BEAD Application Portal User Guide
12/1/2024

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

As stated in the DHCD Application Guidance, access to the BEAD Application Portal is limited to Broadband Service Providers (BSPs) that have successfully submitted a Letter of Intent to the Office of Broadband within the defined time period. Questions regarding access to this portal should be directed to broadband@dhcd.virginia.gov.

The submission window will open after the closing of the Letter of Intent window and NTIA approval of BEAD eligible location IDs. An invitation email will be sent to eligible applicants with a unique link to access the application portal. Through the link provided, applicants will be able to submit applications using the BEAD Application Dashboard for Zip Code Tabulation Areas (ZCTAs) within the counties and cities listed in their submitted Letter of Intent. Specific BSP access to the BEAD Application Portal is controlled via the unique URL included in the invitation email and should not be shared.

To submit an application, select a jurisdiction under the New Application section in the BEAD Application Dashboard. This will open the BEAD Application Form where all the required information for the application will be collected.

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

As defined in the DHCD Application Guidance, supporting documentation must be submitted through DHCD's Centralized Application Management System (CAMS). Check the boxes in the CAMS Documents section of the BEAD Application Form to confirm the submission of all required documents in CAMS.
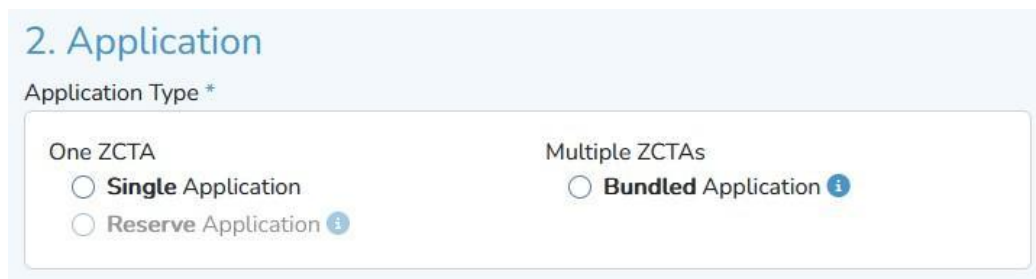
Applications must be created at the ZCTA level. There are three options on how to submit an application for a ZCTA; single, bundled, or reserved. A single application consists of one ZCTA and must contain at least 95% of the BEAD eligible locations identified within the ZCTA to be served. A bundled application consists of multiple ZCTAs, each with at least 95% of the BEAD eligible locations identified within the ZCTA to be served. ZCTAs within bundled applications will be scored individually, if successful they will be awarded on an all or nothing basis. A reserve application can be submitted for a single ZCTA, only to be evaluated if the bundled application is not awarded. Please refer to the DHCD Application Guidance for additional information regarding the types of applications and their scoring.

A bundled application should be submitted to the portal before the creation of a reserve application. Only ZCTAs included in the bundle will be available for a reserve application. As defined in the DHCD Application Guidance, only one bundle may be created in a given jurisdiction. This bundle can contain more than one ZCTA within a jurisdiction but does not have to contain all.
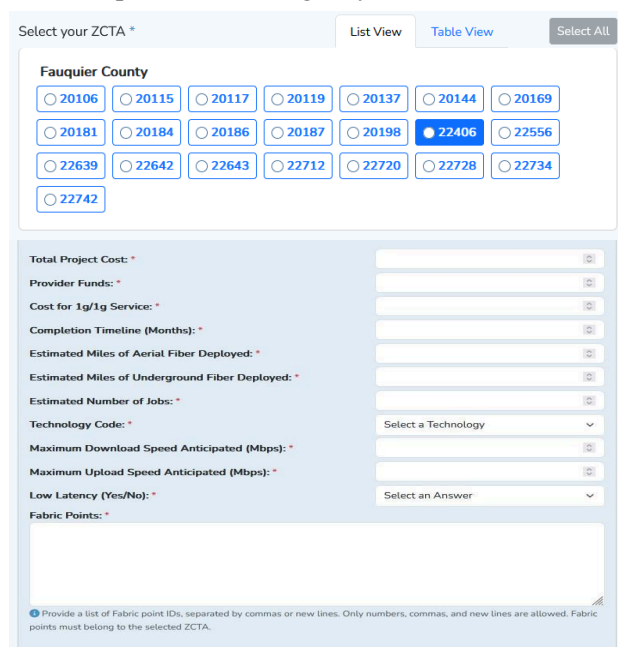

Define the project classification as either a priority or non-priority project. The term "Priority Broadband Project" means a project that will provision service via end-to-end fiber-optic facilities to each end-user premises. Non-priority projects will only be evaluated in the event that a ZCTA is not served through a priority project. The terms non-priority, reliable and non-fiber broadband projects mean broadband service that the Broadband DATA Maps show is accessible to a location via: (i) fiberoptic technology; (ii) Cable Modem/Hybrid fiber-coaxial (HFC) technology; (iii) digital subscriber line (DSL) technology; or (iv) terrestrial fixed wireless technology utilizing entirely licensed spectrum or using a hybrid of licensed and unlicensed spectrum.

Select the ZCTA for the given application. If a single application is selected, only one ZCTA can be selected in the form. If a bundled application is selected, two or more ZCTAs can be selected in the form. If a reserve application is selected, only the ZCTAs selected as part of a previously created bundled application will be available in the form.
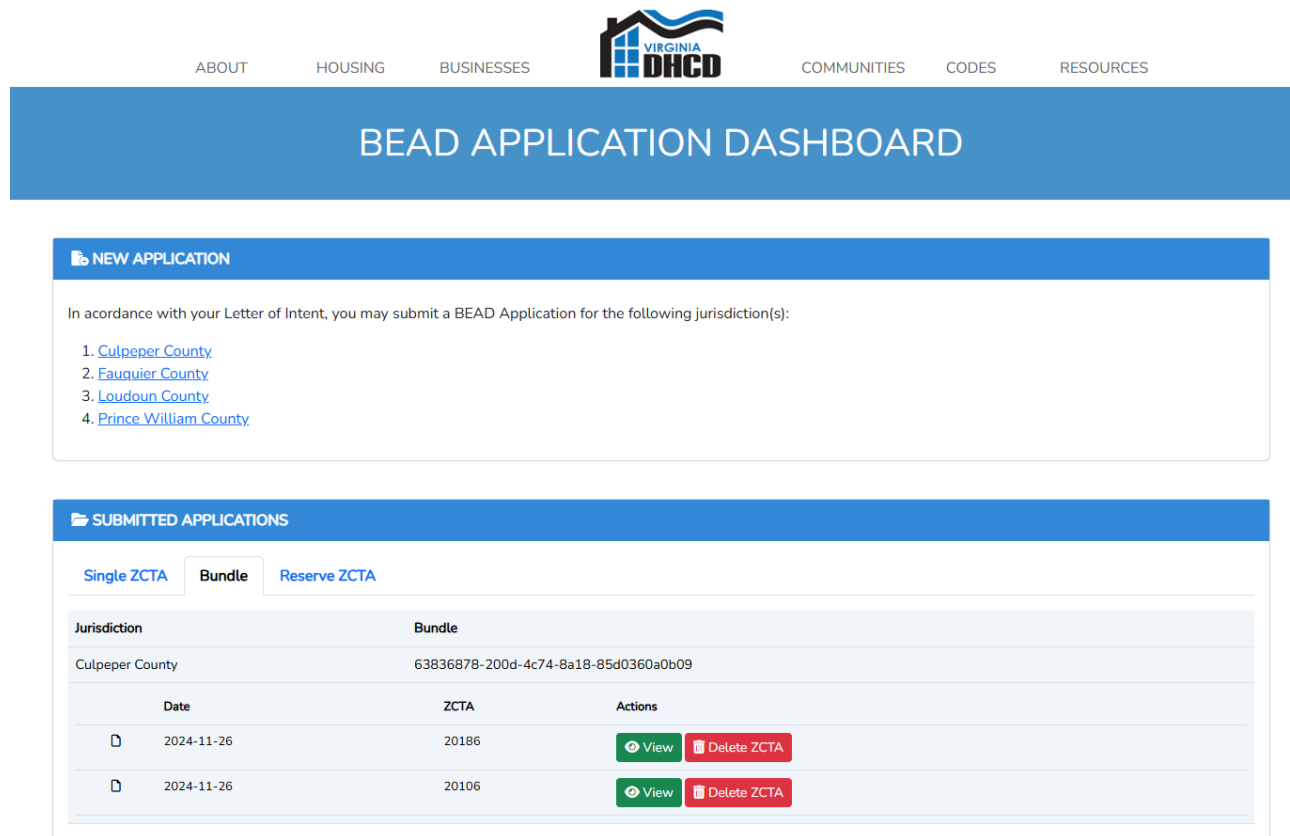

For each ZCTA, the required information must be entered into the form. Please refer to the Application Guidance for additional information for the required fields. Copy and paste the list of location_ids for the BEAD eligible locations within the selected ZCTA. The portal will only accept location_ids identified as being BEAD eligible within the selected ZCTA. You can download a list of BEAD eligible location ID's by ZCTA here. If a bundled application is selected, complete the form for each of the ZCTAs included in the bundle.

When complete, review all of the information entered in the form. ***There is no edit function for submitted applications***. If a change is required, delete the incorrect application and create a new application. To avoid unnecessary effort, please review the application thoroughly. Click the submit button at the bottom of the page to submit the application. If any information is missing, the form will provide a user notification on the incomplete field. If an invalid location_id is given, the form will provide a user notification with an expandable detailed view identifying the incorrect information.

After successfully submitting an application, return to the BEAD Application Dashboard. The submitted application will be visible in the Submitted Applications section. The applications are sorted based on the application type; single, bundled, and reserved. Each application has the option to view or delete.

For bundled applications, such as the ones shown above, a user can add or remove a ZCTA from the bundle within a jurisdiction. A ZCTA can be added to an existing bundle within a jurisdiction by launching a new application form within the desired jurisdiction and selecting "Bundled Application" as shown below. ZCTAs included in the already submitted bundle will be unable to be selected. A user notification will state that this application will be added to the previously created bundle.

2. Application

Application Type *

One ZCTA
- ○ **Single** Application
- ○ **Reserve** Application ⓘ

Multiple ZCTAs
- ⦿ **Bundled** Application ⓘ

⚠ A bundle application already exists (ID: 364664d5-6ebf-4a10-a6c8-321e3ca6b101). You may only append ZCTAs to this bundle.

Classification *

- ⦿ Priority Project (End to End Fiber)
- ○ Non-Priority Project (Non End to End Fiber)

Select your ZCTA * | List View | Table View | | Select All |

Culpeper County

20106   20186   ☐ 22701   ☐ 22713   ☐ 22714   ☐ 22716   ☐ 22718   ☐ 22724   ☐ 22729

☐ 22733   ☐ 22734   ☐ 22735   ☐ 22736   ☐ 22737   ☐ 22740   ☐ 22746

All applications will be scored after the submission portal closes. BSP winners for each ZCTA will be notified by DHCD Office of Broadband.

For questions regarding the application process and the required information, please contact broadband@dhcd.virginia.gov. For questions regarding the use of the portal, please use the support form located at the bottom of the BEAD Application Dashboard.