

USDA ReConnect Webinar

Application Walkthrough: Financial

April 30, 2019

Hello everyone, thank you for bearing with us while we took care of some technical difficulties. Welcome to the ReConnect Application Portal: Introduction and Financials webinar. Jessica Hilbrich, that's me, and George Voris, members of the USDA ReConnect Support Team, are here to walk you through today's presentation. We will have a live question and answer period at the end of the presentation. Due to the length of the content, time may be limited. Please submit questions through the chat and questions we do not get to during the webinar, we will post answers to in the coming days. If you are starting to work on your application following this webinar and have some follow-up questions, you can always submit questions through the "Contact Us" form on the ReConnect website.

Before we go into the presentation, I want to take a moment and mention other technical assistance events that we have coming up. We will have two more webinars within the next week. On Thursday, we will have a webinar devoted to the mapping component of the application, with a live demonstration using the mapping tool. The webinar will take place at 2:00 p.m. Eastern time on Thursday, May 2nd. If you plan on joining us for the Mapping webinar, it may be helpful to explore the Eligible Area Map ahead of time, at reconnect.usda.gov. On Monday, May 6th, we will be hosting an Ask the Expert webinar. This webinar does not have a planned presentation, but it will be an opportunity to ask questions about the ReConnect Program to a panel of USDA experts. This webinar will take place Monday, May 6th, at 2:00 p.m. ET.

Next week, USDA and the technical assistance team will be hosting our fifth workshop in Auburn, Alabama. This workshop will take place Wednesday and Thursday, May 8th and May 9th. This workshop will have USDA experts and technical assistance staff reviewing and explaining program requirements and walking through the application system. Registration is still open for this workshop and you can sign up by going to the "Events" page of the ReConnect website.

We will be having our sixth and final technical assistance workshop for the funding opportunity announcement in Alexandria, Minnesota on May 15th and 16th. This will also be a Wednesday -Thursday workshop. If you are interested in any of the events I mentioned,

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webinars or workshops, you can still register and links to register are available for all of the planned events on the ReConnect website under the “Events” section.

Before we start, we wanted to give you an overview of what to expect during this webinar. We will walk through getting started, obtaining access credentials, ReConnect account set-up, account information, Capital Investment Workbook, or CIW, and Capital Investment Schedule, or CIS, financials, financial statements, including application demonstration, available resources and ending with questions and answers.

Before we start that, I wanted to give everyone a reminder of this program and an introduction. In the 2018 Consolidated Appropriations Act, Congress provided \$600 million to the Broadband Pilot Program that we are now calling the ReConnect Program. This program is a pilot program offering a unique federal financing option in the form of grants, loans and combinations thereof, to extend broadband service to rural areas. The program focuses on areas that completely lack or have insufficient broadband service. Sufficient access is defined in the statute as 10 megabits per second downstream and 1 megabit per second upstream. If an area has less than 10/1 service, then the area is eligible. The program includes incentives, which are built into the application process, that encourage applicants to focus on farms, businesses, educational facilities, healthcare facilities and critical community facilities and solution planning. The minimum requirement is to provide 25/3 megabits per second service to rural America. In fiscal year 2019, an additional \$550 million was added to the program by Congress. With this additional funding, the 10/1 eligibility service requirement, and other requirements of the program, may change in future funding opportunity announcements.

There are three products offered through this program: loans, a combination of loans and grants, and grants. The loan product has \$200 million in available funding and the maximum award amount for projects will be \$50 million. The interest rate for these loans will be at 2%. Next, the loan grant combination product has \$200 million in available funding with \$100 million for grants and \$100 million for loans. The maximum award amount for projects will be \$50 million and the loan and grant amounts will always be equal. The interest rate for this product will be based on the treasury rate at the time of the advance. Finally, the grant product has \$200 million in available funding. The maximum award amount for this product will be \$25 million and applicants are required to provide a 25% match. That match can only be in cash. Across all products, there is a minimum speed requirement of 25/3 megabits per second service and combination and 100% grant products will be incentivized to provide higher speeds via the scoring criteria.

This is a screenshot of the ReConnect website. When you go to reconnect.usda.gov, at the top of the page, you will see a section that says: “Now Accepting Rural e-Connectivity Pilot Program Applications.” Anyone looking to enter the application system will hit “Apply Now.”

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We will start with obtaining access credentials. In order to access the system, prospective applicants will need to obtain level two e-Auth authentication, or e-Auth, access credentials. You first start by creating an account at the homepage. That website is www.eauth.usda.gov. As you can see, the link was added in a box on the screen for you. Applicants will then navigate to create an account link and select “Register for a Level Two Account” button as seen on the slide. After populating the required information to obtain e-Auth level two credentials, the user will be routed to a summary page. Review the information for accuracy and select “Submit.” An e-mail will be sent to your e-mail address with additional instructions to complete the process.

Once you receive your e-Authentication credentials, navigate to the ReConnect Program website using Google Chrome, Mozilla Firefox or Microsoft Edge. The application system will not work with Internet Explorer. Applicants must download and use one of these three browsers.

Once the login page has rendered, navigate to the top, right corner of your browser and select the “Login” button shown in red. Users will be routed to a login screen as seen in the figure. Clicking the “Community e-Auth” button will route the user to the e-Authentication login. Under the user ID and password sections, enter your e-Auth credentials, meaning your user ID and password. And then click the “Login” button as shown.

Now that credentials have been obtained, applicants will need to create their account before preparing applications. The second step to creating an application is to submit an Authorized Representative Request or ARR. This request ensures that the right people have the administrator and Representative Signature Certifier role. The ARR is important because it signifies the applying entity has the authority to enter into a legal agreement with the USDA. The Governing Body Resolution asserts that the governing members of the entity are allowing the application to be submitted. The ARR designates, at a minimum, the Representative Signature Certifier, abbreviated Rep-Sign-Cert and administrator. The ARR can be submitted by either the Rep-Sign-Cert or administrator, but must at a minimum assign the Rep-Sign-Cert.

Administrators and Representative Signature Certifiers must be employed by the applying entity. More than one person can be assigned the administrator role, but only one person may be designated as a Representative Signature Certifier. Both roles can interact with the application and connect other users to the applicant's account. However, only the Rep-Sign-Cert has the authority to provide signatures, authorize certification and submit the application. To verify that the correct people are assigned to those roles, the Governing Body Resolution must be submitted. The instructions on the ReConnect website provide two sample resolutions: Corporation and LLC. If the applicant is an entity other than a Corporation or LLC, then the content and the sample resolutions can be modified to reflect the applicant's legal structure. The screenshot on this slide shows where you can find the ARR

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resolution, instructions, and samples on the ReConnect website. If you start at reconnect.usda.gov, these instructions will be found under “Forms and Resources” in the section labeled “Application and Award Materials.” Note, this document appears second in the list. This is an old screenshot. The form is in the same place, but the application guide is now located directly above it.

Now, we are going to transition to a video on how to submit the ARR process. To apply for ReConnect funds you must create an account. This video shows you how to start an account by creating and submitting an Authorized Representative Request, or ARR, in the ReConnect application system. After you have logged into the system using your level two USDA e-Auth ID, you reach the system's home screen. You will see a blue navigation bar across the top of the screen which contains the accounts link. There is also a tile below the bar for “Accounts.” You can click either link or tile to enter.

Next, the Authorized Representative Request screen appears. Click the drop-down box besides “Primary Program” and choose “Telecommunications.” Then, click the drop-down box inside sub-program and choose “ReConnect.” Move down the screen to “Applicant Information” and fill out the legal name of applicant. Fill in the taxpayer ID number and choose the applicant's state headquarters from the drop-down menu. Scroll down the screen to the “Authorized Representative” section, you can have one, and only one, Representative Signature Certifier for your organization. You can't create an account without a Rep-Sign-Cert. Click “Key Contact” to make your Rep-Sign-Cert the key contact for your account. Notice of the Rep-Sign-Cert first name, last name and e-mail address have been filled and from there e-Auth ID, fill in their phone number and level two e-Authentication ID. Next, click “Security Role” and from the drop-down menu, choose “Representative Signature Certifier” and you can learn more about the security roles in the application guide. You can repeat this process to set up one or more administrators, either now or later. Scroll down the screen to the “Resolution” section, attach your resolution by clicking the “Attach” icon, browsing to the correct file on your computer, and choosing that file. A confirmation message appears showing the file name, size and a “delete” icon. Click the “Submit” button for the request and a confirmation screen appears stating that it could take up to two business days to evaluate your ARR. Click “Done” and return to the system's home screen.

Now, I want to circle back and remind you of some of our tips for completing this process. First, prepare a Governing Body Resolution that follows the RUS instructions. The legal name stated in the resolution must match the legal name stated in the ARR. The resolution must clearly specify the people in the applicant's organization, who can interact with the system as a Representative Signature Certifier and administrators. At a minimum, the resolution must contain the name of the Representative Signature Certifier. The Rep-Sign-Cert can add other key contacts, including people that will be administrators to the account after the ARR is

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approved. If the ARR identifies administrators in addition to the Rep-Sign-Cert, then the administrator will be able to add key contacts to the account after the ARR is approved.

Next tip: make a plan for determining the application's key players. You may not want to have everyone to have access to your application. Also, remember that everyone that is anticipated to enter the intake system, not just people listed in the ARR, must have a level two e-Auth to access the ReConnect system. Next, only the people identified on the Authorized Representative Request should enter the application portal, initially. Other individuals must not enter the portal, until they receive an e-mail indicating that they may do so. Otherwise, these individuals risk being locked out of the portal. It is the responsibility of the users approved on the ARR to add other key contacts to their account. When the Rep-Sign-Cert or administrator adds a key contact to an application, the system will automatically send an e-mail notification to the new key contact, explaining that they have been linked to the application and assigned a specific role. Only after this notification has been received, should these other users enter the portal. If individuals try to access the portal before receiving this particular e-mail notification, then they will be locked out of the system. Therefore, it is imperative that anyone that is not part of the ARR, wait to enter the portal until they have received an e-mail invitation.

Once the ARR request has been processed and approved, it's now time to enter account information into the ReConnect application system. To get started, enter and update the account information fields by selecting the "Accounts" header tab. Then, the account name hyperlink, as shown on the slide. As you can see, there are multiple tabs on the homepage which allow applicants to manage account information, key contacts, documents and RUS IDs. Then, the user should navigate to the "Account Information" sub header tab to populate the required account information. You may not be able to read the information here, but it is the general account information required to submit an application. We have the list included on the next slide. A complete list of all fields may be reviewed in the application guide, which is available on the ReConnect website. As promised, here is the account information. You can see the various data fields applicants need to provide, including, common name for the applicant, CAGE and DUNS numbers, address, and borrowing entity type, to name a few. Under "Account Information" applicants will also need to upload organizational documents, parent company information, affiliate information, subsidiary information, identify key contacts, upload account documents and provide existing RUS IDs as applicable. Please remember to save your form before proceeding.

Now we are ready to create an application. Here, we are going to take you into the system. Once all account information has been provided, applicants should then navigate to the application's homepage by selecting the account name hyperlink on the "Authorizations" page. To create a new application, select the "Certification" button, as shown. Users will then be prompted to select the funding type, which remember, are 100% grants, 50/50 loan grants

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or 100% loan and the application year. Once the user selects the funding type and application year, a blank application will be created. Applicants should be aware that the selection cannot be edited later down the application process. Multiple applications may be activated simultaneously. However, the type of application cannot be changed after it has been created. For example, you will not be able to transfer information entered into a 100% grant application, to a 50/50 loan grant application later down the line. The application year will automatically default to the calendar year, in this case 2019. And please remember, only one application may be submitted per entity under this FOA.

We are now ready to develop an application. Please note, the gold icons at the top of the screen have been added for use in this presentation to help better understand what section we are in. Applicants will not see these icons in the actual application system. The portal does not require completion of each layer tab in sequence, but changes within layers or tabs can ripple throughout the application. That ripple may mean the applicant will have to adjust finances to meet newly proposed facilities. That ripple could also affect overall eligibility or feasibility. While a specific order is not required, the system is designed to move from left to right and top to bottom, within subsections. On the slide, you can see the various application sections and subsections that must be completed and validated, in order to successfully submit your application for review. Depending on your preferred funding category, awardee type, project and service area characteristics, the application will automatically filter out sections that are not required or applicable for your application.

Applicants should also be aware that specific answers to various application components, such as, the availability and use of Unadvanced Prior Loan Funds, or UPLF, for the project will have downstream effects costing the applicant to prepare a UPLF Capital Investment Workbook.

I will now walk you through the entire home screen before George dives into the financial section. You can see navigation goes from left to right and from top to bottom. Remember, this is not required, just recommended. Starting with the “Project” section, here, applicants will complete the project information, required NEPA level review, and upload project documents. Followed by the “Service Area” section. Here, applicants will draw their Service Area Polygon. Then, the “Network” section. Here, applicants will provide their network design, identify key buildout timeline and project milestones, prepare Capital Investment Workbooks and Schedules, and upload and manage network documents. After the “Service Area” and “Network” sections have been completed, applicants should move to the “Financial” section. Here, applicants need to complete all underlying financial section information shown on the slide, highlighting a few of those sections, including financial statements, revenue schedules and existing amortization schedules for other sources of debt, to name a few. After financials have been completed, applicants should complete the “Environmental” section, during which, you will prepare construction maps, identify and

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describe sites and routes and complete EQ and upload environmental documents. The EQs are available outside of the application system. You can view them now on the ReConnect website and they are under “Forms and Resources.”

Please note, that this is for a case example. We have added evaluation criteria for reference of those applicants who will be applying for the competitive 100% grant and 50/50 loan grant combo products. If you are applying for the 100% loan you will not see that tab. Applicants should then upload required licenses and agreements, such as, indefeasible Rights of Use agreements. This is followed by the “Certification” section where you can check “Self-Certification” boxes such as “Self-Certifying” that you aren't delinquent on any federal debt obligation. Before submitting, applicants can manage all uploaded documents, as shown on the slide. Lastly, applicants will have the ability to review their summary and submit their application. With that, I will turn it over to George Voris who will walk you through the financial section the application.

Thank you, Jessica. So, I am going to tie this back to the previous webinar that we conducted because we will cover some components of the network section, specifically the Capital Investment Workbook and Capital Investment Schedule. On the screen, here, you can see the home screen. We are going to navigate to the “Network” section and under “Capital Investment Workbook” we are able to then populate project assets associated with the specific service area that we have previously drawn on the service area information map. To do so, we will select the appropriate service area. And we pre-populated some examples. Here you would add a new asset and you would be able to select from various categories, which will pre-populate asset types. You can then describe the asset, the quantity, and the unit price. You will do this for every project asset, for each service area that you have identified on your map.

Next, we will want to navigate to the “Common Network Facilities Capital Investment Workbook.” Applicants will list all fiscal project assets that will be used in the construction of the Common Network Facilities and their costs. While service area costs are exclusive to a specific service area, Common Network Facility costs are more broad purpose costs. These costs are shared between two or more service areas. For example, if fiber cable is routed to serve five different service areas, even if it includes the Proposed Funded Service Area itself, these costs are considered common network facility costs. Applicants should only include the portion of these costs allocable to the service area. For example, if 50% of the common network facilities are allocable to the PFSA, 50% of the cost should be allocated to the PFSA common Capital Investment Workbook. If the remaining 50% of the cost should be included in a Non-Funded Service Area has been identified it would be allocated to that Capital Investment Workbook.

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So, on the slide you will see an example of the assets identified and we will see how that will carry through downstream. Before proceeding with the rest of the Capital Investment Workbook sections, we will show you an example of the Non-Funded Service Area section. We do that by navigating back to the Capital Investment Workbook and under the second column you will see Capital Investment Workbook for service area costs of the Non-Funded Service Area. Again, we pre-populated an example for this demonstration. So, now that we have identified all the project assets for each Capital Investment Workbook, we will navigate to the “Capital Investment Workbook Summary.” This is an important step to complete before proceeding to the schedule, particularly for loans as you will need to identify the requested grant funding and/or loan funding amount before proceeding. At the top, you will see a summary of project assets we've identified in the Capital Investment Workbook and may have carried through to the subject page. We will now want to identify the request grant amount. For this example, we are assuming a 100% grant application. We pre-populated the requested funding amount. However, you will have to provide the assumption, manually. Please, be sure to save before proceeding to the Capital Investment Schedule.

We will begin with the Capital Investment Schedule for the Proposed Funded Service Areas. For each project asset we've identified on the Capital Investment Workbooks, for the Proposed Funded Service Areas, they have carried through to the schedule. You will then need to distribute the whole, estimated cost of each project asset throughout the course of the buildout period. So, on the screen here we can see for the towers we have provided, we have a total estimated cost of \$40,000 and we have just distributed the full amount over the course of the buildout period. By saving, and if we have done our math correctly, the system will validate that yes, in fact, the full amount has been distributed. This should be completed before moving to any other financial section.

We will now navigate to the “Annual Capital Investment Total Summary.” If we have successfully identified all project assets and distributed the full cost, we will be able to view a summary of all that information on this table. We can associate those annual capital investment amounts by source, if we have a grant or if we have a loan. If we have a 100% grant, we would see the match component of it as well. In addition, there is an opportunity to provide other funds. As you'll notice on the screen now, there are various tool tips and we encourage you all to use those as you prepare the schedules.

Once we have saved the Capital Investment Summary, you will notice that we have not actually prepared that information successfully to this point. In which case, you will have to go back and ensure that everything ties out before proceeding to the next section of the application. For the purposes of this exercise we are going to proceed just to demonstrate the remaining financial section.

We are going to start by navigating to the “Financial” header and the “Local Network Services Revenue” subsection. Here, applicants can identify service offering, subscriber projections, other sources of revenue, and be able to view a breakdown of subscribers by Proposed Funded Service Area, if there are multiple identified.

We will start with the “Service Offering” section. So, we have already prepared one and we are able to see that information has been successfully saved by the system. If we want to edit, we can go into that service offering by selecting the “Edit” button. That will route us to this information. At this point we want to know the type of service offering and there is a drop-down menu to choose from. We also want to know a description of that service offering, a price for that service offering (offered on a monthly basis), and the proposed speed of the service offering, both down and up. In addition, we want to note the customer base whether that’s residential or business. We also want to know if it is a new or existing service offering. Anytime you make a change, be sure to save the proceeding. We can also add new service offerings, if there are multiple service offerings to report. Please be sure to associate each service offering with a specific service area.

The next thing we’ll look to are subscriber projections. USDA will require applicants to furnish subscriber projections, according to each service area. You will notice the price we have identified on one of the service offerings has carried through to the top line of this table. We will also, at this point, want to add our assumptions for new subscribers over the course of the buildout period, in addition to cancellations. You want to complete this task for each service area that you provided a service offering for.

We will transition back to the deck, at this point. We skipped ahead a little bit, but we just want to reiterate some of the slides before showing you the financials. This is the annual capital investment total schedule and you can see the estimated amount of investment from source. We are now cleared to move to the “Financial” section. To start with this section if there are competitive service offerings to report, we need to identify those for USDA. At this point, we are collecting the same information as we have collected for our proposed service offerings. Again, you have to associate these competitive service offerings with the appropriate service area.

Next, we want to prepare the depreciation schedules. Applicants will need to identify the depreciation rates by project asset. If the applicant is regulated by a Public Utilities Commission, for example, they should adopt the rates prescribed by that regulator. Alternatively, if the applicant is not regulated by some sort of regulatory body, they should adopt rates prescribed by the USDA. Those rates are available on the website. Once the depreciation rates have been identified, and the Capital Investment Schedule has been successfully prepared, the system will be able to calculate the Composite Economic Life of useful assets. You can think of this as a way to diversify useful assets. For this example, on the

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slide you can see that the system has calculated a Composite Economic Life of 15 years. The term for a loan will be your Composite Economic Life, 15 years, plus the three-year deferral period, and that's deferral interest and principal. On the slide we can now see the annual depreciation expense summary by service area. For each asset we can see the depreciation expense for services areas. Finally, before proceeding, we can view a summary of the depreciation expenses that the system has calculated. In addition, you will be able to add some other depreciation expenses if they exist. Please, be sure to provide justification for these assumptions.

If there are other sources of debt to report to USDA, you will need to do so. Specifically, for this example an applicant has identified that there is an existing note they have outstanding from the USDA. USDA will need you to identify that note, specifically, the original principal amount, the outstanding principal balance, the interest rate, the frequency of repayments and the monthly payment, and the start date of that note. The system can then calculate that amortization schedule.

Moving on, you can see the Capital Contribution Schedule on the screen. If there is, for example, evidence of equity infusion to report you will do so on the Capital Contribution Schedule. If you are pursuing either 50/50 grant loan, or a 100% loan you will want to navigate to the amortization schedule component of the application system. If it is a 100% loan, the only input you will need to provide is the start date. The total amount, which we requested upstream in the Capital Investment Workbook Summary has been auto populated, in addition to the interest rate, the deferral period and the term. Once all inputs have been validated, select the "Calculate Payments" button to generate the schedule.

If it has been successfully generated, you will see the summary of that amortization schedule calculated by the system. There may be other things on the worksheet to review. But, for the purpose of this presentation, we are just going to show the summary.

Combined, the trailing three slides, this is what the screen is going to look like for an applicant as they prepare their schedules. Next, there is the Funded Debt Summary. There are no edits to be made here. This is a worksheet for the applicant to review to ensure that the Funded Debt Summary is consistent with the information they may have in their own financial models and documentation.

Now, we are going to transition back to the application system and review the financial statements. One thing to note is that applicants should enter information based on the calendar year, regardless of their fiscal year. Applicants whose fiscal year does not align with the calendar year, should not copy line items directly from their financial statements, but should calculate the calendar year values in advance. Revenues and expenditures included in the five-year projection, but not accounted for in the buildout, even if RUS money is not

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leveraged, still need to be justified by the applicant and could be cause for rejection. The idea is that USDA wants to get an idea of the entire entity and not just the financials of the proposed project. The income statement will be reviewed by USDA in order to evaluate the applicant's historical, financial performance, and anticipated financial performance over the buildout period. The income statement will be evaluated to understand and anticipate the top line growth, subscriber projections, increases and decreases in future expenditures and taxes, growth rates and trends in expenses, and profitability. On the presentation you could see a pre-populated income statement. One thing to note, various fields are pre-populated, based on underlined schedule successfully prepared upstream an application. However, there are a few fields to manually enter data. The information manually entered should be substantiated by the applicant in supporting documentation. Various other aggregate line items, such as, the tier and debt service coverage ratios will be auto-calculated by the system.

Now, we are going to transition to the balance sheet, which will be reviewed by USDA in order to evaluate historical trends in the corporate and capital structures and provide snapshots on how they are expected to change over the course of the buildout. USDA will specifically review the assets and liabilities of the corporation, anticipated leverage, net burden over time and anticipated liquidity. Applicants must prepare and identify the assumptions underlying the balance sheet projections in the current assets section; noncurrent assets; property, plant, and equipment; current liabilities; long-term debt; and other liabilities in addition to equity. Similar to the income statement aggregate line items, such as, total equity to total assets, the current and quick ratios, those will be auto-calculated. Again, you will see some of the projections will be pulled through from schedules already prepared. Please, be sure to prepare those schedules prior to advancing to the “Financial Statements” section.

The next financial statement, the statement of cash flows, are by and large auto-calculated if the underlying schedules and previous two financial statements have been prepared. While we wait for the screen to render, there are a few manual inputs you want to provide on the cash flow statement, which will be detailed in the application guide. Please refer to that as a resource. Now, on the screen you can see that there is another line item from cash flow from operating activities. If there is data to report, please provide both historical and projections. Next, is the cash flow from investing activities. Here, you want to provide capital assumptions for capital expenditures to the course of the buildout, in addition to, historical data. Next, you want to move to the cash flows from financing activities. Again, there are some manual fields to provide such as proceeds from grant funds. Please, be sure to review all three financial statements before saving and moving on to the “Certification” section and other subsequent sections of the application.

To fit within the allotted time, we are going to wrap up by stating some additional resources that applicants may refer to during the application process.

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Just as a reminder, USDA is providing additional resources and technical assistance to applicants as they prepare to apply. As I said at the beginning of the webinar, we have two additional workshops which will be taking place in May. Those will be in Auburn, Alabama next week and Alexandria, Minnesota the following week. Registration is still open for both of these workshops and you can register for them by going to the “Events” page on the ReConnect website.

We are going to continue to host webinars on specific aspects of the application. As I said at the beginning of today's webinar, we will have a mapping demonstration on Thursday and we will have an “Ask the Expert” open question webinar on Monday, May 6th. You can register for these events on the “Events” page of the ReConnect website. The portal itself also contains many resources to help you through the application including the published application guide and many sample and example forms and resources. Please check those out on the ReConnect website.

There are also over 100 FAQs published so you can refer to those as well. And we are maintaining helping with individual questions. After you leave this webinar, if you are working on your application you have a question, please use the “Contact us” form on the website and you will get a personalized response to your specific question. Really quickly I am going to recognize that we do not have a lot of time left on this webinar. Please continue to submit your questions through the chat. We are going to collect them and post answers as soon as we can, but we are going to take a couple live questions and answers from Farwa Naqvi.

Are you able to view the application prior to being an administrator?

The answer is no. The first step of the process is that you would have to submit the ARR. Once the ARR is approved and if you are listed as an administrator, you would be granted access. However, we have had technical glitch in our system and in some cases, we are able to add the Rep-Sign-Cert or the administrator as part of the approval process and others we are not. So those instances where we are not, we are responding back to the requester who submitted the ARR are telling them the Rep-Sign-Cert has been approved so they can log into the system and add the administrator under the “Key Contacts” tab.

Can one entity apply for multiple funding categories?

As an applicant you can create as many applications you want in the system. However, you will only be allowed to submit one application under this FOA.

Can an application be started prior to having all the account information uploaded?

The system will not allow you to start an application until the “Account” section has been completed. However, the uploads do not have to be uploaded at the time the account

information is completed. The applicant can always go back after they have started the application and upload the account documents.

How can the application be printed?

The way the print application is, if you go to the “Summary Submit” tab there is a button there that says, “View PDF.” As you click on that you will see a PDF copy of the application is generated, and you can print the application from that.

>> If you are looking at our screen it is being demonstrated right now.

If you construct in one year do you need to project revenues over a five-year period?

The revenues and expenses have to be projected over a five-year period. Regardless of whether you are going to complete your buildout in one year, or you might take all five years, the income statement, balance sheet, and cash flow all will have to be completed for five years.

>> We are rendering that on the screen for viewers right now. As you can see you will need to fill out that information for all five years.

Can you make changes to a financial report after saving it?

Yes, absolutely. If you need to go back and make changes to any other financial statements or any section of the application, you can make those updates and save it. However, there are certain sections that have a downstream effect on the rest of the sections in the application, so you need to be mindful of that when you are making those changes.

Is there a guide to determining what is a Non-Funded Service Area cost? If so, where can it be found?

There is no guide for determining what a Non-Funded Service Area cost is. The way the application is set up is that the applicant will have to draw the entire service area, funded and non-funded, and if the applicant is proposing to construct any Non-Funded Service Areas, they would have to complete the Capital Investment Workbook for the non-funded portion.

Who is required to file the EEO 1 report?

Any company that has over 100 employees has to file an EEO 1 report. If you would like more information on that, you can look into the application guide. The application guide has a link that will take you to the EEO website which will give you additional information.

Thank you so much, Farwa, for being here with us to answer questions today. I want to remind everybody that we will be collecting questions to the chat and posting answers and there will be additional webinars on Thursday with a mapping demonstration and an additional webinar Monday with ask a panel of experts. Will also be posting the recording of this webinar so you can view all the information including the live screen demonstrations that were shared. Thank you, everyone for joining us today.



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[End of event]

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