

NBEAD REPORTING PORTAL

Subgrantee User Guide

A Step-by-Step Guide for NBEAD Subgrantees

Version 1.0

Prepared for NBEAD subgrantees by
the Nebraska Broadband Office (NBO) and Ready.net

October 2026

Version Control

This guide is updated as the portal changes. Always use the most recent version.

Version	Date	Description of Changes	Prepared By
1.0	October 30, 2026	Initial release for portal launch	Ready.net

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1. Introduction

About This Guide

The Broadband Equity, Access, and Deployment (BEAD) Program is a federal initiative overseen by the National Telecommunications and Information Administration (NTIA). The Nebraska Broadband Office (NBO) administers BEAD in Nebraska as the Nebraska BEAD (NBEAD) Program.

This guide is for NBEAD subgrantee organizations. It walks you through the NBEAD Reporting Portal, from your first sign-in to submitting your quarterly reports and reimbursement requests.

What Is the NBEAD Reporting Portal?

The NBEAD Reporting Portal is where subgrantees submit their reporting to NBO, starting **October 30, 2026**. The portal is built and supported by Ready.net on NBO's behalf. At launch, you use it to:

- Verify the executed Subgrant Agreement for each project
- Check your organization's onboarding information
- Verify you can view your organization's Project Plans
- Verify you can view the NEPA Exemption Report and NEPA Project compliance forms
- Submit Quarterly Progress Reports at the organization level (OA) and project level (PA)
- Request reimbursement once per project each quarter

> **NOTE**
>
> Reporting in the portal begins with **Y1Q3**, which covers each subgrant's execution date through September 30, 2026. Reports for earlier quarters were submitted in Submittable and do not need to be re-entered.

Before You Begin

Gather these items before you start. Your work goes much faster when they are on hand.

1. **Your executed Subgrant Agreement(s)**, to check the figures shown in the portal.
2. **Your project schedule, to check the milestone dates NBO has loaded into your Project Plan.**
3. **Your project budget**, by cost category, with the NBEAD grant share and your match share separated.
4. **Your permitting picture**: which permits each project needs and where each stands.
5. **Your actual costs** for the quarter, if you are requesting reimbursement.

2. Access to the Portal

Your Invitation

You don't need to sign up or request an account. NBO provides Ready.net with the list of authorized users for your organization, and each user receives an email invitation with a link to the portal.

Click the link in your invitation email. You'll be asked to create a password and set up your profile. Once your profile is set up, your account is ready to use.

> **IMPORTANT**
> **No invitation? Check your spam folder.** Invitations come from **noreply@ready.broadband.nebraska.gov** and can land in spam or be blocked by strict email filters. Ask your IT team to allow this address. If you still can't find it, contact NBO or another user in your organization who already has access.

Signing In After Your First Visit

Portal URL
https://portal.ready.broadband.nebraska.gov

Option A: Password login

1. Go to the portal URL above.
2. Enter your email address and click **Continue**.
3. Enter your password and click **Continue**.

Option B: Magic link (log in with email)

If you'd rather not use a password, or have forgotten yours, you can log in with a one-time link sent to your email.

1. On the password screen, click **Login with email instead**.
2. A one-time login link is sent to your email address. Check your inbox (and spam folder if needed).
3. Click the link in the email within a few minutes. You're logged in without a password.

> **TIP**
> Bookmark the portal URL for easy access.

3. Navigating the Portal

Left-Hand Navigation

Everything you report on lives under **NBEAD Reporting** in the left-hand menu.

Navigation Item	What You Do There
Home	Your landing page, with shortcuts to tasks in progress, and your Organization Profile
NBEAD Reporting	Expandable section containing all of your reporting
└ Projects Dashboard	See every reporting project awarded to your organization, with grant and match amounts
└ Subgrant Agreements	View the executed Subgrant Agreement for each project
└ Project Plans	Complete and submit a Project Plan for each project
└ Compliance	Complete NEPA Pre-Screening and NEPA Project Reports
└ Reports	Submit Quarterly Progress Reports and Reimbursement Requests
└ Permits	Track permits for your projects
Org Settings → Users	Manage the users in your organization and invite colleagues
Profile Settings	Your own account settings
Get Help / Logout	Help links and sign-out, at the bottom of the menu

> **NOTE**
> Your projects, Subgrant Agreements and Project Plans are created for you from NBO's records. There is no button to create a new project. If a project you expect is missing, contact NBO.

Adding People from Your Organization

1. Go to **Org Settings → Users**.
2. Click **Add Applicant**.
3. Enter the person's name and email address.
4. They receive an invitation email. Once they accept, they see the same projects and reports you do.

Quick Reference

Keep this table beside you while you work.

Task	Where to Find It	How Often
View your Subgrant Agreement	NBEAD Reporting → Subgrant Agreements	Reference
Complete your Project Plan	NBEAD Reporting → Project Plans → Continue	Once per project
Quarterly Progress Report (OA)	NBEAD Reporting → Reports → Report Progress	Every quarter, once per organization
Quarterly Progress Report (PA)	NBEAD Reporting → Reports → Report Progress	Every quarter, once per project
Reimbursement Request	NBEAD Reporting → Reports → Request Reimbursement	Up to once per project each quarter
NEPA Exemption	NBEAD Reporting → Compliance	Once per project
NEPA Project Report	NBEAD Reporting → Compliance	Once per NEPA project area

4. Subgrant Agreements

Each project has one Subgrant Agreement, and NBO has already uploaded the executed copy. **There is nothing to sign or submit here. Your only task is to verify that the information is correct.**

Step 1: Open Your Subgrant Agreements

Go to **NBEAD Reporting → Subgrant Agreements**. You'll see one agreement per project. Click an agreement to open it.

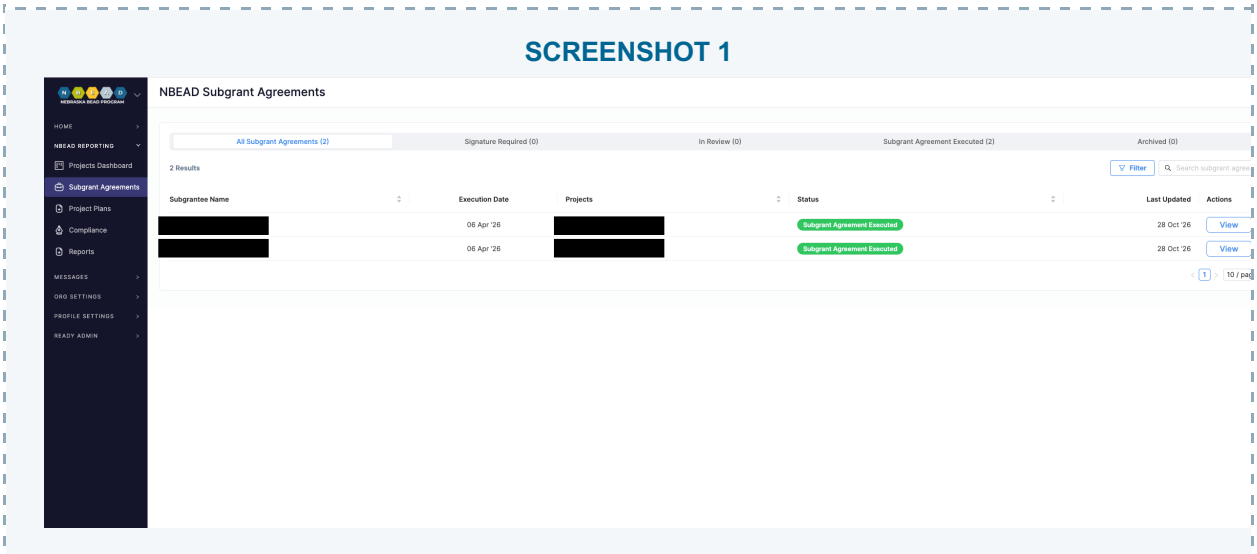


Figure 1: The Subgrant Agreements list

Step 2: Verify the Details

Check each item against your executed agreement:

Section	What to Check
Overview	Subgrantee UEI and FRN, technology types, grant amount, match funds, total cost, and BSL and CAI location counts
Related Projects	The reporting project this agreement covers
Awarded Locations	The map of the locations in your award
Files	The executed agreement and any amendments

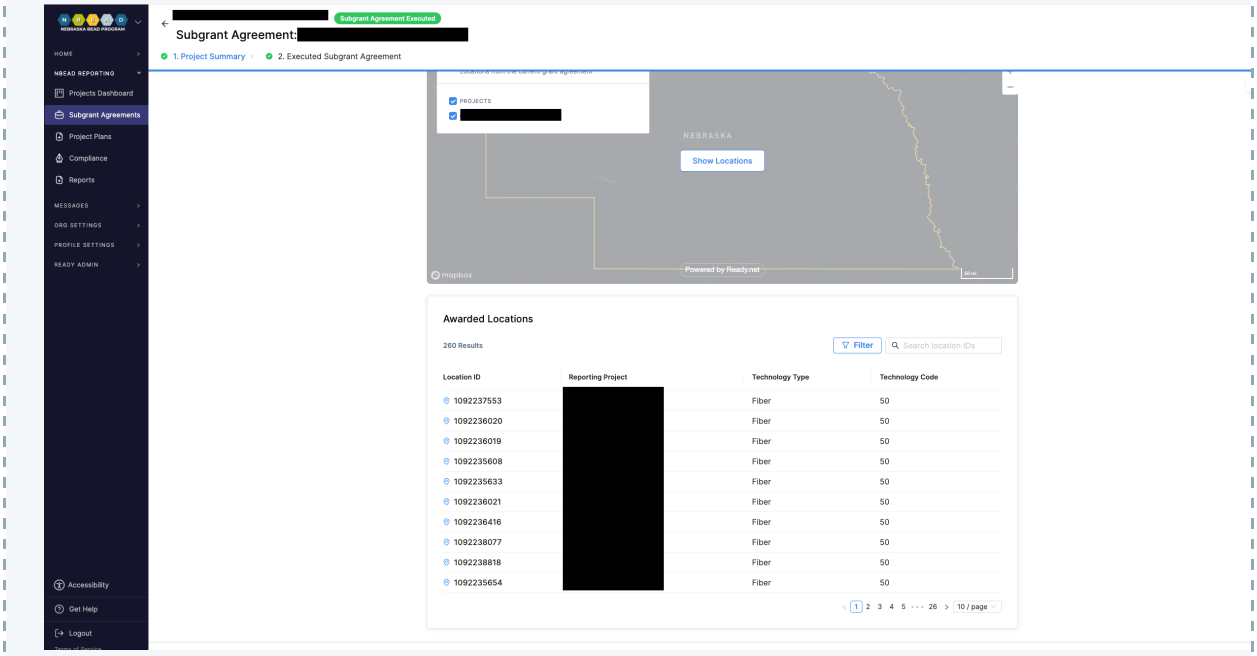


Figure 2: A Subgrant Agreement's Overview and Awarded Locations

IMPORTANT

If anything doesn't match your executed agreement, contact NBO before you work on your Project Plan. Every figure in the plan has to reconcile back to these numbers.

5. Project Plans

Each project has a Project Plan that sets the schedule, budget and permitting baseline your later reports are measured against.

> **NOTE**
>
> **NBO is loading your previous responses into each Project Plan for you.** Data is being loaded in phases, so some plans may fill in before others. Once your plan is loaded, you'll only have a few questions left to answer. Review what's pre-filled, complete what's missing, and submit.

Step 1: Open Your Plan

Go to **NBEAD Reporting → Project Plans**. You'll see one row per project, with its **Status** (Draft until you submit), **Progress** (for example, "0/7 filled") and NBO's **Determination**. Click **Continue** to open a plan.

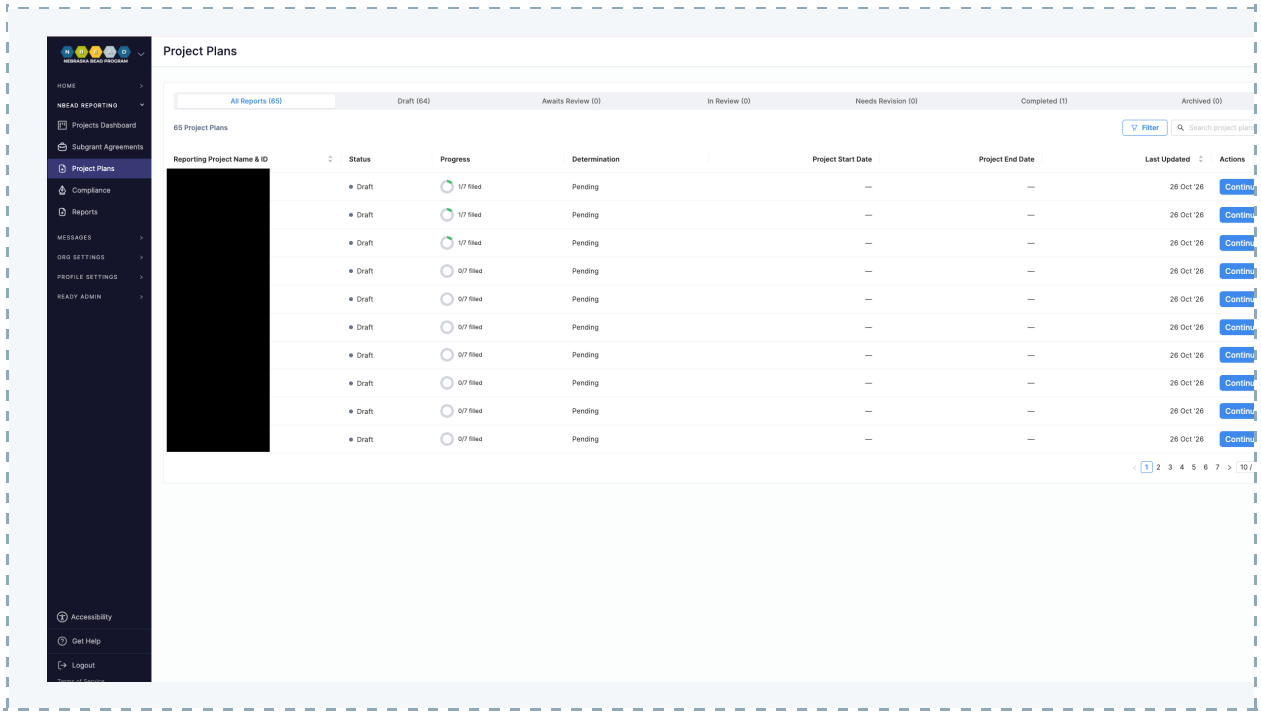


Figure 3: The Project Plans list

Step 2: Review and Complete Each Section

The step bar across the top shows where you are. A step gets a green checkmark once its required fields are complete.

Section	Pre-Filled by NBO?	What You Do
1. Project Summary	Yes (read-only)	Confirm your amounts, location counts, speeds, technology and map
2. Activities	Yes	Review the milestone dates NBO has loaded. If any dates are missing or incorrect, contact NBO rather than entering or changing them yourself.
3. Budget Breakdown	Yes	Review your budget by cost category. Both the Grant Funds and Match Funds bars must reach 100%.
4. Network Design	Yes	Review your network design shapefiles. They carry over from the shapefiles loaded for your NEPA and permitting forms, so you don't need to upload them again.
5. Permits	Where available	Download the permit template, fill it in, and upload it (.xlsx or .csv). You can also upload supporting documents.
6. Additional Information	Where available	Confirm your build figures and estimated jobs.
7. Certification	No	Certify that the plan is accurate and complete
8. Review & Submit	No	Check every section, then click **Submit The Plan**

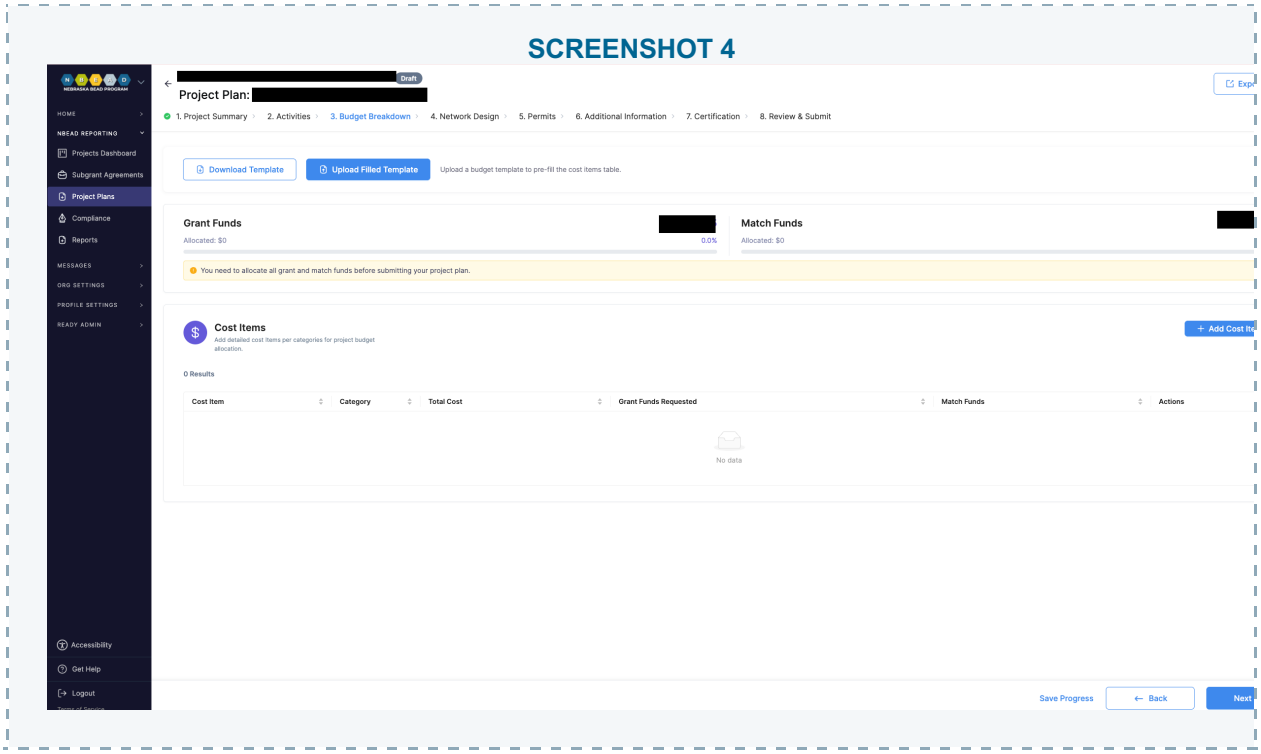


Figure 4: The Budget Step

TIP

You don't need to enter or edit milestones. If a milestone date is missing or incorrect, contact NBO and they will correct it.

IMPORTANT

Once submitted, the plan is locked while NBO reviews it. If NBO needs changes, it comes back as **Needs Revision**, and only the flagged items can be edited.

6. Onboarding

Onboarding confirms your organization's information and required documents. As with Project Plans, **NBO is loading your previous onboarding responses and documents for you.** You don't need to re-upload anything NBO already has; your task is to check that your organization's information is correct.

Step 1: Check Your Organization Profile

From the left-hand menu, open **Home → Organization Profile**. Review each field and contact NBO if anything is wrong.

Tab	What to Check
Overview – Organization Details	Organization name, organization type, FCC Registration Number, Provider ID and UEI
Overview – Contact Information	Name, title, email and phone of your organization's contact
Files	Documents on file for your organization

Step 2: Review Your Onboarding Report

Go to **NBEAD Reporting → Compliance** and open the report with type **Onboarding**. It covers all of your reporting projects and has three steps:

Step	What It Contains
1. Required Documents	Prior Authorization Determination; match funding letter of credit or performance bond; Cybersecurity Risk Management (CSRM) Plan; Supply Chain Risk Management (SCRM) Plan; preliminary list of contractors and subcontractors; preliminary list of vendors and suppliers
2. Certifications	Required certifications
3. Authorized Organizational Representative	The person authorized to sign for your organization

Confirm that the documents NBO loaded are the right ones, and complete anything that's still blank.

> **NOTE**
> If a document is missing or out of date, contact NBO before uploading a replacement, in case NBO is already loading it for you.

7. NEPA Compliance

NEPA reporting has two forms, both under **NBEAD Reporting → Compliance**:

Form	Shown in the Portal As	How Many	Purpose
NEPA Exemption Report	NEPA Exemption Report	One per project	Determines whether the project is exempt from NEPA review
NEPA Project compliance form	NEPA Project	One per NEPA project area	Documents NEPA review for each project area that needs it

NEPA Exemption Report (NEPA Pre-Screening)

The key question asks whether your project includes only activities NTIA treats as exempt, with no ground disturbance. Choose one:

Answer	What Happens Next
Yes – consumer premise LEO satellite service only	The project is exempt. Click **Next** and submit.
Yes – consumer premise fixed wireless equipment only	The project is exempt. Click **Next** and submit.
Yes – Other	Describe the activities; NBO will review.
No	The project needs NEPA review. Download the **Subgrantee NEPA Project Area Review Process and Form**, complete it, and upload it with the NEPA Project ID CSV.

SCREENSHOT 9

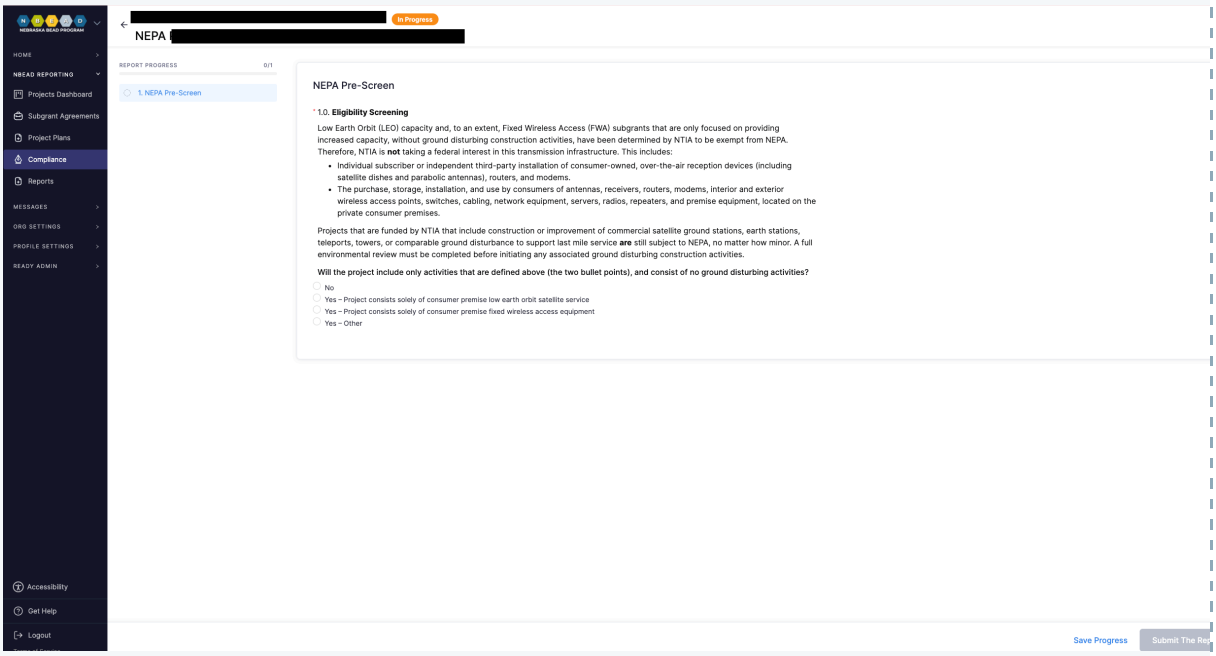


Figure 9: The NEPA Exemption Report

> **IMPORTANT**
>
> Projects that build or improve ground stations, earth stations, teleports or towers, or that involve similar ground disturbance, still need NEPA review, however minor the work.

NEPA Project Compliance Form

After NBO accepts your Exemption Report, a NEPA Project form opens for each of your NEPA project areas. Some projects, such as fixed wireless tower sites, have several project areas, each with its own form. Complete each one and submit it for NBO review.

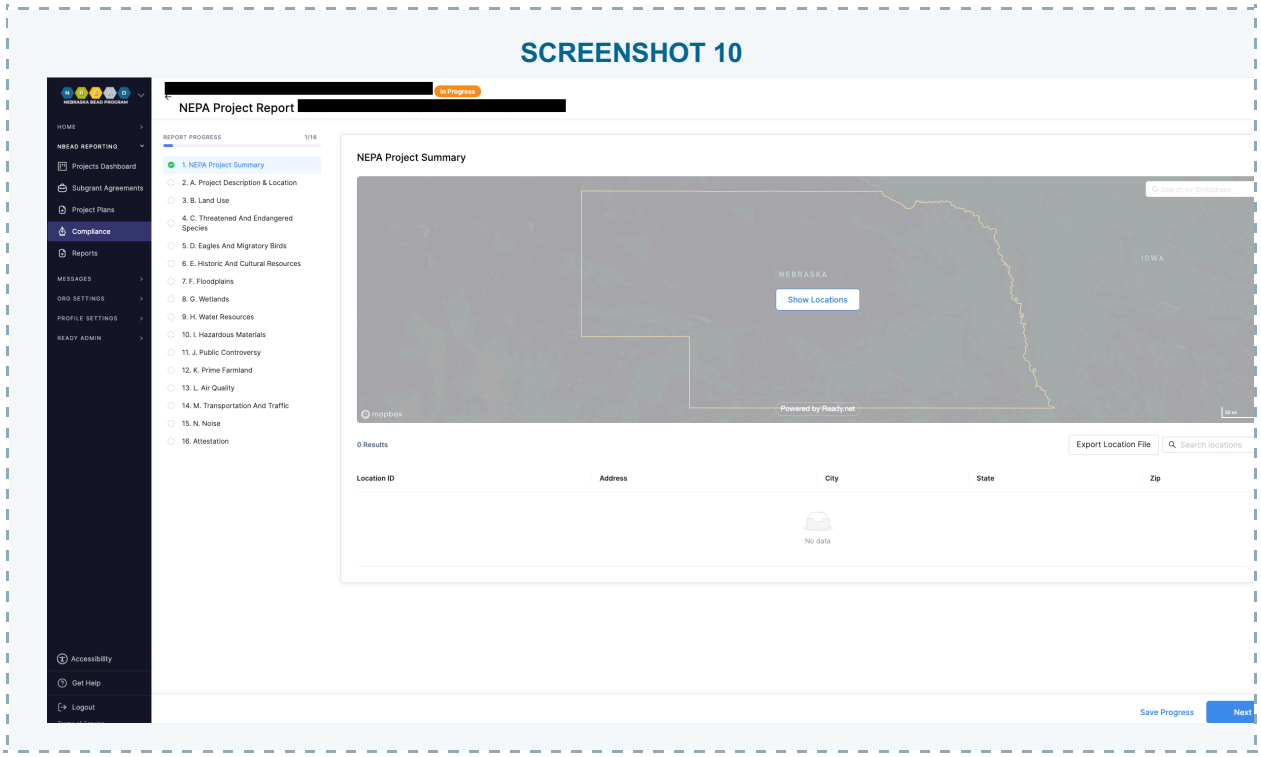


Figure 10: A NEPA Project compliance form

IMPORTANT

Don't start construction in a NEPA project area until NBO has issued its environmental determination for it.

8. Quarterly Reporting

Every quarter you submit two kinds of Quarterly Progress Report. Your quarterly reporting is complete only when both are in.

Both reports are due by the 10th of the month after the quarter ends, the same deadline as your Reimbursement Request. NBO needs all three each quarter (your OA report, your PA reports and your Reimbursement Request) to process reimbursement.

Report	How Many	What It Covers
Quarterly Progress Report (OA)	One per organization	Your organization as a whole
Quarterly Progress Report (PA)	One per project	That project's progress

The first quarter reported in the portal is **Y1Q3**, which covers subgrant execution through September 30, 2026. After that, periods follow calendar quarters (Y1Q4, Y2Q1, and so on).

Step 1: Start a Report

Go to **NBEAD Reporting → Reports**. Your OA report is pinned to the top of the **Quarterly Progress Reports** list. Click **Continue** on an existing report, or **Report Progress** to start a new one. The page header shows whether you're in the OA or PA report.

Step 2: Complete the Organization-Level Report (OA)

Section	What It Asks
Summary	Reporting period and organization details
Entity Status & Contacts	Changes to your organization or its contacts
Insurance	Whether coverage changed; if so, upload an updated ACORD statement in line with your subgrant's Terms and Conditions
Cybersecurity, Supply Chain & Risk	Changes to your cybersecurity or supply chain risk management plans, and reliance on third-party facilities
Public Awareness & Whistleblower Protections	Public statements about NBEAD-funded work, job-site signs, and materials publicizing the Nebraska Auditor of Public Accounts' Fraud, Waste, or Abuse reporting system
Build America, Buy America (BABA)	Whether you spent funds on components subject to BABA, and any waiver requests
Tribal Consultation	Whether any funded activity was identified as affecting a property of religious or cultural significance to a Tribe
Workforce	Jobs created and jobs retained this period by you and your subcontractors

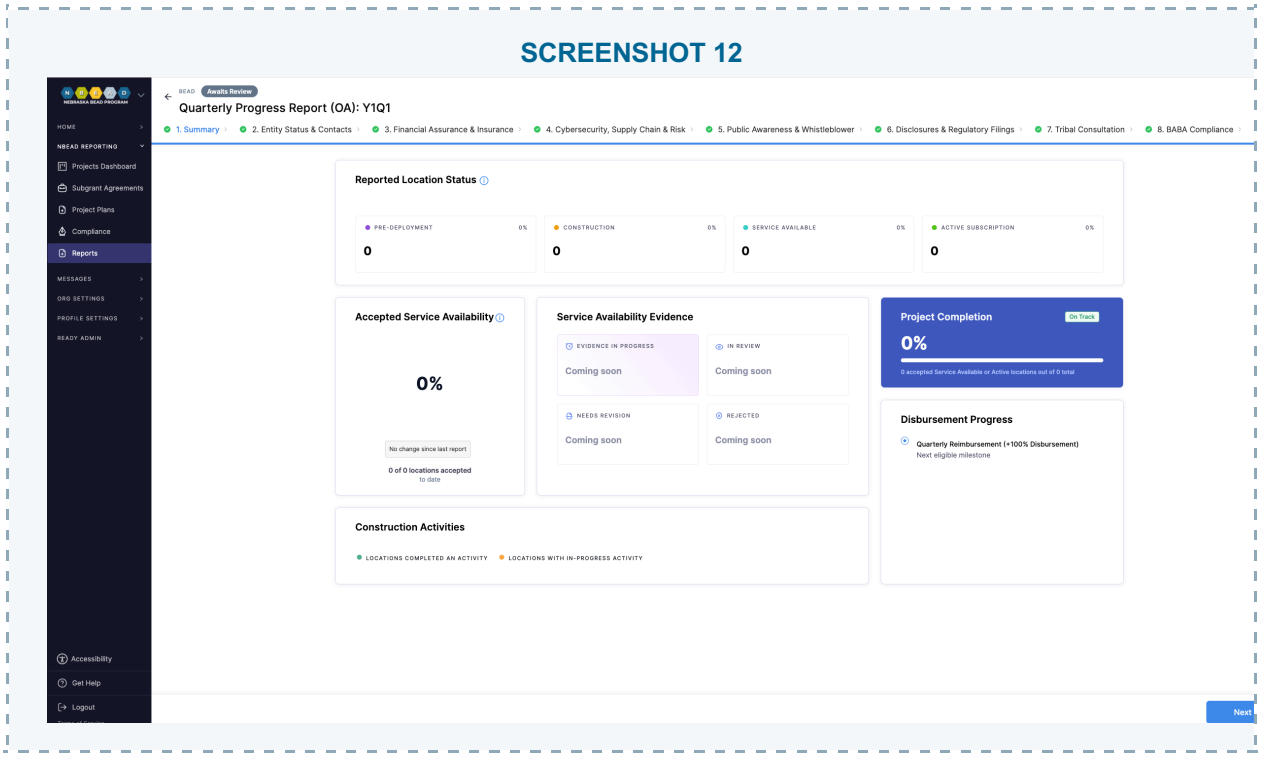


Figure 12: The organization-level (OA) report

> **TIP**
> Only count a job as "created" in the quarter it was first created. In later quarters, report it as "retained."

Step 3: Complete a Project-Level Report (PA) for Each Project

Section	What It Asks
Summary	Reporting period and project details
Ability to Serve	Whether you can serve all BSLs in the project area. If yes, upload the Certification of Ability to Serve form. Also asks whether you are ready to close out the project.
Property Management	Whether your UCC-1 has been filed and sent to NBO with the attorney's certification within 15 days of filing, and the filing date
NEPA & Permitting	Status of NEPA review and permits for the project
Progress & Performance Monitoring	Project status and construction phase, miles of fiber, base station sites built, leased or upgraded, and newly served BSLs and CAIs with their spreadsheets

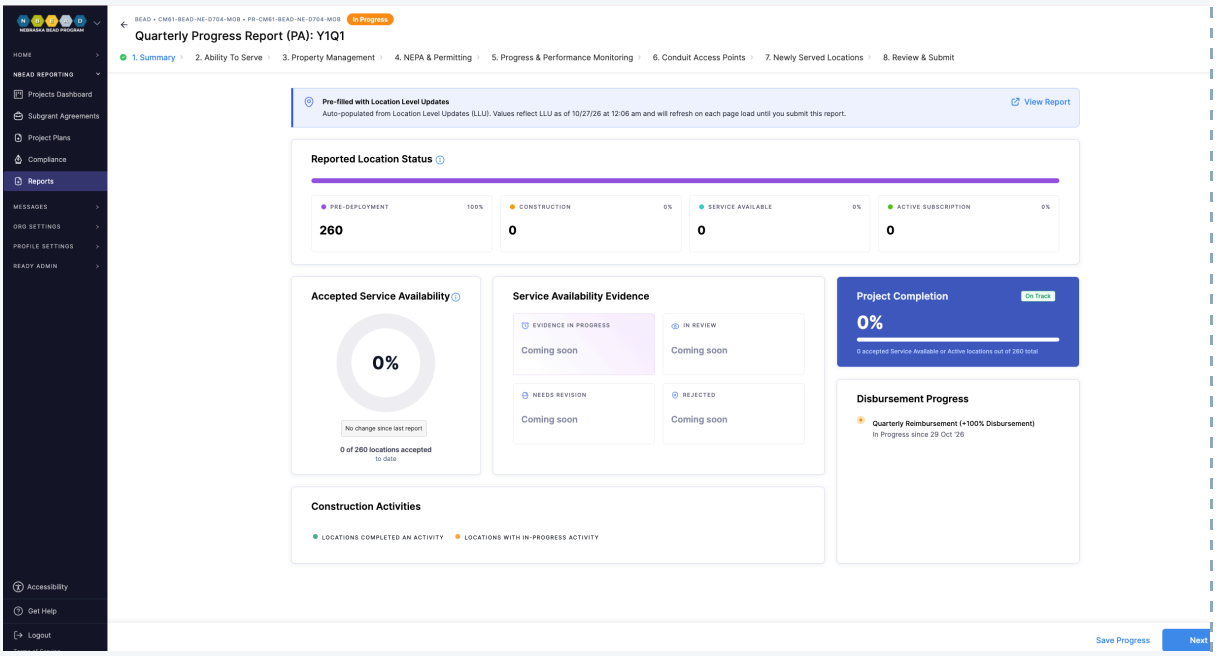


Figure 13: A project-level (PA) report

> **NOTE**
> LEO satellite projects don't see sections that don't apply to them, such as Property Management and Newly Served CAIs.

Step 4: Submit

After each submission, a reminder appears to complete the rest of your quarterly reports. Submitted reports show **Awaits Review** until NBO picks them up.

9. Reimbursement

You can submit one Reimbursement Request per project each calendar quarter, due by the **10th of the month after the quarter ends**. The amount you request is your actual costs for the period; it isn't tied to a milestone percentage.

NBO processes your Reimbursement Request only when your OA and PA Quarterly Progress Reports for the same quarter are also submitted.

Step 1: Start a Request

Go to **NBEAD Reporting → Reports**, scroll to **Reimbursement Requests**, and click **Request Reimbursement**. Choose the project and reporting period.

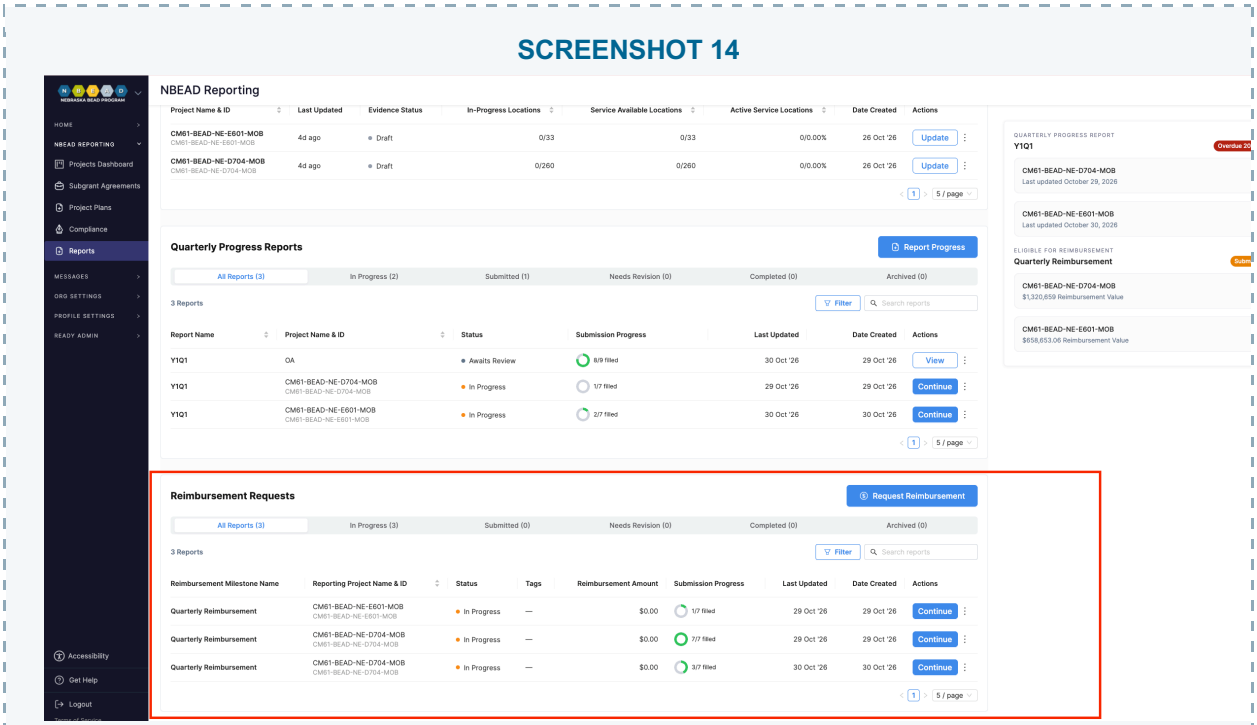


Figure 14: The Reimbursement Requests list

> **NOTE**
> Cost items come from your accepted Project Plan, so the plan must be accepted before you can request reimbursement for that project.

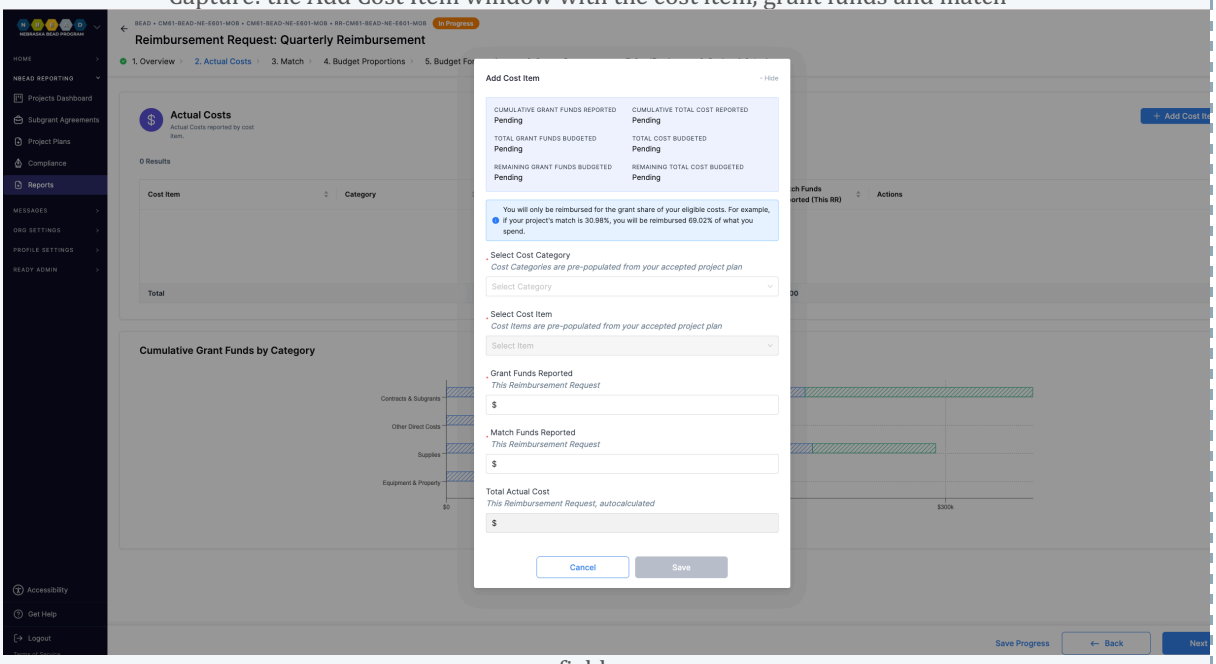
Step 2: Complete Each Section

Section	What You Do
1. Overview	Confirm the project and reporting period
2. Actual Costs	Click **Add Cost Item** for each cost this period. Pick the item from your Project Plan, then enter the grant share and the match share. The total is calculated for you.

Section	What You Do
3. Match	Answer the match questions for this request
4. Budget Proportions	Answer whether your budget proportions have changed since your accepted Project Plan. If yes, enter the new percentages; a running total shows when you reach 100%.
5. Budget Forecasting	Forecast spending for each budget category. Every cell is required; enter 0 where you expect no spend.
6. Source Documents	Optional at submission (see the note below)
7. Certification	Certify that your reports are complete and accurate, and request the amount shown in the budget report
8. Review & Submit	Check each section and submit

SCREENSHOT 16

Capture: the Add Cost Item window with the cost item, grant funds and match



fields

Figure 16: Adding a cost item

TIP

Enter the grant and match split for each cost item the way it appears in your own records. The portal doesn't split costs for you automatically.

NOTE

> NBO doesn't require invoices or source documents when you submit. They are requested later as part of NBO's financial monitoring, so keep them on file.

10. Report Statuses and Revisions

Every plan and report moves through the same statuses. Use the tabs at the top of each list to filter by status.

Status	What It Means	Can You Edit?
Draft / In Progress	You've started but not submitted	Yes
Awaits Review	Submitted and waiting for an NBO reviewer	No
In Review	An NBO reviewer is working on it	No
Needs Revision	NBO has sent it back with comments	Only the flagged items
Accepted / Completed	NBO has approved it	No

Responding to a Revision Request

You'll be notified in the portal and by email when NBO requests a revision.

1. Open the item from its list. It shows as **Needs Revision**.
2. Read the reviewer comments beside each flagged question.
3. Update only what was flagged, then click **Save Progress**.
4. Resubmit. The item returns to **Awaits Review**.

Working in Any Form

- The step bar across the top shows where you are. A step gets a green checkmark when its required fields are complete.
- Each step has **Save Progress**, **Back** and **Next**. You can work in any order, leave, and return later.
- Nothing goes to NBO until you click the submit button on the last step.

> **TIP**
> Draft long answers in a word processor, then paste them in. Click **Save Progress** often; a session timeout can cost you unsaved text.

11. Troubleshooting and Getting Help

Problem	What to Try
I can't sign in.	Check you're using the email address NBO has on file. Use **Forgot Password?** or the magic link. If you're still stuck, contact the help desk below.
A project is missing.	Projects come from NBO's records. Contact NBO; the data may not be fully loaded yet.
I can't submit; the button is greyed out.	Use the step bar to find any step without a green checkmark and complete its required fields.
My budget won't reach 100%.	A cost is missing or misallocated between grant and match. Compare against the Grant Funds and Match Funds totals at the top of Budget Breakdown.
My text disappeared.	Long answers can be lost if your session times out. Draft in a word processor, paste them in, and click **Save Progress** often.
I need a colleague to help.	Add them under **Org Settings → Users → Add Applicant** (see Section 3).

Who to Contact

Portal technical issues (login trouble, errors, broken links, upload failures, missing data):

Email the Ready help desk at **nbeadhelpdesk@ready.net**. Include your organization name, the affected project, the page or button involved, and a screenshot if you can.

NBEAD program and policy questions (requirements, allowable costs, deadlines, reviews):

Email NBO at **nbo.grants@nebraska.gov**.