

**ReConnect Program  
Construction Procedures  
Version 2.0 – February 2020**

Rural Utilities Service  
Telecommunications Program

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# General

This guide implements and explains the provisions of the loan and grant documents containing the requirements and procedures to be followed by an Awardee performing work to be financed with ReConnect Program funds. The Awardee shall maintain accounting and plant records sufficient to document the cost and location of all construction and to support ReConnect Program advances and disbursements. The standard Award Documents also contain provisions regarding advances and disbursement of ReConnect Program funds. This guide also implements certain provisions by setting forth requirements and procedures to be followed by the Awardees in obtaining advances and making disbursements of funds.

## Abbreviations

For the purposes of this guide:

*C.F.R.* stands for Code of Federal Regulations.

*FRS* stands for RUS Form 481, *Financial Requirement Statement*.

*GFR* stands for RUS General Field Representative.

*Pub. L.* stands for Public Law

*RUS.* stands for Rural Utilities Service

*U.S.C.* stands for United States Code.

## Definitions

For the purposes of this guide:

*Advance* means transferring funds from RUS to the Awardee's Pledged Deposit Account.

*Architect* means a person registered as an architect in the state where construction is performed.

*Award* means a ReConnect award made by the Rural Utilities Service under the latest FOA.

*Award Documents* mean the documents covering an award made by RUS, including the award contract, note and mortgage or other security documents between the Awardee and RUS.

*Awardee* means any organization with an Award made by RUS under the ReConnect Program.

*Bid Guarantee* means a bid bond or certified check required of contractors bidding on construction work to ensure that the bidder, if successful, will furnish a performance bond.

*Buy American Requirement* means RUS' requirements for compliance with the "Buy American" provision of the Rural Electrification Act of 1936, as amended, 7 U.S.C. 901 *et seq.*

*Broadband Service* means a minimum transmission rate as defined in the current FOA applicable to the ReConnect Program.

*Closeout Documents* mean the documents required to certify the satisfactory completion of all obligations under a contract.

*Contract* means the agreement between the Awardee and an independent contractor covering the purchase and/or installation of equipment or the construction of broadband facilities to deliver broadband services for an Awardee's system.

*Contract Work* means any work performed pursuant to a standard RUS contract, or a Non-RUS contract.

*Contract Forms* mean RUS requirements to use standard forms of contracts for construction, procurement, engineering services, and architectural services, if the construction, procurement or services are financed by RUS.

*Disbursement* means payment by the Awardee out of the Pledged Deposit Account for approved award purposes.

*Domestic Product* means a product that is manufactured in the United States or in any eligible country, substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States or in any eligible country. An "eligible country" is any country that applies with respect to the United States an agreement ensuring reciprocal access for United States products and services and United States suppliers to the market of that country, as determined by the United States Trade Representative.

*Engineer* means a person registered as an engineer in the state where construction and/or installation of facilities is performed, or a person on the Awardee's staff authorized by RUS to perform engineering services.

*In-house Engineering* means any post-award engineering services for the Award performed by the Awardee's staff.

*Network and Access Equipment* means any switching, routing, video, or transport equipment used primarily for the delivery of broadband service.

*Network Design* means the network as described in the approved award application.

*Non-domestic Product* means any product other than a domestic product.

*Non-RUS Contract* means a private contract for specific work that is submitted by the Awardee, which must be approved by RUS before execution, if it is to be funded.

*Outside Plant* means the part of the broadband network that is physically located outside of buildings. This includes cable, conduits, poles and other supporting structures and certain other associated equipment items.

*Performance Bond* means a surety bond on RUS Form 168b guaranteeing the contractor's faithful performance of a contract. (See 7 CFR Part 1788.)

*Plans and Specifications* means a copy of the appropriate contract, the specifications, and such additional information and documents needed to provide a clear, accurate, and complete understanding of the work to be performed.

*Pledged Deposit Account* means an account required by the award contract into which all RUS award funds, matching, and any funds required for project completion as stated in the award contract are deposited.

*Responsive Bid* means a bid that complies with the plans and specifications.

*Subcontract* means a secondary contract undertaking some of the obligations of a primary contract. Under a RUS contract, the primary contractor bears the full responsibility for the performance of the subcontractor.

*Work Order Work* means any work performed by the Awardee employees, pursuant to its work order procedure, with the Awardee furnishing all materials, equipment, tools, and transportation.

# Construction Procedures

## General

All work must conform to the approved Network Design and shall be covered by an Environmental Report prepared in accordance with 7 CFR Part 1970 and approved by RUS. No construction and/or installation activities shall commence until all necessary local, state and federal requirements have been satisfied.

Materials and/or equipment purchased or construction performed prior to an award offer accepted by the applicant will not be eligible for financing. Only new materials and equipment may be financed with award funds, unless otherwise approved in writing by RUS.

## Buy American

All materials and equipment financed with award funds must comply with the “Buy American” provisions in 7 C.F.R. 1787.

## Insurance

A performance bond is required for construction exceeding \$250,000, as indicated in 7 CFR Part 1788, Subpart C. or certain significant installation, as outlined in the [Agency's Memorandum](#). The Awardee is responsible for ensuring that its contractor and engineer comply with all the insurance and bond requirements of 7 CFR Part 1788, Subpart C.

## Software License

As part of the equipment purchase, the original equipment manufacturer may require that the Awardee enter into a software license agreement for the use of the equipment.

## Non-RUS Contracts

The Awardee may choose to use a Non-RUS (private) contract to perform work provided that the Non-RUS Contract must comply with equal employment opportunity and civil rights requirements. The Non-RUS Contract must include a provision that it will not be binding on the parties, until administrative approval by RUS has been granted. RUS will not approve use of the Non-RUS Contract if, in RUS’ judgment:

- 1) The contract is for work not covered in the approved Application, or is not for an Eligible Purpose;
- 2) The contract terms and conditions are vague, inadequate, or unreasonable; or
- 3) The contract presents unacceptable loan security risk to RUS.

## **Subcontracts**

RUS construction contract Forms 257, 395, and 515 contain provisions for subcontracting. The contractor should refer to the individual contracts for the amounts and conditions on subcontracting.

RUS Form 282, *Subcontract*, shall be used for subcontracts. Minor modifications or additions may be made to the subcontract form, as long as they do not change the terms and conditions of the primary contract. Any alterations to the subcontract shall be initialed and dated by the parties executing the subcontract. These alterations shall be noticeable by using italic print or any other means that accomplished this purpose.

Subcontracts shall be prepared in triplicate. All copies shall be executed by the contractor and subcontractor and consented to by the Awardee and surety, if applicable. Subcontracts are not subject to RUS approval provided that they are in accordance with the provisions of the appropriate RUS contract. Upon execution, one copy each will be sent to the Awardee, contractor, and subcontractor.

As stated in RUS Forms 257, 395, and 515, the contractor shall bear full responsibility for the acts and omissions of the subcontractor and is not relieved of any of the contractual obligations to the Awardee and to the Government.

## **Contract Amendments**

Awardees shall use RUS Form 238, *Construction or Equipment Contract Amendment*, when an amendment to RUS Form 395, *Equipment Contract*, or RUS Form 257, *Contract to Construct Buildings*, is required. For amendments to RUS Form 515, *Telecommunications System Construction Contract (Labor and Materials)*, Awardees shall use RUS Form 526, *Construction Contract Amendment*. For Non-RUS contracts, Awardees must follow the same procedure as stated below. The Awardee shall obtain RUS approval before execution of any amendment for an approved contract if:

- 1) The amendment alters the terms and conditions of the contract or changes the scope of the project covered by the contract regardless of the amount of the contract before amendment;
- 2) The amendment by itself (or together with preceding amendments) increases the original contract price by 20% or more. In this case, a performance bond extension will be required to bring the penal sum of the bond to the total amended contract price; or
- 3) The amendment causes an unbonded contract to require a contractor's performance bond. This would occur when an amendment increases the contract price to an amount requiring a performance bond per 7 CFR Part 1788, Subpart C.

Prior RUS approval to execute other contract amendments is not required. These amendments can be submitted to RUS at any time prior to contract closeout.

Once RUS approval to amend the contract has been granted, or for any other contract amendments not requiring approval, the Awardee must submit three copies of the executed amendment to RUS for approval. For each amendment, the Awardee shall make certain that:

- 1) The performance bond covers the additional work to be performed; and
- 2) The contractor is licensed to do business in the county and state where the work will be performed.

### **Affiliated Transactions**

With regard to the Project, the Awardee shall not enter into any transaction, contract, or dealing with an Affiliate of the Awardee or with the Awardee's or Affiliate's directors, trustees, officers, managers, members (if the Awardee is a limited liability company), or other corporate officials, without the prior written consent of RUS. RUS' consent to advance award funds for affiliated transactions will be limited to an amount which is the lower of cost or market rate and which is subject to verification by RUS and its representatives having access to the books and records of the Affiliate.

As defined in the appropriate award document, "Affiliate" or "Affiliated Company" of any specified person or entity means any other person or entity directly or indirectly controlling of, controlled by, under direct or indirect common control with, or related to, such specified person or entity, or which exists for the sole purpose of providing any service to one company or exclusively to companies which otherwise meet the definition of affiliate. This definition includes Variable Interest Entities as described in Financial Accounting Standards Board Interpretation (FIN) No. 46(R), *Consolidation of Variable Interest Entities*. For the purpose of this definition, "control" means the possession directly or indirectly, of the power to direct or cause the direction of the management and policies of a company, whether such power is exercised through one or more intermediary companies, or alone, or in conjunction with, or pursuant to an agreement with, one or more other companies, and whether such power is established through a majority or minority ownership voting of securities, common directors, officers, or stockholders, voting trust, holding trusts (other than money exchanged) for property or services.

### **Records**

Records supporting all assets financed by RUS shall be retained until audited and approved by RUS. Records must be sufficient to document the cost and location of all expenditures and to support advances and disbursement of award funds. The support records must include, but not limited to, contracts, third party invoices, timesheets, payroll records, material records, and overhead allocation records and summary schedules.

Records related to plant-in-service must be retained until the facilities are permanently removed from utility service, all removal and restoration activities are completed, and all costs are retired from the accounting records unless accounting adjustments resulting from reclassification and original costs studies have been approved by RUS or other regulatory body having jurisdiction.

## **Professional Services**

### **General**

Awardees shall only obtain professional services only from persons or firms who are not affiliated with, and have not represented a contractor, vendor or manufacturer who may provide labor, materials, or

equipment to the Awardee under any current award.

## **Engineering Services**

All engineering services required by an Awardee, including inspection and certification, shall be rendered by an engineer selected by the Awardee and licensed in the state(s) where the facilities will be located or by qualified employees on the Awardee's staff authorized by RUS to perform such services.

- 1) *Outside Consultant.* Engineering services performed by a consulting engineering firm shall be covered under RUS Form 217, *Postloan Engineering Services Contract - Telecommunications*, RUS Form 245, *Engineering Service Contract Special Services-Telephone*, or a Non-RUS Contract.
- 2) *In-House Engineering.* When the proposed work is such that the engineering involved is within the capabilities of the employees on the Awardee's staff, Awardees may request RUS approval to provide such services. The request shall include:
  - a. A description of services to be performed;
  - b. The names and qualifications of each employee that will be performing the specific services. In addition, the Awardee shall identify an employee who will be in charge of the services. Such employee must meet the State experience requirements for a registered engineer in the State where facilities will be located. In the absence of specific State experience requirements, this employee should have at least eight years of experience in the design and construction of broadband network, with at least two years of the work experience at a supervisory level. RUS does not require professional registration of this employee, but this does not relieve the Awardee from complying with applicable state registration requirements, which may require a licensed individual to perform such services;
  - c. The names, qualifications, and responsibilities of other principal employee(s) who will be associated with providing the engineering services; and
  - d. A letter signed by an authorized representative of the Awardee requesting in-house engineering approval and certifying the supporting information.

RUS shall notify the Awardee by letter of approval or disapproval to perform in-house engineering. The letter shall set forth any conditions associated with an approval or the reasons for disapproval. RUS approval of in-house engineering services shall be only for the specific services covered by the approval.

## **Architectural Services**

All architectural services required by an Awardee, shall be rendered by an architect selected by the Awardee and licensed in the state(s) where the facilities will be located. The Awardee shall use either RUS Form 220, *Architectural Services Contract*, RUS Form 217, *Postloan Engineering Services Contract*, or a Non-RUS contract when contracting for architectural services.

## Other Professional Services

For all other professional services, the Awardee shall use RUS Form 245, *Engineering Service Contract – Special Services*, or a Non-RUS Contract.

## Contract Documents

The Awardee shall submit three executed copies of the appropriate RUS Contract or the Non-RUS Contract, covering the professional services to be provided, for administrative approval. RUS will not approve the contract, if in RUS' judgment:

- 1) Unacceptable modifications have been made to the contract;
- 2) The contract will not accomplish award purposes;
- 3) The fees included in the contract are unreasonable; or
- 4) The contract presents unacceptable award risk to RUS.

Upon approval of the contract by RUS, one copy will be sent to the Awardee and one copy to the architect, engineer, or contractor.

## Closeout Documents

Once all services and obligations required under the professional services contract have been completed, the Awardee shall submit two copies of RUS Form 284, *Final Statement of Cost for Architectural Service* or RUS Form 506, *Statement of Engineering Fees- Telecommunications* to close out the specific RUS contract. Awardees using RUS Form 245 or a Non-RUS Contract should provide a similar certification. RUS shall notify the Awardee and the engineer, architect, or contractor, in writing upon approval of the final statement of fees. Thereafter, the Awardee will make the final payment in accordance with the terms and condition of the contract.

## Purchase and Installation of Equipment

### General

When purchasing Network & Access Equipment or Customer Premises Equipment that is estimated to cost more than \$100,000, including installation, the Awardee shall use RUS Form 395, *Equipment Contract*, or a Non-RUS Contract. Equipment purchased under RUS Form 395, that does not include installation, may be installed by the Awardee using the its own employees as described under the Small-Scale Construction.

Equipment purchases for \$100,000 or less, including installation, can be purchased under a purchase order and reimbursed on an FRS through the Reimbursement method as described under Small-Scale Construction.

Under the terms of RUS Form 395, the prices do not include any amounts that are or may be payable by the supplier or the Awardee on account of taxes imposed upon the sale, purchase or use of equipment, material and software covered by the contracts. If any such tax is paid by the supplier, the contract requires that the amount is to be stated separately on all invoices and paid by the Awardee.

When purchasing and installing equipment using RUS Form 395 or a Non-RUS Contract, the Awardee shall follow the procedures below.

### **Plans & Specifications**

The engineer shall prepare the plans & specifications (P&S) consisting of performance specifications and installation requirements, if applicable, along with RUS Form 395, *Equipment Contract* or Non-RUS Contract, prior to releasing them to prospective suppliers. The Awardee may negotiate with a single supplier, although RUS recommends that the Awardee obtain quotes from at least three different suppliers.

### **Contract Documents**

The Awardee shall submit three executed copies of the RUS Form 395, *Equipment Contract*, or the Non-RUS Contract to RUS for administrative approval. RUS will not approve the contract, if in RUS' judgment:

- 1) Unacceptable modifications have been made to the contract;
- 2) The contract will not accomplish award purposes;
- 3) The fees included in the contract are unreasonable; or
- 4) The contract presents unacceptable award risk to RUS.

Upon approval of the contract by RUS, one copy will be sent to the Awardee and one copy to the contractor.

### **Closeout Documents**

Upon completion of the equipment installation, the Awardee and its engineer shall arrange with the contractor for acceptance testing of the equipment. After completion of the acceptance tests by the Awardee and the contractor, the Awardee and its engineer should review the test results to ensure that the equipment is in conformance with the P&S. All deficiencies shall be documented and corrected before the contract can be closed out.

Once the equipment has been accepted, the Awardee, with the assistance from its engineer, shall complete the documents listed in the following table to closeout the RUS Form 395.

Documents Required to Closeout RUS Form 395						
RUS Form	Description	Copies Prepared by		Distribution		
		Supplier	Engineer	Awardee	Supplier	RUS
238	Construction or Equipment Contract Amendment (If not previously submitted, send to RUS for approval.)	---	3	---	---	3
395a	Certificate of Completion for Equipment Contract (Including Installation)	---	2	1	1	---
395b	Certificate of Completion for Equipment Contract (Not Including Installation)	---	2	1	1	---
395c	Certificate of Contractor and Indemnity Agreement (Use only for Installation Contracts)	1	---	1	---	---
213	Certificate (Buy American)	1	---	1	---	---
---	Report in writing, including all measurements and other information required under Part II of the applicable specifications	---	1	1	---	---
---	Set of maintenance recommendations for all equipment furnished under the contract	1	---	1	---	---

The Awardee shall obtain from the engineer, RUS Form 756, *Contract Closeout Certification* or a similar certification for a Non-RUS Contract, and submits it to RUS within 30 days. If the changes are made to the contract as a result of equipment or price changes during the course of the project, then RUS Form 238, *Construction and Equipment Amendment* reflecting those changes must be submitted to RUS for approval.

RUS shall notify the Awardee and the contractor, in writing, upon approval of the RUS Form 756. Thereafter, the Awardee shall make the final payment to the contractor in accordance with the terms and conditions of the contract.

## Outside Plant Construction

### General

The Awardee shall use RUS Form 515, *Telecommunications System Construction Contract*, or a Non-RUS Contract to finance outside plant construction projects estimated to cost over \$1 million, including all labor and materials. The Awardee shall follow either the sealed competitive bidding method or the negotiated procedures described below.

For projects estimated to cost \$1 million or less, including all labor and materials, the Awardee may use the same RUS Form 515, a Non-RUS Contract, or the two methods described under Small-Scale Construction. When using RUS Form 515, the Awardee can either follow the Sealed Competitive Bid or Negotiated Procurement methods.

When performing outside plant construction using RUS Form 515 or a Non-RUS Contract, the Awardee shall follow the procedures below.

### Plans & Specifications

The engineer prepares P&S consisting of the RUS Form 515 and the applicable construction specifications listed below:

- 1) RUS Form 515a (Bulletin 1753F-150) - *Specifications and Drawings for Construction of Direct Buried Plant.*
- 2) RUS Form 515b (Bulletin 1753F-151) - *Specifications and Drawings for Construction of Underground Plant.*
- 3) RUS Form 515c (Bulletin 1753F-152) - *Specifications and Drawings for Construction of Aerial Plant.*
- 4) RUS Form 515d (Bulletin 1753F-153) - *Specifications and Drawings for Service Installation at Customer Access Locations.*

In addition, the P&S must also include the following items:

- 1) Description of special assembly units and guide drawings, if any;
- 2) Key, detail, and cable layout maps; and
- 3) If applicable, a list of any owner-furnished materials and the associated unit cost, using RUS Form 787.

When the Awardee furnishes materials under RUS Form 787, *Supplement A to Construction Contract (RUS Form 515)*, these steps should be followed:

- 1) Materials on hand to be furnished by the Awardee shall be released to the contractor at the start of construction. Materials on order, but not yet received, shall be provided to the contractor as they become available. The Awardee shall obtain from the contractor a written receipt for all such materials delivered.
- 2) Materials on hand, until released to the contractor, shall be covered by fire and either wind-storm or extended coverage insurance, exclusive of materials in the open and not within 100 feet of any building. Poles, wherever stored, shall be covered by fire insurance. All insured values must be at least 80 percent of the cash value of the property insured.
- 3) Subject to adjustment at the time of final settlement, the Awardee shall obtain from the contractor monthly invoices that show credit to the Awardee, at the prices quoted in RUS Form 787 for all materials furnished by the Awardee and installed by the contractor the preceding month.
- 4) Any materials furnished by the Awardee remaining as surplus at the completion of construction shall be returned to the Awardee. For such materials, the awardee shall furnish a written receipt to the contractor and credit the contractor at the prices quoted in RUS Form 787.

If the construction project is estimated to cost \$1 million or less, including all labor and materials, then RUS approval of the P&S is not required. The Awardee shall proceed with negotiations with one or more contractors under the Negotiated Procurement method or the Sealed Competitive Bidding method.

If the construction cost of the project is estimated to exceed \$1 million, including all labor and materials, the Awardee shall submit the P&S to RUS for approval. RUS shall approve the P&S in writing or notify the awardee of any reason for withholding approval. Upon approval of the P&S, the Awardee shall follow the Sealed Competitive Bidding method.

## Procurement Methods

### A. Negotiated Procurement

#### **100% LOAN AWARD**

If the Awardee will be using loan funds, and/or its own funds, for construction, then the Awardee can elect to negotiate with a single or multiple contractor(s) for construction. RUS approval to negotiate is not required but the Awardee must notify RUS of the amount of construction, the contractor selected and indicate if this is a new contract or an amendment to an existing contract.

#### **50/50 LOAN GRANT COMBINATIONS**

If the Awardee will be using only loan funds, or funds which have been substituted for the loan component of the award, for construction, then the Awardee can elect to negotiate with a single or multiple contractor(s) for construction. RUS approval to negotiate is not required but the awardee must notify RUS of the amount of the construction, the contractor selected and indicate if this is a new contract or an amendment to an existing contract. If a future contract amendment is required, then the Awardee must use loan funds or other funds for the amendment. Grant funds may not be used to fund or supplement contracts that have not been competitively bid.

Grant funds or a combination of loan/grant funds may not be used for contracts that have not been competitively bid unless the Awardee has requested RUS approval to negotiate with a single or multiple contractor(s) for construction. The Awardee must detail in writing the amount of the construction, the contractor selected, the rational and/or necessity for negotiating the contract, and if a new contract or an amendment to an existing contract will be used. The Awardee may not enter into any non-competitively bid contract which is to be reimbursed with grant funds unless and until it has received written approval from RUS.

#### **100% GRANT AWARD**

If the Awardee will only be using matching funds, then the Awardee can elect to negotiate with a single or multiple contractor(s) for construction. RUS approval to negotiate is not required but the Awardee must notify RUS of the amount of construction, the contractor selected and indicate if this is a new contract or an amendment to an existing contract. If a future contract amendment is required and all matching funds have been expended, then the Awardee must use other funds for the amendment. Grant funds may not be used to fund or supplement contracts that have not been competitively bid.

Grant funds may not be used for contracts that have not been competitively bid unless the Awardee has requested RUS approval to negotiate with a single or multiple contractor for construction. The Awardee must detail in writing the amount of the construction, the contractor selected, the rational and/or necessity for negotiating the contract, and if a new

contract or an amendment to an existing contract will be used. The Awardee may not enter into any non-competitively bid contract which is to be reimbursed with grant funds unless and until it has received written approval from RUS.

### **General**

Upon preparation of the P&S, the Awardee shall schedule a conference to be attended by representatives of the engineer and the contractor(s) selected for negotiations. The purpose of the negotiation conference is to acquaint the contractor(s) with the scope and special considerations of the construction project and to answer any questions.

The Awardee shall ensure that the contractor selected meets all federal, state, and local licensing requirements, as well as bonding requirements, and that the contractor maintains the insurance coverage required by the contract for the duration of the work. (See 7 C.F.R. Part 1788.) If the contract amount exceeds \$250,000, a contractor's bond for the contract amount must be provided by the contractor.

After a satisfactory negotiated proposal has been obtained, the Awardee shall enter into a contract with the selected contractor.

### **B. Sealed Competitive Bidding**

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The Awardee shall solicit bids from at least six prospective bidders. The P&S shall clearly set forth all requirements including all other factors to be used in evaluating bids or proposals that the bidder shall fulfill in order for the bid to be evaluated by the Awardee. The Awardee shall consider the same alternates in all bids in determining the low bid. Any and all bids may be rejected when it is in the Awardee's interest to do so.

Upon RUS approval of the P&S, the Awardee shall schedule the bid opening date. The Awardee shall allow sufficient time for the bidders to examine the project site and prepare their bids when scheduling the bid opening date.

The Awardee shall obtain from its engineer a list of prospective bidders and a recommendation indicating which bidders are considered qualified. If the notice and instructions to bidders require that bidders show evidence of meeting certain requirements, the Awardee shall qualify bidders before issuing P&S to them. When fewer than three bidders have been qualified to submit bids, RUS approval must be obtained to proceed with requesting bids.

The Awardee shall review all bids to determine that:

- 1) The bid guarantees are adequate;
- 2) The bids are responsive to the P&S;
- 3) All minor errors or irregularities made through inadvertence are corrected or waived. Failing this, the bid shall be rejected as non-responsive; and

- 4) In the event of non-minor errors or irregularities, the bid is rejected and the bid price not disclosed.

The Awardee shall reject:

- 1) All bids if quoted prices are not acceptable or if the specifications were ambiguous and resulted in bidders having different interpretations of the requirements; or
- 2) Any bid that is not responsive, or is incomplete, or submitted by an unqualified bidder, or unbalanced between labor and materials or other respects.

If fewer than three valid bids are received, the Awardee shall contact RUS to determine whether the bids are to be opened or returned unopened. RUS may require that the project be rebid if fewer than three bids are received and RUS determines that one or more other bidders with an express interest in bidding is available and could meet the bid requirements, but was not invited to bid. RUS shall also require rebidding if it is found that qualified bidders were discouraged from bidding by unreasonable bid requirements (such as late notification to bidders) or if the Awardee failed to follow the bid procedure.

The engineer shall review all the bids to make sure that the bid is in compliance with the P&S. The Awardee shall obtain from the engineer the determination of the selected bid, a tabulation of all bids and the engineer's recommendation for award of the contract. The Awardee may award the contract immediately if the following conditions are met:

- 1) The project is included in an approved award and adequate funds were budgeted in the award and are available;
- 2) All applicable RUS procedures were followed, including those in the *Notice and Instructions to Bid* in the standard forms of contract; and
- 3) The award is to the lowest responsive bidder.

If the above conditions are not satisfied, the bids along with the engineer's recommendation must be submitted to RUS for approval. The Awardee shall not enter into a contract until RUS has approved the bid.

### **Contract Documents**

The Awardee shall submit three executed copies of the RUS Form 515, *Telecommunications System Construction Contract*, or the Non-RUS Contract to RUS for administrative approval. RUS will not approve the contract, if in RUS' judgment:

- 1) Unacceptable modifications have been made to the contract;
- 2) The contract will not accomplish award purposes;
- 3) The fees included in the contract are unreasonable; or

- 4) The contract presents unacceptable award risk to RUS.

Upon approval of the contract by RUS, one copy will be sent to the Awardee and one copy to the contractor.

### Closeout Documents

After construction has been completed per the P&S, and acceptance tests have been made, the Awardee shall arrange the time for a final inspection to be conducted by the Awardee's engineer, the contractor, the GFR and a representative of the Awardee. The steps for closeout of the contract are included in the following table.

Step-by-Step Procedure for Closeout of RUS Form 515			
Sequence		By	Procedure
Step	When		
1	Upon Completion of Construction	Awardee's Engineer	Prepares the following: a set of Detail Maps and a set (when applicable) of Key Maps which show in red the work done under the RUS Form 515 contract; a Tabulation of Staking Sheet; and a tentative Final Inventory, RUS Forms 724 and 724a.
2	After acceptance tests are made	Awardee's Engineer	Forwards letter to the Awardee with copies to the GFR stating that the project is ready for final inspection. Schedules inspection date.
3	Upon receipt of letter from Awardee's Engineer	GFR	Advises Awardee whether attending the final inspection will be possible.
4	By inspection date	Awardee's Engineer	Obtains and makes available the following documents: a set of "as constructed" detail maps and (when applicable) "as built" key maps; a list of construction change orders; the final staking sheets; the tabulation staking sheets; the treated forest products inspection reports or certificates of compliance; the tentative final inventory, RUS Forms 724 and 724a; the tentative tabulation, and, a report of results of acceptance tests.
5	During inspection	Awardee's Engineer	Issues instructions to contractor covering corrections to be made in construction as a result of inspection.
6	During inspection	Contractor	Corrects construction on basis of instructions from the Awardee's engineer. The corrections should proceed closely behind the inspection in order that the Awardee's engineer can check the corrections before leaving the system.
7	During inspection	Awardee's Engineer	Inspects and approves corrected construction. Marks inspected areas on the key map, if available, otherwise on the detail maps.

Once all the acceptance tests and inspections have been completed and all deficiencies have been corrected, the Awardee, with assistance from its engineer, shall complete the documents listed in the following table to closeout the RUS Form 515.

Documents Required to Closeout RUS Form 515						
RUS Form	Description	Copies prepared by		Distribution		
		Contractor	Engineer	Awardee	Contractor	RUS
724	Final Inventory--Certificate of Completion	---	2	1	1	---
724a	Final Inventory--Assembly Units	---	2	1	1	---
None	Contractor's Bond Extension (send to RUS when required)	3	---	---	---	3
281	Tabulation of Materials Furnished by Borrower	2		1	1	
213	Certificate (Buy American)	1	---	1	---	---
---	Listing of Construction Change Orders		1	1	---	---
224	Waiver and Release of Lien (from each supplier)	1	---	1	---	---
231	Certificate of Contractor	1	---	1	---	--
527	Final Statement of Construction	---	2	1	1	---
---	Reports on Results of Acceptance Tests	---	1	1	1	---
---	Set of Final Staking Sheets	---	1	1	---	---
---	Tabulation of Staking Sheets	---	1	1	---	---
---	Correction Summary (legible copy)	---	1	1	---	---
---	Treated Forest Products Inspection Reports or Certificates of Compliance (prepared by inspection company or supplier).	---	---	1	---	---
---	Final Key Map (when applicable)	---	1	1	---	---
---	Final Central Office Area and Town Maps	---	1	1	---	---

The Awardee shall obtain from the engineer, RUS Form 756, *Contract Closeout Certification* or a similar certification for a Non-RUS Contract, and submits it to RUS within 30 days. If the contract included owner furnished materials, RUS Forms 281, 724, and 724a shall also be submitted with RUS Form 756. RUS shall notify the Awardee and the contractor, in writing upon approval of the RUS Form 756. Thereafter, the Awardee shall make the final payment to the contractor in accordance with the terms and conditions of the contract.

## Building Construction

### General

The Awardee shall use RUS Form 257, *Contract to Construct Buildings*, or a Non-RUS contract to finance the construction of all buildings estimated to cost more than 100,000. For unattended buildings that are estimated to cost \$100,000, or less and for all building improvements, the Awardee shall follow the RUS Form 773 method described under Small-Scale Construction. For unattended buildings estimated to cost over \$100,000, the Awardee shall use a Non-RUS Contract.

All construction pertaining to the building structure shall be performed under one contract. Separate contracts may be used for planting shrubbery, surfacing of roads and parking areas, and other identifiable parts of the project not pertaining to the building structure. These separate contracts shall also be subject to RUS approval.

When performing building construction using RUS Form 257 or a Non-RUS Contract, the Awardee shall follow the procedures below.

The site location, design, and construction of the facilities shall comply with all applicable laws and regulations, including:

- 1) Pub. L. 90-480 (42 U.S.C. 4151) (Access to Physically Handicapped), which requires certain buildings financed with Federal funds be designed and constructed to be accessible to the physically handicapped;
- 2) Pub. L. 91-596 (29 U.S.C. 651) the Occupational Safety and Health Act of 1970. OSHA issues rules and regulations covering occupational safety and health standards for buildings. These regulations are codified in 29 CFR Chapter XVII;
- 3) 7 CFR Part 1970, which provides for compliance with the National Environmental Policy Act (NEPA) and Council on Environmental Quality (CEQ) regulations (40 CFR Parts 1500-1508) implementing the procedural provisions of NEPA, as well as RUS conformance with other laws, regulations, and Executive Orders regarding environmental protection; and
- 4) 7 CFR Part 1792, Subpart C, which requires that the building design comply with applicable seismic design criteria. Prior to the design of buildings, Awardees shall submit to RUS a written acknowledgement from the architect or engineer that the design will comply.

### **Plans & Specifications**

The engineer or architect shall prepare Plans & Specifications (P&S) for construction of all buildings. The P&S shall include the following:

- 1) RUS Contract Form 257, *Contract to Construct Buildings* or Non-RUS Contract;
- 2) Complete and detailed specifications covering materials and workmanship;
- 3) A detailed building plan. If the building is to house electronic apparatus, the detailed plan or specifications shall include the equipment environmental requirements and network equipment required; and
- 4) A site plan for each building showing the building location and giving the legal description of the site. Sufficient information shall be provided for the site to allow RUS to identify this site as the same property for which the Awardee submitted a title opinion to RUS. The legal description shall be typed on the site plan. The Awardee shall also furnish topographical information and a description of any proposed site development work and show proposed connections for public utilities.

The P&S shall show the identification and date of the model code used for seismic safety design considerations, and the seismic factor used. See 7 CFR Part 1792, Subpart C.

The Awardee shall submit the P&S to RUS for approval. RUS shall approve the P&S in writing or notify the Awardee of any reason for withholding approval. Upon RUS approval of the P&S, the Awardee shall solicit bids from at least three prospective bidders.

## **Bidding**

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Awards shall be made to the bidder whose bid is responsive to the P&S and is most advantageous to the recipient, price, quality and other factors considered. The P&S shall clearly set forth all requirements including all other factors to be used in evaluating bids or proposals that the bidder shall fulfill in order for the bid to be evaluated by the Awardee. The Awardee shall consider the same alternates in all bids in determining the low bid Any and all bids may be rejected when it is in the Awardee's interest to do so.

Upon RUS approval of the P&S, the Awardee shall schedule the bid opening. The Awardee should also allow sufficient time for the bidders to examine the project site and prepare their bids.

The Awardee shall obtain from its engineer a list of prospective bidders and a recommendation indicating which bidders are considered qualified. If the notice and instructions to bidders require that bidders to show evidence of meeting certain requirements, the Awardee shall qualify bidders before issuing the P&S to them.

The Awardee shall review all the bids to determine that:

- 1) The bid guarantees are adequate;
- 2) The bids are responsive to the P&S;
- 3) All minor errors or irregularities made through inadvertence are corrected or waived. Failing this, the bid shall be rejected as nonresponsive; and
- 4) In the event of non-minor errors or irregularities, the bid is rejected and the bid price not disclosed.

The Awardee shall reject:

- 1) All bids if quoted prices are not acceptable or if the specifications were ambiguous and resulted in bidders having different interpretations of the requirements; or
- 2) Any bid that is not responsive, or is incomplete, or submitted by an unqualified bidder, or unbalanced between labor and materials or other respects.

The architect or engineer will review all bids for compliance to the P&S. The Awardee shall obtain from the architect or engineer the determination of the selected bid, a tabulation of all bids and the architect's or engineer's recommendation for award of the contract. The Awardee may award the contract immediately if the following conditions are met:

- 1) The construction is included in an approved award and adequate funds were budgeted in the award and are available;
- 2) All applicable RUS procedures were followed, including those in the *Notice and Instructions to Bid* in the standard forms of contract; and
- 3) The award is to the lowest responsive bidder.

If the above conditions are not satisfied, the bids along with the architect’s or engineer’s recommendation and bid tabulations must be submitted to RUS for approval. Contracts cannot be executed until RUS has notified the Awardee of its approval of the bid.

### Contract Documents

The Awardee shall submit three executed copies of the RUS Form 257, *Contract to Construct Buildings* or the Non-RUS Contract to RUS for administrative approval. RUS will not approve the contract, if in RUS’ judgment:

- 1) Unacceptable modifications have been made to the contract;
- 2) The contract will not accomplish award purposes;
- 3) The fees included in the contract are unreasonable; or
- 4) The contract presents unacceptable award risk to RUS.

Upon approval of the contract by RUS, one copy will be sent to the Awardee and one copy to the contractor.

### Closeout Documents

Upon completion of construction, the Awardee shall complete, with the assistance of its architect or engineer, the documents listed in the following table to closeout the RUS Form 257.

Documents Required to Closeout RUS Form 257						
RUS Form	Description	Copies prepared by		Distribution		
		Contractor	Architect/ Engineer	Awardee	Contractor	RUS
238	Construction or Equipment Contract Amendment (if not previously submitted, send to RUS for approval)	---	<b>3</b>	---	---	<b>3</b>
187	Certificate of Completion (contract construction)	---	<b>2</b>	<b>1</b>	<b>1</b>	---
231	Certificate of Contractor	<b>1</b>	---	<b>1</b>	---	---
224	Waiver and Release of Lien from each Supplier	<b>1</b>	---	<b>1</b>	---	---
213	Certificate (Buy American)	<b>1</b>	---	<b>1</b>	---	---
---	“As Built” Plans and Specifications <sup>2</sup>	---	<b>1</b>	<b>1</b>	---	---
---	Guarantees, Warranties, Bonds, Operating or Maintenance Instructions, etc.	<b>1</b>	---	<b>1</b>	---	---

The Awardee shall obtain from the architect or engineer, RUS Form 756, *Contract Closeout Certification* or a similar certification for a Non-RUS Contract, and submits it to RUS within 30 days. RUS shall notify the Awardee and the contractor, in writing upon approval of the RUS Form 756. Thereafter, the Awardee shall make the final payment to the contractor in accordance with the terms and conditions of the contract.

## Tower Construction

### General

The Awardee shall use RUS Form 773, *Miscellaneous Construction Work and Maintenance Services Contract*, or a Non-RUS contract to finance the construction of all new towers and any improvements on existing towers.

### Plans & Specifications

The engineer will prepare the P&S which will consist of the RUS Form 773, diagrams, sketches, and detailed specifications covering materials and workmanship. RUS approval is not required for the P&S.

The Awardee will solicit proposals from at least three contractors. The engineer will review all the proposals for compliance to the P&S. The Awardee shall obtain from the engineer the determination of the selected contractor, bid, a tabulation of all quotes and the engineer's recommendation for award of the contract. The award shall be made to the contractor whose quote is responsive to the P&S and is most advantageous to the recipient, price, quality and other factors considered.

Neither the selection of the contractor nor the quote requires RUS approval; however, the Awardee shall ensure that the contractor selected meets all federal, state, and local licensing requirements, as well as bonding requirements, and that the contractor maintains the insurance coverage required by the contract for the duration of the work. (See 7 C.F.R. Part 1788.) If the contract amount exceeds \$250,000, a contractor's bond for the contract amount must be provided by the contractor. After a satisfactory proposal has been obtained, the Awardee shall enter into a contract with the selected contractor.

### Contract Documents

The Awardee shall submit three executed copies of the RUS Form 773, *Miscellaneous Construction Work and Maintenance Services Contract*, or the Non-RUS Contract to RUS for administrative approval. RUS will not approve the contract, if in RUS' judgment:

- 1) Unacceptable modifications have been made to the contract;
- 2) The contract will not accomplish award purposes;
- 3) The fees included in the contract are unreasonable; or
- 4) The contract presents unacceptable award risk to RUS.

Upon approval of the contract by RUS, one copy will be sent to the Awardee and one copy to the contractor.

### **Closeout Documents**

After construction has been completed per the P&S, and final inspection has been conducted by the Awardee's engineer, the Awardee shall obtain from the Contractor a final invoice and an executed copy of RUS Form 743, *Certificate of Contractor and Indemnity Agreement*.

The Awardee shall obtain from the engineer, RUS Form 756, *Contract Closeout Certification* or a similar certification for a Non-RUS Contract, and submits it to RUS within 30 days. RUS shall notify the Awardee and the contractor, in writing upon approval of the RUS Form 756. Thereafter, the Awardee shall make the final payment to the contractor in accordance with the terms and conditions of the contract.

## **Small-Scale Construction**

### **General**

Small-Scale Construction may be performed by either method below or in combination with other RUS Contracts or Non-RUS Contracts.

### **RUS Form 773**

The Awardee shall prepare the RUS Form 773, *Miscellaneous Construction Work and Maintenance Services Contract*, without modifications, and attach any diagrams, sketches, and tabulations necessary to specify clearly the work to be performed and who shall provide which materials. Compensation may be based upon unit prices, hourly rates, or another basis agreed to in advance by the Awardee and the contractor.

Neither the selection of the contractor nor the contract requires RUS approval; however, Awardees are urged to obtain quotations from several contractors before entering into a contract to be assured of obtaining the lowest cost. The Awardee shall ensure that the contractor selected meets all federal and state licensing requirements, as well as bonding requirements, and that the contractor maintains the insurance coverage required by the contract for the duration of the work. (See 7 CFR Part 1788.) If the contract amount exceeds \$250,000, a contractor's bond for the contract amount must be provided by the contractor.

Upon completion and final inspection of the work, the Awardee shall obtain from the Contractor a final invoice and an executed copy of RUS Form 743, *Certificate of Contractor and Indemnity Agreement*.

The Awardee shall submit the RUS Form 771a, along with a description of the completed work to the RUS General Field Representative for review prior to submitting it for reimbursement. The RUS Form 771a shall be certified by an authorized representative of the Awardee and the engineer.

### **Work Orders**

Work Order Work shall be performed to all local, state, and Federal requirements. As Work Order Work is performed, the Awardee shall keep daily timesheets and material reports, referenced by the work project number, to record labor and materials used. Cost accounting system must be in place to meet

the requirements of 7 CFR 200, as applicable, to show the source and summary records to support requested and expended funds.

Upon completion and final inspection of the work, the Awardee shall submit RUS Form 771a, along with a description of the completed work, to the RUS General Field Representative for review. The RUS Form 771a shall be certified by an authorized representative of the Awardee and the engineer.

### **Reimbursement Method**

Unless otherwise approved by RUS, the Awardee shall finance all Small-Scale Construction with non-award funds and obtain reimbursement with ReConnect award funds when the work is completed. Funds for Small-Scale construction must be requested on RUS Form 481, *Financial Requirement Statement* (FRS). To request funds, the Awardee shall submit RUS Form 771a, initialed by the GFR, along with a description of each project.

## **Advance and Disbursement of ReConnect Program Award Funds**

### **General**

The standard award documents contain provisions regarding advances and disbursement of award funds by Awardees. This section implements certain provisions by setting forth requirements and procedures to be followed by the Awardees in obtaining advances and making disbursements of award funds.

All matching and/or funds required for project completion as stated in the Award Documents must be deposited into the Pledged Deposit Account at award closing. For purposes of advances, all matching funds will be treated as award funds and recorded appropriately on the Financial Requirement Statement.

RUS is under no obligation to approve advances of award funds unless the Awardee complies with all terms and conditions of the award documents. The Awardee shall use funds in its Pledged Deposit Account funds only to make disbursements approved by RUS.

### **ReConnect Program Award Budget**

When the award is approved, RUS will provide the Awardee with the award budget. This budget divides the award into budget categories that are associated with the proposed projects, such as equipment, outside plant, buildings, professional services, etc. Funds from one budget category may not be used for a different budget category without prior written approval from RUS.

### **Budget Adjustments**

If more funds are required than are available in a budget category, the Awardee may request RUS' approval of a budget adjustment to use funds from another budget category. The request shall include an explanation as to why the adjustment is needed and the affected budget categories. RUS will not approve a budget adjustment unless the Awardee can demonstrate that all purposes can still be completed with the requested adjustment. RUS, at its discretion, may make a budget adjustment without a formal request to encumber funds for a contract, when funds within the budget category are insufficient, and when it determines that the budget adjustment is insignificant.

## **Pledged Deposit Account**

The Awardee shall establish and maintain a Pledged Deposit Account to hold all Advances deposited by the Agency. The Pledged Deposit Account shall only be established in a bank or depository whose deposits are insured by the FDIC or other federal agency acceptable to RUS. Funds in the Pledged Deposit Account shall be used solely for the purpose approved in the Application and shall be withdrawn/disbursed for the approved purposes for which they were requested on the Financial Requirement Statement. All Advances will be electronically deposited into the Pledged Deposit Account.

RUS may require that other funds be deposited into the Pledged Deposit Account. These may include match, equity or general fund contributions for project completion, proceeds from the sale of property, interest received on award funds and similar types of receipts. Deposit slips for any deposits to the Pledged Deposit Account shall show the source and amount of funds deposited and be executed by an authorized representative of the bank. The disbursement of non-award funds deposited into the Pledged Deposit Account requires the same RUS approval as Advances on the award.

For accounting purposes, all withdrawals/disbursements from the Pledged Deposit Account must be evidenced by canceled checks or support for other forms of payment. Disbursements to reimburse the Awardee's general fund account shall be documented by a reimbursement schedule to be retained in the Awardee's records that lists the Pledged Deposit Account check number, date, and an explanation of amounts reimbursed for the Project.

Funds shall be disbursed only up to the amount approved for advance as indicated on the financial requirement statement.

## **Financial Requirement Statement (FRS)**

To request advances the Awardee must submit to RUS Form 481, *Financial Requirement Statement*, a description of the advances desired, and other related information to the transactions as required by RUS.

The Awardee shall request funds in the first advance of award funds to pay any eligible pre-application expenses. This amount cannot exceed the amount approved in the ReConnect Program award budget.

The FRS is used by RUS and the Awardee to record and control transactions in the Pledged Deposit Account. Approved contracts and other items are shown on the FRS under "Approved Purposes." Funds are approved for advance as follows:

### **A. Construction**

- (1) *Construction and Equipment Contracts*: Ninety percent (Ninety-five percent for Outside Plant Contract) of the contract amount approved by RUS with the final ten percent (five percent for Outside Plant Contract) approved upon approval of RUS Form 756, *Contract Closeout Certification*.
- (2) *Small-Scale Construction*: The total amount shown on RUS Form 771a as determined by RUS for approved award purposes.
- (3) *Rights-of-way, Make-ready, Permits*: Amount requested must be supported by

appropriate documentation, such as invoices, contracts, etc. Funds requested for compensation for acquiring rights-of-way are not eligible for financing.

#### B. Engineering

- (1) *Engineering Services Contracts*: Ninety percent of the contract amount approved by RUS. The final ten percent shall be approved upon RUS approval of RUS Form 506, *Statement of Engineering Fees – Telecommunications*.
- (2) *In-house engineering*: Ninety percent of the approved amount based on the In-house Engineering Proposal. The amount requested on the FRS must be supported by timesheets.
- (3) *Architectural Services Contracts*: Ninety percent of the contract amount approved by RUS. The final ten percent shall be approved upon RUS approval of RUS Form 284, *Final Statement of Cost for Architectural Services*.
- (4) *All other professional services contracts*: Ninety percent of the contract amount approved by RUS with the remaining amount approved upon RUS approval of the closeout documents.

#### C. Operating Equipment

Support Assets: Amount requested must be supported by copies of invoices.

#### D. General

Pre-application expenses: The final itemized invoice(s) from the person or firm for eligible pre-application expenses. The invoice(s) must clearly state the date and description of the services that were rendered.

#### E. Acquisitions

Amount requested must be supported by final itemized costs and cannot exceed the approved amount in the ReConnect Program award budget.

Funds other than award funds that are deposited in the Pledged Deposit Account are reported as a credit under total disbursements. Disbursements of these funds are subject to the same RUS approvals as award funds.

The Awardee shall request advances as needed to meet its obligations promptly. Generally, RUS does not approve an advance requested more than 60 days before the obligation is payable.

Funds should be disbursed for the item for which they were advanced. If the Awardee needs to pay an invoice for which funds have not been advanced, and disbursement of advanced funds for another item has been delayed, the latter funds may be disbursed to pay the invoice for up to the amount approved for advance for that item on the FRS. The Awardee shall make entries on the next FRS showing the changes under "Total Advances to Date" and shall explain the changes in writing before RUS will process the next FRS.

The FRS shall be certified by an authorized official of the Awardee whose name and signature appears on RUS Form 675, *Certificate of Authority*. RUS will not process the FRS if it is signed by an individual whose name is not included on this form.

The documentation required for the FRS transactions are the deposit slip, the cancelled deposit account checks and the supporting invoices or reimbursement schedules. These shall be kept for in the Awardee's files for periodic audits by RUS.

### **Temporary Excess Award Funds**

When unanticipated events delay the Awardee's disbursement of award funds from the Pledged Deposit Account, the funds may be used for other approved purposes or must remain in the account. If funds are disbursed for other approved purposes, then these amounts have to be clearly reflected on the FRS. If the account is an interest bearing account, all interest earned must remain in the deposit account and cannot be disbursed without RUS approval.

### **Method of Advancing Funds**

The first or subsequent advances may be conditioned on the satisfaction of certain requirements stated in the Awardee's award contract.

All advances shall be made electronically using the Automatic Clearing House (ACH).

# Addendum to ReConnect Program Construction Procedures

## Depreciation Rates

Code	Group	Letter	Type	Rate (%)
1000	1. Network & Access Equipment	a.	Switching Equipment	9.37
1001	1. Network & Access Equipment	b.	Routing Equipment	9.37
1002	1. Network & Access Equipment	c.	Transport Equipment	9.37
1003	1. Network & Access Equipment	d.	Access Equipment	9.37
1004	1. Network & Access Equipment	e.	Video Equipment	10.00
1005	1. Network & Access Equipment	f.	Power Equipment	10.00
1006	1. Network & Access Equipment	g.	Satellite Equipment	10.00
1007	1. Network & Access Equipment	h.	Other (specify)	
2000	2. Outside Plant	a.	Copper Cable - Aerial	6.00
2001	2. Outside Plant	b.	Copper Cable - Buried	5.15
2002	2. Outside Plant	c.	Copper Cable - Underground	5.00
2003	2. Outside Plant	d.	Coaxial Cable - Aerial	6.00
2004	2. Outside Plant	e.	Coaxial Cable - Buried	5.15
2005	2. Outside Plant	f.	Coaxial Cable - Underground	5.00
2006	2. Outside Plant	g.	Fiber Cable - Aerial	5.10
2007	2. Outside Plant	h.	Fiber - Buried	5.00
2008	2. Outside Plant	i.	Fiber - Underground Cable	5.00
2009	2. Outside Plant	j.	Fiber - Submarine Cable	5.00
2010	2. Outside Plant	k.	Conduit Systems	4.00
2011	2. Outside Plant	l.	Ducts (Vacant)	5.00
2012	2. Outside Plant	m.	Drops	5.00
2013	2. Outside Plant	n.	Cabinets/underground vaults	5.00
2014	2. Outside Plant	o.	Poles	5.00
2015	2. Outside Plant	p.	Make-ready	5.00
2016	2. Outside Plant	q.	Other (specify)	
3000	3. Buildings	a.	New Construction	3.30
3001	3. Buildings	b.	Pre-Fab Huts	5.00
3002	3. Buildings	c.	Improvements	6.67
3003	3. Buildings	d.	Other (specify)	

<b>Code</b>	<b>Group</b>	<b>Letter</b>	<b>Type</b>	<b>Rate (%)</b>
4001	4. Towers	a.	Guyed Towers	5.00
4002	4. Towers	b.	Lattice Towers	5.00
4003	4. Towers	c.	Monopole/Self-Supporting Tower	5.00
4004	4. Towers	d.	Wood poles	5.00
4005	4. Towers	e.	Improvements	5.00
4006	4. Towers	f.	Other (specify)	
5000	5. Customer Premises Equipment	a.	Video Set Top Boxes	20.00
5001	5. Customer Premises Equipment	b.	Modems and Routers	20.00
5002	5. Customer Premises Equipment	c.	Inside Wiring	10.00
5003	5. Customer Premises Equipment	d.	Multi-Terminal Adapter (VoIP)	20.00
5004	5. Customer Premises Equipment	e.	Smart Meters	20.00
5005	5. Customer Premises Equipment	f.	Other (specify)	
6000	6. Support Assets	a.	Construction Vehicles	12.00
6001	6. Support Assets	b.	Construction Equipment	12.00
6002	6. Support Assets	c.	Motor Vehicles	16.50
6003	6. Support Assets	d.	Special Purpose Vehicles	12.00
6004	6. Support Assets	e.	Office Equipment	10.00
6005	6. Support Assets	f.	Office Furniture	10.00
6006	6. Support Assets	g.	Billing System	10.00
6007	6. Support Assets	h.	Test Equipment	10.00
6008	6. Support Assets	i.	Portable Generators	10.00
6009	6. Support Assets	j.	Tools	10.00
6010	6. Support Assets	k.	Other (specify)	