

Virginia Office of Broadband (OOB)

Broadband Equity, Access, and Deployment (BEAD) Program

Policy Notice on OOB's Handling of Missing, Incomplete, or Non-Compliant Application Information

General Statement: This policy notice is provided to fulfill the Virginia Office of Broadband's commitment to and the National Telecommunications and Information Administration's (NTIA) requirement for a fair, open, equitable, and competitive subgrantee selection process. This policy reinforces the adequate safeguards identified in Virginia's approved BEAD Initial Proposal Volume 2 to protect the integrity of the competition, including safeguards against collusion, bias, conflicts of interest, arbitrary decisions, and other factors that could undermine confidence in the subgrantee selection process for last-mile broadband deployments. These commitments are provided throughout Virginia's approved BEAD Initial Proposal Volume 2.

Missing Information from Submitted Letters of Intent

If an applicant submits a Letter of Intent, and either the letter or corresponding list of counties and cities is not submitted, the OOB will notify the applicant by email from broadband@dhcd.virginia.gov. Upon notification, the applicant must respond acknowledging receipt of the notification. The applicant must submit the missing information by 11:59 PM on the first business day following notification by the OOB.

Missing Information from Submitted Applications

For the narrative section of the applications and required attachments being submitted in CAMS - If an applicant does not provide a response to a question, or does not upload a required attachment, or does not respond to any other application prompt or requirement in its entirety, the OOB will notify the applicant by email from broadband@dhcd.virginia.gov. Upon notification, the applicant must respond acknowledging receipt of the notification. The application must submit the missing information by 11:59 P) on the first business day following notification by the OOB. This information must be submitted by email to broadband@dhcd.virginia.gov, as the CAMS portal will have closed.

For applications submitted in ZCTA-level portal for scored information – The ZCTA-level portal will mandate fields be entered prior to submission.

Incomplete Information from Submitted Applications

For information that was partially submitted but does not fully answer the prompt or requirement.

For applications submitted in CAMS – If an applicant partially responds to a prompt or requirement in CAMS, the Office of Broadband will notify the applicant via email from broadband@dhcd.virginia.gov. Upon notification, the applicant must submit the missing information by 11:59 PM of the second business day following notification by the OOB. The OOB will only notify the applicant of incomplete responses if the questions include multiple prompts, where all prompts must be addressed. These questions are provided in the [BEAD Application Guidance for Broadband Providers](#) document and include multiple sub-bullets under a single prompt, requiring response to all sub bullets. Sections that include questions meeting this criterion include: 2.4.12., 2.4.13., 2.4.15., 2.7.1., 2.8.1., and 2.8.2.

An example is provided below via screenshot.

Section 2.8.2: Skilled and Credential Workforce

Provide the following information during the application phase:

- The ways in which the applicant will ensure the use of an appropriately skilled workforce, e.g., through Registered Apprenticeships or other joint labor- management training programs that serve all workers;
- The steps that will be taken to ensure that all members of the project workforce will have appropriate credentials, e.g., appropriate and relevant pre-existing occupational training, certification, and licensure;
- Whether the workforce is unionized;
- Whether the workforce will be directly employed or whether work will be performed by a subcontracted workforce; and
- The entities that the applicant plans to contract and subcontract with in carrying out the proposed work.

For applications submitted in ZCTA-level portal for scored information – This portal requires listing all location IDs in each ZCTA the applicant proposes to serve through the application process. If an applicant does not meet the requirement to propose serving at least 95% of unserved and underserved locations, as well as unserved community anchor institutions in each ZCTA application area, then the OOB will notify the applicant via email sent from broadband@dhcd.virginia.gov. Upon notification, the applicant must respond acknowledging receipt of the notification. The application must submit the missing information by 11:59 PM) on the first business day following notification by the OOB, unless extensions are requested and approved by the OOB.

Non-Compliant Information from Submitted Applications

For the narrative applications and required attachments submitted in CAMS – If an applicant responds to a question or submits a required attachment, but the response or attachment does not meet the minimum standards required by NTIA for the BEAD program, the OOB will notify the applicant via email sent from broadband@dhcd.virginia.gov. This email will identify the deficiencies, and the applicant must submit the requested information by 11:59 PM of the third business day following notification by the OOB, unless extensions are requested and approved by the OOB. This opportunity will only be permitted for the following sections, as outlined in the [BEAD Application Guidance for Broadband Providers](#): 2.4.16, 2.7.1, 2.8.1., 2.8.2., 2.9.1, 2.12.1., and 2.16.4. The OOB will not notify applicants of non-compliant responses outside of these sections.

Summary Table

The summary table below provides an outline of the resubmission timelines of specific sections of this policy notice.

Scenario	Number of Days to Resubmit
Missing Information from Submitted Letters of Intent	By 11:59 PM on the first business day following notification by the OOB
Missing Information from Submitted Applications	By 11:59 PM on the first business day following notification by the OOB
Incomplete Information from Submitted Applications, for applications submitted in CAMS	By 11:59 PM of the second business day following notification by the OOB
Incomplete Information from Submitted Applications, for applications submitted in ZCTA-level portal for scored information	By 11:59 PM on the first business day following notification by the OOB, unless extensions are requested and approved by the OOB
Non-Compliant Information from Submitted Applications	By 11:59 PM of the third business day following notification by the OOB, unless extensions are requested and approved by the OOB

