Electronic Collection of Broadband Data

User's Guide for the Broadband Collection and Analysis System

United States Department of Agriculture
Rural Utilities Service

(Updated September 13, 2013)

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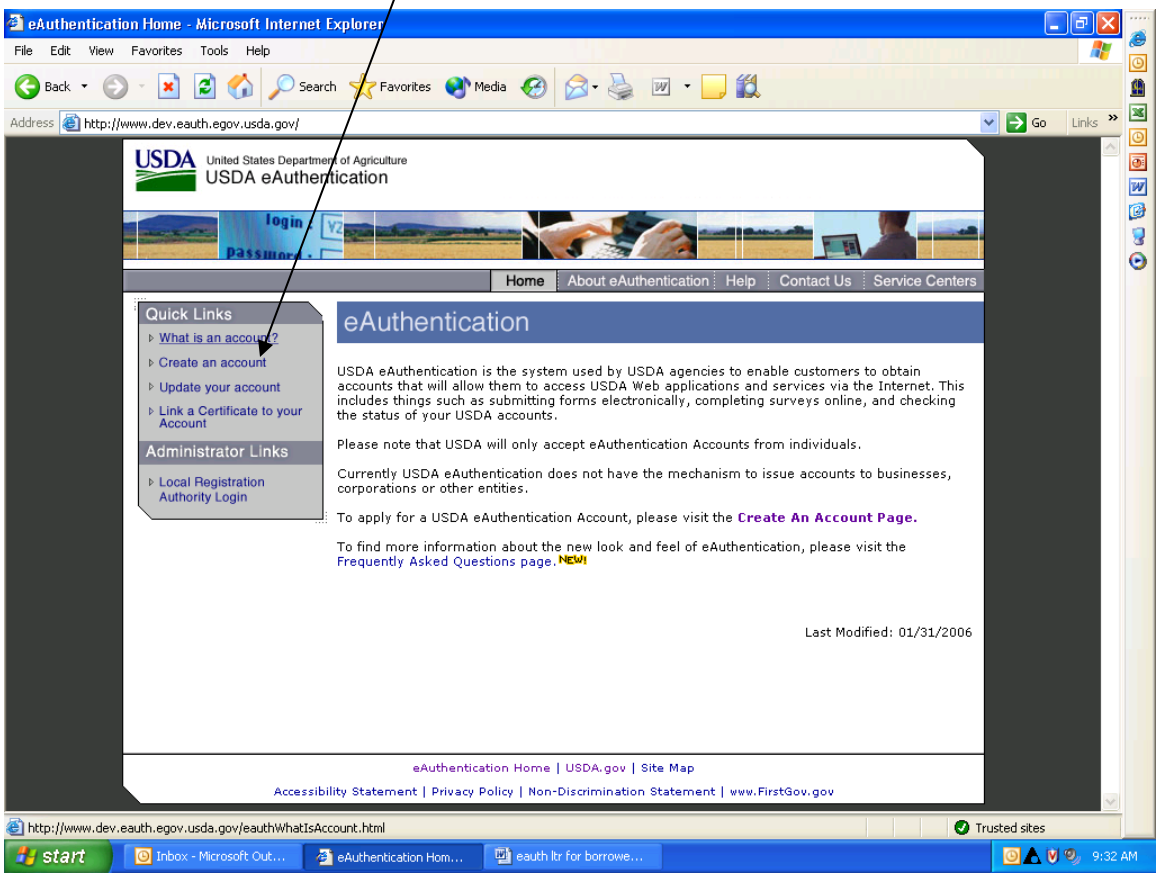
Section 1
Obtaining Access to the Broadband Collection and Access System

Obtaining a USDA eAuthentication Account

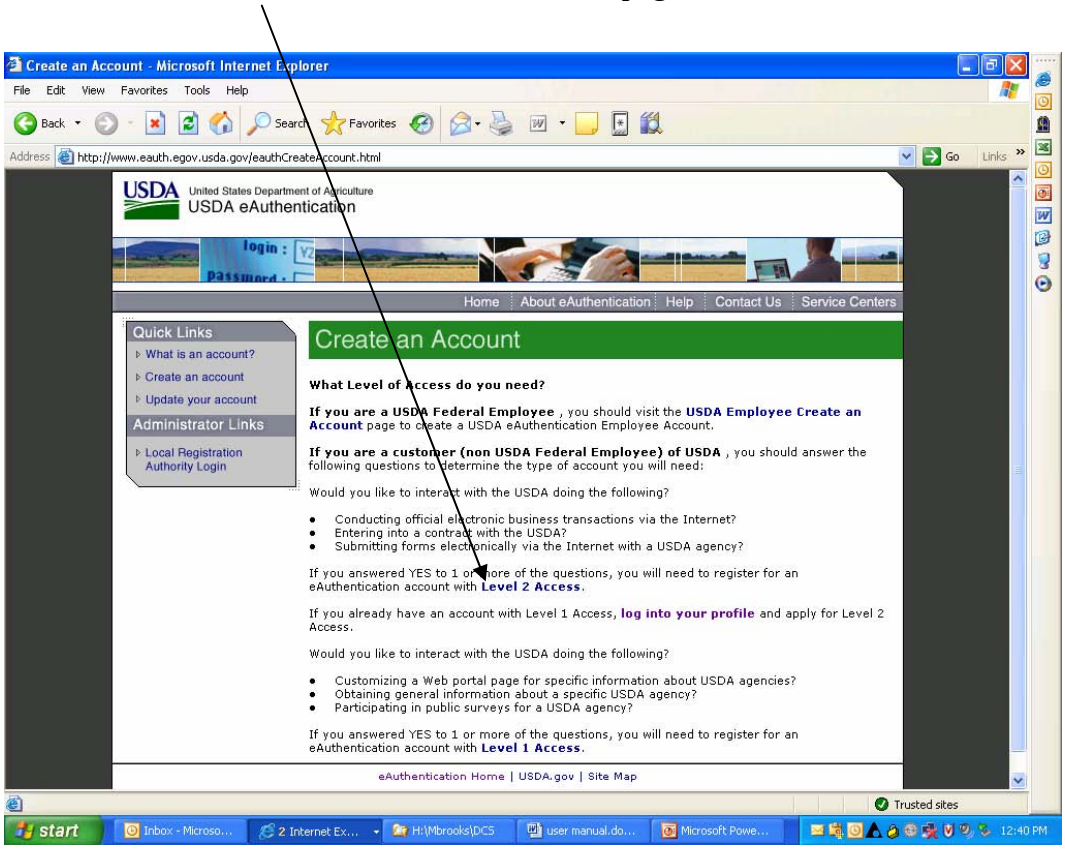
In order to access the Broadband Collection and Analysis System, you will need to have a Level 2 USDA eAuthentication (eAuth) Account. To obtain a Level 2 eAuth Account:

Step 1: Visit the USDA eAuthentication website at: http://www.eauth.egov.usda.gov/

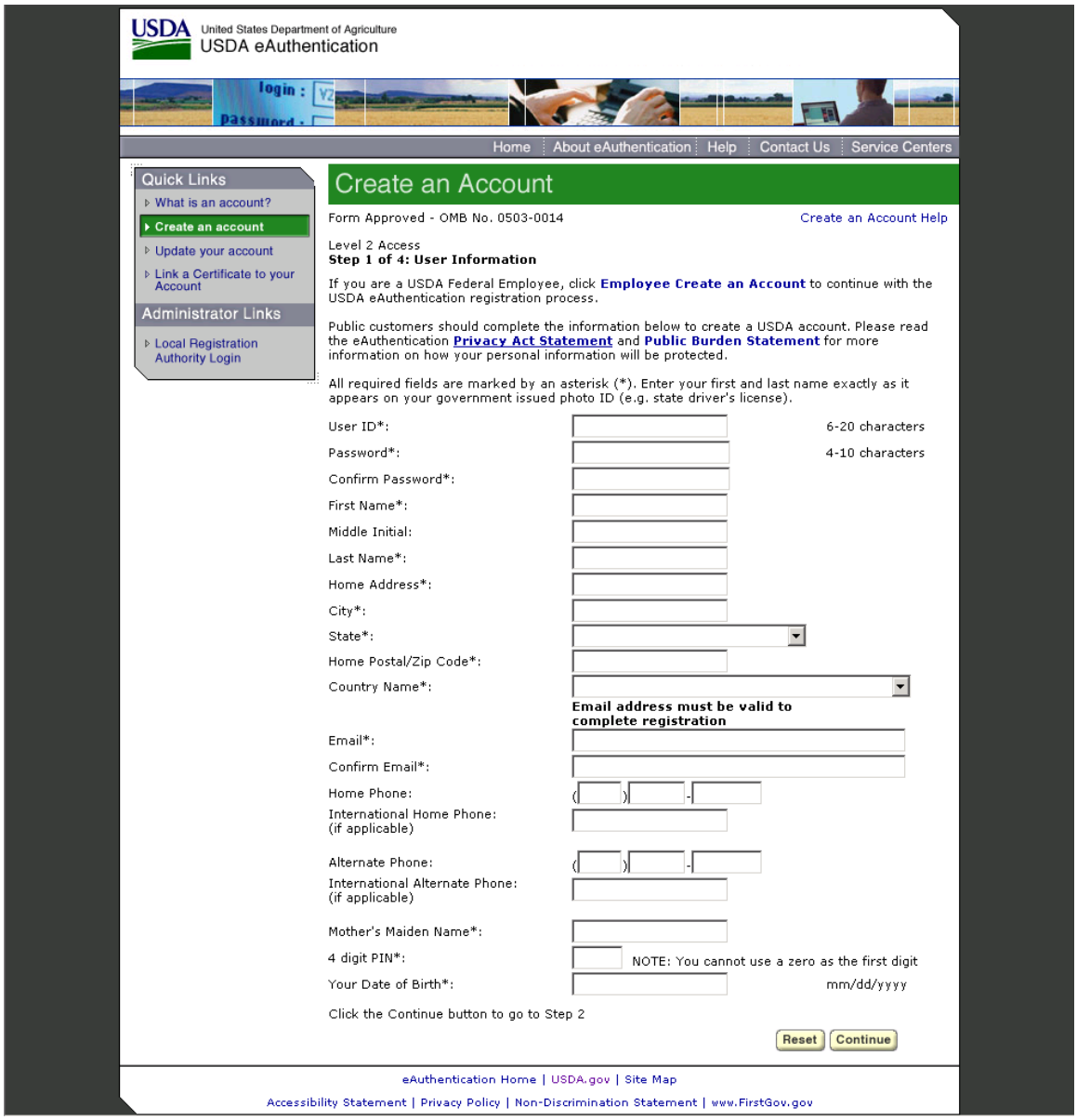
Step 2: Click the "Create an Account" link on the left navigation bar.



Step 3: Click on **Level 2 Access** in the middle of the page.



Step 4: Complete all of the required fields and click on the Continue button. It is suggested that you use first name.last name as your User ID. For example: John.Doe.



USDA United States Department of Agriculture
USDA eAuthentication

Home | About eAuthentication | Help | Contact Us | Service Centers

Quick Links
- What is an account?
- Create an account
- Update your account
- Link a Certificate to your Account

Administrator Links
- Local Registration Authority Login

Create an Account

Form Approved - OMB No. 0503-0014

Create an Account Help

Level 2 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters
Password*: 4-10 characters
Confirm Password*:
First Name*:
Middle Initial:
Last Name*:
Home Address*:
City*:
State*:
Home Postal/Zip Code*:
Country Name*:

Email address must be valid to complete registration

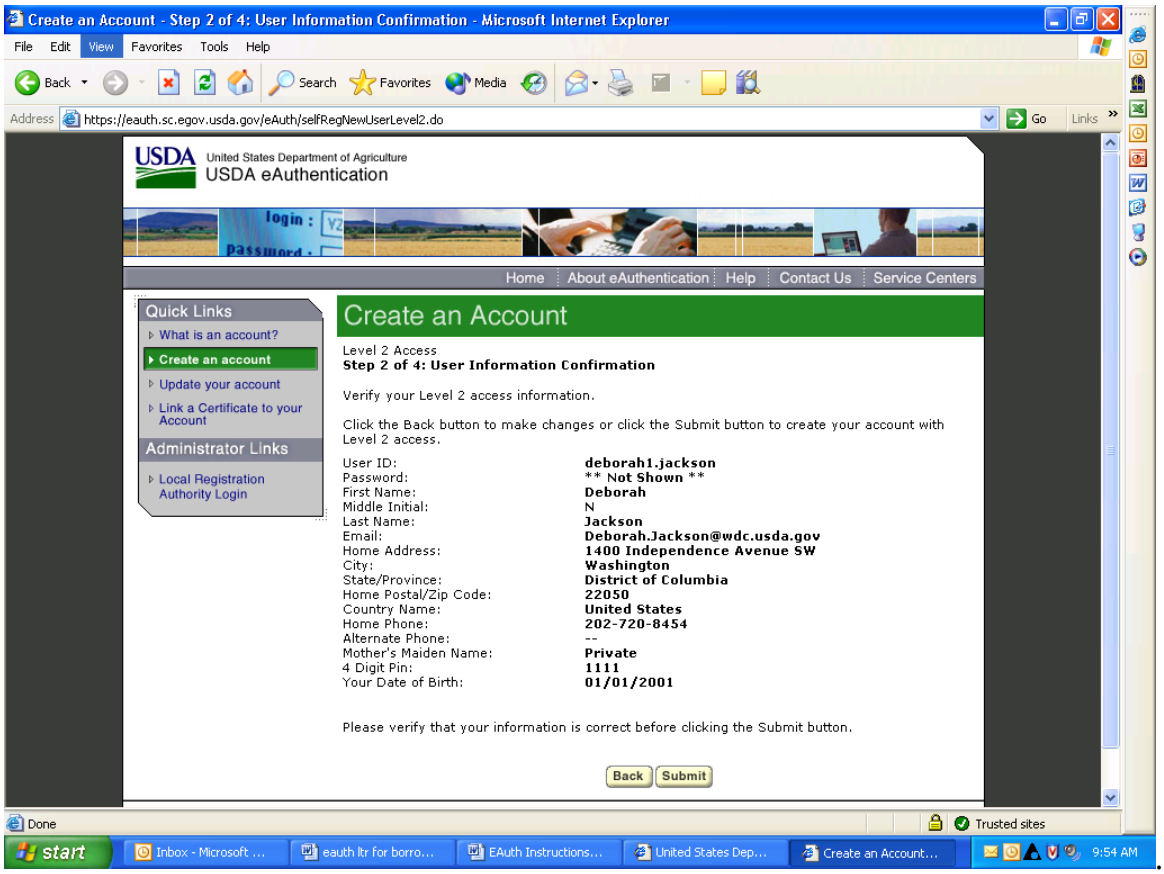
Email*:
Confirm Email*:
Home Phone: ( ) -
International Home Phone: (if applicable)
Alternate Phone: ( ) -
International Alternate Phone: (if applicable)
Mother's Maiden Name*:
4 digit PIN*: NOTE: You cannot use a zero as the first digit
Your Date of Birth*: mm/dd/yyyy

Click the Continue button to go to Step 2

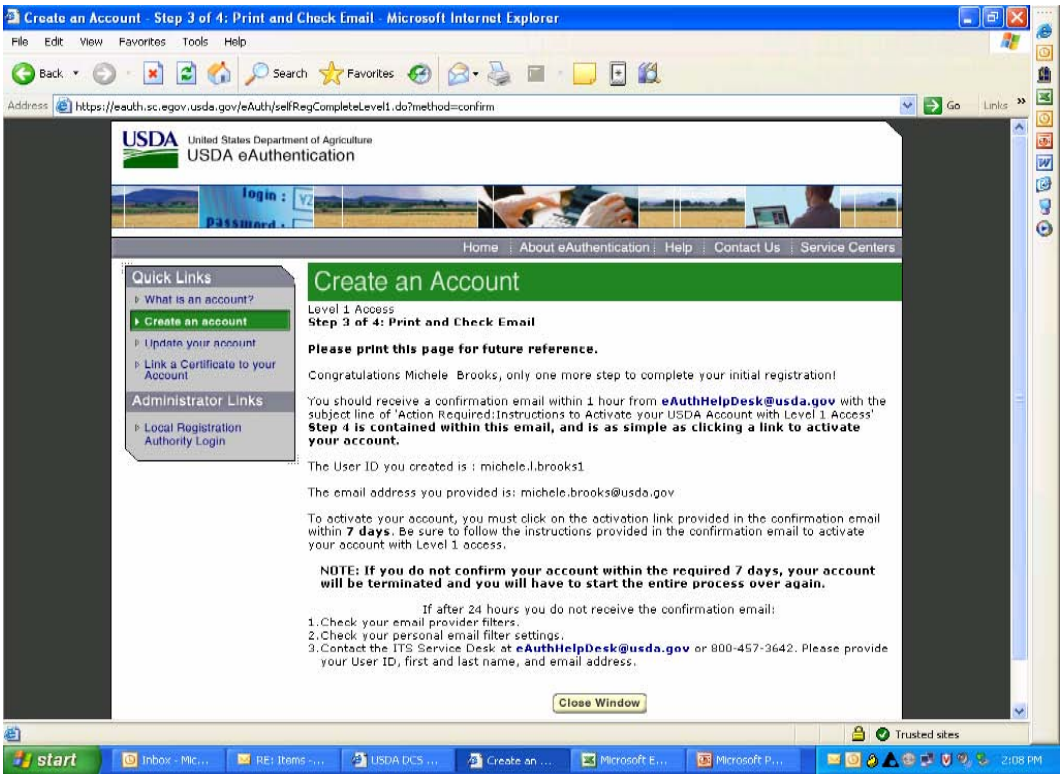
Reset Continue

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Step 5: Verify that the information is correct and click on the Submit button. Otherwise go back and correct the incorrect data.



Step 6: Print this page for reference.



Step 7: You will receive a confirmation e-mail within one hour. Then wait at least 20 minutes and activate your account by clicking on the link in the e-mail.

At this point you will have a Level 1 eAuthentication account. To get it raised to a Level 2 you will need to be Identity Proofed by a USDA Local Registration Authority (LRA).

Getting Identity Proofed by a USDA LRA

Local Registration Authorities (LRAs) are USDA employees who are trained to act as the "trusted entity" to validate the identity of a customer in eAuthentication. The role of the LRA can be compared to a Notary Public who ensures the identity of an individual conducting official business transactions. All our General Field Representatives (GFR) are LRAs; however, if your assigned GFR is not available you may visit a local USDA office for identity-proofing. The list of local USDA offices is available at: http://offices.sc.egov.usda.gov/locator/app.

Once you have registered for a Level 1 eAuthentication account, you will need to have a LRA Identity Proof you using a State or Government-issued identification card. Once this has been done, your eAuthentication account will be raised to a Level 2, which will allow you access to the BCAS.

Obtaining Access to BCAS

In order to obtain access to the BCAS, your Organization must identify you as the Borrower Administrator for the organization. This is done by:

Step 1: The Board of Directors must approve a resolution identifying the Borrower Administrator and Borrower Certifier for the Organization.

Step 2: Completing a Form 674, "Certificate of Authority to Submit or Grant Access to Data" identifying the Borrower Administrator and Borrower Certifier for the Organization, as named in the Board Resolution.

Step 3: Mailing the Form 674 and Board Resolution to

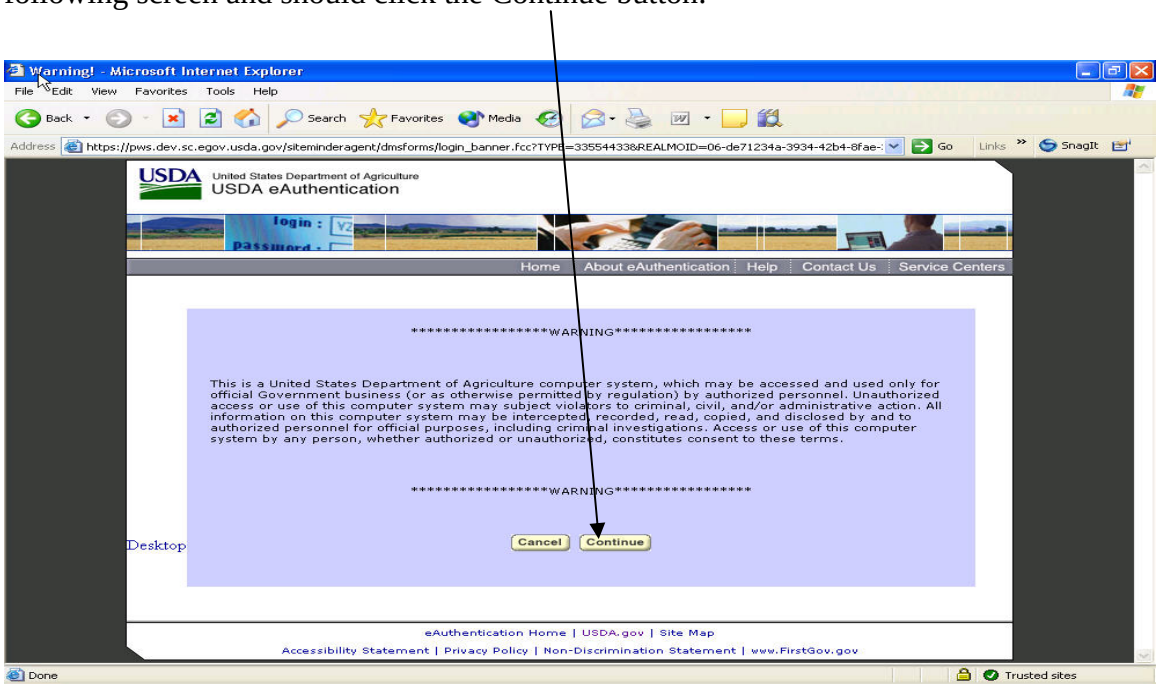
USDA Rural Development Utilities Programs
Director, Broadband Division
Stop 1599
1400 Independence Ave., SW
Washington DC 20250

The form and resolution are attached as Appendix A to this document. They are also available online at http://www.usda.gov/rus/dcs/.

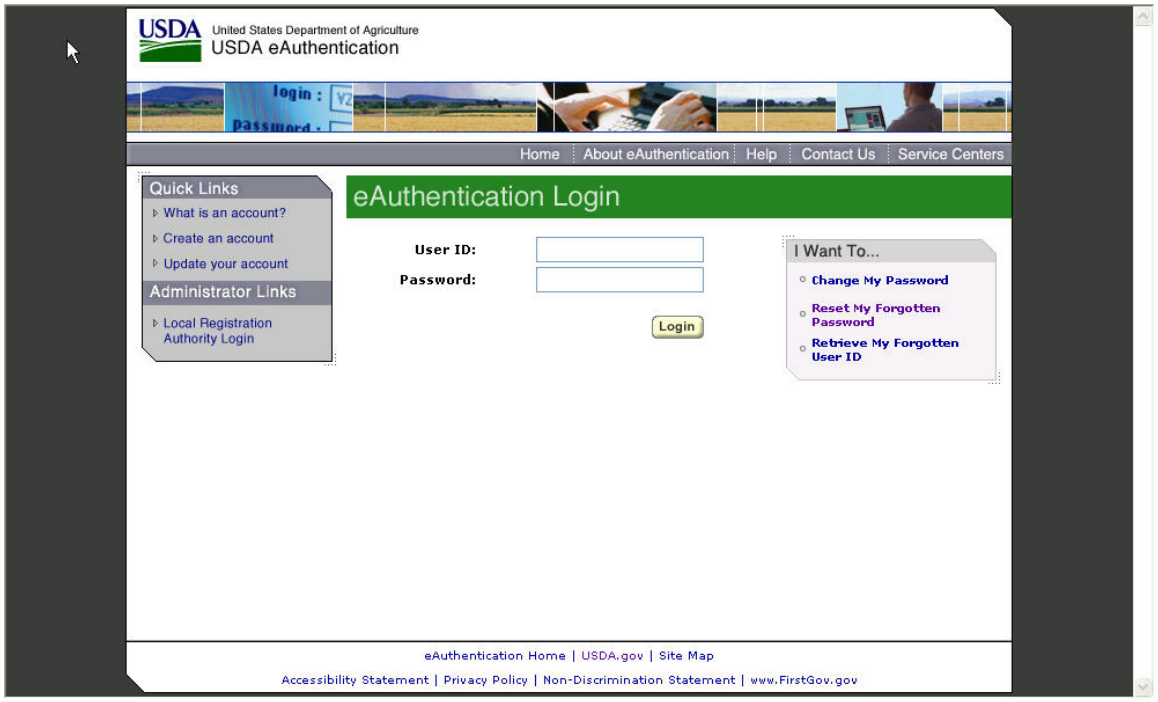
Logging on to BCAS

Note: Borrower Administrators and Borrower Certifiers cannot log on to BCAS until the Form 674 is submitted with the resolution and the Rural Development grants them access. Borrower Users and Borrower Readers cannot log on to BCAS until the Borrower Administrator grants them access.

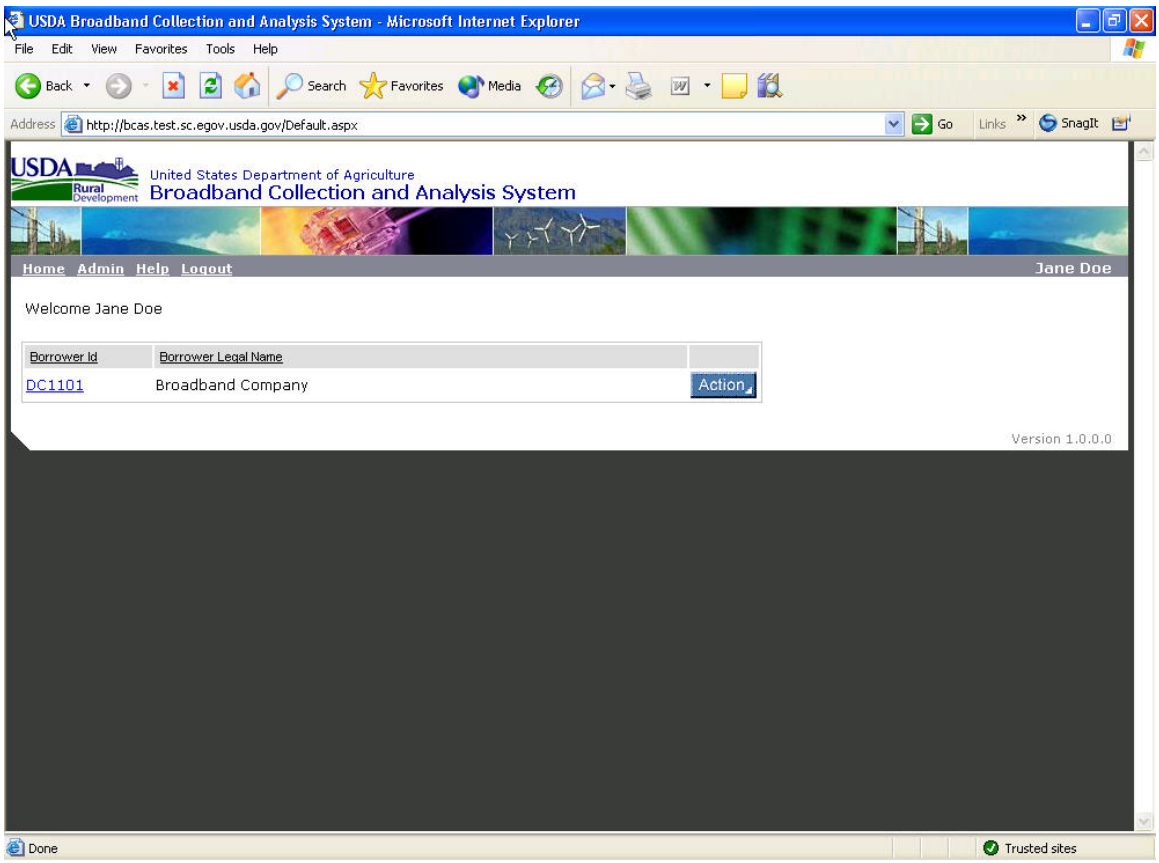
To access the BCAS go to: https://bcas.sc.egov.usda.gov. You will come to the following screen and should click the Continue button:

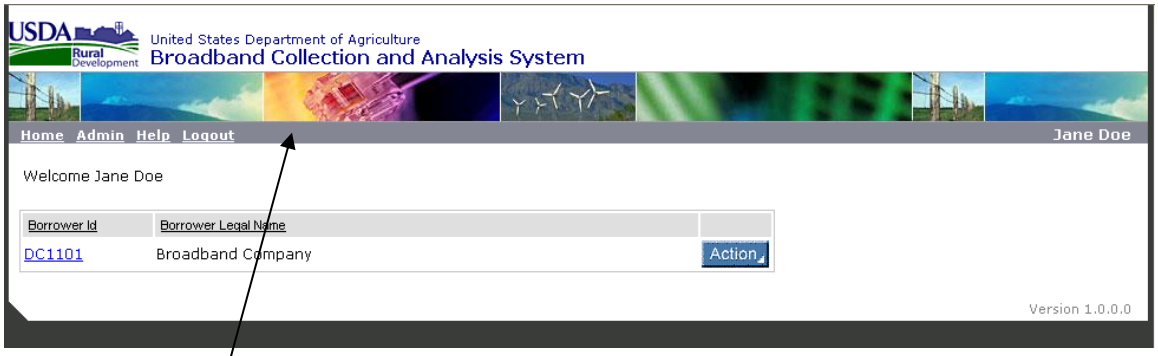


Enter your Level 2 eAuthentication ID in the User ID box and the password in the Password box.



You are now logged into the BCAS and should see the following screen with your company name.



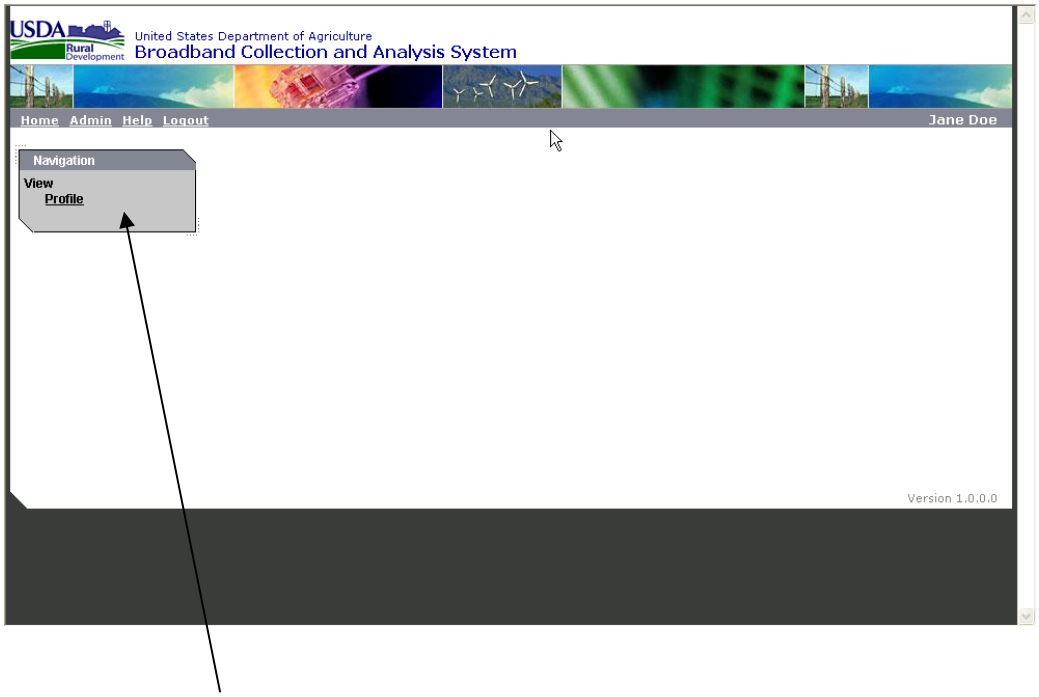


The grey navigation bar contains four options:

Home: Returns the user to the home screen (Seen above).
Admin: Directs the user to the administrative portion of the database. Borrower Certifier, Borrower Reader, and Borrower User can only view their own contact information from this page. The Borrower Administrator can add and edit users for their company information.
Help: Contain help on the current screen.
Logout: Logs the user out of the Broadband Collection and Analysis System

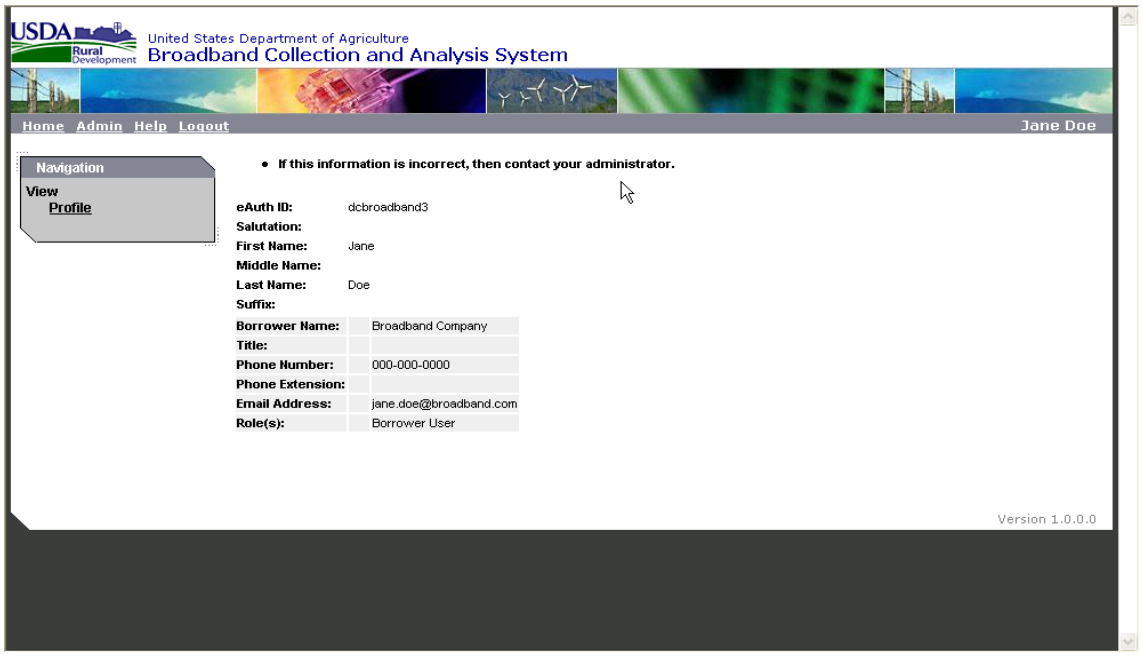
Viewing Profile Information

For Borrower User, Reader, and Certifier, the Admin screen is as follows:



The grey navigation box on the left lists the user's options. Only underlined words in the menu are active. The User, Reader, and Certifier can view their contact information by clicking on Profile.

Borrower Administrator is the only person with authority to change this information. Instructions for adding users or editing their information are contained in Section 2.



According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0031. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U.S. Department of Agriculture
Rural Development Utilities Programs

CERTIFICATE OF AUTHORITY TO SUBMIT OR GRANT ACCESS TO DATA

INSTRUCTIONS-Submit one copy to the Rural Development Utilities Programs headquarters and one copy to the GFR.

In accordance with the requirements of the Rural Utilities Service, an agency delivering the U.S. Department of Agriculture Rural Development Utilities Programs, herein after referred to as the Agency, and by resolution, attached hereto, of the board of directors or other managing body

(the "Board" of _____ ("the Borrower")
BORROWER'S NAME

located at _____ ,
BORROWER'S ADDRESS

which resolution was adopted by a quorum of the Board, held on _____, 20_____ ,
the Board hereby authorizes the officer or manager whose name, title, and USDA eAuthentication ID appear below (Certifier), to certify and submit the data requested on the following Agency data collections. Furthermore, said resolution authorizes the following employee whose name, title, and eAuthentication ID appear below (Security Administrator), to give, as appropriate, other employees, officers, or contractors access to the Borrower's data on the USDA Rural Development Data Collection System, subject to the terms of the attached instructions, for the purpose of completing the required data collection indicated below:

(Check All That Apply)

	Form No. (if applicable)	TITLE
☐	7	Financial and Statistical Report (Electric - Distribution)
☐	12	Operating Report (Electric - Generation)
☑	--	Operating Report for Broadband Borrowers
☐	--	Operating Report for Telecommunications Borrowers

This certification of authority shall remain in force until the Agency has been notified of, and has acknowledged to the Board, its rescinding of the attached resolution.

Certifier

TITLE	NAME (TYPE OR PRINT)	eAuthentication ID

Security Administrator

TITLE	NAME (TYPE OR PRINT)	eAuthentication ID

BORROWER'S NAME

SIGNATURE OF BOARD PRESIDENT OR CHAIRMAN

DATE

SIGNATURE OF SECRETARY

Instructions for RDUP Form 674 (03-06)

CERTIFICATE OF AUTHORITY TO SUBMIT OR GRANT ACCESS TO DATA

This form, along with a board resolution, is submitted to the Rural Utilities Service, an agency delivering the U.S. Department of Agriculture Rural Development Utilities Programs, hereinafter referred to as the Agency, to establish the "Certifier" who will certify and submit data included on the identified Agency data collections and the "Security Administrator" who will give appropriate, access to the Borrower's data to other employees, officers, or contractors.

Submit the original of the completed form in hard copy and a board resolution to Rural Development Utilities Programs, Attention Deputy Director Program Development and Regulatory Analysis, 1400 Independence Ave., SW, Stop 1522, Washington, DC 20250 with a copy to the assigned General Field Representative or Field Accountant.

All items on the form are to be completed by the Borrower.

Items 1-16

Fld Name / Item No.	Instruction
Borrower's Name	Enter the complete legal name of the company.
Borrower's Address	Enter the company address including the street, city, state, and zip code.
Date Field	Enter month, day, and year.
Form No.	Check each form that the Certificate of Authority applies to.
Certifier	Enter the title, name, and eAuthentication ID of the identified party. For Electric Borrowers the Certifier must be the manager.
Security Administrator	Enter the title, name and eAuthentication ID of the identified party. The Security Adminstrator may also be the person identified as the Certifier.
Borrower's Name	Enter the legal name of the borrower.
Signature of Board Chairperson or President	The person that serves as the Board Chairperson or President should sign the form.
Date	Enter the date signed by the Secretary.

Fld Name / Item No.	Instruction
Signature of Secretary	Secretary should sign in this space.

1. General

1.1 Borrowers' operating reports furnish the Agency with information that it needs for analyses concerning the security of Government loans, for the preparation of estimates to be used in forecasting expenses for future loans and for the Agency to fulfill its reporting obligations. The Agency believes that these reports, when supplemented by such additional information as each borrower may choose, will also be of great assistance to the boards of directors and managers in successfully coping with a variety of management issues. The operating reports also provide the Agency with the data it needs to prepare the Annual Statistical Report which encompasses all Electric program borrowers' operations.

1.2 The USDA Rural Development Data Collection System (DCS) is an automated system that allows data entry of information that usually was entered on paper forms and/or earlier software systems. The data is stored in a database with all the associated advantages (e.g., data integrity checks, ease of retrieval). The system is designed to use the Internet for data exchange between the Agency and its Borrowers.

2. Access to System by User

2.1 Subject to the terms and conditions of these Instructions, the Agency grants to the Borrower a non-exclusive right to use the DCS, including any updates and enhancements to the DCS, the output of the DCS and the Instructions and other documentation for the DCS that may be provided to the borrower by the Agency. The borrower will cause data to be entered into the DCS only as requested by the Agency personnel with respect to the loan contract for an existing loan or loan guarantee. Borrower’s use of the DCS is subject to the provisions of the Instructions and such other instructions as may be communicated by the Agency from time-to-time in writing.

2.2 Borrower’s access to the DCS is dependent upon the eAuthentication system that will require the Borrower Certifier and Security Administrator and specific employees or agents of the Borrower to specify a User identification number and password as part of the sign-on procedure. In addition, all Users of the DCS may be required to complete annual security awareness training as required by the system. Borrower will immediately notify Rural Development (i) if Borrower terminates the employment or agency of one of its authorized Users, or (ii) in the event of any loss, theft or unauthorized disclosure or use of any User identification number or password. Individual User identification numbers and passwords may not be transferred between employees and agents, and Borrower shall ensure that such transfers do not occur. If the Agency becomes aware of misuse of identification numbers and passwords, access to the system will be immediately revoked until the incident of misuse can be resolved. Borrower recognizes that it is responsible for controlling access to the DCS. The Borrower will

permit the Agency, from time-to time upon reasonable notice to the Borrower, to audit or review Borrower's controls and procedures related to access to the DCS.

2.3 Borrower represents and warrants that all information that it has submitted to the Agency in the course of registering as a User, and upon which the Agency has relied in agreeing to permit User to access and use DCS, is true and correct.

3. Warranties; Limitation of Liability

3.1 No Warranty.

It is the Agency's desire to operate a System, which satisfies the performance objectives established by the Agency. However, the Agency makes no representation or warranty with respect to DCS. In addition, the Agency makes no representation or warranty with respect to any of the data obtained, provided or transmitted by or through the System. EXCEPT TO THE EXTENT EXPRESSLY PROVIDED OTHERWISE IN THESE INSTRUCTIONS, THE SYSTEM IS BEING PROVIDED TO USER "AS IS" AND ALL WARRANTIES ARE EXPRESSLY EXCLUDED.

3.2 No Liability.

The Agency will have no liability under these Instructions or related in any respect to the System (including, without limitation, under any other agreement with Borrower related to the System) for consequential, exemplary, indirect or incidental damages, even if it has been advised of the possibility of such damages.

4. Data

Subject to Federal laws and regulations regarding confidential information, the Agency may use, retain, and reproduce (a) all data for auditing and other purposes that pertain to loans that the Agency may make or guarantee, (b) all data generated utilizing the DCS that pertains to the functionality or performance of the DCS, (c) all data necessary or useful in assisting the Agency in the diagnosis or correction of any irregularity, error, problem, or defect in the DCS, the measurement of software or service usage, the protection or security of the DCS or password protected areas of the Agency's Internet sites, the performance of system or network maintenance, or evaluation of its software or services, or any improvement, upgrades or enhancements thereto, (d) all data necessary or useful in performing its obligations under this Agreement, providing reports to the Borrower or responding to Borrower requests, and (e) all data that the Borrower is required to report or make available to Rural Development pursuant to any other agreement(s) between the Borrower and Rural Development.

5. Amendments to Usage

The Agency may amend the terms of these Instructions at any time through notice to the Borrower setting forth the terms of such amendment. Borrower's use of DCS at any time after the effective date of an amendment shall constitute Borrower's consent to the terms of the amendment.

6. Revision of RDUP Form 674

Any proposed revision to the resolutions attached to RDUP Form 674 must be made in writing and will be deemed delivered and accepted by the Agency when acknowledgment by the Agency is received by the Borrower.

SECRETARY'S CERTIFICATE

I, _____do hereby certify that: I am the Secretary of _____ (hereinafter the "Corporation;") that the following are true and correct copies of resolutions duly adopted by the Board of Directors of the Corporation at the [regular/special] meeting held _____, 20_____, and entered in the minute book of the Corporation; that the meeting was duly and regularly called and held in accordance with the bylaws of the Corporation; and that none of the following resolutions has been rescinded or modified:

RESOLUTIONS

1. RESOLVED that _____, the [Manager/President] of the Corporation, be the Certifier on behalf of the Corporation, who shall be responsible for submitting and certifying to the Rural Utilities Service, an agency of the United States Department of Agriculture delivering Rural Development Utilities Programs, any and all data required by RDUP Form 674;

2. RESOLVED that _____(insert name), the _____ [position] of the Corporation, be the Security Administrator on behalf of the Corporation, who shall give access to the Corporation's data, as appropriate, to other employees, officers, or contractors of the Corporation, for the purpose of complying with RDUP Form 674; and

3. RESOLVED that both shall comply with the Instructions for RDUP Form 674 in regard to use of the government's data collection system.

I FURTHER CERTIFY THAT each member of the Board of Directors of the Corporation was furnished with notice of said meeting in compliance with the bylaws of the Corporation.

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of the Corporation this _____ day of _____, 20_____.

_____
Secretary

(Corporate Seal)

LLC MEMBERS' AUTHORIZATIONS

I, _____do hereby certify that: I am the Secretary of _____, LLC (hereinafter the "LLC;") that the following are true and correct copies of authorizations, and that said authorizations are in accordance with the operating agreement of the LLC and were duly adopted by all necessary Members and/or Managers of the LLC at a [regular/special] meeting held _____, 20_____, which was duly called and held in accordance with the operating agreement of the LLC; and that none of the following authorizations has been rescinded or modified:

AUTHORIZATIONS

1. THAT _____, the [Manager/Member] of the LLC, be the Certifier on behalf of the LLC, who shall be responsible for submitting and certifying to the Rural Utilities Service, an agency of the United States Department of Agriculture delivering Rural Development Utilities Programs, any and all data required by RDUP Form 674;

2. THAT _____(insert name), the _____ [position] of the LLC, be the Security Administrator on behalf of the LLC, who shall give access to the LLC's data, as appropriate, to other employees, , members, officers, or contractors of the LLC, for the purpose of complying with RDUP Form 674; and

3. THAT both shall comply with the Instructions for RDUP Form 674 in regard to use of the government's data collection system.

I FURTHER CERTIFY THAT each Member of the LLC was furnished with notice of said meeting in compliance with the operating agreement of the LLC.

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal, if any, of the LLC

this _____ day of _____, 20_____.

_____
Secretary

(Seal, if any)

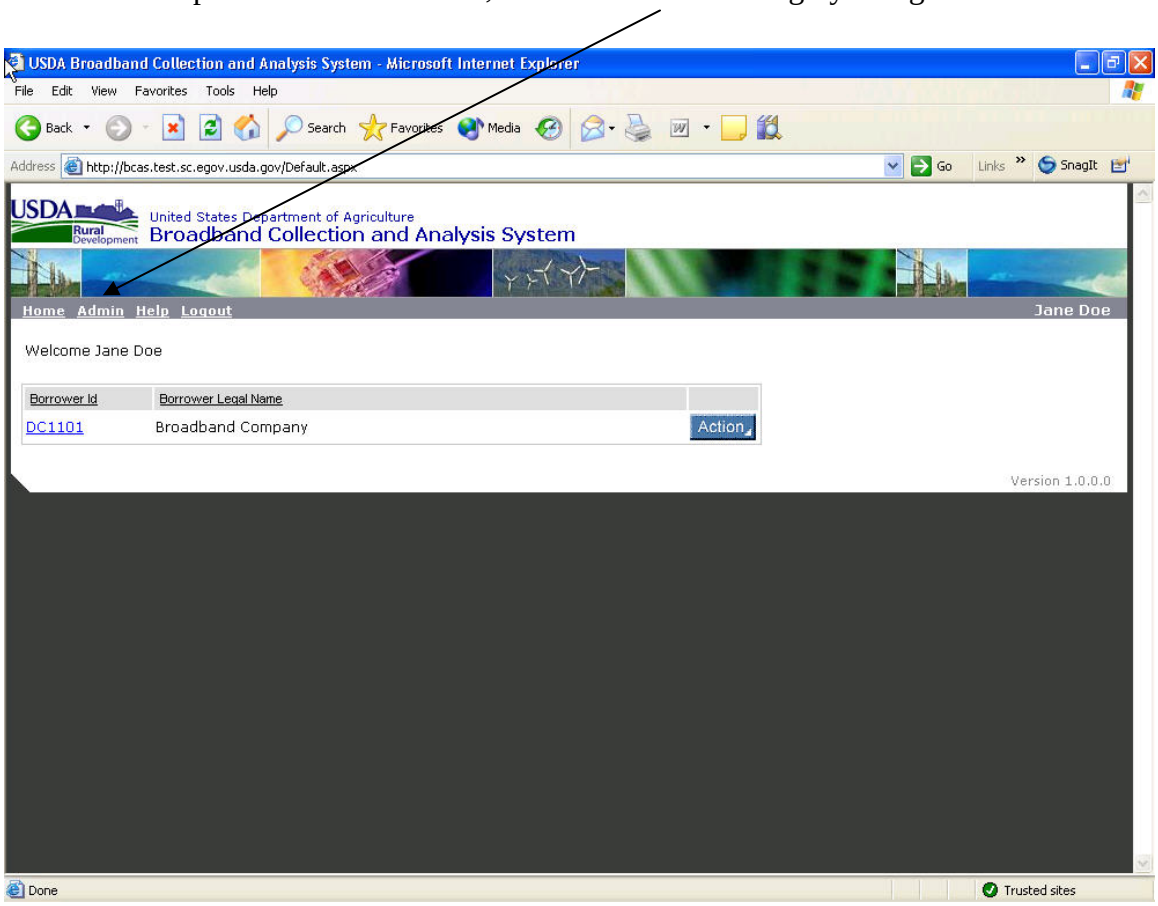
Section 2

Roles and Responsibilities of the Borrower Administrator

The Borrower Administrator will be responsible for:

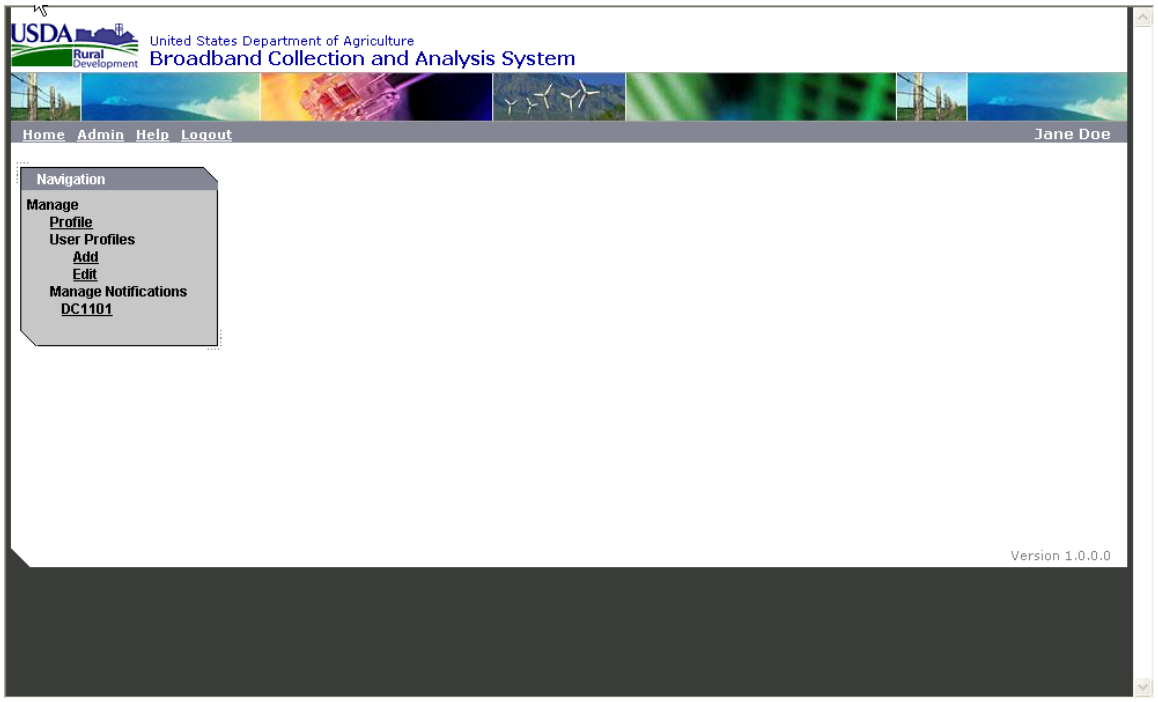
- Giving access to other employees to allow them to be readers or users of the BCAS system;
- Removing access rights to the system for readers and users that should no longer have access to the system;
- Editing employee contact information;
- Determining employees to receives system notifications.

To access that portion of the database, click on Admin in the grey navigation bar:



The grey box on the left list the options available to the Borrower Adminstrator:

Profile: View your contact information. This can only be revised by the System Administrator (Rural Development)
User Profile – Add: Add users as Readers or Users of your company's data
User Profile – Edit: Edit contact information or deactivate Readers or Users
Manage Notifications: Determine which users receive system notifications.

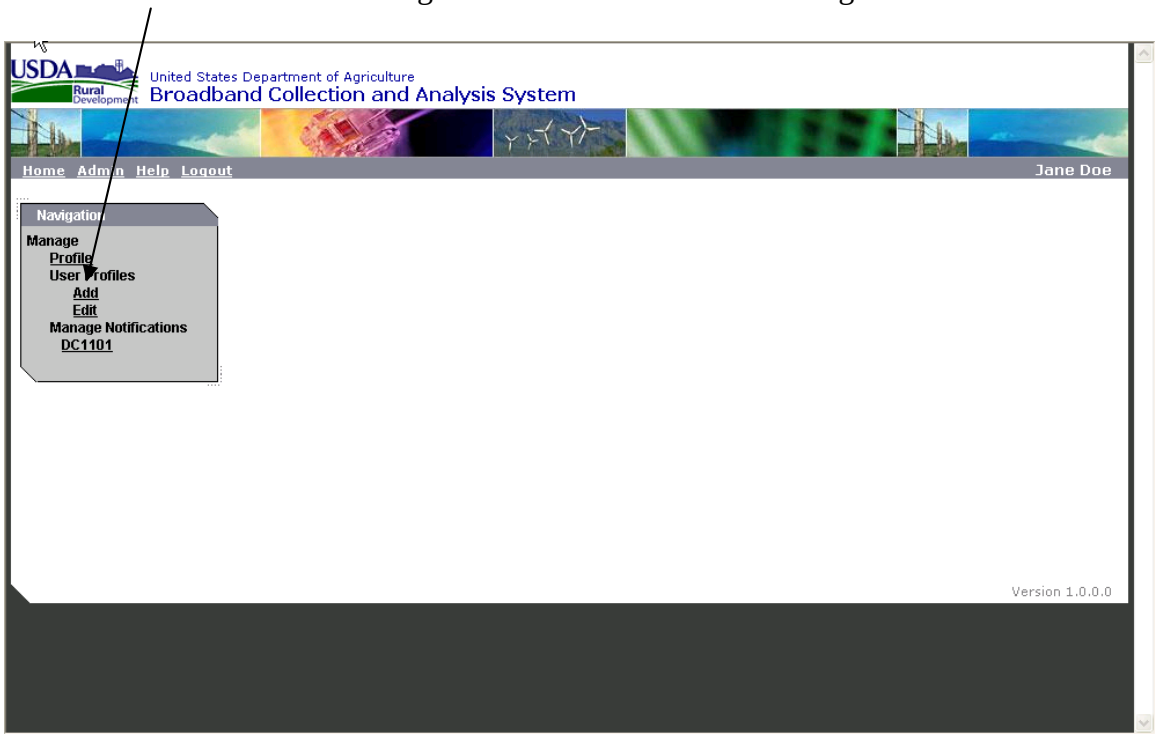


Adding Borrower Users and Readers to BCAS

The user or reader who wants to be added to the system must have obtained an eAuthentication Account before you can add them. They must have been Identity Proofed as well before they can use the system.

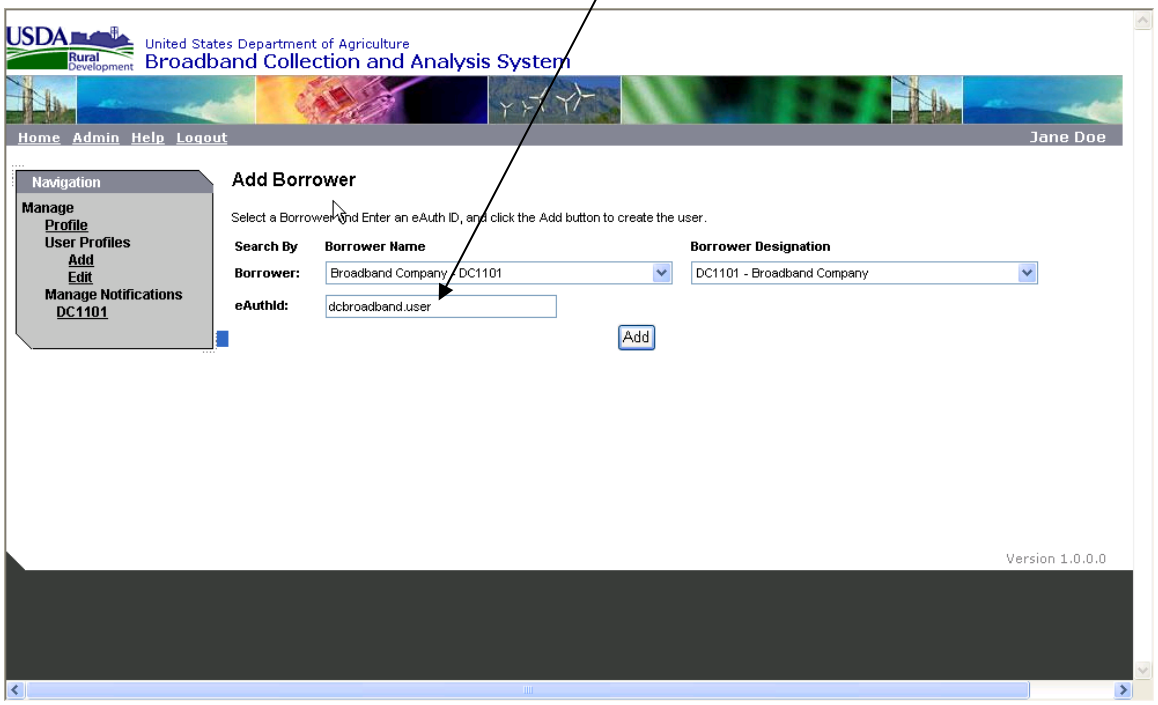
To add users and readers to the system click on the Admin link on the grey navigation bar.

Click the Add link under "Manage User Profiles" on the left navigation menu.

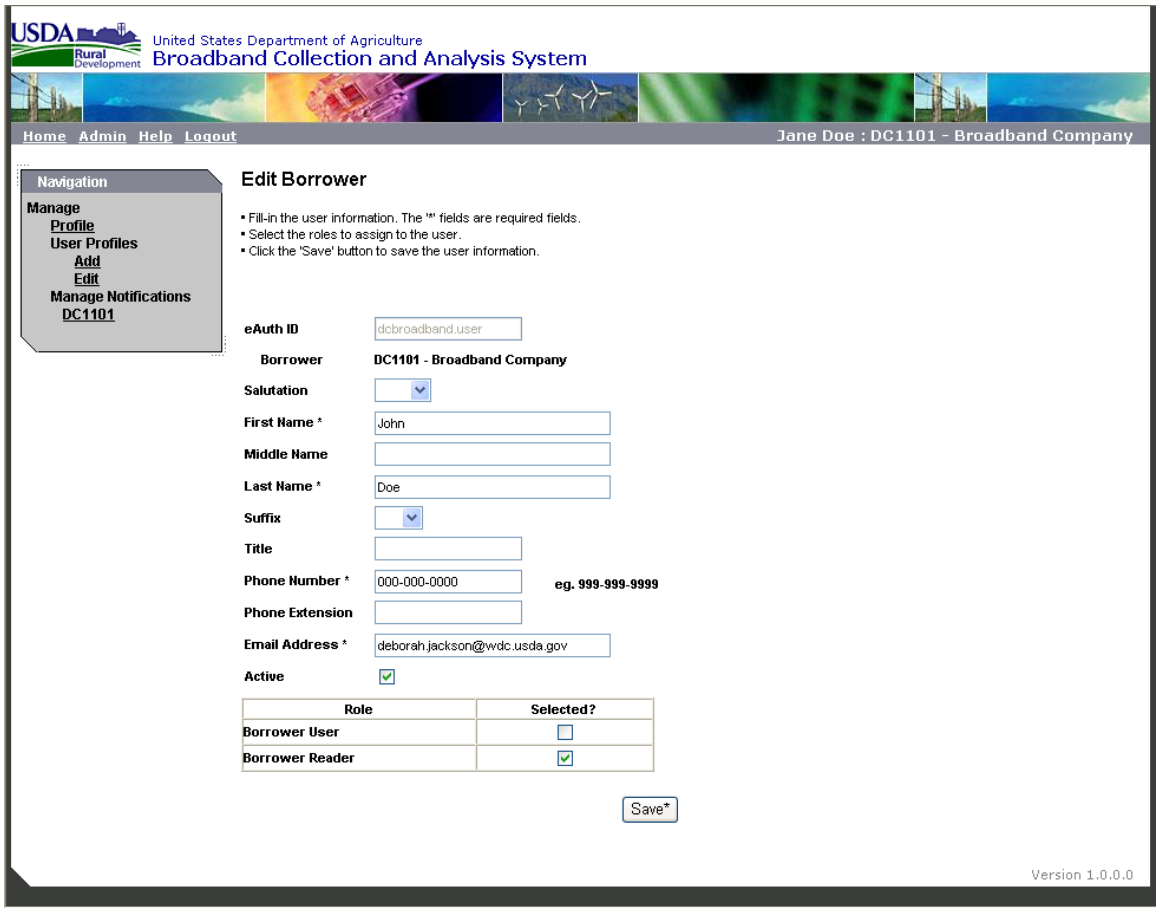


You must first select the company to which the user will be added. Click on the drop down box to select your company by either the Borrower Name or its Rural Development Borrower Designation (for example: DC 1101). You will only see companies for which you submitted a Form 674.

In the eAuthId box, type in the new user's eAuthentication ID, then click on the Add button. The system will check to see that the eAuthentication account exists.

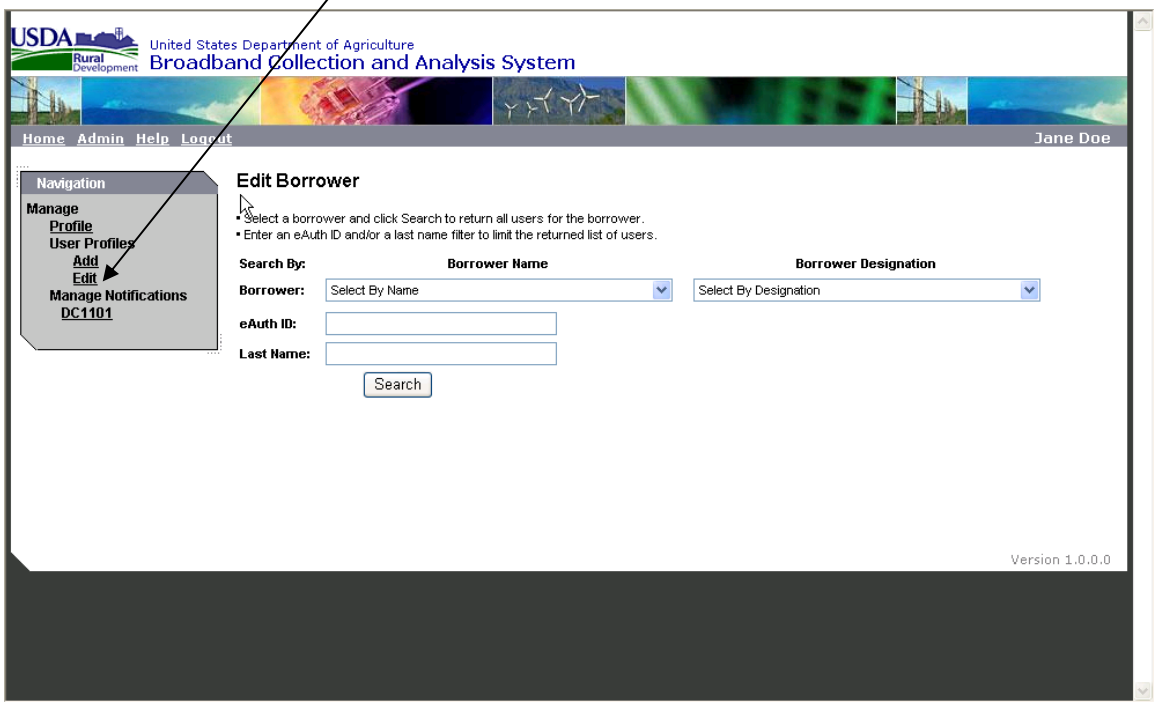


You will then need to enter information related to the individual. Required fields are marked with an asterisk (*). Select only one role for the new user: Borrower User can input, but not certify or submit the data. Borrower Reader can only view the data. Click on the Save button when complete. The person should now be able to logon and access the BCAS system.



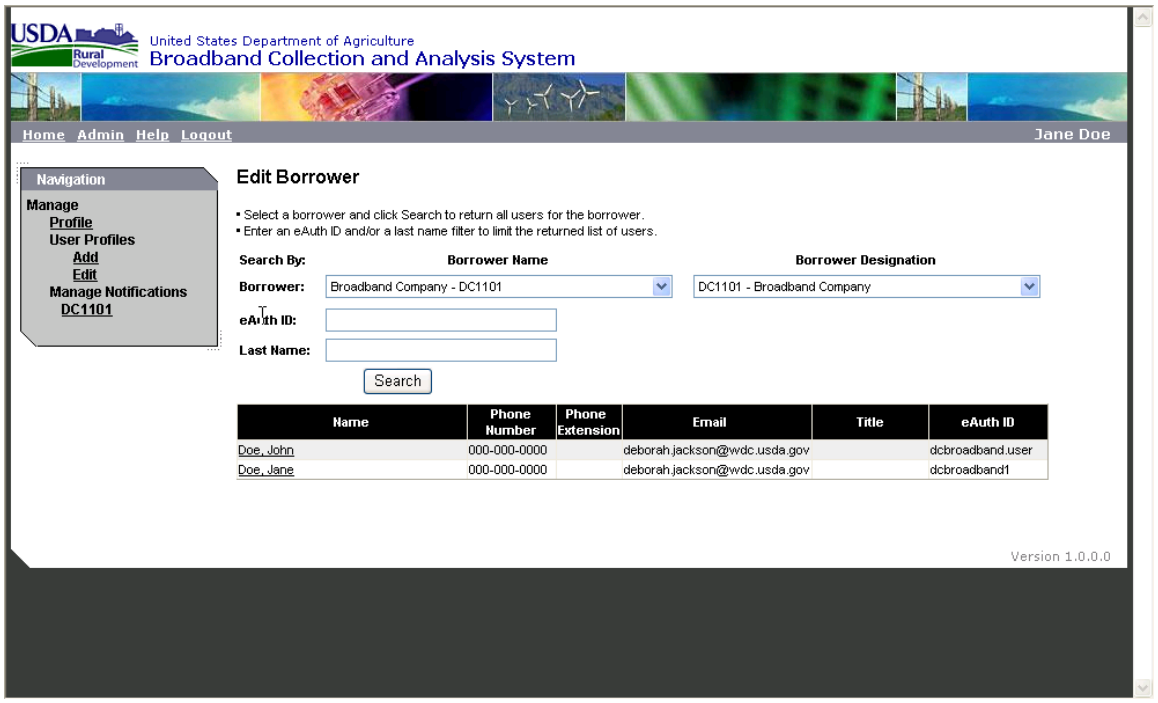
Deactivating a User or a Reader

To remove users and readers from the system click on the Admin link on the top grey navigation bar. Then select Edit under "Manage User Profiles" on the left navigation menu.



Once again select your company using either the Borrower Name or Borrower Designation drop down box, then click on the Search button. This will bring up the users who have been assigned roles for your company.

You can also edit contact information from this page.



Select the user and the Edit Borrower screen will appear. To remove the person's access to the system, uncheck the Active box, then click on the Save button. The person will no longer be able to access the system. You can also edit contact information from this page.

Manage Notifications

The Broadband Collection and Analysis System send notification e-mails to remind borrowers to submit their quarterly reports and sends regular notifications if the reports are not submitted as required by the loan documents.

1. The Submission Reminder is an automated e-mail reminder to the borrowers to file their operating report on the last day of the reporting period. For example for the March report, an e-mail is sent on March 31.

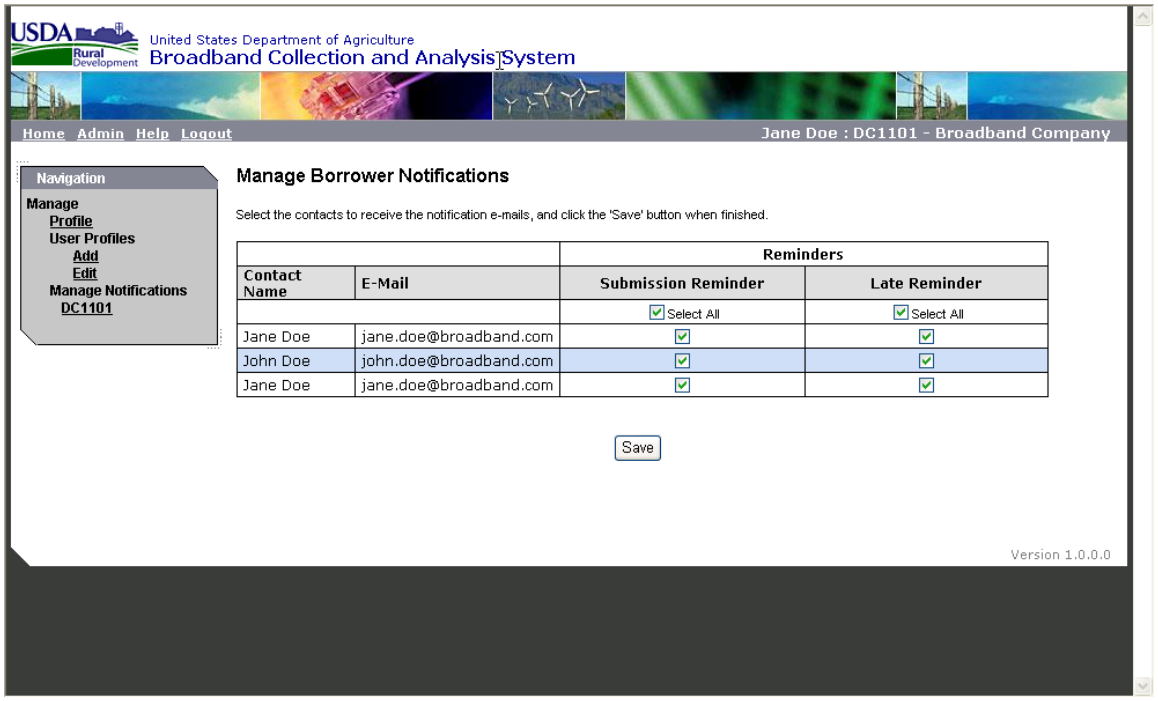
2. The Late Reminder is an automated e-mail reminder to the borrowers for a past due operating report 15 days after the end of each reporting period. An additional e-mail reminder will be sent to the borrower every seven days until the borrower submits the late operating report.

The Borrower Administrator will manage who receives the Submission Reminder and the Late Reminder e-mail notifications.

1. The default is for all users assigned to the borrower to receive the Submission Reminder and the Late Reminder e-mail notifications.

2. The Borrower Admin may choose to select or deselect a user from receiving these e-mails, however at least one borrower user must be assigned to the Submission Reminder and/or the Late Reminder e-mail notifications.

Select or unselect the contacts to receive the notification e-mails, and click the 'Save' button when finished.



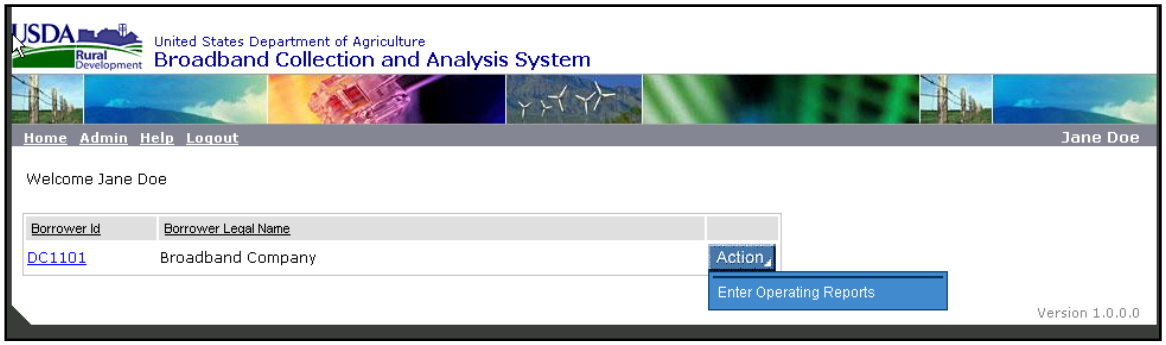
Section 3
Inputting and Submitting Data

Borrower User and Borrower Certifier both have rights to input data. Borrowers will follow the guidance provided by Bulletin 1770B-1: 47 CFR Part 32, Uniform System of Accounts, when submitting the required financial statements. The bulletin can be accessed via the Internet at: http://www.usda.gov/rus/telecom/publications/pdf_files/1770b-1.pdf.

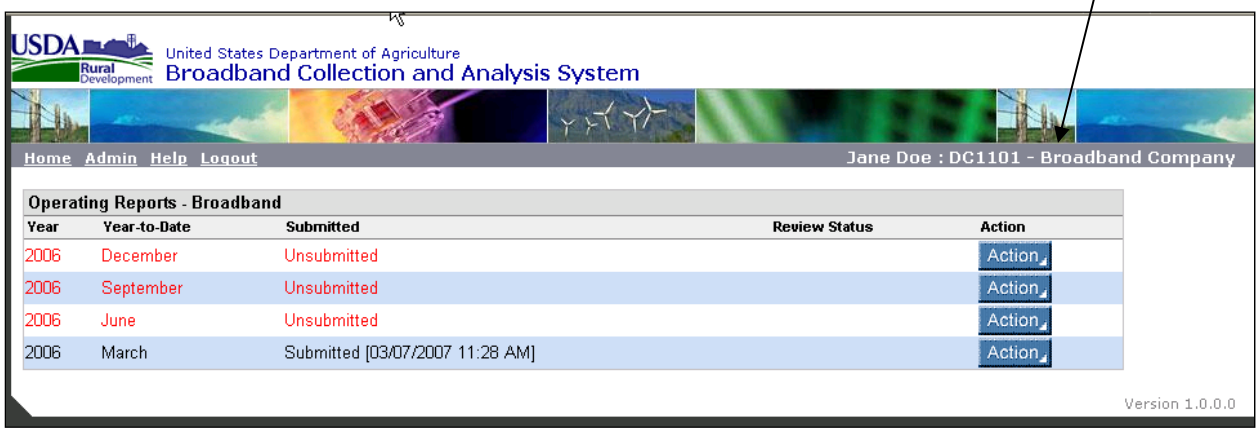
Getting Started - Creating a Blank Report

Beginning at the Welcome Screen, each company to which the user has access has an Action button.

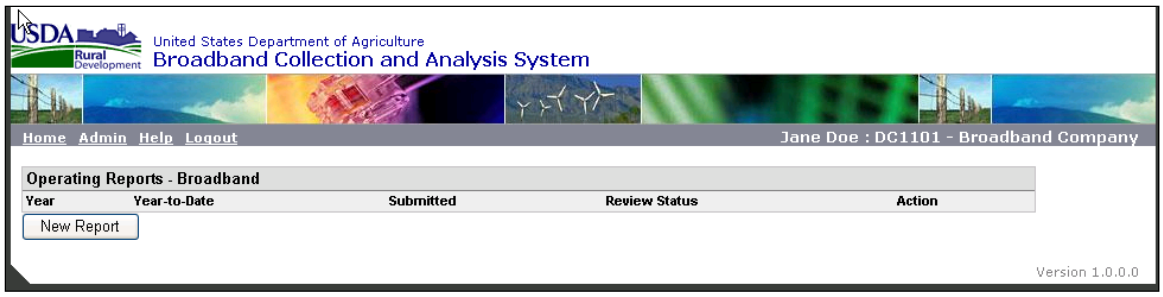
1. Click on the "Action" button, and then select "Enter Operating Reports".



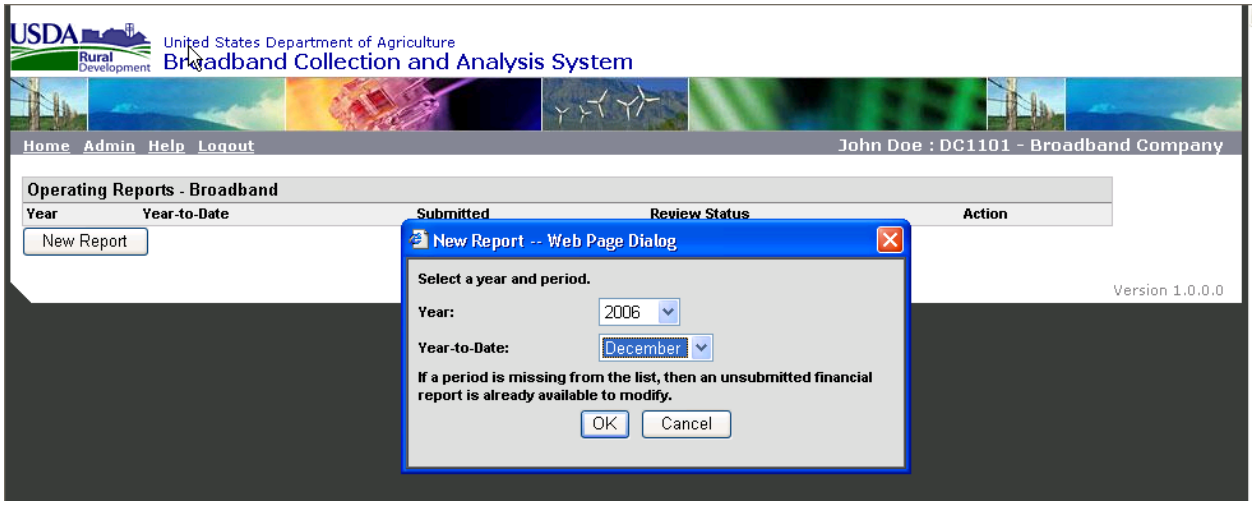
2. The next screen will show all Submitted (in black) and Unsubmitted (in red) reports for the particular borrower. Also to the right, the company name is listed on the gray navigation bar.



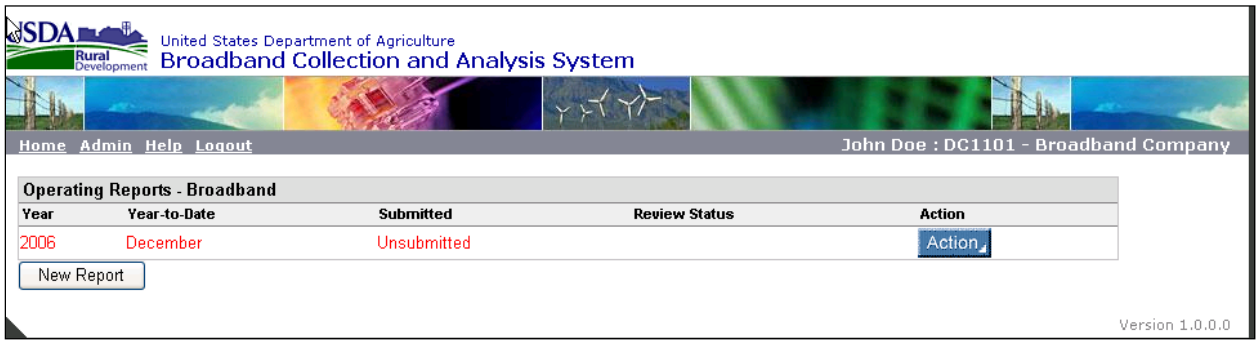
3. The first time the database is accessed there should be no reports shown. Click on the New Report button.



4. A pop-up window will appear with two drop down boxes. First select a year, then a month and click on "OK" to create a blank report. Each borrower will only see the months and years for required reports whether monthly or quarterly. The requirement begins when the loan is closed. For example, if your loan closed on April 15, 2006, your first required reporting period will be June 30, 2006. At that time, the only year available will be 2006 and only June will be available for Month. Future months will become available as those reports become due.

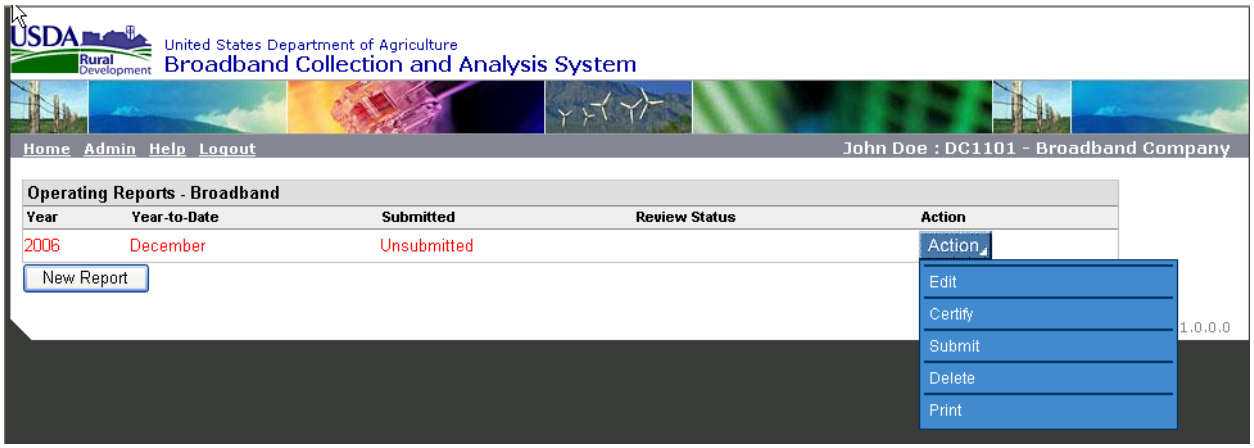


5. A blank report has now been created. The text appears in red for Unsubmitted reports, black for Submitted reports. You may only create one Unsubmitted report for each reporting period. Once the report is submitted to the database, you may create <u>one</u> new Unsubmitted report for the same period, either as a copy of the Submitted report or a new blank copy (covered in Section 4).

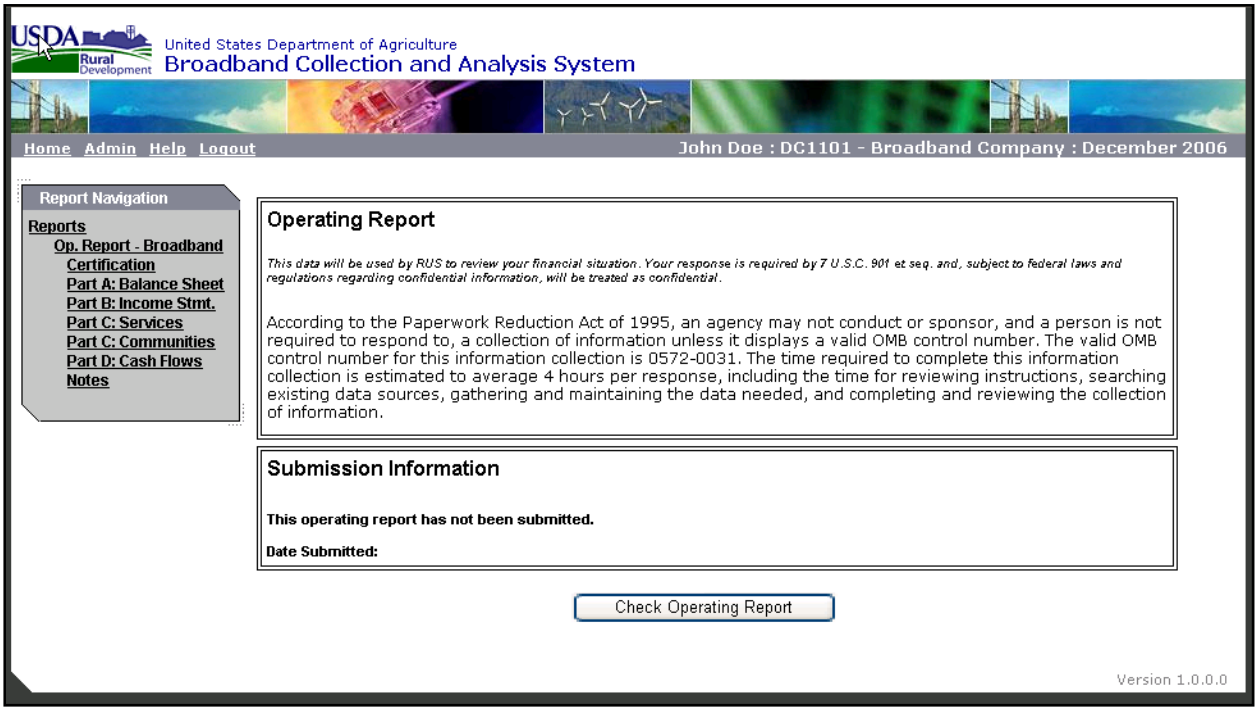


Inputting Financial and Community Data

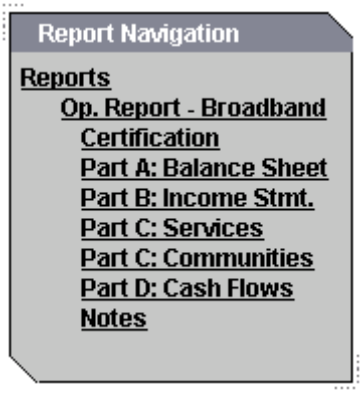
For each report there is an Action button, which provides a menu of options. The Borrower User will be able to Edit, Delete, and Print a report; while the Borrower Certifier will have the additional options of Certify and Submit as displayed below:



To begin inputting data, select “Edit”.



A Report Navigation box is available for quicker access to the different parts of the report. The user can click on any line item to jump to that portion of the operating report.



Before beginning data input, please read the following rules and guidelines for input and navigation which apply to all parts of the report:

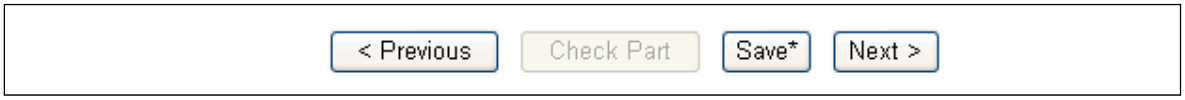
1. Use the **Tab** key to advance to the next input box. Automatically calculated fields are skipped when tabbing through the report.

2. Automatically calculated fields are highlighted with bold, blue numbers.

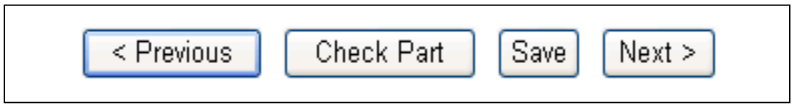
3. Input only integer values, no decimal places. Incorrect input will be marked with a red asterisk. The user cannot save any input until the values are corrected. This rule also applies to values which include characters.

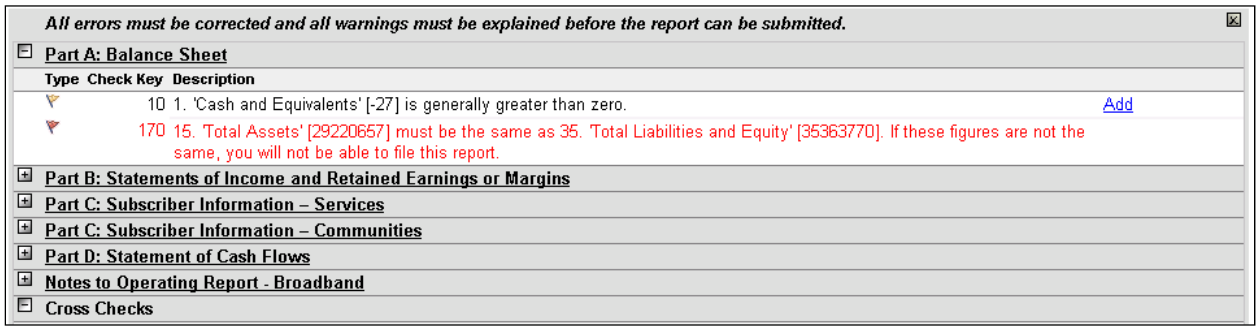
4. Negative numbers are highlighted in red with parentheses.

5. Upon inputting data, the **Save** button at the bottom of each page will display an asterisk indicating that changes were made to that part of the report. Clicking on the button will save the data and the asterisk will disappear.

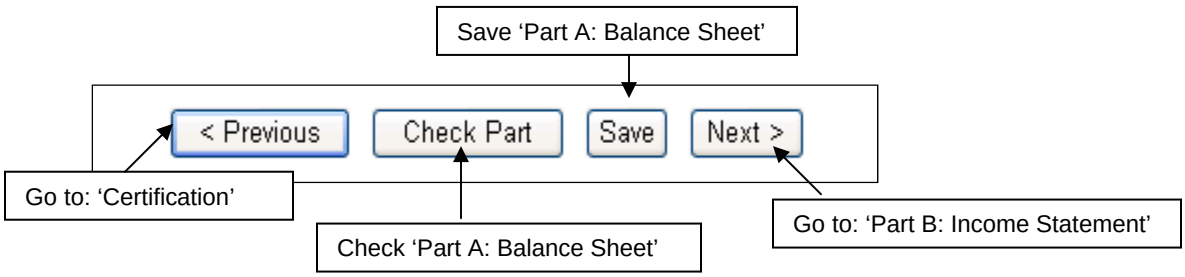


6. After the data for each part is saved, the **Check Part** button is activated. **Check Part** checks the data for inconsistencies within the specific part and with other parts of the report. The page will display Errors and Warnings if inconsistencies are found. See the section labeled Error and Warnings for more information on the checks for data inconsistencies.

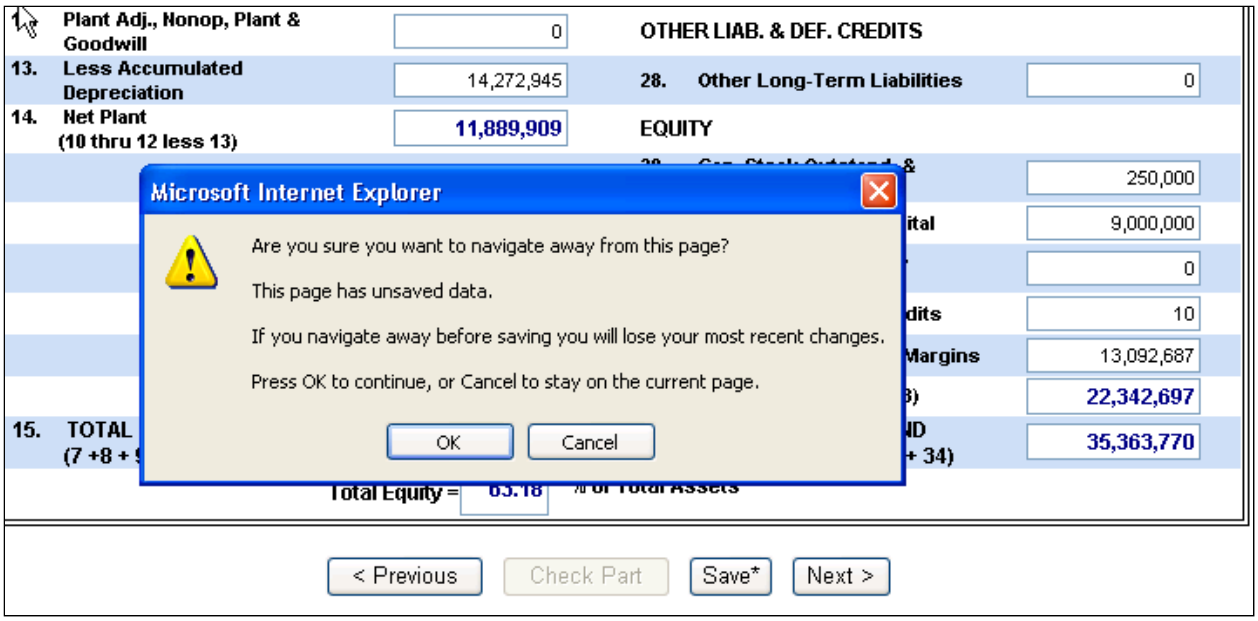




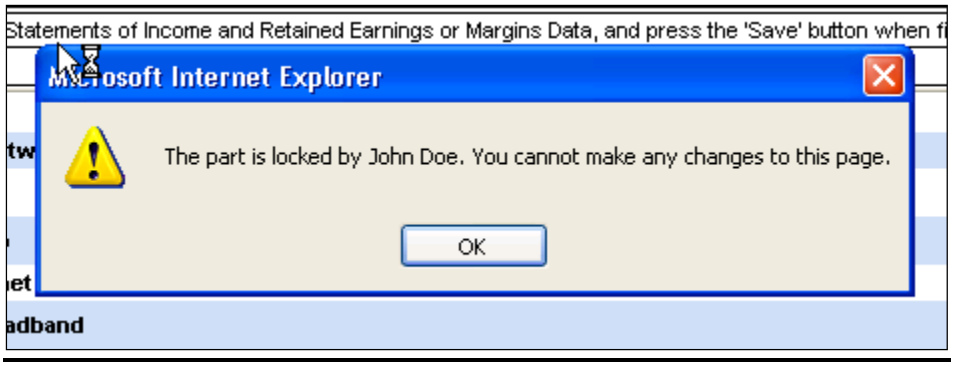
7. At the bottom of each page, **Previous** and **Next** buttons navigate between the reports according to the order listed in the gray Report Navigation box. Each of the buttons also have "Tool Tips" which are highlighted by moving the cursor over the button:



8. If the user does not save the data and attempts to navigate to another portion of the operating report, the following warning message will appear. Clicking OK will restore the data to the previously saved values.



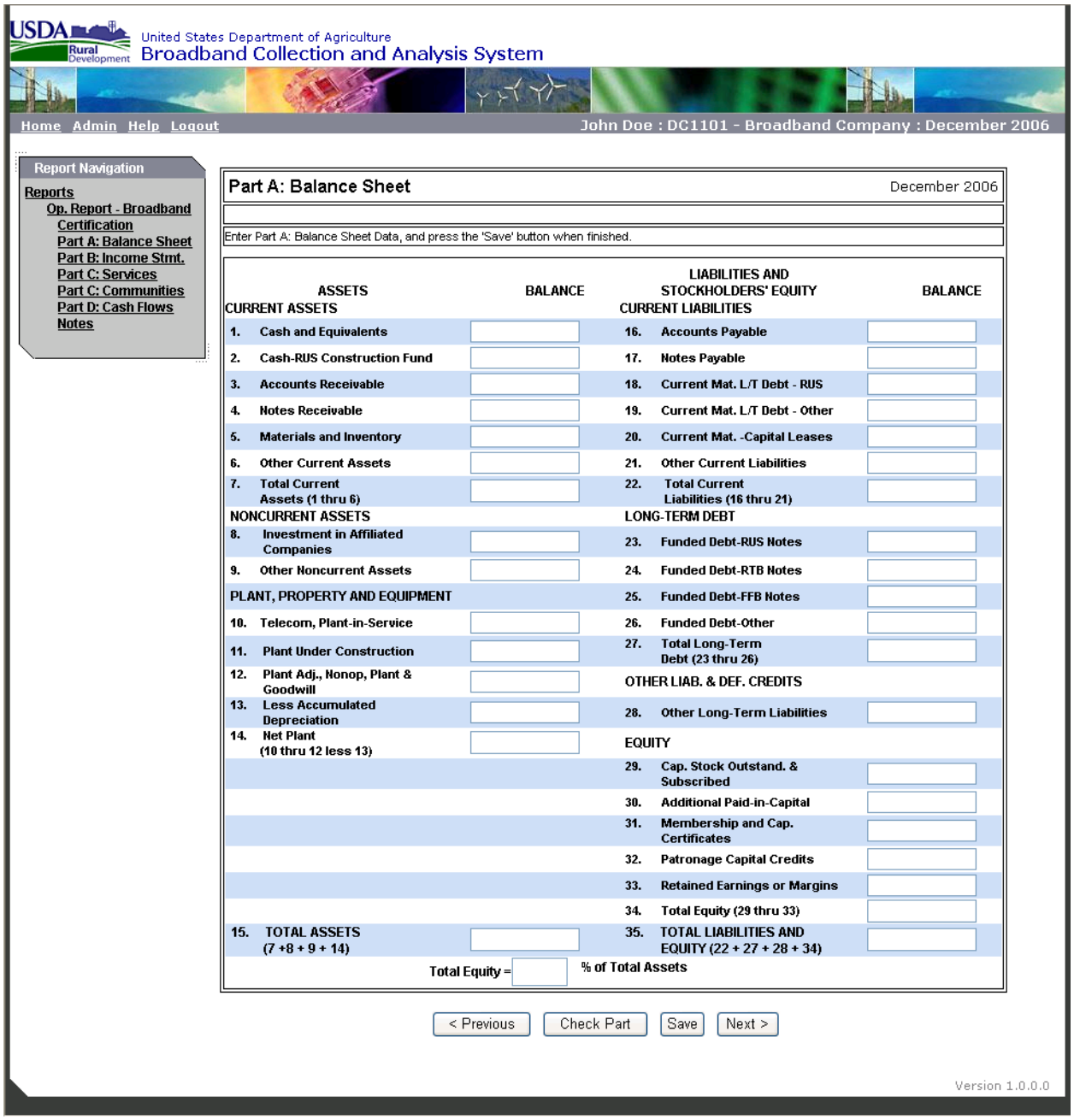
9. **Record Locking** – Multiple users may access the same borrower report at the same time, but only one user is allowed to enter or edit data at a time for the same <u>part</u> of an unsubmitted report. A user attempting to access a part currently opened by another user will receive a message that the part is locked by the other user and will be displayed as read only.



With those general guidelines the user can begin inputting data into the Operating Report.

Part A: Balance Sheet

The user can access Part A: Balance Sheet by clicking on the appropriate link in the Report Navigation box. The user should see the screen below and can begin inputting the appropriate balances in the boxes.



United States Department of Agriculture
Broadband Collection and Analysis System

Home Admin Help Logout — John Doe : DC1101 - Broadband Company : December 2006

Report Navigation
- Reports
  - Op. Report - Broadband Certification
  - Part A: Balance Sheet
  - Part B: Income Stmt.
  - Part C: Services
  - Part C: Communities
  - Part D: Cash Flows
  - Notes

Part A: Balance Sheet — December 2006

Enter Part A: Balance Sheet Data, and press the 'Save' button when finished.

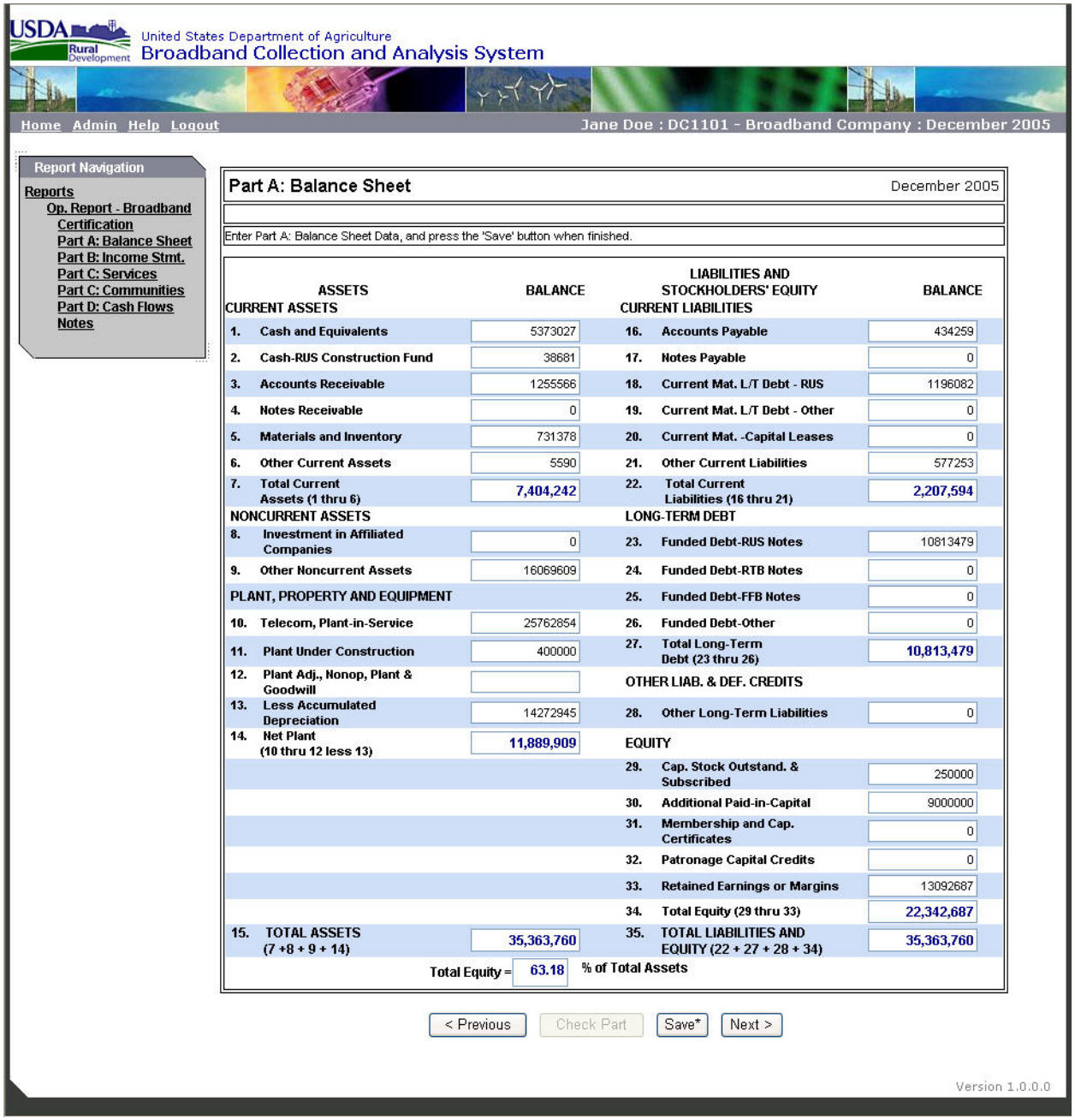
ASSETS	BALANCE	LIABILITIES AND STOCKHOLDERS' EQUITY	BALANCE
CURRENT ASSETS		CURRENT LIABILITIES	
1. Cash and Equivalents		16. Accounts Payable	
2. Cash-RUS Construction Fund		17. Notes Payable	
3. Accounts Receivable		18. Current Mat. L/T Debt - RUS	
4. Notes Receivable		19. Current Mat. L/T Debt - Other	
5. Materials and Inventory		20. Current Mat. -Capital Leases	
6. Other Current Assets		21. Other Current Liabilities	
7. Total Current Assets (1 thru 6)		22. Total Current Liabilities (16 thru 21)	
NONCURRENT ASSETS		LONG-TERM DEBT	
8. Investment in Affiliated Companies		23. Funded Debt-RUS Notes	
9. Other Noncurrent Assets		24. Funded Debt-RTB Notes	
PLANT, PROPERTY AND EQUIPMENT		25. Funded Debt-FFB Notes	
10. Telecom, Plant-in-Service		26. Funded Debt-Other	
11. Plant Under Construction		27. Total Long-Term Debt (23 thru 26)	
12. Plant Adj., Nonop, Plant & Goodwill		OTHER LIAB. & DEF. CREDITS	
13. Less Accumulated Depreciation		28. Other Long-Term Liabilities	
14. Net Plant (10 thru 12 less 13)		EQUITY	
		29. Cap. Stock Outstand. & Subscribed	
		30. Additional Paid-in-Capital	
		31. Membership and Cap. Certificates	
		32. Patronage Capital Credits	
		33. Retained Earnings or Margins	
		34. Total Equity (29 thru 33)	
15. TOTAL ASSETS (7 +8 + 9 + 14)		35. TOTAL LIABILITIES AND EQUITY (22 + 27 + 28 + 34)	

Total Equity = % of Total Assets

< Previous | Check Part | Save | Next >

Version 1.0.0.0

A filled Balance Sheet:



United States Department of Agriculture
Broadband Collection and Analysis System

Home Admin Help Logout — Jane Doe : DC1101 - Broadband Company : December 2005

Report Navigation
- Reports
  - Op. Report - Broadband Certification
  - Part A: Balance Sheet
  - Part B: Income Stmt.
  - Part C: Services
  - Part C: Communities
  - Part D: Cash Flows
  - Notes

Part A: Balance Sheet — December 2005

Enter Part A: Balance Sheet Data, and press the 'Save' button when finished.

ASSETS	BALANCE	LIABILITIES AND STOCKHOLDERS' EQUITY	BALANCE
CURRENT ASSETS		CURRENT LIABILITIES	
1. Cash and Equivalents	5373027	16. Accounts Payable	434259
2. Cash-RUS Construction Fund	38681	17. Notes Payable	0
3. Accounts Receivable	1255566	18. Current Mat. L/T Debt - RUS	1196082
4. Notes Receivable	0	19. Current Mat. L/T Debt - Other	0
5. Materials and Inventory	731378	20. Current Mat. -Capital Leases	0
6. Other Current Assets	5590	21. Other Current Liabilities	577253
7. Total Current Assets (1 thru 6)	7,404,242	22. Total Current Liabilities (16 thru 21)	2,207,594
NONCURRENT ASSETS		LONG-TERM DEBT	
8. Investment in Affiliated Companies	0	23. Funded Debt-RUS Notes	10813479
9. Other Noncurrent Assets	16069609	24. Funded Debt-RTB Notes	0
PLANT, PROPERTY AND EQUIPMENT		25. Funded Debt-FFB Notes	0
10. Telecom, Plant-in-Service	25762854	26. Funded Debt-Other	0
11. Plant Under Construction	400000	27. Total Long-Term Debt (23 thru 26)	10,813,479
12. Plant Adj., Nonop, Plant & Goodwill		OTHER LIAB. & DEF. CREDITS	
13. Less Accumulated Depreciation	14272945	28. Other Long-Term Liabilities	0
14. Net Plant (10 thru 12 less 13)	11,889,909	EQUITY	
		29. Cap. Stock Outstand. & Subscribed	250000
		30. Additional Paid-in-Capital	9000000
		31. Membership and Cap. Certificates	0
		32. Patronage Capital Credits	0
		33. Retained Earnings or Margins	13092687
		34. Total Equity (29 thru 33)	22,342,687
15. TOTAL ASSETS (7 +8 + 9 + 14)	35,363,760	35. TOTAL LIABILITIES AND EQUITY (22 + 27 + 28 + 34)	35,363,760

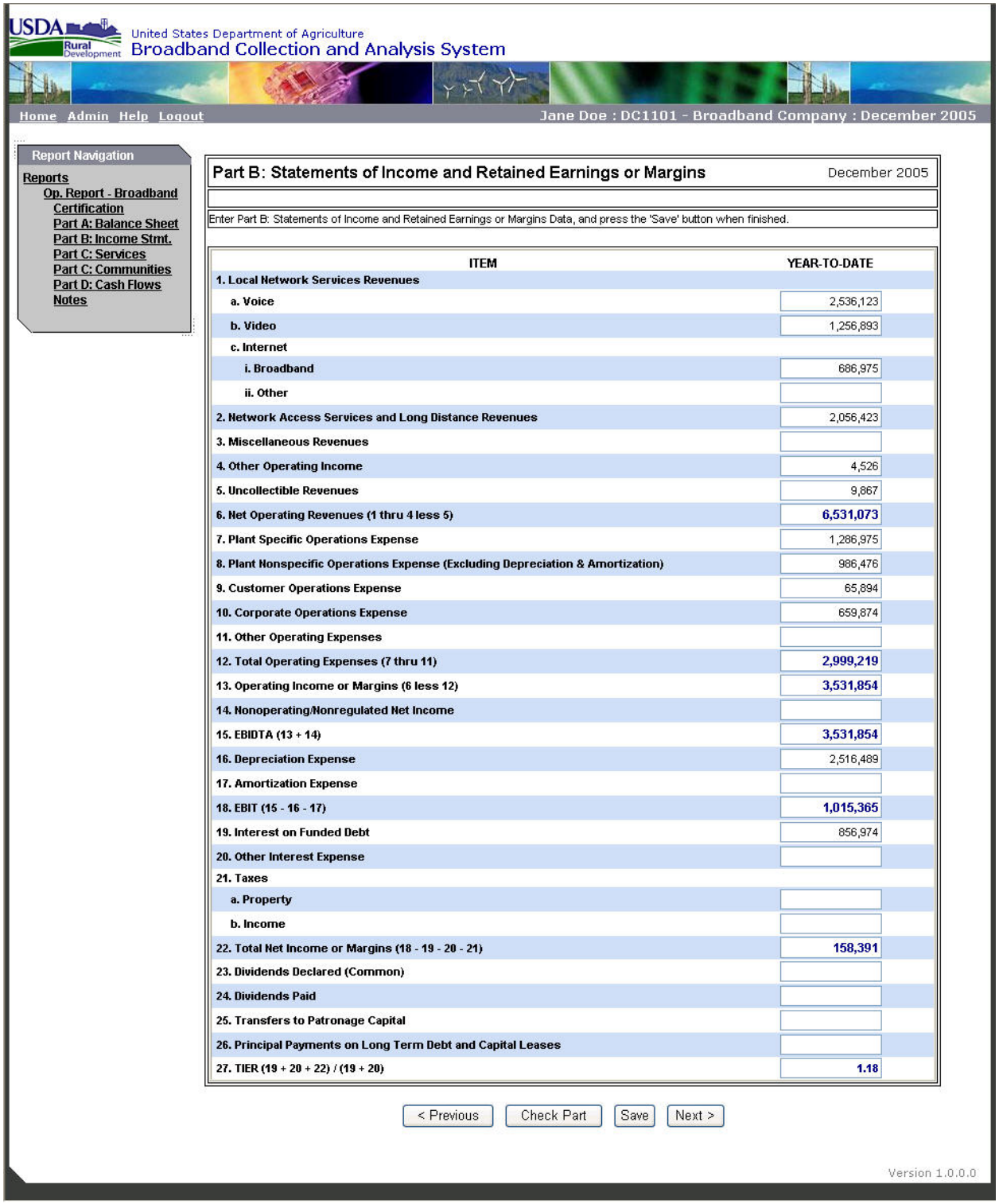
Total Equity = 63.18 % of Total Assets

< Previous | Check Part | Save* | Next >

Version 1.0.0.0

Part B: Income Statement

The income statement is reported as year-to-date. Calculated fields will be populated as the user inputs data.

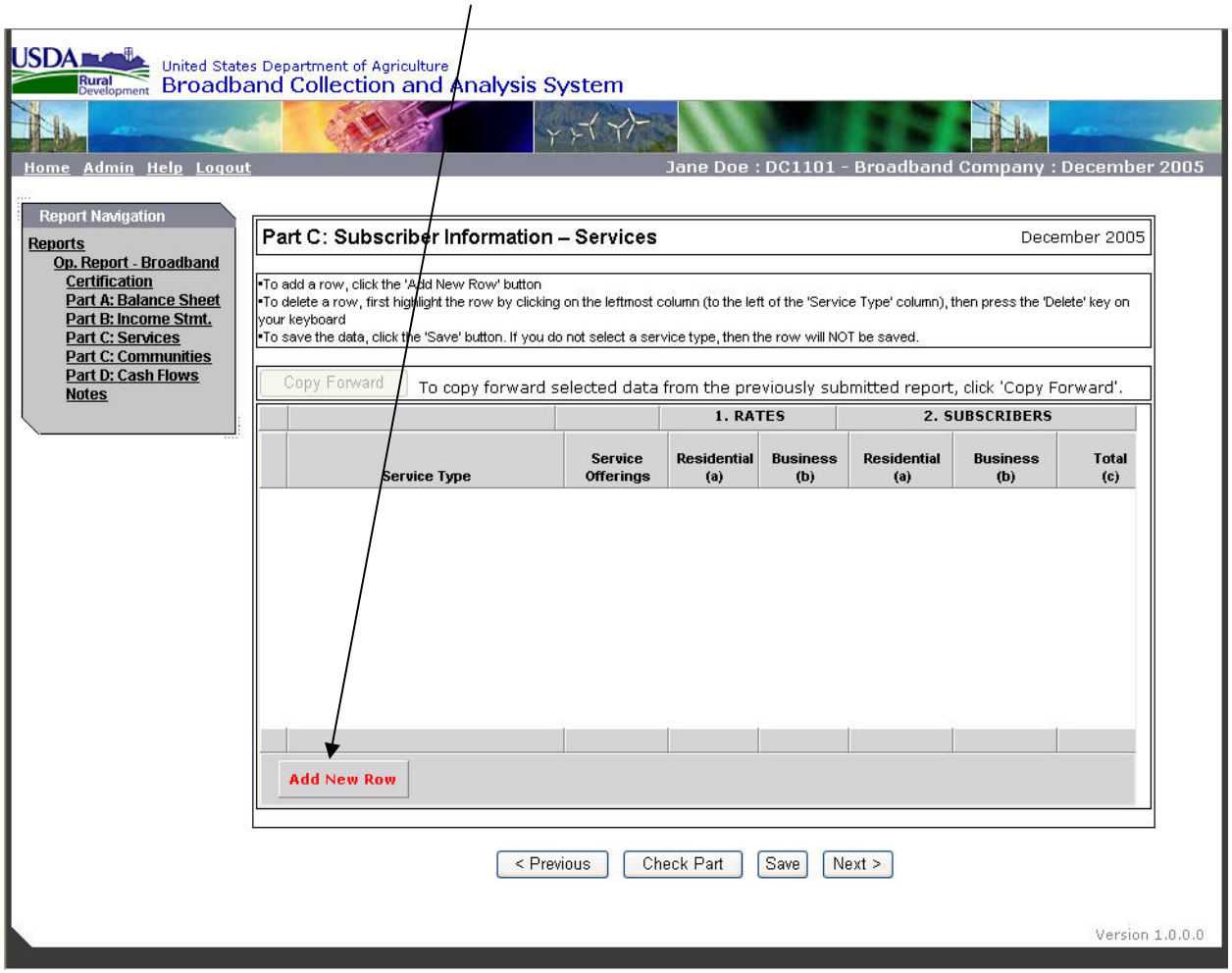


ITEM	YEAR-TO-DATE
1. Local Network Services Revenues	
a. Voice	2,536,123
b. Video	1,256,893
c. Internet	
i. Broadband	686,975
ii. Other	
2. Network Access Services and Long Distance Revenues	2,056,423
3. Miscellaneous Revenues	
4. Other Operating Income	4,526
5. Uncollectible Revenues	9,867
6. Net Operating Revenues (1 thru 4 less 5)	6,531,073
7. Plant Specific Operations Expense	1,286,975
8. Plant Nonspecific Operations Expense (Excluding Depreciation & Amortization)	986,476
9. Customer Operations Expense	65,894
10. Corporate Operations Expense	659,874
11. Other Operating Expenses	
12. Total Operating Expenses (7 thru 11)	2,999,219
13. Operating Income or Margins (6 less 12)	3,531,854
14. Nonoperating/Nonregulated Net Income	
15. EBIDTA (13 + 14)	3,531,854
16. Depreciation Expense	2,516,489
17. Amortization Expense	
18. EBIT (15 - 16 - 17)	1,015,365
19. Interest on Funded Debt	856,974
20. Other Interest Expense	
21. Taxes	
a. Property	
b. Income	
22. Total Net Income or Margins (18 - 19 - 20 - 21)	158,391
23. Dividends Declared (Common)	
24. Dividends Paid	
25. Transfers to Patronage Capital	
26. Principal Payments on Long Term Debt and Capital Leases	
27. TIER (19 + 20 + 22) / (19 + 20)	1.18

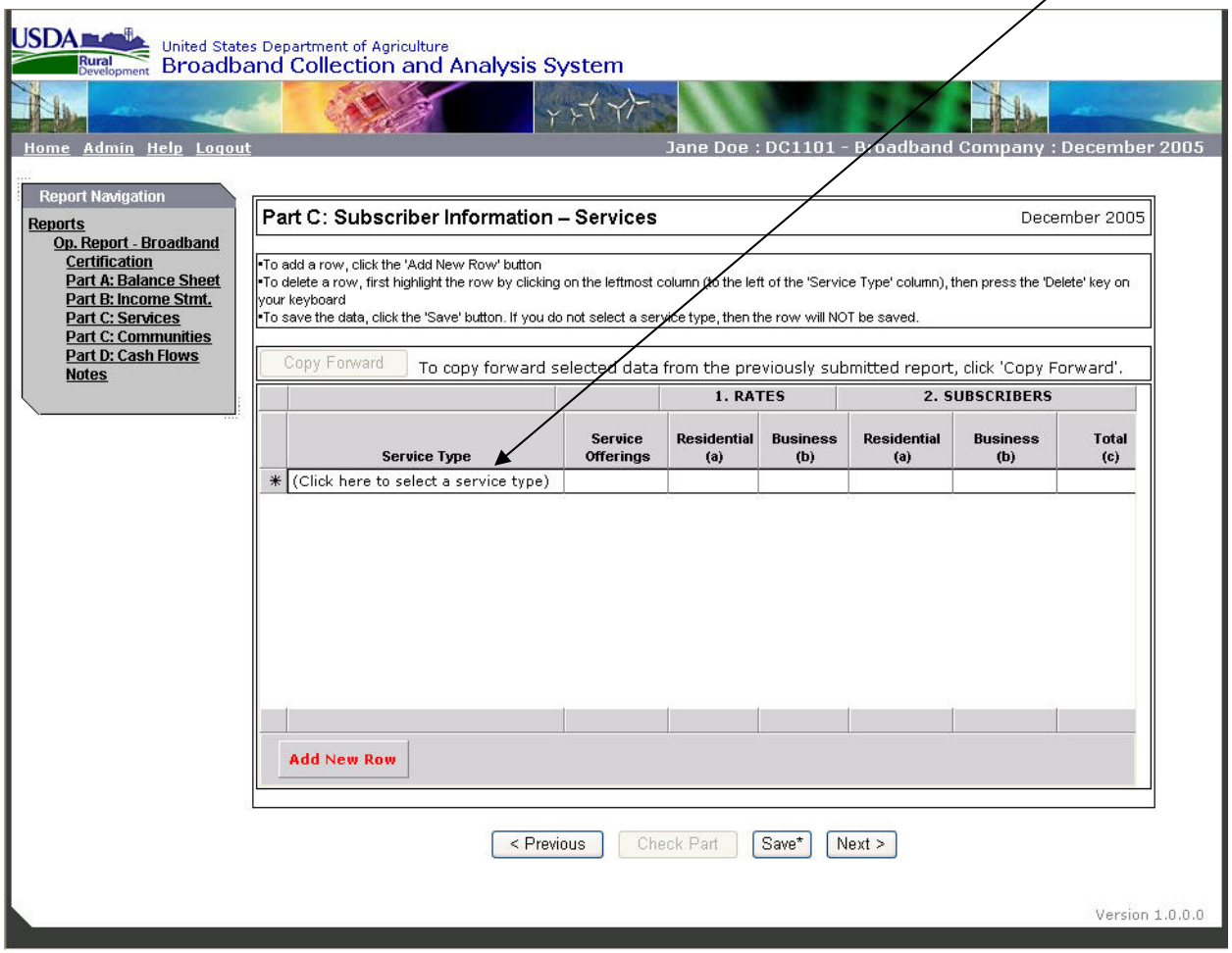
Part C: Subscriber Information - Services

Part C: Subscriber Information – Services collects data on the different types of services the borrower offers and the total number of subscribers for each level of service.

The user begins by clicking on the "Add New Row" button

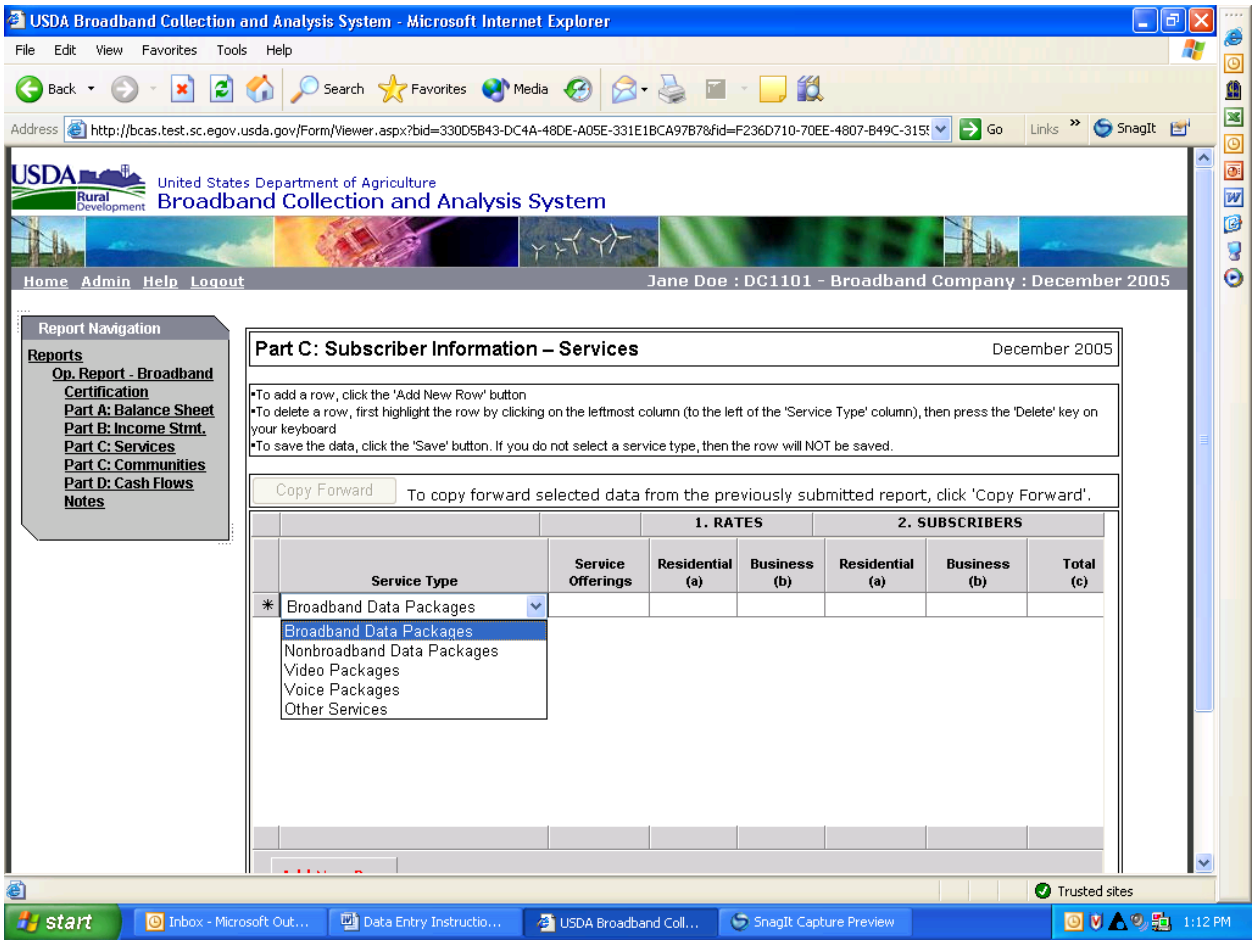


This will add a new row to the input grid. Under Service Type, the user clicks on "(Click here to select a service type)" to reveal a drop-down box with options for service offerings



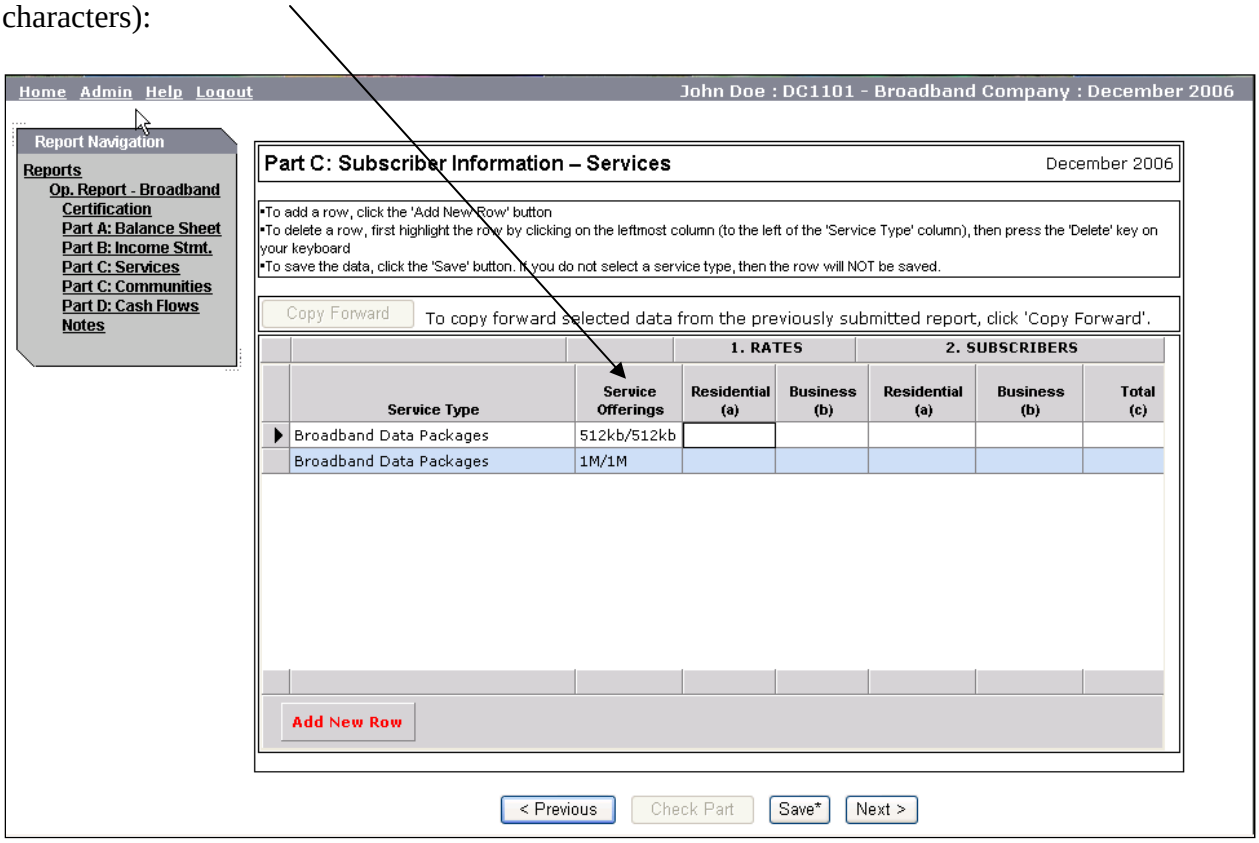
The drop down box lists the following alternatives for services:

a. Broadband Data Packages – Use this option to report the number of subscribers receiving only broadband data services (Data service in excess of 200 kbps both to and from the subscriber).
b. Nonbroadband Data Packages – Use this option to report the number of subscribers receiving only data services less than 200 kbps in each direction.
c. Video Packages – Use this option to report the number of subscribers receiving only video only services.
d. Voice Packages – Use this option to report the number of subscribers receiving only voice service.
e. Other Services – Use this option to report combinations of the above services (double and triple play) or other services not listed above.



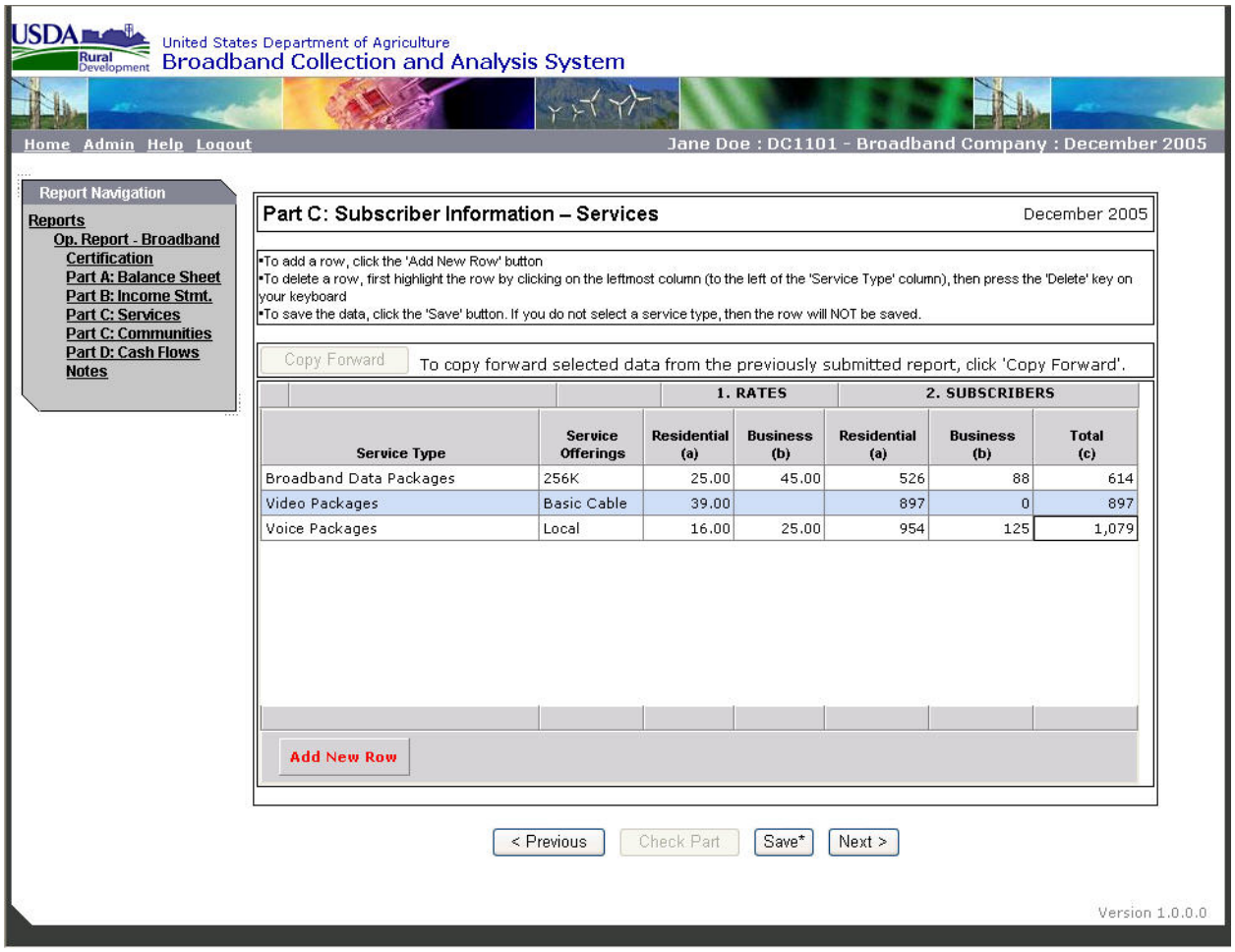
Add a new row for different levels of service within each category. For instance, subscribers receiving Broadband Data Service at 512 kbps would be reported on one row and subscribers receiving Broadband Data Service at 1 Mbps would be reported on a new row.

Use the "Service Offering" column to describe the level of service as shown (limited to 50 characters):

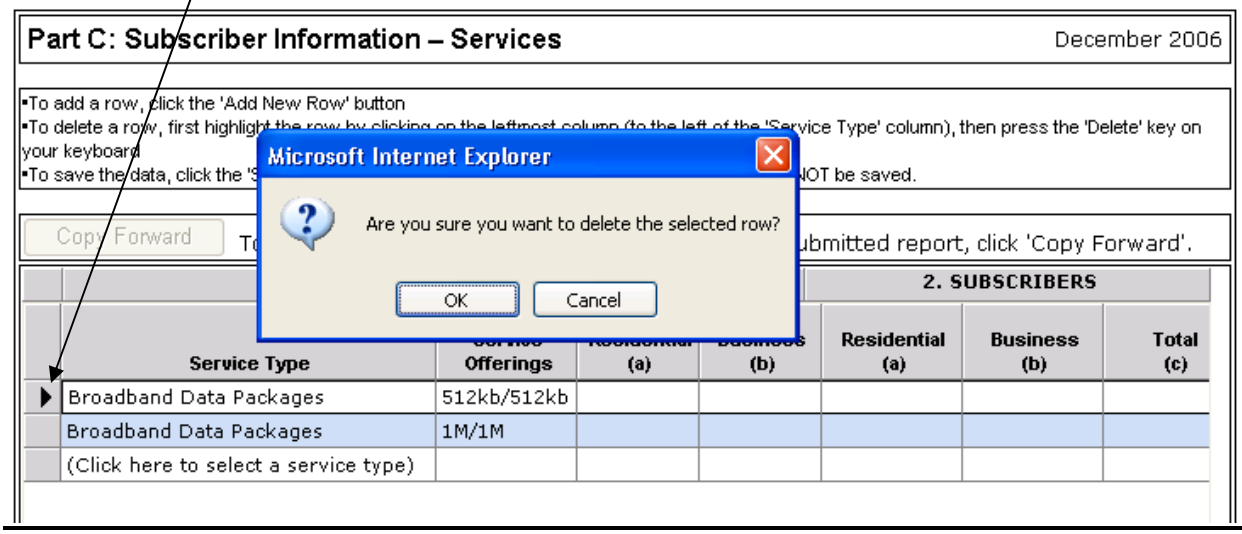


Input the monthly charge for each level of service and the total number of subscribers for both residential and businesses:

Once the user has completed the input, click on the “Save” button.

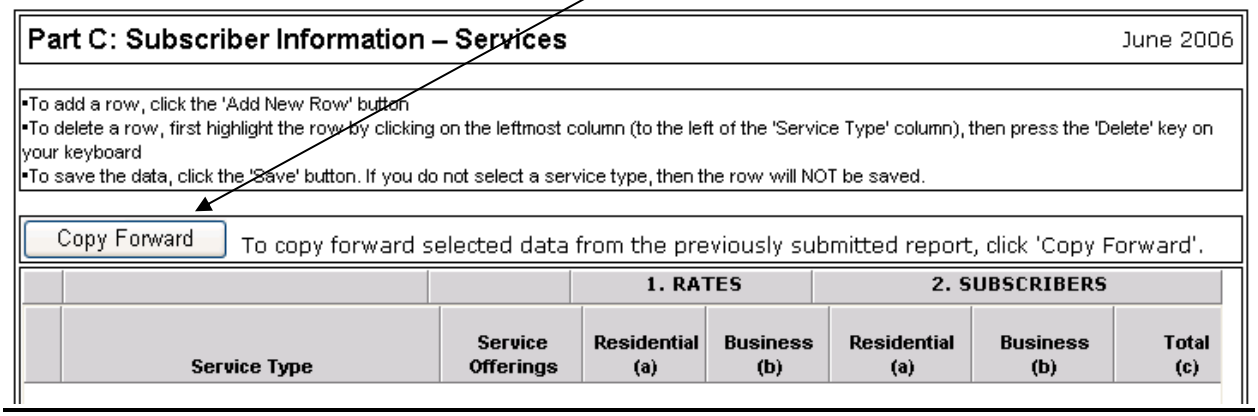


To delete a row, first select the row by clicking on the leftmost column. The selected row will be indicated by an arrow. Then press the "Delete" key on your keyboard. A pop-up box, as shown below, will appear to confirm that the user intends to delete the selected row.



After deleting any row(s), the user must click on the "Save" button.

"Copy Forward" Button – For subsequent reports, the Copy Forward button copies the Service Type and Service Offerings fields from the previously submitted form with the latest as of date. For example, after the March report is submitted (not just saved) the user can copy forward the service type and offerings into the June report. The Copy Forward button is only activated when data exists that can be copied forward.

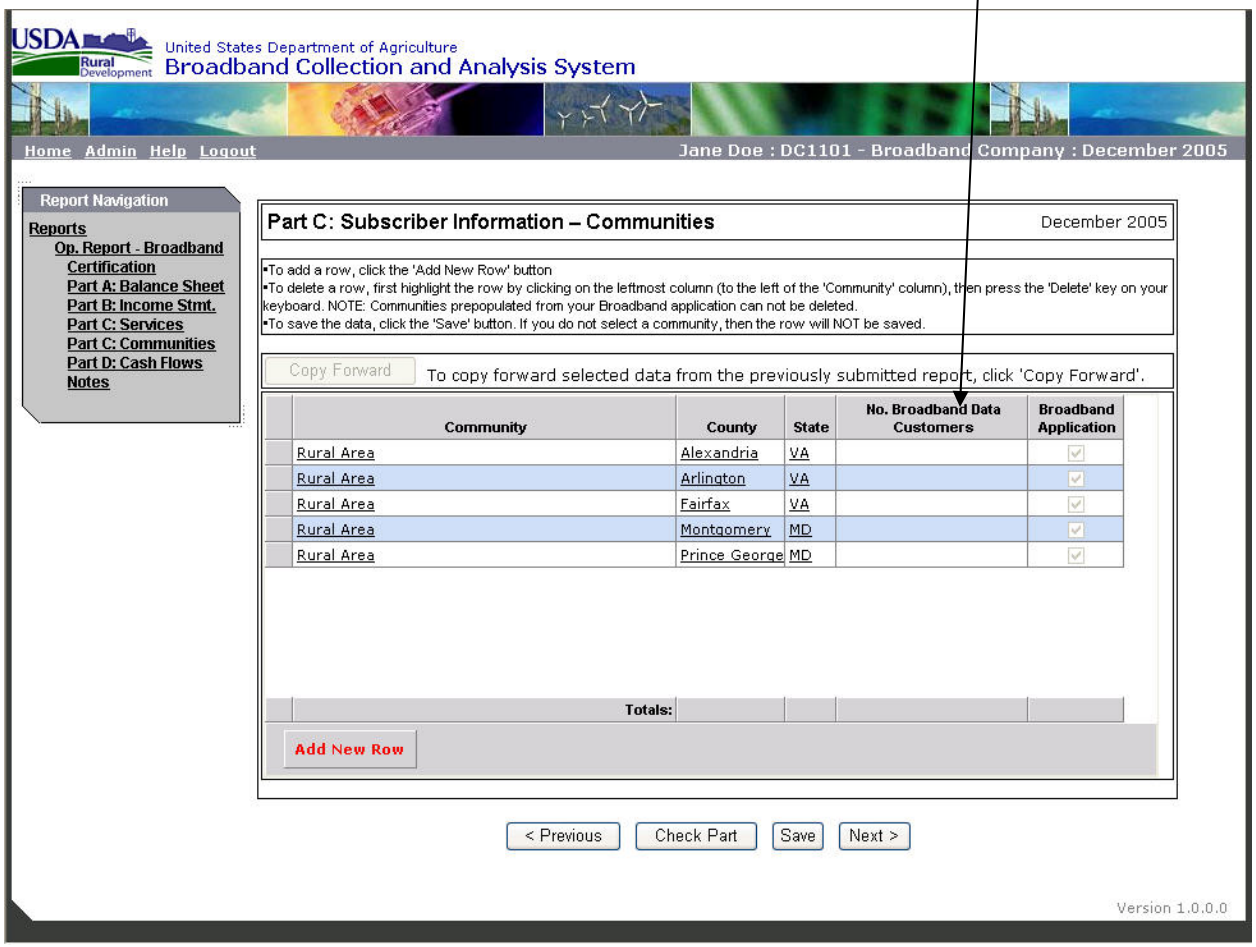


Part C: Subscriber Information – Communities

Part C: Subscriber Information – Communities collects data on the total number of subscribers receiving broadband service in each community. The part is pre-populated with the communities listed in the borrower's broadband loan application.

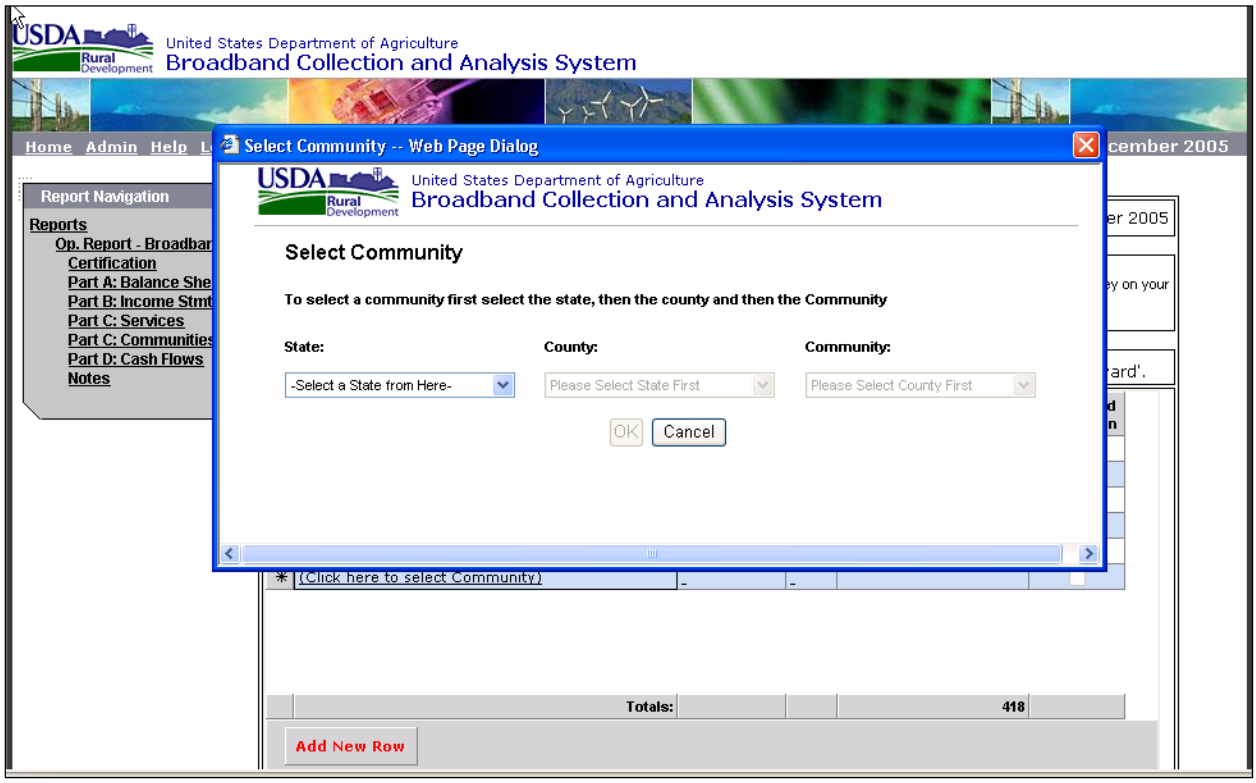
The borrower inputs into the "No. Broadband Data Customers" the number of customers taking broadband data service (data rates of greater than 200 kbps both upstream and downstream) for each community. The number will also include customers receiving broadband data service as part of a package (double play, triple play packages).

Once the user has completed the input, click on the "Save" button.

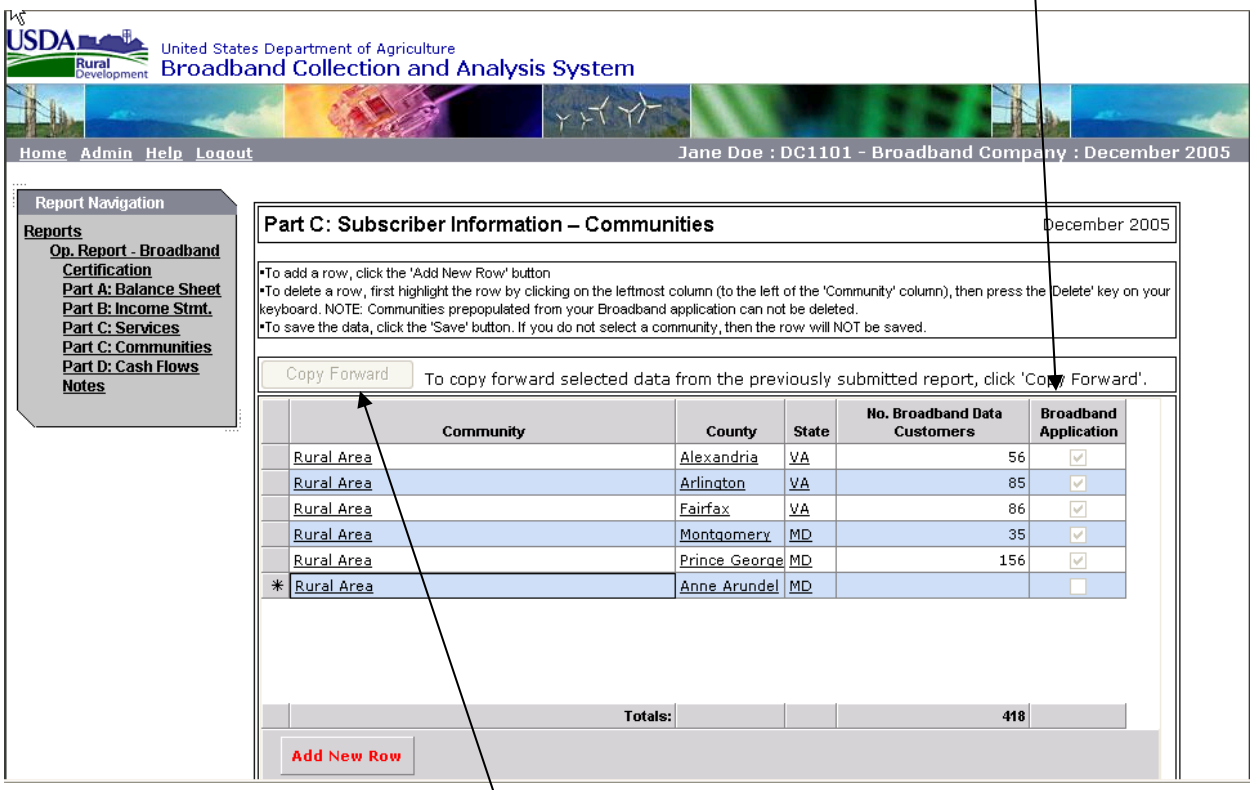


If the borrower expands its territory beyond those communities listed in the approved loan application, the new communities must be added to this report. To add the communities, click on the red "Add New Row" button at the bottom of the grid.

A pop-up box is available to select the new communities. There are three drop down boxes to assist the user in selecting the communities. The community list is prepopulated from the Census database. First select the State, this will then activate the County list and will display only those counties in the selected state. Once the user selects a county, the Community list is activated and populated with the communities in the selected county. The user cannot manually type the communities into the grid.



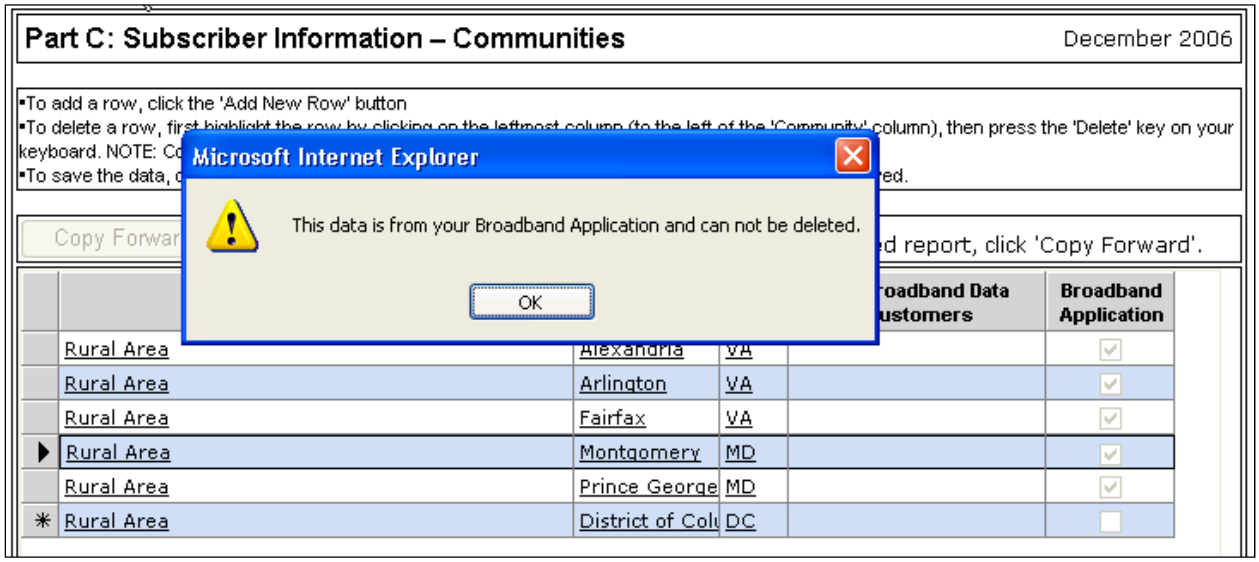
Each new community will be displayed at the end of the list. Those communities from the approved application are designated as such by a check box in the last column "Broadband Application".



For subsequent reports, the Copy Forward button is activated and will copy the added communities into the new report. Use the Copy Forward to copy the previously added communities before adding any new communities in each report. The Copy Forward will only copy those communities added in the previous report submission and not included in the approved loan application. This function will overwrite any communities added prior to clicking the Copy Forward button.

To delete a row, first select the row by clicking on the leftmost column. The selected row will be indicated by an arrow. Then press the "Delete" key on your keyboard. A pop-up box will appear to confirm that the user intends to delete the selected row. After deleting any row(s), the user must click on the "Save" button.

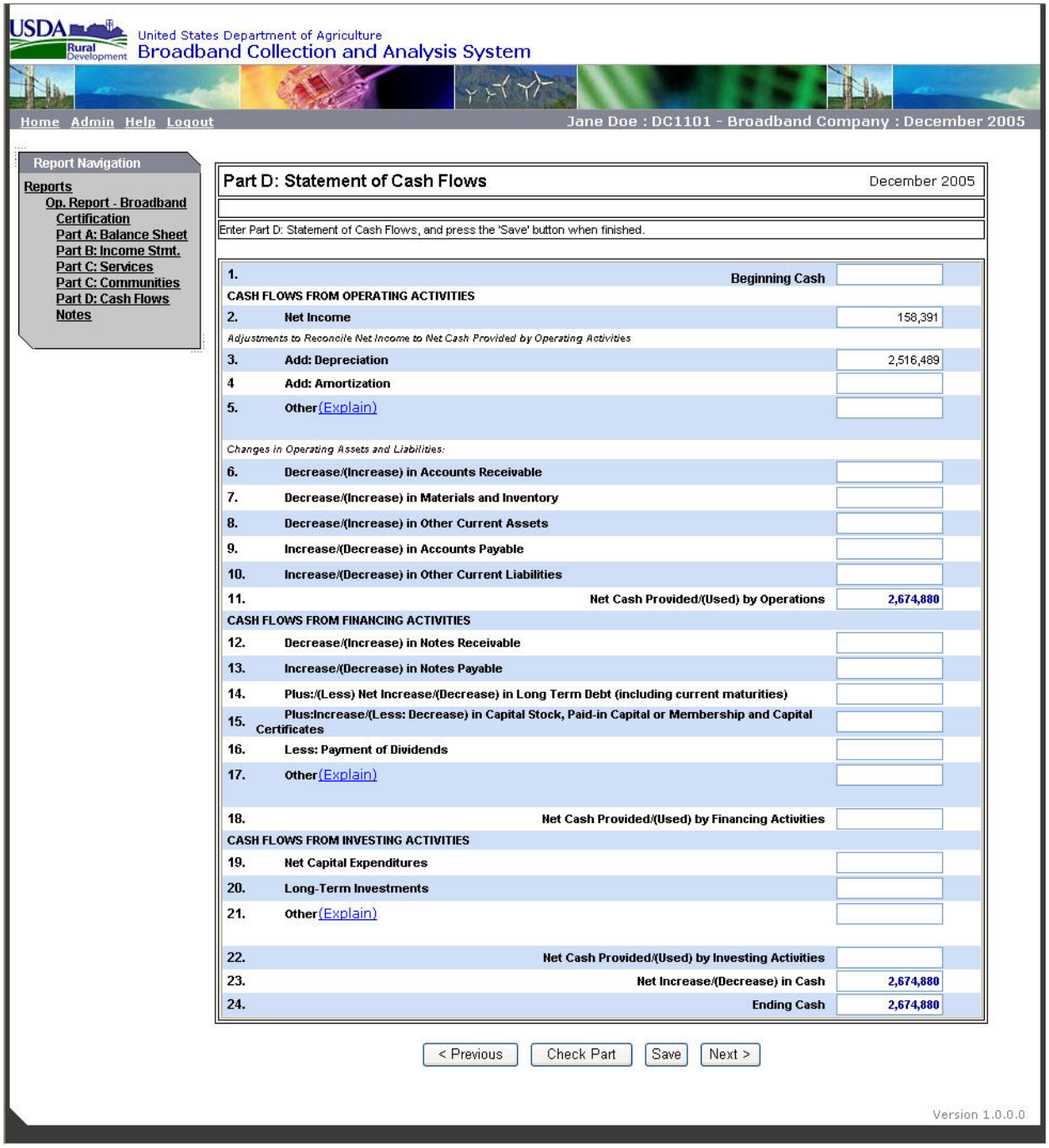
The user cannot delete communities which are part of the approved loan application.



Part D: Statement of Cash Flows

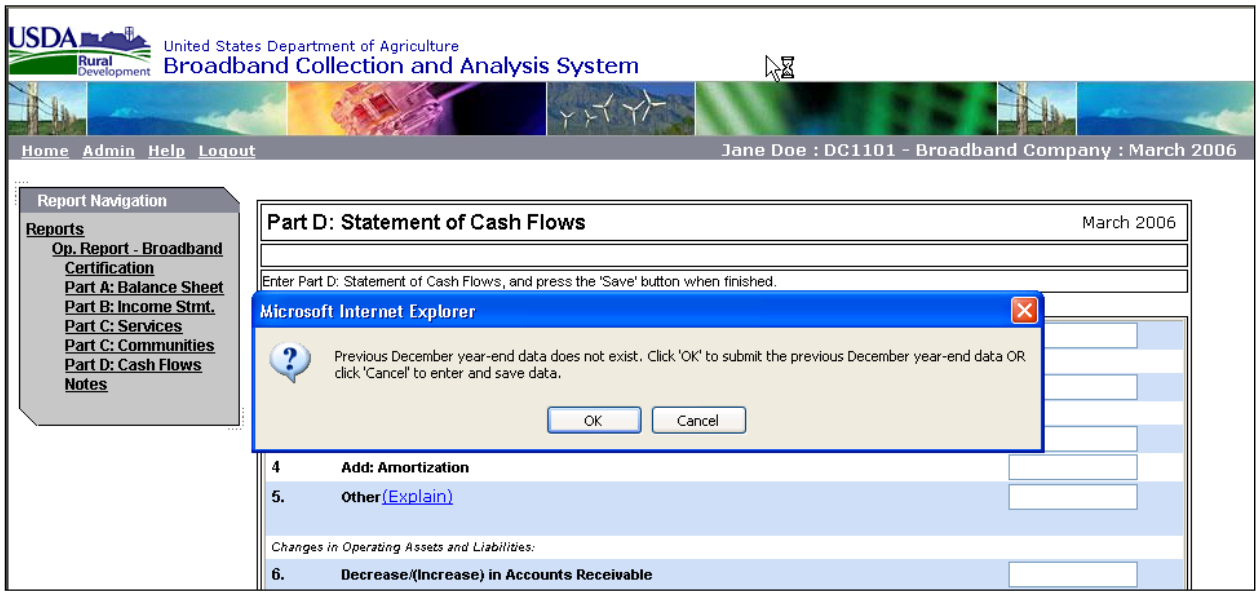
The database will populate those line items that can be calculated or pulled from another portion of the report. The amount of data entry required for the Statement of Cash Flows will depend on whether this is the first report submission or a later submission.

For purposes of data entry, comparisons are made to the previous yearend balance sheet. If the previous yearend balance sheet is not available, the user must input the appropriate information in lines 1, 6-10, and 12-16.



If the user was required to submit a previous yearend report and had not done so, the user will be prompted by the pop-up box shown below to submit that report prior to completing the current period Statement of Cash Flows. The user can also go back to input the previous yearend report by clicking "OK" in the pop-up box. At this point, the user will be directed back to the Reports page and must create and submit a report for the previous yearend.

The user can also choose not to submit the previous yearend report, prior to completing the current report, by clicking the "Cancel" button. The form will be blank, except for Net Income, Depreciation and Amortization, which will be pulled from the Income Statement. The user will be required to fill in lines 1, 6-10, and 12-16 (these fields will be pre-populated once a previous year-end statement is submitted).

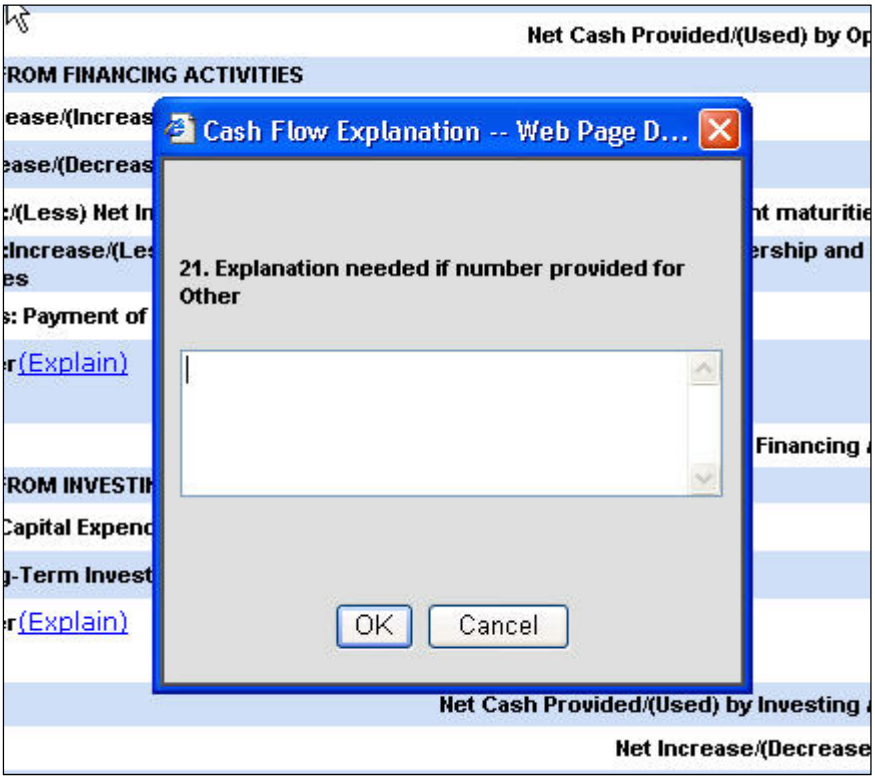


In all cases the user must supply the data for line items 19 (Net Capital Expenditures) and 20 (Long Term Investments). These items cannot be properly calculated from the input on the balance sheet.

> Net Capital Expenditures will reflect new plant investment (input as a negative number to represent the outflow of cash) plus cash proceeds received from plant sales and retirements.
>
> Long Term Investments will reflect the cash effects of the purchase and sale of long term investments that are not already captured in Net Income.

Additionally, there may be instances where the line items shown in the cash flow statement do not reflect all cash transactions. The statement provides "Other" lines under Cash Flows from Operation Activities (line 5), Cash Flows from Financing Activities (line 17), and Cash Flows from Investing Activities (line 21) for such transactions.

When data is input in these line items, an explanation of the transaction is required. Click on the blue "Explain" text to input the required explanation. Once the user completes the documentation, click on the "OK" button to save. If an explanation is not supplied, an error check will be triggered (see Errors and Warnings Section). The report cannot be submitted until the error is corrected.



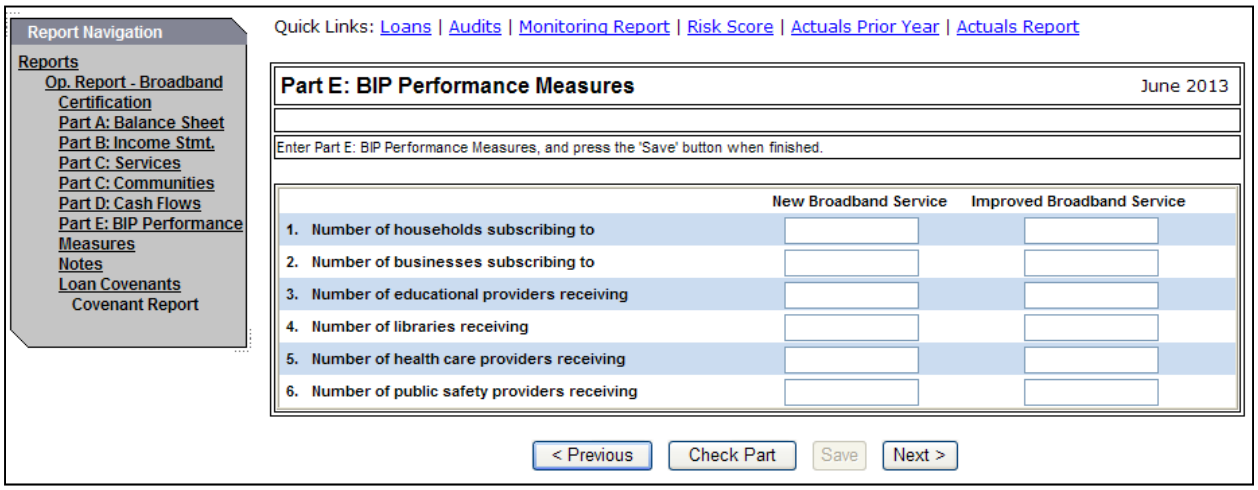
Note: Line 24: Ending Cash must equal the sum of Line 1 (Cash and Cash Equivalents) and Line 2 (Cash – RUS Construction Fund) on Part A: Balance Sheet.

Part E: BIP Performance Measures

Note: Part E: BIP Performance Measures is only available to BCAS users which were recipients of Broadband Initiatives Program ("BIP") funding under the American Recovery and Reinvestment Act.

Part E: BIP Performance Measures collects data on subscribers receiving new or improved broadband data service **as a direct result of BIP project construction**. The BIP awardee must input the total number of subscribers, if any, receiving new or improved broadband service for the indicated subscriber categories. For any given subscriber category, if the BIP awardee has not provided either new or improved broadband service, enter 0. If any fields are left blank, BCAS will prompt and require that the user leave a comment explaining any blank fields before the report can be Certified.

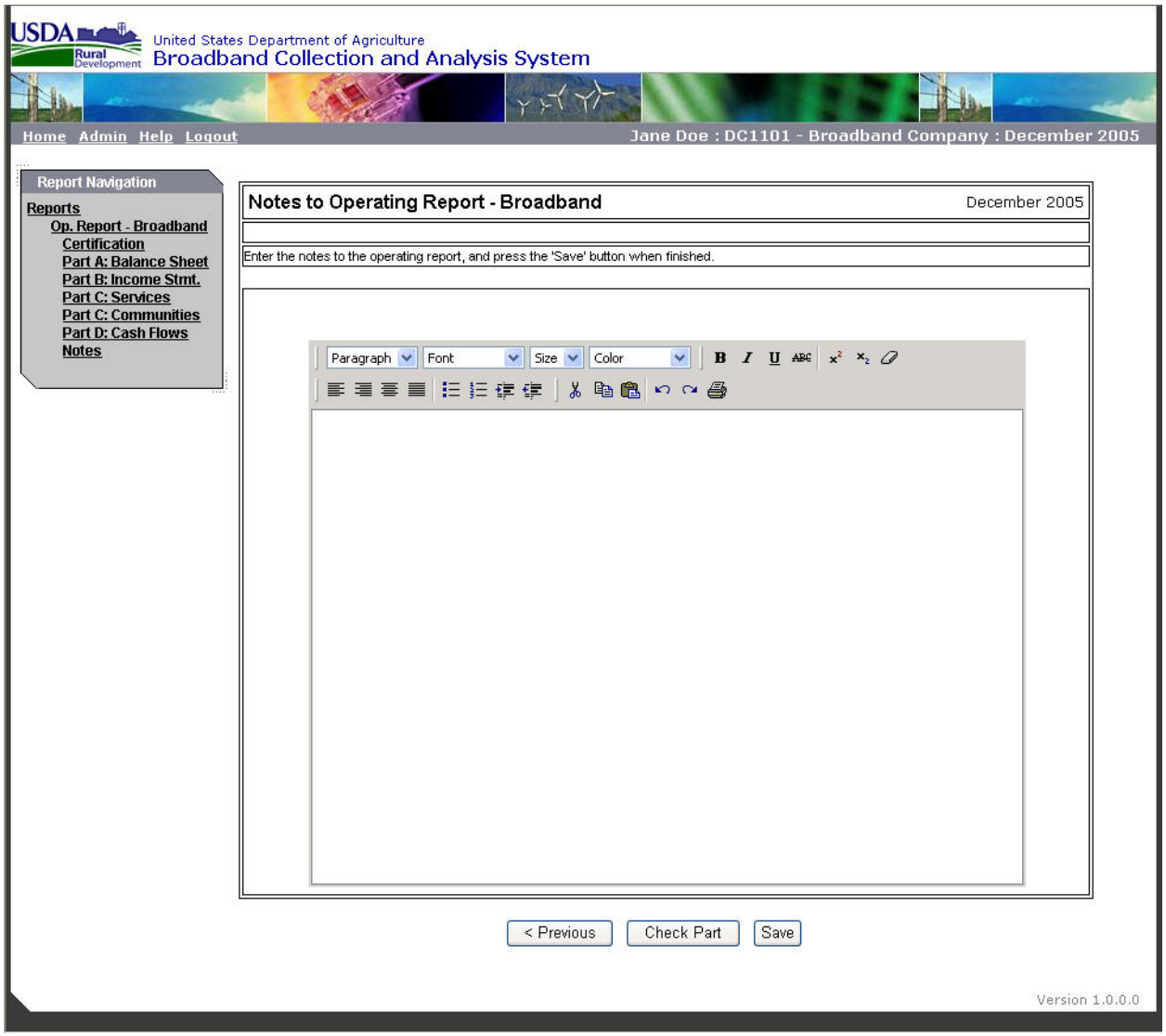
Please note that all broadband data subscribers included in Part E should also have been included in both Part C: Subscriber Information – Communities and Part C: Subscriber Information – Services.



Once all fields are populated, the user must click the "Save" button.

Notes

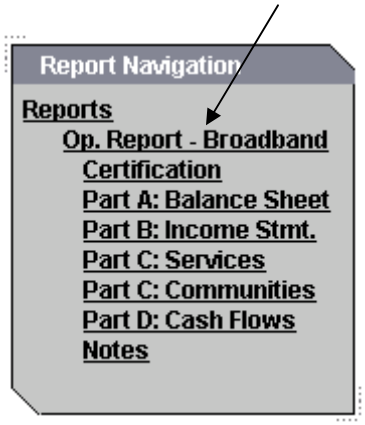
The final part of the report is a notes section. The user can input any additional information necessary to explain transactions in the reporting period.



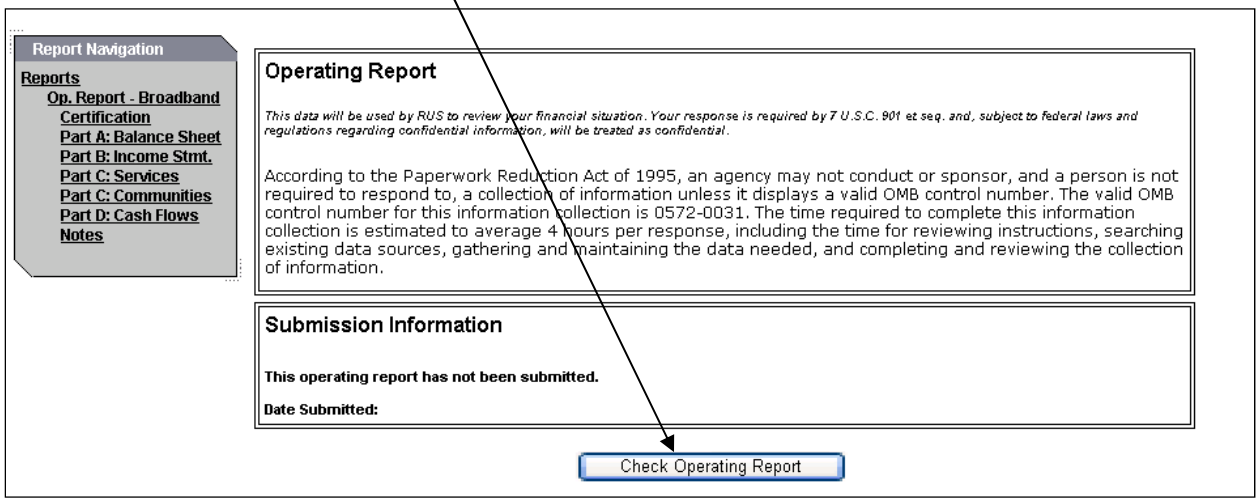
Errors and Warnings

The Broadband Data Collection and Analysis System has built-in Error and Warning checks to test the input for inaccurate or inconsistent data. To check for errors and warnings for each part, the user should click on the "Check Part" button at the bottom of each page of the report.

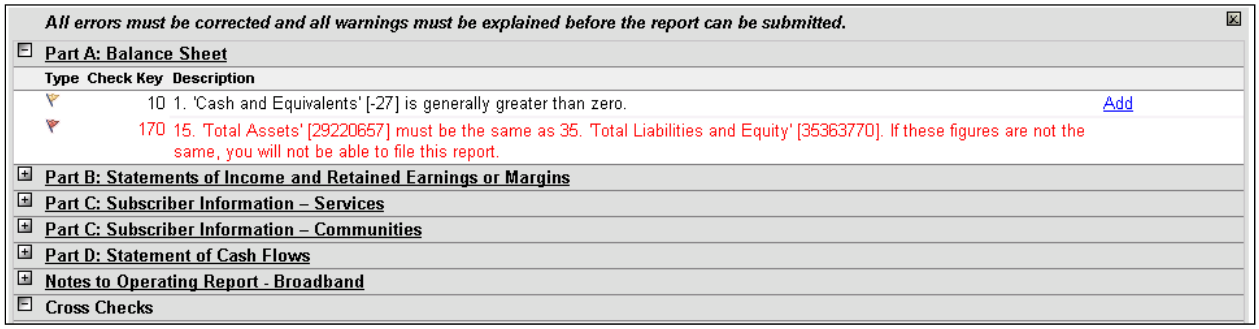
Additionally, the user can see all the Errors and Warnings by going to the main Broadband Operating Report page by clicking on "Op. Report – Broadband" in the Report Navigation Box.



Then clicking on the "Check Operating Report" Button.

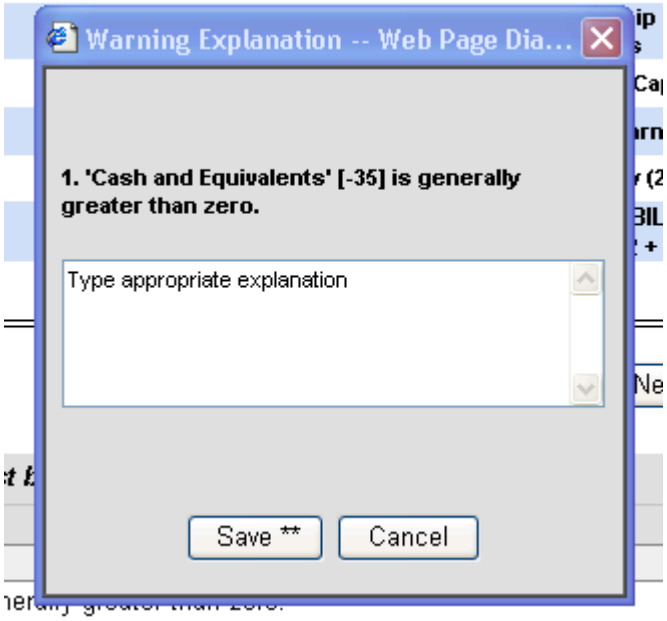


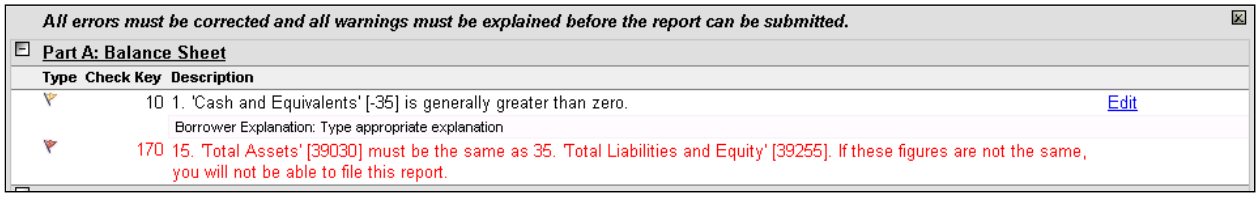
The Errors and Warnings will be listed under the appropriate Part heading:



Errors – Errors are shown in Red text with a Red Flag. Errors must be corrected, otherwise, the user will not be able to submit the report.

Warnings – Warnings are in Black text with a Yellow Flag. Warnings flag items which are in compliance with accounting rules but may indicate an adverse financial trend. The user can submit a report with Warnings but must submit an explanation, by clicking on the blue Add, next to the Warning explanation.

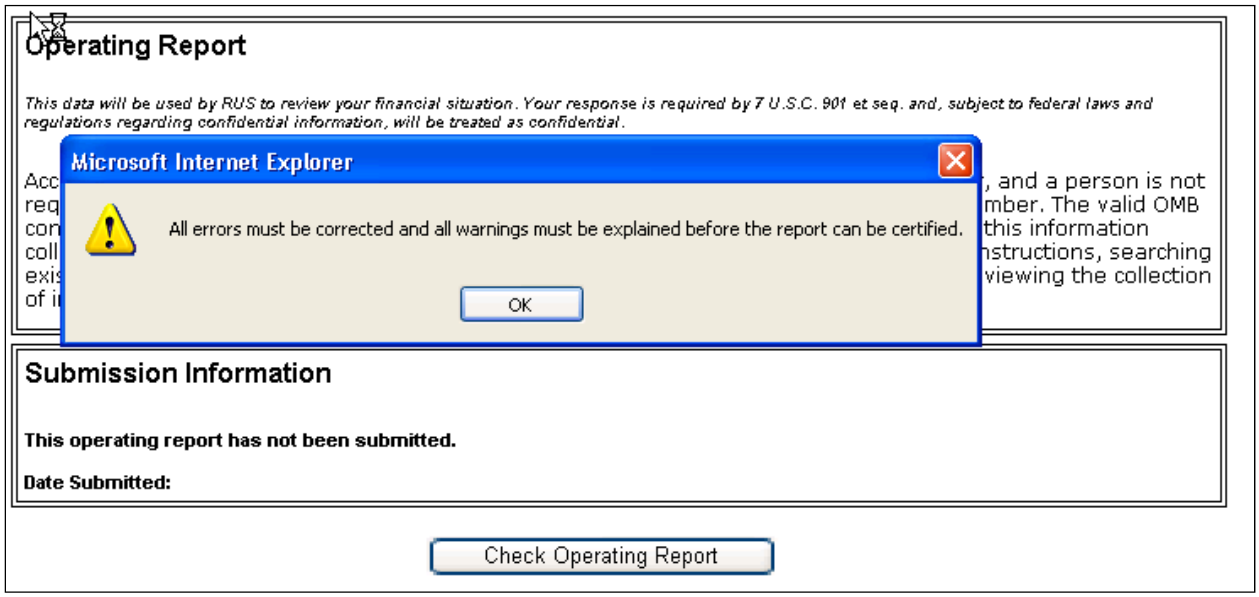




Once a comment is added and saved the explanation is displayed directly under the Warning statement and “Add” changes to “Edit” so the user can modify or add to the previously saved comment.

If a change is made to the report which clears the warning, the explanation will also be cleared. If, during the course of additional input, the original warning is again triggered, the user must input the explanation again.

Reminder: The user cannot certify or submit a report which contains errors or unexplained warnings.



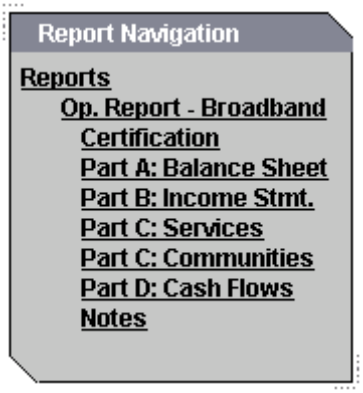
The full list of the Errors and Warnings is included in Appendix A to this section. Others may be added at a later date.

Certification

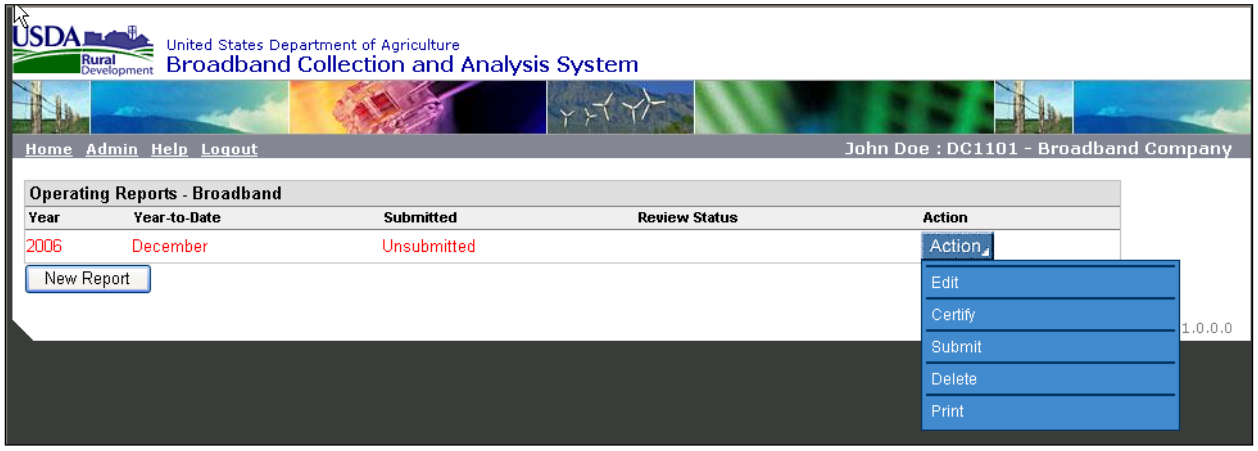
Once all the data is input and any errors corrected and warnings explained, the report is ready for certification and submission. Only the individual designated on the Form 674 as Borrower Certifier can complete this portion of the report. This individual is responsible for reviewing the data to ensure that it is correct and ready to be submitted to Rural Development.

There are two ways to get to the certification screen:

1. If the Borrower Certifier has the report open, he can click on "Certification" in the gray Navigation box on the left side of the screen.



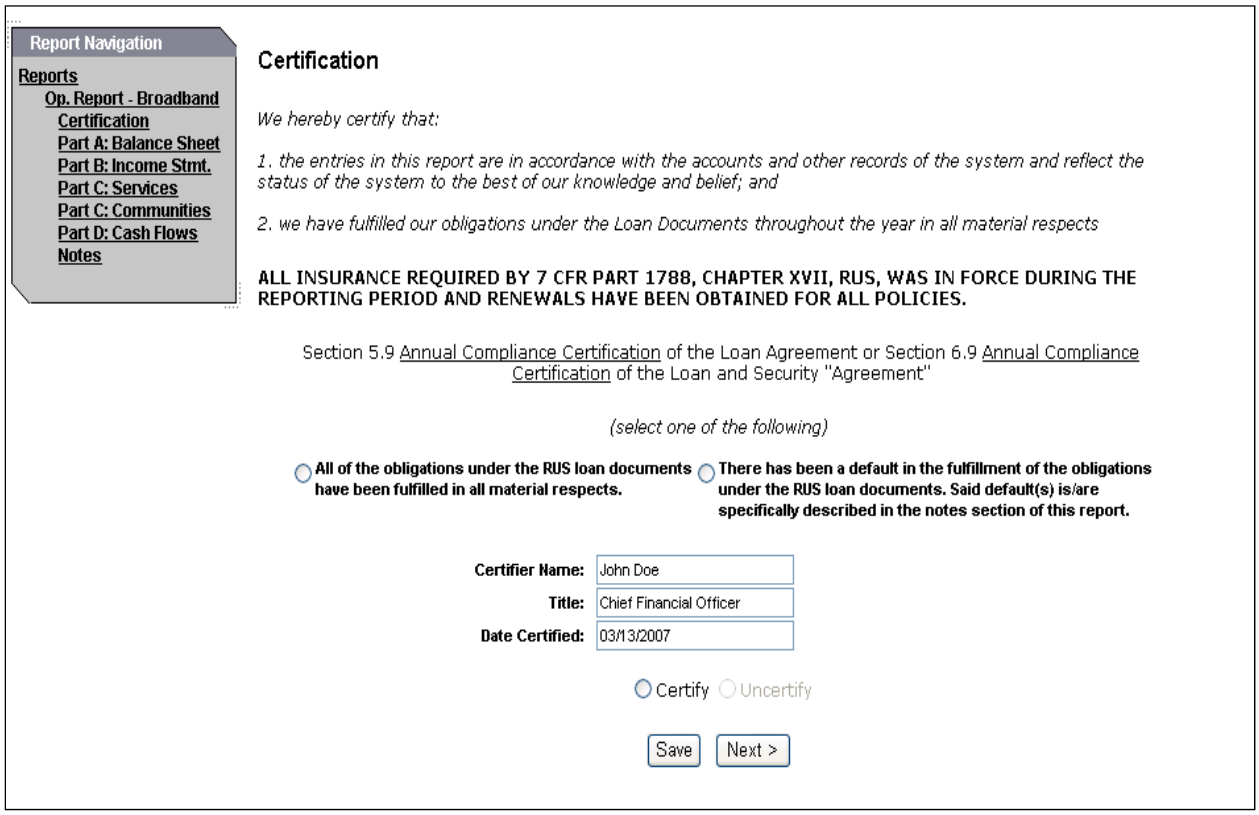
2. If the Borrower Certifier logged into the system but has not yet opened a report, he can access the Certification Screen via the drop down list for the report. Click on the "Action" button, and then select "Certify".



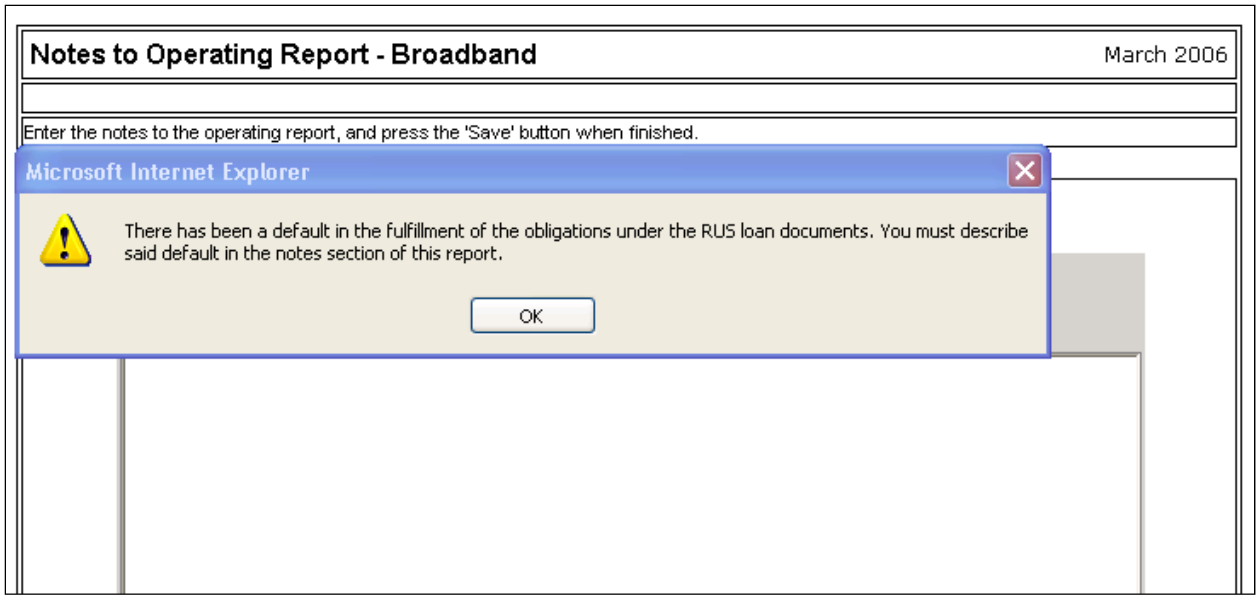
Note on the Certification screen, the name and title of the certifier and certification date are pre-populated and cannot be changed. The name and title of the certifier were input from the information submitted on the Form 674 that was submitted to Rural Development.

In addition, this individual certifies to compliance with the requirements of the loan documents. The report cannot be certified until one of the options is selected. The Borrower Certifier will attest to the borrower's compliance to or default of the loan documents by clicking on one of the two buttons on the certification page, either:

> "All of the obligations under the RUS loan documents have been fulfilled in all material respects"; or
>
> "There has been a default in the fulfillment of the obligations under the RUS loan documents. Said default(s) is/are specifically described in the notes section of this report".

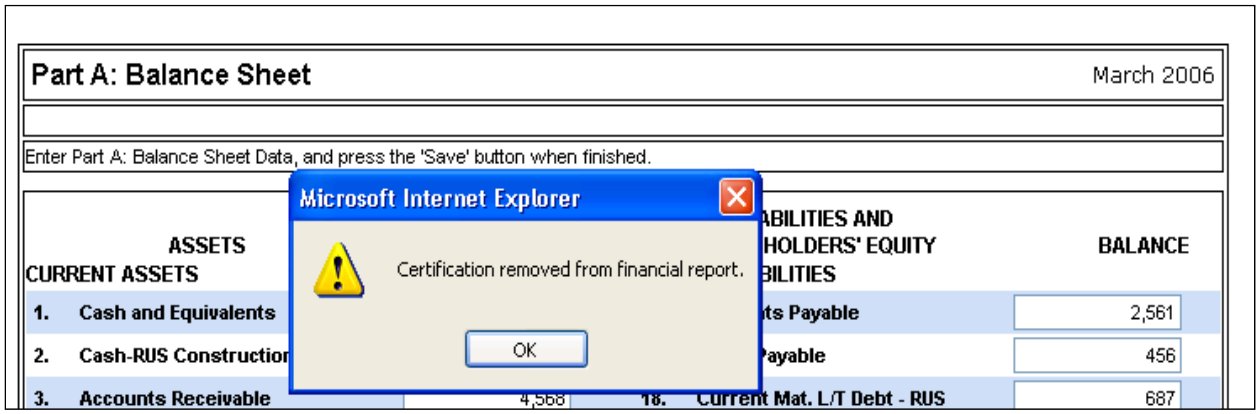


If the certifier selects the option stating that there is a default of the loan documents, the database will jump to the Notes part of the report where an explanation of the default is required. The certifier can begin input by clicking on the "OK" button on the message box.



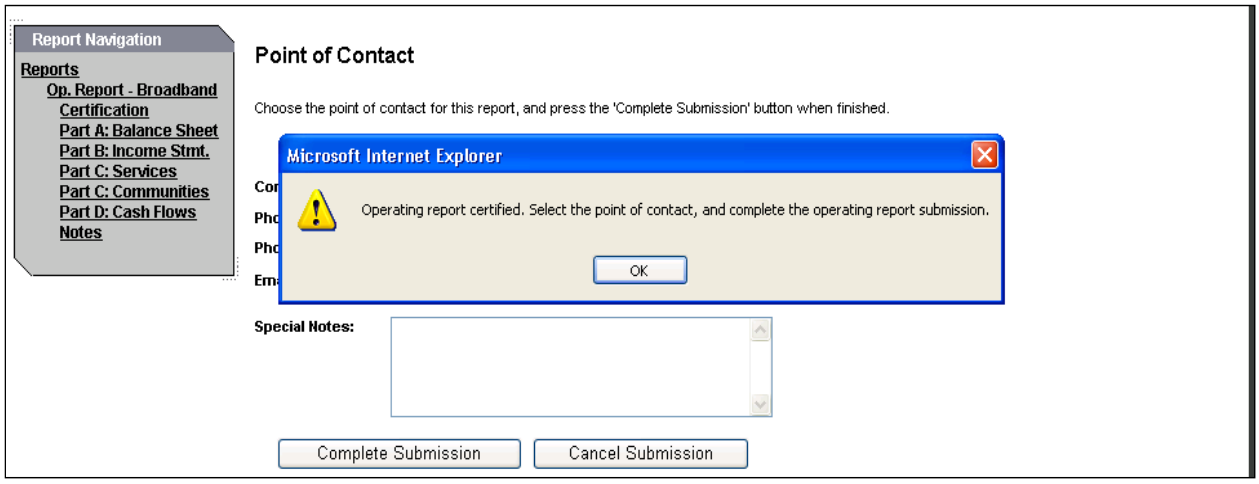
Once the certifier selects an option on compliance with the loan documents, he must certify to the report by clicking on the "Certify" button, then "Save". *Note: If another user is editing the same report, the certifier will not be able to certify the report until the user logs out of the report.*

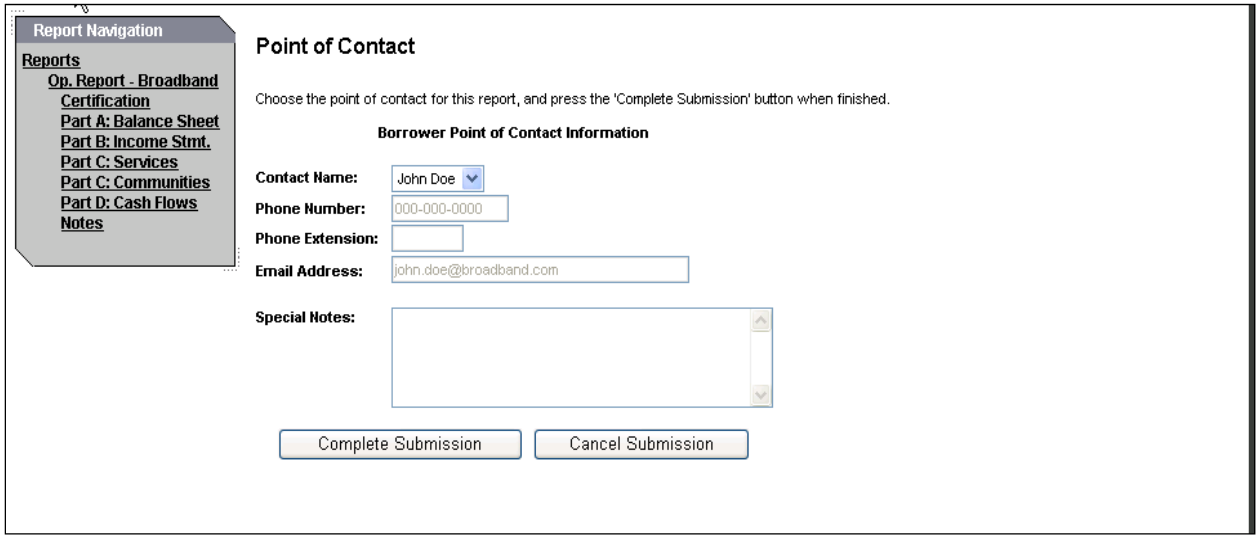
Changes can be made to a certified report that is not yet submitted. Once either the data or a warning explanation is changed, the report is automatically uncertified and will have to be recertified prior to submission.



Submission

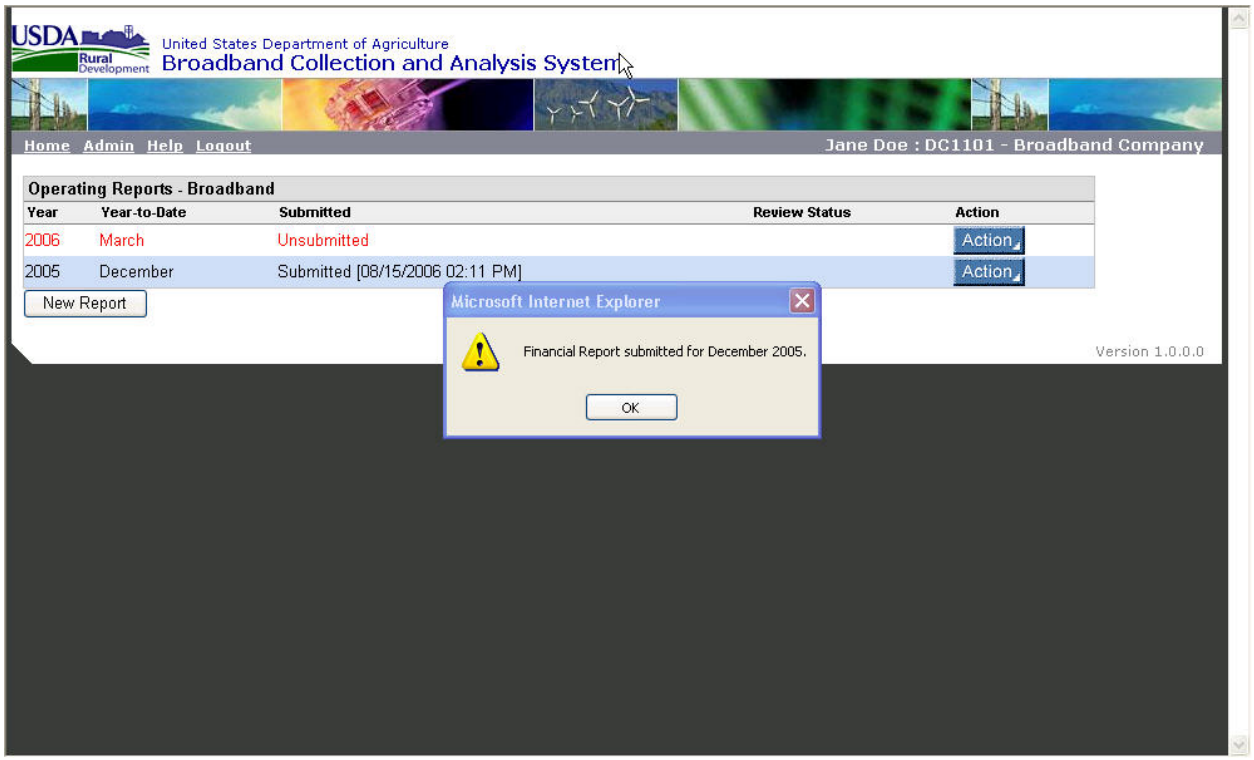
The report is now ready for Submission and a user must complete the Point of Contact information. Click "OK" on the pop-up box.



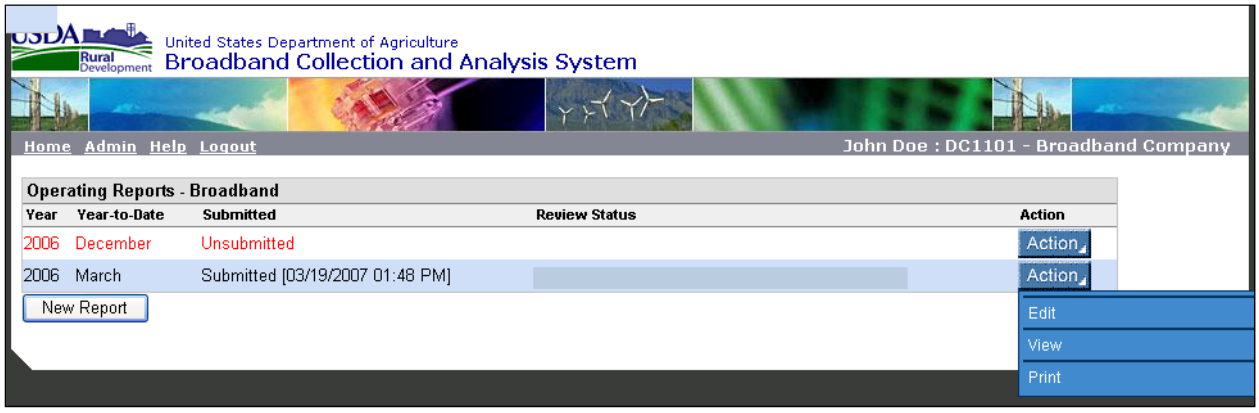


The Point of Contact information is used to notify borrowers when a resubmission or additional information is required. The default point of contact is the Borrower Certifier. However, the contact can be any user listed in the database and associated with the borrower. The drop-down box next to Contact Name lists all users that have been assigned to the borrower.

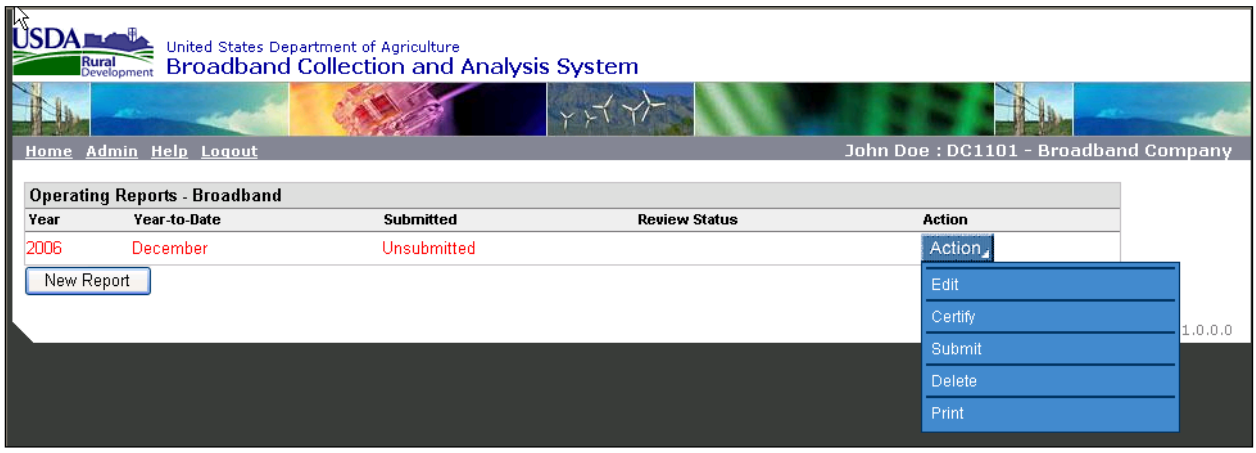
Upon selecting a point of contact, the user clicks the "Complete Submission" button to submit the data to Rural Development for review. The "Cancel Submission" button will return the user to the Reports screen without submitting the report. *Note: Only the Borrower Certifier can submit the report.*

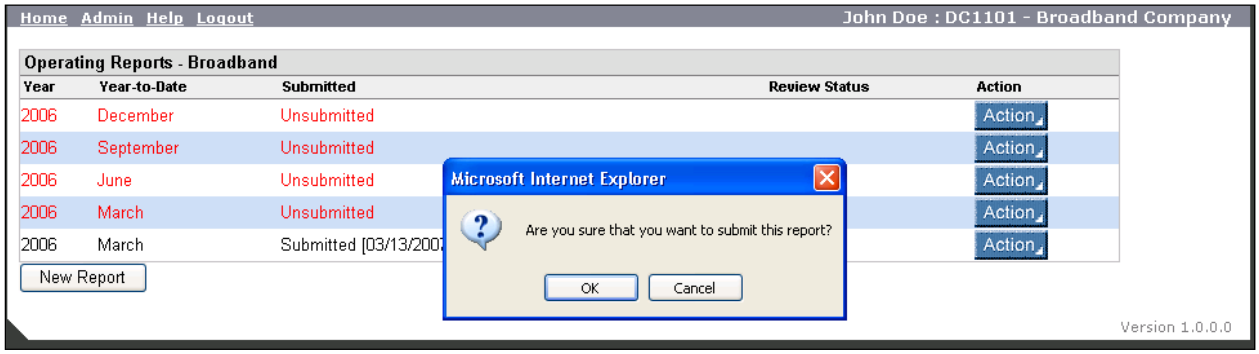


Once a report is submitted, no further edits can be made to that report. The options to Certify and Submit are no longer available in the drop-down Action button. Clicking on Edit in the list will create a new unsubmitted copy of the Submitted Report.

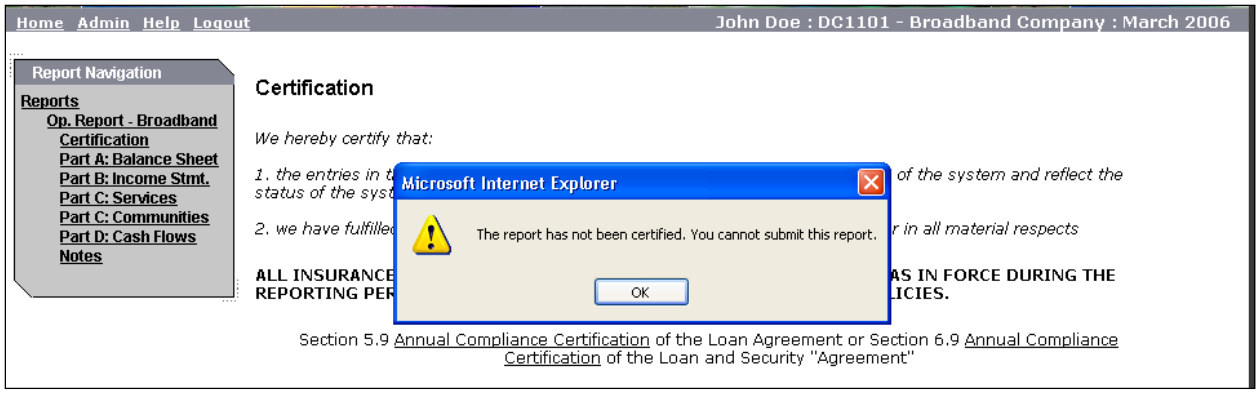


The certifier can also reach the Submission page via the drop down Action button on the Reports page. Click on the “Action” button, and then select “Submit”.



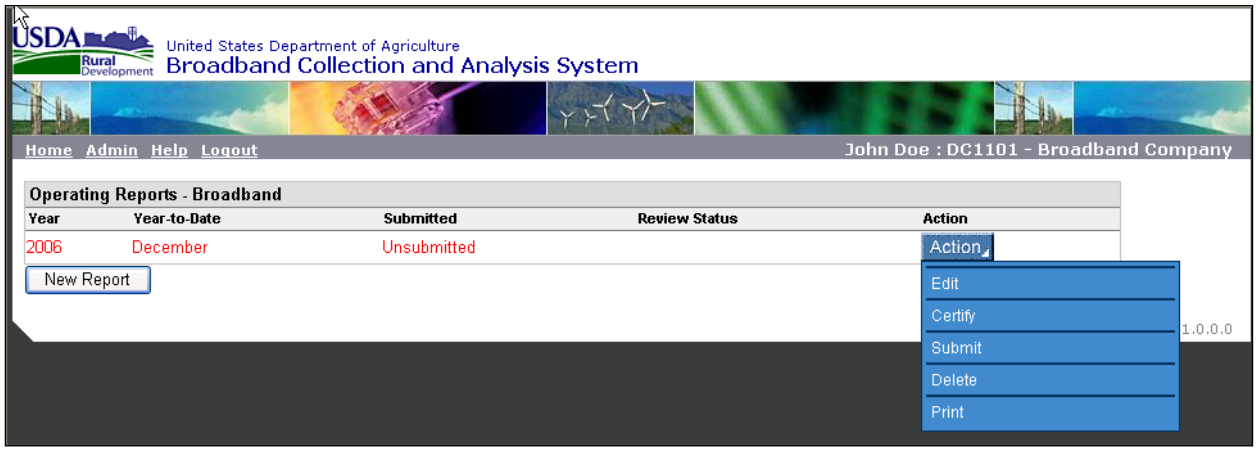


If the report has not been certified, the system will not permit the report to be submitted:

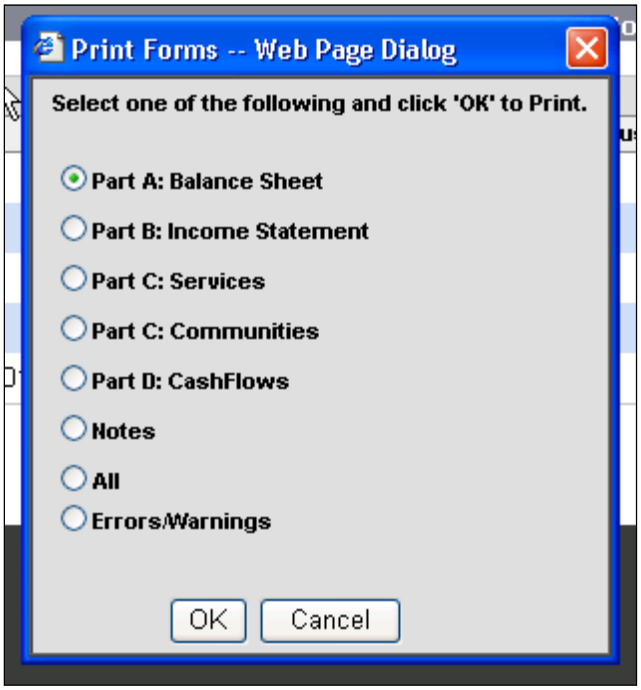


Print Reports

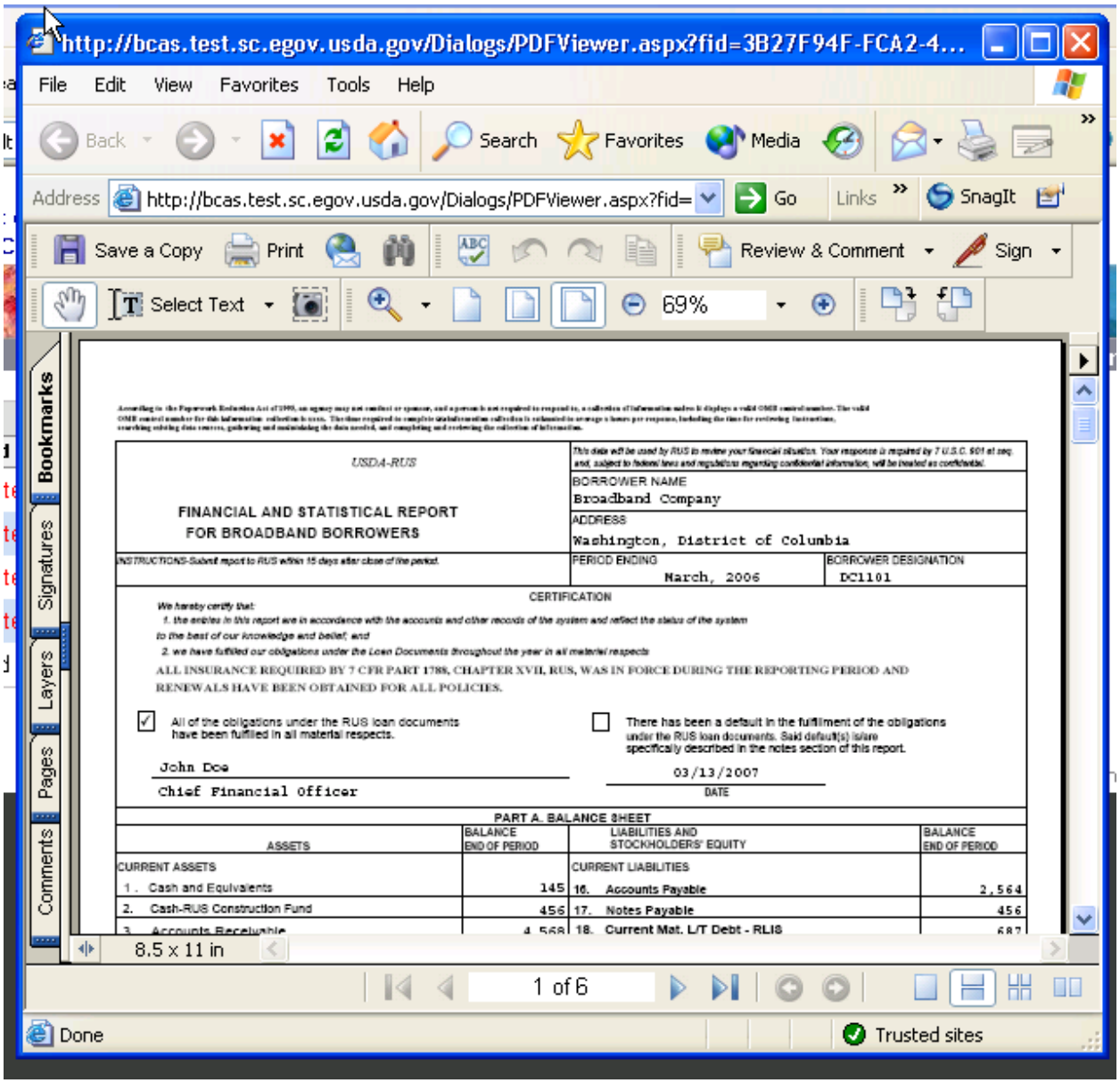
The print function can only be reached from the main Reports page. The Print option is accessed by clicking on the blue "Action" button next to a report.



The user can print either on page of the report or all by clicking in the appropriate button the clicking "OK".



The system will generate a PDF file of the selected report pages. A printed report can be seen at Appendix B to this Section.



Broadband Collection and Analysis System - Errors and Warnings

Part	Page	Code	Description	Error/Warning
A	Balance Sheet	10	1. Cash and Equivalents is generally greater than zero.	Warning
A	Balance Sheet	20	7. Total Current Assets is generally greater than zero.	Warning
A	Balance Sheet	30	10. Telecom. Plant-in-Service must be greater than zero.	Error
A	Balance Sheet	40	13. Less Accumulated Depreciation must be greater than zero.	Error
A	Balance Sheet	50	15. Total Assets must be greater than zero. If not, then you will not be able to submit the form.	Error
A	Balance Sheet	60	18. Current Mat. L/T Debt – RUS is generally greater than zero.	Warning
A	Balance Sheet	70	22. Total Current Liabilities is generally greater than zero.	Warning
A	Balance Sheet	80	27. Total Long-Tem Debt is generally greater than zero.	Warning
A	Balance Sheet	90	29. Cap. Stock Outstand. & Subscribed is generally greater than zero for Commercial Companies.	Warning
A	Balance Sheet	100	29. Cap. Stock Outstand. & Subscribed is generally equal to zero for Cooperatives.	Warning
A	Balance Sheet	110	31. Membership and Cap. Certificates is generally equal to zero for Commercial Companies.	Warning
A	Balance Sheet	120	32. Patronage Capital Credits is generally greater than zero for Cooperatives.	Warning
A	Balance Sheet	130	32. Patronage Capital Credits is generally equal to zero for Commercial Companies.	Warning
A	Balance Sheet	140	33. Retained Earnings or Margins is generally greater than or equal to zero.	Warning
A	Balance Sheet	150	34. Total Equity is generally greater than or equal to zero.	Warning
A	Balance Sheet	160	35. Total Liabilities and Equity is generally greater than zero.	Warning
A	Balance Sheet	170	15. Total Assets must be the same as 35. Total Liabilities and Equity. If these figures are not the same, you will not be able to submit the form.	Error
B	Income Statement	180	1.c.i. Local Network Services Revenues - Internet - Broadband is generally greater than zero.	Warning

Part	Page	Code	Description	Error/Warning
B	Income Statement	190	6. Net Operating Revenues is generally greater than zero.	Warning
B	Income Statement	200	12. Total Operating Expenses is generally greater than zero.	Warning
B	Income Statement	210	19. Interest on Funded Debt is generally greater than zero.	Warning
B	Income Statement	220	22. Total Net Income or Margins, explain the reasons for the net loss.	Warning
C i	Subscriber Info	230	Broadband Data Packages must have at least one package with subscribers.	Error
C ii	Community Info	240	If 1.c.i. Local Network Services Revenues - Internet - Broadband (Part B) is filled, then there must be at least one community with subscribers.	Error
D	Cash Flow	250	Explanation needed if number provided for 5. Other - Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities.	Error
D	Cash Flow	260	Explanation needed if number provided for 17. Other - Cash Flows from Financing Activities.	Error
D	Cash Flow	270	Explanation needed if number provided for 21. Other - Cash Flows from Investing Activities.	Error
D	Cash Flow	280	Ending Cash should equal Current period Balance Sheet, 1. Cash and Equivalents + 2. Cash-RUS Construction Fund.	Error

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is xxxx. The time required to complete this information collection is estimated to average x hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

USDA-RUS

FINANCIAL AND STATISTICAL REPORT FOR BROADBAND BORROWERS

INSTRUCTIONS-Submit report to RUS within 15 days after close of the period.

This data will be used by RUS to review your financial situation. Your response is required by 7 U.S.C. 901 et seq. and, subject to federal laws and regulations regarding confidential information, will be treated as confidential.

BORROWER NAME

ADDRESS

PERIOD ENDING

BORROWER DESIGNATION

CERTIFICATION

We hereby certify that:

1. the entries in this report are in accordance with the accounts and other records of the system and reflect the status of the system to the best of our knowledge and belief; and

2. we have fulfilled our obligations under the Loan Documents throughout the year in all material respects

ALL INSURANCE REQUIRED BY 7 CFR PART 1788, CHAPTER XVII, RUS, WAS IN FORCE DURING THE REPORTING PERIOD AND RENEWALS HAVE BEEN OBTAINED FOR ALL POLICIES.

☐ All of the obligations under the RUS loan documents have been fulfilled in all material respects.

☐ There has been a default in the fulfillment of the obligations under the RUS loan documents. Said default(s) is/are specifically described in the notes section of this report.

DATE

PART A. BALANCE SHEET

ASSETS	BALANCE END OF PERIOD	LIABILITIES AND STOCKHOLDERS' EQUITY	BALANCE END OF PERIOD
CURRENT ASSETS		**CURRENT LIABILITIES**	
1. Cash and Equivalents		**16. Accounts Payable**	
2. Cash-RUS Construction Fund		**17. Notes Payable**	
3. Accounts Receivable		**18. Current Mat. L/T Debt - RLIS**	
4. Notes Receivable		**19. Current Mat. UT Debt-Other**	
5. Materials and Inventory		**20. Current Mat.-Capital Leases**	
6. Other Current Assets		**21. Other Current Liabilities**	
7. Total Current Assets (1 thru 6)		**22. Total Current Liabilities (16 thru 21)**	
NONCURRENT ASSETS		**LONG-TERM DEBT**	
8. Investment in Affiliated Companies		23. Funded Debt-RUS Notes	
9. Other Noncurrent Assets		24. Funded Debt-RTB Notes	
PLANT, PROPERTY, AND EQUIPMENT		25. Funded Debt-FFB Notes	
		26. Funded Debt-Other	
10. Telecom. Plant-in-Service		**27. Total Long-Term Debt (23 thru 26)**	
11. Plant Under Construction		**OTHER LIAB. & DEF. CREDITS**	
12. Plant Adj., Nonop. Plant, & Goodwill		28. Other Long-Term Liabilities	
13. Less Accumulated Depreciation		**EQUITY**	
14. Net Plant (10 thru 12 less 13)		29. Cap. Stock Outstand. & Subscribed	
		30. Additional Paid-in-Capital	
		31. Membership and Cap. Certificates	
		32. Patronage Capital Credits	
		33. Retained Earnings or Margins	
		34. Total Equity (29 thru 34)	
15. TOTAL ASSETS (7+8+9+14)		**35. TOTAL LIABILITIES AND EQUITY (22+27+28+34)**	

Total Equity = _____ **% of Total Assets**

USDA-RUS	BORROWER DESIGNATION
FINANCIAL AND STATISTICAL REPORT FOR BROADBAND BORROWERS	PERIOD ENDING

PART B. STATEMENTS OF INCOME AND RETAINED EARNINGS OR MARGINS

ITEM	YEAR-TO-DATE
1. Local Network Services Revenues	
a. Voice	
b. Video	
c. Internet	
i. Broadband	
ii. Other	
2. Network Access Services and Long Distance Revenues	
3. Miscellaneous Revenues	
4. Other Operating Income	
5. Uncollectible Revenues	
6. Net Operating Revenues (11 thru 4 less 5)	
7. Plant Specific Operations Expense	
8. Plant Nonspecific Operations Expense *(Excluding Depreciation* & Amortization)	
9. Customer Operations Expense	
10. Corporate Operations Expense	
11. Other Operating Expenses	
12. Total Operating Expenses (7 thru 11)	
13. Operating Income or Margins (6 less 12)	
14. Nonoperating/Nonregulated Net Income	
15. EBIDTA (13 + 14)	
16. Depreciation Expense	
17. Amortization Expense	
18. EBIT (15 - 16 - 17)	
19. Interest on Funded Debt	
20. Other Interest Expense	
21. Taxes	
a. Property	
b. Income	
22. Total Net Income or Margins (18-19-20-21)	
23 Dividends Declared (Common)	
24 Dividends Paid	
25 Transfers to Patronage Capital	
26 Principal Payments on Long Term Debt and Capital Leases	
27 TIER (19 + 20 + 22) / (19 + 20)	

USDA-RUS

FINANCIAL AND STATISTICAL REPORT FOR BROADBAND BORROWERS

BORROWER DESIGNATION

ST1101

PERIOD ENDING

September, 2006

PART C. SERVICES

		1. RATES		2. SUBSCRIBERS		
		Residential	Business	Residential	Business	Total
No.	**SERVICE OFFERINGS**	(a)	(b)	(a)	(b)	(c)

USDA-RUS **FINANCIAL AND STATISTICAL REPORT FOR BROADBAND BORROWERS**	BORROWER DESIGNATION ST1101 PERIOD ENDING September, 2006

PART C. COMMUNITIES

USDA-RUS

FINANCIAL AND STATISTICAL REPORT
FOR BROADBAND BORROWERS

BORROWER DESIGNATION: ST1101

PERIOD ENDING: September, 2006

PART D. STATEMENT OF CASH FLOWS

1. Beginning Cash	
CASH FLOWS FROM OPERATING ACTIVITIES:	
2. Net Income	
Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities	
3. Add: Depreciation	
4. Add: Amortization	
5. Other (Explain)	
Changes in Operating Assets and Liabilities:	
6. Decrease/(Increase) in Accounts Receivable	
7. Decrease/(Increase) in Materials and Inventory	
8. Decrease/(Increase) in Other Current Assets	
9. Increase/(Decrease) in Accounts Payable	
10. Increase/(Decrease) in Other Current Liabilities	
11. Net Cash Provided/(Used) by Operations	0
CASH FLOWS FROM FINANCING ACTIVITIES:	
12. Decrease/(Increase) in Notes Receivable	
13. Increase/(Decrease) in Notes Payable	
14. Plus:/(Less) Net Increase/(Decrease) in Long Term Debt (including current maturities)	
15. Plus: Increase/(Less: Decrease) in Capital Stock, Paid-in Capital or Membership and Capital Certificates	
16. Less: Payment of Dividends	
17. Other (Explain)	
18. Net Cash Provided/ (Used) by Financing Activities	0
CASH FLOWS FROM INVESTING ACTIVITIES:	
19. Net Capital Expenditures	
20. Long-Term Investments	
21. Other (Explain)	
22. Net Cash Provided (Used) by Investing Activities	
23. Net Increase/ (Decrease) in Cash	0
24. Ending Cash	0

USDA-RUS **FINANCIAL AND STATISTICAL REPORT FOR BROADBAND BORROWERS**	BORROWER DESIGNATION ST1101 PERIOD ENDING September, 2013

PART E. BIP PERFORMANCE MEASURES

	New Broadband Service	Improved Broadband Service
1. Number of households subscribing to		
2. Number of businesses subscribing to		
3. Number of educational providers receiving		
4. Number of libraries receiving		
5. Number of health care providers receiving		
6. Number of public safety providers receiving		

USDA-RUS **FINANCIAL AND STATISTICAL REPORT FOR BROADBAND BORROWERS**	BORROWER DESIGNATION ST1101 PERIOD ENDING September, 2006

Notes to Operating Report - Broadband

Section 4
System Notifications and Resubmission Process

Reminder Notices

The Reminder Notices are sent by the system to remind the borrower when a report is due and/or when a report is late. The notices will be sent to the user(s) assigned to receive them (see Section 2 – Roles and Responsibilities of the Borrower Administrator: Manage Notifications.)

Submission Reminder Notices

A submission reminder will be sent on the last day of the reporting period. For example, if the borrower is required to report quarterly, the first quarter's reminder notice will be sent on March 31st.

Late Reminder Notices

Late Notices are automatically generated by the system if a report is not submitted within the time requirements set forth in the loan documents. The first notice will be sent 15 days after the end of the reporting period. Using the above example, the first late notice reminder will be sent on April 15th. Subsequent notices will be sent every seven days until the report is submitted.

Sample Late Reminder Notice:

From: RA.dcwashing3.Broadband-RUS
Sent: Date
To: Broadband Company
Subject: Broadband Collection and Analysis System - Late Reminder

Broadband Company has not filled out the following late operating reports:
December 2006

Please log into the Broadband Collection and Analysis System and complete the report submission.

***** Please do not respond to this mailbox. Thank you. *****

Once a report is submitted, it will be reviewed by Rural Development (RD) staff. RD staff will not only review the data but also the written explanations provided for the warnings and any notes. From this review, RD will make a determination as to whether the report with explanations is acceptable or if additional data/explanation is needed.

Report Acceptance

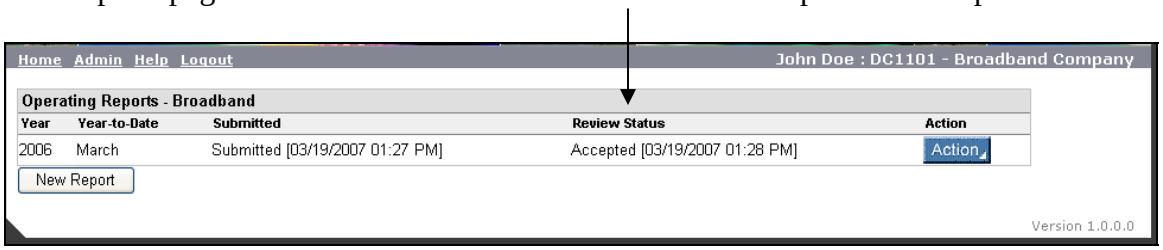
When RD determines that a submitted report is acceptable, the system will send an email informing the borrower of the acceptance. The email will come from the analyst which reviewed the report and will be sent to the Point of Contact which was designated at the time of report submission. No further action is required.

Sample Acceptance Notice:

From: Broadband Division Staff - Washington, DC
Sent: Date
To: Broadband Borrower Point of Contact
Subject: March 2006 Report Accepted for DC1101

The report for March 2006 for the borrower DC1101 has been accepted at [Date].

The Reports page will show under "Review Status" that the report was accepted.



Resubmission Requirement

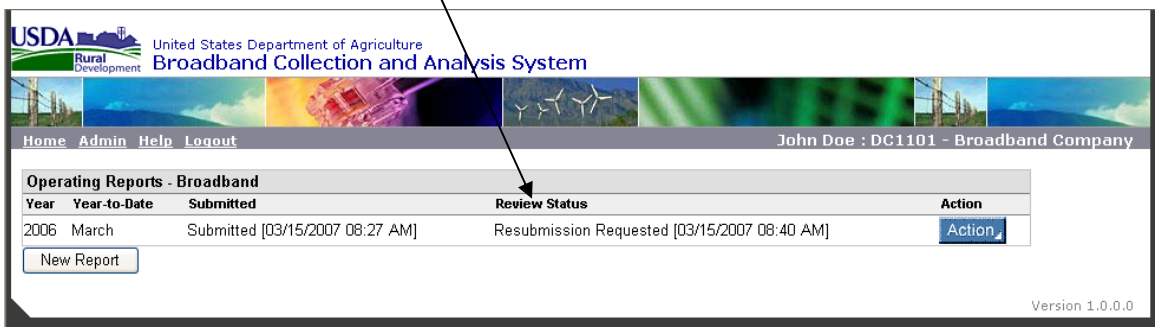
If RD determines that additional data or explanation is needed, or detects an inconsistency with prior reports or financial projections, the borrower will be required to resubmit the report. An email informing the borrower that a resubmission is needed will be generated by the system.

Sample Resubmission Request Notice:

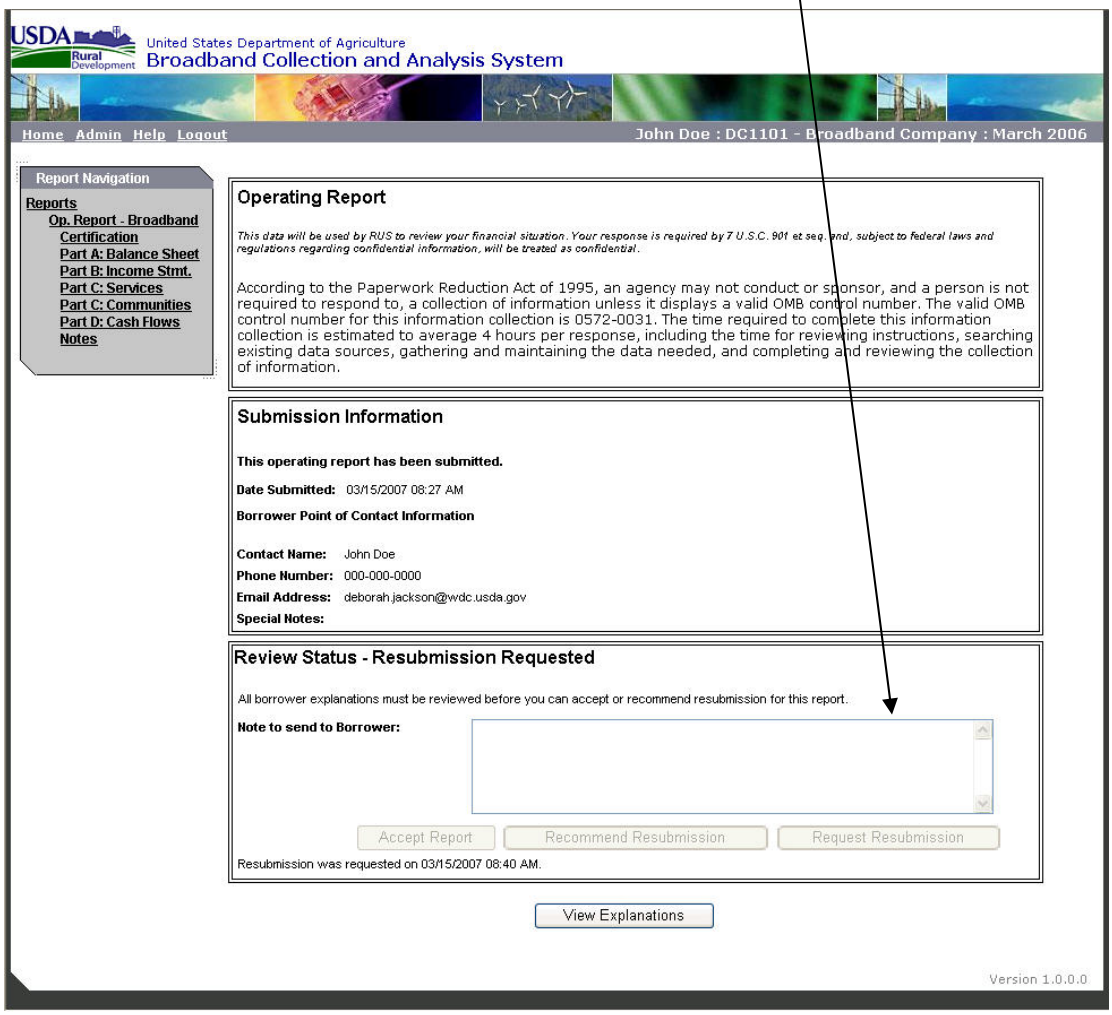
From: Broadband Division Staff - Washington, DC
Sent: Date
To: Broadband Borrower Point of Contact
Subject: March 2006 Resubmission Requested for DC1101

The report for March 2006 for the borrower DC1101 needs to be resubmitted. The resubmission was requested at [Date].

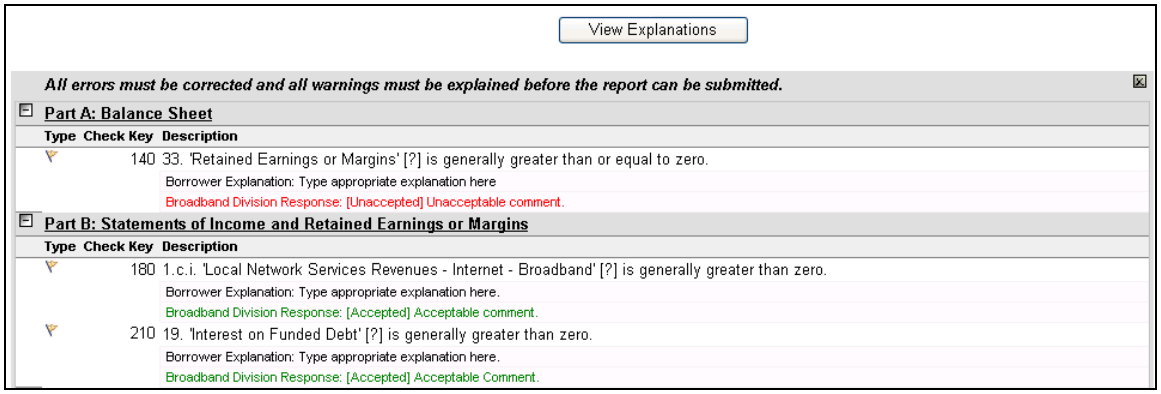
Additionally, the "Review Status" on the Reports page will indicate that a resubmission was requested.



To review the reason(s) for the resubmission, click on the “Action” button and select “View” for the report where a resubmission was requested. Click on “Op. Report – Broadband” in the gray navigation box. View the reasons in the “Note to send to Borrower” field in the “Review Status – Resubmission Requested” box.



Additionally, RD staff comments on the “Warning Explanations” can be viewed by clicking the “View Explanations” button. Unaccepted explanations appear in Red, accepted explanations in Green.

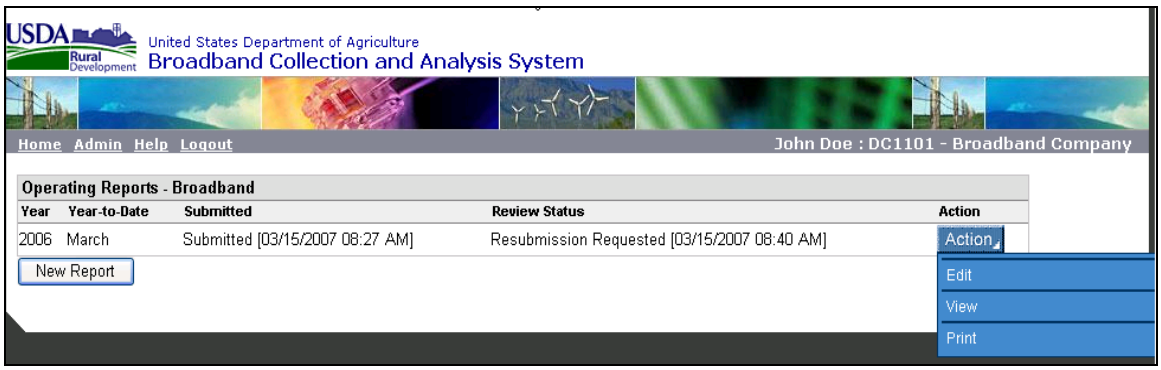


The borrower must create a new report for submission addressing RD’s comments and correcting any discrepancies. The Borrower User may create a new blank report or a copy of the submitted report.

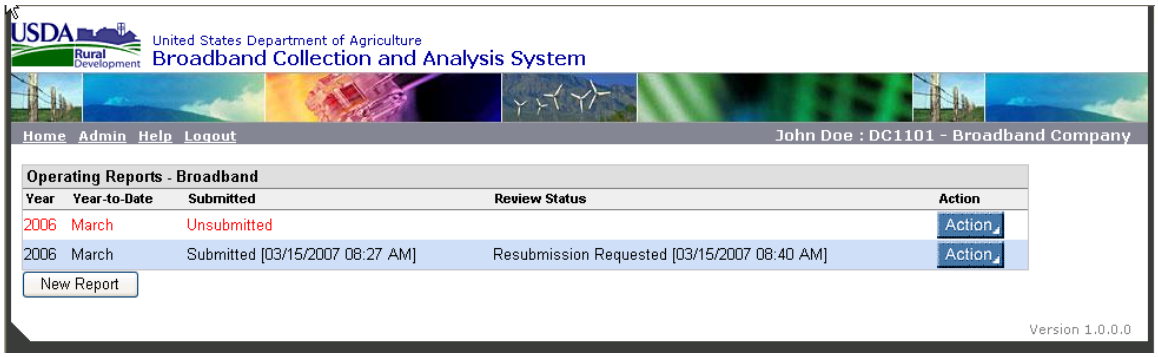
Creating a New Blank Report or Copy of Submitted Report

The user can create a new blank copy of the submitted report by clicking on the “New Report” button. The user should follow the instructions for creating a new report in Section 3 of this manual, selecting the month and year of the report to be resubmitted.

A copy of the submitted report is created by clicking on the “Action” button and selecting “Edit”.

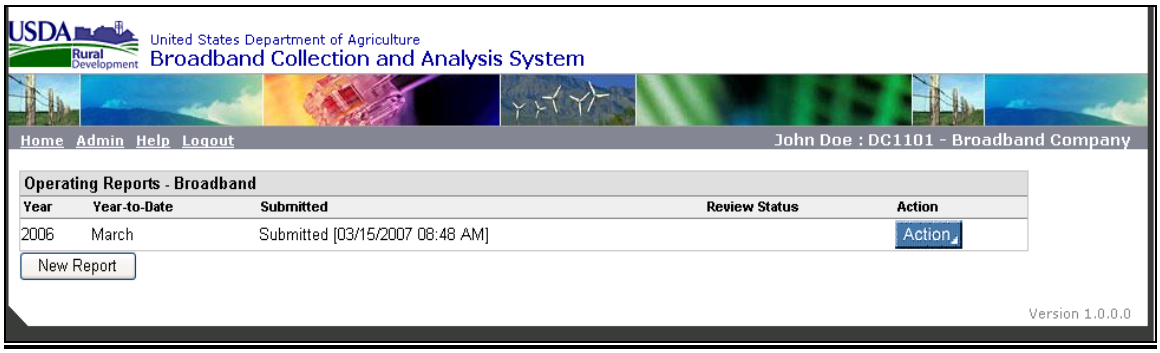


The system generates a new Unsubmitted report with all the previously saved data and warning explanations. The reply comments from Rural Development are not transferred to the new report.



The user can make changes to the data or explanations as needed. The Borrower Certifier must certify the edited report prior to resubmission.

Once the edited report is submitted, it will replace the previously submitted report on the "Reports" page. The system permits only one Submitted report and one Unsubmitted report for each reporting period.



Note: If the borrower determines that a resubmission is required due to a change in data for that quarter, the borrower must resubmit the report even if the previous report was "Accepted".