

# AGENDA

## Broadband Working Group

### Videoconference OR

Jefferson County Courthouse  
311 S. Center Ave, Room C1021  
Jefferson, WI 53549

Friday, October 4, 2024

8:30 a.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

Dial by your location: 1 312 626 6799

### Committee Members

Matthew Foelker, Richard Jones, Amy Rinard, Amanda Truax, Michael Wineke

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the open meetings law
4. Communications
5. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of Minutes from July 18, 2024 Broadband Working Group
7. Approval of the agenda
8. Update on Broadband Equity, Access, and Deployment (BEAD) Program
9. Update from Public Service Commission
10. Discussion and possible action on engagement and endorsement procedures for BEAD program
11. Update on Internet Service Providers (ISP) build progress
12. Discussion and possible action on future meeting dates and agenda items
13. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**July 18, 2024**

**Broadband Working Group**

**1. Call to Order**

The meeting was called to order by Amy Rinard at 9:00 a.m.

**2. Roll Call**

**Broadband Working Group Members present:** Richard Jones, Amy Rinard, Amanda Truax present at 9:06

**Members present via ZOOM:** Michael Wineke

**Members absent:** Matthew Foelker

Others Present: Ben Wehmeier, County Administrator; Michael Luckey, Assistant to the County Administrator; Robert Preuss; Brian Udovich, Highway Operations Manager

Others Present via ZOOM: Jason Hafenstein, Gene Dahlhoff, MadRep; Mark Leonard, PSC

**3. Certification of compliance with Open Meeting Law Requirements**

Wehmeier certified compliance with the Open Meetings Law

**4. Communications**

None

**5. Public Comment**

None

**6. Approval of the May 28, 2024 Broadband Working Group minutes**

Draft minutes were provided for review.

Motion by Jones/Wineke to approve the May 28, 2024 Broadband Working Group minutes as printed. Motion passed 3-0.

**7. Approval of the agenda**

**8. Discussion on Broadband equity, Access, and Deployment (BEAD) Challenge Process**

Luckey shared the list of 152 challenges that were submitted. He went over the challenge process and talked about what challenges were accepted and the ones that were not. Luckey will be meeting with the PSC to discuss the challenges that were rejected. Leonard discussed the rules that the PSC has to follow related to the challenge process. Luckey reviewed the BEAD Grant application process in general. Wehmeier and Luckey asked Leonard questions related to the process. No action taken.

**9. Update on Internet Service Providers (ISP) build progress**

Luckey has been scheduling meetings with ISPs to discuss their BEAD plans. Wehmeier showed maps and talked about the plans that the ISPs have for building out areas in Jefferson County. No action taken.

**10. Discussion and possible action related to expansion of conduit debt for Public Service Commission Grant match and other potential project areas**

The County Board approved up to \$5M of conduit debt. A final resolution will have to go to County Board for their consideration. Wehmeier showed the areas included in the Bug Tussell project proposal. They include Young Prairie, Jefferson Development, Cambridge Tower, Rapids Road, Town of Concord, Town of Palmyra, and Rock River Paradise.

Motion by Wineke/Truax to support the current list of projects and forward to the Finance Committee and County Board for their consideration. Motion passed 4-0.

11. **Discussion and possible action on future meeting dates and agenda items**  
The Broadband Working Group will meet again as needed. No action taken.
12. **Adjourn**  
Motion by Jones/Truax to adjourn at 10:40 a.m. Motion passed 3-0.

DRAFT

**From:** Leonard, Mark - PSC <[mark.leonard@wisconsin.gov](mailto:mark.leonard@wisconsin.gov)>  
**Sent:** Thursday, September 26, 2024 10:46 AM  
**To:** Michael Luckey <[MLuckey@jeffersoncountywi.gov](mailto:MLuckey@jeffersoncountywi.gov)>  
**Subject:** BEAD Endorsement Guidance

Good Morning Michael,

UW-Extension came out with BEAD endorsement guide and sample language to assist local governments (see below for the links).

- [Extension BEAD Endorsement Sample Language Webpage](#)
- [Extension Endorsement Guide](#)

The [BEAD Process Webpage](#) was also updated to include the Preliminary BEAD Eligible Locations Map and by county numbers.

Is there still a Broadband Working Group meeting on 10/4/24 with virtual option to attend?

Please let me know if you have any questions.

Thanks,

**Mark Leonard**

*Broadband Planning and Policy Coordinator*

*4822 Madison Yard Way*

*Madison, WI, 53705*

*608-261-8528*

*[Mark.Leonard@wisconsin.gov](mailto:Mark.Leonard@wisconsin.gov)*



# Broadband, Equity, Access and Deployment (BEAD) Program: Engagement and Endorsement Scoring Criteria

## What are the support and engagement scoring criteria?

As established in the approved [Initial Proposal Volume 2](#), scoring criteria for Local and Tribal Coordination Support and Engagement provide applicants points for demonstrated community support and local and/or Tribal coordination. Applicants have the opportunity to demonstrate their outreach to, engagement with, and support from local governments, Tribes, and any applicable school districts, libraries or community organizations that serve covered populations (for covered populations definitions see [Census Bureau resource on the Digital Equity Act](#)). Applicants will receive points based on evidence and documentation provided that demonstrates specific engagement activities and/or specific letters of support.

<b><u>Support and Engagement Scoring Criteria</u></b>		
<i>Points available</i>	<i>Support and Engagement Activities</i>	<i>Examples of documentation</i>
<b>Up to 2</b>	Evidence of a public meeting(s) to engage the community in the project planning	<ul style="list-style-type: none"> <li>- Meeting agenda (including date, time and location) with meeting minutes</li> <li>- Presentation materials used for public meetings</li> <li>- Explanation of how the public meeting informed the project proposal</li> <li>- Photos or attendance lists indicating level of participation</li> </ul>
<b>Up to 2</b>	Letter(s) of support from any local government (not county, regional, or state) included in the project area	- Signed and dated letter (after April 29, 2024) from local government including city, village, or town (not county, regional, or state) from authorized government representative stating support for the BEAD applicant within the local government boundary.
<b>Up to 1</b>	Letter(s) of support from the school district, the local public library or organization that supports one or more covered populations in the project area.	- Signed and dated letter (after April 29, 2024) from an authorized representative for the entity providing support for the BEAD applicant within the area the entity (school district, library or organization) operates.

Contact: [PSCBEADGrants@wisconsin.gov](mailto:PSCBEADGrants@wisconsin.gov)

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## Frequently Asked Questions: Support and Engagement

### **How many engagement points are available and what type of engagement is required?**

Up to 5 points (of 100 total) are available for the support and engagement scoring criteria. See the table above for types of engagement and examples of documentation for each sub-category within this scoring criteria.

### **Will partial points be awarded for the subcategories of the engagement scoring criteria?**

Yes, applicants may receive up to the total number of points available for each sub-category listed in the support and engagement table above depending on the quality of the engagement and the extent to which it is documented.

### **How is the scoring used in the BEAD Program subgranting process?**

All applications will be scored. For project units with only one project proposal, the application must reach the minimum threshold of 40 points to be awarded funding in round 1 or round 2. In the event two project proposals are competing for the same locations, score will be used to compare project proposals using the same technology type. Score is primarily used when there are competing proposals using the same technology type for the same geographic area. (See Initial Proposal Volume 2 for complete scoring details.)

### **Does an applicant need to provide evidence that shows engagement with all possible engagement stakeholders referenced in each sub-category? For example, if there are multiple municipal governments or school districts within an applicants proposed project area, must the applicant receive letters of support from all of them to be considered for the full point allotment for the respective sub-category?**

Applicants are encouraged but not required to seek engagement with local government and key stakeholders. Higher points will be provided for engagement that demonstrates robust and representative sampling of the most impacted local governments, school districts, libraries, etc. In general, larger projects affecting a broad geographic area should expect to document more engagements and letters of support to earn higher points.

### **Should the letters of support be provided directly from the signatory to the Commission or included in the application?**

Letters of support must be provided within the application submission and are due at the time of the application. Any letters submitted outside of the application system will not be considered.

### **Who should letters of support be addressed to?**

Cru Stublely

Secretary to the Commission Public Service Commission of Wisconsin

4822 Madison Yards Way Madison, Wisconsin 53705

Contact: [PSCBEADGrants@wisconsin.gov](mailto:PSCBEADGrants@wisconsin.gov)

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## What are the endorsement scoring criteria?

As established in the approved [Initial Proposal Volume 2](#), scoring criteria for Local and Tribal Coordination: Endorsement by County and/or Tribe provide applicants the opportunity to work directly with counties and/or Tribes to receive an official endorsement. The County and/or Tribe where the project is located must take an official action at a noticed, open meeting to affirmatively endorse the project.

<u>County and/or Tribal Endorsement Scoring Criteria</u>		
<i>Points available</i>	<i>Endorsement Activities</i>	<i>Required documentation</i>
<b>Up to 7</b>	<p>Official endorsement by county government and/or Tribe, occurring at a noticed meeting that is open to the public.</p> <p>The endorsement will specify the applicant for funding. If a project scope is not specified, all locations an applicant pursues within the county/Tribal boundary will be given endorsement points.</p>	<ul style="list-style-type: none"> <li>- Documentation submitted during the application phase will consist of two parts: (1) the <b>minutes that establish the endorsement action</b> and any relevant supplemental material, and (2) a <b>letter addressed to the Public Service Commission</b> from the clerk, chair or similar of the governing body certifying the date of the meeting, and nature of the endorsement including any geographic boundary.</li> <li>- Documentation must clearly and affirmatively endorse the BEAD applicant(s). The documentation may indicate the entire jurisdiction or specify a geographic boundary to the endorsement.</li> <li>- The official action does not need to be a resolution and can be simple proposed action with a voice vote.</li> </ul>

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## Frequently Asked Questions: Endorsement

### **How many endorsement criteria points are available and what type of endorsement is required?**

Up to 7 points (of 100 total) are available for endorsement from a County and/or Tribe. See the table above for documentation required for endorsement.

### **How is the scoring used in the BEAD Program subgranting process?**

All applications will be scored. For project units with only one project proposal, the application must reach the minimum threshold of 40 points to be awarded funding in round 1 or round 2. In the event two project proposals are competing for the same locations, score will be used to compare project proposals using the same technology type. Score is primarily used when there are competing proposals using the same technology type for the same geographic area. (See Initial Proposal Volume 2 for complete scoring details)

### **Can endorsement authority be delegated to a broadband committee or an individual official of the county governmental body?**

No. An endorsement must occur by an affirmative vote or official action of the representative body and cannot be delegated to individuals or appointed groups. For a county government, the endorsement must come from the county board.

### **If an applicant includes project units that span more than one county and/or Tribe in their application, how will points be awarded if the applicant only receives one endorsement from a county/Tribe, for example?**

Points are assigned to each project unit individually. Thus, if a project receives endorsement from only some of the counties or Tribal lands it affects, points will be assigned solely to project units within that county's territory and/or that Tribal land. For an entire area to gain full points, an applicant would need to secure endorsement from all impacted counties and Tribal lands.

### **Can an entity (county/Tribe) endorse for specific geographic boundaries?**

Yes. An endorsement may be provided based on the boundary of a political subdivision, such as specifying the BEAD applicant is endorsed for any BEAD broadband deployment within a specific township or municipal boundary. Alternatively, an endorsement may be provided for any application by the applicant within the entire county or Tribal Nation.

### **Can an entity (county/Tribe) endorse different applicants for different areas?**

Yes. An endorsement may specify an applicant is endorsed for only a portion of its geographic area, as long as the boundary is clearly specified as one of the following: a group of project units, or a town, township, village, or city boundary.

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**Can an entity (county/Tribe) endorse multiple applicants for the same geographic area?**

Yes. An entity may wish to endorse multiple applicants for the same geographic area. For example, an entity may wish to endorse a different applicant for each technology type. Alternatively, an entity may wish to endorse all applicants that meet certain metrics or terms. However, be aware that endorsing every applicant for the same geographic area will result in no impact on the award decision, because scores are compared among proposals for the same project unit.

**Can an entity (county/Tribe) offer endorsement conditional on certain commitments or actions from an applicant? For example, can an entity only endorse applicants that commit to constructing service to all eligible community anchor institutions within the project area?**

Yes. However, the Commission cannot assume responsibility for reviewing if such conditional commitments have been met. Provision of a formal endorsement letter as an attachment to an application is assumed to be proof that the conditional commitments have been satisfied or the entity has an independent guarantee that it will be met in the future.

Further, the Commission will not award points for endorsements that are provided with a condition that is not related to the improvement of broadband access, affordability, or adoption within a community. In such instances where an endorsement is associated with non-broadband conditions, the Commission reserves the right to withhold endorsement points provided to that applicant.

**When should entities (county/Tribe) complete their endorsements?**

The exact BEAD timeline has not been finalized and is pending certain approvals. It is anticipated that the BEAD application process will begin in November 2024 and that applications will be due at the end of December 2024. The Commission recommends that entities complete their initial endorsement activities by December 18, 2024.

**If an entity(county/Tribe) does not make any endorsement does that mean the entity will get less funding?**

No, the intent of the endorsement criteria is when there are two or more competing proposals for the same geographic area. The endorsement will provide additional points for the applicant or applicant(s) that the community has selected to endorse. The endorsement criteria is not intended or designed determine which communities get funding but which applicant(s) gets endorsement points when there is competition for the same geographic areas.

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**The PSC has not published Project Units yet, how can an entity (county/Tribe) endorse without project units?**

While project units are not complete (as of August 30, 2024) the initial [BEAD eligibility map](#) is available online <https://maps.psc.wi.gov/apps/BEADEligibilityMap/> and shows the very likely BEAD eligible locations as submitted to NTIA for approval on August 27, 2024. The Commission recommends that entities endorse applicants based on political geographic boundaries either for their entire geographic area or certain applicants for specific towns, villages cities or townships.

**Should the Letters of Endorsement be provided directly from the signatory to the Commission or included in the application?**

Letters of Endorsement must be provided within the application submission and are due at the time of the application. Any letters submitted outside of the application system will not be considered.

**Is there specific language or model language that should be used in a resolution or endorsement letter?**

No specific language is required to meet the criteria. Applicants interested in additional technical assistance related to endorsement language or process should contact the University of Wisconsin, Division of Extension (UW Extension) Broadband Technical Assistance Team. Entities may email [jessica.beckendorf@wisc.edu](mailto:jessica.beckendorf@wisc.edu) for technical assistance on the endorsement language from UW Extension.

**Will the Commission accept *draft* minutes that establish the action of the endorsement?**

Yes, due to the accelerated timeline of the BEAD sub-granting process the Commission will accept draft minutes that document the endorsement. However, the accompanying letter from the endorsing entity must 1) indicate the minutes are a draft 2) confirm that the signatory of the letter will immediately update the Commission if the minutes change between the draft and approval and 3) commit to provide an approved copy of the minutes when available.

**Who should letters of endorsement be addressed to?**

Cru Stublely

Secretary to the Commission Public Service Commission of Wisconsin  
4822 Madison Yards Way Madison, Wisconsin 53705

Contact: [PSCBEADGrants@wisconsin.gov](mailto:PSCBEADGrants@wisconsin.gov)

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## BEAD Endorsements Sample Language

**Purpose:** To provide ideas for how to write a BEAD endorsement resolution or letter of endorsement to show support for an ISP's BEAD funding application for a specific geographic area, including county-wide.

**Who should use this resource:** This resource was created for county and Tribal governments. Only Tribal and county governments can provide an endorsement.

**Why are we recommending resolutions?** Extension suggests using resolutions to keep the process transparent and show how the community and ISP have worked together. Whether you go with the resolution + letter options or choose to simply write an endorsement letter, you can include the sample language in this document to highlight your interactions with the ISP and the steps you've taken to support broadband expansion in your county.

- Resolutions should direct a letter of endorsement to be written after the meeting. The letter should refer to the resolution.
- Endorsement letters can also be included in the meeting packet (Extension recommendation) and signed after the meeting.

### Anticipated Timeline

#### Now through September/October 2024:

- **Engage with "Eligible entities":** Eligible entities are those who are interested in expanding broadband in your community. They will often be Internet Service Providers but could also be other entities – local and Tribal units of government, for example. Initiate conversations with eligible entities to understand their plans and consider potential partnerships that align with your identified community needs.
  - *To be eligible to participate in the BEAD sub granting process, eligible entities need to go through the Letter of Intent (LOI) process and meet the following criteria: (1) agree to propose projects that will provide at least 100/20 Mbps service reliable, qualifying broadband service to all locations within the required timeline; (2) demonstrate the technical, financial, operational and managerial capacity to deploy eligible broadband projects and participate in the BEAD program; (3) agree to meet the mandated financial and programmatic requirements; (4) agree to meet the mandated ownership and organizational requirements; and (5) certify ability to comply with all applicable requirements mandated by NTIA, the Commission and 2 CFR 200 Uniform Guidance.*
- **Prepare Statements:** Use this document to draft statements for the resolution or endorsement letter.

#### September/October through November 30, 2024:

- **County Board Agenda/Tribal Government Body Agenda:** Get the endorsement scheduled on the county board/Tribal Government Body agenda as early as possible, no later than December 18, 2024.

- **Resolution/Letter Submission:** BEAD applicants will need the resolution or letter to submit their application. Ensure the BEAD applicants can state they are approved to apply for BEAD funding by the Wisconsin Broadband Office (WBO) and have identified the town, village, city, or project unit they are applying for.

## Important Notes:

- **ISP Information:** ISPs may not be ready for endorsement until they have seen the project areas they will include in their applications.
- **Multiple Endorsements:** You may endorse more than one application in various locations, or even a single area. Your endorsement is a “vote” for the projects that best meet your community’s needs. See this [frequently asked questions document](#) for more information on multiple endorsements and how they affect the application, starting on page 4.
- **Strategic Endorsements:** The points for endorsement (7 points) are potentially significant. Be strategic with your endorsements to avoid diluting your points. If all applicants are endorsed, it has the same effect as if no applicants were endorsed. Endorsement should be used to differentiate preferred applicants from the rest. This is your opportunity to express your preferences and why.

## Requirements

**Minimum requirements for scoring points** (page 33 of Wisconsin’s [Volume 2 Initial Proposal](#)):

*Local and Tribal Coordination: Endorsement by County and/or Tribe = 7 points available*

- 7 points = the County and/or Tribe where the project is located takes official action at a noticed, open meeting to affirmatively endorse the project. The action is memorialized in public minutes and an official letter of endorsement is provided.*

The Wisconsin Broadband Office has created a [guidance document](#) on engagement and endorsement points and you can find more information on the [PSC Broadband Equity, Access, and Deployment Grant \(wi.gov\)](#) page.

## Sample Language

Consider the following categories and sample language, and/or write your own.

At a minimum, try to include at least one statement from each of the five sections below, include more statements where you have more information. Keep your statements broad, but **make sure it’s clear why you are endorsing the project and what due diligence has been done by the county and the ISP.**

## Statement(s) that acknowledge the availability and purpose of BEAD funding:

- WHEREAS Broadband, Equity, Access, and Deployment program (BEAD) funding is available for unserved and underserved households and businesses, within [Name of Governmental Body];

- WHEREAS, the Broadband Equity, Access, and Deployment (BEAD) Program has been established to provide significant funding to expand high-speed internet access across the United States;
- WHEREAS the BEAD Program aims to bridge the digital divide by ensuring that all Americans, regardless of their geographic location, have access to reliable and affordable broadband services;
- WHEREAS the availability of BEAD funding is crucial for supporting infrastructure projects that will enhance connectivity for underserved and unserved households and businesses in [Name of Governmental Body];
- WHEREAS the purpose of BEAD funding includes promoting economic growth, improving educational opportunities, and enhancing healthcare services through better internet access;

### Statement(s) that acknowledge the county's support for broadband expansion and the work you have already done to understand broadband needs in your county:

- WHEREAS [Name of Governmental Body] Board of Supervisors [or equivalent] recognize that broadband connectivity and reliability is critical infrastructure for health, safety, and quality of life for all community residents to participate in the full benefits of our society and economy, including access to telemedicine, educational, and economic opportunities.
- WHEREAS, [Name of Governmental Body] Board of Supervisors [or equivalent] has established a broadband committee in [Insert Year Committee was Established]
- WHEREAS a countywide survey of broadband needs and issues was conducted in [year] and found [insert a relevant result]
- WHEREAS [Name of Governmental Body]'s Broadband Committee has made recommendations for broadband infrastructure, identifying [Insert Geographic areas you have identified as priorities], [Insert technologies you have approved], [affordability of pricing], [commitment to serve entire Tribe/county/town/community], etc as priorities... [insert other recommendations your committee has made that are relevant to this endorsement]
- WHEREAS, we have interviewed [Insert number of providers you have interviewed] of providers for partnership opportunities to meet our identified broadband infrastructure goals

### Statement(s) that acknowledge that the ISP is seeking BEAD funding:

- WHEREAS [Name of Eligible Entity] is seeking BEAD funding for the [Insert geographic area – this could be a list of towns, villages, cities, entire counties, or specific project unit in [Name of County]
- WHEREAS [Name of Governmental Body] plans to provide matching funds equivalent to X% of the estimated project costs (**NOTE: matching funds from the Governmental Body is NOT required**);

### Statement(s) that acknowledge the county's experience working with that ISP and/or the engagement efforts between the ISP and the county/communities in that county:

- WHEREAS [Name of Eligible Entity] is interested in addressing [insert a priority or priorities your Governmental Body has identified] priorities identified by our broadband committee.
- WHEREAS, [Name of Eligible Entity] has partnered with [Name of Governmental Body] on [insert names of grants or number of grants] grants that resulted in...

*(e.g., number of additional locations served.)*

- WHEREAS, [Name of Eligible Entity] has a proven record of accomplishments in [Name of county]/region] for [insert number] years, *(e.g., they have made investments in our communities since [insert year])*
- WHEREAS, [Name of Governmental Body] has other MOUs (Memoranda of Understanding) or agreements with [Name of Eligible Entity]
- WHEREAS [Name of Governmental Body] board has reviewed the plans and financial estimates of this project.
- WHEREAS, [Name of Eligible Entity] has discussed their plans at [Insert Number] of broadband committee meetings, *(attended public events, engaged with the libraries and/or school districts, housing authority, nonprofits, etc...) on the following date(s): [insert dates they attended meetings]*

### Your statement(s) of resolution/endorsement:

- Therefore, be it resolved that [Name of Governmental Body] Board of Supervisors [or equivalent] endorses [Name of Eligible Entity]'s application for BEAD funding for [Insert geographic location(s);] using [insert technology type or other priorities identified by your committee]
  - *Make sure to include a defined geographic area*
- Therefore, be it resolved, that [Governmental Body] endorses the application of [Eligible Entity's Name] for BEAD funding to support their broadband infrastructure project in [county/Tribal land];
- Be it further resolved, that [Governmental Body] directs its clerk [or equivalent] to draft and provide a letter to the Public Service Commission of Wisconsin and the applicant outlining this endorsement and verifying the applicant and geographic location affected, which shall include the minutes from this meeting.

## **SAMPLE RESOLUTION - Adjust the details to fit your specific situation.**

**Resolution No. [Resolution Number]**

**A Resolution of the [Name of Governmental Body] County Board of Supervisors [or equivalent] Endorsing [Eligible Entity]'s Application for BEAD Funding for Broadband Expansion in [Specific Geographic Area]**

**WHEREAS** Broadband, Equity, Access, and Deployment (BEAD) funding is available for unserved and underserved households and businesses within [Name of Governmental Body]; and

**WHEREAS** the [Name of Governmental Body] Board of Supervisors [or equivalent] recognizes that broadband connectivity and reliability are critical infrastructure for health, safety, and quality of life for all community residents to participate in the full benefits of our society and economy, including access to telemedicine, educational, and economic opportunities; and

**WHEREAS** the [Name of Governmental Body] Board of Supervisors [or equivalent] established a Broadband Committee in [Year]; and

**WHEREAS** a [countywide/Tribal] survey of broadband needs and issues was conducted in [Year] and found [insert relevant results]; and

**WHEREAS**, the [Name of Governmental Body] Broadband Committee has made recommendations for broadband infrastructure, identifying [geographic area(s)] and [technology or other priorities] as priorities; and

**WHEREAS** [Number] providers have been interviewed for partnership opportunities to meet [county/Tribal]-identified broadband infrastructure goals; and

**WHEREAS** [Eligible Entity Name] is seeking BEAD funding for the [Specific Geographic Area] of [Name of county/Tribe]; and

**WHEREAS** [Eligible Entity] is interested in addressing [priority/priorities] identified by our committee; and

**WHEREAS**, [Eligible Entity] has partnered with [Name of Governmental Body] on [name or number of grants] that resulted in [e.g., number of locations served]; and

**WHEREAS**, [Eligible Entity Name] has a proven record of accomplishments in [Name of county/region] for [number of years], having made investments in our communities since [Year]; and

**WHEREAS**, [Name of Governmental Body] has other MOUs or agreements with [Eligible Entity]; and

**WHEREAS**, [Eligible Entity] has discussed their plans at [ number] of broadband committee meetings, attended public events, and engaged with libraries, school districts, housing authorities, and nonprofits on the following dates [Insert list of meeting dates];

**NOW, THEREFORE, BE IT RESOLVED** that the [Name of Governmental Body] Board of Supervisors [or equivalent] endorses [Eligible Entity]'s application for BEAD funding for [Geographic Area], using [e.g. technology].

**Note: This sample resolution does not include all sample language mentioned in the guidance document.**

**All sample language is OPTIONAL and meant to serve as a guide rather than a template.**



## Sample Endorsement Letter – Adjust the details to fit your specific situation.

**NOTE: This sample letter of endorsement does not include all sample language included in the guidance document. Use statements that describe your specific situation.**

[Date]

Cru Stublely  
Secretary to the Commission  
Public Service Commission of Wisconsin  
4822 Madison Yards Way  
Madison, WI 53705

Dear Cru Stublely,

**Subject: Endorsement of [Eligible Entity]'s Application for BEAD Funding**

**Introduction:** Briefly introduce the purpose of the letter and state the county's commitment to broadband expansion.

***Example:** We are writing to express our endorsement of [Eligible Entity]'s application for Broadband, Equity, Access, and Deployment (BEAD) funding to support broadband expansion in [Specific Geographic Area] of [Name of county/Tribe]. The [Name of Governmental Body] Board of Supervisors [or equivalent] recognizes the critical importance of broadband connectivity for the health, safety, and quality of life of our residents.*

**Acknowledgement of BEAD Funding:** Mention the availability and purpose of BEAD funding.

***Example:** The BEAD program provides essential funding to address the needs of unserved and underserved households, businesses, and nonprofits within our county.*

**County's Support for Broadband Expansion:** Highlight the county's or Tribe's efforts and commitment to broadband expansion; Mention any relevant committees, surveys, or initiatives.

***Example:** The [Name of Governmental Body] Board of Supervisors [or equivalent] has established a Broadband Committee in [Year] to address the connectivity needs of our community. A [countywide/Tribal] survey conducted in [Year] identified significant gaps in broadband access, which our committee has prioritized for infrastructure development.*

**Eligible Entity's BEAD Funding Application:** State that the Eligible Entity is seeking BEAD funding and specify the project area.

***Example:** [Eligible Entity] is seeking BEAD funding to expand broadband services in [Specific Geographic Area] of [Name of county/Tribe]. This project aligns with our [county/Tribe]'s goals to enhance connectivity and provide reliable internet access to all residents.*

**County/Tribe's Experience with Eligible Entity:** Detail the county's experience and engagement with the Eligible Entity; Mention any past partnerships, grants, or collaborative efforts.

*Example: We have had a positive working relationship with [Eligible Entity], who has partnered with us on several grants, resulting in [number of additional locations served]. [Eligible Entity] has demonstrated a strong commitment to our community, making significant investments since [Year].*

**Resolution/Endorsement Statement:** Clearly state the county's endorsement of the Eligible Entity's application.

*Example: Therefore, the [Name of Governmental Body] Board of Supervisors [or equivalent] fully endorses [Eligible Entity]'s application for BEAD funding for the [Specific Geographic Area], utilizing [e.g., technology]. This endorsement was reviewed and approved by the [Name of Governmental Body] Board of Supervisors [or equivalent] on [date] at a [County Board/Tribal Governmental Body] meeting. Minutes of that meeting are attached/can be viewed at [insert where the minutes can be found].*

**Conclusion:** Reiterate the Governmental Body's support and commitment to the project. Offer any additional support or information if needed.

*Example: We are confident that [Eligible Entity]'s project will address the critical broadband needs of our community. Please feel free to contact us if you require any further information or support.*

Sincerely,

[Your Name, title, county/Tribe, contact information]