

UTAH BROADBAND CENTER PORTAL

Subgrantee Step-by-Step Guide

Accessing the Portal & Submitting the NEPA Pre-Screening Compliance Report

Utah Broadband Center (UBC) | BEAD Program

Purpose

This guide walks BEAD subgrantees through the process of accessing the Utah Broadband Center (UBC) Portal and submitting the NEPA Pre-Screening Compliance Report for each awarded reporting project. The NEPA Pre-Screening Report is the first step in your project's environmental review workflow and must be completed before construction-related activities can begin on a NEPA Project Area.

PORTAL URL

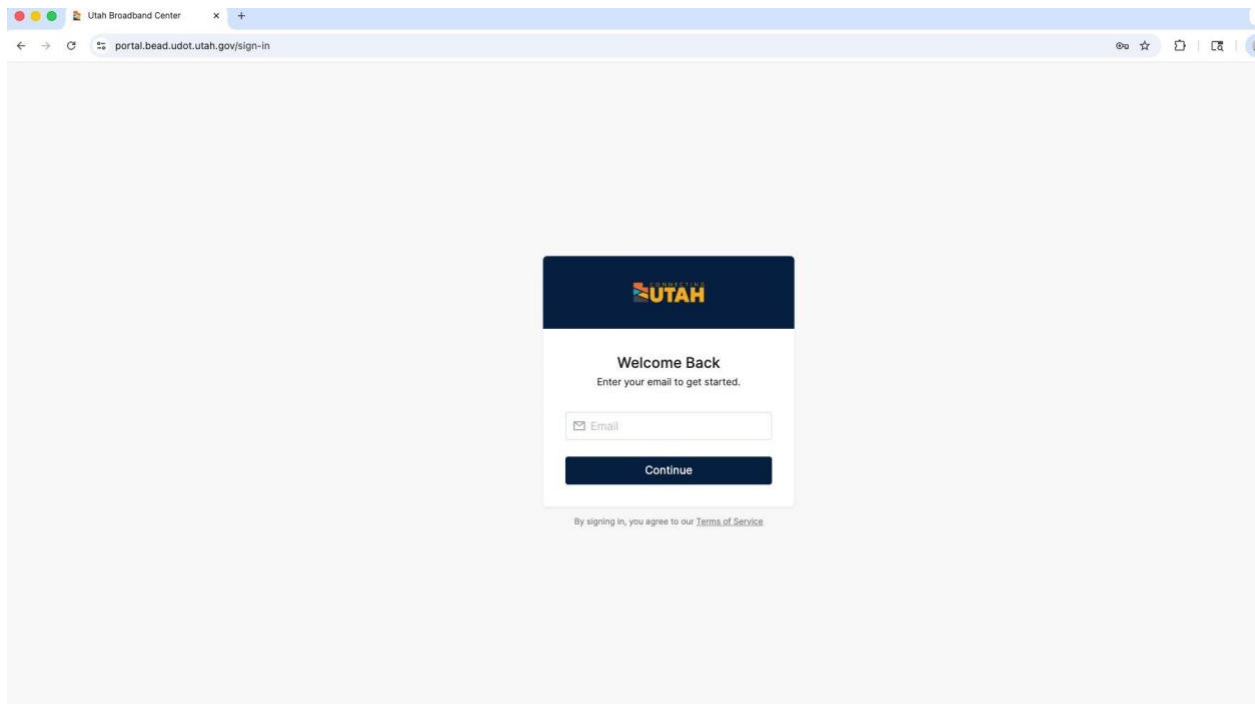
https://portal.bead.udot.utah.gov/sign-in

Step 1: Log In to the UBC Portal

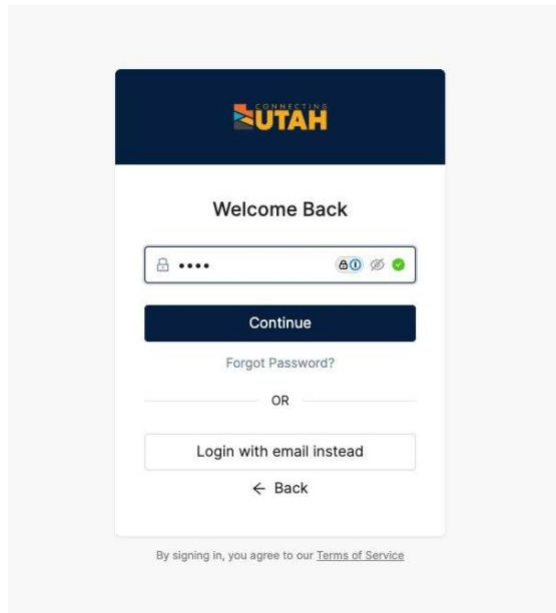
Open your browser and navigate to the portal URL. The login screen uses a two-step flow — email first, then either a password or a magic link sent to your inbox.

Option A: Password Login

1. Go to: <https://portal.bead.udot.utah.gov/sign-in>
2. Enter your email address and click **Continue**.
3. On the password screen, enter your password and click **Continue** to access the portal.



Screenshot 1a: Email entry screen — enter your email and click Continue



Screenshot 1b: Password entry screen — enter password and click Continue

Option B: Magic Link (Login with Email Instead)

If you prefer not to use a password — or have forgotten yours — you can log in via a one-time magic link sent directly to your email.

1. On the password screen, click **Login with email instead**.
2. A one-time login link will be sent to your email address. Check your inbox (and spam folder if needed).
3. Click the link in the email within a few minutes — magic links expire quickly.
4. You will be logged in automatically without needing to enter a password.

NOTE

If you have not yet received an invitation to the UBC Portal, contact your UBC point of contact to have an account provisioned. The invitation will arrive from the no-reply@utah.gov — see Section 8 for support contact information.

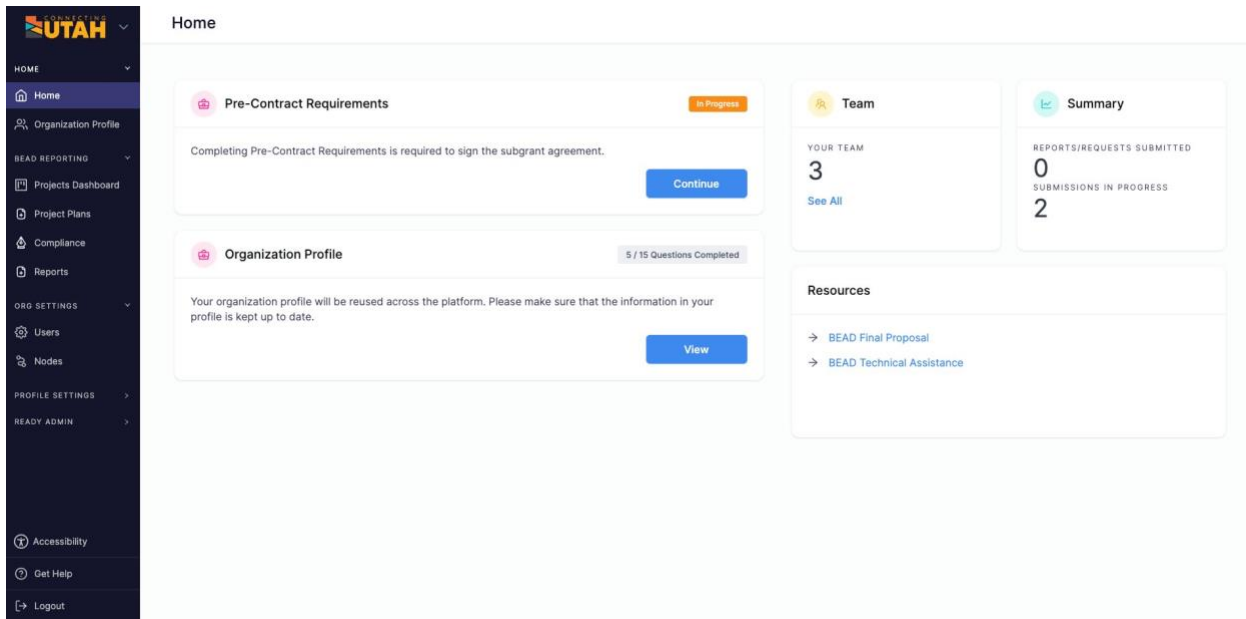
Step 2: The Home Page

After logging in, you will land on the Home Page dashboard. This is the portal's main landing page and provides shortcuts to your highest-priority tasks and an overview of your organization's activity in the portal.

What's on the Home Page

- **Pre-Contract Requirements:** This is a required onboarding step that must be completed before your subgrant agreement can be signed. Click **Continue** to resume.
- **Organization Profile:** Your organization's profile is reused across the platform. Keep it up to date.
- **Team:** The users currently in your organization. Use “See All” to view the full list.

- **Summary:** This is a snapshot of how many reports/requests you have submitted and how many submissions are still in progress.
- **Resources:** This has quick links to the BEAD Final Proposal, BEAD Technical Assistance, and other reference materials.



Screenshot 2: Home page with the left-hand navigation visible

Left-Hand Navigation

The left-hand navigation panel contains all portal modules. The table below describes each item and notes any modules that are not yet available to Utah subgrantees.

Navigation Item	Description
Home	Returns you to the Home dashboard from anywhere in the portal.
Organization Profile	Your organization's profile and onboarding information. This is used across the platform.
BEAD Reporting	Expandable section containing your post-award reporting and compliance modules. Expand this section to access the items below.
└ Projects Dashboard	Overview of your awarded BEAD reporting projects.
└ Project Plans	Not yet available to Utah subgrantees. This will be opened in a future release.

Navigation Item	Description
└ Compliance	Compliance reports, including the NEPA Pre-Screening Report. This is your destination for this guide.
└ Reports	Not yet available to Utah subgrantees. This will be opened in a future release.
Org Settings	Expandable section for organization-level configuration.
└ Users	Manage users in your organization; invite colleagues, update roles, and remove access.
└ Nodes	Manage organizational nodes (used in later deployment reporting).
Profile Settings	Your individual user account settings.
Accessibility / Get Help / Logout	Standard utility links at the bottom of the navigation panel.

NOTE	Subgrant Agreements, Project Plans, and Reports will be opened to Utah subgrantees in future releases. The NEPA Pre-Screening Report lives under Compliance, which is available now.
-------------	--

Step 3: The BEAD Compliance Page

In the left navigation, expand BEAD Reporting and click Compliance. You will land on the BEAD Compliance page, which lists all compliance reports tied to your awarded projects and their current review status.

Screenshot 3: BEAD Compliance page — Compliance Report section with tabs and report table

Status Tabs

BEAD REPORTING
Projects Dashboard
Project Plans
Compliance
Reports
ORG SETTINGS
PROFILE SETTINGS
READY ADMIN
Accessibility
Get Help
Logout
Terms of Service

BEAD Compliance

Compliance Report

All Reports (1)
Awaits Review (1)
In Review (0)
Needs Revision (0)
Completed (0)

Report Compliance

1 Report

Filters (0)

Search compliance reports...

Compliance Report Type	Report Status	Reporting Project & ID	Determination	Submission Progress	Date Submitted	Last Updated	Actions
Pre-Contract Requirements	Awaits Review	—	Pending	6/6 filed	12 May '26	12 May '26	View

1 / 10 / page

The five status tabs are highlighted above. Click any tab to filter the report list.

Use the tabs at the top of the Compliance Report Type section to filter the list by status:

Tab	Meaning
All Reports	Shows every compliance report regardless of status.
Awaits Review	Reports you have submitted that are waiting to be picked up by UBC reviewers.
In Review	Reports currently being actively reviewed by UBC.
Needs Revision	Reports returned to you with reviewer comments requesting corrections or additional information.
Completed	Reports that have been fully reviewed and accepted by UBC.

Compliance Report Table

The screenshot shows the BEAD Compliance interface. On the left is a dark sidebar with navigation links: BEAD REPORTING (Projects Dashboard, Project Plans, Compliance, Reports), ORG SETTINGS, PROFILE SETTINGS, and READY ADMIN. The main content area is titled 'BEAD Compliance' and 'Compliance Report'. It features a 'Report Compliance' button and a tabbed interface with tabs for 'All Reports (1)', 'Awaits Review (1)', 'In Review (0)', 'Needs Revision (0)', and 'Completed (0)'. Below the tabs is a table of reports. The first row is highlighted with a red box. The table has the following columns: Compliance Report Type, Report Status, Reporting Project & ID, Determination, Submission Progress, Date Submitted, Last Updated, and Actions. The first row contains the following data: Pre-Contract Requirements, Awaits Review, —, Pending, 6/6 filled, 12 May '26, 12 May '26, and a View button.

Compliance Report Type	Report Status	Reporting Project & ID	Determination	Submission Progress	Date Submitted	Last Updated	Actions
Pre-Contract Requirements	Awaits Review	—	Pending	6/6 filled	12 May '26	12 May '26	View

The Compliance Report Table is highlighted above. Each row lists one compliance report.

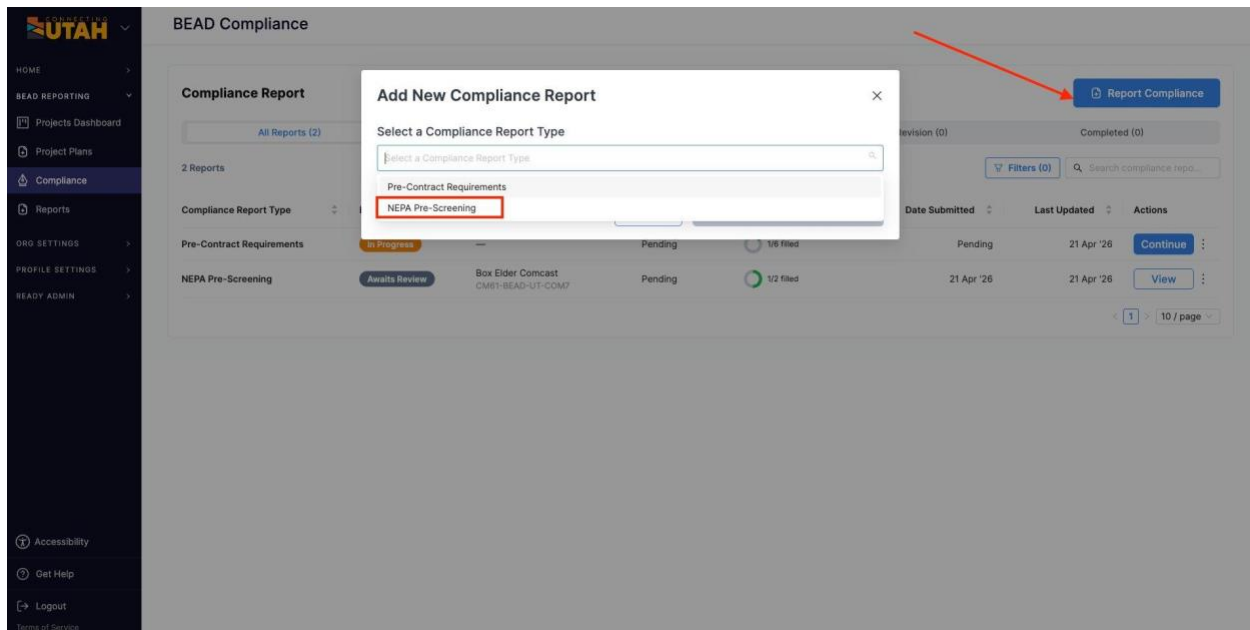
The table below the tabs lists each compliance report. Columns include:

- **Compliance Report Type** — the type of report (e.g., Pre-Contract Requirements, NEPA Pre-Screening).
- **Report Status** — current workflow status (e.g., Awaits Review).
- **Reporting Project & ID** — the project this report is tied to. Some report types (like Pre-Contract Requirements) are organization-wide and may show no project.
- **Determination** — the reviewer determination once a decision is made (Pending until reviewed).
- **Submission Progress** — how many questions in the report have been filled (e.g., 6/6 filled).
- **Date Submitted** — when you submitted the report.
- **Last Updated** — most recent activity on the report.
- **Actions** — View the report or use the action menu (⋮) for additional options.

Step 4: Start a NEPA Pre-Screening Report

From the BEAD Compliance page, you can create a new NEPA Pre-Screening Report for any awarded reporting project that does not already have one. A separate report must be completed for each project.

1. On the BEAD Compliance page, click the blue **Report Compliance** button in the upper right of the Compliance Report section.
2. In the **Add New Compliance Report** modal that opens, click the **Select a Compliance Report Type** dropdown and choose **NEPA Pre-Screening**.



Screenshot 4a: Add New Compliance Report modal — select NEPA Pre-Screening as the report type

- After selecting the report type, a second dropdown appears: **Select Reporting Project(s) Associated with the Compliance Report**. Click it and choose the project this report applies to. Project IDs correspond to the reporting projects listed in the [Approved BEAD Awards list](#).



Screenshot 4b: Select the Reporting Project — projects with an existing NEPA Pre-Screening Report appear greyed out

- Confirm your selection to create the report. You will be taken to the report introduction screen.

IMPORTANT

Only one NEPA Pre-Screening Report can be created per reporting project. Projects that already have a NEPA Pre-Screening Report in progress or submitted will appear greyed out in the project dropdown and cannot be selected again. To continue work on an existing report, close the modal and open the report from the BEAD Compliance table instead.

Step 5: Complete the NEPA Pre-Screening Report

The report is organized as a six-section wizard. A green checkmark at the top of the page shows your progress through the sections. Each section has a Save Progress button so you can return at any time, and Back / Next buttons to move between sections — your report status will remain In Progress until you submit it.

The six sections, in order, are:

1. **NEPA Review** — eligibility gate for the rest of the report.
2. **BEAD Deployment Project** — upload your deployment plans and provide a project description.
3. **Proposed NEPA Project Areas** — upload NTIA APPEIT reports, the NEPA Project Area Review Form, and the NEPA Project ID CSV.
4. **NEPA Project Area Budget Overview** — allocate your grant award and match across each subdivided NEPA project area, with a justification for each. Appears only if you are subdividing your project into multiple NEPA areas.
5. **Attestation** — certify the information you have provided.
6. **Review & Submit** — review and submit the completed report.

Section 1: NEPA Review

This section confirms whether your BEAD project requires NEPA review and which review path applies. It opens with one question:

- **Does your BEAD project include Low Earth Orbit (LEO) satellite technology?**

Most terrestrial BEAD projects (fiber, fixed wireless, etc.) answer No. When you select No, the portal will display the message "Your project requires NEPA review. Please complete the following sections." This will confirm that the remaining sections will be required.

If you select Yes, additional follow-up questions appear (e.g., whether your LEO project is limited to specific activities such as satellite capacity reservation and consumer premise equipment installation, and whether the project also includes any terrestrial technology). Answer each follow-up as it appears — the portal will tailor the rest of the report based on your responses.

NOTE

If your project includes LEO satellite technology, refer to NTIA's [BEAD Guidance on NEPA and NHPA for LEO Satellite Service](#) for the applicable review path. Contact UBC if you are unsure which path applies.

Click Next to continue.

UTAH

NEPA Pre-Screening Report : Wa

In Progress

1. NEPA Review 2. BEAD Deployment Project 3. Proposed NEPA Project Areas 4. Attestation 5. Review & Submit

NEPA Review

*1. Does your BEAD project include Low Earth Orbit (LEO) satellite technology?

☐ Yes

☒ No

Your project requires NEPA review. Please complete the following sections.

Save Progress Next ->

Screenshot 5a: Section 1 — NEPA Review eligibility question

Section 2: BEAD Deployment Project

BEAD Deployment Project

*1. Upload your BEAD Deployment Project plans, including shapefiles and project plan maps, for the awarded project area.

Click or drag file to this area to upload

Support for a single or bulk upload.

.dbf, .pdf, .shp, .shx and .zip file formats accepted

*2. Provide brief (1000 character) project description describing infrastructure elements and activities subject to environmental review, including number of locations to be served, technology type, deployment method, and relevant contextual information.

*3. Upload NTIA APPEIT Report for Original BEAD-Awarded Project Area

Instructions for accessing and utilizing the NTIA APPEIT tool are included in the [NEPA Project Area Review Form](#)

Click or drag file to this area to upload

Support for a single or bulk upload.

.pdf file formats accepted

Save Progress Back Next ->

Screenshot 5b: Section 2 — BEAD Deployment Project uploads and project description

This section captures project-level information for the original BEAD-awarded project area. Complete each item in order:

Screenshot 5c: Section 3 — Proposed NEPA Project Areas, showing the Download Template buttons and upload areas

This section captures information for each proposed NEPA Project Area within your awarded project. UBC provides downloadable templates for the two required forms — make sure to use those templates.

Question	What to Provide
1. Do you plan to separate your BEAD Deployment Project into multiple NEPA areas?	Remember that each separate NEPA area must have independent utility. UBC will review the NEPA projects areas for independent utility and your narrative of the environmental and historic preservation area rationale for the separation of the project area. If you select “Yes” to this question, additional questions regarding your proposed NEPA areas will show up. If you select “No”, those questions will not appear.
2. Provide a narrative explaining the environmental and historic preservation rationale for separating your BEAD projects into different NEPA areas. Explain how each NEPA area will have independent utility.	Enter your response to this question directly into the provided text box. You are encouraged to draft your response to this question in a word processing software and then copy/paste it into the text box.
3. Upload shapefiles and maps for each proposed NEPA project area.	Accepted file formats: .dbf, .pdf, .shp, .shx, and .zip. Single or bulk upload is supported.
4. Upload NTIA APPEIT Reports for each proposed NEPA project area.	Upload an APPEIT report for every proposed NEPA project area. Accepted file formats: .pdf and .zip. Bulk upload is supported — combining multiple PDFs into a single .zip is the simplest approach when you have multiple areas.
5. Upload completed NEPA Project Area Review Form for each proposed NEPA project area.	Click Download Template to get the UBC-supplied form. Complete one form per proposed NEPA project area, then upload the completed file(s). Accepted file formats: .docx, .pdf, and .zip.
6. Upload Completed NEPA Project ID CSV File.	Click Download Template to get the UBC-supplied CSV. Complete columns E and K as directed in the NEPA Project Area Review Form, then upload the completed file. Columns A–D and F–J are greyed out and will be completed by UBC — do not edit them.

Question	What to Provide
7. Upload NEPA Milestone timelines for each proposed NEPA project area.	Download the provided milestone template and complete it for each NEPA project area. If you are not dividing your project into separate NEPA areas, you must complete the template for your entire project. Accepted file formats: .csv and .zip.

TIP

For Question 6, the Final Proposal data spreadsheets referenced in the instructions are available at <https://connecting.utah.gov/grants/big/final-proposal/> and are listed as Exhibits A–E. Download the relevant exhibit before filling out columns E and K of the NEPA Project ID CSV.

When all the questions in this section and required uploads are complete, click Save Progress, then Next.

Section 4: NEPA Project Area Budget Overview

UTAH TEST

← NEPA Pre-Screening Report : South East - Emery In Progress

1. NEPA Review · 2. BEAD Deployment Project · 3. Proposed NEPA Project Areas · **4. NEPA Project Area Budget Overview** · 5. Attestation · 6. Review & Submit

HOME
BEAD REPORTING
Projects Dashboard
Subgrant Agreements
Project Plans
Compliance
Reports
MESSAGES
ORG SETTINGS
PROFILE SETTINGS
HYPERCUBE
GAME
READY ADMIN

Accessibility
Get Help
Logout

NEPA Project Area Budget Overview

Total Grant Amount: \$3079354.26
Total Match Funds: \$1026451.43
Total Cost: \$4105805.69

Grant amounts and match funds across all proposed NEPA project areas must match the total grant amount and total match funds for the project.

Total grant award entered: \$0.00 / \$3079354.26
Total match amount entered: \$0.00 / \$1026451.43

* 1. How many NEPA Project Areas are you proposing to divide your project into?

NEPA Project Area 1

* 1a. Enter the NEPA ID for the subdivided NEPA project area

* 1b. Enter the proposed grant award for the subdivided NEPA project area

\$

* 1c. Enter the proposed match amount for the subdivided NEPA project area

\$

* 1d. Provide a brief justification for the proposed award and match amount for this subdivided NEPA project area.

Save Progress ← Back Next →

Screenshot 5d: Section 4 — NEPA Project Area Budget Overview. The wizard navigator at the top shows the new section sitting between Proposed NEPA Project Areas and Attestation. The read-only project totals and the running “entered vs. required” grant and match figures appear above the per-area entry fields.

This section captures how your provisional grant award and match are allocated across each subdivided NEPA project area, along with a brief justification for each allocation. UBC uses this information to track each NEPA project area and to support grant disbursement.

At the top of the section, the portal shows your project's Total Grant Amount, Total Match Funds, and Total Cost for reference. Two running totals — Total grant award entered and Total match amount entered — update as you complete each project area and are displayed against the amounts required. These running totals must reconcile to the project totals before you can submit the report.

NOTE

This section appears only when you answer “Yes” to Section 3, Question 1 (“Do you plan to separate your BEAD Deployment Project into multiple NEPA areas?”). If you are not subdividing your project, the wizard skips this section and you will not see it.

Complete each item in order. After you enter the number of project areas in Question 1, the portal repeats the same four fields (shown below as a–d) for every project area, numbered by area (1a–1d, 2a–2d, and so on).

Question	What to Provide
1. How many NEPA Project Areas are you proposing to divide your project into?	Enter the number of NEPA project areas you are creating from this BEAD Deployment Project. The portal then generates a numbered set of fields for each project area. Up to 20 project areas are supported.
a. Enter the NEPA ID for the subdivided NEPA project area.	Enter the NEPA ID for this project area. Use the same NEPA IDs you assigned in the NEPA Project ID CSV in Section 3 so the budget lines reconcile with your proposed project areas.
b. Enter the proposed grant award for the subdivided NEPA project area.	Enter the BEAD grant award amount allocated to this project area, in dollars. The grant awards across all project areas must add up to the project's total grant amount.
c. Enter the proposed match amount for the subdivided NEPA project area.	Enter the match amount allocated to this project area, in dollars. The match amounts across all project areas must add up to the project's total match funds.
d. Provide a brief justification for the proposed award and match amount for this subdivided NEPA project area.	Explain why this split of grant award and match is appropriate for this project area — for example, the relative number of locations, build cost, or scope. You are encouraged to draft longer justifications in a word processor and paste them into the text box.

IMPORTANT

The totals must reconcile before you can submit. The grant awards entered across all project areas must equal your project's total grant amount, and the match amounts entered must equal your project's total match funds. The portal shows the running “entered vs. required” figures in red until each side balances.

TIP

Make sure the NEPA IDs and dollar splits you enter here match the NEPA Project Area Review Form and NEPA Project ID CSV you uploaded in Section 3. Keeping the two consistent helps avoid a revision request.

Click Save Progress as you work, then Next once the grant award and match totals balance to the project totals.

Section 5: Attestation

1. NEPA Review > 2. BEAD Deployment Project > 3. Proposed NEPA Project Areas > 4. NEPA Project Area Budget Overview > 5. Attestation > 6. Review & Submit

< ☰

Attestation

1.
As an authorized representative of the Subgrantee, I hereby attest and certify that:

- Accuracy of Information - All information, certifications, and supporting documentation submitted in connection with National Environmental Policy Act (NEPA) requirements are true, complete, and accurate to the best of my knowledge and belief.
- Compliance with Applicable Laws - The Subgrantee has complied, and will continue to comply, with all applicable federal, state, and local laws, regulations, guidance, and program requirements related to NEPA, including those set forth by the National Telecommunications and Information Administration (NTIA) under the Broadband Equity, Access, and Deployment (BEAD) Program.
- Ongoing Obligation to Update - The Subgrantee understands that if any information submitted in connection with NEPA changes or is found to be inaccurate, the Subgrantee must promptly notify the Utah Broadband Center (UBC) and submit updated documentation.

I understand that any false, fictitious, or fraudulent statement or claim may subject me and/or the Subgrantee to civil, criminal, or administrative penalties, including but not limited to fines, imprisonment, and/or debarment from participation in federal programs, pursuant to applicable laws and regulations.

☐ I Certify

Save Progress

← Back

Next →

Screenshot 5e: Section 5 — Attestation, showing the certification language and the I Certify checkbox.

In this section, you certify that the information you provided in Sections 1–4 is accurate and complete to the best of your knowledge. Read the attestation language carefully before signing. Click Save Progress, then Next.

Section 6: Review & Submit

1. NEPA Review > 2. BEAD Deployment Project > 3. Proposed NEPA Project Areas > 4. Attestation > 5. Review & Submit

Please review this section.

NEPA Review
BEAD Deployment Project
Proposed NEPA Project Areas
Attestation

Review And Submit

Download PDF

NEPA Review

View Section >

*1. Does your BEAD project include Low Earth Orbit (LEO) satellite technology?

☒ Yes
☐ No

*1.1. Does your LEO satellite project only involve the following activities?

- Reserving satellite capacity to deliver broadband service to customers
- Installation of consumer premise equipment (dishes, modems, routers) on private property
- No construction or improvement of commercial satellite ground stations, earth stations, or teleports

☒ Yes
☐ No

*1.2. Does your BEAD project include any terrestrial technologies (i.e. fixed wireless, fiber) in addition to LEO technology?

Save Progress

Back

Submit The Report →

Screenshot 5f: Section 6 — Review & Submit, with the section navigator, Download PDF button, and Submit The Report button

The final section presents a read-only summary of every answer and upload you have entered, organized by section. A yellow banner at the top reminds you to review the section before submitting.

The page is divided into three areas:

- **Section navigator (left)** — a list of every section in the report. Click any section name to jump to it.
- **Review summary (center)** — read-only display of your answers, with a View Section link beside each section header to jump back if you need to make edits.
- **Download PDF (top right)** — generates a PDF copy of your completed report for your records.

TIP

Click Download PDF to save a copy of your report before submitting. The PDF is a useful record for your files and can also be shared with colleagues or environmental consultants who don't have portal access. You can also download it again after submission.

To submit your report:

1. Carefully review every section using the section navigator on the left and the View Section links in the review summary.

2. If you find an error, click **View Section** or use the section navigator to jump back, correct the response, and return to the Review & Submit page.
3. (Optional) Click **Download PDF** to save a PDF copy of your completed report.
4. When everything is correct, click **Submit The Report** in the bottom right.
5. The report status on the BEAD Compliance page will change to Awaits Review.

IMPORTANT

The Submit The Report button is disabled until every required field and upload across all sections is complete. If the button is greyed out, use the section navigator on the left to find any section that does not show a green checkmark in the top breadcrumb, then complete the missing items.

Step 6: After You Submit — Acceptance vs. Revision

After clicking Submit The Report, UBC's environmental review team is automatically notified. The outcome will be one of the two scenarios below.

Scenario A: Accepted

If UBC accepts the report as submitted:

- The report status on the BEAD Compliance page changes to Completed.
- You will receive an automated email notification confirming acceptance.
- UBC will use the information to create or update your project record in NTIA's ESAPTT system and to scope the next compliance report (CatEx Screening / NEPA Project Report) for each NEPA Project Area.

Scenario B: Returned for Revision

If UBC returns the report with revision requests:

1. You will receive an email notification. The report status on the BEAD Compliance page will change to Needs Revision.
2. Open the report. Reviewer comments will appear inline next to the specific questions requiring updates.
3. Update your responses, save, and re-submit using the same **Submit The Report** flow described in Step 5.

NOTE

The portal will email you when: a report is assigned to your organization, a report is returned for revision, a report is accepted, or a new compliance report (such as CatEx Screening) is unlocked for one of your NEPA Project Areas. Use Org Settings → Users to manage who in your organization receives these notifications.

Step 7: Troubleshooting

Problem	What to Try
I can't log in.	Confirm the email address matches the one used during onboarding. Use 'Forgot Password?' or the magic link option to reset. If still blocked, contact the Ready helpdesk (see Section 8).
I don't see a Reporting Project I expect.	The project list comes from NTIA approved Final Proposal Files. If a project is missing, contact UBC — the subgrant data may not yet be fully loaded into the portal.
A project I expect is greyed out in the Reporting Project dropdown.	A NEPA Pre-Screening Report has already been started or submitted for that project. Close the modal and find the existing report on the BEAD Compliance table — open it from there instead of creating a new one.
A Download Template button (NEPA Project Area Review Form or NEPA Project ID CSV) doesn't open.	Refresh the page. If it still does not work, check whether your browser is blocking the download (look for a download notification in the address bar). If still blocked, contact the Ready helpdesk (see Section 8).
I can't submit — the Submit The Report button is greyed out.	Use the section navigator on the left of the Review & Submit page to confirm every section shows a green checkmark in the top breadcrumb. Open any section that is incomplete and answer every required question or finish every required upload.
I need another person in my organization to complete the report.	Use Org Settings → Users to invite the colleague. Once they accept the invitation, they will see the same reports under your organization.

Step 8: Getting Help

If you encounter an issue this guide does not resolve, use the contact below that best matches your question:

Portal technical issues

For technical problems with the UBC Portal — login trouble, errors, broken links, file upload failures, missing data, or other system behavior issues:

- Email the Ready helpdesk at ut@readybossplatform.atlassian.net.
- Include your organization name, the affected reporting project, the page or button where the issue occurred, and a screenshot if applicable.

BEAD program and policy questions

For questions about BEAD program requirements, NEPA policy, environmental review, or other non-technical program matters:

- Email the Utah Broadband Center at connectingutah@utah.gov.
- For NEPA policy or environmental review questions specifically, you can also contact Lindsey Thurgood at connectingutah@utah.gov at UBC.

