

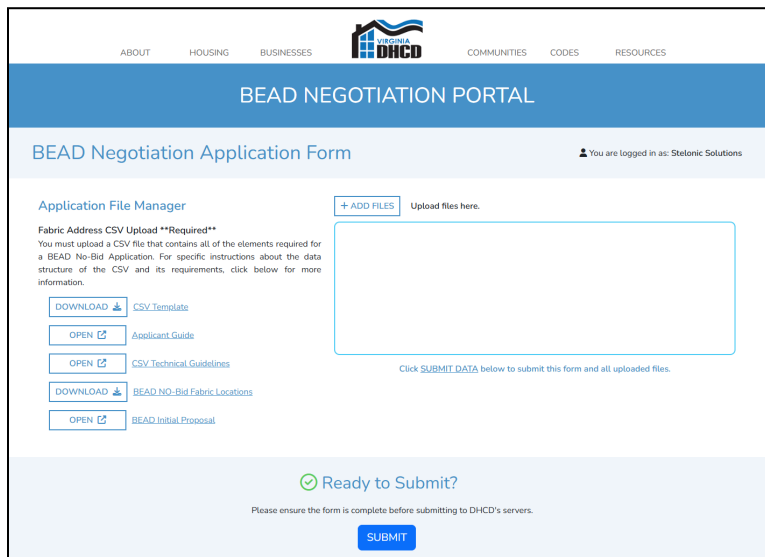
Applicant Guide

for BEAD Negotiation Portal (v.2025.02)

The BEAD Negotiation 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 documentation provides information on how to properly submit application materials through this portal. For detailed information regarding the application process and requirements, please refer to the policy notice provided by Virginia’s Department of Housing and Community Development (DHCD) Office of Broadband.

As stated in the Application Guidance, access to the BEAD Negotiation Portal is limited to broadband service providers (BSP’s) that have successfully submitted a letter of intent to the Office of Broadband within the defined time period.

The submission window will open at 0800 on March 28th, 2025 and close at 2359 on April 28, 2025. Previously sent unique links will be reused to access the negotiation portal. Through the link provided, applicants will be able to submit applications using the BEAD Negotiation Portal for BEAD eligible locations within the counties and cities listed in their submitted letter of intent. Specific BSP access to the BEAD Negotiation Portal is controlled via the unique url included in the invitation email and should not be shared.




To submit an application, use the email invitation link. This will open the BEAD Negotiation Application Form where all of the required information for the application will be collected. Please note that applications can only be deleted from the portal after submission, there is no edit feature. Follow the instructions carefully and review all of the documentation before completing the application to ensure proper submission.

Applications must be created at the Broadband Serviceable Location Fabric (Fabric) level. The Application File Manager will allow you to upload one (1) CSV file that contains all of the applications. Each row of the CSV file is equivalent to one application. Please refer to the

CSV Technical Guidelines document in the BEAD Negotiation Application Form for more details about the structure and requirements of the CSV file.

To submit a CSV file, click on the “**Add Files**” button and select the appropriate CSV file. The Form will upload and validate the file. Each row of the file is validated. Valid rows are accepted and invalid rows are rejected. You can then submit the upload, which will only create applications for the accepted Fabric locations.

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BEAD NEGOTIATION PORTAL

BEAD Negotiation Application Form You are logged in as: Stelonic Solutions

Your application was received on: April 16, 2025 with a total of 2,280 locations.

The ZCTA locations in this table were included in your application. You can download your application below:

[DOWNLOAD APPLICATION](#)

To resubmit your application, you must first delete your existing application

[DELETE APPLICATION](#)

Locality	ZCTA	Locations
Culpeper County	20106	215
Culpeper County	22407	52
Culpeper County	22729	590
Culpeper County	22741	102
Loudoun County	20132	16
Loudoun County	20147	47
Loudoun County	20197	1258
Prince William County	20109	932

After successfully submitting an application, you may return to the BEAD Negotiation Application Form to see the results of your submission.

This page will now display a summary of all of your applications, including the total number of locations and a count of locations per Zip Code Tabulation Areas (ZCTA). You can **DOWNLOAD** your submitted CSV file and you can **DELETE** all applications.

If you wish to re-submit your application, first you must **DELETE** your existing one. You will not be able to re-submit your application until you **DELETE** any existing ones.

All applications will be reviewed after the submission portal closes. BSP’s winners for each Fabric Location 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.