is required from all applicants. Provide the total cost in the textbox. The total cost should be the sum of the BEAD funding request and the match, specific to the Project Grant Area.

**1.2B What is the proposed BEAD Outlay – the amount of funding the applicant is requesting?**

**This must be exclusive of the mandatory 25 percent minimum match.**

A response to this question is required from all applicants. Provide the funding request amount for the proposed grant area as a numerical value in the textbox.

**1.2C Is the proposed cost and BEAD Outlay of the Grant Area part of a “bundle” – meaning the cost proposal for this project is dependent on being awarded other Grant Areas? (Selecting yes means the applicant declines to be awarded at the quoted price if they are not awarded the other projects in the bundle.)**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**1.2C1 If yes, list the other Grant Areas on which this proposal depends.**

A response to this question is conditionally required if applicant answered “Yes” to 1.2C. In the textbox, list the Grant Area identification number(s) on which this proposal depends. Reference the map provided for 1.2 if needed. If applicant answered “No” to 1.2C, write “N/A” in the textbox.

**1.2C2 If yes, provide a narrative explaining the dependencies between the Grant Areas mentioned in 1.2C1.**

A response to this question is conditionally required if applicant answered “Yes” to 1.2C. In the textbox, explain the dependencies between the Grant Areas. If applicant answered “No” to 1.2C, write “N/A” in the textbox.

**1.3 Does the applicant commit to offering symmetrical 1 Gbps service for a monthly reference price of not more than \$100? This reference price is with no installation, equipment rental fees, or other charges to the end user.**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**1.3A Provide the price at which the applicant commits to offering symmetrical 1 Gbps service for a monthly reference price of not more than \$100. This price should have no installation, equipment rental fees, or other charges to the end user.**

A response to this question is required from all applicants. Provide the price in the textbox as a numerical value. The proposed cost must be inclusive of all recurring fees and taxes.

**1.4 Has the applicant been cited for any fair labor violations under the Federal Fair Labor Practices Act or Occupational Safety and Health Act in the five years preceding the date of application?**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu. If “Yes,” proceed to 1.4A. If “No,” proceed directly to 1.4B.

**1.4A Provide the number of labor violations or complaints in the five years preceding the date of application.**

A response to this question is conditionally required for applicants who answered “Yes” to 1.4. Provide the total number of violations or complaints in the textbox. The portal will only accept numerical values.

**1.4B Does the applicant commit to using at least 25 percent directly employed workforce (as opposed to a contracted workforce)? (If affirmative, include details in the workforce plan.)**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**1.4C Does the applicant commit to using unionized labor as part of the workforce? (If affirmative, include details in the workforce plan.)**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**1.4D Does the applicant commit to using in-house training or apprenticeship programs or using contractors with in-house training or apprenticeship programs? (If affirmative, include details in the workforce plan.)**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**1.4E Does the applicant commit to having at least 25 percent of workforce (full time or contracted) be locally hired? (If affirmative, include details in the workforce plan.)**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**1.4F Does the applicant commit to promote hiring from marginalized communities? (If affirmative, include details in the workforce plan.)**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**1.4G Upload a credible workforce plan outlining how the applicant will adhere to outstanding labor practices, including details supporting directly employed workforce, training or apprenticeship programs and how they are related to wage scales, certifications, and job titles, and promotion of local and diverse hiring as applicable. Include any measurable outcomes.**

A response to this question is required from all applicants. Upload a document detailing the applicant’s workforce plan, as it relates to the workforce constructing/deploying the high-speed internet infrastructure bundled under BEAD. Reference Delaware’s approved [Initial Proposal Volume II](#) for additional guidance on the contents of the workforce plan. Files must be in PDF or Word format.

**1.4H Upload a narrative description credibly demonstrating the applicant’s history of addressing factors identified in BEAD NOFO section IV.C.1.E based on specific practices and/or future commitments.**

A response to this question is required from all applicants. Upload the narrative description. Please include examples of similar projects by the applicant and its contractors and subcontractors and which labor practices (such as those mentioned in NOFO p.57) were adopted, how they were implemented, and monitored. If the applicant and/or its contractors and subcontractors have indicated labor violations, it should explain what they were, how they were resolved and what steps were taken to ensure future compliance. Files must be in PDF or Word format.

**1.5 How many months does the applicant commit to taking to complete the project, including build-out and initiation of service?**

A response to this question is required from all applicants. Provide the months as a numerical value in the textbox.

## Section 2: Project Plan Information

**2.1 Upload a technical narrative as a PDF detailing how the proposed infrastructure will deliver service that reliably meets or exceeds the program-required speeds and latency for all proposed BSLs and CAIs in the project area as outlined in the BEAD NOFO pp. 64-65.**



A response to this question is required from all applicants (see [BEAD NOFO, p. 64-65](#)). Upload a narrative to the portal to provide the requested information. Upload must be in PDF format. The narrative must include a discussion that comprises customer take rate assumptions, anticipated oversubscription ratios, network capacity, and construction methodology best practices. Critical details to be submitted within the narrative include:

- A detailed description of how the network will be connected to sufficient backhaul infrastructure to support the program performance requirements. Please include:
  - If the proposed network leverages backhaul infrastructure from its own existing network, describe that infrastructure and how the proposed network interconnects with it.
  - If the proposed network leverages backhaul infrastructure from another organization's existing network, describe that infrastructure, how the proposed network interconnects with it, and the negotiated terms for which the applicant will have access to the infrastructure for the life of their required service commitment.
  - If the proposed network requires construction of new backhaul infrastructure, describe that infrastructure, how construction of the infrastructure will be funded, what steps have been taken to ensure the new infrastructure will be commissioned prior to the applicant's proposed subscriber activation dates, and how the proposed network interconnects with it.
- An explanation of the projected subscriber take rate and the anticipated level of oversubscription based on the proposed network capacity.
- A network scalability plan to meet the program performance requirements if subscriber take rate is higher than anticipated, customers subscribe to higher service level offerings than anticipated, or any other factors that may require additional network capacity.
- A detailed description of how the proposed network will be deployed using industry best practices.
  - Describe what anticipated portions of the network will be built using underground or aerial.
  - If underground construction is proposed, describe the construction methods to be used (e.g., directional drilling, trenching).
  - Describe the construction materials and equipment to be used in the network (e.g., 1.25" HDPE conduit, 144-count fiber-optic cable, Calix E7 platform) and how the selected materials support a sustainable and scalable network.

**2.2 Upload a zipped file folder containing shapefiles illustrating the applicant's proposed network design. The shapefiles will include all BSL and CAI locations to be served by the project, all proposed fiber infrastructure routes to be constructed via the project, and project area boundary polygons encompassing all infrastructure routes, BSLs, and CAIs.**

A response to this question is required from all applicants. Upload the shapefiles illustrating the proposed network design to the portal to provide the requested information. Upload must be in zip file format.

The shapefile format is designed to store and represent various types of geographic features, such as points, lines, and polygons, along with attribute information associated with these features. A

shapefile is comprised of six separate file extensions (.CPG, .dfb, .prj, .sbn, .spx, and .shp). Shapefiles containing all six file extensions should be uploaded in a zipped folder.

The following layers shall be present in the submitted .shp file:

- The applicant's proposed BSL shall be submitted as point feature. This layer must be named "BSL." If you are submitting multiple applications, each separate application must still name each submitted file as "BSL" with no additional numbers or characters. The location data must be sourced from either the program's official map fabric or the officially published BSL .csv files. You can obtain the official program BSL data by accessing the emailing [BEAD@delaware.gov](mailto:BEAD@delaware.gov).
- The applicant's proposed CAI locations shall be submitted as point feature. This layer must be named "CAI." If you are submitting multiple applications, each separate application must still name each submitted file as "CAI" with no additional numbers or characters. The location data must be sourced from either the program's official map fabric or the officially published CAI .csv files. You can obtain the official program CAI data by emailing [BEAD@delaware.gov](mailto:BEAD@delaware.gov).
- The applicant's proposed fiber infrastructure routes shall be submitted as line features and the layer should be named "Network\_Infrastructure" in the submitted shapefiles. The submitted routes shall be provided as a singular line representative of all fiber infrastructure (conduit, fiber, aerial attachments) to be placed along any individual pathway (e.g., public rights-of-way, private easements). Routes shall be inclusive of all new backhaul, backbone, and distribution infrastructure. Routes that would only be constructed as part of subscriber activations (drops to individual subscriber locations constructed upon customer signup), shall not be included in the submitted file. The project's estimated take rate and drop mileage will be captured separately within the application.
- The applicant's proposed service area(s) shall be submitted as polygon features. The polygon must encompass all proposed locations and proposed infrastructure routes submitted as part of the project shapefile and the layer should be labeled "Project\_Boundary" in the submitted shapefiles.

**2.3 Upload a logical network design drawing (Network Diagram) as a PDF that illustrates the logical connectivity for the network and conveys the network's capacity to provide each proposed BSL and CAI with the required broadband speeds and latency. Ensure that all information is clearly legible.**

A response to this question is required from all applicants. Upload a Network Diagram to the portal to provide the requested information. Upload must be in PDF format.

Existing infrastructure present on the diagram should be clearly identified to distinguish it from proposed new infrastructure. The diagram should convey the network's capacity to provide each proposed BSL and CAI with the required broadband speeds and latency.

**2.4 Upload a project cost estimate using the Project Cost template. This cost estimate should demonstrate an understanding of the proposed project and its associated estimated costs.**

A response to this question is required from all applicants. Complete and upload the Project Cost template. Upload must be in Excel format.

The cost estimate must include a detailed itemization of each cost and sufficient description to verify the eligibility of each cost item proposed. For each cost item, the applicant must indicate the breakdown of costs to be covered by grant funds versus those provided by applicant matching funds. The applicant shall only provide eligible costs within its project cost estimate. The provided template includes instructions on how to fill out the spreadsheet and provides a description of what is to be included within each cost category. Reference the completed sample if additional guidance is needed.

**2.5 Upload a detailed project timeline using the Project Timeline template demonstrating the applicant's ability to complete the project within the four-year timeframe and identifying the project milestones.**

A response to this question is required from all applicants. Complete and upload the Project Timeline Template. Upload must be in Excel format.

The timeline shall include the key milestones for project implementation:

- Planning and Engineering
- Permitting or Make Ready
- Material and Equipment Procurement
- Network Construction
- Subscriber Activations; and
- Project Closeout Submission

**2.6 Using the template provided, upload a PDF document signed by a currently licensed Professional Engineer that certifies the accuracy and completeness of the materials uploaded in this section and attests that the proposed network can deliver broadband service that meets the requisite performance requirements to all locations served by the project within the required four-year deployment timeline.**

A response to this question is required from all applicants. Complete and upload the Professional Engineer Certification Template signed by a currently licensed Professional Engineer. Upload must be in PDF format.

**2.6A Upload documentation of the Professional Engineer's licenses as well as any written reports, letters, or analysis provided by the Professional Engineer regarding the proposed project.**

A response to this question is required from all applicants. Upload the documents as PDF, Excel, and/or Word files.

**2.7 Check the boxes to certify that the applicant is technically qualified to meet the minimum Network Topology and Capacity requirements.**

No response is required for this question.

**2.7A Applicant certifies that the proposed project will rely entirely on fiber-optic technology to each end-user premises and will ensure that the network built by the project can easily scale speeds over time to meet the evolving connectivity needs of households and businesses and support the deployment of 5G, successor wireless technologies, and other advanced services. See Infrastructure Act § 60102(a)(2)(I).**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

**2.7B Applicant certifies that at time of project closeout, all proposed BSLs shall be capable of receiving Reliable Broadband Service with speeds of not less than 100 Mbps for downloads and 20 Mbps for uploads with 95 percent of latency measurements during testing windows falling at or below 100 milliseconds round-trip time. See BEAD NOFO pp. 64-65.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

**2.7C Applicant certifies that at time of project closeout, grant-funded connections to proposed Eligible Community Anchor Institutions shall be capable of delivering service at speeds not less than 1 Gigabit per second for downloads and 1 Gigabit per second for uploads with 95 percent of latency measurements during testing windows falling at or below 100 milliseconds round-trip time. Additionally, the applicant certifies that these grant-funded connections can be used to provide business data services, which refers to the dedicated point-to-point transmission of data at certain guaranteed speeds and service levels using high-capacity connections. See BEAD NOFO p. 65.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

**2.7D Applicant certifies that its submitted project cost estimate is accurate and encompasses all costs to be incurred by the applicant as part of the proposed project.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

**2.7E Applicant certifies that its submitted project timeline is accurate and that it will be capable of providing broadband service to each proposed BSL and CAI that desires service within the committed timeframe.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

**2.7F Applicant certifies that it will obtain all necessary federal, state, and local governmental permits and required approvals necessary for the proposed work to be completed.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

### Section 3: Project Financials

#### **3.1 Certify that applicant will have sufficient financial resources to successfully complete its proposed project.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

#### **3.2 Certify that applicant understands that BEAD funding will be issued as reimbursements and not advance funding.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

#### **3.3 Certify that applicant will have sufficient financial resources to provide the pledged matching funding of at least 25 percent.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

#### **3.4 Certify that applicant has the financial resources to support all project costs necessary to complete the project, even if those costs exceed the amount of grant award and pledged matching funds.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

#### **3.5 Certify that applicant understands there will be no additional funding from the state of Delaware beyond the BEAD award, and any cost overruns will solely be the responsibility of the applicant.**

A response to this question is required from all applicants. Certify in the Certifications Template. Applicants will upload the completed Certifications Template in Section 5: Certifications Upload.

#### **3.6 Use the Budget Narrative template to provide a budget narrative for the project.**

A response to this question is required from all applicants. Complete and upload the Budget Narrative template. Uploads must be in Word or PDF format.

#### **3.7 Use the Project Budget template to provide the proposed budget for the project.**

A response to this question is required from all applicants. Complete and upload the Project Budget template. Uploads must be in Excel format.

#### **3.8 Use the template pro forma to provide a pro forma over the course of construction and start-up operations for a 10-year period.**

A response to this question is required from all applicants. Complete and upload the pro forma template. Upload must be in Excel format.

**3.9 Explain the pro forma assumptions regarding take-rates, churn, revenue per user, operating expenses, cash flow, and capital expenditures and detail any anticipated financial challenges.**

A response to this question is required from all applicants. Upload an explanation of all assumptions made by the pro forma, along with any anticipated financial challenges. Upload must be in Word or PDF format.

**3.10 Does the applicant commit to providing a low-cost plan that meets the requirements set forth in the Delaware Initial Proposal Volume 2? (Section 12.1)**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu.

**3.11 Does the applicant seek a waiver from DTI to increase the price of the low-cost service plan to no more than \$65 per month, understanding that all other requirements set forth in the Delaware Initial Proposal Volume 2 would still apply? (Section 12.1)**

A response to this question is required from all applicants. Provide an answer using the “Yes/No” dropdown menu. If “Yes,” go to 3.12. If “No,” go directly to 4.1.

**3.12 Provide the applicant’s proposed rate for the low-cost service plan, which must not exceed \$65.**

A response to this question is conditionally required for applicants who answered “Yes” to 3.11. Provide the proposed rate as a numerical value in the textbox.

**3.13 Provide the following evidence to support the applicant’s proposed rate:**

- **How the proposed rate is affordable to low income Delawareans;**
- **Per-subscriber costs in an area indicating that the target effective rate above would be financially unsustainable; and,**
- **The impact on average revenue per user (ARPU) and total project revenue of the target effective rate above would be financially unsustainable given actual or projected subscriber adoption patterns.**

A response to this question is conditionally required for applicants who answered “Yes” to 3.11. Upload documentation to support the applicant’s proposed rate provided in 3.12. Multiple files may be uploaded. Files must be in PDF format.

## **Section 4: Project Snapshot**

**4.1 Provide the estimated miles of aerial fiber for the new project build.**

A response to this question is required from all applicants. Provide the response as a numerical value in the textbox.

**4.2 Provide the estimated miles of buried fiber for the new project build.**

A response to this question is required from all applicants. Provide the response as a numerical value in the textbox.

**4.3 How many people, and in what roles, has the applicant hired for this project?**

A response to this question is required from all applicants. Provide a response detailing the estimated number of employment opportunities created for this project. Uploads must be in Excel, PDF, or Word format.

**4.4 Provide the applicant's proposed Total Project Cost rounded to the nearest cent.**

A response to this question is required from all applicants. Provide the response as a numerical value with a maximum of 12 digits including two decimal places in the textbox.

**4.5 Provide the applicant's proposed Total Funding Request (how much grant funding the applicant is seeking with this application) rounded to the nearest cent.**

A response to this question is required from all applicants. Provide the response as a numerical value with a maximum of 12 digits including two decimal places in the textbox.

**4.6 Provide the applicant's proposed Total Match amount.**

**Note: the minimum match requirement is 25 percent of the total project, unless the project includes High-Cost Areas (HCAs).**

A response to this question is required from all applicants. Provide the response as a numerical value with a maximum of 12 digits including two decimal places in the textbox.

**4.6A Provide the total amount of cash and in-kind matching funds for the project to be provided by the *applicant* itself.**

A response to this question is required from all applicants. Provide the response as a numerical value with a maximum of 12 digits including two decimal places in the textbox.

**4.6B Provide the total amount of cash and in-kind matching funds for the project to be provided by match-eligible *federal* sources.**

A response to this question is required from all applicants. Provide the response as a numerical value with a maximum of 12 digits including two decimal places in the textbox.

**4.6C Provide the total amount of cash and in-kind matching funds for the project to be provided by *other* sources such as non-profit organizations.**

A response to this question is required from all applicants. Provide the response as a numerical value with a maximum of 12 digits including two decimal places in the textbox.

## Section 5: Certifications Upload

**5.1 Upload the Certifications Template to the portal.**

A response to this question is required from all applicants. Complete and upload the Certifications Template to the portal. The template should be filled out with all required and conditional (if applicable) certifications. The Certifications Template may be printed and signed by hand before uploading, or applicants may utilize an electronic signature on the document and then upload the file. Only one file may be uploaded. Files can be in Word or PDF format.

**Extra Question**

Applicants should use this question to upload separate documents for textbox-input questions where the applicant's narrative answer exceeded the character limit. Upload separate documents for each question if applicable. Each file should be labeled using the following structure: "Applicant Name-Question Number." For example: "DTI-3.1A" would be the file corresponding to the applicant's answer for question 3.1A.