



BEAD ADMINISTRATION COMPLIANCE WEBINAR

Reimbursement Grantees

May 21, 2026

Agenda

1. Overview
2. Contracting
3. Environmental Requirements
4. Procurement and Build America, Buy America (BABA)
5. Reporting
6. Request for Payment Process
7. Monitoring
8. Project Modifications, Closeout, and Additional Resources
9. Q&A and Feedback



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1. Overview

Why this Webinar Matters

This webinar is designed to help grantees navigate their grant lifecycle and stay in compliance throughout the period of performance.

Webinar Focus Area

- What you need to do before your project starts, like contracting and environmental reviews
- A simple overview of your grant requirements at both the federal and state level
- How to get ready to request payments, submit reports, and prepare for monitoring
- What to do if your project changes and how to successfully close out your grant

BEAD Awards at a Glance



\$813.3M

Tennessee BEAD
allocation

43,871

Eligible locations



100%

Planned coverage in
approved Final Proposal

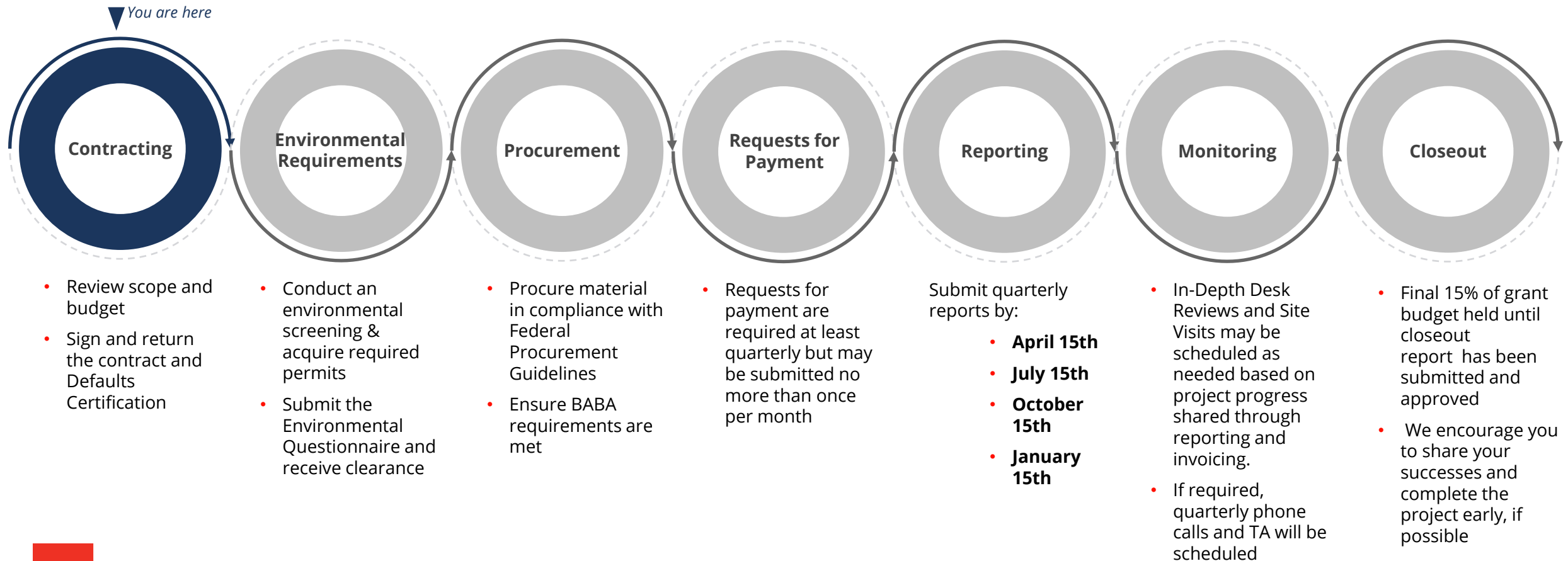
\$402.2M

Total deployment costs
(BEAD + match)



Grant Management Roadmap

Key actions and deadlines across the grant period.



Looking Ahead: Transition to GMS

ECD is transitioning to a new **Salesforce Grants Management System (GMS)** in September 2026, which would bring changes to your interactions with ECD.

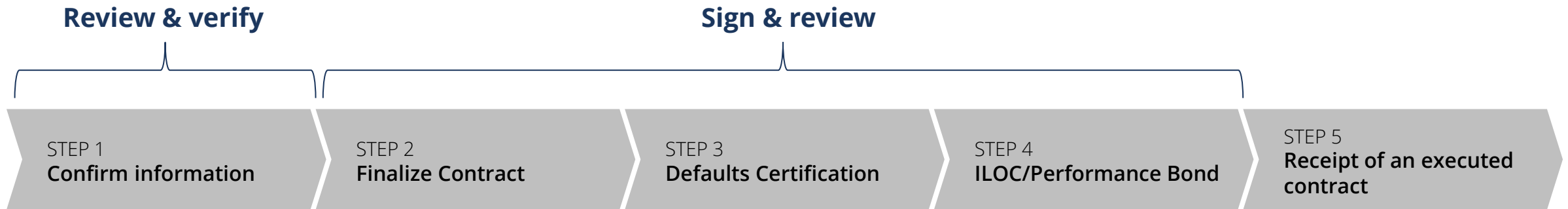


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2. Contracting

Contracting

The designated point of contact will receive a draft contract via email from ECD Legal.



Confirm your:

- **Legal Name**
- **Scoped milestones**
- **BSL count**
- **Project area map**
- **Budget**

Once reviewed, return signed contract back by selecting "Reply All" on the initial email

Email defaults certification to ECD.Broadband@tn.gov

Email required irrevocable letter of credit (ILOC)/ performance bond materials to your program manager, if not shared previously

ECD Legal will provide the contract once it has been executed. Save this for your compliance files.

*Copy your program manager
on all communication*

Contract Highlights

The final contract shall include the following key items across the defined sections.

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)			
Begin Date You cannot incur expenses before this date	End Date You cannot incur expenses after this date	Agency Tracking # The number of the program internally (budget)	Edison ID The number for this contract, also referred to as a "PO" number
Grantee Legal Entity Name Legal Name of your organization, including a dba, if applicable		Edison Vendor ID The number associated with your entity	
Subrecipient or Contractor ☒ Subrecipient ☐ Contractor		CFDA # Grantee's fiscal year end This is the end of your fiscal year per your application and program	

Section	Description
A	Scope of Services and Deliverables
B	Term of Grant Contract
C	Payment and Conditions
D	Standard Terms and Conditions
E	Special Terms and Conditions
Attachment A	Detailed Project Activities
Attachment B	Project Area Unit Map
Attachment C	Federal Award Identification Worksheet
Attachment D	BEAD Statement of Assurances
Attachment E	Grant Budget

Scope & Milestones

Information should **match with the Contracting Tab of the Grant Application** that your organization reviewed in December 2025. Please conduct a thorough review to avoid delays and ensure accuracy.

Technology type

Sample Scope

The grantee shall install **Fiber-Optic Technology** serving the **100 locations in Lincoln 1 and 87 locations in Lincoln 2** identified in Attachment B. This infrastructure will be deployed using Fiber-Optic Technology which shall reliably meet or exceed internet speeds of 100/20 Mbps and will be **scalable to a minimum of 1000/1000 Mbps** with latency of no more than 100 milliseconds. The project shall be completed within 36 months following the approved milestones, which are:

- The Grantee shall submit a completed Protecting the BEAD Program from Defaults certification at the time it returns the signed grant contract. No BEAD funds may be released until the certification is received, and the Grantee agrees that the commitments made in the certification remain in effect throughout the BEAD federal interest period.
- The subgrantee shall provide a milestone schedule identifying specific deadlines and describing how the Subgrantee proposes to meet timing requirements including, as required, the completion of consultations, the completion of NEPA and Section 106 reviews, and the submission of Environmental Assessments (EAs) or Environmental Impact Statements (EISs) prior to receiving grant funds, unless otherwise approved by TNECD.
- The grantee shall complete **Fielding (Complete Pre-Grant), Contractor Procurement, Network Design, Environmental Permits and Review, Central Office/Hut/Covered Structure Construction, Easement/ROW Permits and Review, Utility Make-Ready, and City/County Franchise Agreements within 12 months** of the contract start date.
- The grantee shall complete **Network Construction and Material Procurement, Material Receipt, and Network Drop Construction within 24 months** of the contract start date.

BSL count for each awarded Project Area Unit (PAU) in the contracted area

Minimum scalability: the highest speed your organization committed to in the awarded application

Milestones: project milestones proposed in the Construction Budget Estimate as part of the application

Budget Information

NTIA requires approval for budget amendments. Please conduct a thorough review of your budget and budget line items to avoid delays.

GRANT BUDGET			
GRANT CONTRACT #: _____			
GRANTEE: _____			
GRANTEE CONTACT: _____			
PROGRAM AREA: _____			
The Grant Budget line-item amounts below shall be applicable only to expenses incurred during the following applicable period:			
BEGIN: DATE		END: DATE	
EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT*	GRANTEE MATCH ³	TOTAL PROJECT
Construction	0.00	0.00	0.00
Construction Inspection	0.00	0.00	0.00
Engineering Design	0.00	0.00	0.00
Engineering (other than design) ²	0.00	0.00	0.00
Legal Services	0.00	0.00	0.00
Appraisals	0.00	0.00	0.00
Acquisition of Real Property	0.00	0.00	0.00
Grant/Project Administration	0.00	0.00	0.00
Environmental Review	0.00	0.00	0.00
Capital Purchase ²	0.00	0.00	0.00
Other <u>Non-Personnel</u> ²	0.00	0.00	0.00
Other Professional Fees ²	0.00	0.00	0.00
Project Contingency	0.00	0.00	0.00
GRAND TOTAL	0.00	0.00	0.00

ENGINEERING (OTHER THAN DESIGN)	AMOUNT
Details will be listed here	Amount
TOTAL	Amount

CAPITAL PURCHASE	AMOUNT
Details will be listed here	Amount
TOTAL	Amount

OTHER NON-PERSONNEL	AMOUNT
Details will be listed here	Amount
TOTAL	Amount

OTHER PROFESSIONAL FEES	AMOUNT
Details will be listed here	Amount
TOTAL	Amount

Protecting the BEAD Program from Defaults Certification

NTIA requires all BEAD subgrantees to sign the “Protecting the BEAD Program from Defaults” Certification, as mandated in the BEAD General Terms & Conditions (updated November 2025).

About the certification

- **Purpose:** Confirms the grantee will not require or take additional federal funds to serve the awarded BSLs. This supports program integrity and long-term project viability
- **Timeline:** Required at the time of contract execution. Reimbursements cannot be approved until this certification is received
- **Sensitivity:** NTIA may publicly post or otherwise disclose this certification

Grantee preparation steps & requirements

- **Organization letterhead:** Complete the certification on organization letterhead in PDF format
- **Specific language:** Use the required TNECD language and complete all required fields
- **Signing authority:** Ensure the certification is signed and dated by the Authorized Organization Representative
- **Final submission:** Email the certification to ECD.Broadband@tn.gov and copy your Program Manager when you return your signed contract to TNECD legal

CERTIFICATION LANGUAGE (TO BE PRINTED ON OFFICIAL LETTERHEAD)

Date: _____

To:
Tennessee Department of Economic & Community Development (TN ECD)
Attn: Tennessee ECD Broadband Office
Tennessee Tower, 27th Floor
312 Rosa L. Parks Ave., Nashville, TN 37243

Re: Certification Required Under the BEAD General Terms and Conditions – “Protecting the BEAD Program from Defaults”

As a condition of receiving a Broadband Equity, Access, and Deployment (BEAD) Program subgrant from TN ECD, the undersigned Authorized Organization Representative (AOR) for **[Subgrantee Legal Name]**, including its affiliates, hereby certifies the following:

1. **[Subgrantee]** and any of its affiliates will not require or accept any additional Federal funds to support a BEAD project¹ during the BEAD subgrant agreement's period of performance, extended period of performance, or federal interest period; and
2. **[Subgrantee]** and any of its affiliates will not require or accept any additional Federal broadband service subsidies² for the project(s) and/or Broadband Serviceable Location(s) (BSL(s)) to be served by the subgrant during the BEAD subgrant agreement's period of performance, extended period of performance, or federal interest period, other than any such subsidies that were committed prior to the BEAD subgrant agreement. (This includes, but is not limited to, new operating expenses for any BEAD project(s) or BSL(s)).

I certify that the foregoing is true and correct.

Executed on this ____ day of ____.

Signature: _____
Name: _____
Title (AOR): _____
Organization Name: _____
Address: _____
Phone: _____

¹ 47 U.S.C. § 1702(a)(2)(K) (defining the term “project” as “an undertaking by a subgrantee under this section to construct and deploy infrastructure for the provision of broadband service”).
² For purposes of this prohibition, a “Federal broadband subsidy” is defined as any Federal funds made available to subsidize the provision of broadband service. For example, Federal broadband service subsidies include, but are not limited to, any of the Universal Service Fund (USF) support mechanisms.

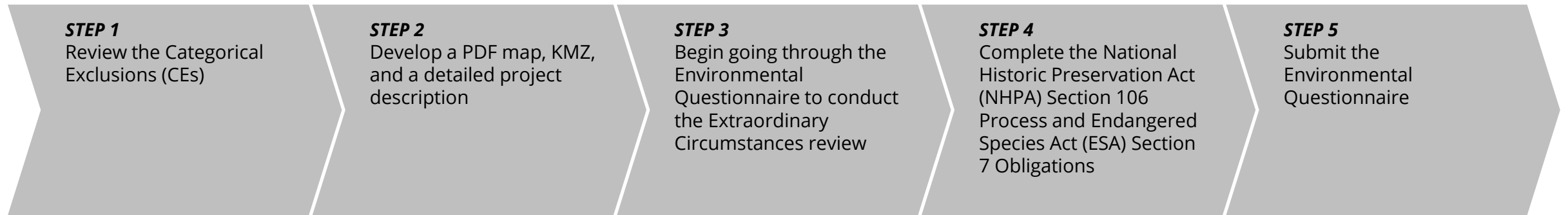
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3. Environmental Requirements

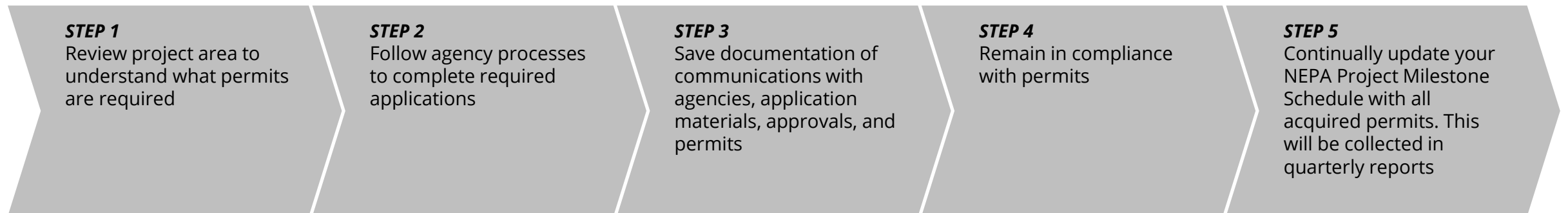
Environmental Readiness

Two key requirements include conducting an environmental screening and acquiring and tracking all required permits

Environmental screening



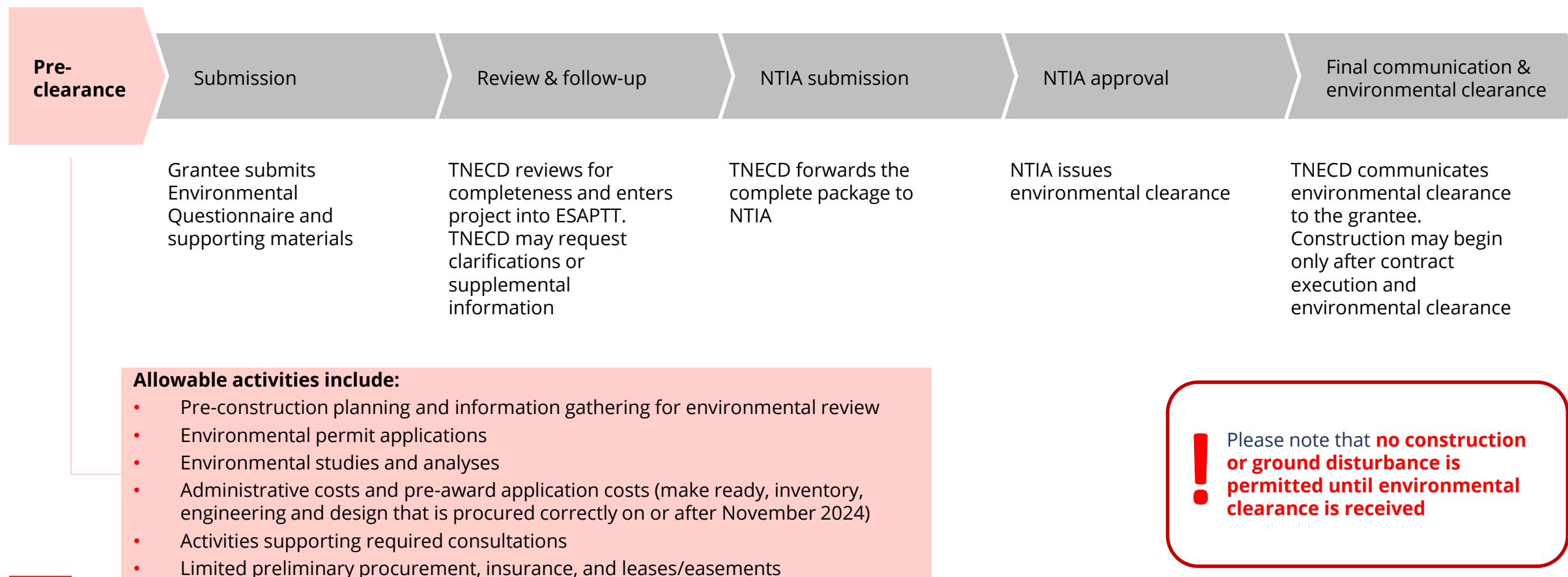
Permitting process



TNECD will publish an **Environmental Screening and Compliance Guide** next month as a resource for completing environmental screening and common permit requirements

What Can Happen Before Clearance

What grantees may do before environmental clearance and how projects move through environmental screening requirements



Permitting Roundtables

All grantees are invited to join TNECD's quarterly permitting roundtables, which will begin this summer

What is it?

- The roundtables serve as an opportunity to raise concerns and questions around the environmental and permitting requirements for your project
- TNECD will use insights from these sessions to escalate your input to relevant agencies

What will be expected of my organization?

- Join the permitting roundtable sessions prepared with questions or concerns your organization has regarding permitting and environmental requirements.
- As needed, your organization may also provide input through **this form, which will also be published on the [BEAD Program](#) page.**
- At any time throughout your project if you have questions or concerns you need to escalate to TNECD regarding permitting or environmental requirements, please fill out this form. TNECD will closely monitor submissions and will promptly reach out to your organization with a response.



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4. Procurement and Build America, Buy America (BABA)

Procurement Readiness

Reimbursement subgrantees must follow federal procurement standards.

Procurement Methods & Thresholds

- **Micro-purchase ($\leq$ \$15,000):** No competitive quotes required
- **Small purchase ($\leq$ \$350,000):** Price quotes required from at least three sources
- **Competitive proposals ($>$ \$350,000):** Formal competitive process required

Pre-existing contracts

Use of pre-existing contracts is allowed if the contract was **properly procured** under Uniform Guidance

Non-competitive procurement

- Sole source (noncompetitive) procurement is **only permitted when justified under Uniform Guidance:**
- Only one source available (only one vendor makes that part)
 - Public emergency / urgent need
 - Express authorization from awarding agency
 - Inadequate competition after solicitation

Record Retention

- Must retain records of competitive procurement for all purchases for 5 years after the date of the final payment
- A sample of procurement documentation will be requested during monitoring

Grantee Requirements for BABA

Under Build America, Buy America, grantees must ensure that iron, steel, products made in factories, and materials for construction come from the U.S. Grantee compliance includes the following:

Self-Certification Page

Use the self-certification page on the [Department of Commerce's](#) website to ensure manufacturer's BABA compliance

Key elements of the self-certification list:

- Manufacturer name
- URL to company-hosted page that lists American-made equipment that meets BEAD BABA waiver requirements
- Signature of a company officer

BABA Certification Letter

Obtain and save BABA certification letters from manufacturers

Key elements of the manufacturer certification letter:

- BABA domestic manufacturing requirement reference
- Equipment information
 - Product Name
 - Product Description (e.g., what it is or what it does)
 - Quantity
- Location of manufacturing
- Signature of an authorized company representative

Waiver Reporting

Create a reporting tracker on the finished waived electronics used (**NTIA template will be provided**)

Key elements of reporting tracker:

- Name of Manufacturer
- Category of electronic product (e.g., router, switch, power system, radio, etc)
- HS Code (10 digit)
- Product Identifier (e.g., Stock Keeping Unit (SKU), Product ID, Part No., etc.)
- Common language description of the product's function
- Country of origin
- Quantity

This will be reviewed during mid-point monitoring. TNECD also may request this information at any point throughout the performance period.

Waiver reporting will be collected during January and July reporting



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5. Reporting

Quarterly Reporting

Details on what to submit and when, for quarterly reports

Key Information	Required Information for Quarterly Reports*
- Quarterly Reporting Cycle - April 15th - July 15th - October 15th - January 15th - Annual Report - The first report will be due July 15th, 2026, if you have an executed contract - Quarterly reports submitted after the deadline may result in a monitoring finding - Quarterly reporting may stop once the closeout report is approved	Collected Each Quarterly Report - Funds and match expended to date - Budget or scope modifications and project extensions (if applicable) - Project status and construction phase - NEPA Environmental Milestone Schedule January and July Reporting Only - Confirmation of BABA compliance - BABA waived electronics tracker - Number of jobs created and retained - Number of active subscribers - Build progress - Miles of fiber built - Miles of fiber leased - Miles of fiber upgraded - Number of base station sites built - Number of base station sites leased - Number of base station sites upgraded - Served locations report - If location is residential, business, or residential and business - Max advertised upload and download speed - Technology type - Performance measure testing – January only

Performance Measures Process – January Reporting

Network performance testing must be done annually in adherence with the [BEAD Policy Notice: Performance Measures for BEAD Last-Mile Networks](#)

- 1. Due Date:** Due January 15th, Annual through entire performance period and at closeout
- 2. Must be an FCC reported location:** After the FCC releases the location fabric, grantees will randomly select a sample set of active subscribers for each committed speed tier and technology.
- 3. Random Sampling:** Providers may choose their own method. Providers are encouraged to sample a larger than required sample size in the event a location can't be used.
- 4. Reporting Requirements (template will be provided):**
 - ☐ Speed and latency tests
 - ☐ Methodology used for random sampling
- 5. Publicly Posted:** Aggregate results and speed test methodology must be published on your website. This data is also subject to public records request.

Sample Size

Active Subscribers	Minimum # of Test Locations
50 or fewer	5 locations (if less than 5 subscribers, test all)
51-500	10% of locations
500 or greater	50 locations

Measurement Period

Active Subscribers	Minimum # of Test Locations
Same One Week Period (7 days)	6:00 pm -12:00 am/ each day

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6. Request for Payment Process

Reimbursement Submission Process

How to prepare and submit a reimbursement request

❑ **Step 1. Complete the Request for Payment Template**

Enter each cost on the Backup Detail tab, use the correct budget line item, complete the invoice request details, and sign the coversheet. The invoice must be signed with a wet or digitally verified signature.

❑ **Step 2. Compile Supporting Documentation**

For each expense, include the vendor invoice or sales receipt and proof of payment. Tennessee's instructions say proof of payment can include canceled checks, bank statements, credit card statements, or detailed check stubs.

❑ **Step 3. Assemble the Request Package**

Package the request in one PDF in this order: signed invoice coversheet, Backup Detail pages, then supporting documents. Label each supporting document so it ties back to the corresponding backup detail line item, example: A1, A2, C1.

❑ **Step 4. Submit to TNECD**

Send the completed reimbursement package to ECD.Invoices@tn.gov. If the file is too large for email, send the coversheet or completed invoice template first and then request access to a secure upload folder for the full package.

❑ **Step 5. Respond to Revisions and Await Payment**

Respond promptly to any clarification or revision requests. Final reimbursement requests require all applicable closeout documentation before final processing and payment release.



This reflects the current submission process as of this webinar and may change once the new GMS is in place

- Often referred to as "Invoice Template"

- Information can only be entered into light blue areas

- Template includes multiple tabs including instructions

- Start with backup detail tab, ensuring that expenses are entered into the correct budget category

- All expenses must be accompanied by a vendor invoice and proof of payment

- 

Grant Budget Invoice Backup Detail Instructions

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7. Monitoring

Monitoring Form Review Checklist

These are the categories required for review by the State Comptroller; items in **bold** represent the most common findings in Broadband ARPA programs

- A. Activities Allowed or Unallowed
- B. Allowable Cost/Cost Principles**
- C. Cash Management
- D. Davis Bacon (not applicable)
- E. Eligibility (Grantee's)
- F. Equipment and Real Property**
- G. Matching, Level of Effort
- H. Period of Performance
- I. Procurement**
- J. Program Income
- K. Real Property
- L. Reporting**
- M. Subrecipient Monitoring (not applicable)
- N. Special Tests and Provisions (speed testing, environmental, NTIA requirements, Fraud Waste Abuse Poster)
- O. Title VI

Equipment Reminders

If you use federal dollars to buy or improve equipment over \$10,000 per unit, there are federal rules (CFR 200.313) about using and tracking even after the grant contract is closed.

USAGE OF EQUIPMENT

During performance period: Equipment purchased with BEAD funds (ex: a bucket truck) must be primarily used for which it was acquired (CFR 200.313)

Post performance period: The equipment purchased or improved with federal funds must be used consistent with the purpose for which it was purchased. The federal interest period will continue for 10 years after project closeout

REQUIRED DOCUMENTATION

Prior to reimbursement: For any federal funding based purchased land or equipment, the Capital Purchase form must be completed

Monitoring: Equipment will also be viewed during monitoring

SALE OR TRANSFER OF ASSET

During performance period: NTIA approval is required prior to any sale or transfer of assets, and any permitted transfer must ensure the recipient agrees to comply with all applicable BEAD and federal property requirements

Post performance period: If you sell, transfer, repurpose the asset and it still has a value over \$10,000, you are responsible for returning those funds to NTIA and must follow federal disposition rules (CFR 200.313)

Title VI and Comptroller Notices

Under Tennessee state law, you are required to post the Comptroller's Fraud, Waste, and Abuse poster, and under federal law, you must also post Title VI nondiscrimination language either via Poster or on your website.

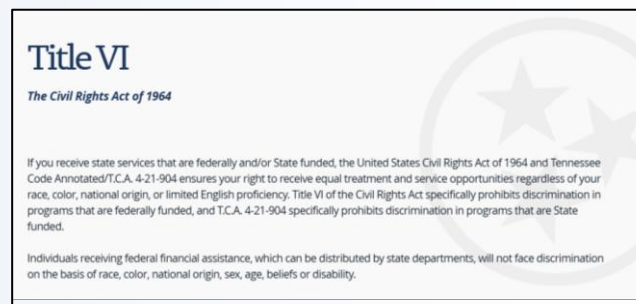
1. Title VI Notice ([Example Found Here](#))
2. Comptroller Notice ([Example Found Here](#))



Language for Prevention of Abuse of Funds Poster:

"This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper, or wasteful, please call the state comptroller's toll-free hotline: 1-800-232-5454."

Sample language on website



Required 11 X 17 Poster



Monitoring Process: What to Expect

In-depth desk reviews and site visits will be scheduled based on project progress and risk tier. Typical steps include:

❑ **Step 1. Monitoring Notice**

TNECD sends a notice to fill out monitoring form and request documents

❑ **Step 2. Submit Monitoring Documents**

Grantees provide the requested files by the stated deadline

❑ **Step 3. Desk Review and/ or Site Visit**

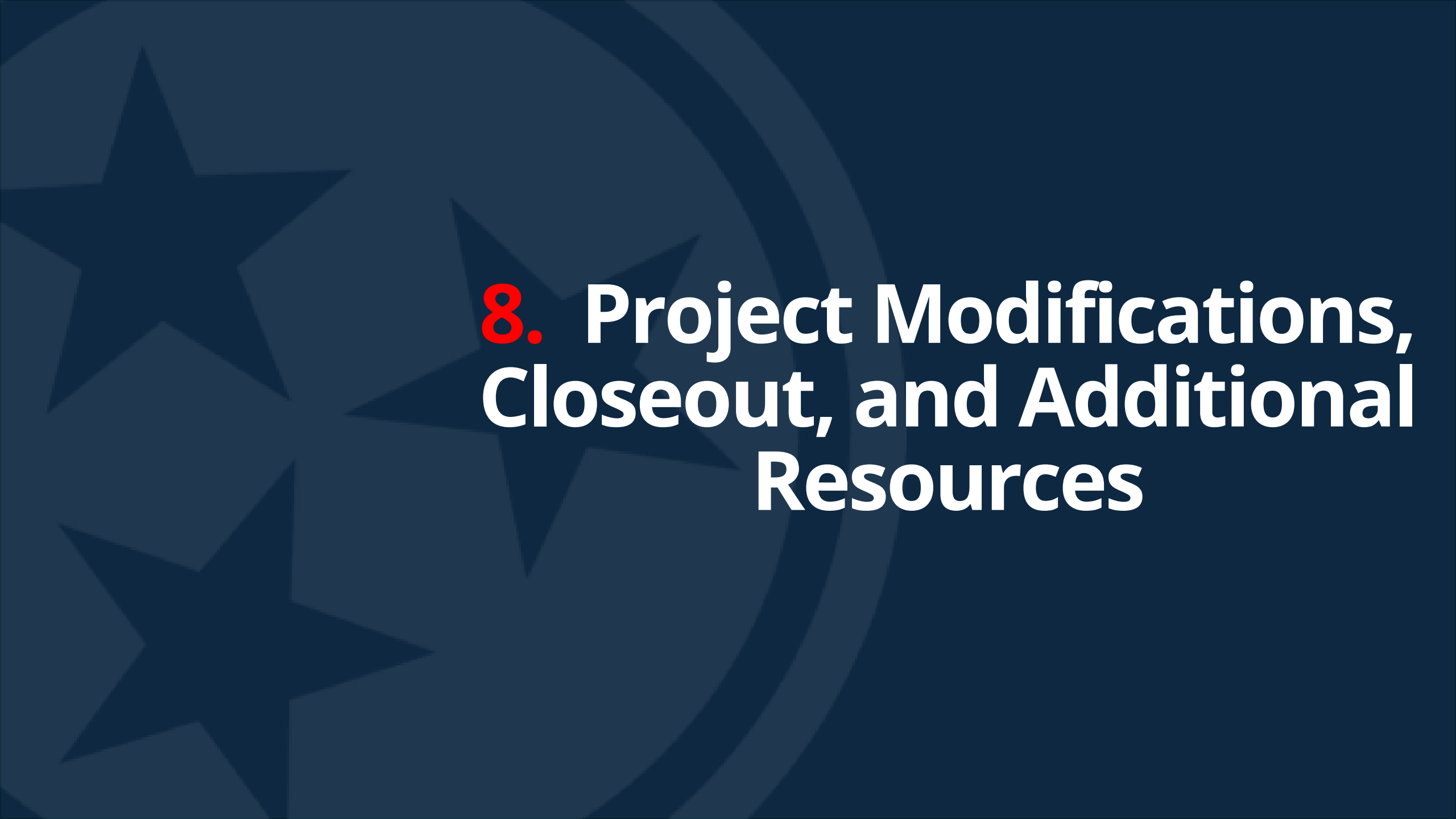
TNECD may complete a desk review, conduct a site visit, or both, depending on the project's complexity. Site visits are used to assess construction progress and confirm alignment with BEAD requirements.

❑ **Step 4. Monitoring Letter**

All grantees will receive a monitoring letter documenting either full compliance or any identified findings or concerns.

❑ **Step 5. Corrective Action/ Follow- Up**

If findings are issued, grantees submit a response and supporting documentation within 30 days of receipt of the letter.

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8. Project Modifications, Closeout, and Additional Resources

Contract Amendments & Budget Revisions

Contract amendments delay invoicing and may have to be approved by NTIA before grantees can proceed.

When a Contract Amendment May Be Required

- Changes to:
 - Scoped milestones
 - Technology
 - Match
 - Contract extension
 - Removing 200 BSLs or more than 10% of BSLs (whichever is fewer)
 - Budget line-item descriptions
- Shifting funds to new (unfunded) budget categories
- Shifting funds between categories exceeds 10% of the total budget or causes a budget category to exceed 120%, whichever threshold is reached first

When a Budget Revision May be Required

- Shifting funds across existing funded budget categories

Submission Process

- Both contract amendments and budget revision requests will be submitted through one consolidated form
- **Do not move forward with the change until approval is received. Certain modifications also require NTIA approval before grantees can proceed**

Closeout Requirements & Final Reporting

Key reminders for closeout once 100% of the project BSLs are connected.

1	Prepare documentation for closeout	• Grantees will complete a closeout report and provide supporting documentation (marketing materials, additional speed testing, updated GIS files, etc.) signed by a TN-certified Professional Engineer.
2	Final closeout submission	• Submit the final closeout report and any required closeout materials after project completion. • Conduct final speed and latency test. • Quarterly reporting may stop once the closeout report is approved.
3	Closeout approval	• Final payment and release of ILOC/performance bond occur after the TNECD approves of closeout. • Retain required project documentation for 5 years after the date of your final payment.

How Awardees Can Stay on Track

Key actions for grant administration compliance moving forward.

1. Contracting

- ❑ Conduct a detailed review of your scope and budget before execution. Changes are significantly harder to make after award
- ❑ Once signed, return your contract to legal
- ❑ Submit the Protecting the BEAD Program from Defaults Certification to ECD.Broadband@tn.gov
- ❑ Email your ILOC or performance bond to your PM, if you have not already

2. Environmental Readiness

- ❑ Start preparing for the Environmental Questionnaire
- ❑ Review projects for applicable permits
- ❑ Continually update the NEPA Project Milestone Schedule

3. Procurement and BABA

- ❑ Follow Uniform Guidance for procurement
- ❑ Ensure compliance with BABA by maintaining manufacturer certifications and tracking waived electronics use

4. Request for Payment Process

- ❑ Ensure BEAD funds are separately tracked in your accounting system and aligned to budget categories

5. Reporting

- ❑ Set up systems now to collect and track required data in the format required by NTIA (not just internally)
- ❑ Reporting deadlines:
 - April 15th
 - July 15th
 - October 15th
 - January 15th- Annual Report

6. Monitoring

- ❑ Create a dedicated BEAD compliance file and organize documentation in a way that aligns with expected monitoring reviews (e.g., Comptroller-style structure)

Key TNECD Resources

Essential guidance for grantees from TNECD and NTIA.

TN BEAD Program Resources	NTIA Permitting & Environmental Resources	NTIA/Federal BEAD Resources
• Program page for BEAD updates, awarded areas, final proposal materials, monitoring plan, and environmental documentation. • TNECD BEAD Program Resources	• Current NTIA permitting/NEPA tools for BEAD compliance and project scoping. • BroadbandUSA- Permitting • NEPA for BEAD • Streamlined Environmental Review & Permitting for Broadband: A Roadmap • Smart Start Part II	• Federal BEAD guidance, policy notices, technical assistance, NEPA tools, and BABA compliance resources. • 2026 BEAD General Terms & Conditions • BEAD FAQ

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9. Q&A and Feedback

FAQs

How does TNECD determine who from my organization receives email communications?

- Primary points of contact from your organization often come from your SmartSimple application, unless you indicate another contact is preferred. TNECD can only share communications, such as webinar invites or program updates, to a maximum of 3 points of contact. If additional recipients are required, you may forward within your organization as needed
- If you have questions on who the contacts are for your organization, or wish to make changes, please email your program manager

When can I expect my contract?

- Grantees can expect contract documents to be shared over email in late May

What will be required when I return my contract?

- Signed contract will be returned to legal
- Protecting the BEAD Program from Defaults Certification will be returned to ECD.Broadband@tn.gov
- If you have not already, please submit your irrevocable letter of credit or performance bond to your PM and cc ECD.Broadband@tn.gov when you return contracting documents

How is TNECD applying the BEAD General Terms and Conditions 13.D.2. (Permitting Obligations)?

- TNECD must apply BEAD GT&C 13.D.1. in its entirety through the subgrant agreement
- By signing the contract, your organization, regardless of how the entity is organized, agrees that all poles owned within TNECD's jurisdiction that are not currently subject to state or FCC pole attachment regulation will be governed by FCC rules through the federal interest period
- Poles with attachment rates and access that are regulated by state law or by a government corporation such as the Tennessee Valley Authority will not be affected by this provision
- NTIA intends for BEAD GT&C 13.D.1. to reduce the regulatory burden on BEAD participants. As such, this term and condition should not result in higher pole attachment fees
- The application of FCC rules to previously unregulated poles will establish a ceiling for the attachment fees for such poles. Pole owners should maintain current fees that are lower than they would be under FCC rules regardless of how poles are regulated

Let us know how we did! (and log your attendance)

Please mark your attendance on the form by scanning this code



Link – [Submit Here](#)



Thank you!

Please email

ECD.Broadband@tn.gov

with any additional questions you may have.