

The Office of Broadband Development requires a Round 2 updated application be submitted for all previous Round 1 BEAD applications. In order to best accommodate this process, the initial applications have been “cloned” so that for each previously submitted application, there is now a Version 2 [V2] to be reviewed and submitted. This V2 Application will contain all of the information previously provided in the initial application. Please first review your previous inputs on the new application to ensure they are accurate and up to date and also re-upload any previously attached documents to the new V2 application as well. The steps in order to perform this task listed below

1. Navigate and login to the [Grantee & Sponsor Portal](#)
2. Navigate to the ‘Awards & Applications’ page by using the My Dashboards dropdown on the top right of the screen (if not already directed there)
3. Locate both the initial application that was submitted (does **not** end in “-V2”) and the new V2 application (**will** end in “-V2”)

Each of your previously approved applications should have a corresponding “-V2” application similarly to what is shown below with the initial application shown in purple and the new, V2, displayed in red.

ID	Opportunity	Project Name	Submitted Date	Status	Open?	Actions
APP-000001562-V2	KY BEAD: 2025 Application	KY BEAD - EYTEST - Adair County	March 14, 2025	Draft	Yes	...
APP-000001562	KY BEAD: 2025 Application	KY BEAD - EY1 - Adair County	June 27, 2025	Submitted	No	...
APP-000001557-V2	KY BEAD: 2025 Application	KY BEAD - EYTEST	-	Draft	Yes	...
APP-000001557	KY BEAD: 2025 Application	KY BEAD - EYTEST	July 06, 2025	Approved	No	...
APP-000001548	KY BEAD: 2025 Pre-Application		June 20, 2025	Approved	No	...

4. Open the new “V2” application by clicking the linked ID column
5. Using the Actions dropdown on the right of the page, select ‘Edit Application’
 - a. This will open the new V2 Application, pre populated with the inputs as provided from the initial application (including all table entry records)
6. After verifying your information is correct, or after making any updates within a particular section, click ‘Save this Section & Continue’ to continue on through the form

Accessing Documents provided in the initial application

7. Navigate back to the '[Awards & Applications](#)'
8. Locate and open the Initial Application record with the same ID number as the "V2" application that you are completing
9. Once viewing the initial applications Details Page, click on the Documents tab
 - a. This tab will show all of the documents uploaded as a part of this application while also saying which document upload it was attached to. You can download these documents by clicking on the hyperlinked name

The screenshot shows the 'KY BEAD: 2025 Application' details page. The top navigation bar includes 'TEAM KENTUCKY | Office of Broadband Development', 'Opportunities', 'My Dashboards', and 'Support'. The page title is 'KY BEAD: 2025 Application' with ID: APP-000001557. Below the title are tabs for 'Application' (selected) and 'Approved'. A red arrow points to the 'Documents' tab in the sub-navigation bar. The 'Documents' tab displays a table of uploaded documents.

Document	Type	Submitted On
JTS 1B - Ballard County Listening Tour Summary.pdf	1b Project Narrative Executive Summary Details	07/05/2025
JTS 2B - Ballard County Geographic Area Narrative.pdf	2b Geographic Area Narrative	07/05/2025
JTS 2E - Ballard County Location IDs.csv	2e Location IDs	07/05/2025
JTS 2N - Ballard County Project Pricing Structure.pdf	2n Project Pricing Structure Details	07/06/2025
JTS 4B - Ballard County Project Timeline.xlsx	4b Proposed Project Timeline Details	07/06/2025
Giza SHP.shp	5c Project Design	07/06/2025
KYBEAD_ApplicationCertifications.docx	Application	07/06/2025
KYBEAD_ApplicationCertifications.docx.pdf	Signed Documents	07/06/2025

- b. Note: For the 2e Document Upload, you will still use the [Broadband Grant Application Download Tool](#) to download the Location data for your application and then you will need to re-upload this document as a part of your resubmission
10. **Important:** Review the downloaded documents and verify that it is still up to date and ready to be uploaded to the new application
11. Navigate back to the "V2" application that you were working, locate the corresponding document upload and upload the relevant document
12. After going through the application, reviewing and updating the responses where needed, submit the new "V2" application
13. After submission, the designated Authorized Signatory will receive an email from docusign where they will need to re-sign and submit Application Certification document