

BEAD Grantee Reference Document

Version 1, as of September 21, 2026

The Broadband Equity, Access, and Deployment (BEAD) Grantee Reference Document serves as centralized place where Connect Illinois Round 4 / BEAD grantees can find information integral to the grant agreement execution process with the Illinois Department of Commerce and Economic Opportunity (DCEO) Office of Broadband (IOB).

This document is stored on the [BEAD Grantee Resource Hub](#) and will be updated as new resources become available. It should be reviewed in tandem with [orientation webinars](#) and the [FAQ](#).

This document contains:

- [Section 1: Grant Agreement Execution Materials](#)
- [Section 2: National Environmental Policy Act \(NEPA\) Steps & Expectations](#)
- [Section 3: What Good Looks Like](#)

Section 1: Grant Agreement Execution Materials

The following documents are required as a part of (or soon after) executing a grant agreement with the IOB. The grant agreement execution process begins with an Assistant Grants Manager (AGM) reaching out to their assigned grantees, expected in early October. The AGM will prompt grantees for the information below.

Document	Required at the Project or Grantee Level?	Description of Grantee Action	When it is Required	Instructions to Link to Reference or Template
Budget	Per BOTB project	Update IOB-provided budget template reflecting final award & match	Within first 15 days of grant agreement execution process	Update budget template from application process to reflect award information shared via email by Devon Braunstein on September 4, 2026.
Signed Budget Certification	Per BOTB project	Budget page with signature of authorized signatory	Following completion of the budget template	Signed copy of the budget, submitted as a separate PDF



Grant Agreement Execution Materials Cont.

Document	Required at the Project or Grantee Level?	Description of Grantee Action	When it is Required	Instructions to Link to Reference or Template
Cybersecurity Risk Management Plan	Per BOTB project	Provide a Cybersecurity Risk Management Plan addressing federal NIST and Executive Order frameworks	Before the grant agreement is executed (with updated copies required within 30 days of any updates to plan)	Federal BEAD NOFO , pg. 70 IOB Grant Agreement , pg. 45
Supply Chain Risk Management Plan	Per BOTB project	Provide a Supply Chain Risk Management Plan addressing federal NIST frameworks	Before the grant agreement is executed (with updated copies required within 30 days of any updates to plan)	Federal BEAD NOFO , pg. 70 IOB Grant Agreement , pg. 45
Outage Management Plan	Per BOTB project	Provide an Outage Management Plan that includes preventive maintenance schedules, quick response teams for outage resolution, and clear communication channels for informing customers about outages and expected restoration times	Before the grant agreement is executed (with updated copies required within 30 days of any updates to plan)	Federal BEAD NOFO , pg. 65 IOB Grant Agreement , pg. 43
Pre-Award Expense Letter	Per BOTB project	If grantee incurred expenses before the grant agreement was executed, complete and sign IOB-provided letter template	15 days <u>following</u> grant agreement execution	Guidance Document: Pre-Award Expenses Template: Pre-Award Expense Request Letter Template

Grant Agreement Execution Materials Cont.

Document	Required at the Project or Grantee Level?	Description of Grantee Action	When it is Required	Instructions to Link to Reference or Template
Completed Programmatic Risk Assessment (PRA) Questionnaire	Per grantee	Complete questionnaire provided by IOB via online form to facilitate IOB's assessment of grantee risk, which will inform monitoring, compliance, and technical assistance, including gauging environmental and historic preservation readiness	Within first 15 days of grant agreement execution process	Link to questionnaire provided in AGM welcome email
Completed Internal Control Questionnaire (ICQ)	Per grantee	Complete questionnaire provided by IOB via online form to facilitate IOB's assessment of grantee risk, which will inform monitoring, compliance, and technical assistance	Within first 15 days of grant agreement execution process	Available in the GATA Grantee Portal in the Fiscal and Administrative Risk Assessment section
Letter of Credit (or confirmation to pursue alternative)	Per grantee – inclusive of and referencing all BOTB projects	Provide IOB with a Letter of Credit; if using Performance Bond (as an alternative to, or in tandem with, a LoC), provide evidence that the bond has been secured	Letter of Credit: Before the grant agreement is executed Performance Bond: 60 days following grant agreement execution	Guidance Document: Letter of Credit Guidance
Protecting the BEAD Program from Defaults Certification	Per grantee – referencing all BOTB projects	Certification that grantees can meet the BEAD obligations through the BEAD funded award, without the need of additional federal funding	Before the grant agreement is executed	Template: Protecting the BEAD Program from Defaults Certification Template BEAD General Terms & Conditions , pg. 23 IOB Grant Agreement , pg. 66

Grant Agreement Execution Materials Cont.

Document	Required at the Project or Grantee Level?	Description of Grantee Action	When it is Required	Instructions to Link to Reference or Template
In good standing in Grant Accountability and Transparency Act (GATA) system	Per grantee	Must remain in good standing during time of agreement execution and throughout lifecycle of grant. GATA portal is updated routinely to ensure grantee is complying with regulations	Throughout grant agreement execution process (and beyond)	GATA Grantee Portal
Business Enterprise Program (BEP) Conditional Approval Letter	Per grantee	Populate and sign IOB-provided letter template indicating grantee's commitment to provide BEP Utilization Plan	Within first 30 days of grant agreement execution process	Guidance Document: Illinois BEP Template: BEP Conditional Approval Letter Template
Acceptance of Notice of State Award (NOSA)	Per grantee	Accept the NOSA in the GATA Portal, which is a culmination of initial approval of the scope of work, budget, and risk assessments will allow for the release of the NOSA	Following finalization of the scope of work, budget, and risk assessment questionnaires	Signature facilitated through GATA Grantee Portal

Section 2: Environmental and Historic Preservation (EHP) Review & Expectations

Involving compliance with the National Environmental Policy Act (NEPA), Section 106 review under the National Historic Preservation Act (NHPA), Section 7 review under the Endangered Species Act (ESA), and Illinois Department of Resources Ecological Compliance Assessment Tool ([EcoCat](#)) review.

Environmental and Historic Preservation (EHP) reviews are **mandatory prior to beginning construction** in any project area. This involves working with the IOB's EHP contractor, Terracon, to develop and submit comprehensive project maps, construction methods, mitigation measures, and more. The EHP review process is expected to take 3-6 months minimum and can begin before grant agreements are executed. The EHP review process is considered complete when there is a Decision Memo from NTIA that has been acknowledged and signed by the grantee. Grantees should plan to make the following submissions:

EHP Review Stages

NEPA Pre-Screener	Required: Per BOTB Project
A map showing the anticipated network route and high-level project information. This submission allows the IOB to determine if the BOTB project should be split into smaller NEPA sub-projects in order to isolate areas of environmental or cultural concern, enabling the rest of the project to move forward	
When is it required? As soon as IOB's BEAD Grantee Portal is available (est. early December 2026)	
Resources/Instructions: IOB guidance forthcoming	

NEPA Project Area Package	Required: Per NEPA sub-project
An in-depth description and map of the NEPA sub-project, including the extensive information needed for the IOB's EHP consultant to report on ESA Section 7 compliance, IDNR EcoCat compliance, and Section 106 comment needed for the Illinois State Historic Preservation Office, among other requirements.	
When is it required? Once NEPA projects are established by the IOB and Terracon and accepted by the grantee. Grantee may submit this information as soon as all relevant documentation and project details requested in the NEPA Project Area Package are finalized by the grantee.	
Resources/Instructions: IOB guidance forthcoming	

Responses to Red Flag Analysis	Required: Per NEPA sub-project
The IOB's EHP contractor, Terracon, will analyze NEPA Project Area Packages for areas of environmental or cultural concern and prompt follow-up questions, discussions, and establish mitigation methods with grantees.	
When is it required? Once grantee receives Red Flag Analysis questions	
Resources/Instructions: IOB guidance forthcoming	

EHP Review Stage: <i>Other requests to come</i>	Required: <i>TBD</i>
<i>Guidance on additional documentation is forthcoming</i>	
When is it required? <i>TBD</i>	
Resources/Instructions: <i>TBD</i>	

Section 3: What Good Looks Like

The IOB has developed guides intended to assist grantees in understanding document requirements and preparing complete, review-ready submissions. It includes practical considerations and illustrative examples of the submission process.

Note: *What Good Looks Like guides do not replace IOB guidance documents, templates or other formal program requirements; grantees may use these guides as practical aids alongside the formal requirements.*

Find all What Good Looks Like guides on the [IOB Website](#)

- [Pre-Award Expense Request Letter Guide](#)
- [Letter of Credit and Performance Bond Guide](#)
- [Business Enterprise Program \(BEP\) Documents Guide](#)
- [Financial Supporting Documents Guide](#)
- [Permitting Guide](#)
 - Also see: [Permitting Resources](#)
- Staffing Plan Guide -Coming Soon!
- Network Route Map Guide – Coming Soon!
- NEPA Project Information Guide – Coming Soon!
- Permit Tracker Guide – Coming Soon!