Community Connect Program

Application Intake System
User Manual for Fiscal Year 2025

Rural Utilities Service

Telecommunications Program

February 20, 2025

Executive Summary

This Community Connect Application Intake System User Manual for Fiscal Year 2025 (Manual) provides a detailed explanation of the application process for the Community Connect financial assistance program administered by the Rural Utilities Service (RUS). Please consult this Manual for instructions on how to prepare and submit a complete application.

Additionally, to better understand the Community Connect programmatic requirements and characteristics, please consult the Community Connect Grant Program Application Guide-FY 2025 (Program Guide), Notice of Funding Opportunity (NOFO) Published on January 10, 2025, and the program regulation at 7 CFR 1739. All of these items are available on the **To Apply** page of the Community Connect website.

Notes:

1. All references to figures and tables in the text of this Manual are clickable links to the relevant illustrations and tables.
2. This Manual contains clickable links to sections within the Manual that describe functionality and instruction sets that are common across the Intake System.

Version	Change	Date
V1	Initial publication	February 20, 2025

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1 Intake System Basics

1.1 Application Tabs

The Community Connect Application Intake System (Intake, Intake System) consists of eight different tabs—project, service area(s), network, financials, environmental, certifications, documents, and summary/submit. Due to the interdependencies of the application, some pages may or may not appear, depending on the answers to other questions and selections made in previous tabs. This manual is designed to assist you in completing an application and provides insight and additional guidance on information that you should consider including when answering certain questions.

You should prepare all the necessary information and documents before beginning the process of applying to efficiently complete an application.

Data flows from early portions of the application to later portions. The data in the early portions of the application also contribute to calculations that occur later in the application. Changing answers to early portions of the application will affect the information provided in later tabs. Therefore, it is important to complete the application in order from left to right and from top to bottom of each page.

Project tab: Provide information about the project (e.g., description of the project, key management, pre-existing operations, and answers to questions about the project). These pages **must** be completed before addressing any other portion of the application. Changing answers to questions on the **Project Information** page will change (and may delete) information entered on later pages of the application.

Service Area(s) tab/page: Define the proposed funded service area (PFSA) for the project. This page informs the structure of many pages under the **Network** and **Financials** tabs and **must** be completed after addressing the **Project Information** page and **before** addressing any other tab in the application. Changing the service area will affect other pages in the application.

Network tab: Provide information about the proposed network design for the project and project costs. Among other elements, expand on the type of technology that will be used and the interconnections of the design. All pages under this tab must be completed before starting the **Financials** tab because information entered under the **Network** tab (**Network Design, Buildout Timeline and Milestones, Capital Investment Workbook, and the Capital Investment Schedule**) feeds into different pages of the **Financials** tab. The **Network** tab can take significant time to complete.

Financials tab: Input financial information for your project and upload supporting documents. Provide annual financial information for both historical and forecast years, as well as service offerings and subscriber projections. The application system populates some portions of pages under this tab based on the information entered under the **Project, Service Area(s)** and **Network** tabs. The **Financials** tab can take significant time to complete.

Environmental: Draw or upload and define sites and routes on the construction map and complete all necessary environmental questionnaires — **Site, Route, Project, and National Historic Preservation Act (NHPA) Section 106** — to assist RUS in determining the project's impact on the environment. The **Service Area(s)** page must be completed before addressing the Environmental tab. This tab also requires accessing information from other federal agencies with roles in species management. The Environmental tab can take significant time to complete.

Certifications tab: Agree to adhere to the requirements of all certifications. Only your organization's Representative Signer Certifier (Rep Sign Cert) can complete the certifications. See **Appendix A – Intake System Account Creation, Intake Security Roles,** for a description of the Rep Sign Cert and all other security roles.

Documents tab: For easier management and reference, the **Documents** tab houses all documents uploaded while completing the different portions of the application.

Summary/Submit tab: Review the application before submission. The page provides a [Validate Application] button that can be used at any time during application process to check for errors and warnings. The page also provides a [View Application PDF] button, which you can use at any time to generate a pdf of your in-progress application. If no issues are encountered during validation, submit the application. Only the Rep Sign Cert can submit the application.

1.2 Supported Browsers

The Intake System functions in Microsoft Edge and Google Chrome. **Intake will not function in Microsoft Internet Explorer and Safari** (Table 1).

Table 1: Supported Browsers

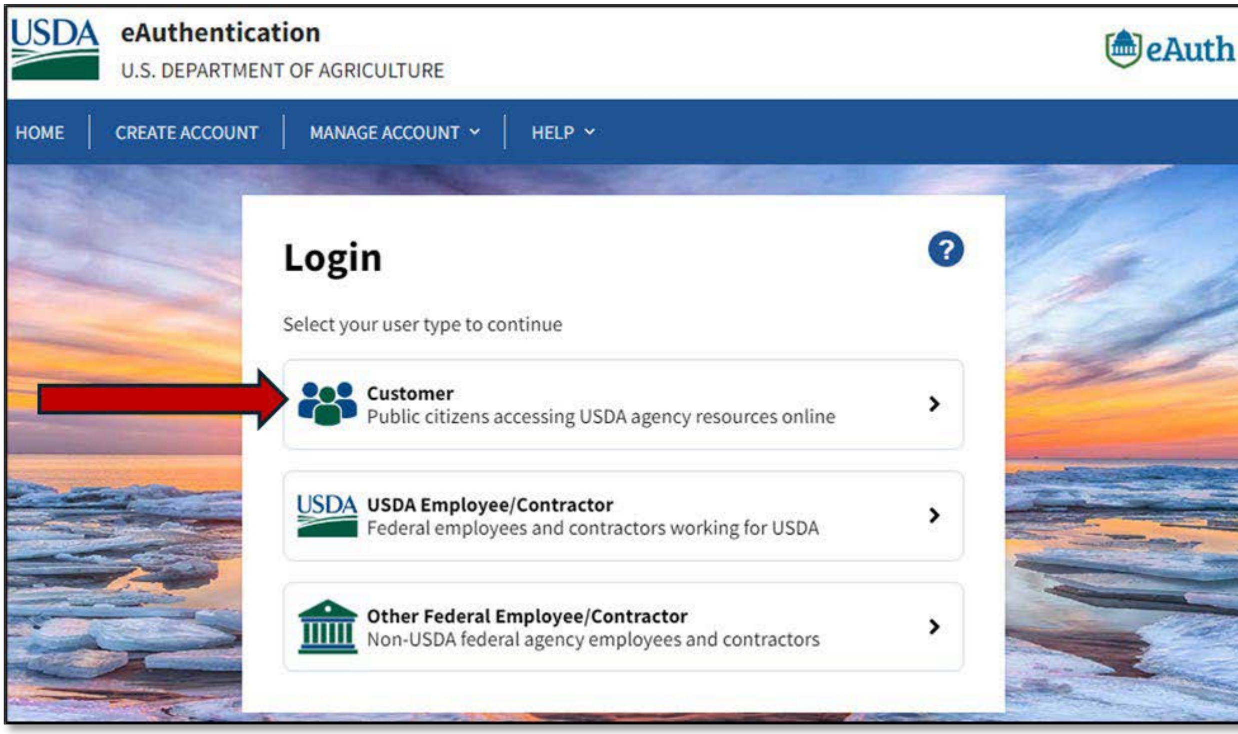
Icon	Supported Browser	Download Source
	Microsoft Edge	Microsoft
	Google Chrome	Google

1.3 Logging in to Intake

Bookmark this link for the login page for the Intake System.

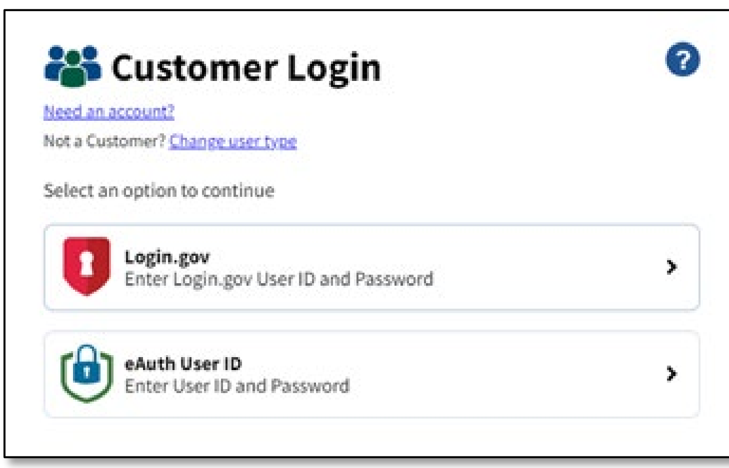
The link takes you to the **USDA eAuthentication (eAuth) login** page. Choose "Customer". See Figure 1.

Figure 1: eAuth Login Page



The **Customer Login** page opens (Figure 2). There are two options to access the Intake System, the Login.gov link and the eAuth User ID.

Figure 2: Customer Login Window

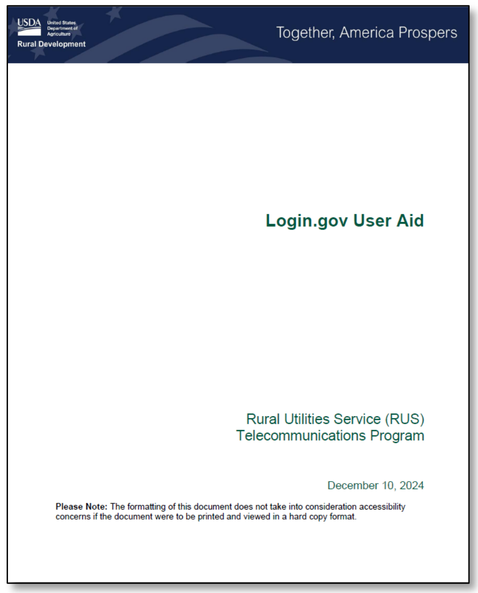


Starting October 1, 2024, ALL users regardless of registration date must login using Login.gov credentials only. Logging in with eAuth IDs will no longer be supported.

As a result, RUS/Telecom encourages you to **link** any pre-existing Level 2 eAuth to an appropriate Login.gov account as soon as possible. By linking your accounts, you will ensure that all your activity within the respective RUS/Telecom systems will appear under the same user account.

Please see the Login.gov User Aid (Figure 3) for instructions on logging in. The Login.gov User Aid explains how to obtain a Login.gov credential and how to link it to your eAuth credential. It also provides resources from both eAuth and the Login.gov website to assist you.

Figure 3: Login.gov User Aid



USDA Rural Development

Together, America Prospers

Login.gov User Aid

Rural Utilities Service (RUS)
Telecommunications Program

December 10, 2024

Please Note: The formatting of this document does not take into consideration accessibility concerns if the document were to be printed and viewed in a hard copy format.

RUS does not control either eAuth or Login.gov, so please consult the Login.gov User Aid, Login.gov help pages, and eAuth help pages.

1.4 Account Creation

You must first create an account before you can start an application. If you created an account for previous a Reconnect or Rural Telecommunications Infrastructure application, you may use the same account to submit a Community Connect application. **See Appendix A for directions on how to create an account.** For details on the expectations for your account documents, please consult the Program Guide.

Important Account Advice

Even if you have an account from a previous ReConnect or Rural Telecommunications Infrastructure application, some your information may have changed Make sure that you have provided current information for all questions and uploaded an up-to-date version of all relevant documents. **See Appendix B – Account Information (New and Returning Users)** for a more detailed overview of account information.

2 Application Creation

After setting up your account, you can create an application on the **Authorizations** page. You may create multiple applications; however, only a single application can be submitted. Once an application is submitted, the action cannot be undone. All applications that were not submitted will no longer be visible to you after the application deadline passes. Please refer to the Program Guide for information regarding the application submission window.

View Application PDF

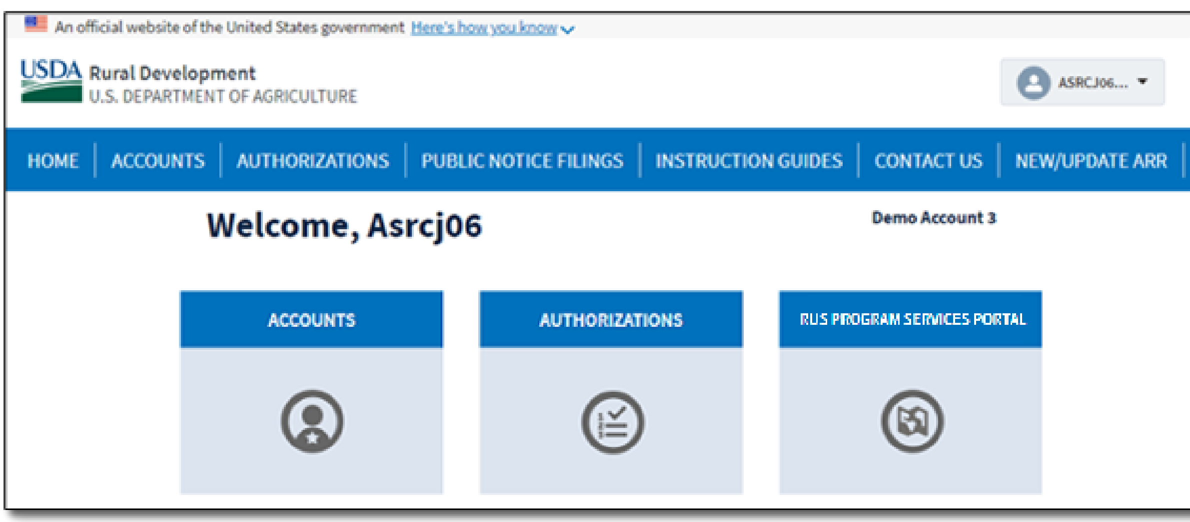
You can create a PDF at any time during the application process. You may wish to create a PDF if you need to start a new application, or if you need to review information you . Use the [View Application PDF] button as described in section 10.1.

You may only submit ONE application.

2.1 Creating an Application

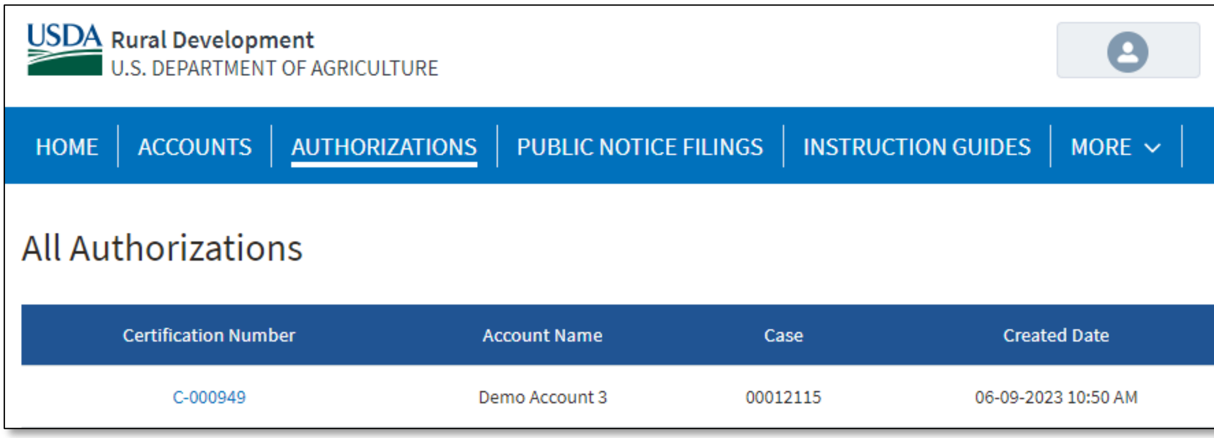
1. From the Intake **Home** page, click the **Authorizations** tab or tile (Figure 4).

Figure 4: Home Page



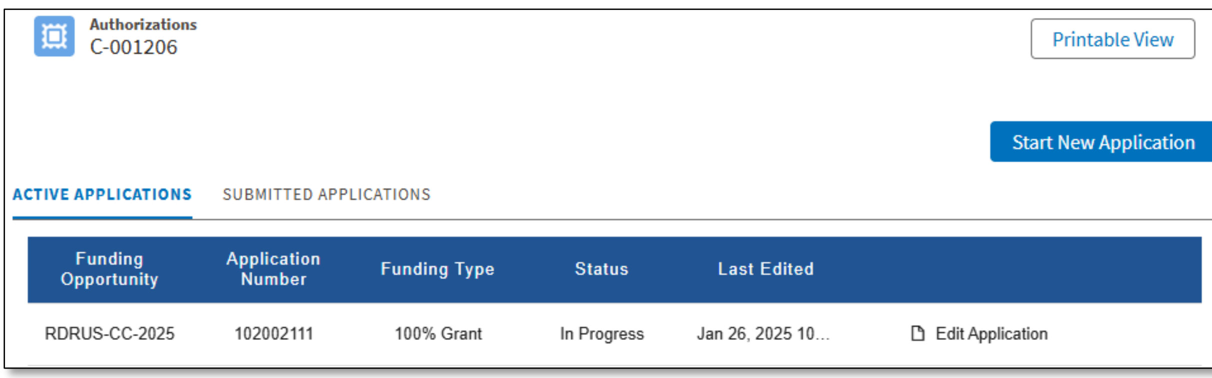
2. The **All Authorizations** page displays. Click the applicable Certification Number (Figure 5).

Figure 5: All Authorizations Page Showing Certification



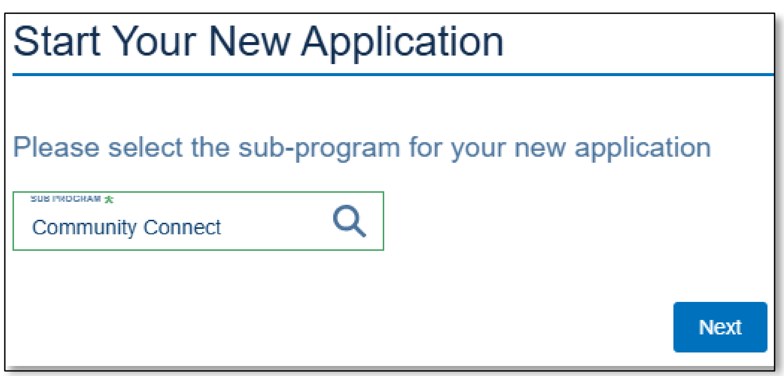
3. The **Authorizations** page displays the **Active Applications** tab (Figure 6). From this page, you can view and edit any active applications. To start a new application, click the [Start New Application] button on the right side of the screen.

Figure 6: Start New Application Button



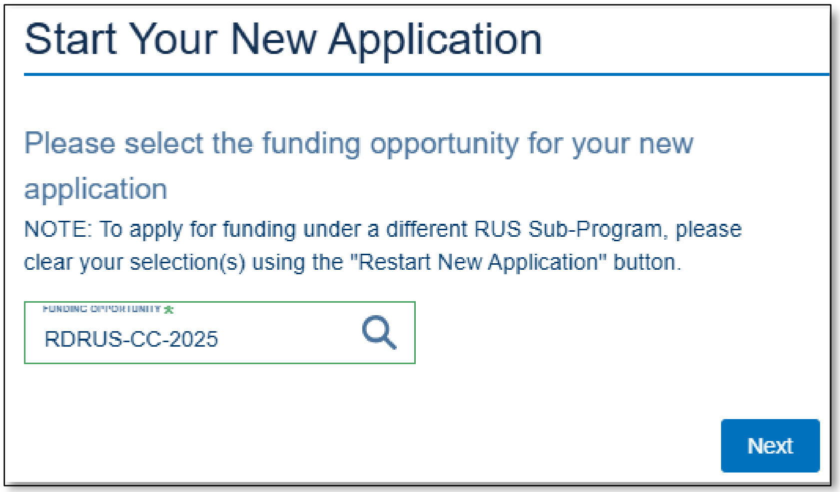
4. The **Start your New Application** page displays (Figure 7). Click the Sub Program field, then select Community Connect. Click the [Next] button.

Figure 7: Application Start Page – Partial – Select Sub-Program



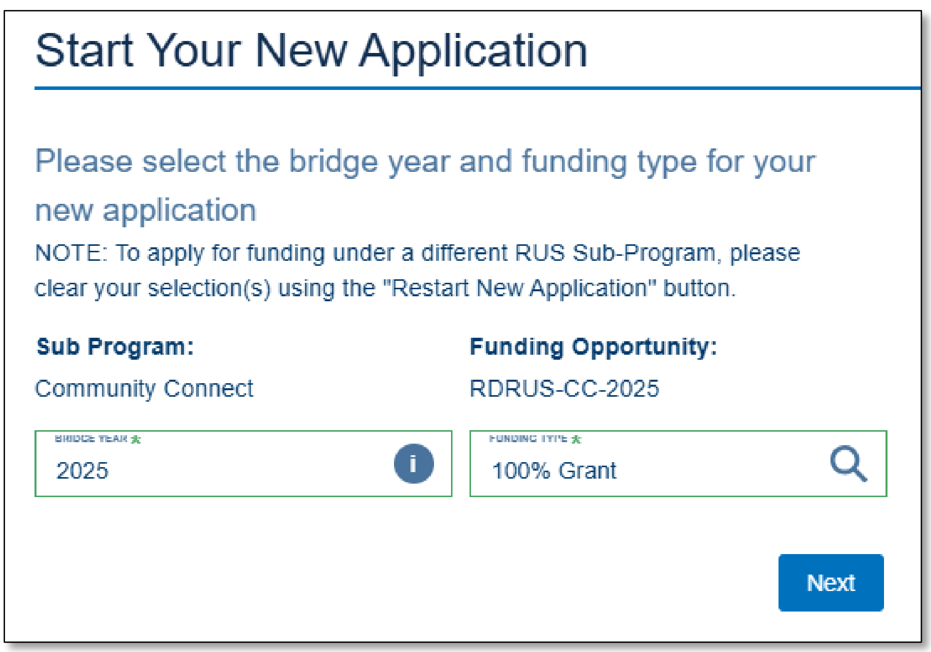
5. The **Select Funding Opportunity** page displays (Figure 8). Click the Funding Opportunity field, then select the applicable option. Click the [Next] button.

Figure 8: Application Start Page – Partial – Select Funding Opportunity



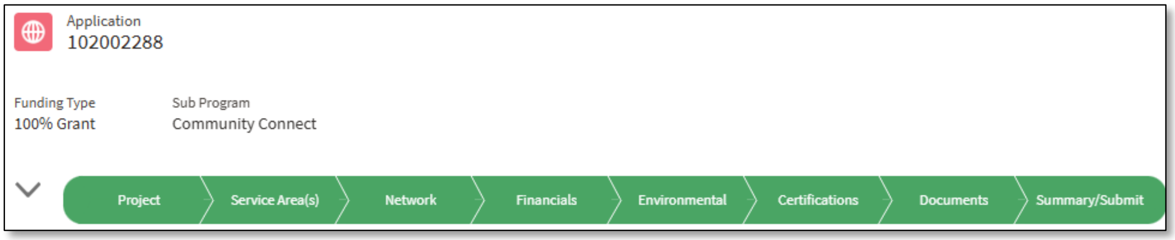
6. The Bridge Year field and Funding Opportunity fields display. Click the Bridge Year drop-down menu, then select the applicable option (Figure 9).
   - The bridge year must be the same as the year in which you submit the application. If they differ, will see an error message when you run the application validation (see section 10.2)
7. Click the Funding Type field, then select the 100% Grant option (this is the only funding type available for Community Connect). When finished, click the [Next] button.

Figure 9: Application Start Page – Partial – Select Bridge Year and Funding Type



8. Click the [Next] button.
9. The green Application Navigation Bar displays (Figure 10). Either click anywhere on the green bar or click the down arrow to its left at any time to reveal or hide the contents of all application tabs.

Figure 10: Application Navigation Bar



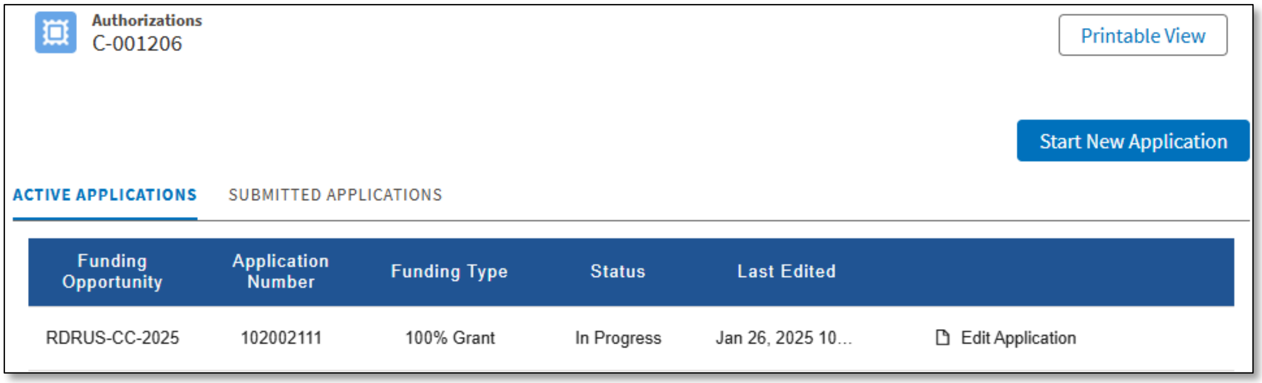
2.2 Returning to Your Application

After an application is created, you can navigate to the **Project** tab and begin completing the application.

> **Application Advice**
>
> You can submit only one application, but you may start multiple applications in the Intake System. If your organization creates more than one application, make a note of each application number and any other information you need to know about the application. An application cannot be deleted after it's been created. Be sure you are working in the application you want to update.

1. From the **Home** page, click the **Authorizations** tab or (see section 2.1 for screenshots).
2. The **All Authorizations** page displays. Click the applicable Certification Number.
3. The selected account's **Active Applications** page displays. Within the **Active Authorizations** tab, click the [Edit Application] button to the right of the desired application (Figure 11).

Figure 11: Active Applications and Edit Application Link



4. The Application Navigation Bar displays. From here, you can navigate to any part of the selected application (Figure 10).

3 Project Tab

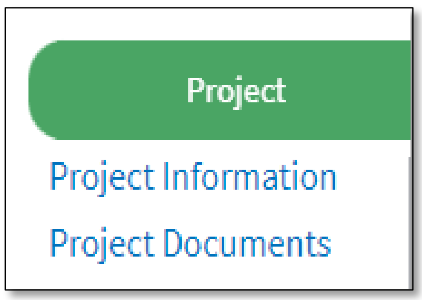
Enter high-level information on your proposed project. For further information regarding what constitutes an eligible project, please refer to the Program Guide and the eligibility requirements published in the Community Connect program regulation at 7 CFR 1739.

Validate Your Application

You can the validation feature in section 10.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

Click the **Project Information** link on the **Project** tab menu (Figure 12).

Figure 12: Project Tab Menu



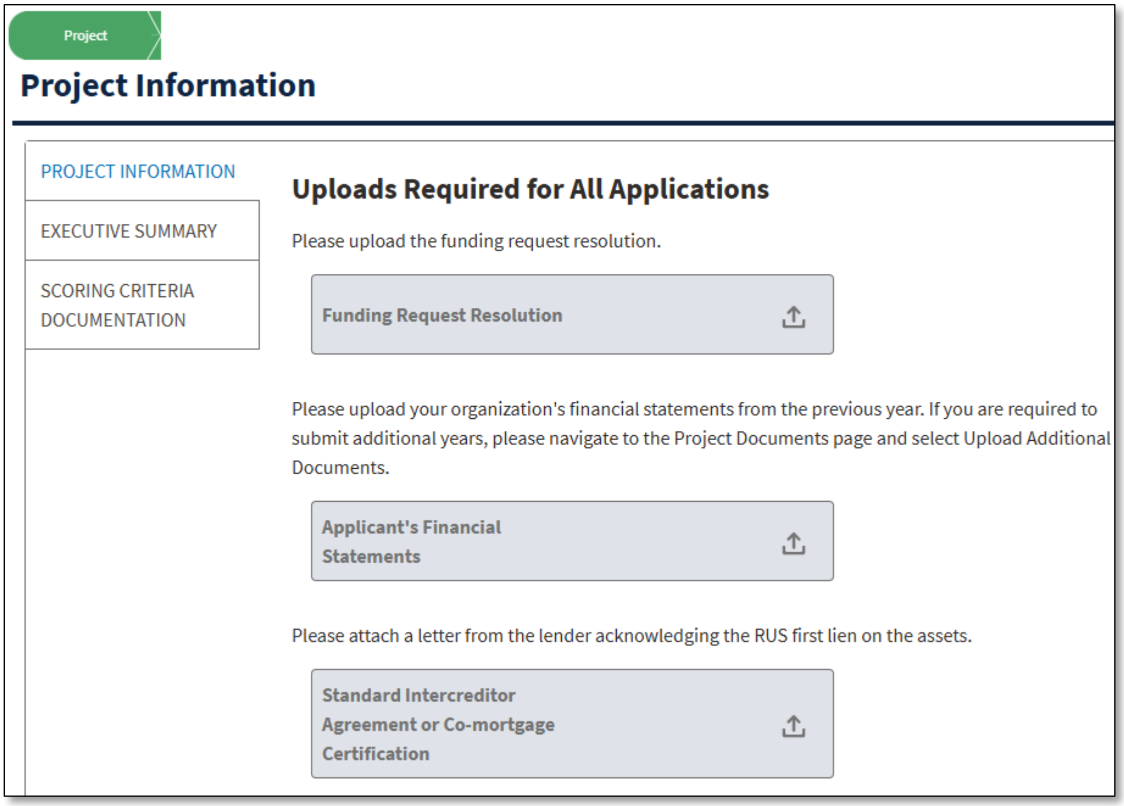
3.1 Project Information

3.1.1 Project Information Required for All Applicants

The **Project Information** page displays (Figure 13). Upload the following documents which are required of all applicants. Click the upload field for each document to provide it:

- Funding request resolution
- Your organization’s audited financial statements from the previous year
- Standard intercreditor agreement or co-mortgage certification

Figure 13: Project Information Uploads Required for All Applications



3.1.2 Additional Required Project Information – All Applicants

The rest of the questions on the page also require responses. Depending on your answers, required document upload fields may appear. See (Figure 14).

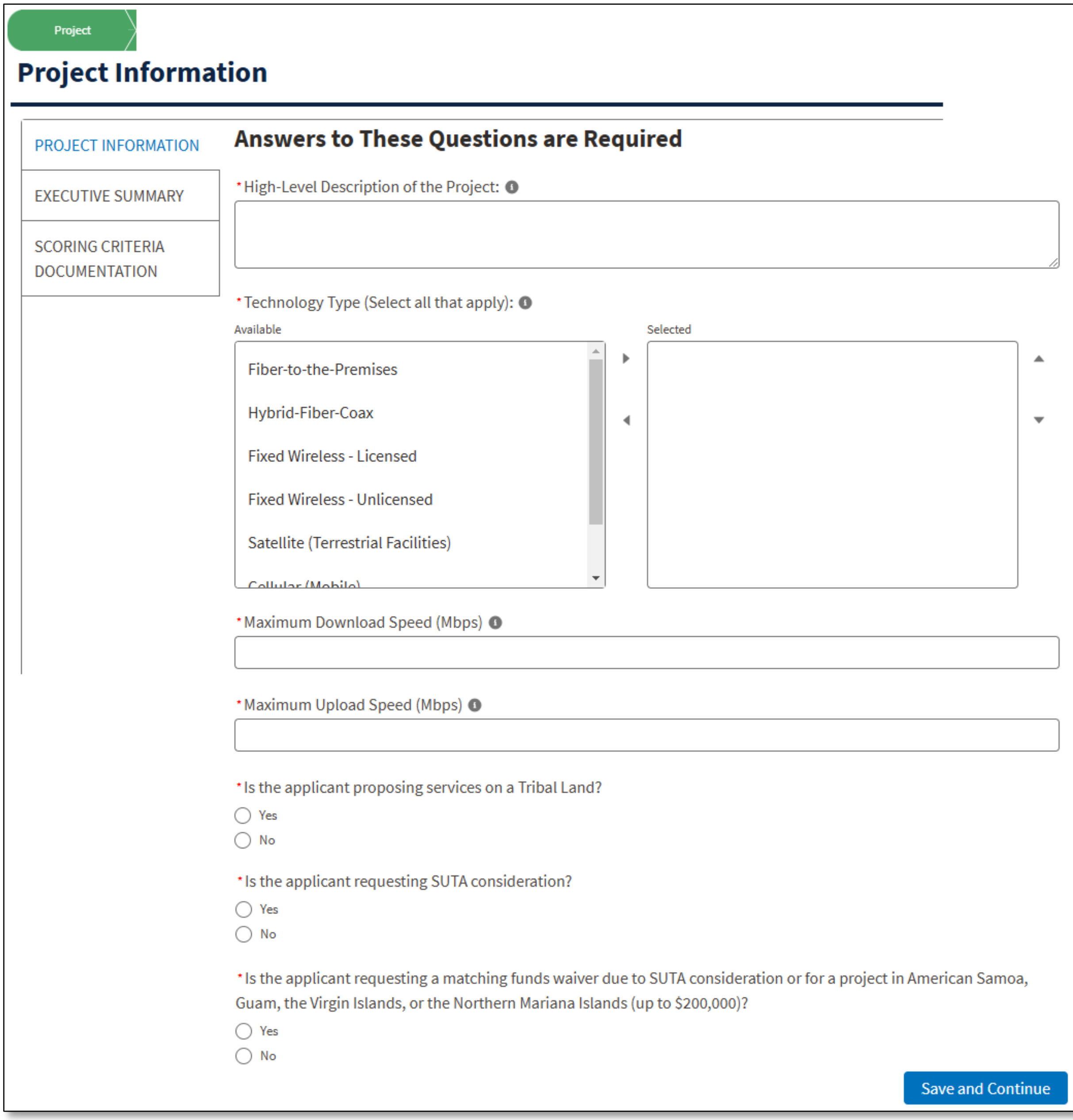
- High-level Description of The Project: Please include a high-level description of the project in this box. This information will be made available to the public and should be clear, concise and brief.
- Technology Type (Select all that apply): Use the picklist to select one or more applicable options and click the right arrow to move the selection to the Selected column. Not all technology types are eligible for Community Connect funding. This list is used by other RUS Telecom programs in additional to Community Connect:
  - Fiber-to-Premises
  - Hybrid-Fiber-Coax
  - Fixed Wireless - Licensed
  - Fixed Wireless – Unlicensed:
  - Satellite (Terrestrial Facilities): this is not an eligible option
  - Cellular (Mobile): this is not an eligible option
  - Other (Specify): If you select Other, a required text entry field appears so that you can the technology. If you need more space, you can attach supporting documents (see section 3.4); just be sure to give any supporting uploads clear, concise document names so that reviewers can easily find them.

- Maximum Download and Upload Speeds: Enter the lowest maximum download and upload speed (in Mbps) that the provider is capable of offering in the area for this project

> **Maximum Download/Upload Speed**
>
> This number is the lowest value of the technology's maximum speed, not lowest speed the provider will offer for service. For example, if a provider deploys gigabit FTTP to the project area, this value would be 1,000. If the provider deploys DSL that has a maximum speed of 100 Mbps in some parts of the project area and 25 Mbps in other parts of the project area, this value would be 25.

- "Is the applicant proposing services on a Tribal Land?"**:** If you choose Yes, a required upload field appears on the screen. NOTE: Only a single document can be uploaded here. If additional documents need to be uploaded, click on the "Click here to view, update, or add additional documents" hyperlink
- "Is the applicant requesting SUTA consideration?" If you choose Yes, an upload field appears for the required supporting documentation
- "Is the applicant requesting a matching funds waiver due to SUTA consideration or for a project in American Samoa, Guam, the Virgin Islands, or the Northern Mariana Islands (up to $200,000)?" If you choose Yes, an upload field appears for the required supporting documentation

Figure 14: Additional Project Information Required for All Applicants



After you complete the page, click the [Save and Continue] button.

Validate Your Application

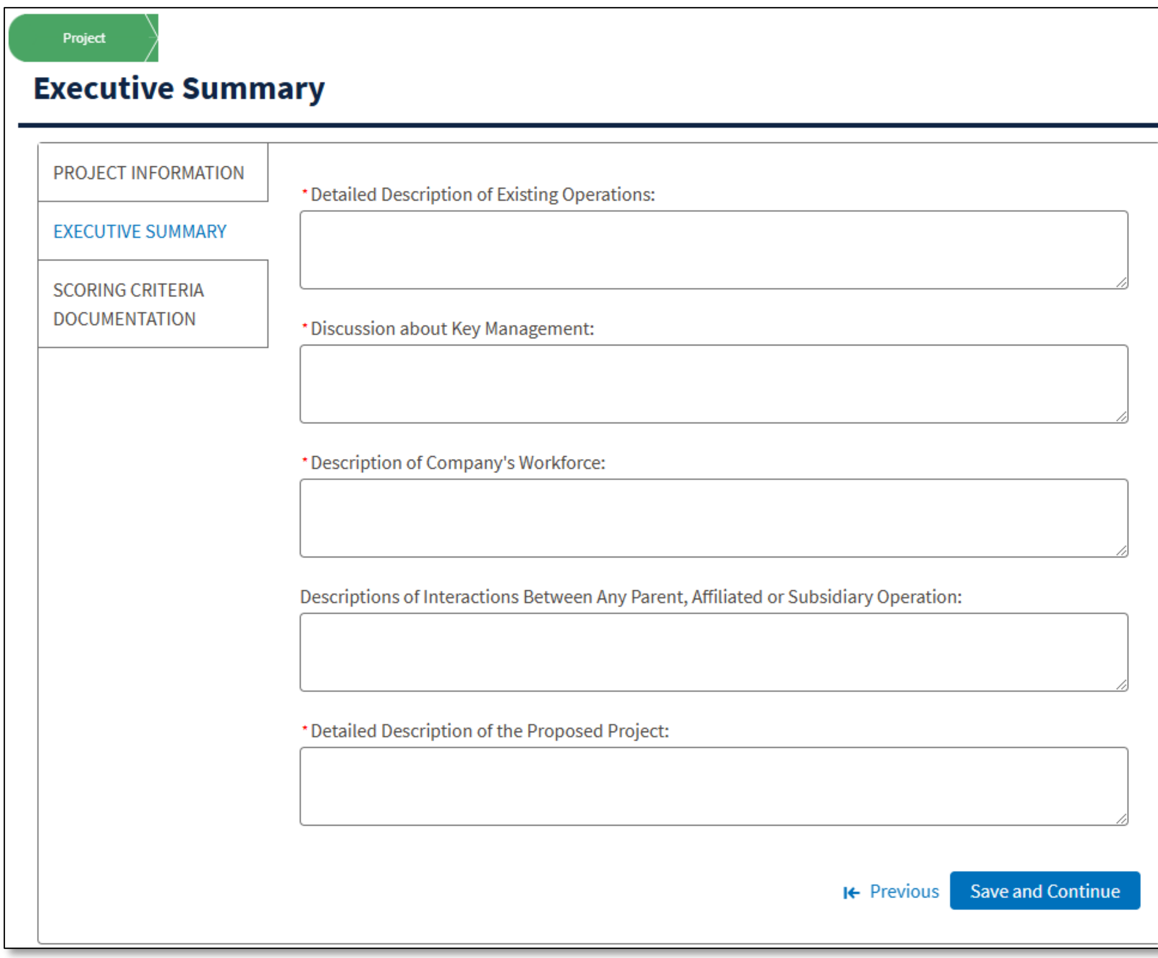
You can use the validation in section 10.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

3.2 Executive Summary

The **Executive Summary** page provides a space for you to describe information about your organization, existing operations, and proposed project.

1. The **Executive Summary** page displays (Figure 15). These are long text fields, capable of capturing over 30,000 characters, so please provide detailed, descriptive answers in each of the fields:
   - Detailed Description of Existing Operations
   - Discussion About Key Management
   - Description of Company's Workforce
   - Description of Interactions between any Parent, Affiliated, or Subsidiary Operation
   - Detailed Description of the Proposed Project

Figure 15: Executive Summary Page

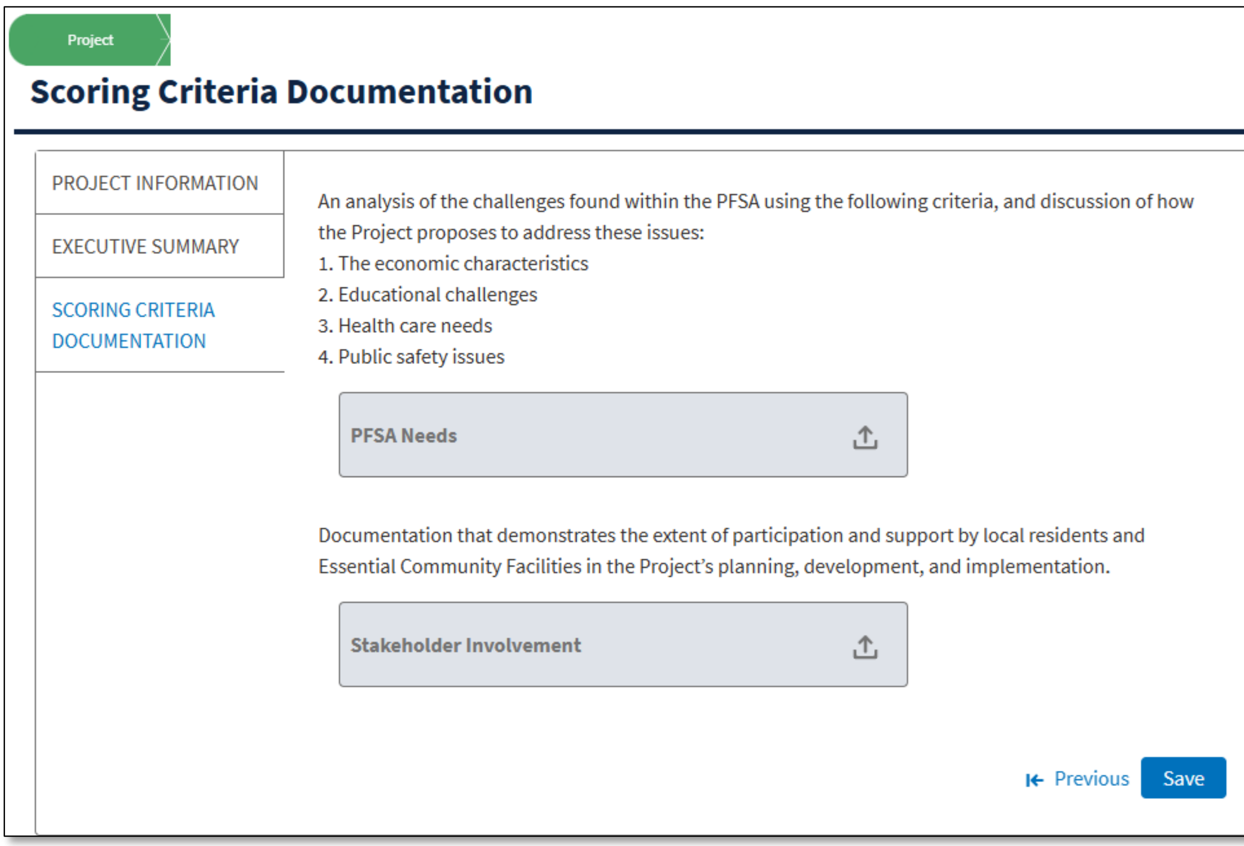


2. Click the [Save and Continue] button to finish the **Executive Summary** page after you complete all of the required fields.

3.3 Scoring Criteria Documentation

1. The **Scoring Criteria Documentation** page displays (Figure 16). Upload the two required documents, “PFSA Needs” and “Stakeholder Involvement”. Click the upload field for each document to provide it:
   - PFSA Needs: An analysis of the challenges found within the PFSA using the following criteria, and a discussion of how the project proposes to address these issues:
     - The economic characteristics
     - Educational challenges
     - Health care needs
     - Public safety issues
   - Stakeholder Involvement: Demonstrate the extent of participation and support by local residents and essential community facilities in the project’s planning, development, and implementation.

Figure 16: Scoring Criteria Documentation Page

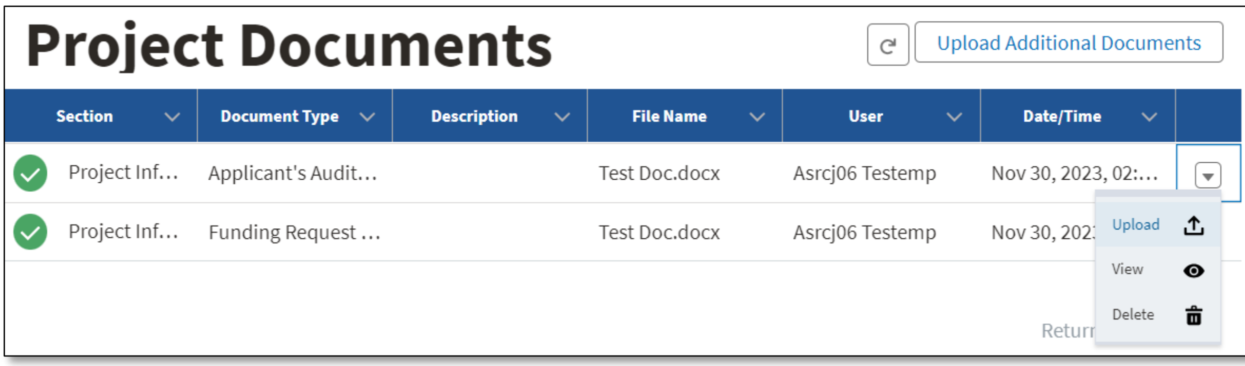


2. After uploading the two required documents click the [Save] button.

3.4 Project Documents

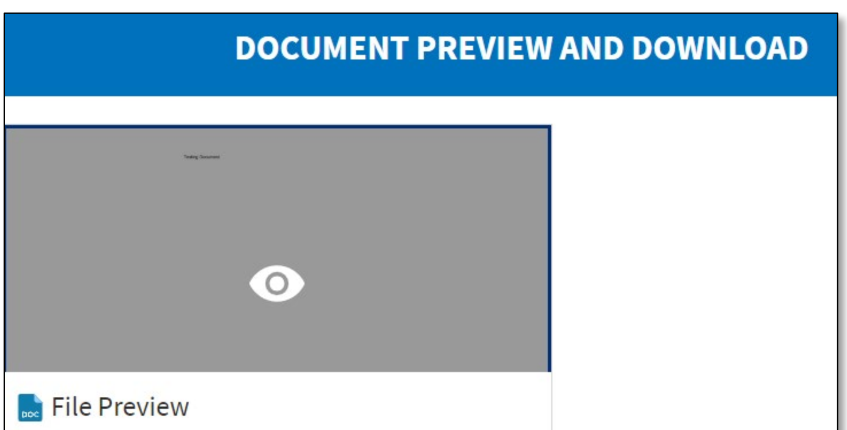
1. Click the **Project Documents** link on the **Project** tab (Figure 12).
2. The **Project Documents** page displays a table of uploaded documents and the [Upload Additional Documents] button. Each document has a drop-down menu on the right side of the screen, allowing access to the upload, view, and delete options (Figure 17).
   - To replace a previously uploaded document, use the [Upload] button on the document's drop-down menu to upload a new version of the document
   - The [View] button allows you to view a document and to download it if you need to
   - The [Delete] button allows you to delete the document. NOTE: this action cannot be undone

Figure 17: Project Documents Page



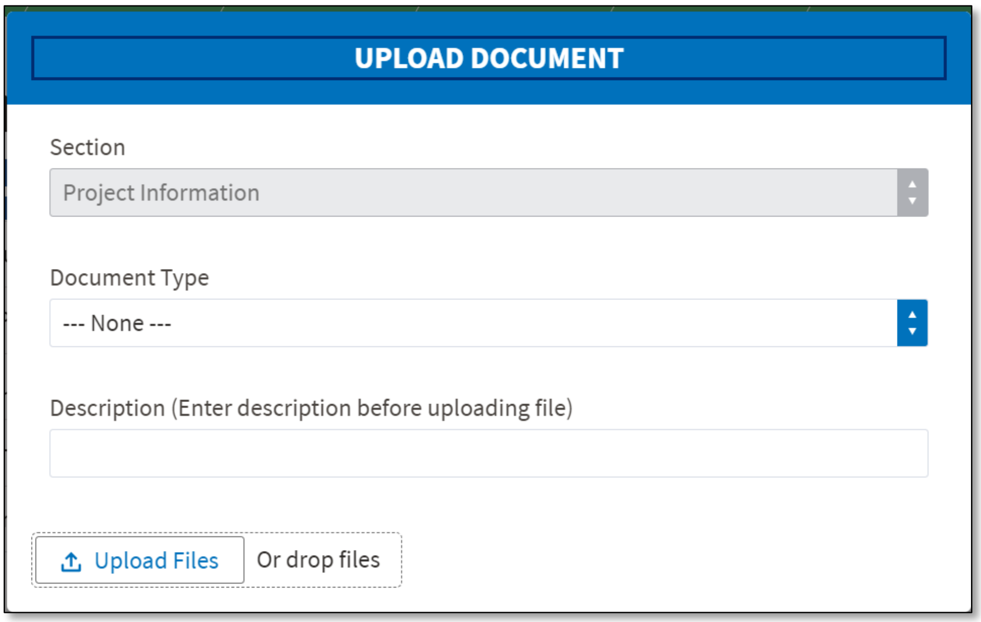
3. To view or download a document, click the [View] button on the document's drop-down menu. A **Document Preview And Download** window opens (Figure 18).
   - Click on the [Preview] tool (the eyeball icon) to open the document in a preview/download window
   - Either click the [Download] tool to download the document, or the X in the upper right corner of the screen to close the preview and return to the **Document Preview And Download** window

Figure 18: Document Preview and Download Window



4. Use the [Upload Additional Documents] button to either add additional documents of the same types previously added or add documents that have a different document type.
   - The **Upload Document** window opens (Figure 19)
   - Choose the Document Type from the extensive drop-down list, provide a description and upload the relevant document
   - Be sure to include a description so that you can easily tell documents apart when they share a document type

Figure 19: Upload Additional Documents Pop-up Window



Application Documents

Every tab in Intake has a documents page, and most work the same way **Project Documents**. This Manual will not repeat the document instructions under any of the other tabs, but it will include clickable references to this section.

Table 2 provides a breakdown and guidance for some of the applicable documentation that belongs to the **Project** tab.

Table 2: Project Documents

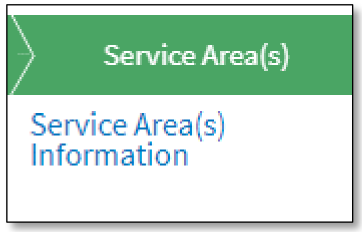
Document	Required Entities	Description
Funding Request Resolution	All Applicants	Resolution must provide a statement from the applicant's governing entity authorizing submission of the application and stating the application's exact funding type and maximum authorized award amount.
Applicant's Financial Statements	All Applicants	Please see the Program Guide for specific guidance on requirements.
Standard intercreditor agreement or co-mortgage certification	All Applicants	Please attach a letter from the lender acknowledging the RUS first lien on the assets.
Tribal Government Resolution of Consent	Projects occurring on Tribal land	A certification from the appropriate tribal official is required if service is being proposed over or on Tribal Lands. Any applicant that fails to provide a certification to provide service on the Tribal Land identified in the PFSA will not be considered for funding.
SUTA Documents	Required if applicant is requesting SUTA consideration	You must provide a written request detailing all of the following information: • A description of the applicant, documenting eligibility for the Community Connect program • A description of the community that 1) is located in a trust land and 2) is eligible to be served by the Community Connect program • An explanation and documentation of the high need for the benefits of the Community Connect program • Which of the discretionary provisions you are requesting to have applied to the application • The impact of those discretionary provisions
Matching Funds Waiver Documents	Required if applicant is requesting Matching Funds Waiver due to SUTA consideration OR for a project in American Samoa, Guam, the U.S. Virgin Islands or the Northern Mariana Islands.	You must provide a written request detailing why you may qualify for a matching funds waiver due to SUTA consideration OR due to special matching provisions for a project located in American Samoa, Guam, the U.S. Virgin Islands, or the Northern Mariana Islands. Under Federal law, applications from these areas are exempt from matching requirements up to $200,000. For SUTA consideration, one of the provisions that may be requested is a waiver of the matching requirement. If the application depends on a SUTA provision to be eligible, the applicant understands it is applying at its own risk. The application may be rejected as ineligible if the SUTA consideration is not approved and the application also fails to meet match if proof of the match has not been demonstrated.

4 Service Area Tab

Use the **Service Area Map** to draw or upload your project's PFSA.

4.1 Service Area(s) Information

Figure 20: Service Area(s) Tab Menu

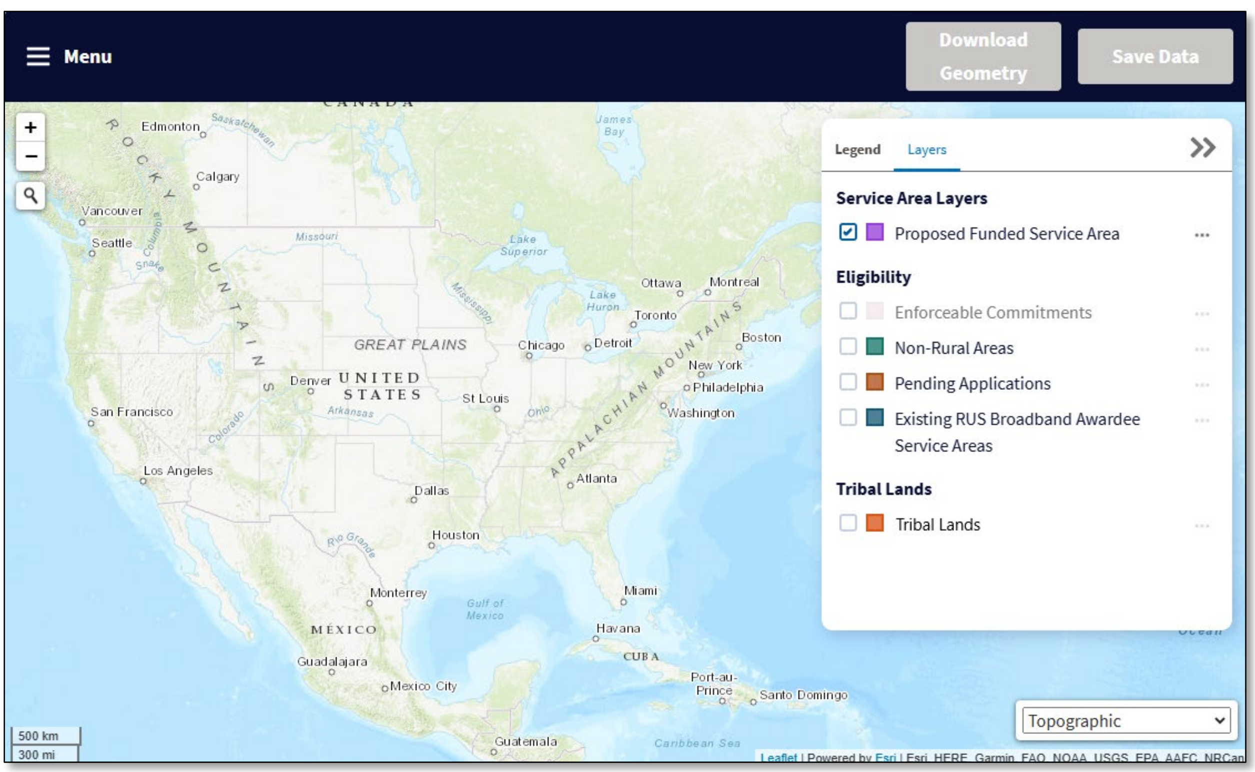


4.1.1 Map Basics

The **Service Area(s) Information** page displays a zoomed-out map of the continental United States (Figure 21).

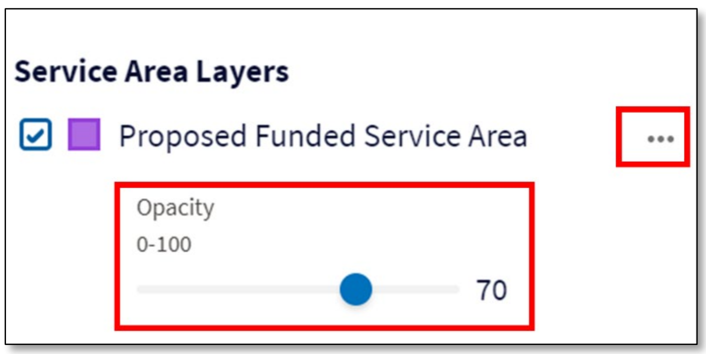
The map's menu is on the left side of the dark blue menu bar, and the zoom and search tools are visible at the upper left side of the map. The **Legend and Layers** panel is visible on the right side of the map and visible layers are checked (click on the **Layers** tab in the panel to see the checked layers). The top-right corner of the menu bar shows [Download Geometry] and [Save Data] buttons that will become active after you add a service area.

Figure 21: Service Area Map Page - Top



- Use the search and zoom tools to navigate the map. You can also click, hold, and drag to move the map around
- The **Legend and Layers** panel on the right side is . See section 4.1.2 for a list of layers.
  - Click the **Legend** tab to see active (visible on the map) layers and their colors
    - Expand or collapse the grouped layers by clicking on the dark blue title bars
  - Make layers visible or invisible by using the checkboxes on the **Layers** tab
    - NOTE: some layers may not be visible unless you've zoomed in far enough. If you turn on a layer but it's not visible on the map, zoom in and navigate around the map to see the layer.
  - Minimize the **Legends and Layers** panel by clicking the right-arrows on the right side of the panel
  - If you need to see map features under an active layer, you can adjust the layer's opacity, so that it becomes more transparent (Figure 22)
    - Click on the three dots beside the layer's name to show the [Opacity] tool. Slide the tool to increase or decrease the layer's opacity. The three dots will toggle the tool on and off

Figure 22: Service Area Map – Layer Opacity



Map tips:

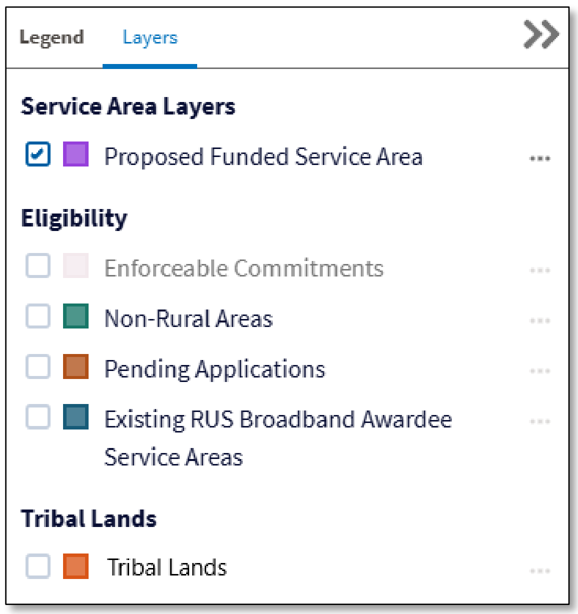
- As you are adding your PFSA, use the layers to evaluate your proposed project's eligibility or determine whether a tribal resolution might be required for eligibility.
- Toggling visibility is useful when evaluating your PFSA and can improve map speed and performance.
- Examine your PFSA and toggle through the layers to ensure that your application is not overlapping with any layer that would make it ineligible.
- If you make any changes to your PFSA's map layer, be sure to click the [Save Data] button in the top-right corner of the map's menu bar.

4.1.2 Available Layers

The **Layers** tab in the **Legend and Layers** Panel shows the list of **Available Layers**. See all the available layers by using the scroll bar to scroll down on the right of the layers tab (Figure 23). See below for a full list of the **Available Layers**.

- Service Area Layers
    - Proposed Funded Service Area
- Eligibility
    - Enforceable Commitments (To view this layer you must zoom in close enough to where you can see county names and boundaries on the base map)
    - Non-Rural Areas
    - Pending Applications
    - Existing RUS Broadband Awardee Service Areas
- Tribal Lands
    - Tribal Lands

Figure 23: Service Area Map - Available Layers Full



4.2 Defining a Service Area

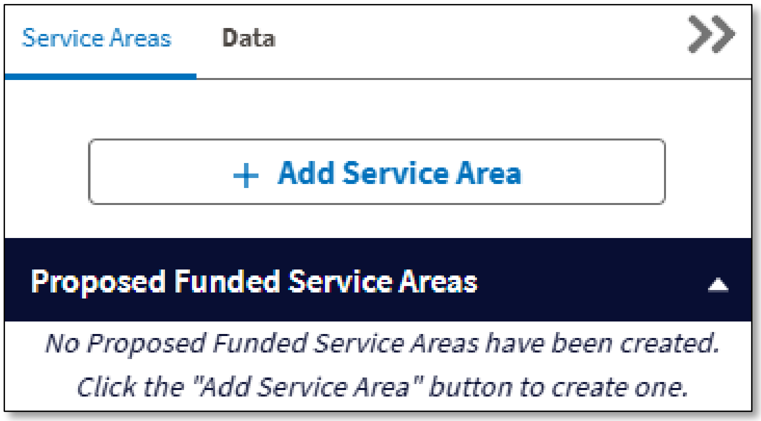
1. On the top left of the map, click the Menu and then select Service Area (Figure 24).

NOTE: A Community Connect application can include only one PFSA. The Intake System will prevent you from adding more than one PFSA to the map.

Figure 24: Service Area Map Menu

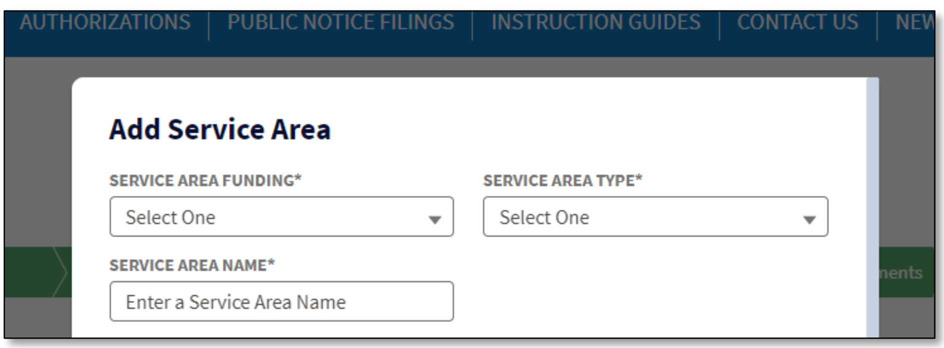
2. The **Service Areas** panel displays (Figure 25). The panel shows the Proposed Funded Service Areas group. Any previously drawn or uploaded service areas appear in this panel.
    - You can open or close the service area group by clicking the dark blue bar

Figure 25: Service Area Map – Service Areas Panel



1. Click the [+ Add Service Area] button.
2. The **Add Service Area** window appears (Figure 26). Complete the following fields:
    - Service Area Funding: select Proposed Funded Service Area from the drop-down menu
    - Service Area Type: select either New or Existing from the drop-down menu
    - Service Area Name: type in a unique, concise name for your service area

Figure 26: Add Service Area Window – Top



Service Area Names

Service area names are referenced throughout Intake, so make them unique, descriptive, and concise. This will reduce the potential for errors on later data entry pages.

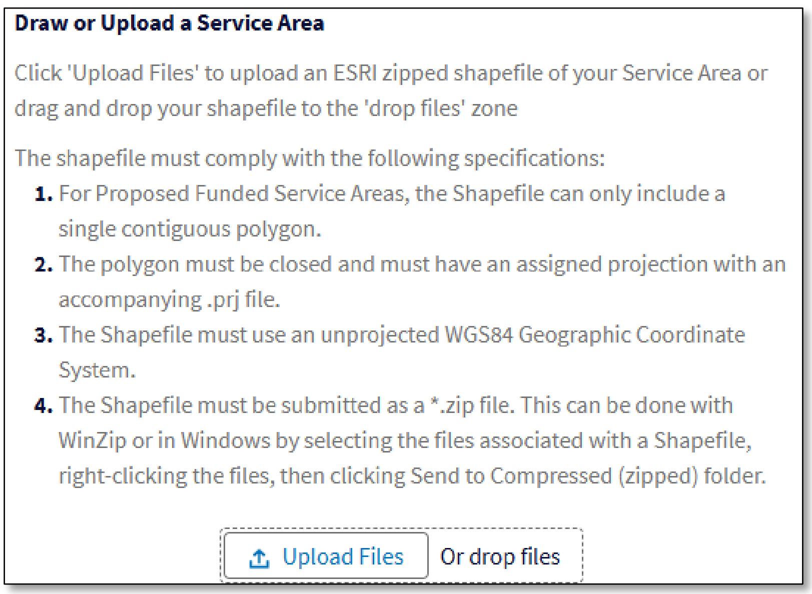
3. to section 4.2.1 to upload a service area shapefile, or section 4.2.2 to draw a service area.

4.2.1 Uploading a Service Area

After completing the top portion of the **Add Service Area** (see section 4.2, step 2):

1. Click on the [Upload Files] button at the bottom of the **Add Service Area** window (Figure 27). Or drop your file onto the drop zone tool.
2. If you click the [Upload Files] button, your computer's file explorer window appears. Search for and select the applicable file, which must meet the following specifications:
   - For PFSAs, the shapefile can only include a single contiguous polygon
   - The polygon must be closed, non-overlapping, and must have an assigned projection with an accompanying .prj file
   - The shapefile must use an unprojected WGS84 Geographic Coordinate System
   - The shapefile must be submitted as a *.zip file.

Figure 27: Add Service Area Window – Upload File - Bottom



3. After the shapefile uploads successfully, the file's name will appear under the [Upload Files] button with a green checkmark next to it. Click the [Add Service Area] button at the bottom of the **Add Service Area** window. The map will update to show the uploaded shapefile.
4. Click the [Save Data] button in the top-right corner of the map's menu bar after you have successfully added your PFSA. The button will not become active (turn blue) until you provide all required service area information as previously explained. You will see a green "success" message at the top of your browser window when all map data has successfully saved.
   - Be patient. If your shapefile is complex, or there's latency in your internet connection, the save process may take a few minutes
   - If a service area doesn't fully save, you may see a [Retry Processing] button. Click it to retry the save. If you cannot save the service area, click the [Copy JavaScript] button to the left of the [Retry Processing] button, to copy the affected code. Use the Contact Us

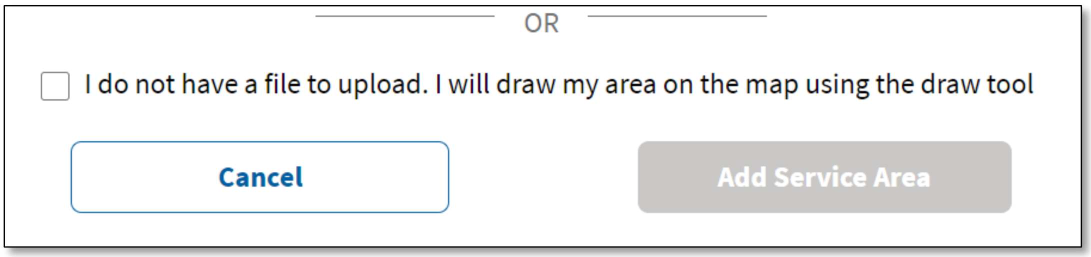
link to send RUS a message in which you fully describe the actions that failed, and paste the code. Our team will reach back to you as soon as possible to help resolve the issue.

4.2.2 Drawing a Service Area

After completing the top portion of the **Add Service Area** (see section 4.2, step 2):

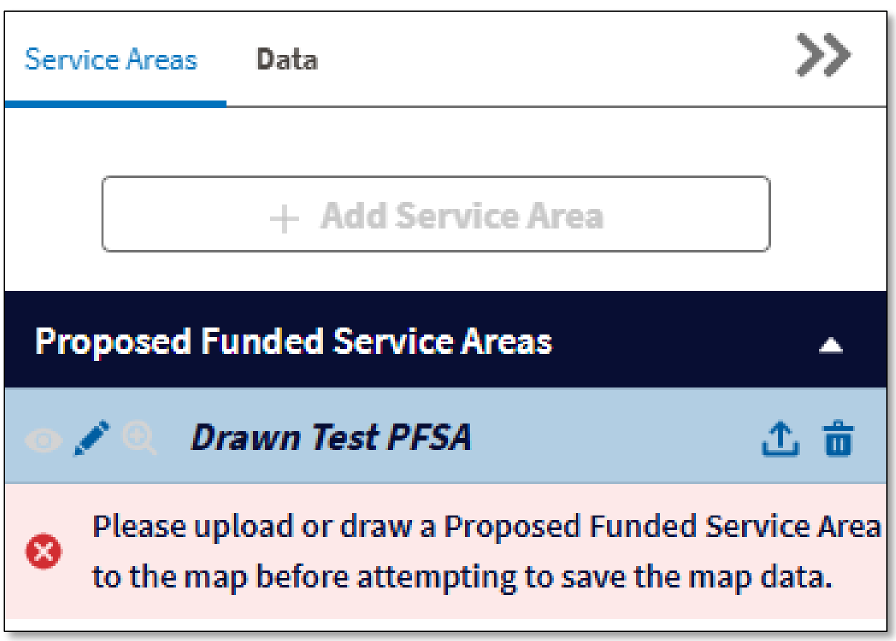
1. Check the box at the bottom of the pop-up that states “I do not have a file to upload. I will draw my area on the map using the draw tool” (Figure 28). The Upload Files or Drop Files option disappears.
2. Click the [Add Service Area] button, which will become active after you check the checkbox.

Figure 28: Add Service Area Window – Draw Service Area – Bottom



3. Back on the **Service Area Map**, you will see that the **Service Areas** panel has updated with the name of your PFSA (Figure 29). Click the name of the PFSA to activate the drawing tools. The service area name turns blue on the panel.
   - Until you have drawn your service area, you will see the following error message: “Please upload or draw a Proposed Funded Service Area to the map before attempting to save the map data.”

Figure 29: Service Areas Panel – Updated



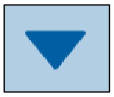
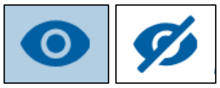
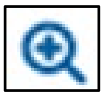
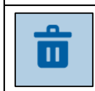
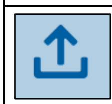
4. The drawing tools appear on the left side of the map (Figure 30). Use the zoom and search tools to move to the part of the map on which you want to draw.

Figure 30: Service Area Map– Draw Tools Location

5. Click on either the Draw Rectangle or Draw Polygon tool, and follow the on-screen instructions to draw the polygon, moving your cursor and clicking to place vertices as necessary.
6. After you draw your service area, the **Service Areas** panel will update again and the earlier error will be resolved.
7. Click the [Save Data] button in the top-right corner of the map's menu bar. The button will not become active (turn blue) until you provide all required service area information as previously explained. You will see a green "success" message at the top of your browser window when all map data has successfully saved.
   - Be patient. If your shape is complex, or there's latency in your internet connection, the save process may take a few minutes
   - If a service area doesn't fully save, you may see a [Retry Processing] button. Click it to retry the save. If you cannot save the service area, click the [Copy JavaScript] button to the left of the [Retry Processing] button, to copy the affected code. Use the Contact Us link to send RUS a message in which you fully describe the actions that failed, and paste the code. Our team will reach back to you as soon as possible to help resolve the issue

4.3 Service Area Panel Tools

Table 3: Service Area Panel Tools

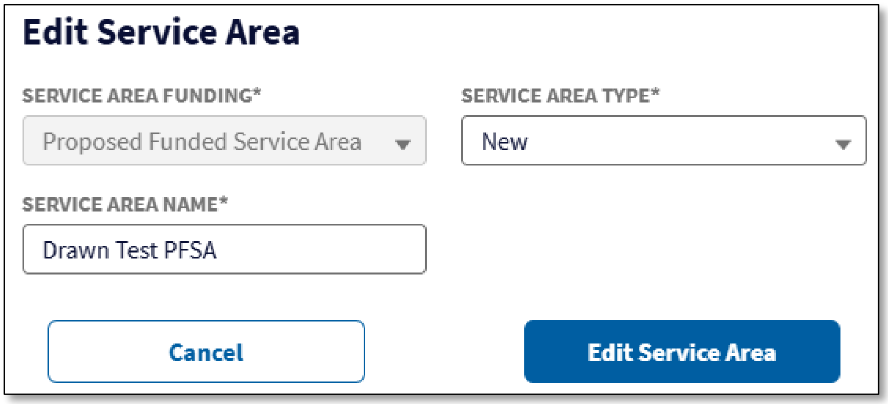
Map Tool or Label	Tool Name	Tool Description
	Collapse/Expand Arrow Toggle	Click this button to expand or collapse a specific layer or layer group on the panel.
	Layer Visibility Toggle (Hide/Show)	Click this button to make the layer invisible or visible on the map.
	Zoom	Click this button to zoom in to a service area on the map.
	Edit Service Area Information	Click this button to edit the selected service area type and name.
	Delete	Click this button to delete the entire PFSA, site, or route. **This action cannot be undone.**
	Upload Icon	Click this button to upload a shapefile
	Opacity Slider	Activate by clicking the three dots beside the Proposed Funded Service Area in Map Layers. The slider will make the polygon darker or more transparent. Useful if you need to see geographic features that are covered by a polygon.

4.4 Editing or Deleting a Service Area or Polygon

4.4.1 Edit the Service Area Information

1. Click the [Edit Service Area Information] tool (pencil) on the **Service Areas** panel beside your PFSA (see Figure 29).
2. The **Edit Service Area Information** window opens (Figure 31). where you can change the service area type or name.
3. Make your changes and then click the [Edit Service Area] button to save changes.

Figure 31: Service Areas Panel – Edit Service Area Window

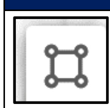


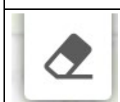
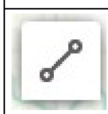
4. Click the [Save Data] button at the top-right corner of the map's menu bar to update the map with your service area changes.

4.4.2 Editing a Polygon

1. If you want to upload a revised shapefile, you must first delete the service (See Section 4.4.3), then upload the revised (See Section 4.2.1).
2. If you want to edit a layer by hand, you can use the [Edit or Replace Polygon] tool in the **Service Area** panel, but it's faster to just click on the layer name in the **Service Area** panel to highlight the shape on the map. You can then use the edit tools on the left side of the map to adjust polygon vertices.
   - Click on the chosen tool (Table 4) and follow the on-screen instructions to edit the polygon, moving your cursor and placing vertices as necessary. Tools have temporary buttons that become visible when you click tools, allowing you to finish a polygon, remove a vertex, or cancel the editing action.
3. Be sure to click the blue [Save Data] button in the map's menu bar after editing your polygons.

Table 4: Polygon and Polyline Editing Tools

Tool	Tool Name	Tool Description/Instructions
	Draw Rectangle	Click this tool to activate it. Click on the map to place the first vertex, then move your cursor diagonally draw the shape. Click on the last vertex to finish the drawing.
	Draw Polygon	Click this tool to activate it. Click on the map to place the first vertex, then move your cursor in any direction, clicking to set a vertex whenever you need to change direction. Be sure to click the first vertex at the end to close the polygon.

Tool	Tool Name	Tool Description/Instructions
	Edit Layers	Click this tool to activate it. The map will place vertices on your chosen shape. Click hold and drag any vertex adjust the shape. Be sure to click the temporary Finish button beside the tool button when you've completed your edits.
	Cut Layers	Use this tool to make a "hole in the donut" if you need to cut a portion of the chosen polygon inside that polygon's borders. Click the tool to activate it. Click inside your chosen polygon's borders to place the first vertex, then move your cursor in any direction, clicking to set a vertex whenever you need to change direction. Be sure to click the first vertex at the end to close the cut. The map will immediately remove the cut portion from the polygon, creating the "hole in the donut."
	Remove Layers	Use this tool to remove just the polygon from your service area. Click the tool to activate it, then click on the polygon you want to remove. The map will immediately remove the polygon but the service area will remain on the **Service Area** panel.
	Draw Polyline	**ONLY AVAILABLE FOR ROUTES on the Construction Map.** Use this tool to draw a route (or route segment). Click this tool to activate it. Click on the map to place the first vertex, then move your cursor in any direction, clicking to set a vertex whenever you need to change direction. Be sure to click the last vertex at the end to close the polygon.

4.4.3 Deleting a Polygon or Service Area

Whenever possible, avoid removing service areas **after** subsequent pages of the application have been completed.

If you delete a service area, any data that was entered on the Capital Investment Workbook (CIW), Service Offerings, and Subscriber Projections will be deleted. If you do delete a service area, you may need to return to the other pages of the application named

above and save every page, to capture the deletion of the service area in all areas of the application.

1. Delete only the polygon by using the [Remove Layers] (see Table 4 in section 4.4.2 Editing a Polygon for more information on how to use the tool). This action cannot be undone. If you delete the polygon by mistake, you must re-draw or re-upload it.
2. Delete the entire service area by highlighting its name in the **Service Areas** panel and clicking the [Delete] button (trash can icon) to the right of the service area name. This action cannot be undone. If you delete the service area by mistake, you must re-create it and re-draw or re-upload its polygon.

Drawing Errors

Be careful and accurate when defining a shape. The Intake System will prevent you from making impossible shapes and may revert your edits if you create a self-intersection, for example.

4.4.4 Warning and Error Messages in Service Area Panel

As you work your PFSA on the **Service Area Map**, you may receive error or warning messages on the **Service Areas** panel. Errors **must** be resolved before you can save the service area and proceed further in the application. Each error recommends a solution. Warnings do not prevent saving, but you should review them to determine whether you need to address the warnings before submitting your application.

- Error Messages: Error messages prevent saving a service area. You cannot move on in the application until you resolve errors. Examples include:
  - No shapefile has been uploaded or polygon drawn for a service area
  - To save a PFSA, the PFSA must meet the minimum number of households without sufficient access to broadband
- Warning Messages: Warnings occur when a service area shape either doesn't meet application requirements or there is a mapping limitation:
  - Overlap exists with one or more ineligible areas
  - Editing Tools is turned off
  - Self-Intersect check is turned off
  - Self-intersection: You drew or edited a polygon the boundaries of which intersected with each other. Intake will revert to its previous shape so you can try again

4.5 Service Area Data

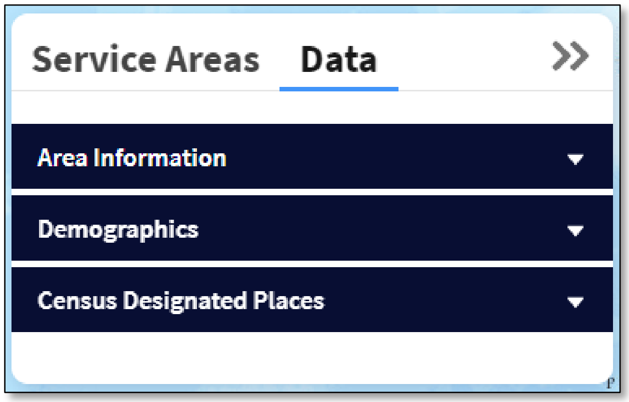
4.5.1 Service Area (Selected) Data

The **Service Area (Selected) Data** tab includes Area Information, Demographics, and Census Designated Places information for a selected service area.

To see the data for your service area, first select the PFSA on the **Service Areas** panel. You can then view the data by either selecting the **Service Area (Selected) Data** item from the map menu, or by clicking on the **Data** tab in the **Service Areas** panel (Figure 32).

The **Data** panel's sections are closed by default to save room. You can open or close them by clicking on the blue heading bars. The expanded data sections are large and can hide much of the map, so open or close them as needed.

Figure 32: Service Area (Selected) Data Panel – Collapsed



Area Information provides the following items:

- Name (Name of the selected Service Area)
- Funding (Proposed)
- Type (New or Existing)
- Population
- Square Miles
- Housing Units
- Households
- Businesses
- Congressional Districts

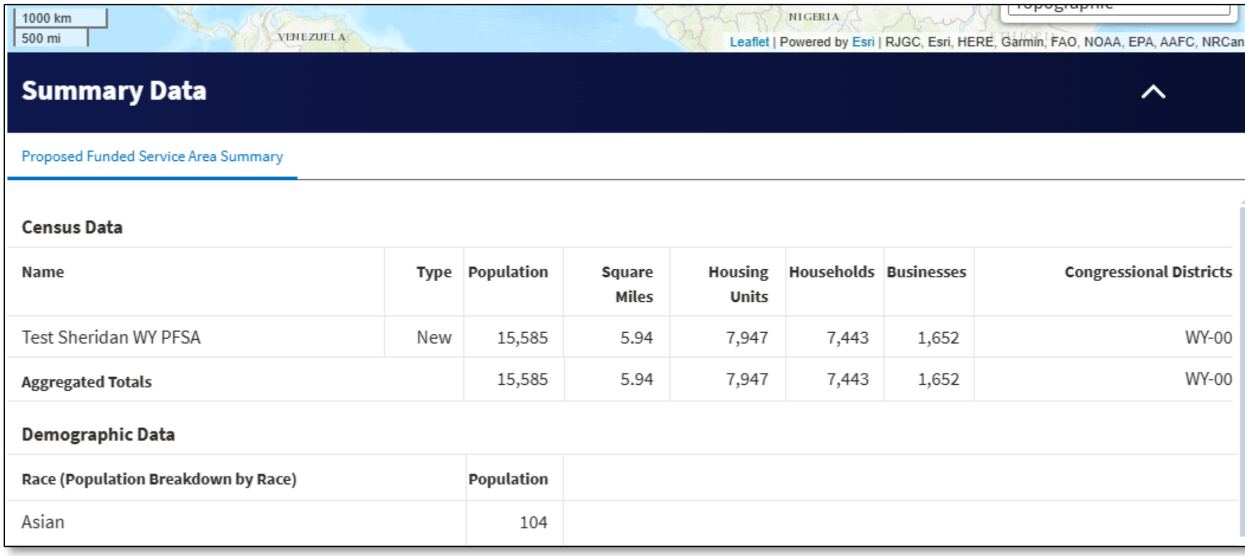
Demographics provides the demographic information and breakdown of the selected service area by race and ethnicity.

Census Designated Places provides county and state FIPS codes, population, and median household income (MHI) for counties, and for each county subdivision or township individually.

4.5.2 Summary Data

If you need aggregate totals, use the summary data table below the map. You can reach the table by selecting the Summary Data item on the map menu, or simply by scrolling down until the Summary Data table header comes into view (Figure 33).

Figure 33: Summary Data Table - Partial



Census Data

Name	Type	Population	Square Miles	Housing Units	Households	Businesses	Congressional Districts
Test Sheridan WY PFSA	New	15,585	5.94	7,947	7,443	1,652	WY-00
Aggregated Totals		15,585	5.94	7,947	7,443	1,652	WY-00

Demographic Data

Race (Population Breakdown by Race)	Population
Asian	104

5 Network Tab

In the **Network** tab, provide information for the following pages:

- Network Design
- Build-out Timeline and Milestones
- Capital Investment Workbook (the types and costs of all required assets)
- Capital Investment Schedule
- Capital Contributions

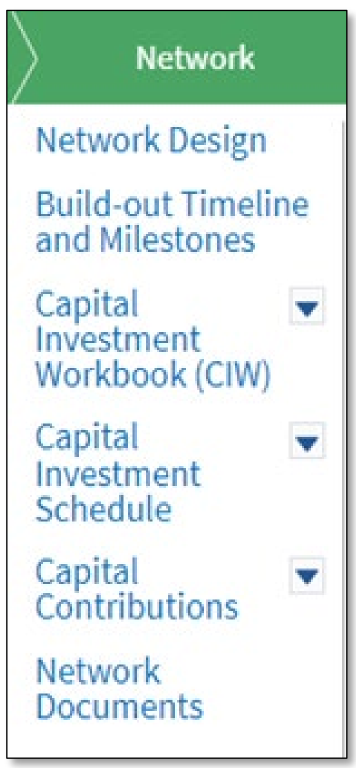
Complete each page within the **Network** tab before moving to the next one down on the menu, since some data flows between pages.

If you change information on an earlier page, be sure to click the [Save] button on that page before moving on to a later page.

View Application PDF

You can create a PDF at any time during the application process. You may wish to create a PDF if you need to start a new application, or if you need to review infromation you . Use the [View Application PDF] button as described in section 10.1.

Figure 34: Network Tab Menu

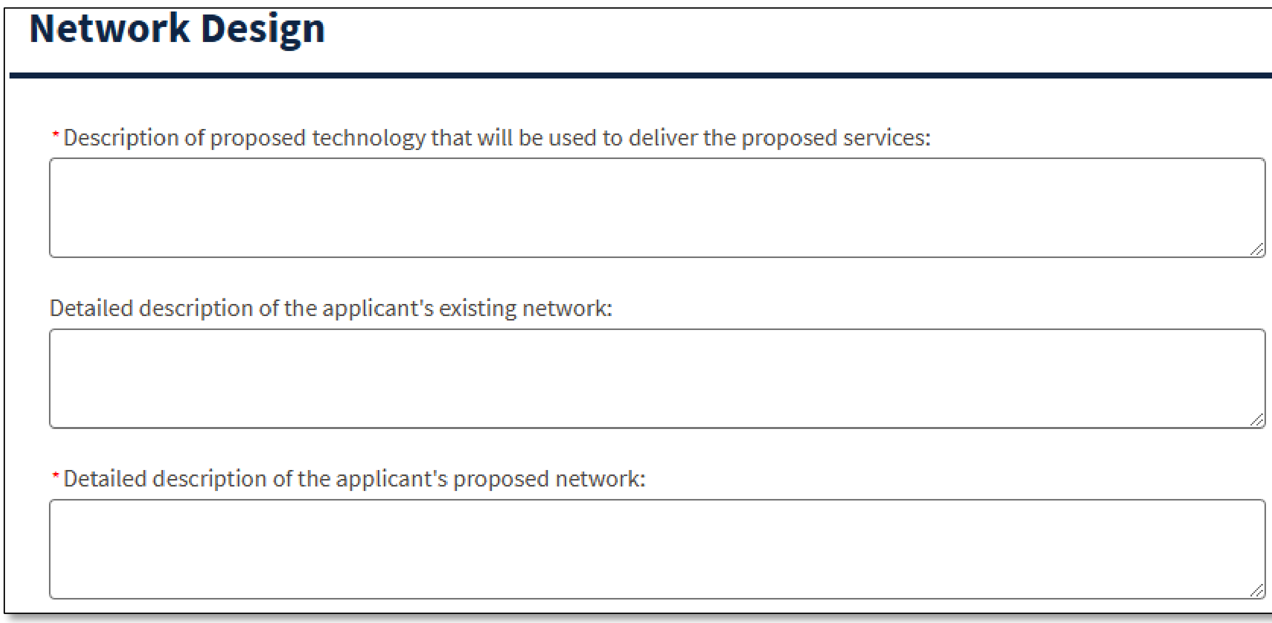


5.1 Network Design

Information regarding program eligibility requirements (including technical feasibility) and expectations for assumptions can be found in the Program Guide.

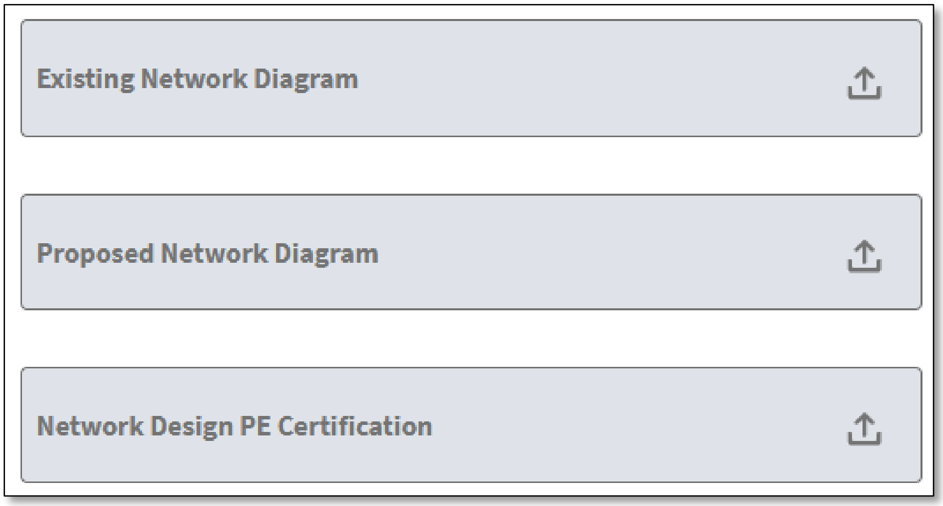
1. On the Application Navigation Bar, click the **Network** tab. Click the **Network Design** page (Figure 34).
2. The **Network Design** page displays. Figure 35 shows the top half of the page, which provides large text boxes (each can hold in excess of 30,000 characters). Enter the following information. See the Program Guide for the requirements for each description.
   - Description of proposed technology that will be used to deliver the proposed services (Required)
   - Detailed description of the applicant's existing network (Optional but recommended if your organization has an existing network with which the proposed project will connect)
   - Detailed description of the applicant's proposed network (Required)

Figure 35: Network Design Page - Top



3. The bottom portion of the page provides document upload fields for required and optional documents (Figure 36):
   - Existing Network Diagram (Optional but recommended if your organization has an existing network with which the proposed project will connect)
   - Proposed Network Diagram (Required)
   - Network Design Professional Engineer's Certification (Required)

Figure 36: Network Design Page – Partial – File Upload Fields



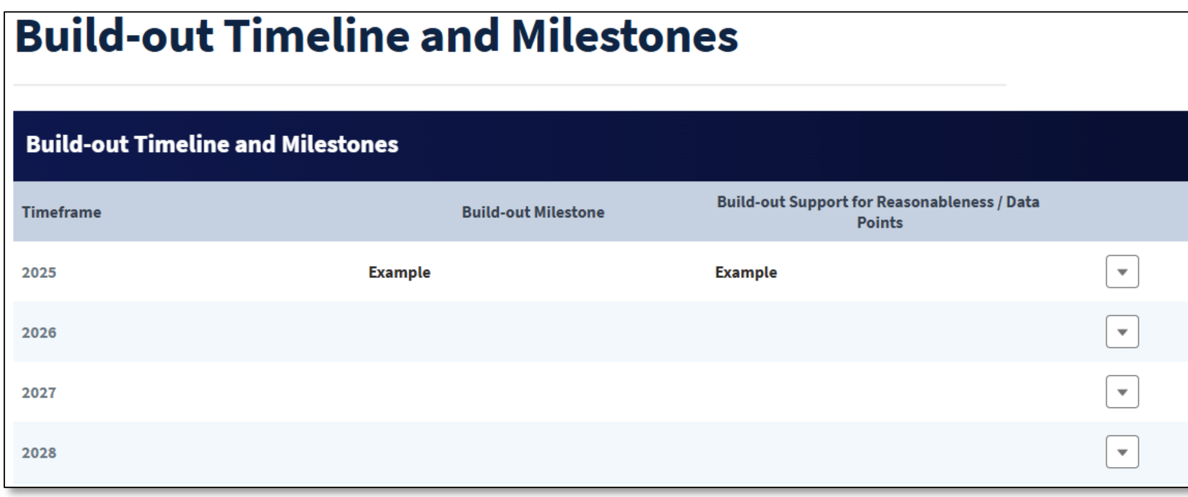
4. Click the [Save] button at the bottom of the page after you've completed all of the information. "Form has been saved successfully" message displays.

5.2 Build-out Timeline and Milestones

Provide a timeline of milestones for the bridge year and three-year build-out period. Consult the Program Guide for the information to provide on this page.

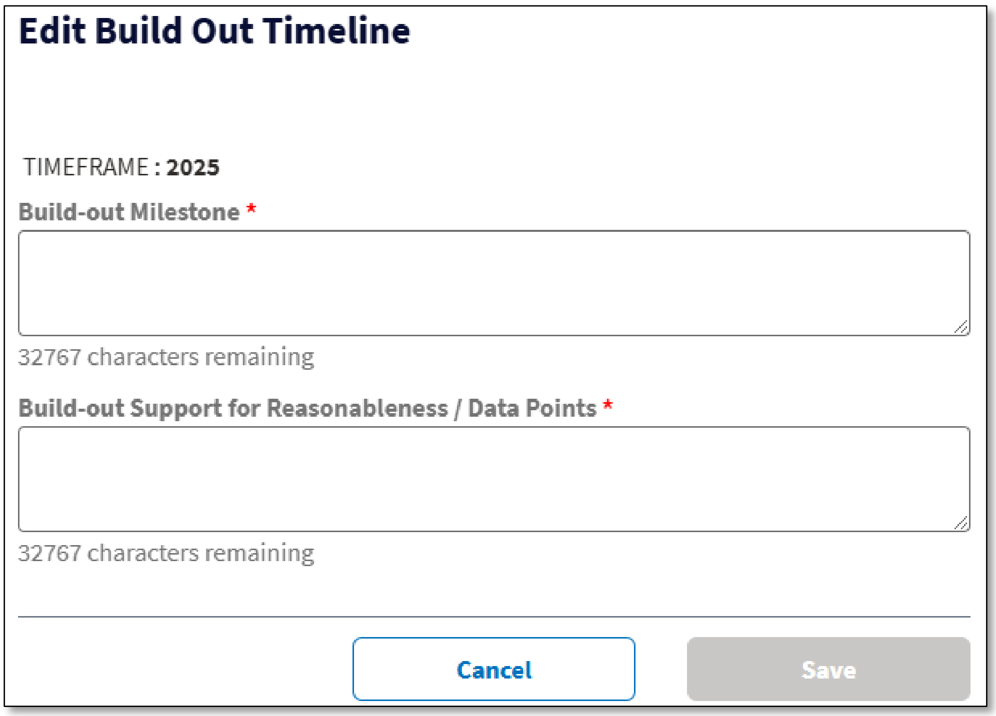
1. On the **Application Navigation Bar**, click the **Network** tab. Click the **Build-out Timeline and Milestones** link (Figure 34).
2. The **Build-out Timeline and Milestones** page displays a table listing the Timeframe, Build-out Milestone, and Build-out Support for Reasonableness/Data Points (Figure 37). Each year on the timeline has a dropdown menu at the far right of the page that allows you to access the edit tool.

Figure 37: Build-out Timeline and Milestones Page



3. To add information to a timeframe, click the drop-down menu, then click the [Edit] button.
4. A popup window for the corresponding timeframe appears (Figure 38). Enter the following information:
    - Build-out Milestone: describe the milestone concisely and completely
    - Build-out Support for Reasonableness/Data Points: provide data and information (assumptions) that explain why it's reasonable for your organization to complete the milestone in this timeframe

Figure 38: Build-out Timeline and Milestones Page – Edit Window



5. Click the [Save] button after you finish entering the information.
6. The **Build-out Timeline and Milestones** page displays. Repeat these steps for all the other Timeframes or to edit information within a previously saved timeframe. Intake will not allow you to submit the application without completed timeline and milestone information for all the years under Timeframe.

5.3 Capital Investment Workbook (CIW)

Provide detailed information about all the capital assets to be constructed during the forecast period.

All capital assets must be reflected in the CIW and all capital investments during the forecast period must be accounted for, regardless of the source of funding.

Each **CIW** (PFSA) has four subpages:

- **Service Area Costs**: you must provide all for your project's PFSA.

- **Common Network Facilities Costs: IGNORE THIS PAGE. DO NOT COMPLETE IT.** It isn't applicable to Community Connect applications because the program supports only one PFSA per application. Common network facilities are those assets that are shared by two or more service areas.
- **Other Costs:** this is not required unless your project requires the asset types used here
- **Summary:** the PFSA Summary includes a funding information table that you must complete.

Figure 39: Network Tab Menu – CIW Submenu

5.3.1 CIW – Service Area Costs

You must list all the physical project assets required to deliver broadband to the service area and their costs.

Reminder: You must complete the Service Area Map before starting the CIW. If you change your PFSA on the map after starting the CIW, you will need to return here and possibly provide additional cost information. If you delete your PFSA from the map, the corresponding PFSA CIW data will be deleted.

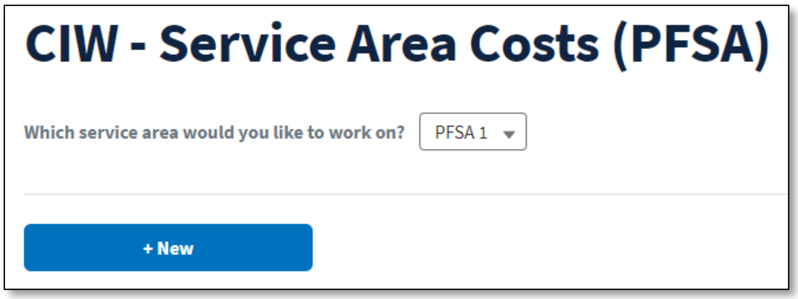
Table 5 : Service Area Asset Categories and Asset Types

Asset Category	Asset Types
Network & Access Equipment	Switching Equipment Routing Equipment Transport Equipment Access Equipment (including ONTs) Video Equipment Power Equipment Satellite Equipment Others (specify)
Outside Plant	Copper Cable – Aerial Copper Cable – Buried Copper Cable – Underground Coaxial Cable – Aerial Coaxial Cable – Buried Coaxial Cable – Underground Fiber Cable – Aerial Fiber Cable – Buried Fiber Cable – Underground Fiber – Submarine Cable Conduit Systems Ducts (Vacant) Drops Cabinets or underground vaults Poles Make-ready Others (specify)
Buildings	New Construction Pre-Fab Huts Improvements Others (specify)
Towers	Improvements Guyed Towers Lattice Towers Monopole/Self-Supporting Tower Wood Poles Others (specify)
Customer Premises Equipment	Video Set Top Boxes Modems and Routers Inside Wiring Multi-Terminal Adapter (VoIP) Smart Meters Others (specify)
Non-Depreciable Assets	Land Right-of-way Procurement Others (specify)

1. Begin with the PFSA service area costs by choosing that link from the **CIW** submenu (Figure 39).
2. The **CIW – Service Area Costs** page opens (Figure 40). Click the "Which service area would you like to work on?" drop-down menu and select the PFSA to capture information regarding the specific service area.

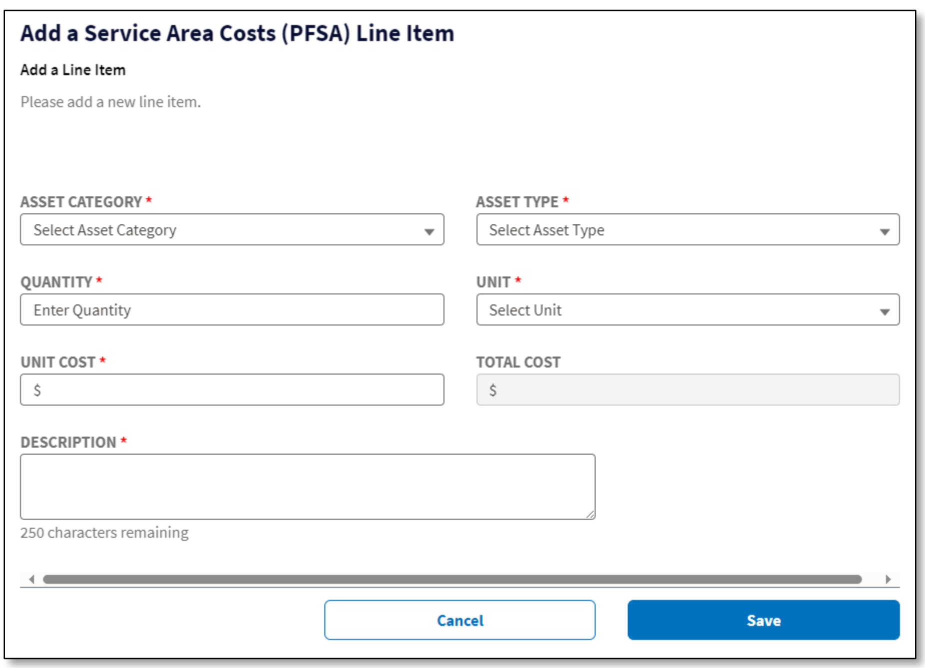
You must provide all capital facilities costs for the PFSA.

Figure 40: CIW – SA Costs (PFSA)



3. For each capital asset, create a new entry by clicking the [+New] button. The **Add a Service Area Costs Line-Item** window will open, allowing you to add information about the new line-item (Figure 41).
   - The Intake System calculates the totals for each asset type, for all entries within each asset category, and the sum of all the items whenever an asset is added to the CIW. All costs must be eligible costs.

Figure 41: Add a Service Area Costs (PFSA) Line Item



4. Complete every field on the **Add a Service Area Costs Line-Item** window:
   - Asset Category: click the asset category drop-down menu and then select the applicable option
     - See Table 5 for a list of available Asset Categories and corresponding Asset Types
   - Asset Type: click the asset type drop-down menu and then select the applicable option. The drop-down menu is only accessible after you select an asset category
   - Quantity: enter the appropriate value
   - Unit: this field defaults to certain values based on the asset type selection. Click the unit drop-down menu and then select the applicable option. This drop-down menu is only accessible after you select an asset type
   - Unit Cost: enter the appropriate amount
   - Total Cost: *Intake System calculates this value after you provide the quantity and unit cost*
   - Description: enter a short, specific, clear description of the asset

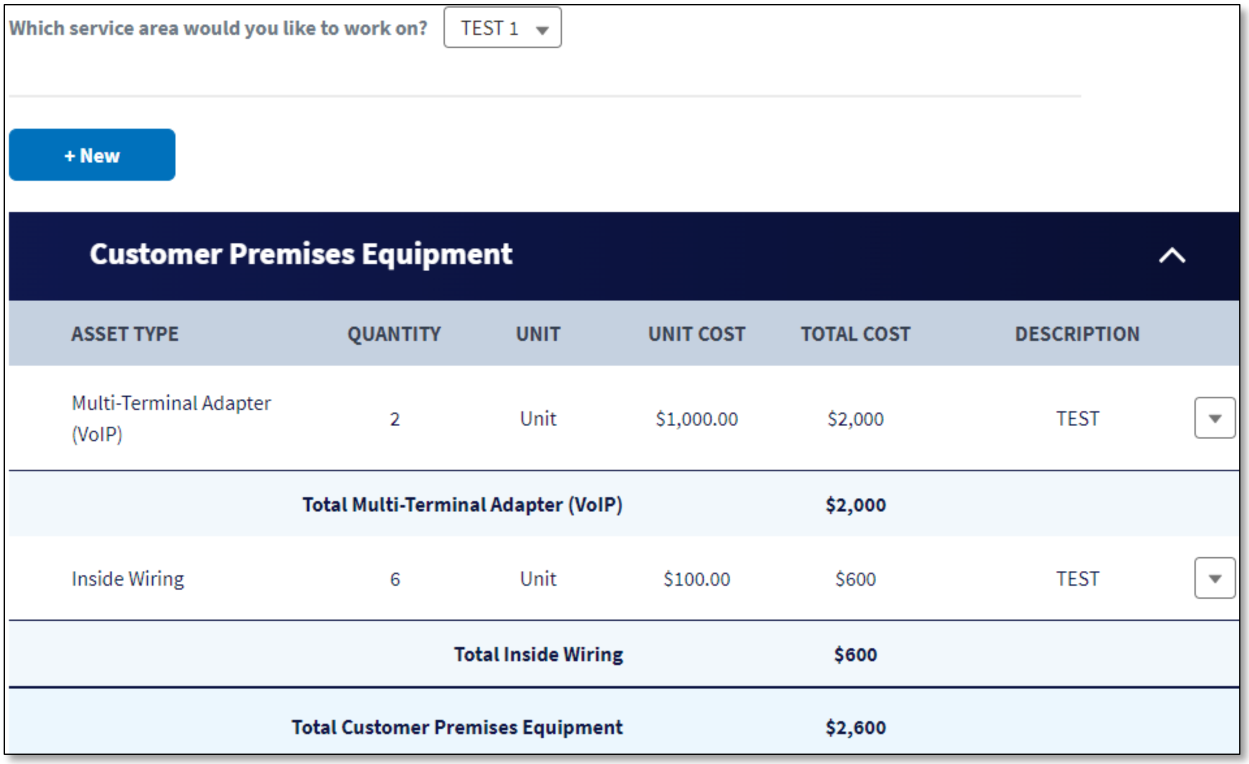
Units

Please ensure that the unit you select matches the unit used in the Quantity field. For example, if you select “Route Miles” ensure your quantity is in miles, not feet, yards, inches, meters, or kilometers.

Each asset category has a limited list of asset types, identified above (Table 5).

5. Click the [Save] button to save the Service Area Cost line-item into the CIW after completing all fields. As you add each line item, the **Service Area Costs** page will generate and add to a table organized by asset category and type which tracks all of the costs for that PFSA (Figure 42).

Figure 42: CIW Service Area Costs (PFSA) Table Example – Partial



Which service area would you like to work on? TEST 1

+ New

Customer Premises Equipment

ASSET TYPE	QUANTITY	UNIT	UNIT COST	TOTAL COST	DESCRIPTION
Multi-Terminal Adapter (VoIP)	2	Unit	$1,000.00	$2,000	TEST
	Total Multi-Terminal Adapter (VoIP)			$2,000	
Inside Wiring	6	Unit	$100.00	$600	TEST
	Total Inside Wiring			$600	
	Total Customer Premises Equipment			$2,600	

6. Repeat these steps for every asset in the PFSA.

5.3.1.1 Edit or Delete a Service Area Costs Line Item

1. Click the drop-down menu on the right-hand side of the line item (see Figure 42). The drop-down opens, showing options to [Edit] or [Delete].
2. To edit an item, click the [Edit] link. The **Edit Service Area Costs (PFSA) Line Item** window opens.
   a. Make any necessary changes. The Quantity, Unit, Unit Cost, and Description fields are editable. If you need to change the other fields, delete the line-item, and recreate it.
   b. Click the [Save] button when the changes are complete.
3. Delete a line item by Click the [Delete] link on the line items dropdown menu. The **Delete Service Area Costs (PFSA) Line Item** window opens. Click the [Delete] button. Deleting a line item cannot be undone.

5.3.2 CIW – Common Network Facilities (CNF) Costs

DO NOT COMPLETE THIS PAGE.

Common network facilities are assets that support more than one service area within a project. However, Community Connect applications are limited to one PFSA. Therefore Common Network Facilities costs are not applicable to your application. This page is only here to support other RUS Telecommunications programs that allow more than one service area in an application.

5.3.3 CIW – Other Costs

This CIW submenu item captures the costs of support times like vehicles and office systems, pre-application expenses if eligible, and professional services costs.

Not every project has other costs, so, after reviewing the asset categories and asset types in Table 6, you can move on to the next portion of the application if there are no other costs in your project. Please refer to the Program Guide for more information regarding other costs associated with your application.

NOTE: This is where you will record professional services costs, DO NOT use the environmental pre-application expenses or acquisition costs asset types. Neither are eligible costs under the Community Connect Program.

When you validate the application, you'll see a warning if there are no other costs. You can ignore this warning if your project doesn't have any other costs.

Table 6: CIW Other Costs – Asset Categories and Asset Types

Asset Category	Asset Types
Support Assets	Construction Vehicles Construction Equipment Special Purpose Vehicles Office Equipment Office Furniture Billing System Test Equipment Portable Generators Tools Others (specify)
Other Expenditures	Pre-application expenses **(not eligible for Community Connect)** Acquisition **(not eligible for Community Connect)** Others (specify)
Professional Services	Engineering Services Architectural Services Environmental Services Project Management Services Other (specify the type of service)

The **Other Costs** pages use the same processes to add line items to the **CIW** as the **Service Area Costs**, so the detailed instructions provided for **Service Area Costs** will not be duplicated here. to section 5.3.1 for the steps to add line items to **Other Costs**, edit them or delete them. We will provide a brief list of steps and basic screenshots for the **Other Costs** pages here.

NOTE: Professional services costs are the ONLY eligible type of Other Costs for the Community Connect program. DO NOT use the environmental pre-application expenses or acquisition costs asset types. Neither are eligible costs under the Community Connect Program.

1. Select **Other Costs (PFSA)** from the CIW submenu (Figure 39). Add, edit or delete line items in the same manner as the **CIW – Service Area Costs** (see section 5.3.1).

2. The **CIW - Other Costs (PFSA)** page opens (Figure 43).

Figure 43: CIW – Other Costs (PFSA) Page

3. Click the [+New] button on the **CIW – Other Costs (PFSA)** page. See Figure 43.

4. Complete the **Add an Other Costs (PFSA) Line Item** window for any professional services. Again, refer to Table 6 for asset categories and asset types.

As you add line items, Intake creates the same type of table on the **Other Costs** page (Figure 44) as the system does for **Service Area Costs** on that page.

Figure 44: CIW – Other Costs (PFSA) Page With Table

CIW - Other Costs (PFSA)

+ New

Professional Services

ASSET TYPE	QUANTITY	UNIT	UNIT COST	TOTAL COST	DESCRIPTION
Environmental Services	1	Lump Sum	$50,000.00	$50,000	test
			Total Environmental Services	$50,000	
			Total Professional Services	$50,000	
			Total	$50,000	

5.3.4 CIW – Summary

Validate Your Application

You can use the validation in section 10.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

The **CIW - Summary** page provides a summary of proposed costs that you can review, and a funding table on the PFSA summary where you must **specify the requested award amount**.

1. Select the **CIW Summary - PFSA** from the **CIW submenu** (Figure 39)
2. The **CIW Summary** page displays the project cost information, you entered on the other CIW pages, grouped by asset type and category (Figure 45). The summary also provides subtotals and a Total Proposed Funded Service Area Cost (this is the total project cost). Scroll down and review the information for accuracy. Return to the **Service Area Costs** or **Other Costs** pages to edit or delete assets if necessary. Then return to the **Summary** to double-check your changes and proceed to the next step.

Figure 45: CIW Summary Page (PFSA) – Top of Page

CIW - Summary (PFSA)

Proposed Funded Service Area(s) | Cost

NETWORK AND ACCESS EQUIPMENT		TOTAL COST
Switching Equipment		$1,000,000
	Total Network and Access Equipment	**$1,000,000**
PROFESSIONAL SERVICES		**TOTAL COST**
Environmental Services		$50,000
	Total Professional Services	**$50,000**
	Total Proposed Funded Service Area Cost	**$1,050,000**

5.3.4.1 Funding Information Table

For the **PFSA CIW – Summary**, the funding Information table appears at the bottom of this page.

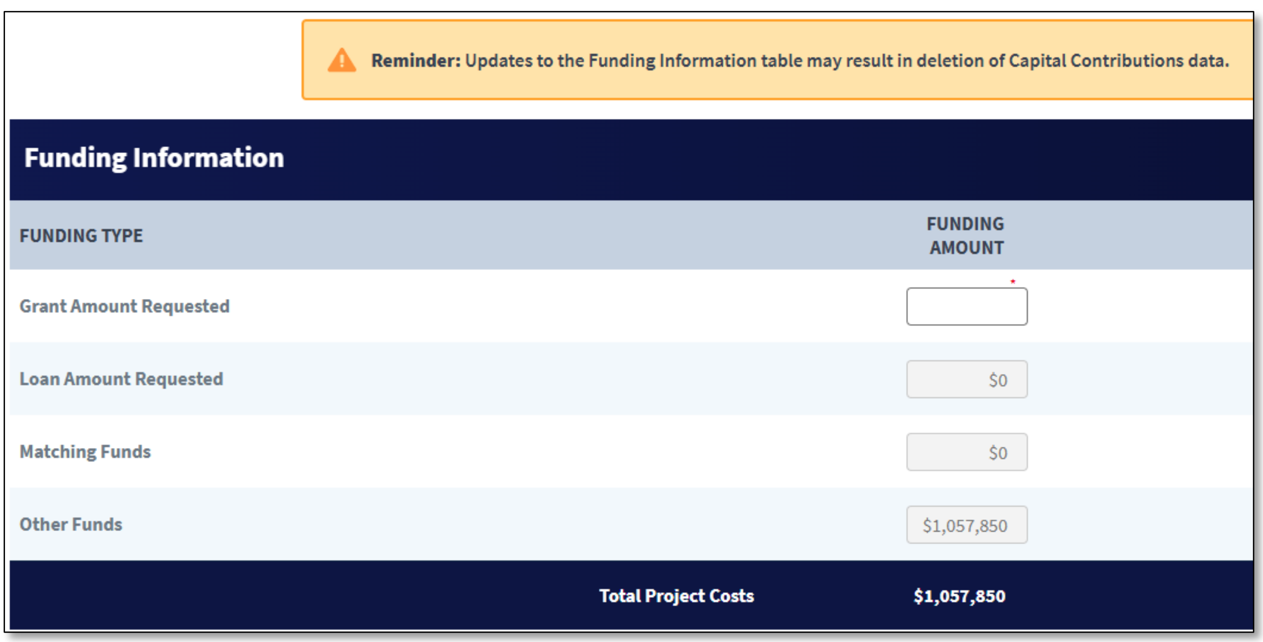
NOTE: You will see a message box stating that if you make changes to the **CIW – Summary Funding Information** table, any previously entered capital contribution amounts will be deleted. However, capital contribution data is only required if matching funds or other funds are associated with your (see section 5.5 for capital contributions information).

- **100 Percent Grant:** enter the value in the grant amount requested field (Figure 46). The matching funds are automatically calculated as 15 percent of the grant amount requested. The requested amount cannot exceed 85 percent of total project costs, or $5 million, whichever is less.
    - Grant Amount Requested (**editable**)
    - Loan Amount Requested (not editable; doesn't apply to Community Connect)
    - Matching Funds (not editable) *[automatically calculated]*
    - Other Funds (not editable) *[automatically calculated]*

NOTE: If you answered "Yes" to the question on the Project Information page about requesting a matching funds waiver (due to SUTA consideration or proposing to serve certain US island territories) then the matching funds are automatically calculated as **zero percent** of the grant amount requested.

The requested amount cannot exceed 100 percent of the total project costs or $5 million, whichever is less.

Figure 46: CIW - Summary funding Information Table - 100 Percent Grant



If funding table items are not compliant with funding limitations, you will see a red error message at the top of the page and you will need to adjust these amounts in their applicable sections (Figure 47). See the Program Guide for minimums, maximums and other funding requirements.

- If your grant request exceeds maximums, you'll see on-page error messages beside the fields similar to those shown in Figure 47
- Error messages may not occur until you click the [Save] button

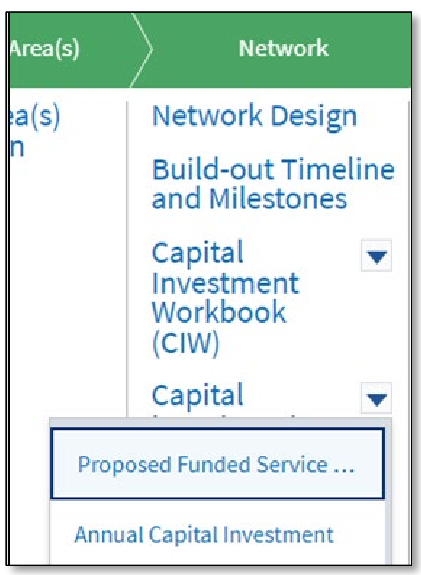
Figure 47: CIW Summary Error Examples

5.4 Capital Investment Schedule (CIS)

Enter information describing the timing of capital investments. You must complete the **CIW** before starting the **CIS**, as the information in the **CIW** informs the **CIS**.

The **CIS** has two pages (see Figure 48):Proposed Funded Service Area and Annual Capital Investment (ACI)

Figure 48: Network – CIS – Expanded Submenu



5.4.1 CIS – Proposed Funded Service Area

This page captures the timing of project expenditures during the three-year construction period.

1. Click the **Proposed Funded Service Area** link on the menu (Figure 48).
2. The **Proposed Funded Service Area** page displays a table that lists the project asset groups and their corresponding project asset types you created in the **CIW,** with their summary amounts. Each asset type row has a field for each of the buildout years. Enter the amount that your organization will spend for each asset for each year (Figure 49). For each asset type, fully distribute its CIW Summary Amounts across the forecast years. If you don't intend to spend any award funds for an item in a given year, enter a zero. The Total column will calculate the sum of the yearly distribution of costs.

Figure 49: CIS (PFSA) – Partial

Network and Access Equipment

		BRIDGE YEAR			FORECAST YEARS
ASSET TYPE	CIW SUMMARY AMOUNTS	2025	2026	2027	2028
Switching Equipment	$1,000,000		$333,333	$333,333	$333,334
Professional Services	$0		$20,000	$20,000	$20,000

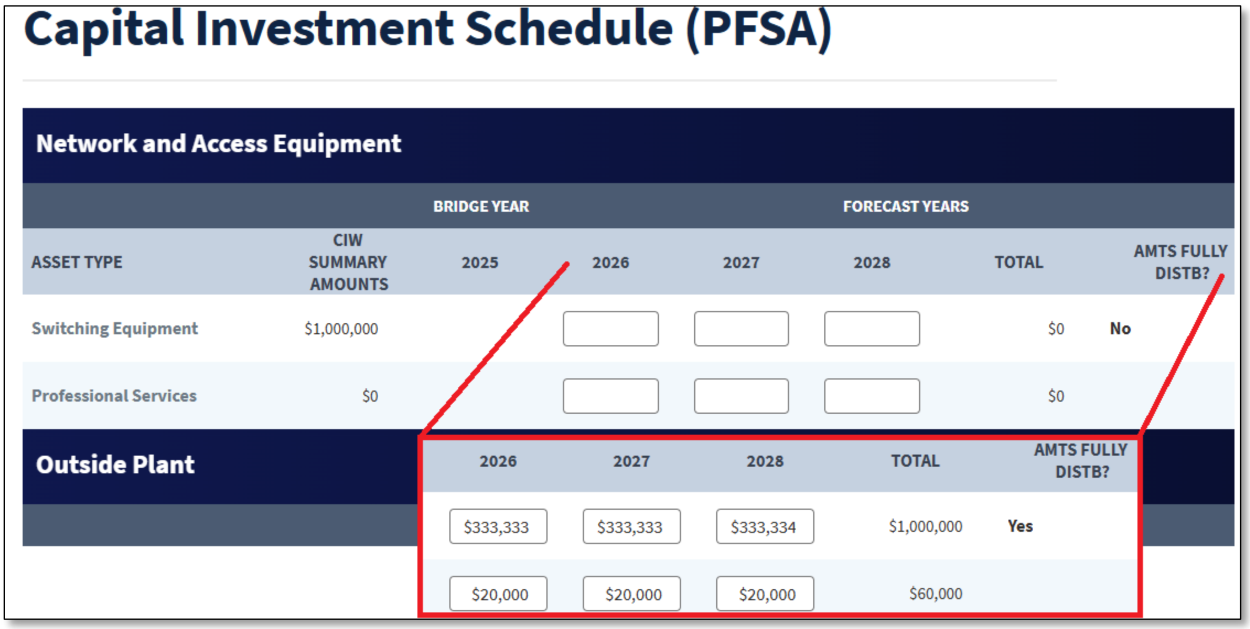
Outside Plant

		BRIDGE YEAR			FORECAST YEARS
ASSET TYPE	CIW SUMMARY AMOUNTS	2025	2026	2027	2028
Fiber Cable - Aerial	$32,850		$10,950	$10,950	$10,950
Professional Services	$0		$10,000	$10,000	$10,000

3. Each table includes a validation in the "Amounts Fully Distributed" column on the right that indicates whether you've fully distributed an asset type's project cost across the years when you click the [Save] button. While Intake does not prevent you from saving and then moving to different areas of the application when a value in this column is "No", it will not allow you to submit an application with this validation error
    - Remember, the distribution of costs should support the assumptions that underly the **Buildout Timeline and Milestones**. In addition, the financial statements should reflect the cost distributions, as necessary
    - You can click the [Save] button as often as you want to check whether the costs for a specific line item have been fully distributed

4. If you included any professional services costs in your **CIW**, you will see a professional services line under each asset category.
    a. Distribute the costs as they apply to the asset categories, using zeros as applicable. See Figure 50.

Figure 50: CIS (PFSA) – Completed Distribution Example



Capital Investment Schedule (PFSA)

Network and Access Equipment

		BRIDGE YEAR	FORECAST YEARS				
ASSET TYPE	CIW SUMMARY AMOUNTS	2025	2026	2027	2028	TOTAL	AMTS FULLY DISTB?
Switching Equipment	$1,000,000					$0	No
Professional Services	$0					$0	

Outside Plant

2026	2027	2028	TOTAL	AMTS FULLY DISTB?
$333,333	$333,333	$333,334	$1,000,000	Yes
$20,000	$20,000	$20,000	$60,000	

    b. Scroll down to the bottom of the table to see whether the professional services amount is fully distributed. Intake adds up all professional services costs that were distributed to the asset categories onto a single (non-editable) line to validate full distribution of those costs (Figure 51).

Figure 51: CIS (PFSA) – Professional Services Costs Fully Distributed (Page Bottom)

Professional Services

		BRIDGE YEAR	FORECAST YEARS				
ASSET TYPE	CIW SUMMARY AMOUNTS	2025	2026	2027	2028	TOTAL	AMTS FULLY DISTB?
Total	$90,000	$0	$30,000	$30,000	$30,000	$90,000	Yes
Total Capital Investment Schedule			$374,283	$374,283	$374,284	$1,122,850	

Save

5. Click the [Save] button on the bottom right side of the page.

5.4.2 CIS – Annual Capital Investment (ACI)

Use the **Annual Capital Investment** page to distribute the capital investments you plan to make with match, other funds or both across the three-year construction period. The **ACI** table is initially populated based on the information you entered in the **Proposed Funded Service Area** page of the **CIS**. If your project requires Other Funds to fully fund it, they can be expended at any time during the build-out period.

1. Click the **Annual Capital Investment** link on the menu (Figure 48).
2. The **Annual Capital Investment** page opens (Figure 52), showing the amounts you distributed on the **CIS – Proposed Funded Service Area** page, grouped by the line items in the Funding Information Table on the **CIW – Summary (PFSA)** page.

If your requested award amount fully covers all project costs, enter a zero for every year on the Other Funds line, click the [Save] button, and if no error messages appear, you can move on to the next portion of the application. Otherwise, follow the steps below:

3. Intake may automatically distribute some of the funding amounts. Distribute the remaining editable funding amounts, which default to zero, across the three-year construction period.
   - Remember, the distribution of costs should support the assumptions that underly the **Buildout Timeline and Milestones**. In addition, the financial statements should reflect the cost distributions, as necessary

Figure 52: Annual Capital Investment Page - Partial

Annual Capital Investment

	2026	2027	2028	TOTAL
Total Proposed Funded Service Area Costs	**$374,283**	**$374,283**	**$374,284**	**$1,122,850**
Total Match Amount	$56,143	$56,143	$56,144	$168,430
Total Grant Amount	$318,140	$318,140	$318,140	$954,420
Other Funds	$0	$0	$0	$0
Annual Capital Investment $0	**$374,283**	**$374,283**	**$374,284**	**$1,122,850**

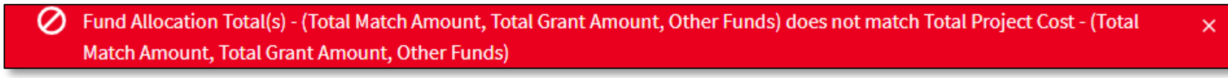
4. Click the [Save] button.
   - If you did not fully distribute all of the editable funding amounts, you will see a red error message at the top of the page (Figure 53). Adjust the distribution to fully account for all the funding amounts across the three-year construction period and click the [Save] button again

Figure 53: CIS - Annual Capital Investment – Fully Distribute Error Message

Fund Allocation Total for year 2026,2027,2028 does not match Total Proposed Funded Service Area Costs ×

   - If you did not fully distribute the Other Funds, you will see a red error message at the top of the page (Figure 54). Adjust the distribution to fully account for all other funds and click the [Save] button again

Figure 54: CIS – Annual Capital Investment – Other Funds Error Message



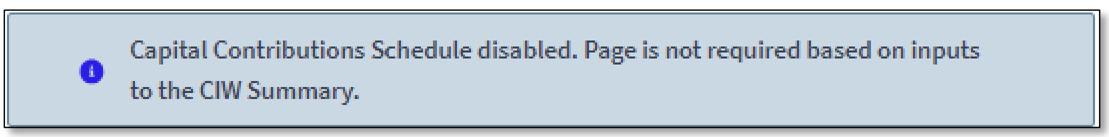
5.5 Capital Contributions

If the Funding Information table on the **CIW Summary (PFSA)** page contains matching funds or other funds, you will reflect the sources of those funds here and supply supporting documentation for the sources of your funds.

You must complete the entire CIW and CIS before starting Capital Contributions.

If your application's funding information table doesn't contain matching funds or other funds, **Capital Contributions** will not be active, and you can move on to the next portion of the application (Figure 55). The Community Connect Program requires matching funds unless you have a matching funds waiver (due to SUTA consideration or proposing to serve certain US island territories) so the Capital Contributions section of the application should be completed in most cases (see the Program Guide for more information).

Figure 55: Capital Contributions - Disabled



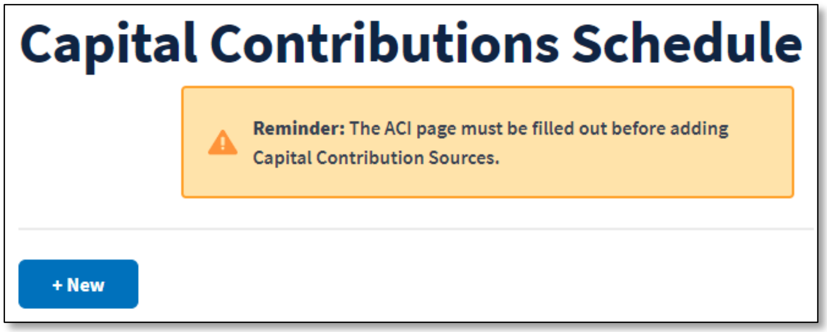
Capital Contributions has two pages: **Capital Contributions Schedule** and **Capital Contributions Documents** (see Figure 56).

Figure 56: Network – Capital Contributions – Expanded Submenu

5.5.1 Capital Contributions Schedule (CCS)

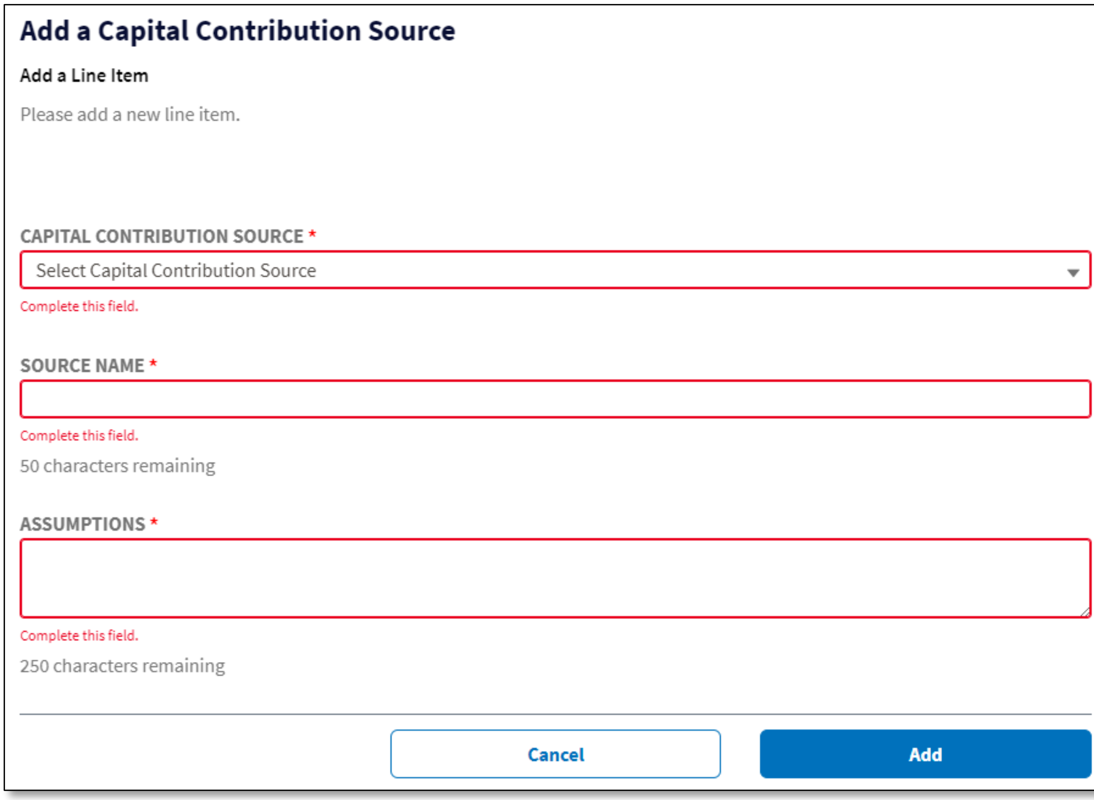
1. Click on the **Capital Contributions Schedule** link on the submenu (Figure 56).
2. The **Capital Contribution Schedule** page opens. Enter information for each capital contribution expected during the bridge year or forecast period. To add a source of the capital contributions, click the [+New] button. See Figure 57.

Figure 57: Network Tab – Capital Contributions Schedule



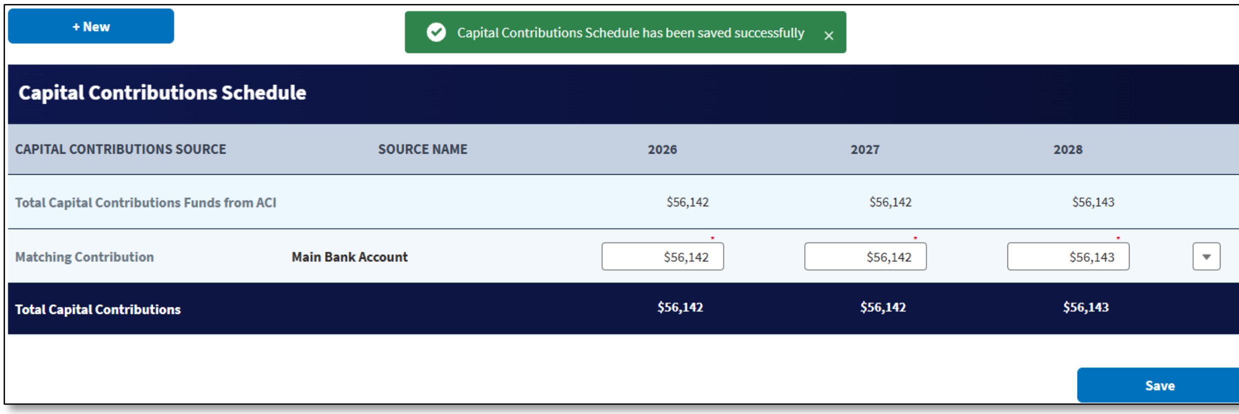
3. The **Add a Capital Contribution Source** window displays (Figure 58). Complete all the fields in the window:
   - Capital Contribution Source: Choose the source from the drop-down menu:
     - Owner/member capital
     - Investor capital
     - State grant
     - Federal grant
     - Matching funds
     - Other
   - Source Name: Enter the name of the source. This name appears as the title for each Document Upload table within the **Capital Contributions Documents** page, so make sure it is descriptive and unique
   - Assumptions: clearly and concisely describe how the funds will be obtained and any additional descriptive information about the support for the projected capital.

Figure 58: Add a Capital Contribution Source Window



4. Click the [Add] button after you complete all of the required fields.
5. Continue adding sources as necessary.
6. After you add a source, Intake updates the **CCS** with a table (Figure 59) showing:
   - The Total Capital Contributions Funds from ACI (**Annual Capital Investment** page) as a guide so that you know which years on the **CCS** should show a capital contribution
   - A row for each capital contribution source you added, with a field for each year of the three-year construction period, and a drop-down menu that allows you to edit or delete a source of capital contributions
7. Distribute the contribution for each source across the three years (enter a zero in a field, as necessary). Then click the [Save] button (Figure 59).
   - Remember that the timing of the contributions must support the **Buildout Timeline and Milestones**

Figure 59: CCS – Table Successfully Completed



- If your entries do not match the annual ACI amount, you'll see an error message explaining which years do not match (Figure 60)

Figure 60: CCS Error Message

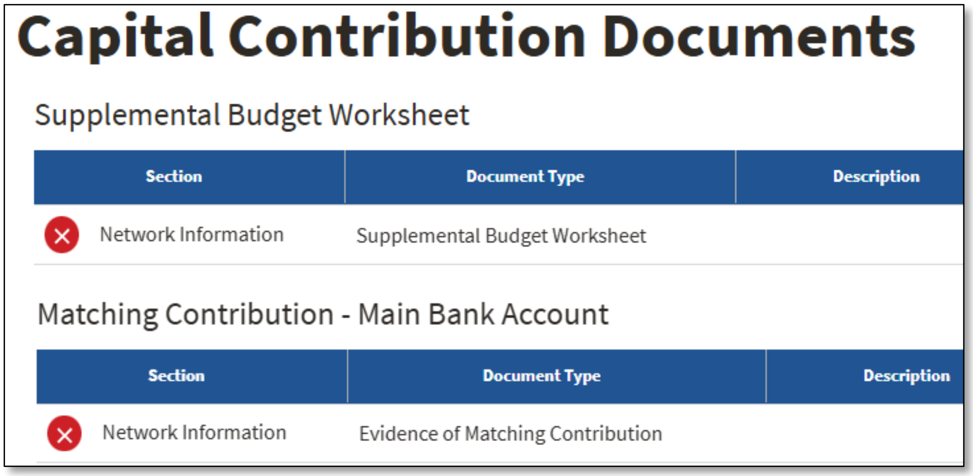
5.5.2 Capital Contributions Documents

Provide one or more supporting documents for each source of capital contributions. The documents should support the assumptions you provided and demonstrate the availability of the source.

NOTE: Use this page to upload your required **Supplemental Budget Worksheet**. See the Program Guide for more information on this required document.

1. Click on the **Capital Contributions Schedule** link (Figure 56).
2. The **Capital Contributions Documents** page opens, showing a document entry for the Supplemental Budget Worksheet and a document entry for each contribution type you listed on the **Capital Contributions** page (Figure 61).
3. Upload the Supplemental Budget Worksheet.
4. For each capital contribution, click the drop-down menu and upload the appropriate document.
    - Note that the source type and the source name are used to identify the document in the document tables
    - If the source has a red X beside it, you must provide a document
    - Each source has a drop-down menu on the right side that allows you to upload, view, and delete documents
    - After you upload the supporting documents, the red X changes to a green checkmark
    - Use the [Upload Additional Documents] button if you need to add more than one document of the same document type

Figure 61: Capital Contributions Documents Page – Partial



: Section 3.4 (**Project Documents**) fully describes all of Intake's document management functionality. Please refer to this section as the **Capital Contributions Documents** page uses the same functionality.

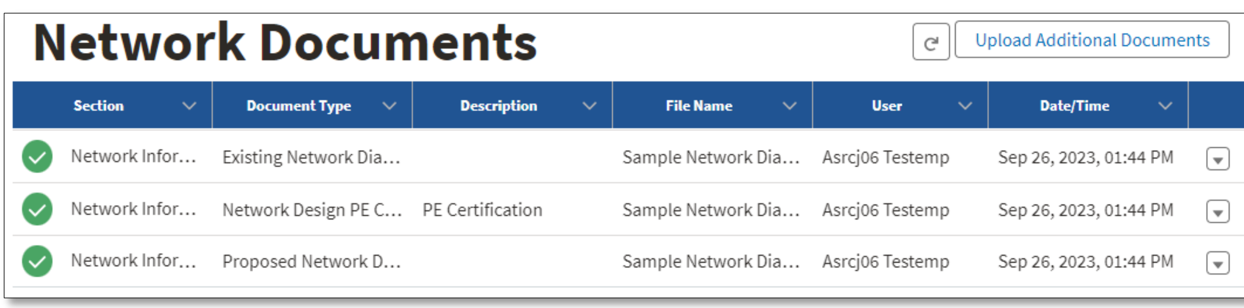
5.6 Network Documents

Use the **Network Documents** page to manage all of the documents you've added under the **Network** tab, including adding any missing required documents.

1. Click on the **Network Documents** link (Figure 34).
2. The **Network Documents** page displays a table listing all documents that have been uploaded (Figure 62).
   - Each document has a drop-down menu on the right side that allows you to upload a document (which will replace the existing document), view, or delete the document
   - Use the [Upload Additional Documents] button if you need to add more than one document of the same document type

: Section 3.4 (**Project Documents**) fully describes all of Intake's document management functionality. Please refer to this section as the **Network Documents** page uses the same functionality.

Figure 62: Network Documents Page



6 Financials Tab

This tab captures information about your service offerings, current and anticipated subscribers and revenue, and your pro-forma financial forecast and assumptions.

For more information on financial requirements, including expectations for the pro-forma financials and assumptions, refer to the Program Guide.

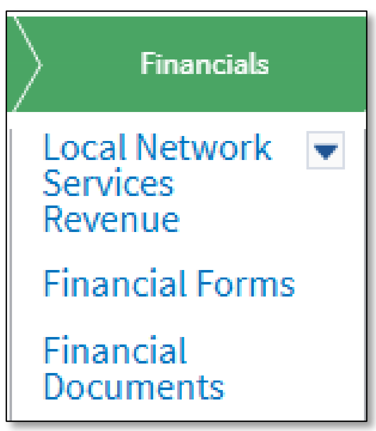
> **Validate Your Application**
>
> You can use the validation in section 10.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

It's very important that you complete all of the Financial tab's pages and sub menus in the order presented in the tab's menu (**top to bottom**) to ensure that data flows into the financial statements correctly.

The **Financials** tab has the following pages and submenus that contain subsidiary pages (Figure 63):

- Local Network Services Revenue (LNSR) – submenu
- Financial Forms
- Financial Documents

Figure 63: Financials Tab Menu



If you enter and save data on a page, and subsequently return to the page and change data, be sure to re-save that page before moving on.

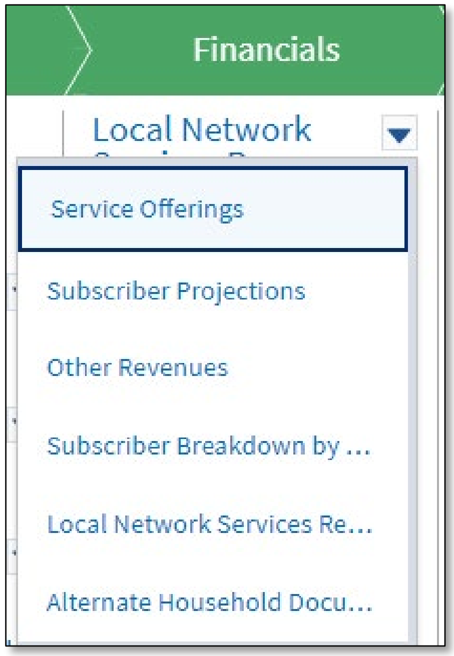
6.1 Local Network Services Revenue (LNSR)

On these pages, you capture the types of local telecommunications revenue your organization currently receives and the anticipated revenue from the services your project would provide.

The **Local Network Services Revenue** menu item has six pages (Figure 64):

- Service Offerings
- Subscriber Projections
- Other Revenues
- Subscriber Breakdown by Service Area
- Local Network Services Revenue
- Alternate Household Documents

Figure 64: Financials – LNSR Submenu - Expanded

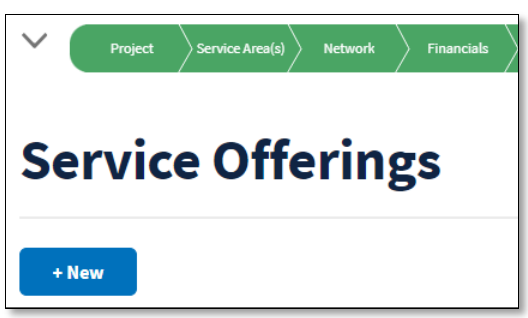


6.1.1 Adding, Editing, and Deleting Service Offerings

Describe each existing and proposed service offering (voice, data, video, or a combination of services) broken down by customer type.

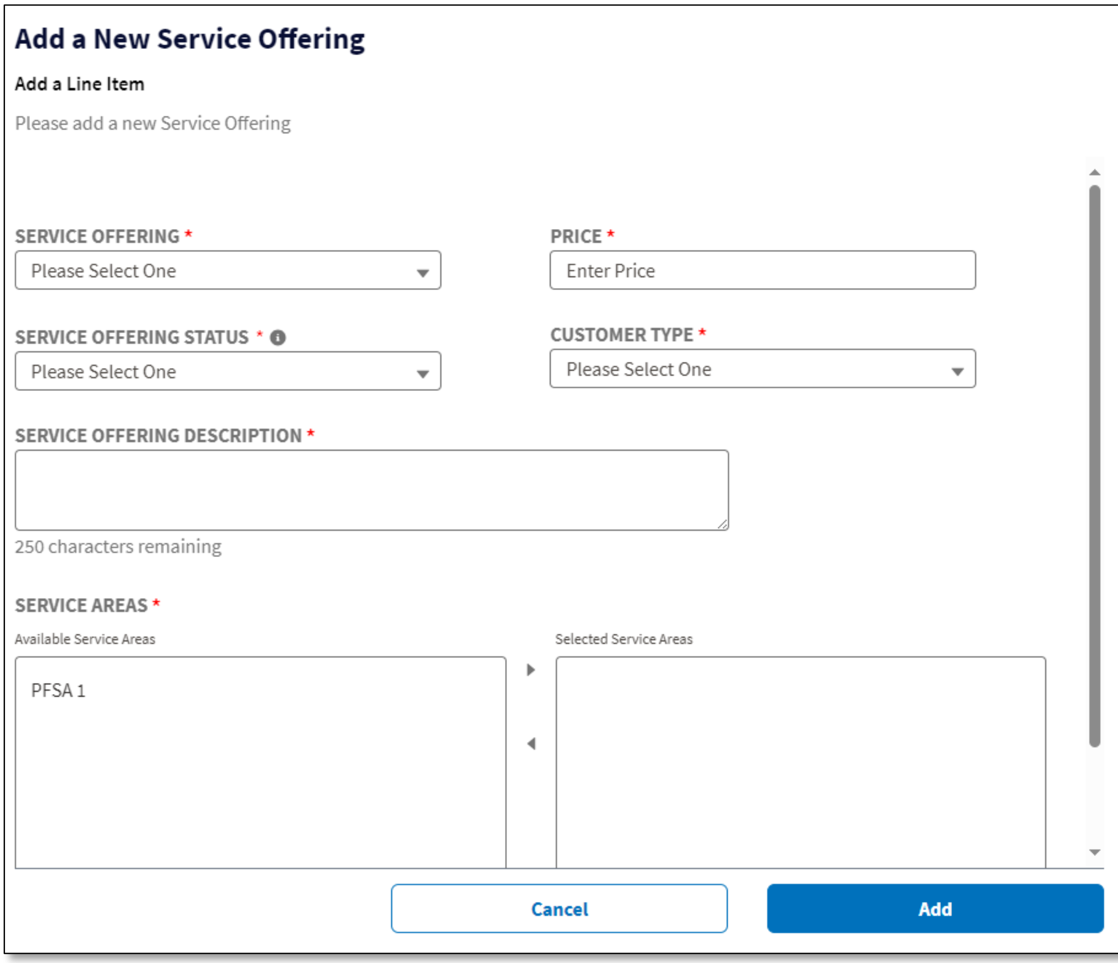
1. Click the Service Offering submenu option (Figure 64).
2. The **Service Offerings** page opens. Create a description for each service offering your organization intends to provide during the forecast period. Click the [+New] button (Figure 65).

Figure 65: Service Offerings Page - Partial



3. The **Add a New Service Offering Line-Item** Window opens (Figure 66).

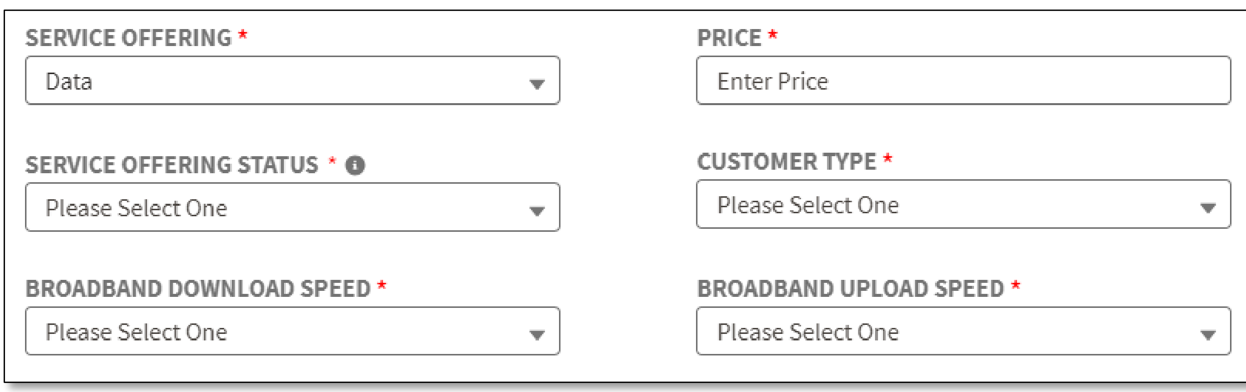
Figure 66: Add a New Service Offering Line-Item Window



4. Complete all of the fields in the window:
    - Service Offering: choose the appropriate option from the drop-down menu:
        - Voice
        - Data
        - Video
        - Data/Voice
        - Voice/Video
        - Data/Video
        - Data/Voice/Video
    - Price: Enter a monthly dollar amount for the service offering. If your application proposes an open access network project, the price entered should be $0
        - Add your open access network revenues to the application on the **Other Revenues** . See section 6.1.3
    - Service Offering Status: choose the appropriate option from the drop-down menu, either New or Existing

- Customer Type: choose the appropriate option from the drop-down menu, either Residential or Business
- Service Offering Description: Enter a concise description of the service offering
- Service Areas: In the Available Service Areas box, select your PFSA, then click the right-facing arrow to move the service area to the Selected Service Areas box.
    - To move your PFSA back to the Available Service Areas box, select it in the Selected Service Areas box, then click the left-facing arrow
- When choosing a Service Offering including Data, two new fields will appear titled Broadband Download Speed and Broadband Upload Speed (Figure 67). Choose the appropriate option for each field. Both fields provide the same choices for speeds:
    - Unknown
    - <1 Mbps
    - 1 Mbps
    - 3 Mbps
    - 4 Mbps
    - 10 Mbps
    - 25 Mbps
    - 50 Mbps
    - 100 Mbps
    - 250 Mbps
    - 500 Mbps
    - 1 Gbps
    - >1 Gbps

Figure 67: Add a New Service Offering Window – Broadband Speed Fields



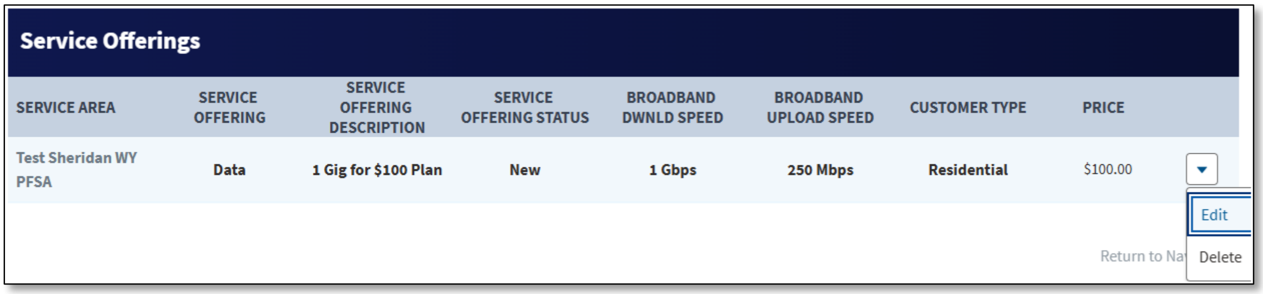
Service Offering Requirements

You must have at least one offering of 100/20 or higher.

5. Click the [Add] button after completing all of the fields.
6. Repeat the process to add every service offering (new or existing) in your PFSA.

7. As you add service offerings, Intake creates and updates a table on the **Service Offerings** page (Figure 68) showing all of the details about the service offerings. Each line on the table also has a drop-down menu that allows you to edit or delete the offering.

Figure 68: Service Offerings Page Updated



6.1.1.1 Edit or Delete a Service Offering Line Item

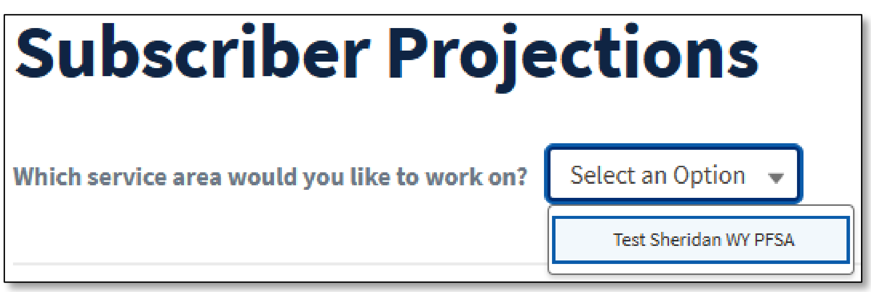
1. To edit a line item, click the drop-down menu on the right-hand side of the line item (Figure 68). The drop-down opens, showing options to [Edit] or [Delete].
   a. Click the [Edit] button. The **Edit a Service Offering** window opens. The window contains all of the fields on the **Add a New Service Offering** window (Figure 66).
   b. All fields except the Service Areas are editable.
   c. Click the [Save] button when you've completed your edits. Intake will immediately update the table on the **Service Offerings** page with your changes.
2. To delete a Service Offering, choose the Delete option from a Service Offering's drop-down menu (Figure 68).
   a. A **Delete Service Offering** window opens in which you can confirm or cancel the deletion.

6.1.2 Subscriber Projections

Provide subscriber projections for **each** service offering, for the PFSA. You must provide the number of existing subscribers, new subscribers, subscription cancellations, and pricing information for historical and forecast years.

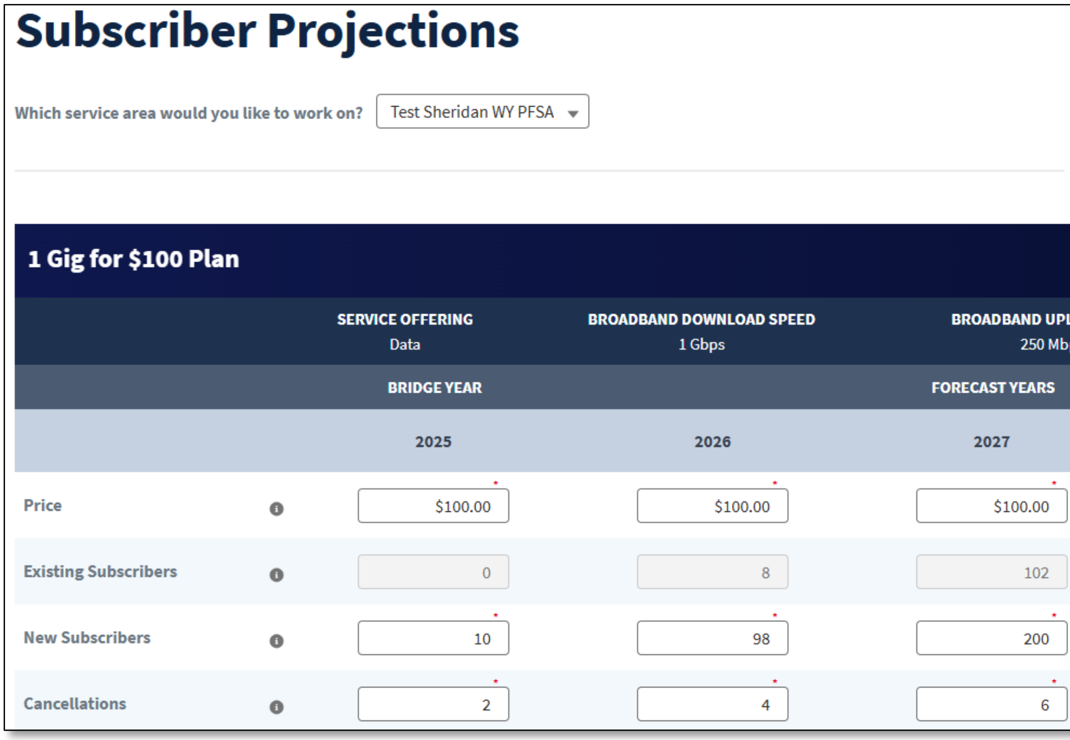
1. Choose the **Service Offering** submenu option (Figure 64).
2. The **Subscriber Projections** page opens. Choose your PFSA from the drop-down menu to add subscriber projections (Figure 69).

Figure 69: LNSR – Subscriber Projections Page



3. A table on the **Subscriber Projections** page opens (Figure 70). The image in Figure 70 is a partial image because the table is wide; you might need to scroll to the right to view all aspects of it.
   - There is a table for each service offering your created (dark blue bar – collapsible)
   - Information about the service offering description, speeds, and customer type is provided on the next line
   - Labels for the bridge and forecast years are on the third line
   - The fourth line (light blue) shows the years (columns) for the service offering's table
   - The leftmost column has the following rows, each of which has a tooltip that provides detailed information about the row's data. Please use those tooltips to answer questions about the rows' data. Ensure your projections are supported by your market research and internal data. They must be reasonable
     - Price: Intake copies the pricing information into these cells from the **Service Offerings** page. The fields are editable in case you need to record price changes in over time. If you do not anticipate price changes in the future for this service offering, you do not have to edit this row.
     - Existing Subscribers: only applies to existing offerings. You may need to scroll left to see the historical years
     - New Subscribers: add your new subscriber projections on this line for this service offering and this service area
       - Be sure that subscriber additions are supported by the **Build-out Timeline and Milestones** and the **CIW** and **CIS**
       - Subscriber projections should be realistic and justifiable taking into consideration the proposed service pricings vs PFSA demographics as well as any competitive service offerings
       - Be sure to upload a document explaining the methodology used to determine these numbers
     - Cancellations: add your cancellation projections on this line for this service offering and this service area.
     - Net Additions: *Intake System calculates this field*
     - Ending Subscribers: *Intake System calculates this field*
     - Churn Rate: *Intake System calculates this field*

Figure 70: Subscriber Projections Page – Partial



4. Click the [Save] button after you've entered all of the subscriber data for this service offering.
5. Repeat this process for every service offering.

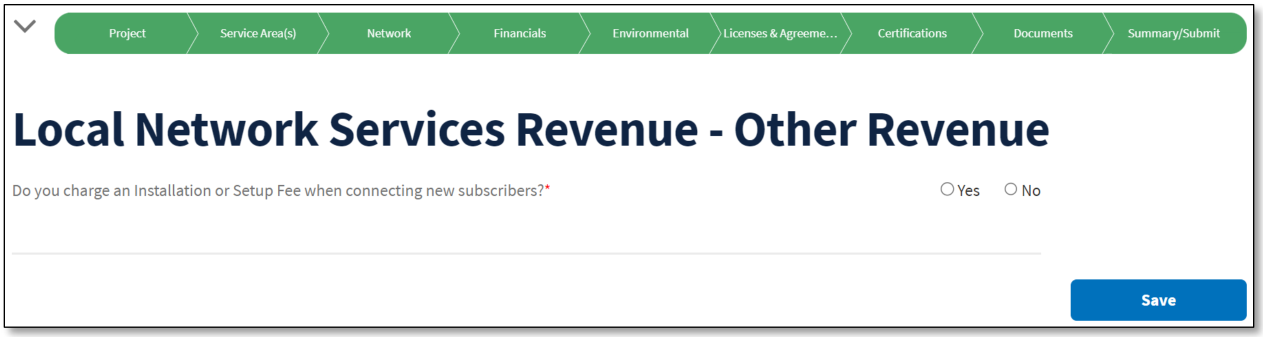
6.1.3 Other Revenues

Enter other revenues associated with service areas that are not a direct result of providing service to subscribers. Examples of such revenues include installation fees, monthly cable rentals, and broadcast network fees.

If you are proposing an open access network, record your revenues for that arrangement here.

1. Choose the **Other Revenues** link on the **LNSR** submenu (Figure 64).
2. The **Other Revenues** page opens (Figure 71) showing one question, "Do you charge an Installation or Setup Fee when connecting new subscribers?" Answer the question.

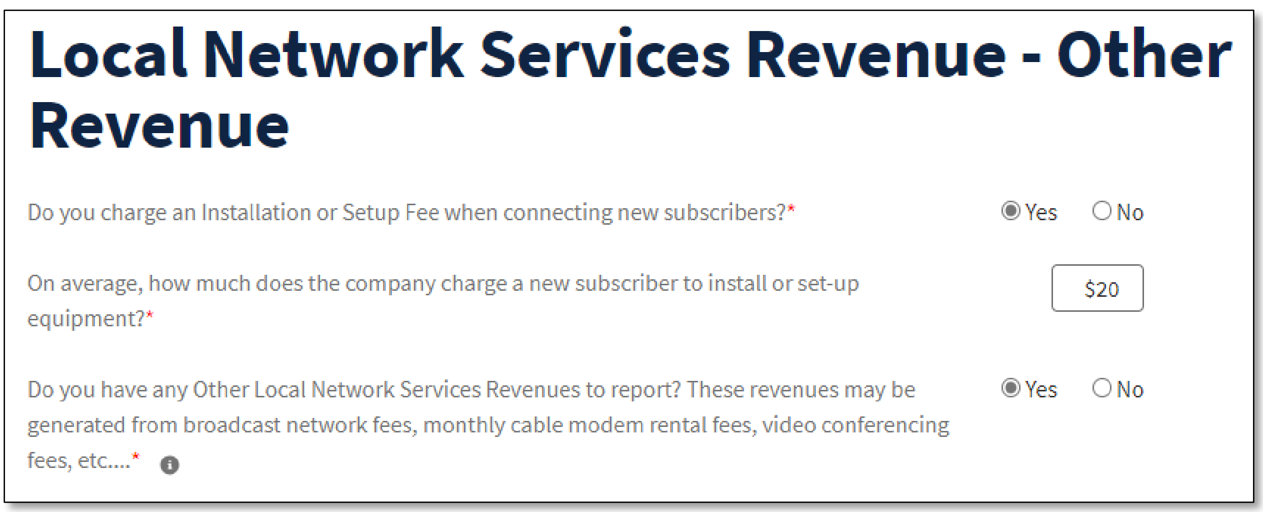
Figure 71: LNSR – Other Revenues (Top)



- If No, proceed to Step 3
- If you answer Yes, answer the additional question about how much you charge for installation or setup that appears (Figure 72), then proceed to Step 3

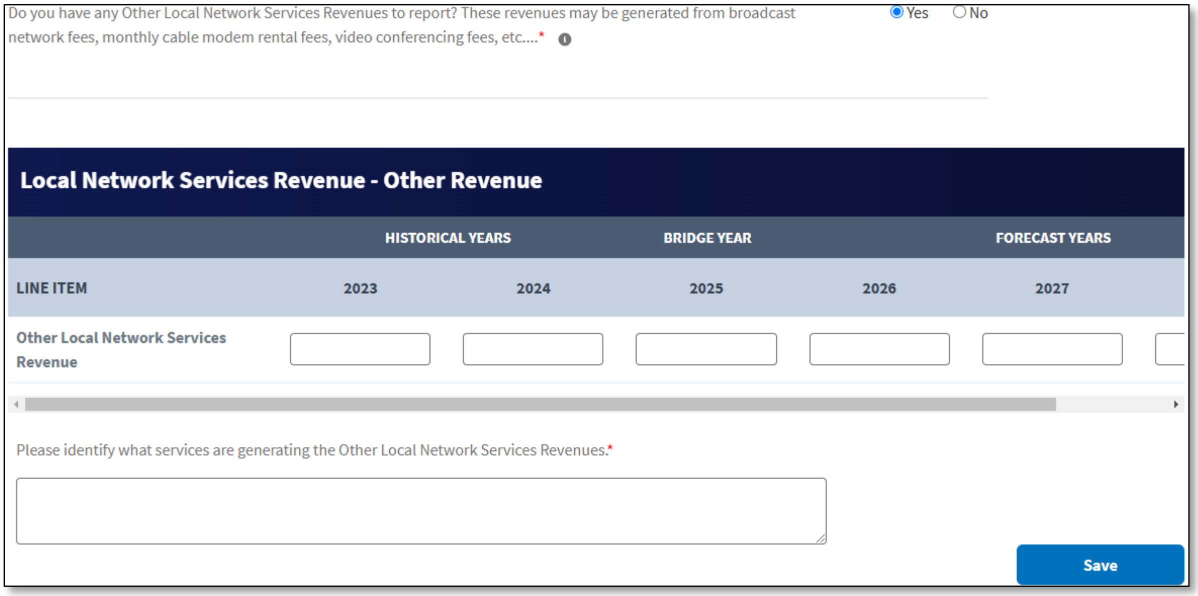
3. The next question is whether you have any Other Local Network Services Revenues (such as modem rentals, or other fees your charge related to these services)? “Do you have any Other Local Network Services Revenues to report?”

Figure 72: LNSR – Other Revenues – Additional Questions



a. This is where you record revenues from your open access network if that is part of what you’re proposing in this application.
b. If No, proceed to Step 4
c. If Yes, a table and a text box appear that allow you to report the total annual other revenue from the sources you describe in the textbox (Figure 73). You might need to scroll left and right to provide the annual revenue for all historical, bridge and forecast years. Enter a zero for any year in which you do not have this type of revenue.

Figure 73: LNSR – Other Revenues (Bottom)



4. When all questions are fully answered, click the [Save] button and move to the next portion of the application.

6.1.4 Subscriber Breakdown by Service Area

This page shows you the Subscriber Projections overlaid with Census household data and penetration rates calculated by Intake. Review this information for accuracy and reasonableness and provide alternate household data, if appropriate. Bear in mind that your projections should support for your organization’s revenue.

1. Choose the **Other Revenues** link, from the **LNSR** submenu (Figure 64).
2. The **Subscriber Breakdown by Service Area** page opens (Figure 74).

The page consists of a table for your PFSA. The table’s title row is collapsible and shows the PFSA name. There are columns for the two historical years, bridge year and forecast years. You may need to scroll left and right to see all of the data. The following rows contain data compiled from the subscriber projections you provided on the previous page. The rows are grouped by customer type (residential or business):

- Service Offering: there may be more than one line if you provide (or intend to provide) more than one service in the area. Each are labeled by their offering type. In Figure 74 below, the line is “Data” and there is only one service offering line because only one offering was specified earlier.
- Total Residential Subscribers: displays the total number of subscribers across all residential service offerings in a service area
- Households: derived from the Census data on the **Service Area Map**
- Household Penetration Rate: *Intake System calculates this percentage based on the data you supply*

Figure 74: Subscriber Breakdown by Service Area Page - Top

Subscriber Breakdown by Service Area

Test Sheridan WY PFSA

Input Alternate Household Data — Hidden

	HISTORICAL YEARS		BRIDGE YEAR	FORECAST YEARS		
RESIDENTIAL	2023	2024	2025	2026	2027	2028
Data	0	0	8	102	296	688
Total Residential Subscribers	0	0	8	102	296	688
Households	7,443	7,443	7,443	7,443	7,443	7,443
Household Penetration Rates	0%	0%	0%	1%	4%	9%

Below the table for your PFSA is a summary table (also collapsible) (Figure 75). It has columns for the historical, bridge and forecast years and lines for total residential and total business subscribers (if any). *Intake calculates the data.*

Figure 75: LNSR - Subscriber Breakdown by Service Area - Bottom

Summary

	HISTORICAL YEARS		BRIDGE YEAR	FORECAST YEARS		
	2023	2024	2025	2026	2027	2028
Total Residential Subscribers	0	0	8	102	296	688
Total Business Subscribers	0	0	28	86	232	574

Save

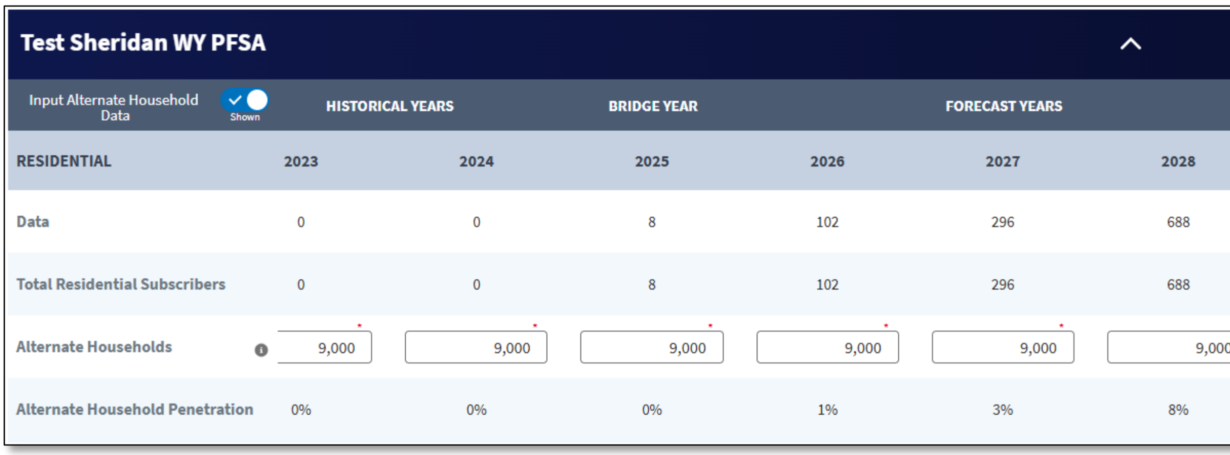
3. Review this data carefully and compare it against your organization's market research and internal data. If you are satisfied that the churn rate and subscriber projections represent your organization's data, click the [Save] button and go to the next portion of the application.
4. If the data doesn't represent your organization's , go to section 6.1.4.1 to see the instructions for supplying alternate household data. Bear in mind that you must provide documentation for the assumptions and data for alternate households, see section 6.1.6.

6.1.4.1 Alternate Household Data

For more information on alternate households, refer to the Program Guide.

To supply alternate household data, turn the “Input Alternate Household Data” toggle on. The toggle is in the upper left corner of each service area table (Figure 76). When toggled on, it makes a row visible in the service area table so that you can provide the alternate household data. Intake will update the customer penetration rates based on your data.

Figure 76: LNSR – Subscriber Breakdown Using Alternate Household Data



Test Sheridan WY PFSA

Input Alternate Household Data (Shown)	HISTORICAL YEARS		BRIDGE YEAR	FORECAST YEARS		
RESIDENTIAL	2023	2024	2025	2026	2027	2028
Data	0	0	8	102	296	688
Total Residential Subscribers	0	0	8	102	296	688
Alternate Households	9,000	9,000	9,000	9,000	9,000	9,000
Alternate Household Penetration	0%	0%	0%	1%	3%	8%

Be sure to click the [Save] button at the bottom of the **Subscriber Breakdown by Service Area** page when you have entered all of your data.

6.1.5 Viewing Local Network Services Revenue

This page provides a summary of the **Local Network Services Revenue** totals and distribution based on the information you provided on previous **LNSR** pages. If you need to make changes, return to the appropriate **LNSR** page, and save your changes. Then, return here and check the summary again.

1. Choose the **Local Network Services Revenue (LNSR)** link, from the **LNSR** submenu (Figure 64).
2. The **LNSR** page opens (Figure 77) and provides a table showing columns for all of the years, and rows as described here:
   - Service Offerings: provides the annual revenue for each service offering type. There may be more than one line if you provide (or intend to provide) more than one service in the PFSA. Each are labeled by their offering type. In Figure 77 below, the line is “Data” and there is only one service offering line because only one offering was specified earlier
   - Residential Local Network Services Revenue: total revenue associated with all residential service offerings. The average of the new and dropped subscribers is used to calculate this line item
   - Residential Average Revenue per User (ARPU): the Intake System calculates this line item by dividing the residential local network services revenue by the total number of annual residential subscribers

- Business Local Network Services Revenue: total revenue associated with all business service offerings This line item is hidden if you have not specified business service offerings. The average of the new and dropped subscribers is used to calculate this line item
- Business Average Revenue per User (ARPU): Intake calculates this line item by dividing the business local network services revenue by the total number of annual business subscribers. This line item is hidden if you have not specified business service offerings
- One-time Setup Fees: total annual revenues from one-time set-up fees provided in the **Other Revenues** page
- Other Local Network Services Revenue: the total annual revenues from other local network services provided in the **Other Revenues** page
- Total Local Network Services Revenue: Intake sums the Local Network Services Revenue (Residential and Business), One-time Setup Fees, and Other Local Network Services Revenue

Figure 77: Local Network Services Revenue Page - Partial

Local Network Services Revenue

Local Network Services Revenue - Summary

		BRIDGE YEAR	FORECAST YEARS		
SERVICE OFFERING	CUSTOMER TYPE	2025	2026	2027	2028
Data	Residential	$4,800	$66,000	$238,800	$590,400
Data	Business	$21,000	$85,500	$238,500	$604,500
Residential Local Network Services Revenue		$4,800	$66,000	$238,800	$590,400
Residential Average Revenue per User (ARPU)		$600	$647	$807	$858
Business Local Network Services Revenue		$21,000	$85,500	$238,500	$604,500
Business Average Revenue per User (ARPU)		$750	$994	$1,028	$1,053
One-time Set-up Fees		$800	$3,160	$7,000	$15,000
Other Local Network Services Revenue		$50	$60	$70	$80
Total Local Network Services Revenue		**$26,650**	**$154,720**	**$484,370**	**$1,209,980**

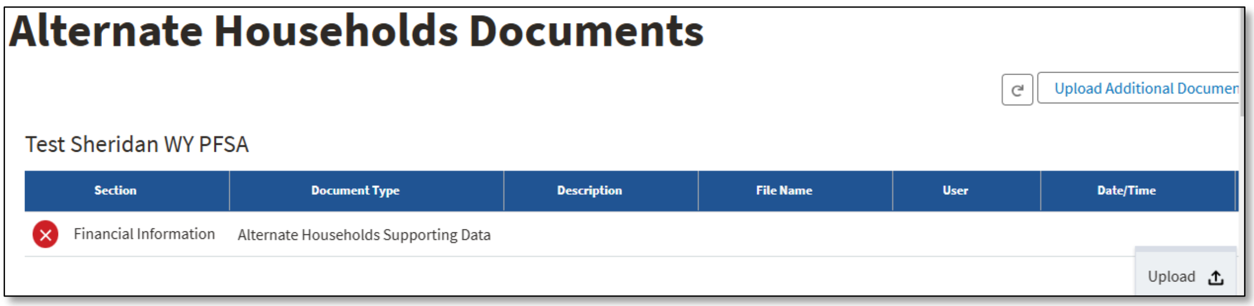
3. Carefully review the summary, and then move on to the next portion of the application when you are sure the data accurately reflects your revenue projections.

6.1.6 Alternate Household Documents

If you entered Alternate Household Data on the **Subscriber Breakdown by Service Area** page, upload your required supporting documents here.

1. Choose the **Alternate House Documents** link, from the **LNSR** submenu (Figure 64)
2. The **Alternate Household Documents** page displays a table for your PFSA (Figure 78). The page shares the same functionality as the document pages that occur under each tab. section 3.4 to see in-depth instructions on how to upload, view and delete documents. Use the [Upload Additional Documents] button if you need to supply more than one document of the same document type.

Figure 78: Alternate Households Documents Page

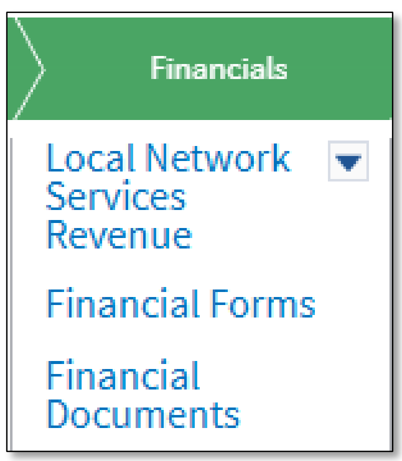


6.2 Financial Forms

This is the page where you upload your pro forma financials and the supporting assumptions.

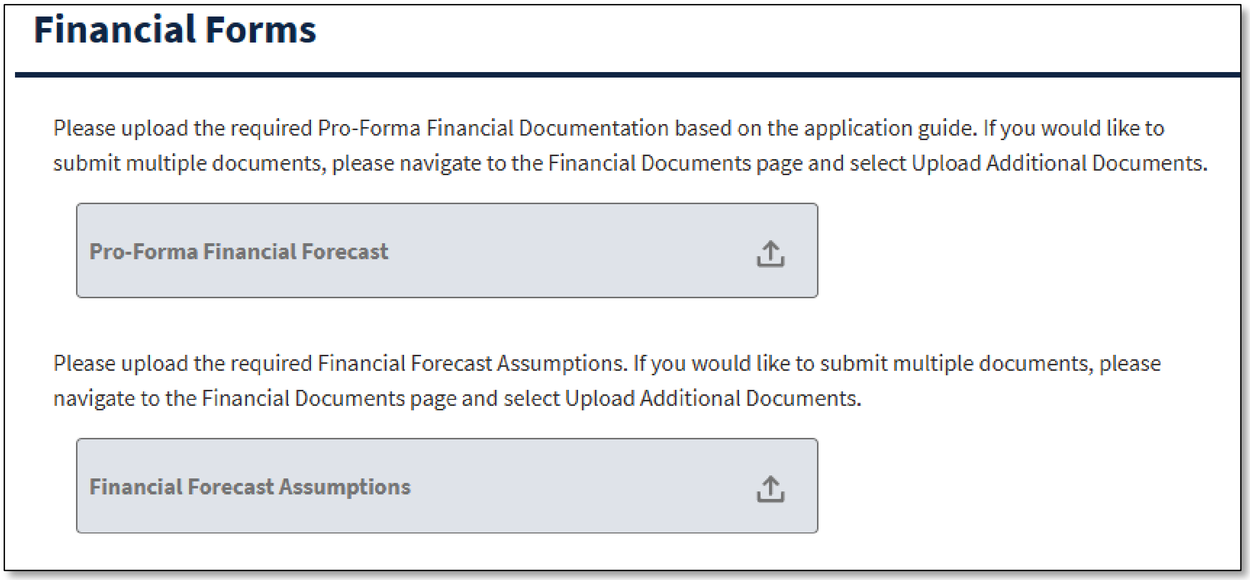
1. On the Financials Tab Menu, click Financial Forms (Figure 79).

Figure 79: Financials Tab Menu



2. The **Financial Forms** page displays (Figure 80). Upload required Pro-Forma Financial Forecast and Financial Forecast Assumptions documents. For detailed information on these documents please refer to the Program Guide. Click the upload field for each document to provide it:

Figure 80: Financial Forms Uploads Required for All Applications

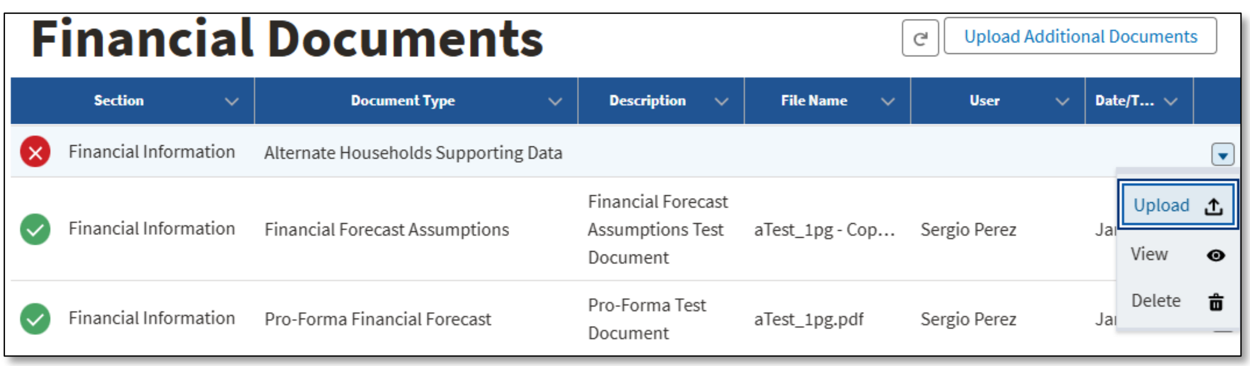


6.3 Financial Documents

Use the **Financial Documents** page to manage all of the documents you have added under the **Financials** tab, including adding any missing required documents.

1. Click on the **Financial Documents** link (Figure 79).
2. The **Financial Documents** page opens showing a table of documents you have already added (green checkmark beside the line) under the **Financials** tab, as well as any missing required documents (red X beside the line) (Figure 81).
   - Each document has a drop-down menu allowing you to upload a document (which will replace the existing document), view or delete the document
   - Use the [Upload Additional Documents] button if you need to add more than one document of the same document type

Figure 81: Financial Documents Page



: Section 3.4 (**Project Documents**) fully describes all of Intake's document management functionality. Please refer to this section as the **Financial Documents** page uses the same functionality.

7 Environmental Tab

View Application PDF

You can create a PDF at any time during the application process. You may wish to create a PDF if you need to start a new application, or if you need to review you entered. Use the [View Application PDF] button as described in section 10.1.

Provide information related to the environmental impact of your proposed project. Use the **Construction Map** to indicate the locations of all proposed network sites and routes and to determine whether they overlap with any environmental resources. For further information, refer to the Program Guide.

Complete the site and route descriptions and all required environmental questionnaires, and attach all required documents.

You must map your sites and routes on the **Construction Map** before completing any other portion of the **Environmental** tab. RUS strongly recommends that you fully complete all of the pages under the **Environmental** tab from top to bottom in the order in which they appear on the menu.

The **Environmental** tab requires a lot of information and may take significant time to complete.

The **Environmental** tab has the following pages:

- Construction Map
- Site/Route Descriptions
- Environmental Questionnaire
- Environmental Documents

Figure 82: Environmental Tab Menu

7.1 Construction Map

The **Construction Map** functions similarly to the **Service Area Map**; it is, however, used to draw actual construction routes and equipment placements as close to design as possible so that RUS can complete an environmental review. You can either draw network site and route locations or upload shapefiles that indicate the locations. The **Construction Map** also assists you in identifying whether your construction plans overlap with environmental resources and subsequently require additional environmental review. Use this information to complete the relevant **Environmental Questionnaires (EQs)**.

You must map all of your project's sites and routes before you can complete the associated site or route description.

If you have already captured the project sites and routes but wish to edit or remove them from the map, or to add additional ones, make sure that the checkbox on the **Environmental Questionnaire** page is **unchecked**, then click the [Save] button on that page. That checkbox locks **all** of the Intake System's maps, and no edits can be performed on any map.

After you have completed your changes, return to the **Environmental Questionnaire** page, **recheck** the box to lock the maps, then click the [Save] button on that page. Failure to check and save the box prevents you from completing the rest of the **Environmental** tab and submitting an application.

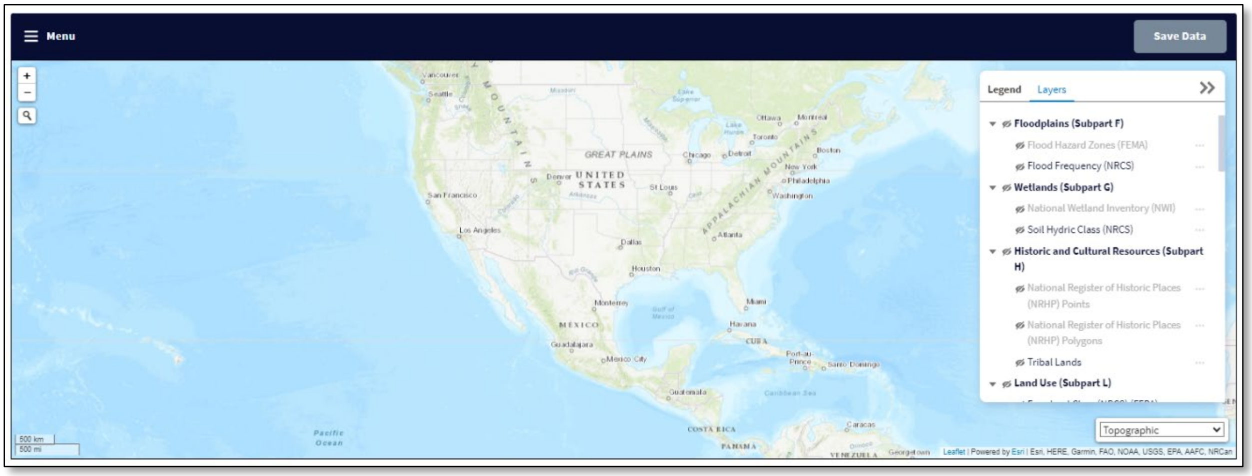
Validate Your Application

You can use the validation in section 10.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

1. Click on the **Construction Map** link in the **Environmental** tab menu (Figure 82).
2. The **Construction Map** page displays (Figure 83). You might see a progress bar on the **Layers** tab in the panel on the right side of the map. The **Layers** panel loads with all layers hidden by default, so that you can turn individual layers on as needed.

Having many layers open at the same time slows map processing time, so RUS recommends that you only turn layers on as and when you need them.

Figure 83: Construction Map Overview



7.1.1 Construction Map Layers and Visibility

7.1.1.1 Layers

The **Construction Map** includes the following layers so that you can validate your project construction's overlap with environmental resources that are part of the environmental review (Figure 85):

1. Floodplains (Subpart F)
    - Flood Hazard Zones (FEMA)
    - Flood Frequency (NRCS)
2. Wetlands (Subpart G)
    - National Wetland Inventory (NWI)
    - Soil Hydric Class (NRCS)
3. Historic and Cultural Resources (Subpart H)
    - National Register of Historic Places (NRHP) Points
    - National Register of Historic Places (NRHP) Polygons
    - Tribal Lands
4. Land Use (Subpart L)
    - Farmland Class (NRCS) (FFPA)
    - Formally Classified Lands
    - Protected Lands
    - Wild and Scenic Rivers
5. Biological Resources (Subpart N)
    - Coral Reef Ecosystem
        - St. John USVI (2009) Habitat Boundary
            - Moderate Habitat Boundary
            - Shallow Habitat Boundary
        - American Samoa (2005) Habitat Boundary

    - Commonwealth of the Northern Mariana Islands (2005) Habitat Boundary
    - Florida Keys (1998) Habitat Boundary
    - Guam (2005) Habitat Boundary
    - Hawaii (2003) Habitat Boundary
    - Hawaii (2007) Habitat Boundary
    - Jobos PR (2010) Habitat Boundary
    - Majuro Marshall Islands (2012) Habitat Boundary
    - Palau (2007) Habitat Boundary
    - Northeast Ecological Reserve, Puerto Rico (2014) Habitat Boundary
    - Puerto Rico (2002) Habitat Boundary
    - Southwest Puerto Rico (2012) Habitat Boundary
    - St. Croix USVI, Buck Island (2011) Habitat Boundary
    - St. Croix USVI, STEER/Fish Bay/Coral Bay (2013)
    - US Virgin Islands (2002) Habitat Boundary
    - Vieques PR (2010) Habitat Boundary
  - Critical Habitat
    - Critical Habitat Linear Features
    - Critical Habitat Polygon Features
  - Essential Fish Habitat
6. Miscellaneous Resources (Subpart O)
  - Air Quality
    - Particulate Matter (PM 2.5) Annual
      - Particulate Matter (PM 2.5) Annual (1997 Standard)
      - Particulate Matter (PM 2.5) Annual (2012 Standard)
    - Lead (2008 Standard)
    - Ozone 8-Hour
      - Ozone 8-Hour (2015 Standard)
      - Ozone 8-Hour (2008 Standard)
      - Ozone 8-Hour (1997 Standard)
    - Particulate Matter (PM 10)
    - Particulate Matter (PM 2.5) 24-Hour
    - Sulfur Dioxide (SO2) 1-Hour
  - Coastal Barrier
  - Coastal Zone
  - Sole Source Aquifer (SSA)

7.1.1.2 Visibility

The **Layers** tab allows you to make layers and groups of layers active or inactive on the map. However, you might have to zoom in on the for closer look. If you've made a layer visible (active) but do not see it on the map, make sure your map is showing the approximate location (pan by clicking, holding, and dragging the map around), then zoom in gradually until you see the layer.

Table 7 provides descriptions of the Layers tab tools. See (Figure 84) for examples of the layer tools.

Table 7: Layers Tab Tools

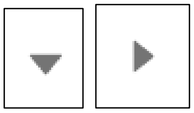
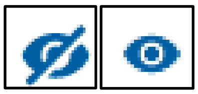
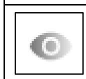
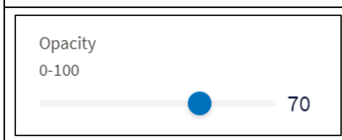
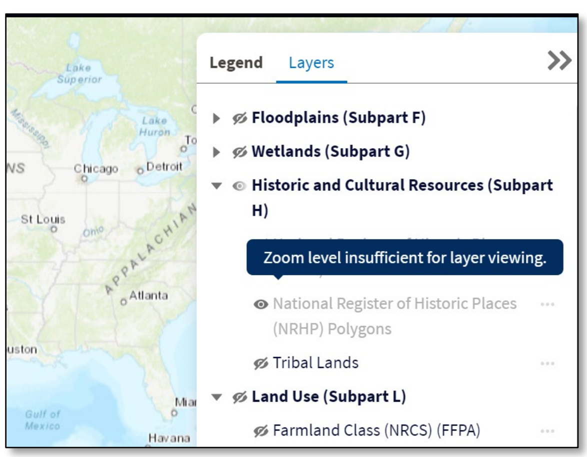
Tool Icon	Tool Name	Tool Description
	Collapse Layer Group/Expand Layer Group	The down arrow indicates that a group (or subgroup) of layers is fully expanded. Click on it to collapse the group to make more efficient use of the space in the **Layers** panel. The right arrow indicates that a layer group (or subgroup) is collapsed. Click the tool to expand the grouping.
	Layer Visibility Toggle (Show/Hide)	The "eyeball" shows that a layer or group is active on the map. Click it to hide the layer or subgroup on the map. The eyeball behind the slash mark shows that the layer or group is not active on the map. Click it to make the layer or group active on the map.
	Mixed Visibility in Layer Group	The partially shaded eyeball means that one or more, but not all, layers in a group or subgroup are active on the map. This indicator will adjust as you toggle layers and groups on and off.
	Layer visibility message	Message will appear when you mouse over greyed-out layer or group name on the **Layers** panel. It means that the layer is active on the map. However, in order to see it, you must zoom in closer.
	Opacity Slider	Activate by clicking the three dots beside a layer name. The slider will make the polygon darker or more transparent. Useful if you need to see geographic features that are covered by a polygon.

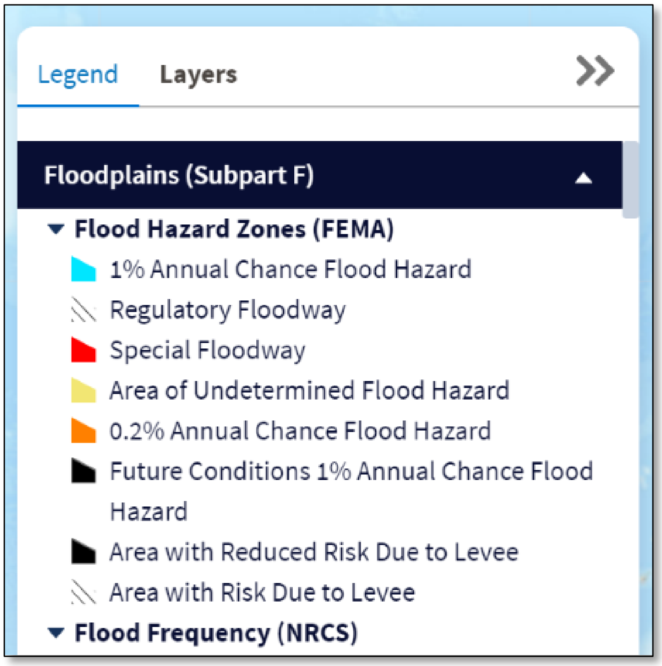
Figure 84: Layers Tab - Visibility Indicators



7.1.1.3 Legend Tab

The Legend tab displays the color associated with each layer (Figure 85). Only layers toggled as visible (active) on the map are visible in the legend.

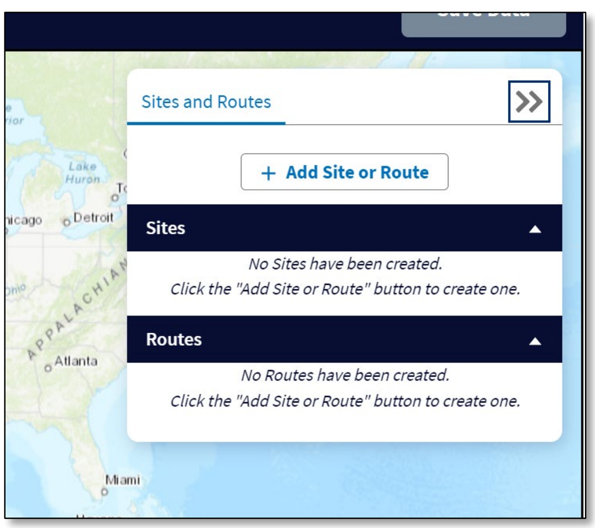
Figure 85: Legend Tab - Partial



7.1.2 Adding a Site to the Construction Map

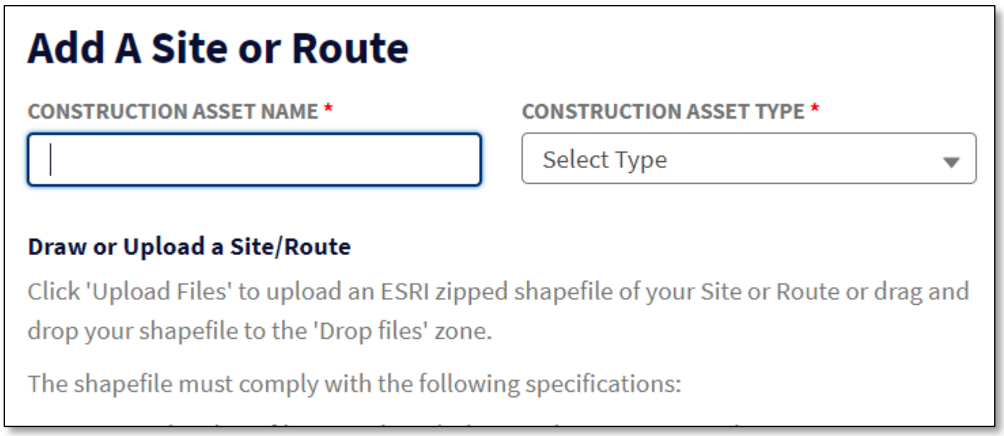
1. Click the menu in the map's menu bar (see Figure 83 for a picture of the map showing the dark blue menu bar), and then choose Sites and Routes on the menu.
2. The **Sites and Routes** tab (Figure 88) opens in a panel on the right side of the map.

Figure 86: Construction Map – Partial – Sites and Routes Panel



3. Click the [+Add Site or Route] button, to start the process. It’s the same for both sites and routes.
4. The **Add A Site or Route** window opens (Figure 87). Complete the required fields:
   - Construction Asset Name: Make the name unique and descriptive because the rest of the **Environmental** tab relies on it.
   - Construction Asset Type: select Site

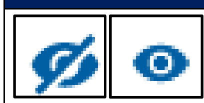
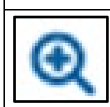
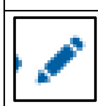
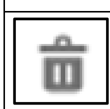
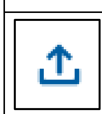
Figure 87: Construction Map – Add A Site or Route Window - Top



5. There are two ways to place a polygon on the map to indicate the site: uploading a shapefile or drawing the shape on the map. The next two subsections of this Manual provide instructions on both methods, just use the method that’s most convenient for you

Adding a site or route also adds tools to the **Sites and Routes** tab on the panel. Table 8 provides a description of each tool.

Table 8: Sites or Routes Panel – Tool Descriptions

Service Area Panel Tool	Tool Name	Tool Description
	Layer Visibility Toggle (Show/Hide)	Click this button to make the layer visible or invisible on the map.
	Zoom	Click this button to zoom to the site or route on the map.
	Edit Attributes	Click this button to edit the selected site or route.
	Delete	Click this button to delete a site or route. This action cannot be undone.
	Upload Route Segments Icon	Click this button to upload new route segments onto the map.

7.1.2.1 Adding a Site – Uploading a Shapefile

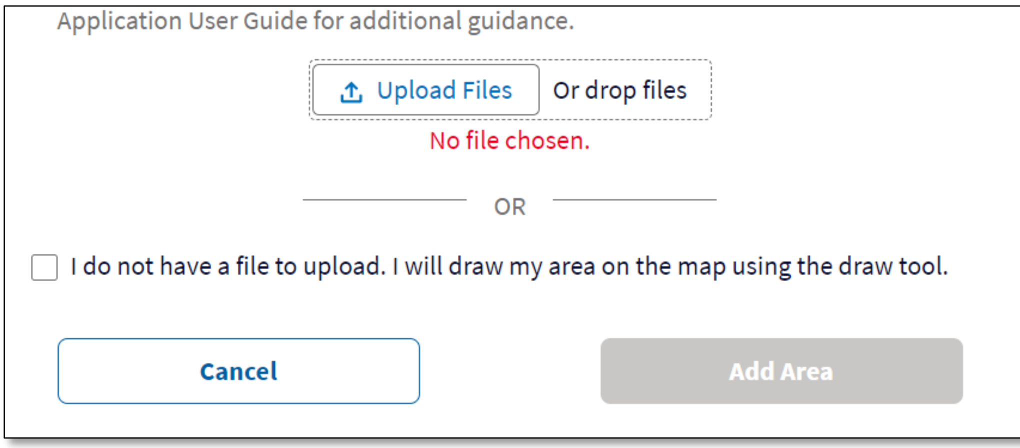
Uploading a shapefile is the first of two options to place a polygon on the **Construction Map** and finish creating a site.

Site shapefile requirements:

- The shapefile can only include a single contiguous polygon
- The polygon(s) must be closed, non-overlapping, and must have an assigned projection with an accompanying .prj file
- The shapefile must use an unprojected WGS84 Geographic Coordinate System
- The shapefile must be submitted as a *.zip file

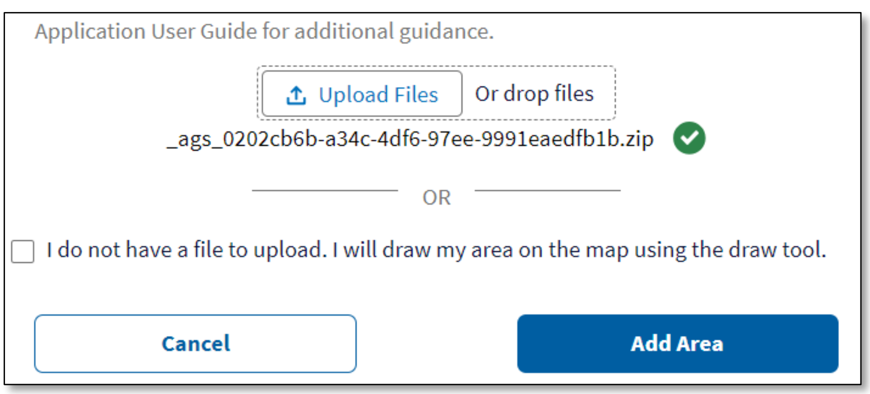
1. After completing the top portion of the **Add A Site or Route** window (Figure 87), move to the bottom of the window where you'll see the tool to upload a file or use the file drop zone (Figure 88).

Figure 88: Add A Site or Route Window – Partial – Upload Files



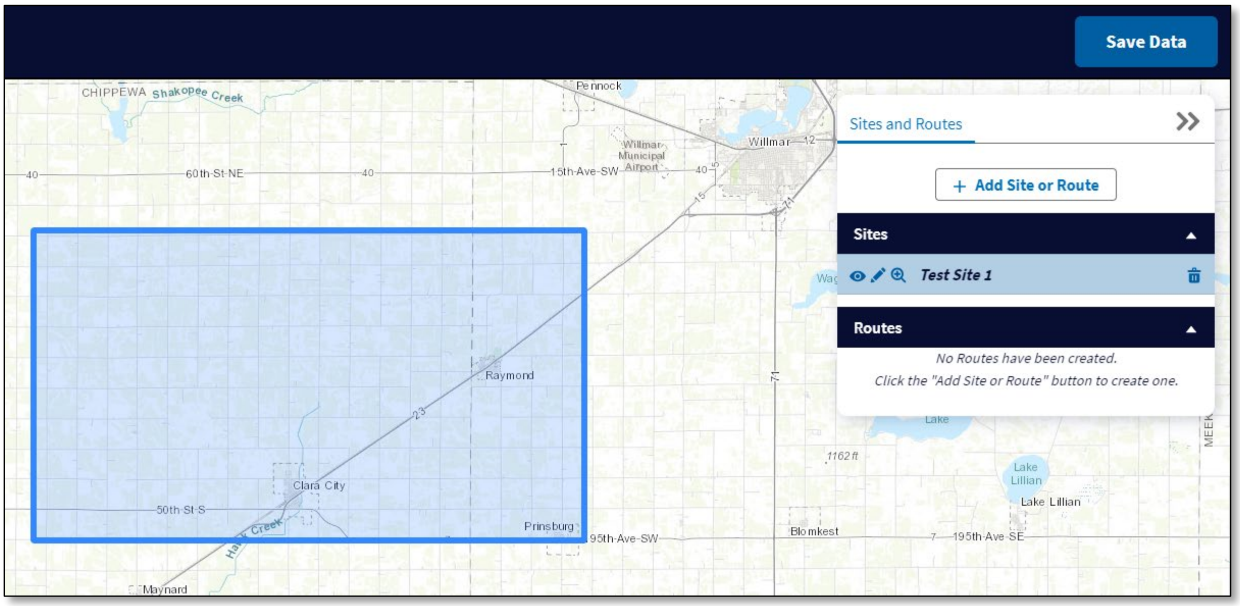
2. Upload your file. When the upload is complete, you'll see the file's name below the upload/drop zone accompanied by a green checkmark, and the [Add Area] button becomes active (turns blue) (Figure 89).

Figure 89: Construction Map – Add A Site or Route Window – UPDATED



3. Click the [Add Area] button to add the site to the **Sites and Routes** tab and add the shapefile to the map at the same time.
4. The **Sites and Routes** tab (Figure 90) now includes the site name, which is highlighted in light blue, accompanied by icons that toggle visibility on the map (eyeball), allow editing of the site name (pencil), zoom the map to the site (magnifying glass), and allow deletion of the site (trash can). The Construction Map shows the polygon in light blue.
5. Click the [Save Data] button in the top-right corner of the map's menu bar to save the site and its data to the Intake System.

Figure 90: Construction Map – Site Created

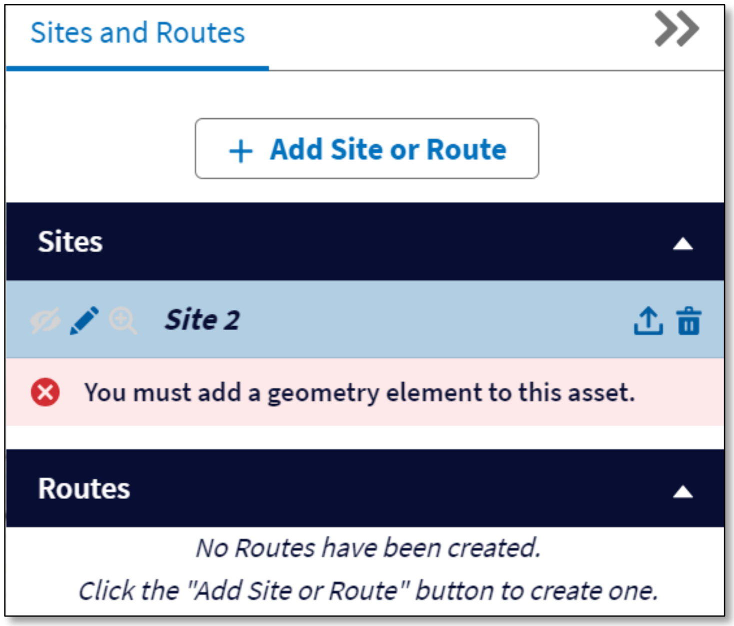


7.1.2.2 Adding a Site – Drawing a Polygon on the Map

Drawing a polygon on the **Construction Map** is the second of two options to place a polygon on the **Construction Map** and finish creating a site.

1. After completing the fields at the top of the **Add A Site or Route** window (Figure 88), move to the bottom of the window where you'll see a checkbox beside the sentences, "I do not have a file to upload. I will draw my area on the map using the draw tool." (Figure 90). Check the checkbox, which will activate the [Add Area] button (button turns from grey to blue).
2. Click the [Add Area] button to add the site to the **Sites and Routes** tab. The tab updates with your site's name accompanied by a warning: "You must add a geometry element to this asset." See Figure 91.

Figure 91: Drawing a Site – Sites and Route Tab Updated



3. Use the tools on the left side of the **Construction Map** (Figure 92). First, search and zoom to the area where you will place your site.

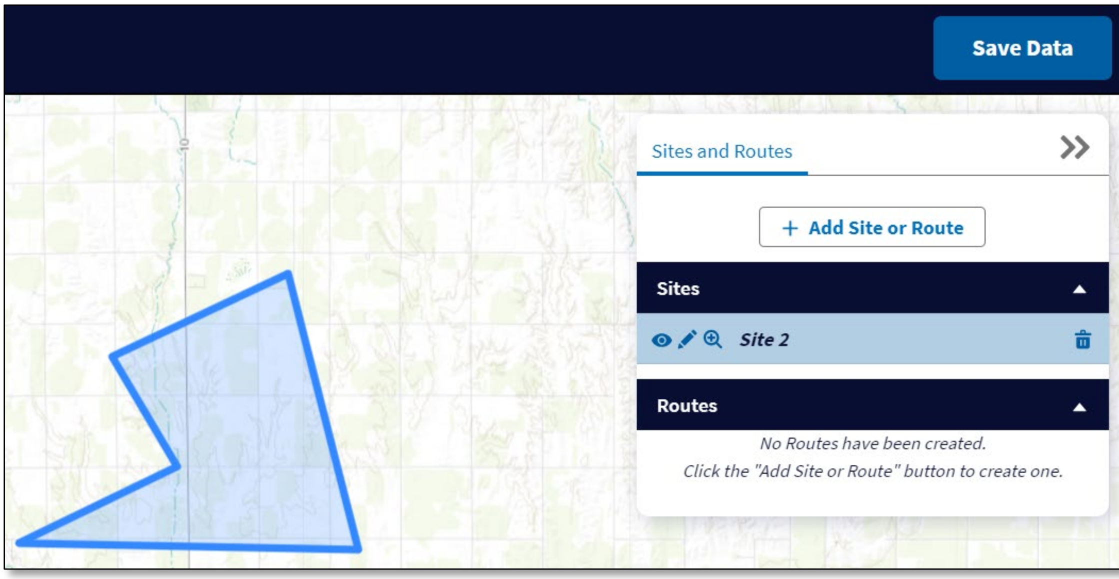
Figure 92: Construction Map Tools (For Sites)

4. Then, use the [Draw Rectangle] or [Draw Polygon] tools on the left side of the map to draw your area's shape. See Table 4 for a description of all map editing tools, which are shared between the **Service Area Map** and the **Construction Map**.

- Click on the chosen tool, and follow the on-screen instructions to draw the polygon, moving your cursor and clicking to place vertices as necessary.

5. After your polygon is complete, the map and panel update, showing the newly drawn polygon and the site listed without a warning (Figure 93). Click the [Save Data] button at the top right-hand side of the **Construction Map** to save your progress.

Figure 93: Drawing a Site – Map and Sites and Route Tab Updated



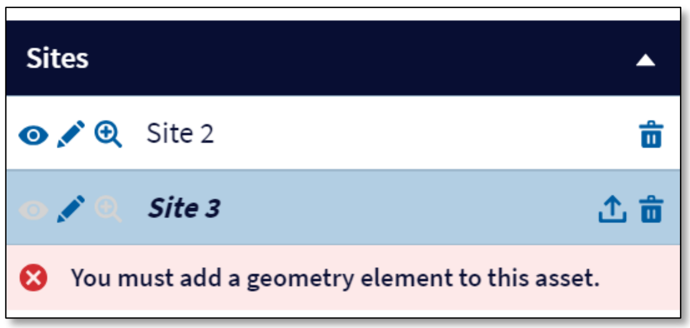
7.1.2.3 Editing or Deleting a Site

After you have saved the data for a site, new tools appear on the map (Figure 94) that allow you to edit or remove the site's layer. See Table 4 for a description of the polygon editing tools.

Figure 94: Construction Map – Polygon Editing Tools

1. Use the zoom tool on the **Sites and Routes** panel if you need to move to the site's polygon on the map.
2. To **change the shape by hand**, use the edit tools on the left side of the map to adjust polygon vertices.
   - Click on the chosen tool (Figure 94, Table 4), and follow the on-screen instructions to draw the polygon, moving your cursor and clicking to place vertices as necessary. Tools have temporary buttons that become visible when you click them, allowing you to finish a polygon, remove a vertex, or cancel the editing action
3. To delete **only** the polygon, use the [Remove Layers] tool (Table 4 in section 4.4.2 for more information on how to use the tool). This action cannot be undone. If you delete the polygon by mistake, you must re-draw or re-upload it.
   - When you delete just the polygon (layer), the **Sites and Routes** panel updates to reassert the warning that you need to add a geometry element to the asset, and adds an upload button next to the trash can icon in case you want to upload a shape file (Figure 95)

Figure 95: Construction Map – Deleting a Layer – Updated Sites and Routes Tab



4. Either redraw the polygon or upload a shape file and **then click the [Save Data] button** on the map's menu bar.
5. To **delete the site and its polygon (layer),** click the trash can tool next to the site's name on the **Sites and Routes** panel.

7.1.3 Adding a Route to the Construction Map

The early steps of adding a route are the same as adding a site, so please to section 7.1.2 for those steps (and select route as the construction type instead).

RUS understands that these routes are as accurate as possible during the application phase. Refinements and changes can be proposed for further review by RUS at a later date.

You have two options for adding a route: uploading a shapefile or drawing a polyline on the **Construction Map.** The next two subsections of this Manual provide instructions on both methods, just use the method that's most convenient for you.

7.1.3.1 Adding a Route – Uploading a Shapefile

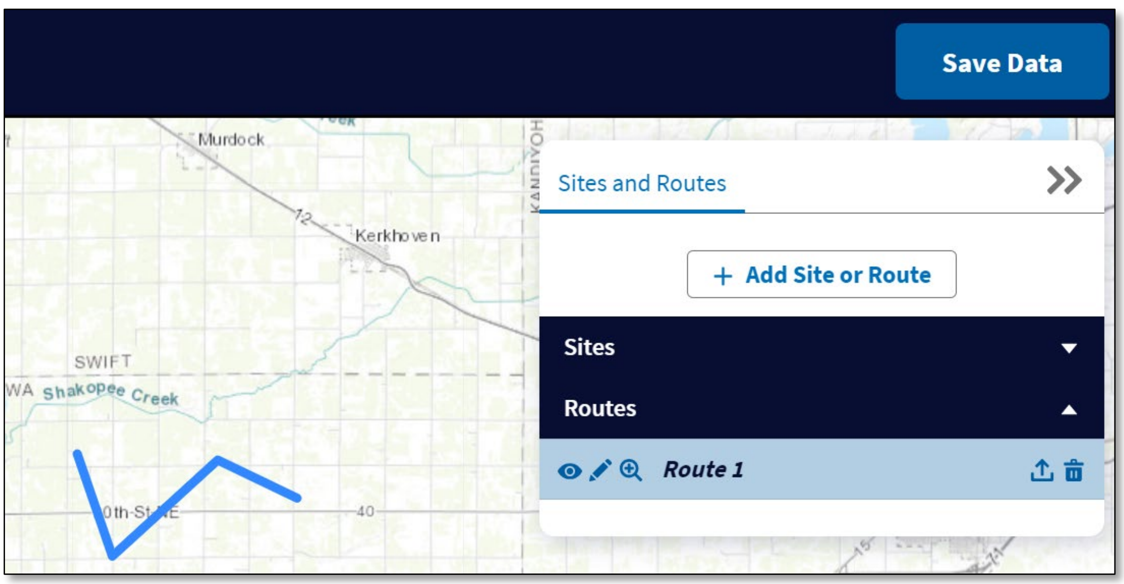
Uploading a shapefile is the first of two options to place a polyline on the **Construction Map** and finish creating a route.

Route shapefile requirements:

- For routes, the shapefile can include a single polygon or polyline, multi-part feature or multiple noncontiguous polygons and polylines
- The polygon(s) must be closed, non-overlapping, and must have an assigned projection with an accompanying .prj file
- The shapefile must use an unprojected WGS84 Geographic Coordinate System.
- The shapefile must be submitted as a *.zip file

1. After completing the top portion of the **Add A Site or Route** window (Figure 87), move to the bottom of the window where you'll see the button to upload a file or use the file drop zone (Figure 88)
2. Upload your file. When the upload is complete, you'll see the file's name below the upload/drop zone accompanied by a green checkmark, and the [Add Area] button becomes active (turns blue) (Figure 89).
3. Click the [Add Area] button to add the shape to the **Construction Map** and **Sites and Routes** panel.
4. The **Sites and Routes** panel (Figure 96) now includes your route name, which is highlighted in light blue, accompanied by icons that toggle visibility on the map (eyeball), allow editing of the route attributes (pencil), zoom the map to the route (magnifying glass), upload additional route segments, and allow deletion of the site (trash can). The **Construction Map** shows the polyline in light blue.

Figure 96: Construction Map – Route Created



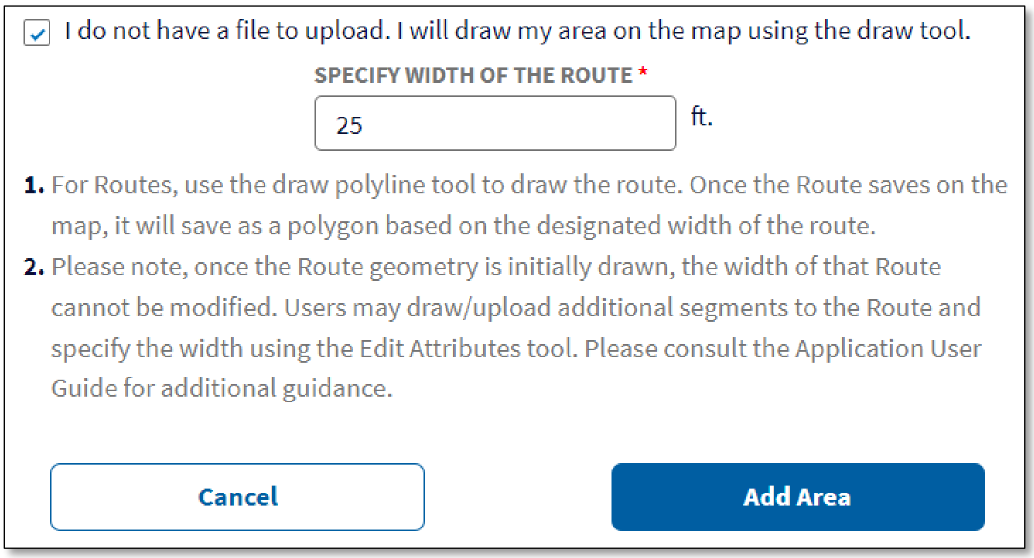
5. Click the [Save Data] button in the top-right corner of the map's menu bar to save the site and its data to the Intake System.

7.1.3.2 Adding a Route – Drawing a Polyline

Drawing a polyline on the **Construction Map** is the second of two options to place the shape on the **Construction Map** and finish creating a route.

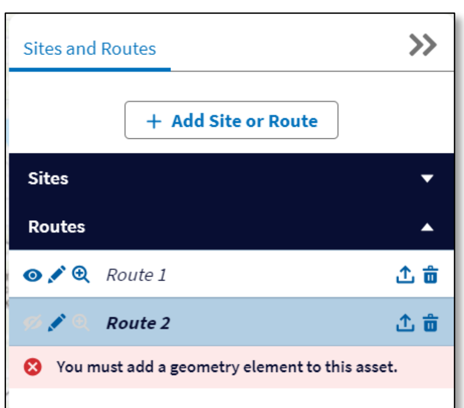
1. After completing the top portion of the **Add A Site or Route** window (Figure 87), check the box in the bottom portion of the window that states “I do not have a file to upload. I will draw my area on the map using the draw tool” (Figure 88).
2. Check the checkbox, which activates a required field for the width of the route, and additional information about adding a route. The [Add Area] button becomes active (button turns from grey to blue) (Figure 97).

Figure 97: Add A Site or Route Window - Bottom – Creating a Route



3. Change the width of the route if necessary. The default is 25 feet.
4. Click the [Add Area] button to add the site to the **Sites and Routes** tab (Figure 98). The tab updates with your route’s name accompanied by a warning: “You must add a geometry element to this asset.”

Figure 98: Drawing a Route - Sites and Route Tab Updated

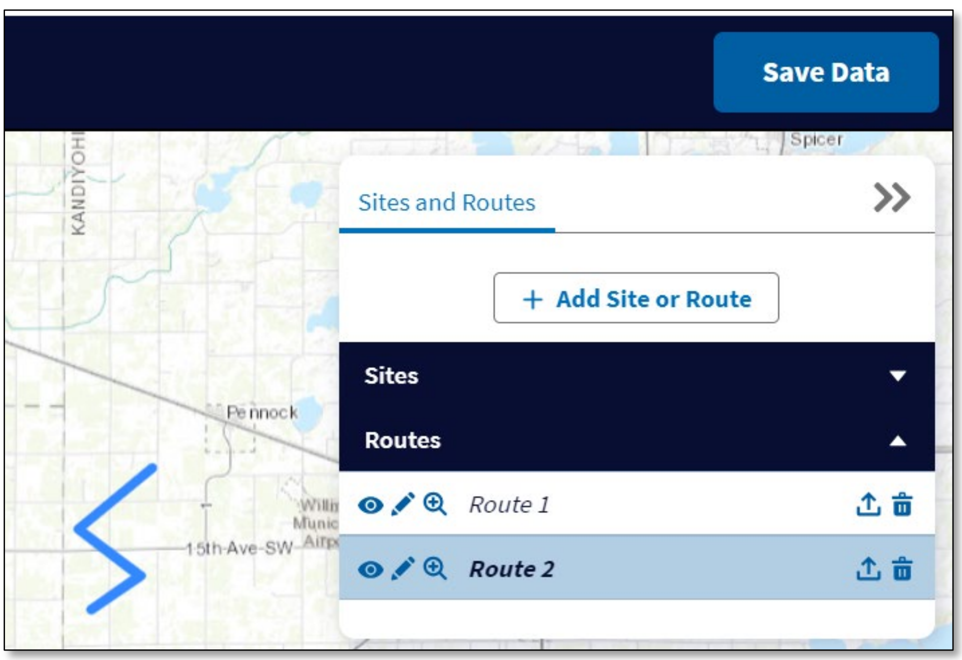


5. First, search and zoom to the area where you will place your site.
6. Use the [Draw Polyline] tool on the left side of the **Construction Map** Figure 99) to draw your route. Click on the tool, and follow the on screen instructions to draw your route.

Figure 99: Construction Map Tools For Routes

7. After your polyline is complete, the map and panel update, showing the newly-drawn polyline and the panel without the warning. The [Save Data] button in the map's menu bar is now active. Click the [Save Data] button to save the route and its data to the Intake System (Figure 100).

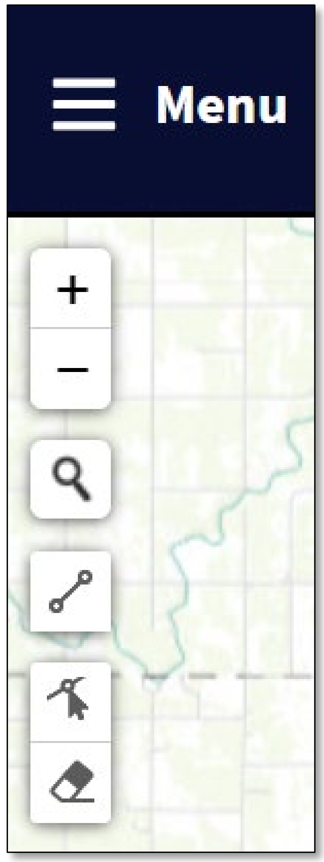
Figure 100: Drawing a Route – Map and Sites and Route Tab Updated



7.1.3.3 Editing or Deleting a Route

After you have saved the data for a route, new tools appear on the map Figure 101) that allow you to edit or remove the route's layer. See Table 4 for a description of the polygon and polyline editing tools.

Figure 101: Construction Map – Polyline Editing Tools



1. Use the zoom tool on the **Sites and Routes** panel if you need to move to the route's polyline on the map.
2. Adding a route segment:
   - **To add a route segment by hand:** Click on the [Draw Polyline] tool (Figure 101,Table 4), place the first vertex on your existing route (segments can intersect), moving your cursor and clicking to place vertices as necessary. When you click on the last vertex, the new segment and the prior segment will merge when the map buffers the changes
   - **To add a route segment by upload:** Click the upload tool beside the route name in the **Sites and Routes** tab and use the resulting pop-up window to specify and upload the additional segment. The new segment will merge with the previous one on the map
   - Be sure to **click the [Save Data] button** on the top-right corner of the map's menu bar when your changes are complete

3. To delete **only** the polyline, use the [Remove Layers] tool (see Table 4 in 4.4.2 for more information on how to use the tool). This action cannot be undone. If you delete the polyline by mistake, you must re-draw or re-upload it.
   - When you delete just the polyline (layer), the **Sites and Routes** panel updates to reassert the warning that you need to add a geometry to the asset (similar to Figure 97 for a site)
   - Either redraw the polyline or upload a shape file and **then click the [Save Data] button** in the top-right corner of the map's menu bar
4. To edit the route's name, or to **change the width of the route's buffer**, click the [Edit Attributes] (pencil) icon next to the route's name in the **Sites and Routes** panel. The **Edit Attributes** window opens, providing editable fields for the route name and the width. Make your changes and click the [Edit Route] button.
   - Be sure to **click the [Save Data] button** in the top-right corner of the map's menu bar
5. To **delete the route and its polyline (layer),** click the trash can tool next to the route's name on the **Sites and Routes** panel.

7.2 Site or Route Descriptions

After all sites and routes and their respective shapes have been created on the **Construction Map**, you must enter a description for each site and route. You cannot enter a description for a site or route before it is created in the **Construction Map**. The description requirements will differ between sites and routes.

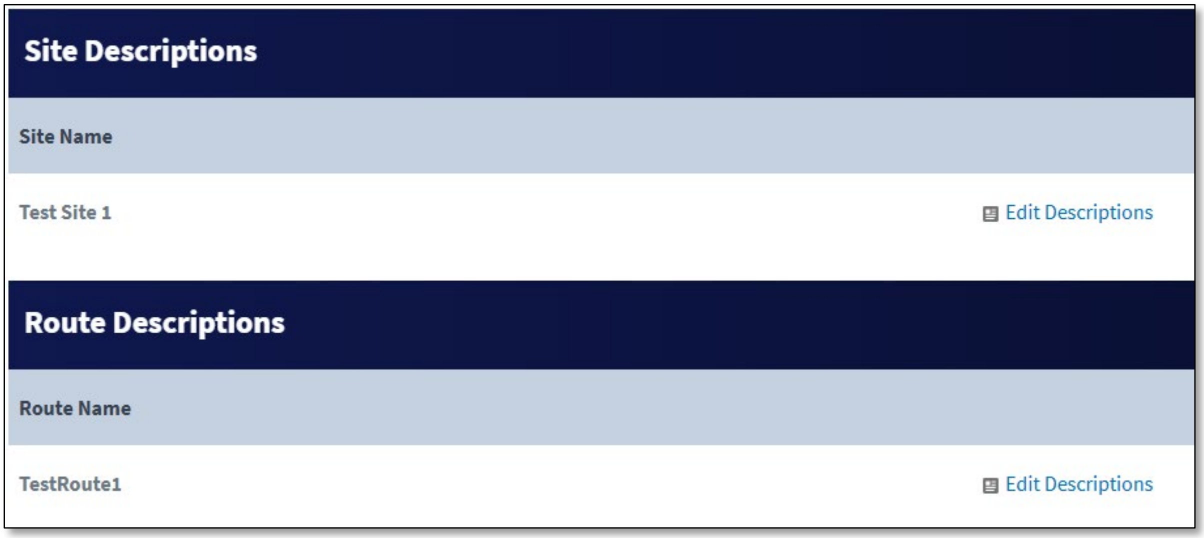
You must complete a description for every site and every route in your project before beginning the **Environmental Questionnaires (EQs)**. The information provided here will determine the requirements for the **EQs** and will be locked during the completion of the **EQs**.

Validate Your Application

You can use the validation in section 10.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

1. Click on the **Site/Route Descriptions** link in the **Environmental** tab menu (Figure 82).
2. The **Site/Route Descriptions** page opens, showing a table for all sites and a table for all routes. Each site or route has an **Edit Descriptions** Link (Figure 102).

Figure 102: Site/Route Descriptions Page

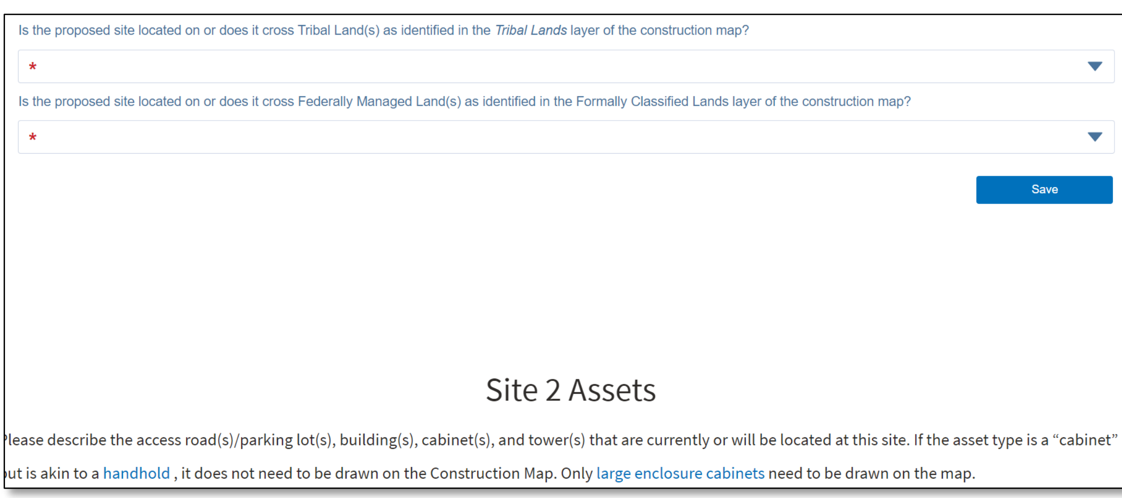


7.2.1 Site Descriptions

1. Click the **Edit Descriptions** link next to a site (Figure 102) to begin work on a site description.
2. The **Site Assets** page displays (Figure 103). Answer the two **required questions** at the top of the page before moving on. Each question has a drop-down menu with Yes, No, and Clear as your choices:
   - "Is the proposed site located on or does it cross Tribal Land(s) as identified in the *Tribal Lands* layer of the construction map?"
   - "Is the proposed site located on or does it cross Federally Managed Land(s) as identified in the Formally Classified Lands layer of the construction map?"

The **Construction Map** will assist you in answering these questions. Zoom to the site, and turn layers on and off to help you formulate answers (see section 7.1.1.2).

Figure 103: Site/Route Descriptions – Site Assets Page - Top



3. After answering the two questions and clicking the [Save] button, scroll down the page to just below the Site {X} Assets title. You will see brief instructions on what comes next, and a table for each asset type (Figure 104). The tables will store information that you enter when you create an asset.

The assets and asset types you add on this page are entirely dependent on your project, and every project is different. Add the assets that pertain to your project, and specifically to your construction sites.

Please use these tips to help ensure that your site description information is correct:

- A **new asset** (such as a tower or building) has not yet been constructed but will be built during the project.
- An **existing asset** is one that is already built. If the asset is already constructed, but new to you, it is still an existing asset.
- The **Building** asset type is an **attended structure** that either exists or will be constructed during the project.
- A Pre-Fabricated Building, Hut where you will **only place equipment** is **not** considered **a Building.**
    - If this is a Pre-Fabricated Building, Hut that will be unattended, define it as a **Large Enclosure Cabinet, not a Building.**
- When considering the limits of disturbance of your construction, length, width, and depth dimensions refer to the **disturbance limit, not the site dimensions.**

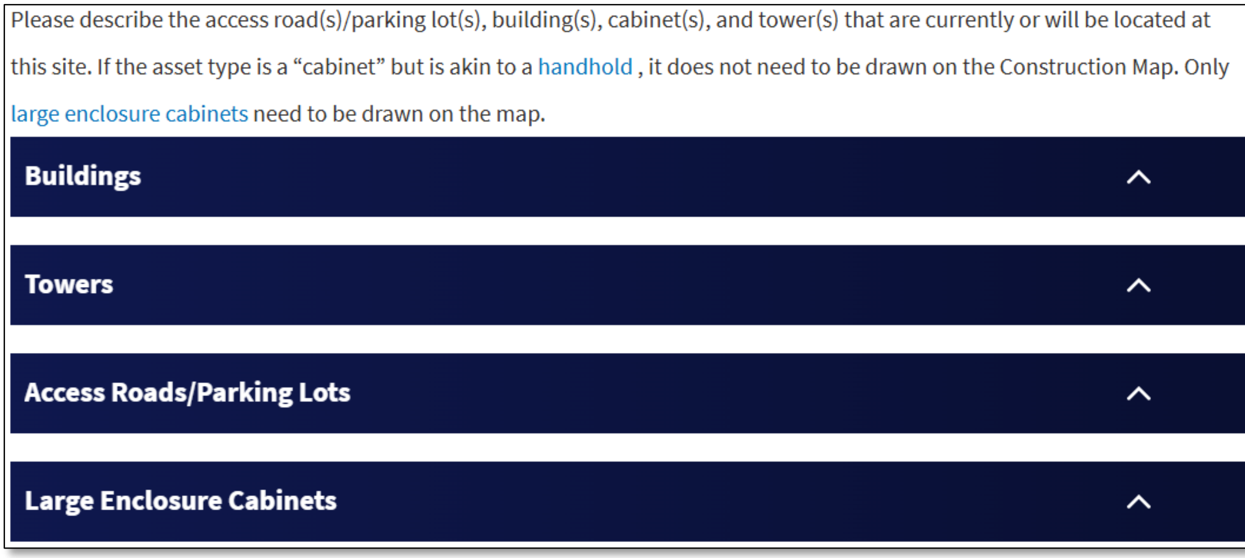
Instructions on the **Site Assets** page:

"Please describe the access road(s)/parking lot(s), building(s), cabinet(s), and tower(s) that are currently or will be located at this site. **If the asset type is a "cabinet" but is akin to a handhold, it does not need to be drawn on the Construction Map.** Only large enclosure cabinets need to be drawn on the map."

Asset types:

- Buildings
- Towers
- Access Roads/Parking Lots
- Large Enclosure Cabinets

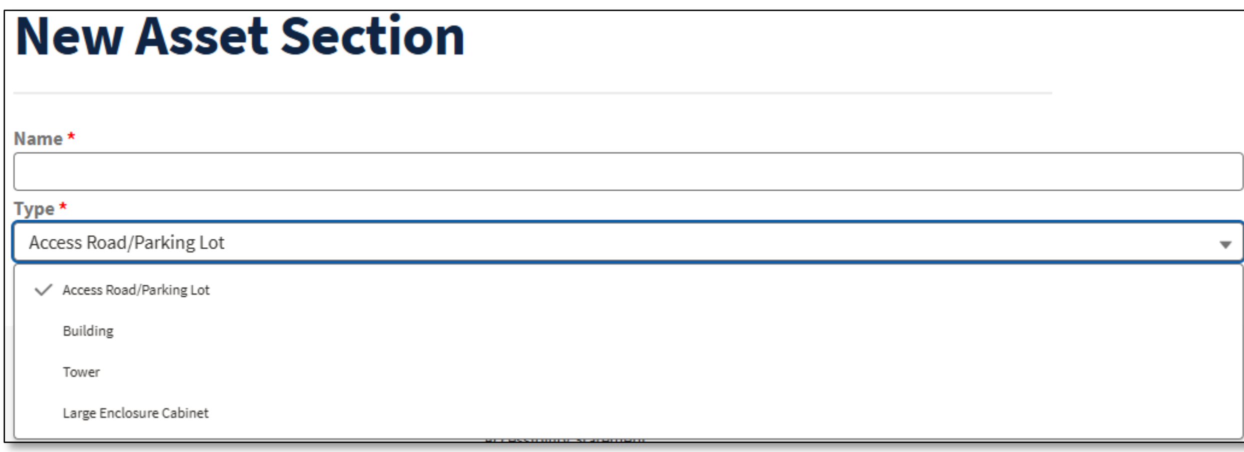
Figure 104: Site/Route Descriptions – Site Assets Page - Middle



7.2.1.1 Creating a New Asset for a Site

1. After you've answered the two required questions at the top of the **Site Assets** page, scroll down the page to the New Asset Section below the tables (Figure 105).

Figure 105: Site Assets Page – New Asset Section – Bottom

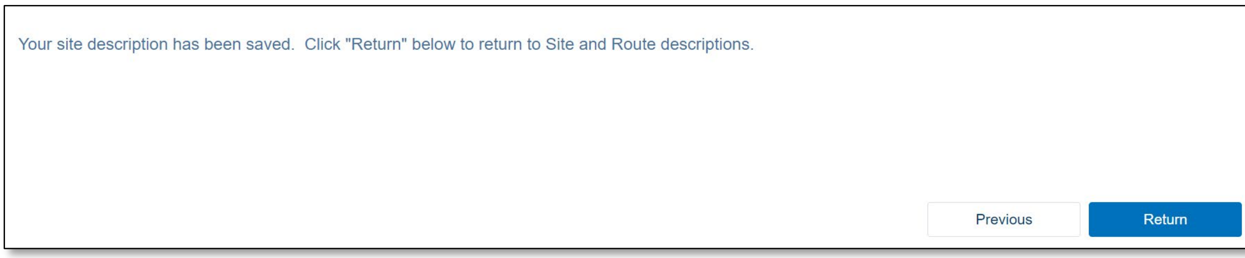


2. Complete the required Name field with a descriptive, concise name. Then choose the appropriate asset type for from the Type fields drop-down menu. Click the [Add and Continue] button at the bottom of the page when your information is complete.
3. The next page that appears uses your asset name as the page title. The page contains a series of questions that are specific to the asset type you've selected.
4. Answer each question carefully. As each response is clicked, it may prompt new questions. Additional questions will appear based on your answers to the previous questions.
   - Follow all instructions carefully

- Use the unit of measure specified for a question. Do not use inches where feet is the requirement, for example
- Provide any requested or required uploads

5. Click the [Save and Continue] button when your answers are complete.
6. The next page contains the message, “Your site description has been saved Click ‘Return’ below to return to Site and Route descriptions.” (Figure 106)

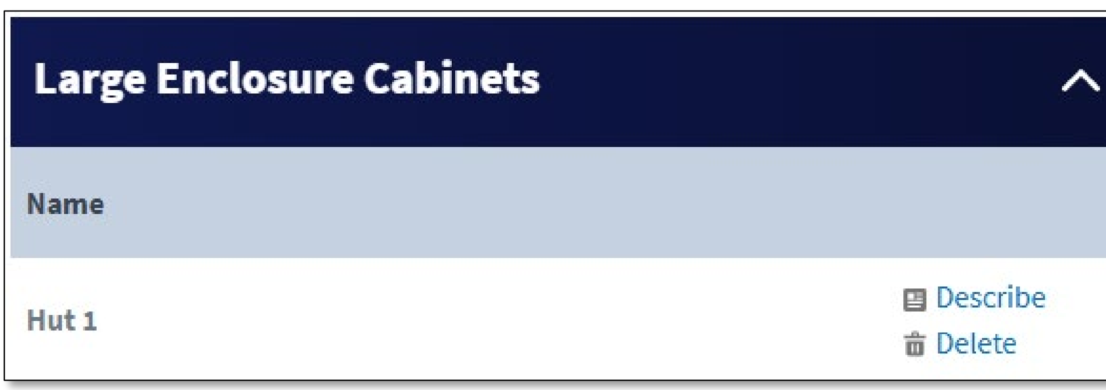
Figure 106: Asset Creation Complete



- If you need to change your answers, click the [Previous] button.
- The page for your asset reappears, showing all of your responses.
    - Make any necessary changes.
    - Be aware that changing your original answers may make additional questions visible. Answer the new questions carefully as well.
    - Click the [Save and Continue] button when you’ve finished your changes.
- The page with the [Previous] and [Return] buttons reappears.

7. The **Site Assets** page returns. Scroll down to the Site table to see your asset, listed by name with [Describe] and [Delete] buttons to the right (Figure 107).

Figure 107: Site Assets Page Updated – Partial (Asset Example)



8. Continue adding assets until all assets for the site are fully described. Be sure to return to the **Site/Route Descriptions** page (Figure 104) to select the next site in your project or move on to adding assets to your project’s (see section 7.2.2).

7.2.1.2 Editing and Deleting Site Assets

1. To edit any aspect of the asset you created, click the [Describe] button to the right of the asset (Figure 107).
2. The page for your asset reappears, showing all of your responses.
3. Make any necessary changes.
   - Be aware that changing your original answers may make additional questions visible. Answer the new questions carefully as well
   - Click the [Save and Continue] button when you've finished your changes.
   - The page with the [Previous] and [Return] buttons reappears.
4. Click the [Return] button. The **Site Asset**s page returns (Figure 107).
5. To **delete** an asset: click the [Delete] button to the right of the asset (Figure 107). **Deletion is immediate**, there is no intervening confirmation question. If you delete an asset by mistake, you must re-create it.

7.2.2 Completing Route Descriptions

Use the same steps to create, edit, and delete assets for your route descriptions as you used to create site (see section 7.2.1).

Please use these tips to help ensure that your route description information is correct:

- A **new route** is a route in a **previously undisturbed area or a new right-of-way**, not an existing right-of-way or previously disturbed corridor
- A **new right-of-way or easement refers to ground disturbance, not ownership**. If you are constructing in existing right-of-way that is new to you, it would still be classified as existing
- If your route involves **aerial cables on existing poles**, the poles are existing poles, regardless of whether they are owned by your organization or not
- If your route involves **aerial cables on new poles**, **"New" refers to ground disturbance**. You must describe Pole Diameters, Pole Depths, Pole Spans and Pole Heights as a range or maximum
- If your **route is bored,** you are strongly encouraged to describe the physical feature(s) under which you intend to bore (for example: street, river)

7.3 Environmental Questionnaire (EQ)

In addition to the information you provided in the **Construction Map** and the **Site and Route Descriptions**, you must complete up to three types of **EQs**:

- Site or Route EQs (one for each site and route in the project)
- Project EQ (one for the whole project)
- NHPA Section 106 EQ (one, if necessary or directed by RUS)

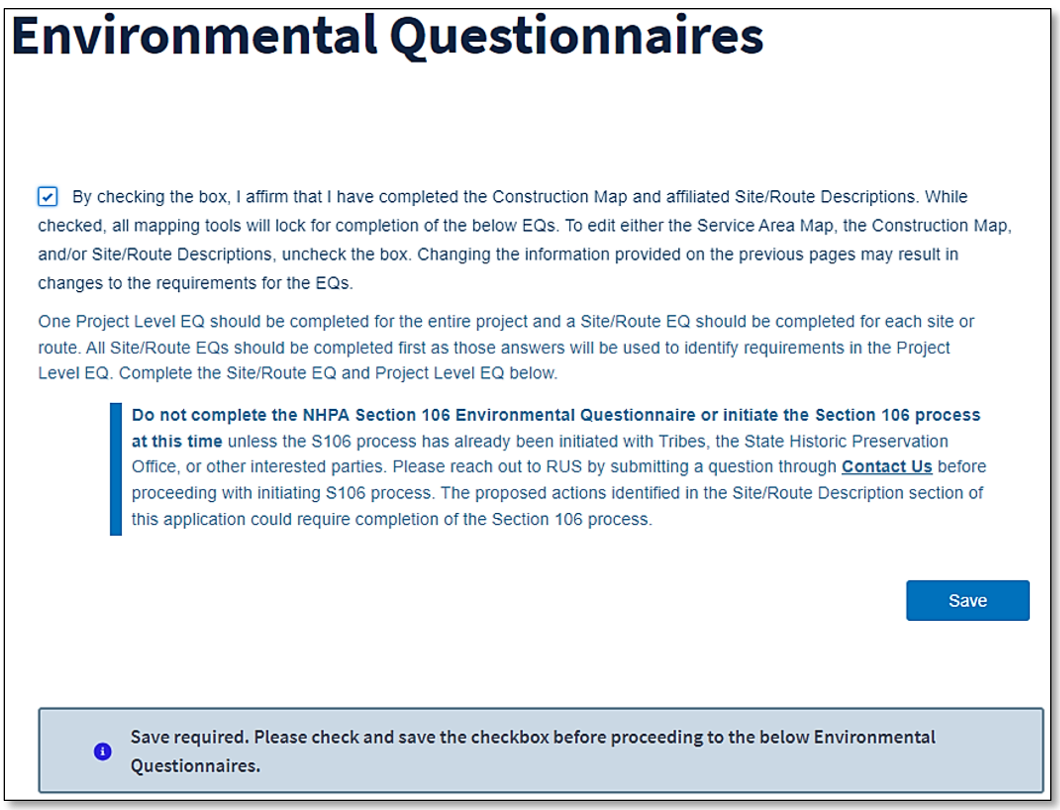
The EQs will also identify whether additional uploads are necessary. For further information, refer to the Program Guide.

As the **Construction Map** and the **Site and Route Descriptions** inform what types of questionnaires are required for the application, **you must not begin the EQs until the prior Environmental pages are complete.**

All site and route EQs must be complete before the Project EQ becomes active.

1. Click on the **Environmental Questionnaires** link on the **Environmental** tab menu (Figure 82).
2. The **Environmental Questionnaire** page displays (Figure 108).
3. Before beginning the EQs, you must lock the maps and the site and route descriptions. Click the checkbox at the top of the **EQs** page, and then click the [Save] button.
    - If you need to make changes to either map or any of the site or route descriptions, return to the **EQs** page uncheck the box, and click the [Save] button. Make your changes, then return to the **EQs** page, check the box again, and click the [Save] button again. **You will not be able to complete EQs or submit the application if the checkbox is unchecked and unsaved.**

Figure 108: Environmental Questionnaire Page – Checkbox and Notice of NHPA Section 106 Requirement - Top



The **Service Area Map** and **Construction Map** will lock, ***and no edits can be made on the maps while they are locked*** *(a message appears at the top of each map page to that effect).*

After clicking the [Save] button a message will appear on the **EQ** page just below the instruction, stating whether you should complete the NHPA Section 106 EQ at this time or not. **DO NOT COMPLETE THE EQ UNLESS THIS MESSAGE OR RUS INSTRUCT YOU TO DO SO**:

Messages:

- "**Do not complete the NHPA Section 106 Environmental Questionnaire or initiate the Section 106 process at this time** unless the S106 process has already been initiated with Tribes, the State Historic Preservation Office, or other interested parties. Please reach out to RUS by submitting a question through Contact Us before proceeding with initiating S106 process. The proposed actions identified in the Site and Route Descriptions could require completion of the Section 106 process."

Or

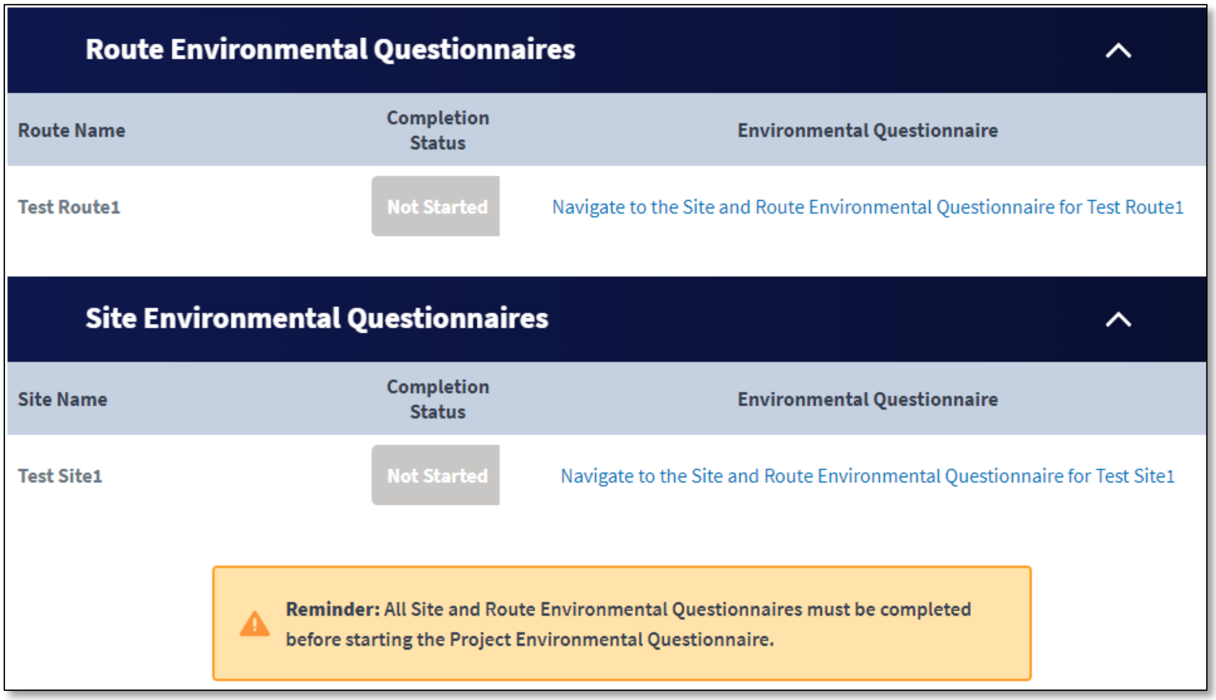
- "This application requires completion of the NHPA Section 106 Environmental Questionnaire."

Specifically, an NHPA Section 106 EQ is required by the system under the following circumstances:

- Project includes sites or routes requiring an FCC license
- Project includes sites including a new building
- Project includes sites involving improvements to existing buildings
- Project includes actions on Tribal lands
- Project includes actions on Federal lands
- Project includes routes that do not involve new construction or upgrading, or rebuilding **existing** facilities
- Project includes routes that involve new construction or upgrading, or rebuilding existing facilities except for:
    - Aerial cables on existing poles occurring in previously developed rights-of-way or in an urbanized area, with the vaults or cabinets, if any, being installed in previously disturbed or developed land.

4. The confirmation message displays. Click the [Previous] button to return to the **EQ** page.
5. Below the checkbox and [Save] button, you will see two tables: one for your route EQs and the other for your site EQs (Figure 109). Each table has a line for every site or route in your project, and each line has a completion status box, and a link to the site's or route's EQ. The completion status box will turn amber and show "In Progress" if you save a partially complete site or route EQ. The completion status box will turn green and show "Complete" when a site or route EQ is complete. Below the tables is a reminder that all site and route EQs must be complete before starting on the Project EQ.

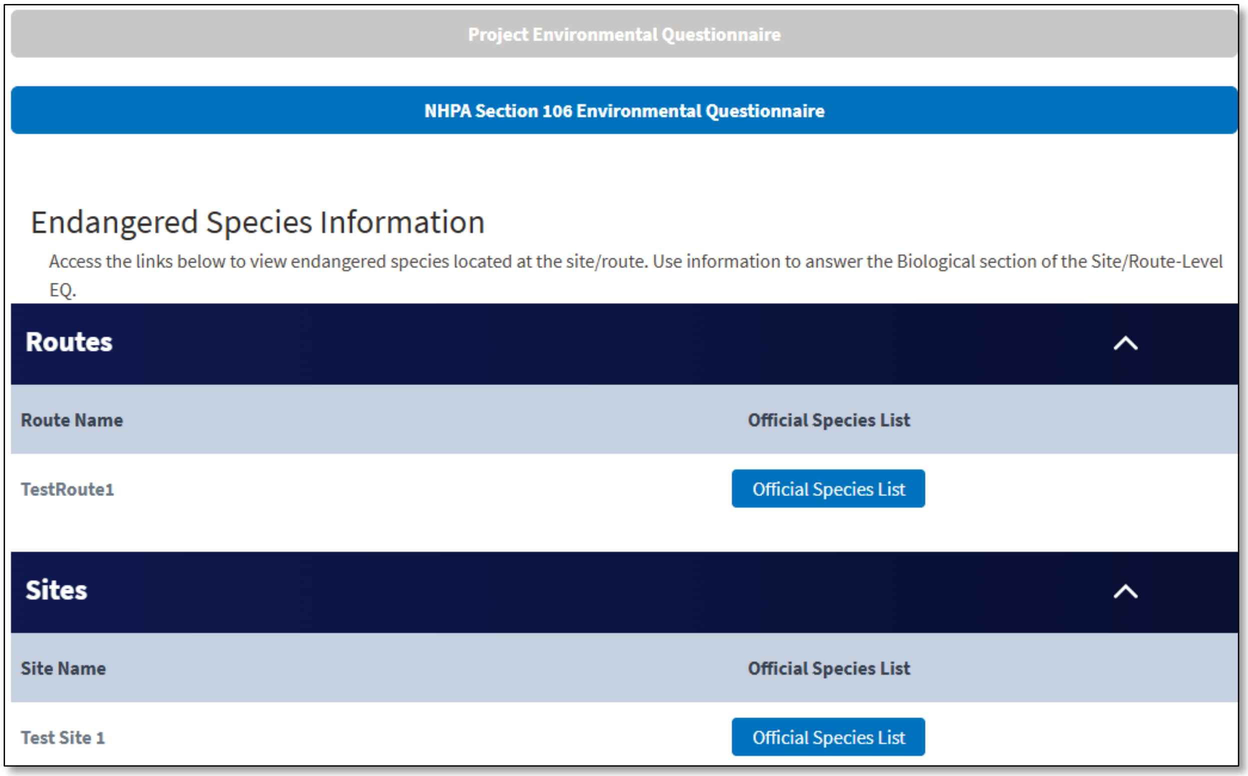
Figure 109: EQ – Site and Route EQs - Middle



6. The bottom of the **EQ** page shows an inactive [Project EQ] button and an active [NHPA Section 106 EQ] button (Figure 110). The bottom of the page also shows the Endangered Species Act (ESA) Information section.

DO NOT click the [NHPA Section 106 EQ] button to complete the EQ unless instructed to do so.

Figure 110: EQs Page - Bottom

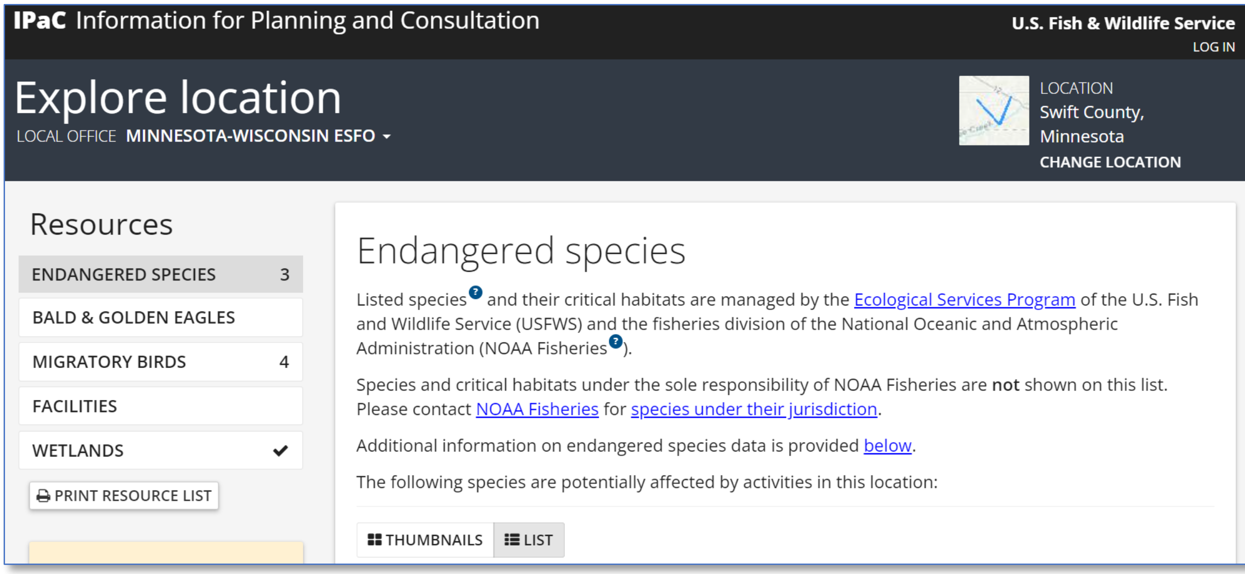


7.3.1 Obtaining Endangered Species Information

Before starting any EQs, obtain an Official Species List (OSL) for each site and route in your project. **This is required for your application submission.** The OSLs will also help you to fully complete site and route EQs.

1. Click the [Official Species List] button for a site or a route (Figure 110).
2. The Information for Planning and Consultation (IPaC) site maintained by the U.S. Fish & Wildlife Service (USFWS) opens in a new browser tab (Figure 111). Intake has transferred the geospatial data for your site or route to the IPaC site.
    - You may need to consult other federal agencies such as NOAA and the National Marine Fisheries Service depending on the characteristics of your sites and routes.
3. You will be required to log in to the IPaC site to obtain an OSL. You can sign up on the site for a login credential if you don’t already have one.
4. After logging in to the IPaC site, finish defining your site or route and click the [Request Species List] button. **Stop after completing Step 1 on the IPaC site**; do not complete Steps 2 and 3 of the review on the IPaC site without first consulting with RUS.
5. The OSL letter will generate quickly. Download the OSL letter to your computer. The IPaC site will also store your OSL letter (use My Projects after logging back in to IPaC).
6. Repeat this process for each site and route in your project.
7. Upload your OSL letters on the **Environmental Documents** page as you gather them or later in the . See section 7.4.

Figure 111: IPaC Site Landing Page



7.3.2 Complete the Site or Route Environmental Questionnaire

A Site or Route EQ must be completed for each site and each route in your project.

The information contained in the site or route EQ must be consistent with the Construction Map and the site or route descriptions.

The EQs are interactive and dynamic. Answers to questions will determine whether additional information is required.

After you have determined whether an NHPA Section 106 EQ is required and generated your OSLs, the next step is to complete the Site or Route EQs. **A Site or Route EQ must be completed for each site and each route entered on the Construction Map**.

The information contained in the site or route EQ must be consistent with the **Construction Map** and the **Site or Route Descriptions**.

The EQs are interactive and dynamic. Answers to questions will determine whether additional information is required.

1. After you obtain the necessary Official Species Lists for all of your sites and routes, scroll up to route and site EQ tables in the middle of the **EQ** page (Figure 109).

Each site and route in your project is accompanied by a link, “Navigate to the Site and Route Environmental Questionnaire for {Route/Site Name}.” The link will not be active until you have completed the relevant site or route description.

2. Click the **EQ** link for the site or route you want to work on.
3. The relevant **EQ** opens (Figure 112).

Figure 112: Site and Route EQ Example (Top)

Site and Route Environmental Questionnaire

Unless the National Historic Preservation Act (NHPA) Section 106 process has already been initiated with Tribes, the State Historic Preservation Office, or other interested parties, do not initiate the NHPA Section 106 process. Following initial review of the project, RUS will initiate the Section 106 process as needed.

The Site and Route Environmental Questionnaire (EQ) is intended to capture the appropriate environmental information for each proposed site and route included in the application. This information will be used in conjunction with the Project EQ to determine the overall environmental compliance of the proposed project. The Rural Utilities Service (RUS) will use this information and either complete the environmental review process or determine the appropriate level of additional impact analyses needed, in accordance with 7 CFR 1970 - Environmental Policies and Procedures. The RUS will notify applicants if

4. Please read all instructions carefully. The instructions contain links to supporting documents and uploads. As you answer each question, additional questions may become visible. Answer each subsequent question and provide any requested document uploads. Figure 115 provides an example (regarding Floodplain considerations) of instructions supplied for each section of the EQ. Each section of the EQ has instructions similar to those in Figure 113.

Figure 113: Site/Route EQ Instructions Example, Floodplains

Floodplains (Subpart F)

Use the Flood Hazard Zones (FEMA)[1] layer available in the Construction Map to determine potential impact to a floodplain. If the site/route falls within a community not participating in the National Flood Insurance Program (NFIP) or an area of undetermined flood hazard (Zone D), use the Flood Frequency (NRCS)[2] layer available in the Construction Map to determine the flooding frequency of the area. Detailed guidance related to evaluating impacts to and from floodplains can be found in RD Instruction 1970 - Subpart F - Floodplain Management.

Is the applicant's proposed action located in a floodplain?

- ◯ Yes
- ◯ No

[1]The minimum floodplain of concern is the 500-year floodplain. If your project is located in the 500- or 100-year floodplain, it should be considered within a floodplain for environmental analysis.

[2]The frequency of "Rare", "Occasional" or "Frequent" should be considered within a floodplain for environmental analysis.

5. As you complete each section of the EQ, you'll receive messages letting you know whether the section's review is complete (Figure 114) or whether you'll need to complete the corresponding sections in the Project EQ (Figure 115).

Figure 114: Site/Route EQ, Example of "Section Complete" Message

Figure 115: Site/Route EQ, Example of "Complete the Project EQ For This Section" Message

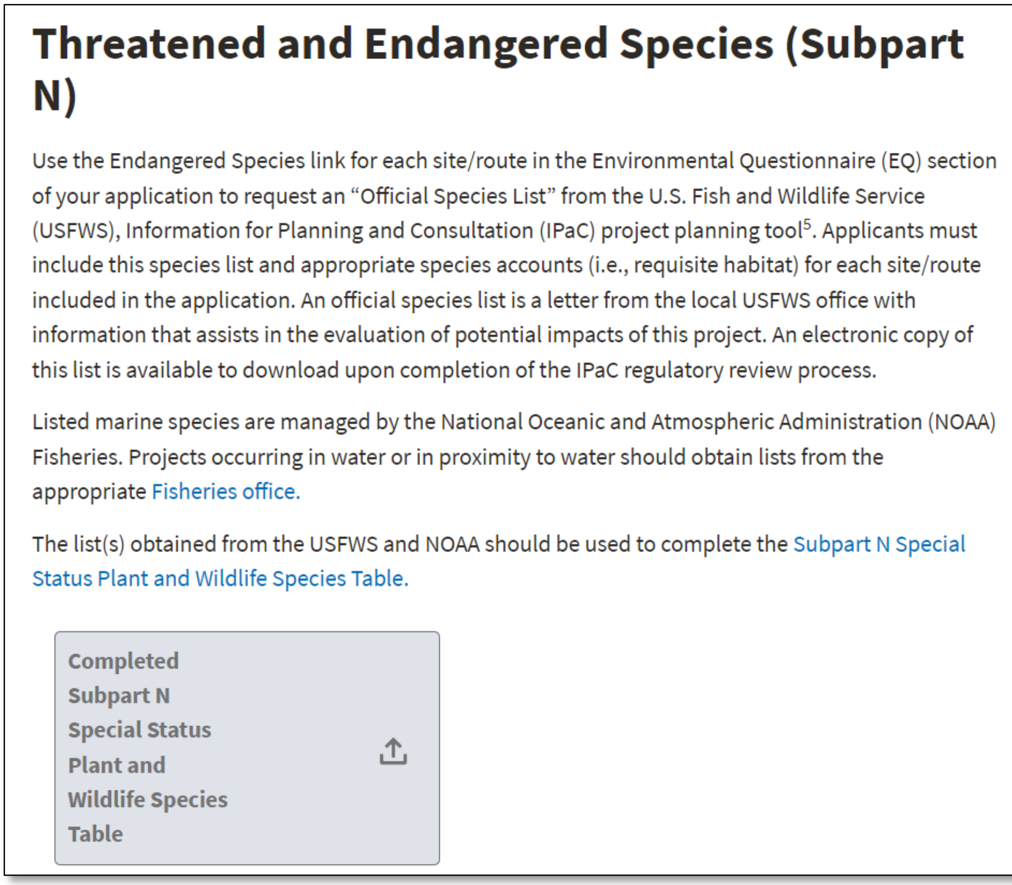
You can click the [Save] button at the bottom of the EQ's page at any time, so that you can return to your work later.

7.3.2.1 Threatened and Endangered Species (Subpart N)

You will need the Official Species List you obtained for your site or route to complete this portion of the EQ. You will use the List to complete the Subpart N Special Status Plant and Wildlife Species Table (TES table), so that you can attach the table to the site or route EQ you're working on.

1. Follow the extensive instructions and guidance provided for Subpart N in the EQ.
2. Download the table.
3. Using your own research and the Official Species List for your site or route, complete the table. Provide clear sources and detailed explanations.
4. Upload the spreadsheet in the upload tool provided in the EQ (Figure 116).

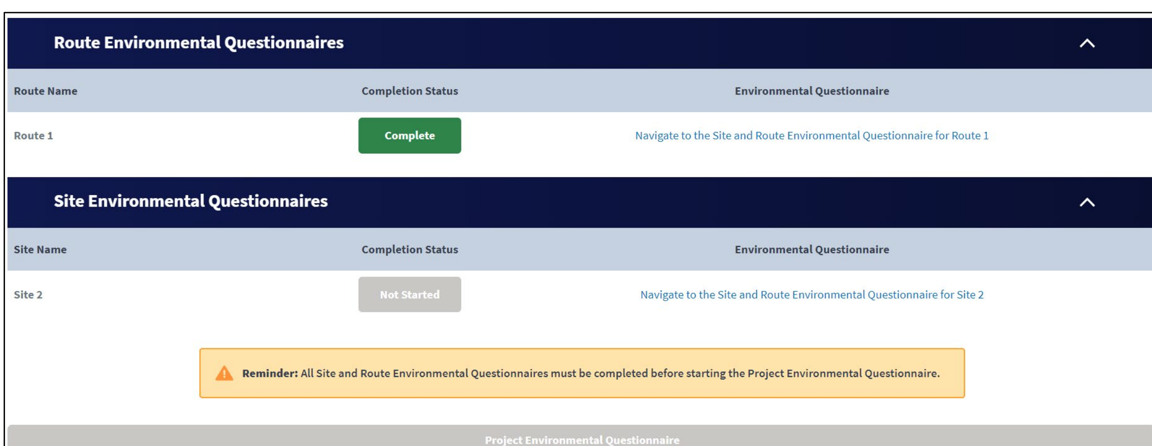
Figure 116: TES Table Template and Upload Location



A TES Table must be created for every site and route, as well as a project-level overview.

5. Be sure to click the [Save] button at the bottom of the EQ. The **EQ** page will update the status of your EQ with "complete" (Figure 117). The [Project EQ] button will not activate (turn blue) until all site and route EQs in your project are complete.

Figure 117: Environmental Questionnaires (EQs) Page Updated



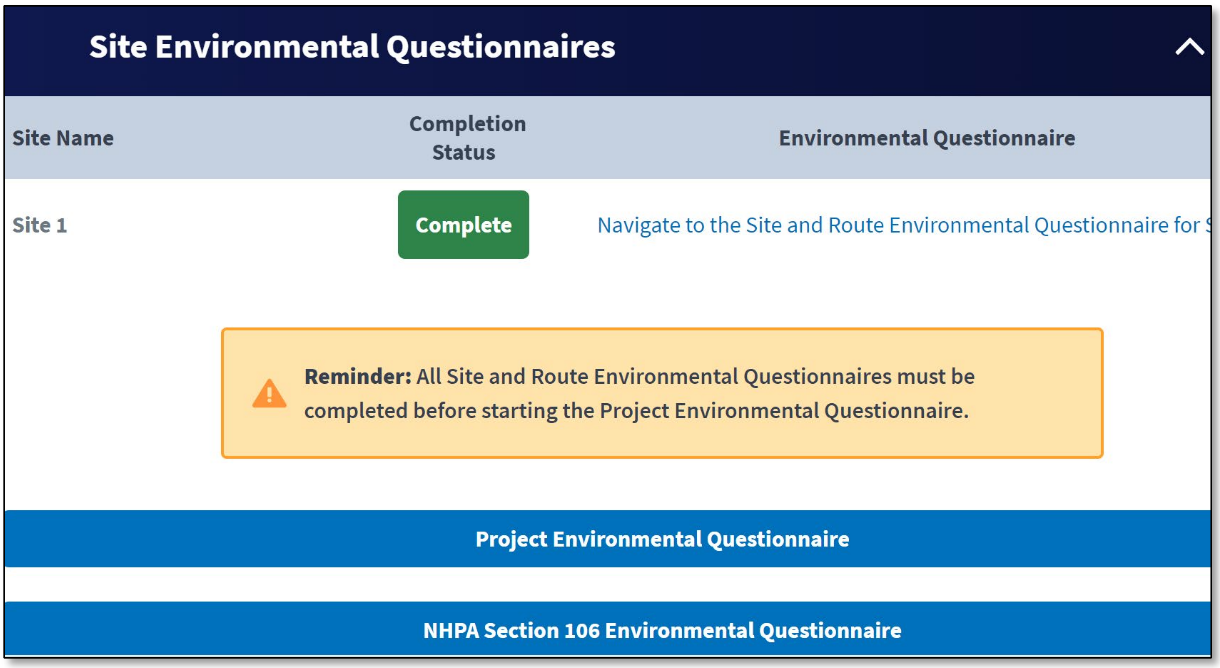
7.3.3 Complete the Project Environmental Questionnaire

You must first complete all site and route EQs before beginning the project EQ. The [Project EQ] button will not be active (blue instead of grey) until all site and route EQs are complete.

Only one project EQ is needed per project. In very limited and exceptional circumstances, you may be required to submit an additional Project EQ. RUS staff will direct if an additional project EQ is required.

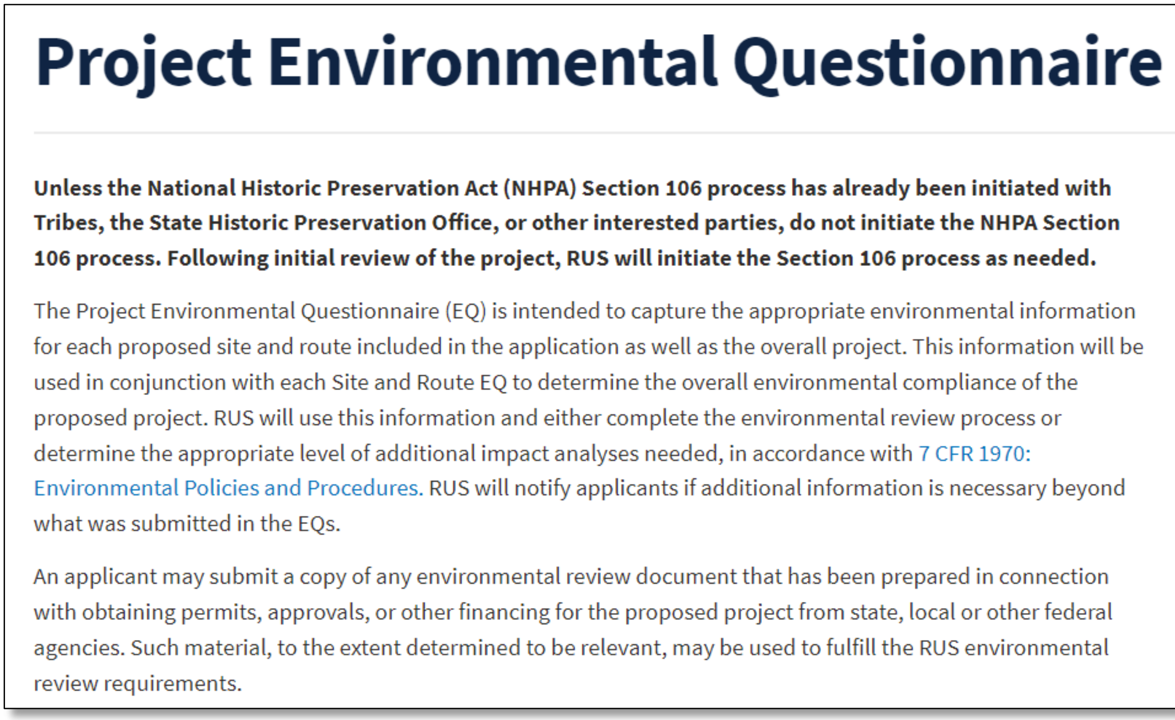
1. To start the Project EQ, scroll down the **Environmental Questionnaire** page and click the [Project Environmental Questionnaire] button (Figure 118).

Figure 118: Environmental Questionnaire – Partial – EQ Links



2. The **Project Environmental Questionnaire** page displays (Figure 119).

Figure 119: Project Environmental Questionnaire – Top



Project Environmental Questionnaire

Unless the National Historic Preservation Act (NHPA) Section 106 process has already been initiated with Tribes, the State Historic Preservation Office, or other interested parties, do not initiate the NHPA Section 106 process. Following initial review of the project, RUS will initiate the Section 106 process as needed.

The Project Environmental Questionnaire (EQ) is intended to capture the appropriate environmental information for each proposed site and route included in the application as well as the overall project. This information will be used in conjunction with each Site and Route EQ to determine the overall environmental compliance of the proposed project. RUS will use this information and either complete the environmental review process or determine the appropriate level of additional impact analyses needed, in accordance with 7 CFR 1970: Environmental Policies and Procedures. RUS will notify applicants if additional information is necessary beyond what was submitted in the EQs.

An applicant may submit a copy of any environmental review document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from state, local or other federal agencies. Such material, to the extent determined to be relevant, may be used to fulfill the RUS environmental review requirements.

The EQs are interactive and dynamic. Answers to questions will determine whether additional information is required. In addition, the project EQ uses responses from the site and route EQs to determine which portions of the project EQ you must complete.

3. Please read all instructions carefully. The instructions contain links to supporting documents. As you answer each question, additional questions may become visible. Answer each subsequent question and provide any requested document uploads.

The project EQ pulls information from the site and route EQs to prepopulate responses and indicate whether additional project-level information is required. The prepopulated responses are not editable. If you need to change an answer, return to the pertinent site or route EQ and save the changes.

4. You can click the [Save] button at the bottom of the EQ's page at any time, so that you can return to your work later.

The project EQ has two sections: Preliminary Environmental Questions and Detailed Environmental Responses.

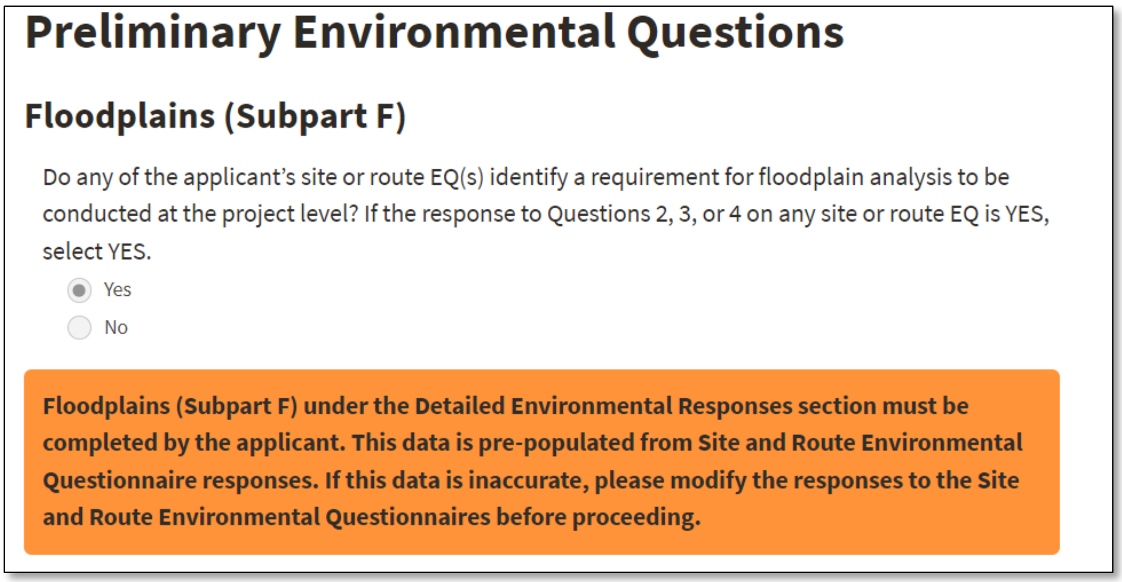
7.3.3.1 Preliminary Environmental Questions

This portion of the project EQ captures and consolidates responses from your site and route EQs for some questions. It also contains questions about project-wide impacts on natural and cultural resources.

Two examples of information consolidated from the site and route EQs follow. In both examples the question is duplicated from the site and route EQs, and the uneditable response is consolidated from the responses on all site and route EQs.

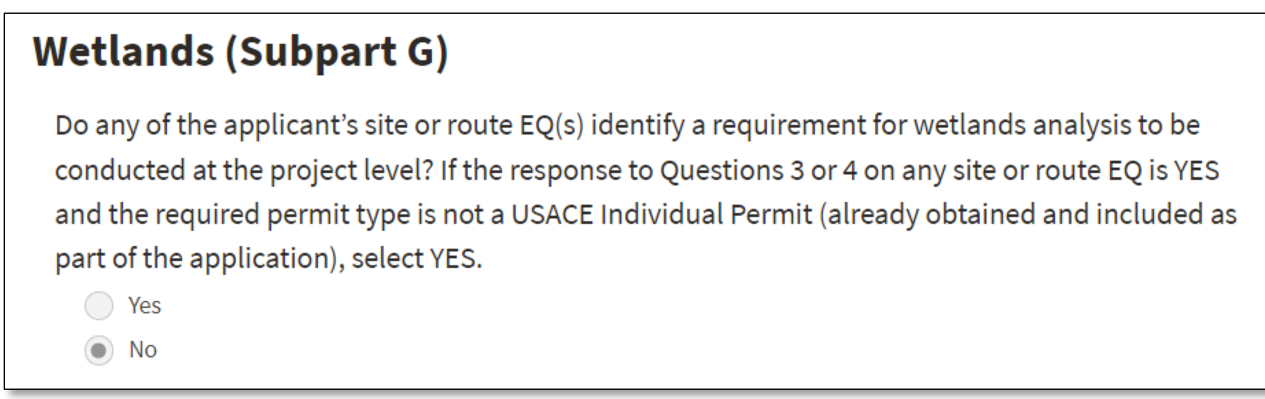
The first example (Floodplains, Figure 120) has a Yes answer and a yellow warning banner that indicates you must complete the Detailed Environmental (section 7.3.3.2) for floodplains issues. If the prepopulated response is wrong, you must return to your site and route EQs and make changes. See the Detailed Environmental Responses to determine which site or route EQ responses caused the Yes response. Remember to save the revised site or route EQs, before returning to the project EQ.

Figure 120: Project Environmental Questionnaire – Additional Information



The second example (Wetlands, Figure 121) has a No answer, meaning that no further information is required in the application for this topic. If the prepopulated response is wrong, you must return to your site and route EQs and make . See section 7.3.3.2 to determine which site or route EQ responses caused the Yes response. Remember to save the revised site or route EQs, before returning to the Project EQ.

Figure 121: Project EQ – Preliminary Environmental Questions – Section Complete



You can click the [Save] button at the bottom of the EQ's page at any time, so that you can return to your work later.

Be sure to complete all questions under the Preliminary Environmental Questions topics, as some questions pertain to the entire project as a whole and were therefore not asked on the site and route EQs. Each of the remaining topics will direct you to the Detailed Environmental Responses as necessary, based on your answers.

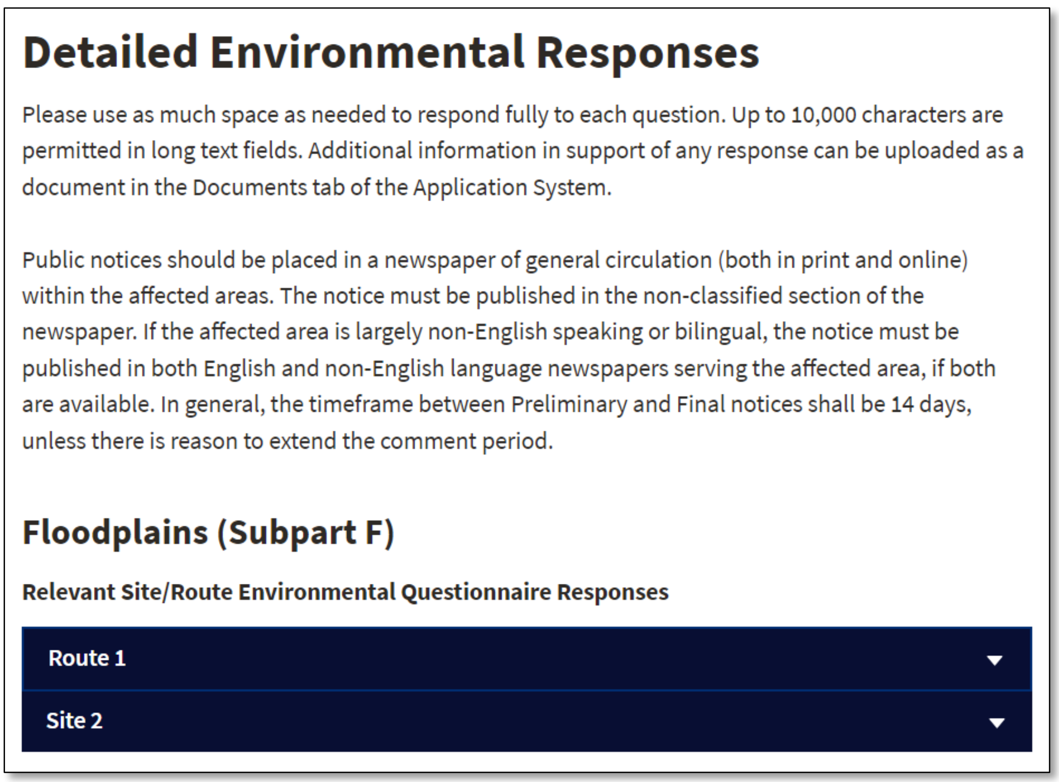
7.3.3.2 Detailed Environmental Responses

This section of the project EQ occurs below all of the preliminary questions. If none of your responses to the preliminary questions require additional information, you will not see this section.

Only topics that require additional information will appear under the Detailed Environmental Responses. Depending on the nature of the topic, the Detailed Environmental Responses required may be lengthy and require comprehensive information.

1. Read the instructions at the top of the section carefully before proceeding. Immediately below the instructions you will see the first topic that requires additional information (Figure 122).

Figure 122: Project EQ - Detailed Environmental Responses - Floodplains Example

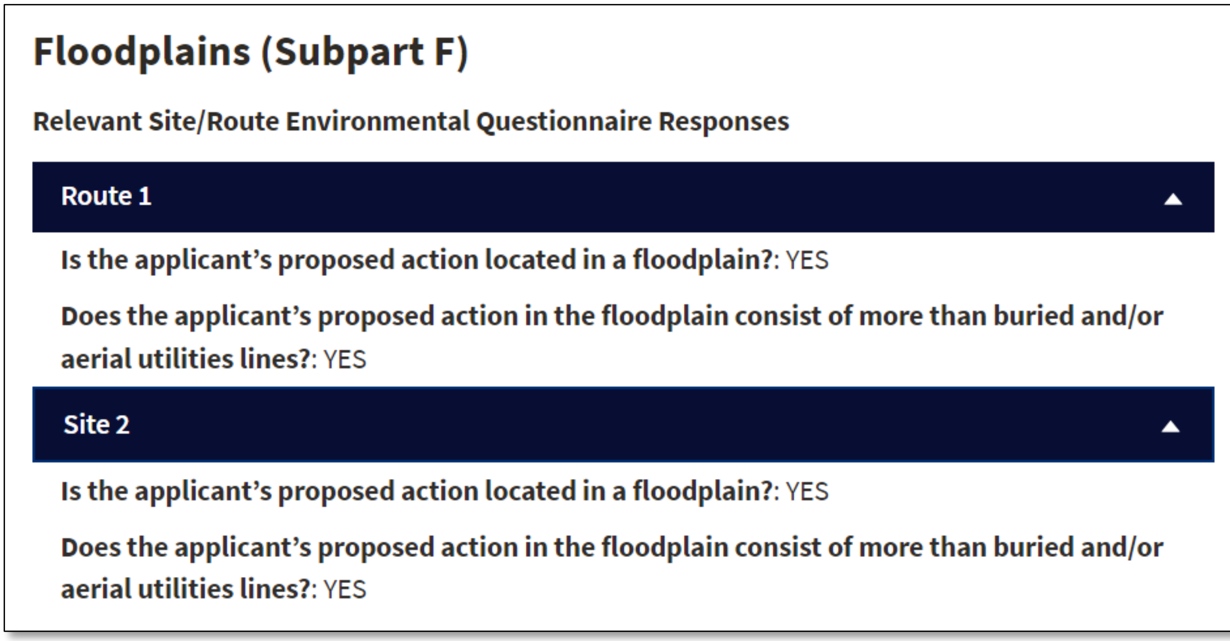


2. The topic will have one or more dark blue bars (accordions) labelled with site and route names that you can open or close as you need to. Opening the bars will show you the

questions for each site or route that contributed to an answer requiring detailed responses (Figure 123).

3. If the if any of the site or route EQs responses are wrong, you must return to your site and route EQs and make changes. Remember to save the revised site or route EQs, before returning to the Project EQ.

Figure 123: Project EQ – Detailed Environmental Responses Showing Site/Route EQ Responses



4. Below the site and route panels (expanded from the dark blue accordions), you will find a detailed series of questions that may require lengthy text answers, or uploads documenting that certain activities are in process or complete.

You can click the [Save] button at the bottom of the EQ's page at any time, so that you can return to your work later. Be sure to click the [Save] button when the project EQ is complete.

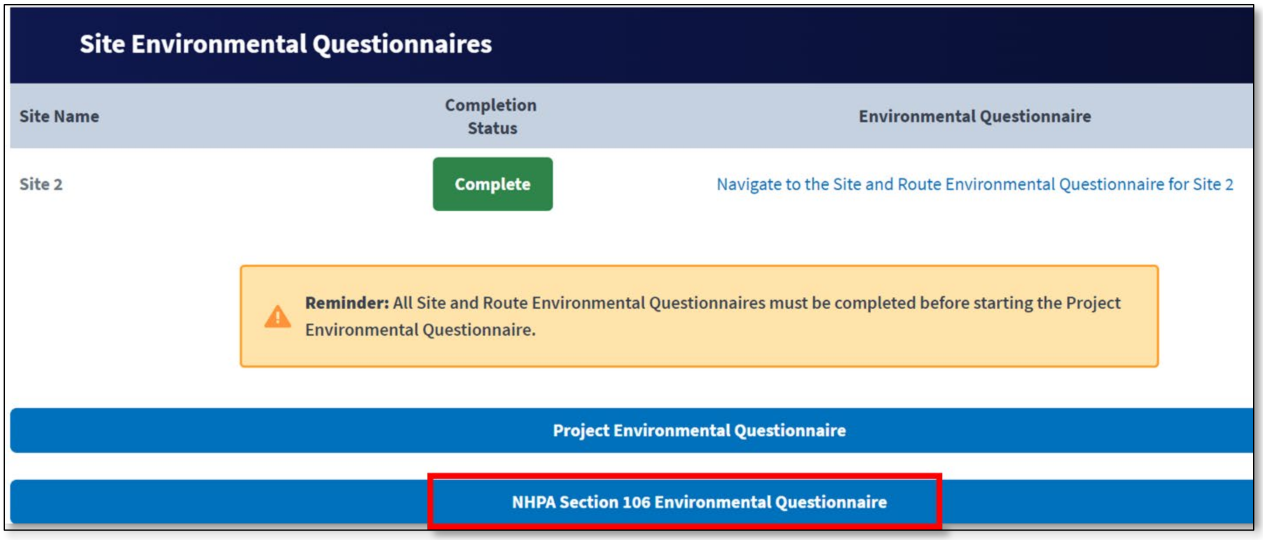
5. If any of the site or route EQs responses are wrong, you must return to your site and route EQs and make changes. Remember to save the revised site or route EQs, before returning to the Project EQ.

7.3.4 Complete the NHPA Section 106 Environmental Questionnaire

If Intake has (see section 7.3) or RUS has directed that your project requires an NHPA Section 106 EQ, complete the EQ. **DO NOT START A SECTION 106 EQ IF NOT REQUIRED.**

1. If required, open the EQ by clicking the [NHPA Section 106 EQ] button on the **Environmental Questionnaires** page (Figure 124).

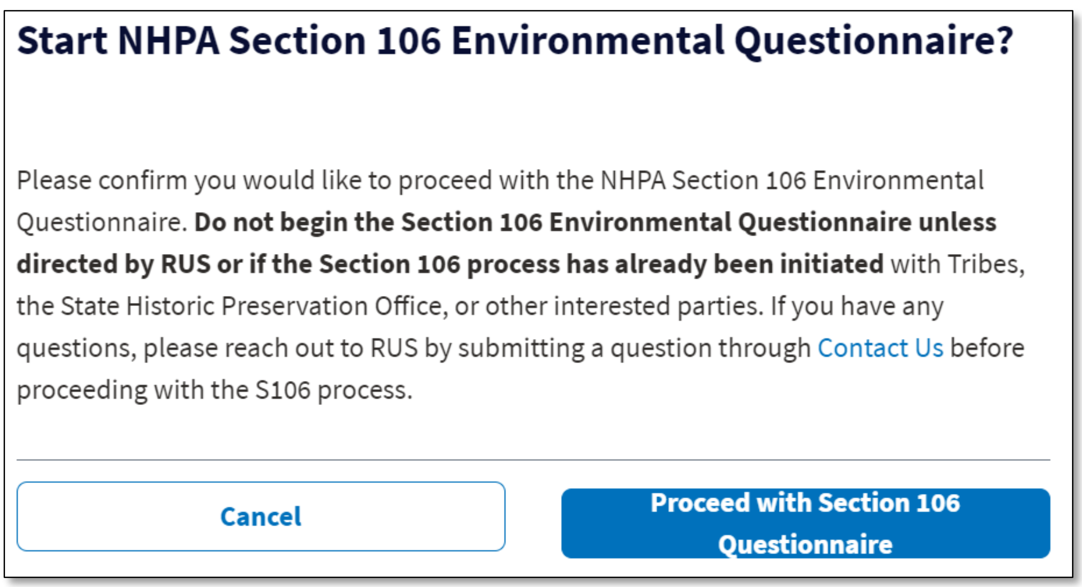
Figure 124: Environmental Questionnaires (EQs) – [NHPA Section 106 EQ] Button



DO NOT initiate the Section 106 CONSULTATION process at this time. Once the NHPA Section 106 consultation process has been initiated, it must be completed even if you subsequently determine that the consultation is not necessary. Consequently, please follow the directions in the NHPA Section 106 EQ carefully to avoid any unnecessary burden. Please CONTACT RUS using the Contact Us link in Intake link prior to initiating any Section 106 consultation process. You can also use the Contact Us page on our website.

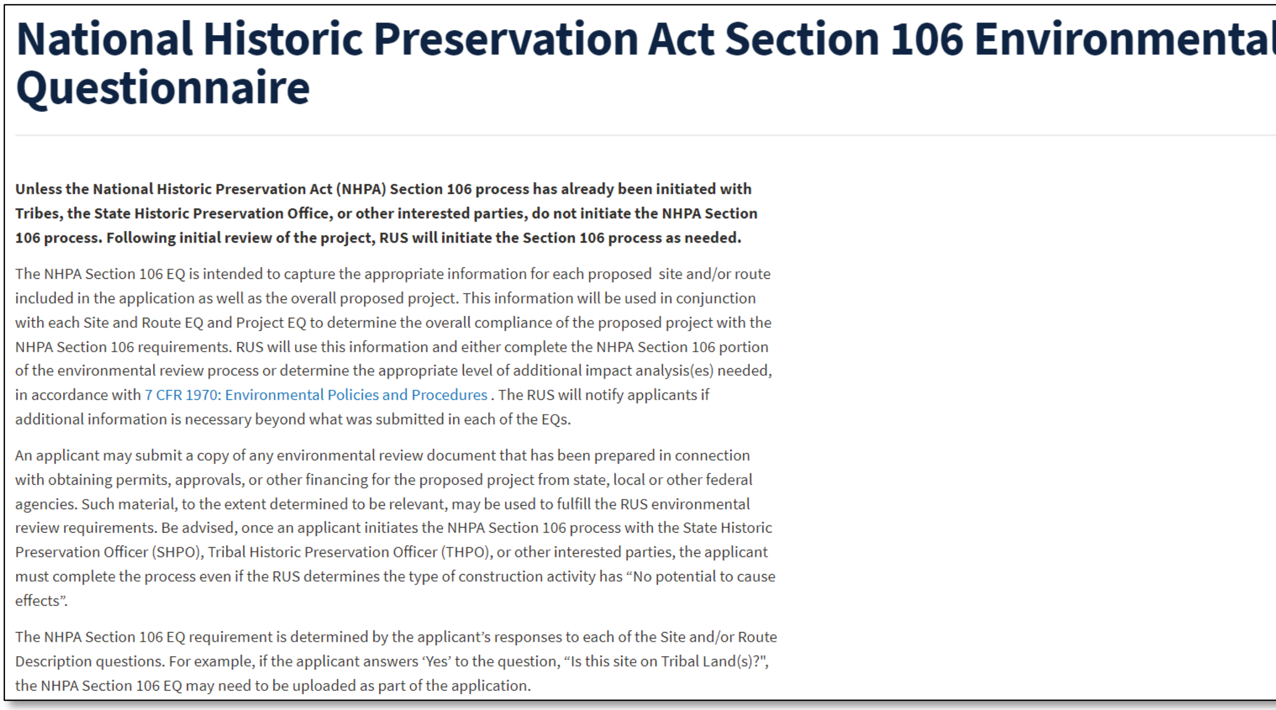
2. Upon clicking the button, a pop-up window will appear (Figure 125). Click the [Proceed with Section 106 Questionnaire] button in the window only if required to do so.

Figure 125: Proceed with Section 106 EQ Window



3. The **National Historic Preservation Act Section 106 Environmental Questionnaire** page opens (Figure 126). Please read all instructions carefully. As you answer each question by clicking a radio button, you may be asked for files documenting your progress, or additional questions may appear. Answer each subsequent question and follow the instructions.

Figure 126: NHPA Section 106 Environmental Questionnaire - Top



National Historic Preservation Act Section 106 Environmental Questionnaire

Unless the National Historic Preservation Act (NHPA) Section 106 process has already been initiated with Tribes, the State Historic Preservation Office, or other interested parties, do not initiate the NHPA Section 106 process. Following initial review of the project, RUS will initiate the Section 106 process as needed.

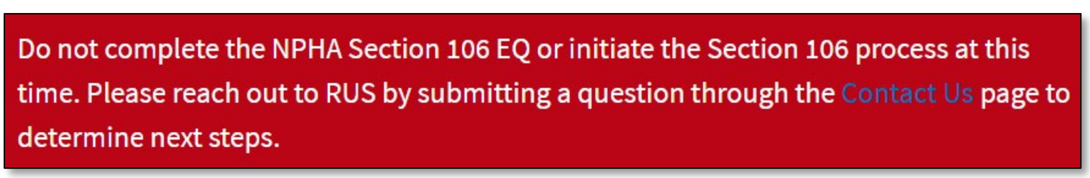
The NHPA Section 106 EQ is intended to capture the appropriate information for each proposed site and/or route included in the application as well as the overall proposed project. This information will be used in conjunction with each Site and Route EQ and Project EQ to determine the overall compliance of the proposed project with the NHPA Section 106 requirements. RUS will use this information and either complete the NHPA Section 106 portion of the environmental review process or determine the appropriate level of additional impact analysis(es) needed, in accordance with 7 CFR 1970: Environmental Policies and Procedures . The RUS will notify applicants if additional information is necessary beyond what was submitted in each of the EQs.

An applicant may submit a copy of any environmental review document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from state, local or other federal agencies. Such material, to the extent determined to be relevant, may be used to fulfill the RUS environmental review requirements. Be advised, once an applicant initiates the NHPA Section 106 process with the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (THPO), or other interested parties, the applicant must complete the process even if the RUS determines the type of construction activity has "No potential to cause effects".

The NHPA Section 106 EQ requirement is determined by the applicant's responses to each of the Site and/or Route Description questions. For example, if the applicant answers 'Yes' to the question, "Is this site on Tribal Land(s)?", the NHPA Section 106 EQ may need to be uploaded as part of the application.

4. If at any point you receive the warning shown in Figure 127, stop completing the NHPA Section 106 EQ and contact RUS. However, you can continue with the rest of the Environmental tab, and the rest of the application. RUS will contact you expeditiously to help you determine whether the NHPA Section 106 EQ is necessary.

Figure 127: NHPA Section 106 EQ – Stop Completing/Contact RUS



Do not complete the NPHA Section 106 EQ or initiate the Section 106 process at this time. Please reach out to RUS by submitting a question through the Contact Us page to determine next steps.

5. Once the NHPA Section 106 EQ is complete, click [Save] at the bottom of the page.

7.4 Environmental Documents

Use the **Environmental Documents** page to upload environmental documents, as required, or to provide additional information. You can also view, download, delete, and replace any documents previously uploaded within the **Environmental** tab. While you should complete all pages under the **Environmental** tab on before uploading environmental documents, Intake will allow you to upload documents after creating at least one site or route.

Reminder: if you have not uploaded all of your project's Official Species Lists, you should do so before moving on in the application.

1. Click on the **Environmental Documents** link on the **Environmental** tab menu (Figure 82).
2. The page opens showing several tables of documents you've already added (green checkmark beside the line) under the **Environmental** tab:
   - First table (top of page): contains documents required by the project EQ (Figure 128)
   - One table for site EQ documents and one table for route EQ documents (Figure 129)
   - Other Environmental Documents: contains additional documents uploaded throughout the EQ process and additional documents that you upload (Figure 130). **NOTE**: this table is where you will upload **Official Species Lists**

Figure 128: Environmental Documents Page - Top

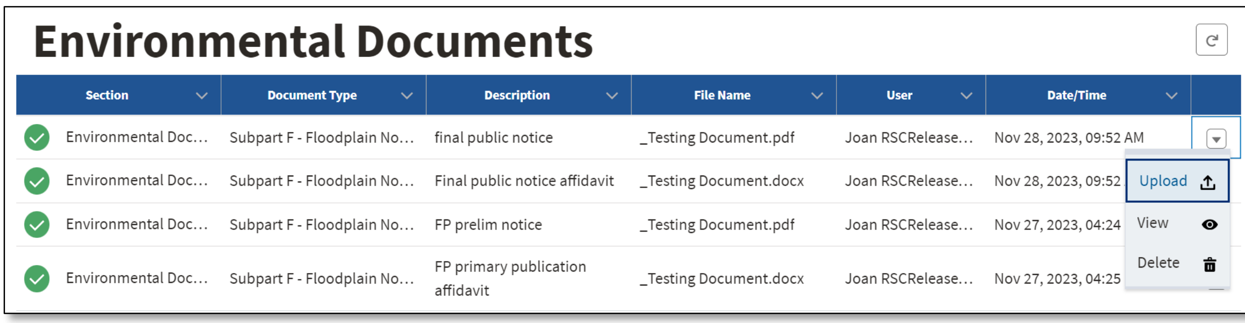


Figure 129: Environmental Documents Page - Middle

Figure 130: Environmental Documents Page - Bottom

Other Environmental Documents [Upload Additional Documents]

Section	Document Type	Description	File Name	User	Date/Time	
Other Environmental	Subpart G - USACE Individual Wetla…	USACE Permit - Wetlands	_Testing Document.docx	Joan RSCRelease…	Nov 22, 2023, 10:02 AM	
Other Environmental	Subpart G - USACE Individual Wetla…	site wetland permit	_Testing Document.docx	Joan RSCRelease…	Nov 22, 2023, 11:41 AM	
Other Environmental	Completed Subpart N Special Statu…		_Testing Document.pdf	Joan RSCRelease…	Nov 22, 2023, 11:04 AM	

3. Each document has a drop-down menu allowing you to upload a document (which will replace the existing document), view, or delete the document (Figure 128).
4. Section 3.4 (**Project Documents**) describes all of Intake's document management functionality. Please refer to this section as the **Environmental Documents** page uses the same functionality.
5. **Project EQ documents table** (Figure 128):
   - If any required documents are missing, you will receive an indication when you validate the application (section 10.2). You will have to go back to the project EQ and upload the missing document
   - You can use the [Refresh] button to the right of the title to see an updated **Environmental Documents** page after you make changes to the project EQ documents
6. **Site or Route EQ documents** tables (Figure 129):
   - If any required documents are missing, you will receive an indication when you validate the application (section 10.2). You will have to go back to the pertinent site or route EQ and upload the missing document
   - You can use the [Refresh] button to the right of the title to see an updated **Environmental Documents** page after you make changes to the site or route EQ documents
   - Use the [Upload Additional Documents] button to add additional documents of the types you provided under the site or route EQs. These buttons are restricted to the document types you provided in case you need to upload more than one wetland permit (for example) for a site or route. If you need to upload other document types, use the Other Environmental Documents table at the bottom of the page
7. **Other Environmental Documents** (Figure 130):
   - Use this table to **upload your Official Species Lists** for each site and route in your project. For each letter, choose the Subpart N – Endangered Species Act (ESA) Official Species List document type, supply a description and upload the document
   - You can use the [Refresh] button to the right of the title to see an updated **Environmental Documents** page, as needed
   - Use the [Upload Additional Documents] button to upload additional documents of types you've already provided. In addition, the document type drop-down menu provides an extensive list of document types associated with environmental reviews, so you can upload any necessary supporting documentation

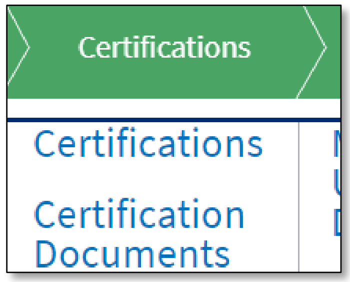
Table 9: Environmental Information Document Uploads and Requirements (Partial List)

Document	Required Entities
Floodplain Map	Assists with identifying presence of floodplains
Wetland Map	Assists with identifying presence of wetlands
Formally Classified Lands Map	Assists with identifying presence of Formally Classified Lands (FCL)
FPPA Map	Assists with identifying presence of protected farmland.
Official Species List	**Required for all applicants**
Threatened and Endangered Species Table	**Required for all applicants**
Marine Mammal Protection Act Map	For projects occurring in water or in close proximity to water
Essential Fish Habitat Map	For projects occurring in water or in close proximity to water
Green Book data	Required if non-attainment or maintenance map is not provided
Non-Attainment or Maintenance Map	Required If Green Book Data not provided
Coastal Barrier Resources System Map	As required by the EQs
Coastal Zone Management Area Map	As required by the EQs

8 Certifications Tab

This tab (Figure 131) provides the required certifications that the Rep Sign Cert must acknowledge, provide any required supporting documentation to fully address a certification and electronically sign. Only the **Rep Sign Cert** can complete the certifications.

Figure 131: Certifications Tab Menu



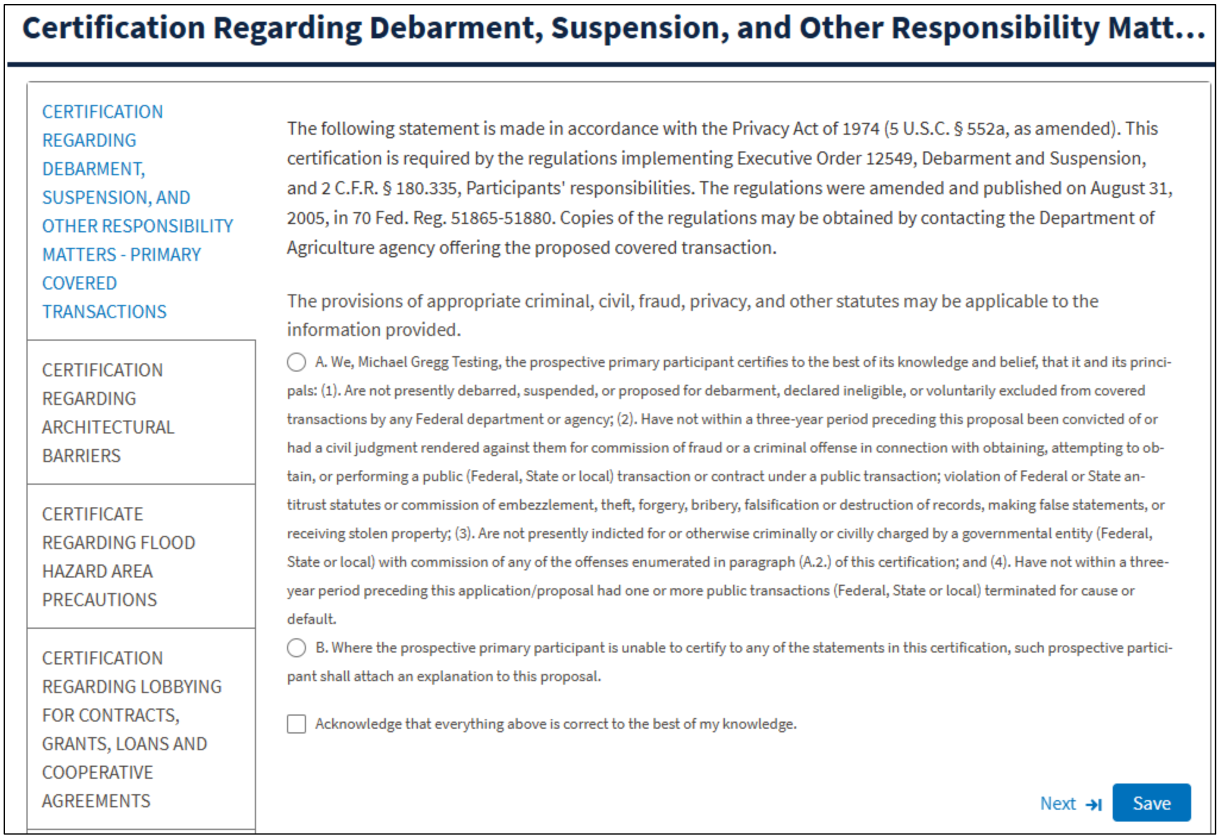
Required certifications:

- Certification Regarding Debarment, Suspension, And Other Responsibility Matters – Primary Covered Transactions
- Certification Regarding Architectural Barriers
- Certificate Regarding Flood Hazard Area Precautions
- Certification Regarding Lobbying For Contracts, Grants, Loans And Cooperative Agreements
- Civil Rights Compliance Assurance
- Federal Collection Policies For Commercial Debt Certification
- Uniform Relocation Assistance And Real Property Acquisition Policies Act Of 1970 Certification
- Compliance With RUS Award Documents

8.1 Certifications

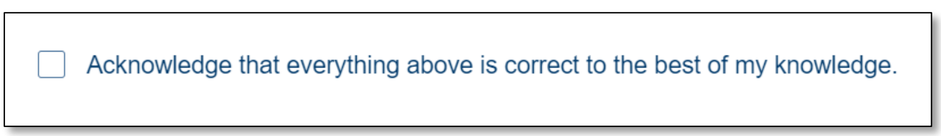
1. Click the **Certifications** link on the **Certifications** tab menu (Figure 131).
2. The first certification opens (Figure 134). Note that a navigation menu appears on the left side of each page, showing all of the required certifications. (Figure 132).
3. The certifications must be **completed and saved by the Rep Sign Cert**.

Figure 132: First Certification – Partial



4. Answer any questions and supply any additional information or documents required by the certification.
5. Click the checkbox beside the acknowledgement **(**Figure 133), which will then electronically sign the certification for your Rep Sign Cert.

Figure 133: Certifications Page – Acknowledgement



6. Click the [Next] button to move to the next certification.
7. Repeat steps 3 through 6 until all certifications are complete and acknowledged.
   - Each certification after the first has a [Previous] button to navigate back to the previous page.
8. Click the [Save] button on the final certification to complete all certifications.

8.2 Certification Documents

1. If you need to attach more than one document to support your acknowledgement of a certification, click the **Certification Documents** link on the **Certifications** tab menu (Figure 131).

2. The **Certification Documents** page opens (Figure 134), and functions exactly as all of the other document pages previously discussed in this manual. section 3.4 for full instructions.

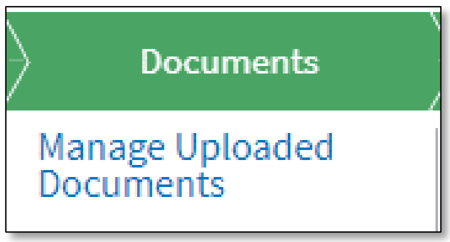
Figure 134: Certification Documents Page

9 Documents Tab

You can view and manage all documents previously uploaded under other tabs of Intake. You can upload, view, download, delete, and replace application files in this tab. Delete any outdated documentation and confirm that all necessary documentation for this round is accurate and up to date.

If you need to add additional documents of a particular document type, return to the **Documents Page** under the **relevant tab**. You will be able to choose the document type and upload additional documents there.

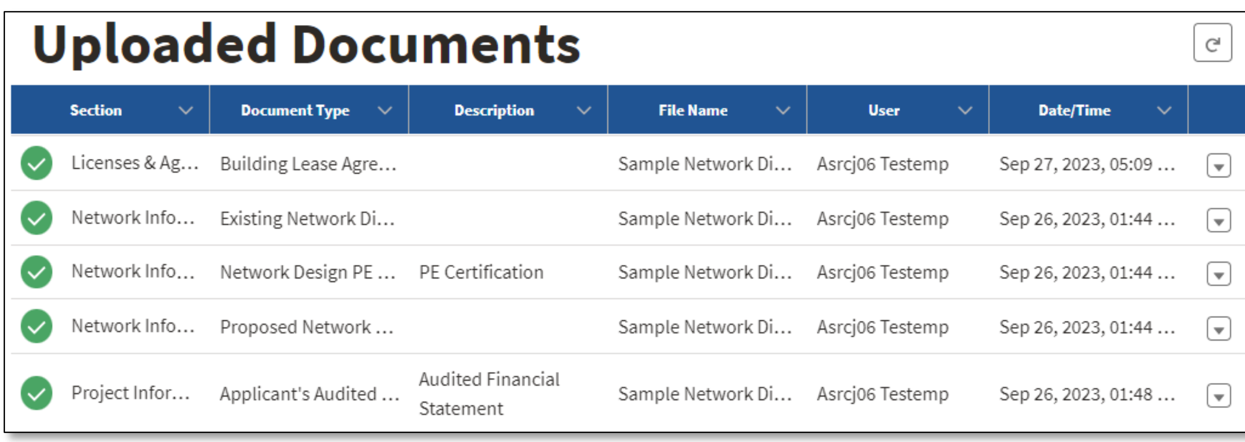
Figure 135: Documents Tab Menu



1. Click the **Manage Uploaded Documents** link on the **Documents** menu (Figure 135)
2. The **Uploaded Documents** page opens (Figure 136) and displays all documents you uploaded while completing the Documents pages of previous tabs. Each document has a drop-down menu allowing you to upload a document (which will replace the existing document), view or delete the document.

: Section 3.4 (**Project Documents**) fully describes all of Intake's document management functionality. Please refer to this section as the **Uploaded Documents** page uses the same functionality.

Figure 136: Uploaded Documents Page



Uploaded Documents

Section	Document Type	Description	File Name	User	Date/Time
Licenses & Ag...	Building Lease Agre...		Sample Network Di...	Asrcj06 Testemp	Sep 27, 2023, 05:09 ...
Network Info...	Existing Network Di...		Sample Network Di...	Asrcj06 Testemp	Sep 26, 2023, 01:44 ...
Network Info...	Network Design PE ...	PE Certification	Sample Network Di...	Asrcj06 Testemp	Sep 26, 2023, 01:44 ...
Network Info...	Proposed Network ...		Sample Network Di...	Asrcj06 Testemp	Sep 26, 2023, 01:44 ...
Project Infor...	Applicant's Audited ...	Audited Financial Statement	Sample Network Di...	Asrcj06 Testemp	Sep 26, 2023, 01:48 ...

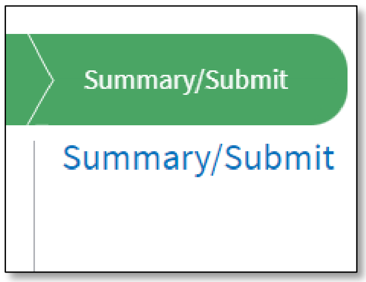
10 Summary/Submit Tab

On this tab, you can generate a PDF of your application at any time, validate whether the necessary data and uploads are present, access pages to correct validation errors, and the Rep Sign Cert can submit the application. **Only the Rep Sign Cert can submit the application** and you must clear all errors before the [Submit Application] button appears**.**

Reminder on Submitting an Application

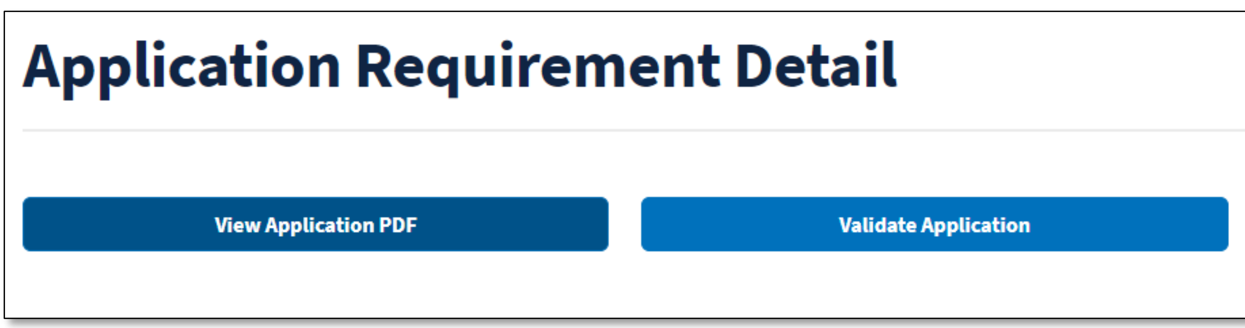
Submitting an application does not mean that the application is eligible or acceptable.

Figure 137: Summary/Submit Tab Menu



1. Click the **Summary/Submit** link on the **Summary/Submit** tab. Click the **Summary/Submit** page (Figure 137).
2. The Application Requirement Detail page opens (Figure 138).

Figure 138: Application Requirement Detail Page - Partial



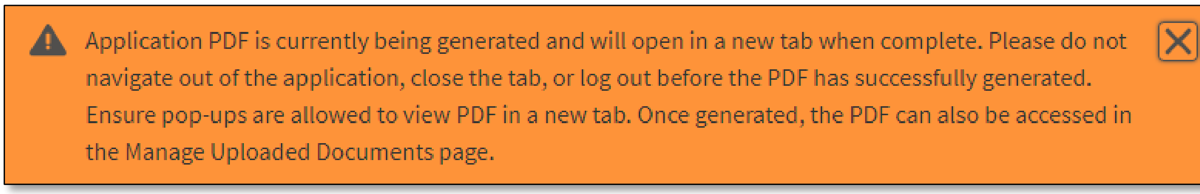
10.1 Generate a PDF of the Application

You can create a PDF at any time during the application process. You may want to create a PDF if you need to start a new application, or if you want to review all data entered and calculated up to the point of PDF creation.

1. Click the [View Application PDF] button on the **Application Requirement Detail** page to create a PDF of the application (Figure 138).

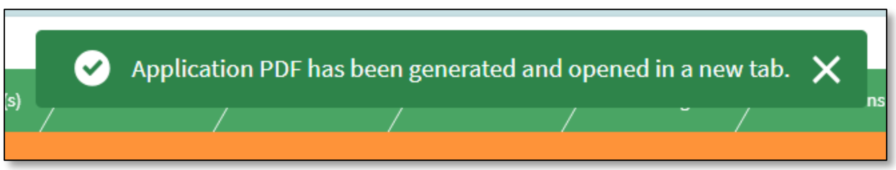
2. After clicking the button, a message will appear at the top of the screen (Figure 139) that states the following:
   - "Application PDF is currently being generated and will open in a new tab when complete. Do not navigate out of the application, close the tab, or log out before the PDF has been successfully generated. Ensure pop-ups are enabled on your device to view the PDF in a new tab. Once generated, the PDF can also be accessed in the Manage Uploaded Documents page."
   - It may take a few minutes for the PDF to generate

Figure 139: PDF Generating Message



3. After the PDF is generated, a successful message will appear at the top of the screen: "Applicant PDF has been generated and opened in a new tab." (Figure 140)

Figure 140: PDF Generation Success Message



You may generate a PDF as many times as you want. The latest version will always be listed on the **Manage Uploaded Documents** page under the document type, "Draft Application PDF" and the file name will be, "Application PDF_xxxxxxxxx - Draft.pdf," where the 9-digit number is the application number.

10.2 Validate the Application

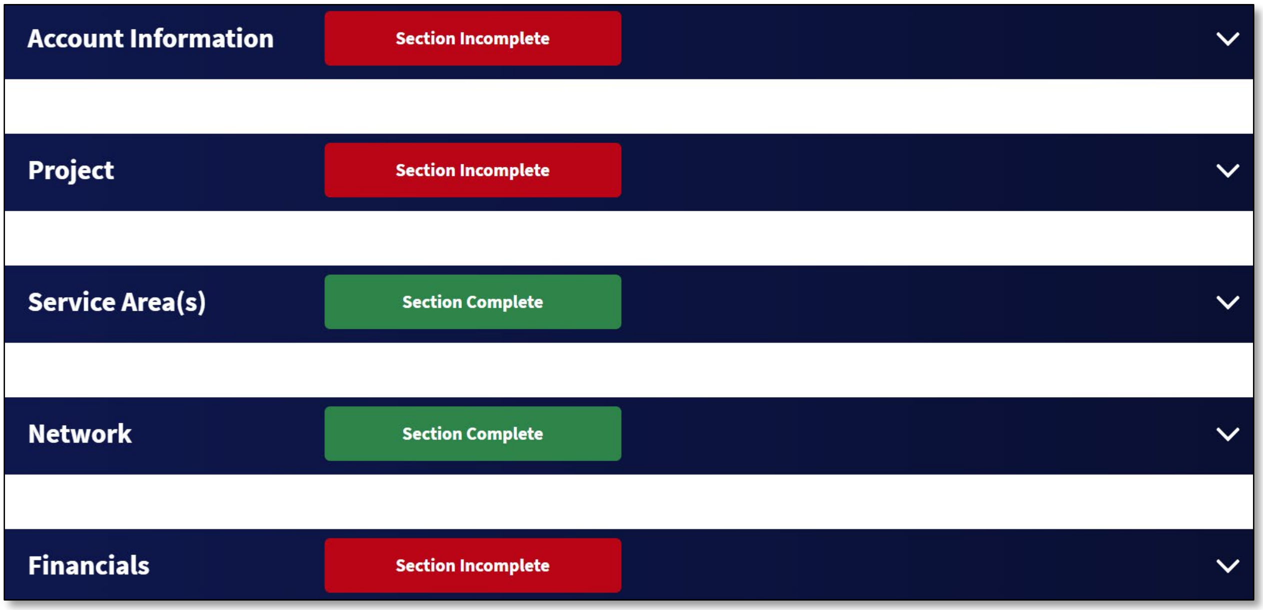
You may validate the application at any time, and as many times as you want, from the **Summary/Submit** page. Running validations often can pick up overlooked requirements (such as documents), and data mismatches.

1. Click the [Validate Application] button on the **Application Requirement Detail** page to validate the application (Figure 141).

Do not leave the Application Requirement Detail page while the validation is running

2. When the validation is complete, the page displays a dark blue header for each portion of the application that can be opened or closed by clicking on them to show the validation details. Each header has a status message: either a green "Section Complete" or a red "Section Incomplete" (Figure 141).

Figure 141: Application Requirement Detail – Partial Validation Results

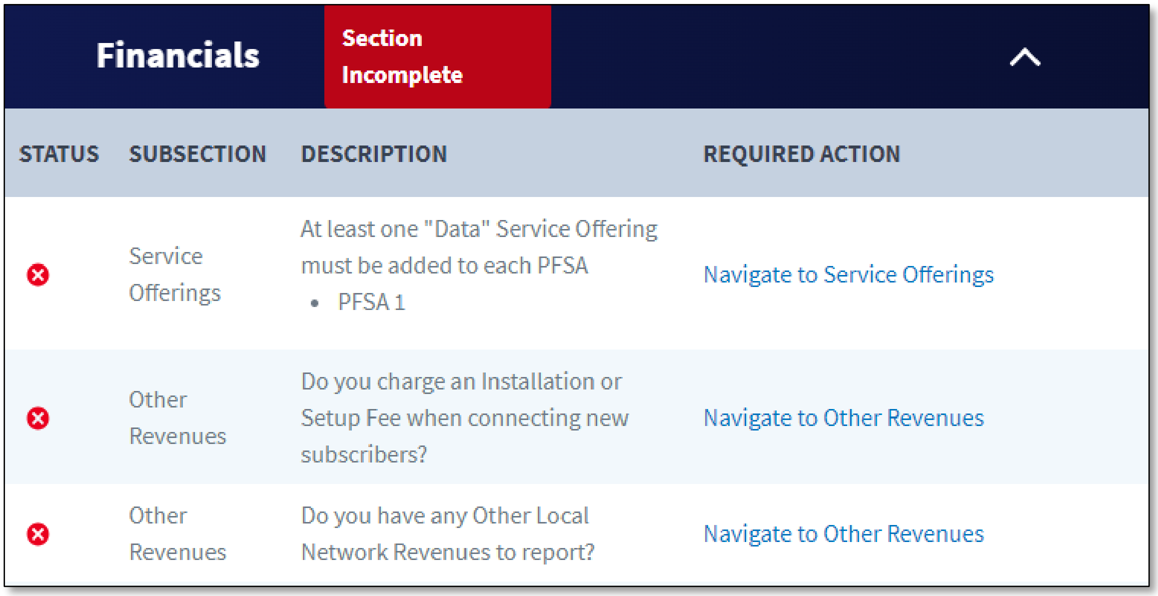


3. Each header for an incomplete section contains a table that provides information in the following columns (Figure 142):
   - Status: shows warning (yellow triangle) or error (red x)
   - Subsection: which tab or area of the application contains the error or warning
   - Description: brief description of the issue
   - Required Action: link to the appropriate page that opens in a new browser tab so that you can resolve the issue

A **warning** means that an optional item has not been fully addressed. You can submit the application without addressing it (for example, no Common Network Facilities costs exist in your project, but you still see a warning for it on the **Application Requirement Detail** page). However, it is a good idea to review these items as they might affect either the technical or financial feasibility of your application.

Errors are conditions that prevent you from submitting an application. An error might be as simple as a forgotten file upload, or a portion of the application you have not started yet, or it might be as serious as a data mismatch in the **Financials** tab that requires you to visit several pages and resave them.

Figure 142: Validation Example – Financials Tab - Partial



Financials — Section Incomplete

STATUS	SUBSECTION	DESCRIPTION	REQUIRED ACTION
⊗	Service Offerings	At least one "Data" Service Offering must be added to each PFSA • PFSA 1	Navigate to Service Offerings
⊗	Other Revenues	Do you charge an Installation or Setup Fee when connecting new subscribers?	Navigate to Other Revenues
⊗	Other Revenues	Do you have any Other Local Network Revenues to report?	Navigate to Other Revenues

4. Click on each required action link in turn to open the application page so that you can use the description to resolve the issue.
5. After you take action to resolve a required action, go back to the **Summary/Submit** tab, and click on the [Validate Application] button again. If the error was successfully resolved, the issue will disappear, and the Intake System will update the status, as necessary.

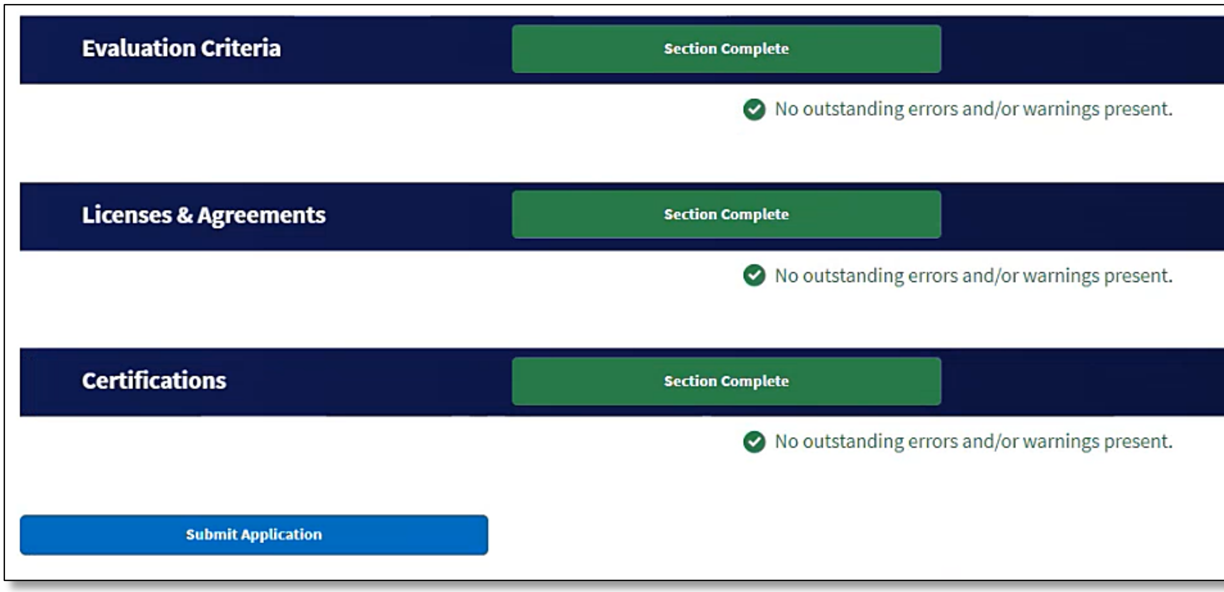
Note: Data flows from one page to the next and between tabs in Intake so you need to fix errors that occur early before fixing the later ones. Address validation errors or warnings in the same order as the application. For example, project validations should be addressed first, followed by service area map issues, then network issues, and so on. Also, address errors in the Network, Financial and Environmental tabs in order from top to bottom on the list.

10.3 Submit the Application

The [Submit Application] button only appears when all portions of the application are complete and there are no errors. **Only the Rep Sign Cert can click the [Submit Application] button**.

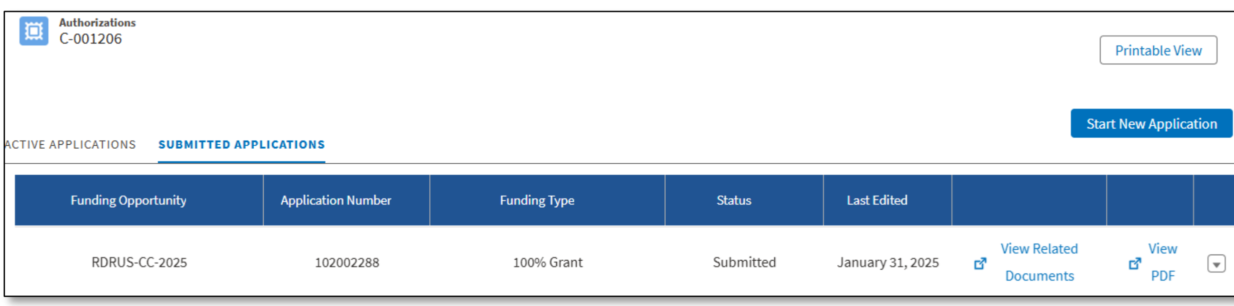
1. Click on the [Submit Application] button to submit the application (Figure 143).

Figure 143: Application Requirement Detail Page – Bottom – [Submit Application] Button



2. Intake will return you to the **Home** page after a successful submission, and a success message will appear at the top of the screen.
3. To view your submitted application, go to the **Authorizations** page and select the **Submitted Applications** tab. You can view or download a copy of your submitted application from this page. (Figure 144).

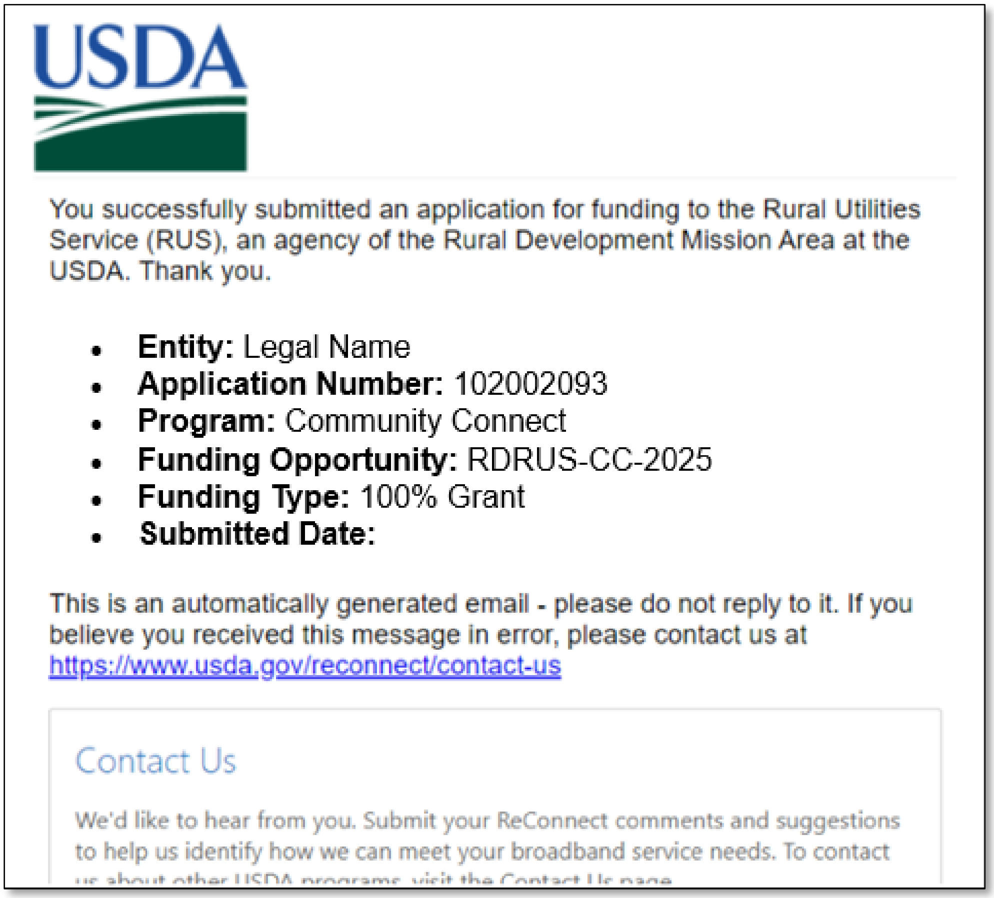
Figure 144: Submitted Applications



4. Upon successful submission of an application, your will see a success message at the top of the screen (Figure 145). You will also receive a confirmation email (Figure 146). Please retain this email for your records. If you have any questions, use the Contact Us link within Intake.

Figure 145: "Your application was submitted successfully" message

Figure 146: Confirmation Email of Submitted Application



You successfully submitted an application for funding to the Rural Utilities Service (RUS), an agency of the Rural Development Mission Area at the USDA. Thank you.

- **Entity:** Legal Name
- **Application Number:** 102002093
- **Program:** Community Connect
- **Funding Opportunity:** RDRUS-CC-2025
- **Funding Type:** 100% Grant
- **Submitted Date:**

This is an automatically generated email - please do not reply to it. If you believe you received this message in error, please contact us at https://www.usda.gov/reconnect/contact-us

Contact Us

We'd like to hear from you. Submit your ReConnect comments and suggestions to help us identify how we can meet your broadband service needs. To contact

Appendix A – Account Creation

You must have an account in Intake before you can create and submit an application. If you created an account a previous Reconnect or Rural Telecommunications Infrastructure application, you may use the same account to submit a Community Connect application for the current round of funding.

As in section 1.3, Starting October 1, 2024, ALL users regardless of registration date must login using Login.gov credentials only. Logging in with eAuth IDs will no longer be supported.

As a result, RUS/Telecom encourages you to **link** any pre-existing Level 2 eAuth to an appropriate Login.gov account as soon as possible. By linking your accounts, you will ensure that all your activity within the respective RUS/Telecom systems will appear under the same user account.

Please see the Login.gov User Aid for information on how to obtain a Login.gov credential and how to link it to your eAuth credential.

You must keep track of your account information; RUS cannot retrieve this information for you.

Find Information on how to obtain a new Login.gov verified account and link it to an eAuth account in the Login.gov User Aid.

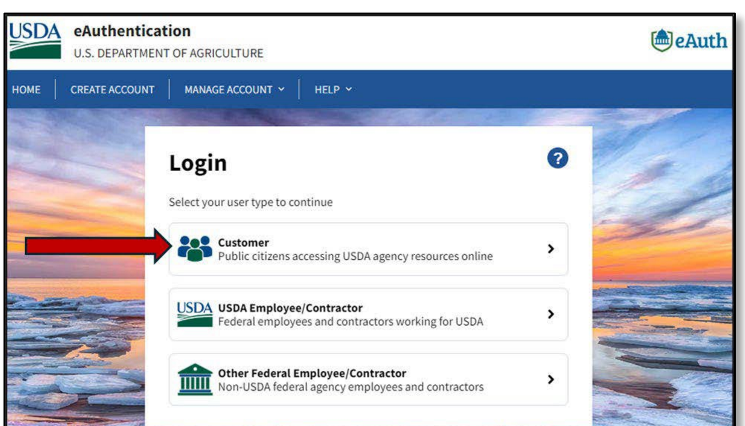
For general questions regarding Login.gov and eAuthentication, please refer to the USDA eAuthentication website FAQs.

Accessing the Intake System

Log in to the Intake System, by following the steps below. The Intake System is designed to function in Google Chrome and Microsoft Edge. The Intake System will not function as intended in other browsers, including Microsoft Internet Explorer and Safari.

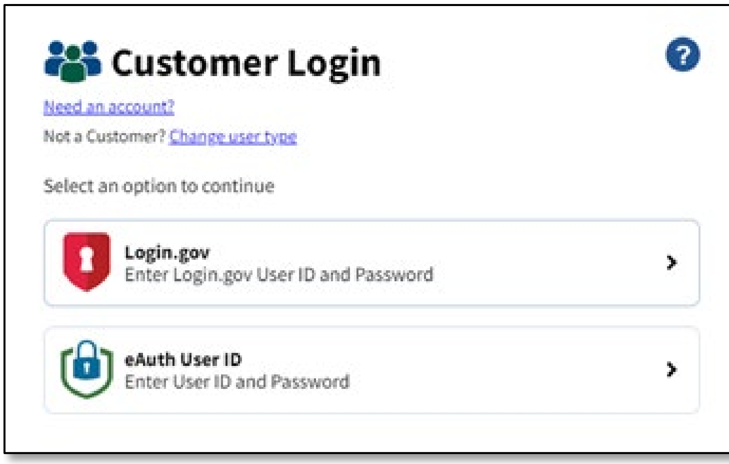
Choose “Customer” (Figure 147).

Figure 147: User Type Selection



The **Customer Login** page opens (Figure 148). There are two options to access the Intake System, the Login.gov link and the eAuth User ID link. **READ THE INSTRUCTIONS BELOW THIS SCREENSHOT BEFORE LOGGING IN.**

Figure 148: Customer Login Window



1. **If you have a verified Login.gov account that you have linked to your eAuth account**: Select the **Login.gov** link (Figure 148) and enter your verified Login.gov email address and Password into the associated fields and click the [Sign in] button.
    a. The system will prompt you to use one of the 2-factor authentication methods you set up previously. Follow the steps on the screen to log in with your selected method of 2-factor authentication.
    b. After completing 2-factor authentication, you will be logged into the Application Intake System and arrive at the home screen.

2. **If you have NOT linked to your eAuth account to Login.gov**: Select the **eAuth User ID** link (Figure 148). You may receive a message that prompts you to switch to Login.gov.

    If you click the **[Link with Login.gov]** button, you will be redirected to Login.gov to link your existing Leve 2 eAuth account to a Login.gov account. After the linkage between the two accounts is complete, you will be required to use the Login.gov link to access the Intake System. Please see the Login.gov User Aid for additional information.

Note: If you logged in previously using a Level 2 eAuth credential **but have since linked that credential to a Login.gov account,** you will **no longer be able to use the eAuth credential**. (See the Login.gov User Aid on errors caused by trying to use your eAuth credential after linking it to your Login.gov credential).

3. The **Home** page displays (Figure 149). Confirm the profile is correct by verifying the icon and your name in the upper right-hand corner.

Figure 149: Intake Home Page – Applicant Name

Authorized Representative Request (ARR)

If you've never used one of the RUS Telcom systems (Intake or Reporting and Compliance), you must submit a new Authorized Representative Request (ARR). The ARR can only be completed by the Rep Sign Cert or an Administrator who has a Level 2 eAuth account, along with a completed resolution. To begin, at least the Rep Sign Cert must be identified on the ARR and in the resolution. The Rep Sign Cert can add additional after the ARR has been approved. See below for an explanation of Intake security roles.

All information provided in the Authorized Representative Request (ARR) tab in Intake must match the information presented in the resolution. When submitting a resolution, you **must** ensure that your organization's **exact legal name is the same as that shown on the organizational documents** filed with the respective Secretary of State's office. The resolution, or its equivalent, is dependent on your legal structure. Sample resolutions for corporations and LLCs can be found in the ARR Resolution Instructions.

Some returning applicants logging into the updated Intake System may be prompted to complete an Update ARR and a new signed resolution. Again, the ARR process can only be completed by the Rep Sign Cert or an Administrator.

Existing applicants that need to update an ARR can do so by having their Rep Sign Cert user log into the Intake System and use the **New/Update ARR** tab.

Intake Security Roles

All users who will be accessing Intake must be assigned a security role. Each user can only have **one security role per entity**. Each role has different security permissions associated to it, which limits what the user can do in Intake.

1. Representative Signature Certifier (Rep Sign Cert)
    - The Rep Sign Cert **must** be an **employee** of the applicant
    - Every entity must have a single user designated as the Rep Sign Cert

- The user must be identified in the ARR Resolution as the Rep Sign Cert. **Do not assign any other roles to this user**
- The Rep Sign Cert has permissions to:
    - Submit an ARR on behalf of the applicant
    - Create, view, and update all account information and application data in Intake
    - Add, edit, and remove users from the account
    - Authorize certifications on behalf of the applicant
    - Submit applications in Intake
    - If awarded, enter data into, update, and submit required reports in Reporting and Compliance (R&C)

2. Administrator (Admin):
    - The holders of this security role **must** be **employees** of the entity
    - Your organization can have more than one Admin
    - If you include one or more Admins in your ARR, they will have access to the account when the ARR receives approval from RUS. If not, your Rep Sign Cert must manually add the Admins to Intake after ARR approval
    - The Admin has permissions to:
        - Submit the ARR on behalf of the entity
        - Update the Rep Sign Cert
        - Create, view, and update all account information and application data in Intake
        - Add, edit, and remove users from the account
        - If awarded, enter data into and update required reports in R&C

New Authorized Representative Request (First-Time Applicants)

If you are a first-time applicant, navigate to the **New/Update ARR** tab:

1. From the Intake System, click the **New/Update ARR** header tab (Figure 150).

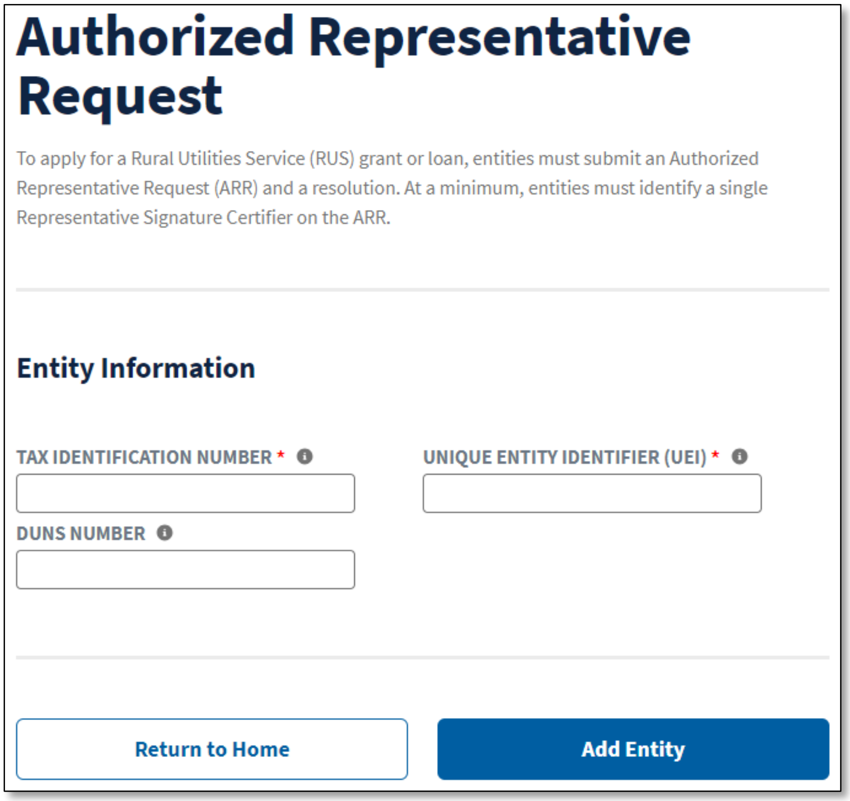
Figure 150: Home Page – Right side Partial – New/Update ARR Tab

2. The **Authorized Representative Request** page displays (Figure 151). Enter the applicable information in the following fields:
    - Tax Identification Number: enter the entity's 9-digit Taxpayer Identification Number
    - Unique Entity Identifier (UEI): enter the entity's 12-character Unique Entity Identifier

- DUNS Number (not required): enter the entity's 9-digit Data Universal Numbering System Number

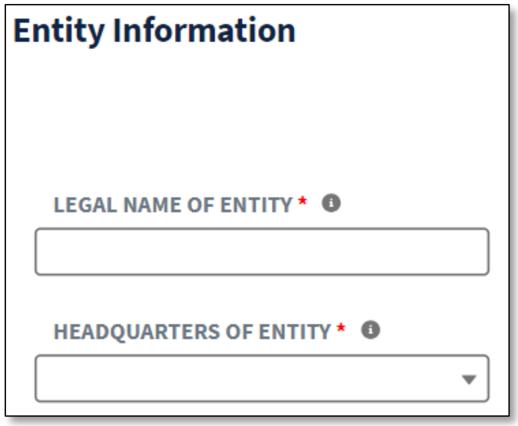
3. Click the [Add Entity] button.

Figure 151: Authorized Representative Request Page



4. The **Authorized Representative Request** page updates to show additional Entity Information (Figure 152). Input the following information for your entity:
   - Legal Name of Entity: enter the legal name of the entity applying to the Community Connect program
   - Headquarters of Entity: select the State or Territory where the entity's headquarters is located

Figure 152: Authorized Representative Request - Entity Information (top)

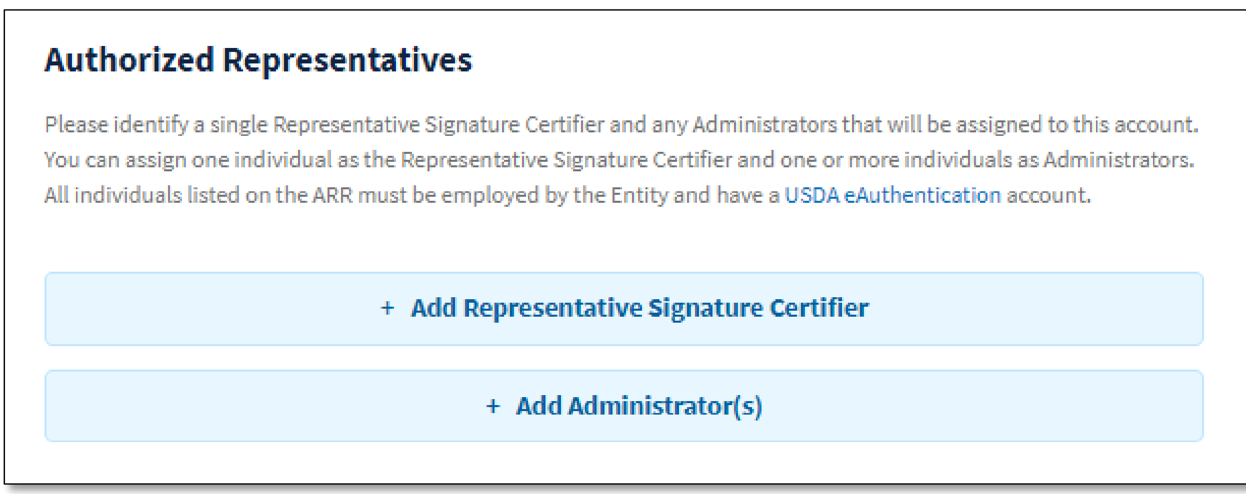


Add Representative Signature Certifier

You must have one Rep Sign Cert; you may have more than one administrator. These users must have either a Level 2 eAuth User ID, or a verified Login.gov User ID linked to an eAuth account. Please see the Login.gov User Aid for more information.

Scroll down the **Authorized Representative Request** updated page to show the Authorized Representatives information (Figure 153).

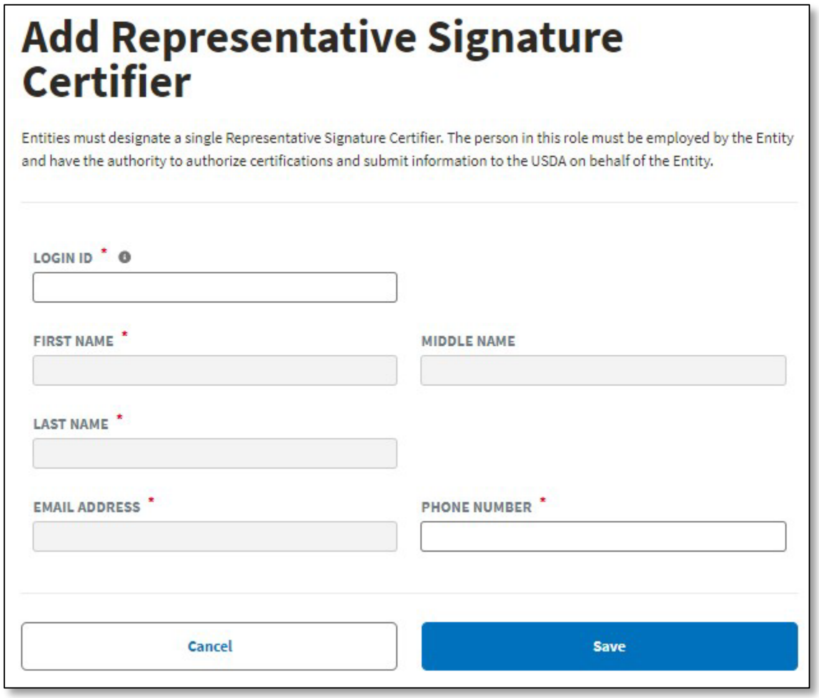
Figure 153: Authorized Representative Request - Authorized Representatives - Middle



1. Click the [+ Add Representative Signature Certifier] button to add a Rep Sign Cert, who must have a level 2 eAuth User ID or a verified Login.gov User ID **with a linked eAuth account**. For each individual, ensure that each of the following fields is completed (Figure 154):
   - Login ID: enter the authorized representative's Level 2 eAuth User ID or Login.gov email address.
   - First Name: *populated automatically based on Login ID*
   - Middle Name: *populated automatically based on Login ID*

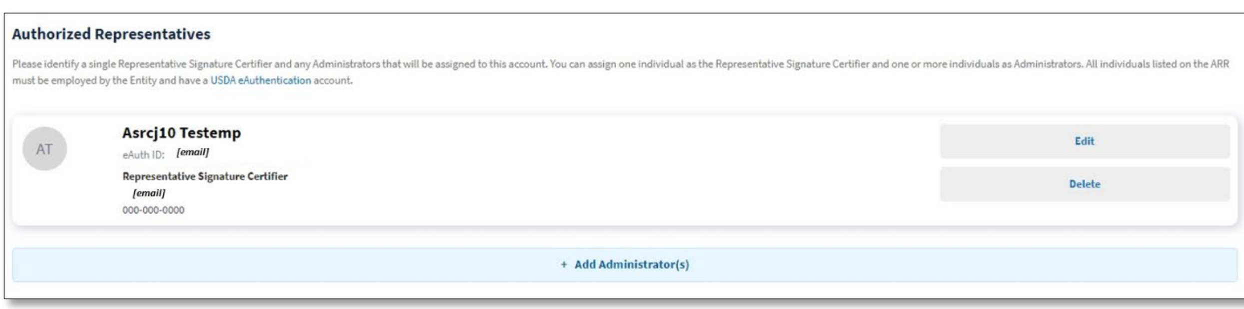
- Last Name: *populated automatically based on Login ID*
- Email Address: *populated automatically based on Login ID*
- Phone Number: enter the authorized representative's phone number

Figure 154: Add Representative Signature Certifier Window



2. Click the [Save] button. Once the Rep Sign Cert has been saved, the information will be added under Authorized Representatives.
3. To add an administrator, follow steps 1 through 3 except click the [+ Add Administrator(s)] button.
4. To the right of each Authorized Representative and Administrator(s), there are [Edit] and [Delete] buttons (Figure 155). Click these buttons to edit or delete any information. NOTE: If you delete an Authorized Representative, this action cannot be undone.

Figure 155: Authorized Representatives



Resolution Submission

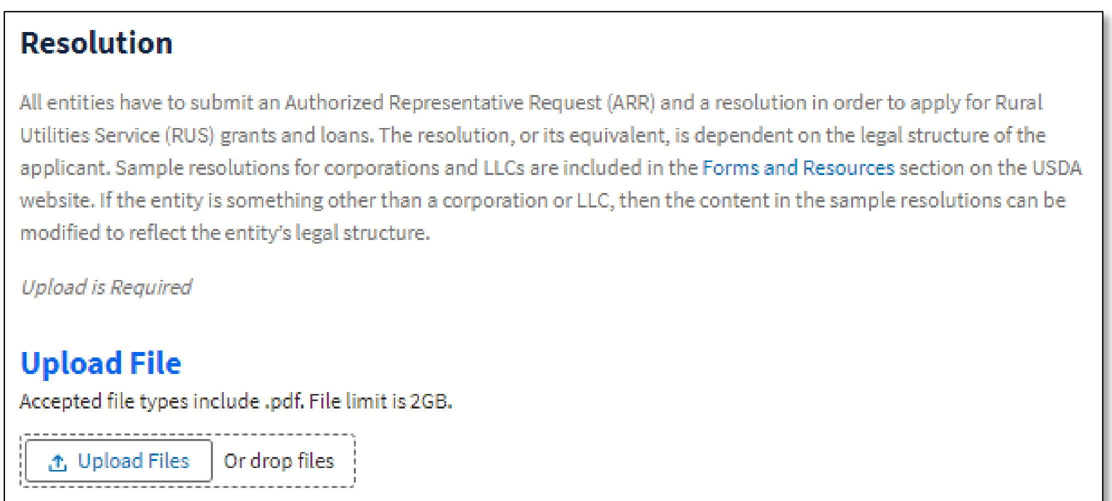
You must submit an ARR and a resolution in order to access all RUS Telecom systems. The resolution, or its equivalent, is dependent on your legal structure.

To prevent the submission of an unacceptable resolution and rejection of the ARR, review the following information before submitting an ARR:

- The resolution must include the exact legal name of the applicant as shown in the organizational documents filed with the respective Secretary of State's office
- If an entity conducts business under a DBA, do not include the DBA as part of the legal name of the entity
- The legal name stated in the resolution must match the legal name stated in the ARR
- The names of the Rep Sign Cert and Administrator(s) identified on the ARR must be clearly specified in the resolution
    - NOTE: **Do not assign the same person** as Rep Sign Cert **and** Administrator. They **must be two separate** individuals. Only designation of the Rep Sign Cert is required in the resolution.
- All individuals listed on the ARR must be employed by the applicant and have a Level 2 eAuth account or a Login.gov account linked to a USDA Level 2 eAuth account.
- At a minimum, you must identify a Rep Sign Cert on the ARR. The role of an Administrator and other roles can be added by the Rep Sign Cert at a later date after the ARR has been approved
- The resolution must be signed and dated. Digital signatures may be accepted in lieu of hand-printed signatures. A digital signature differs from an electronic signature in that a digital signature is encrypted and verifies the authenticity of the electronic document. An electronic signature that is not encrypted will not be accepted

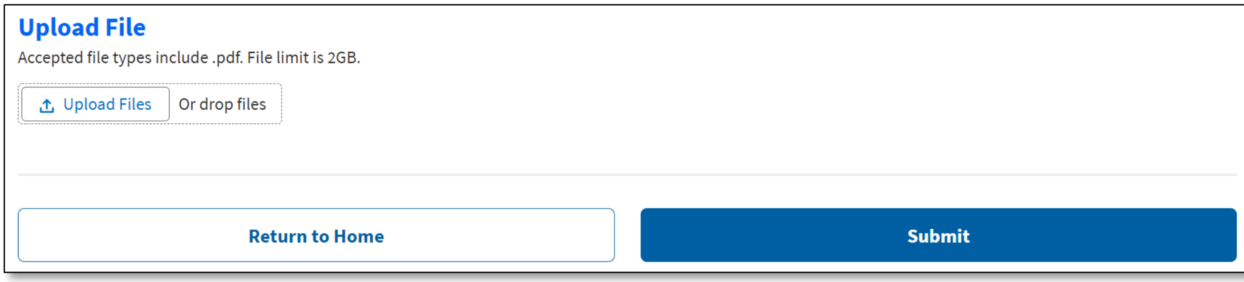
- To upload the resolution, scroll to the bottom of the **Authorized Representative Request** page (Figure 156)

Figure 156: Authorized Representative Request – Resolution Submission - Bottom



1. After all required information is entered and verified, and the Resolution is uploaded, click the [Submit] button (Figure 157).

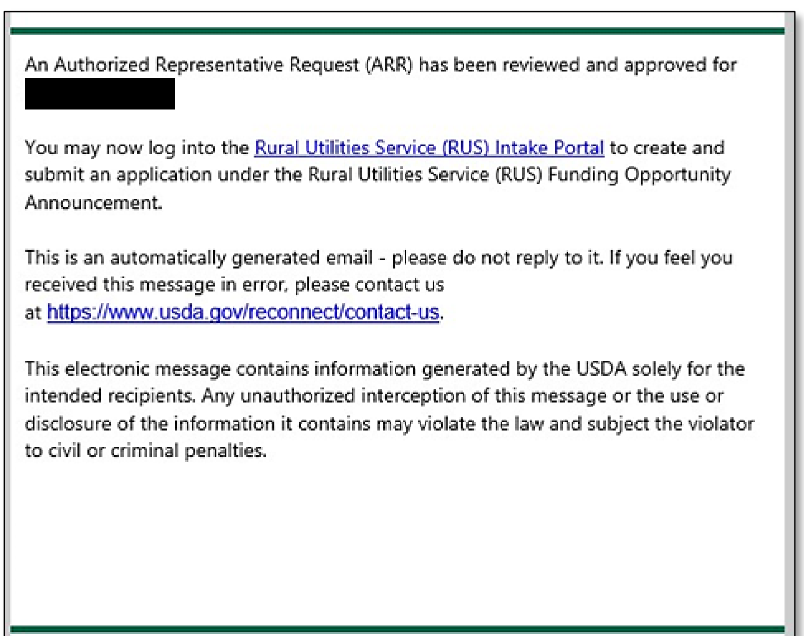
Figure 157: Authorized Representative Request Page – Submit Button



2. Once the resolution has been submitted, you will receive the following message:
   - "Thank you for submitting the ARR for your Entity. The Authorized Representative(s) designated in the ARR can expect to receive an email notification of the approval or rejection of the ARR within three business days. If there are clarifications or questions regarding your ARR, a USDA Representative may contact one or more Authorized Representatives for further detail."
3. Select the [Return to Home] button.

NOTE: After completing this page, **you must wait for the ARR and resolution to be approved by the Agency before being able to start working on the application.** If the ARR is approved, an email will be sent to the authorized representatives marked as Key Contact(s) and to the ARR submitter (Figure 158). If the ARR is rejected, only the ARR submitter will receive an email stating the reason for the rejection. That individual may submit a new ARR request with the correct information and attachment.

Figure 158: Authorized Representative Request – Sample Email Confirmation



An Authorized Representative Request (ARR) has been reviewed and approved for [redacted]

You may now log into the Rural Utilities Service (RUS) Intake Portal to create and submit an application under the Rural Utilities Service (RUS) Funding Opportunity Announcement.

This is an automatically generated email - please do not reply to it. If you feel you received this message in error, please contact us at https://www.usda.gov/reconnect/contact-us.

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties.

Editing or Removing Existing Contacts

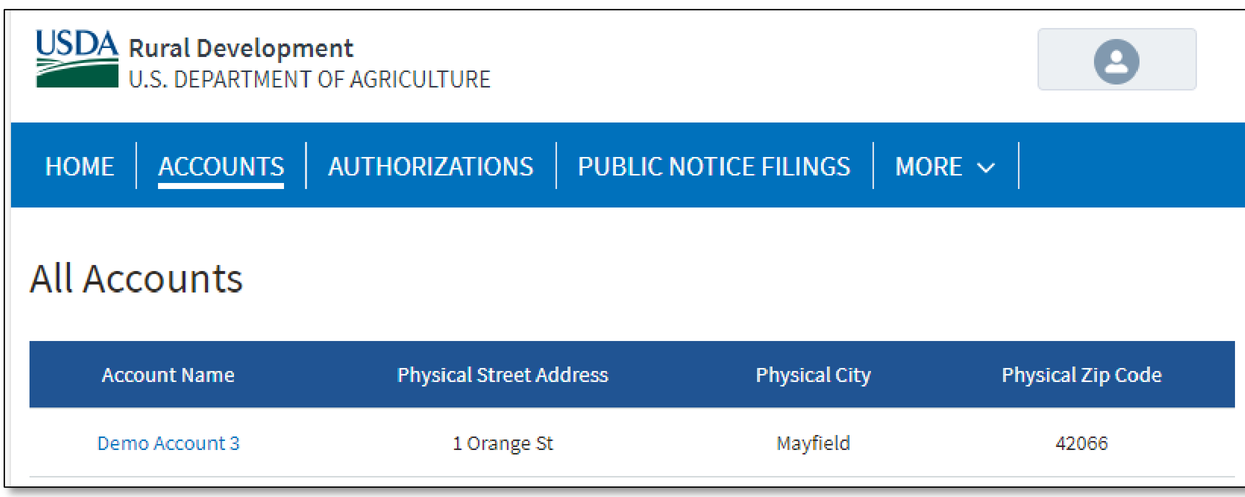
Using the **Contacts** page, individuals with Rep Sign Cert or Administrator security roles can add, update, and remove users from the Intake System. The **Contacts** page is located in the **Accounts** tab of the Intake System. The Rep Sign Cert or Administrator(s) can either create a new Contact, edit, or remove a Contact.

1. From the Intake System, click the **Accounts** header tab (Figure 159).

Figure 159: Accounts Header Tab – Left Side Partial

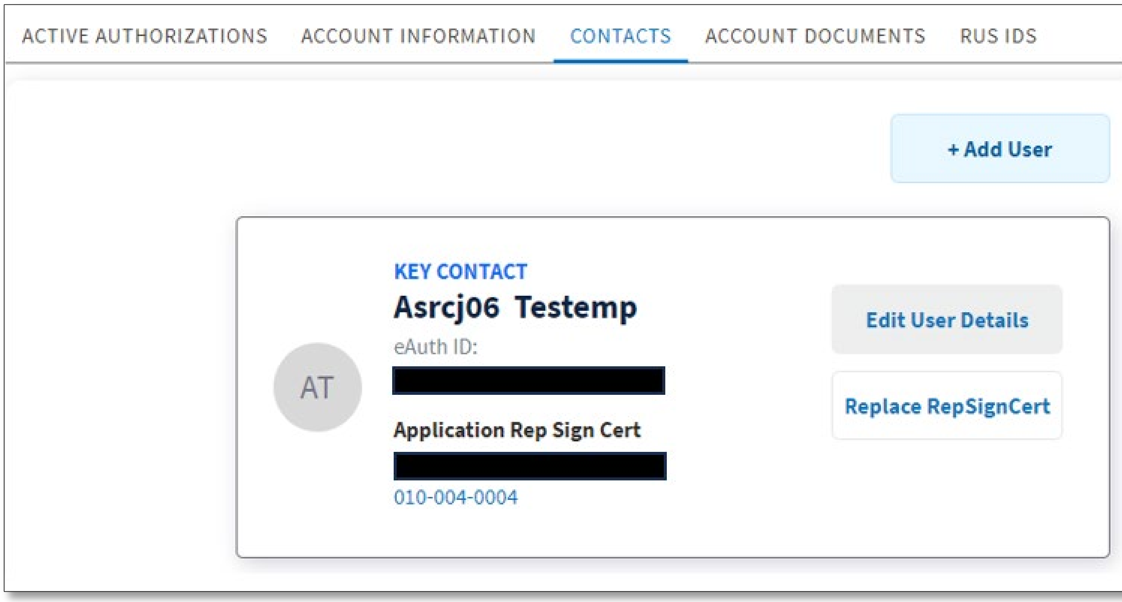
2. The **All Accounts** page displays. Select the applicable hyperlink under Account Name (Figure 160).
3. The **Account Information** page displays. Click the **Contacts** tab (Figure 161).

Figure 160: All Accounts Page – Account Name



4. The **Contacts** page displays, which shows a list of all existing users associated with the account (Figure 161).

Figure 161: Contacts Tab

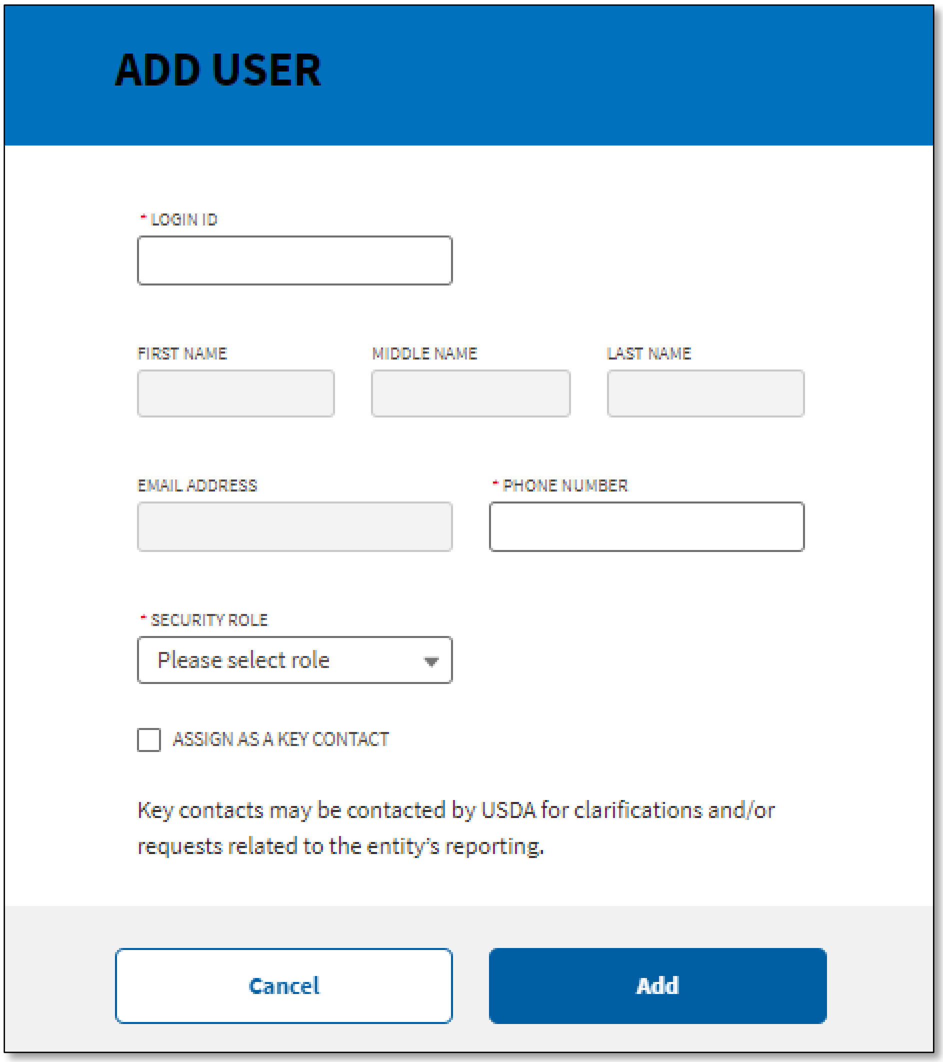


Adding New Users

1. From the **Contacts** page, click the [+Add User] button.
2. The **Add User** window appears (Figure 162). Only enter information for Login ID, phone number and security role. The other items auto-populate after the Login ID is entered.
   - Login ID: enter the authorized representative's Level 2 eAuth User ID or Login.gov email address
   - First Name: *populated automatically based on Login ID*
   - Middle Name: *populated automatically based on Login ID*
   - Last Name: *populated automatically based on Login ID*
   - Email: *populated automatically based on Login ID*
   - Phone Number: enter the contact's phone number
   - Security Role: assign the appropriate security role to the contact by selecting the applicable role from the drop-down list
   - Assign as a Key Contact: click the checkbox to identify the contact as a Key Contact

3. Click the [Add] button.

Figure 162: Add User – Add Window



Editing Existing Contacts

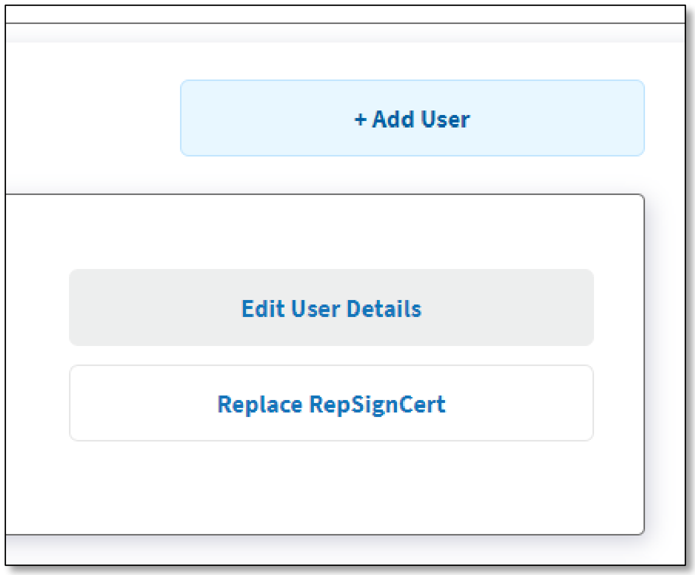
1. To Edit an existing contact, click the [Edit User Details] button to the right of the user name (Figure 161
2. The **Edit User** window appears. As necessary, update all the necessary information (only the phone number, security role, and key contact checkbox can be edited) in the contact record.
3. Click the [Save] button.

Updating the Rep Sign Cert

From the **Contacts** page:

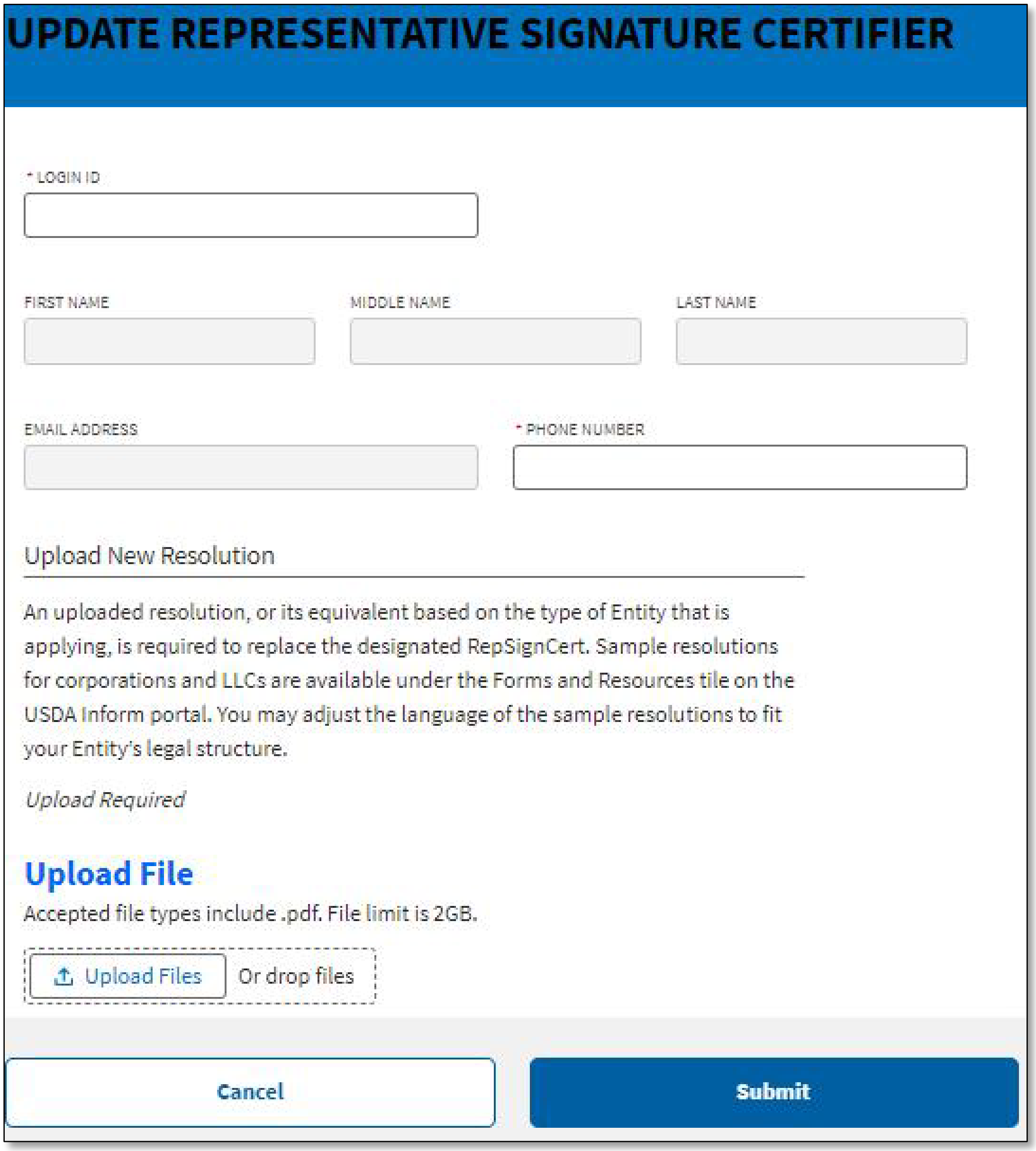
1. To update a Rep Sign Cert (replace the Rep Sign Cert), find the Key Contact identified as the Application Rep Sign Cert and click the [Replace RepSignCert] button (Figure 163).

Figure 163: Replace RepSignCert - Partial



2. The **Update Representative Signature Certifier** window appears (Figure 164):
   - Enter the new authorized representative's verified Login.gov or Level 2 eAuth Login ID and business phone number. The first name, middle name, last name, and e-mail address of the new authorized Rep Sign Cert are populated automatically based on the entered Login ID
   - Upload New Resolution: The requirements for the new resolution are identical to a resolution for New/Update ARR steps. See the New Authorized Representative Request (First-Time Applicants) section for these requirements
3. Click the [Submit] button. You must wait for the resolution to be approved by the Agency.

Figure 164: Update Representative Signature Certifier



Appendix B – Account Information (New and Returning Users)

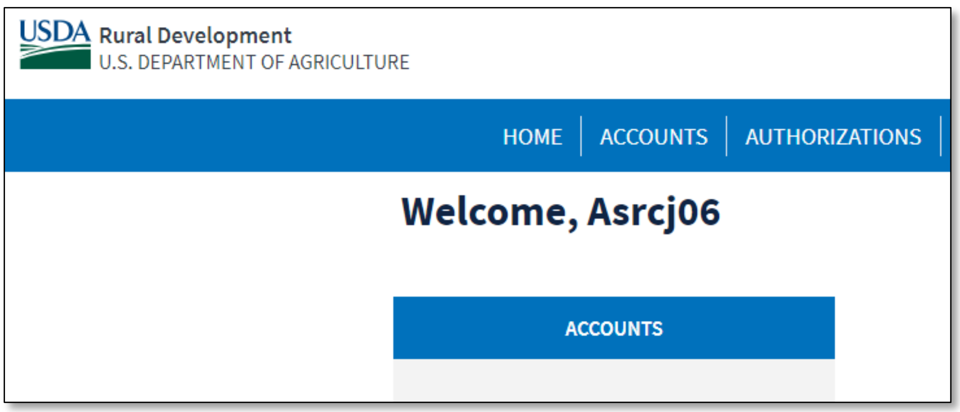
Account Information

Intake retains all account information and documents for returning applicants. First time users must create an account in Intake after your ARR is approved and provide all the necessary organizational information. **The Account Information must be complete before the [Start Application] button becomes active**. The button will not appear until the Account Information is complete. Some of the information will automatically auto-populate from the approved ARR. For example, if you are an existing RUS Awardee, your RUS ID numbers will also automatically populate based on your tax identification number from the Borrower Directory Management System.

Navigating to the Account Information Tab

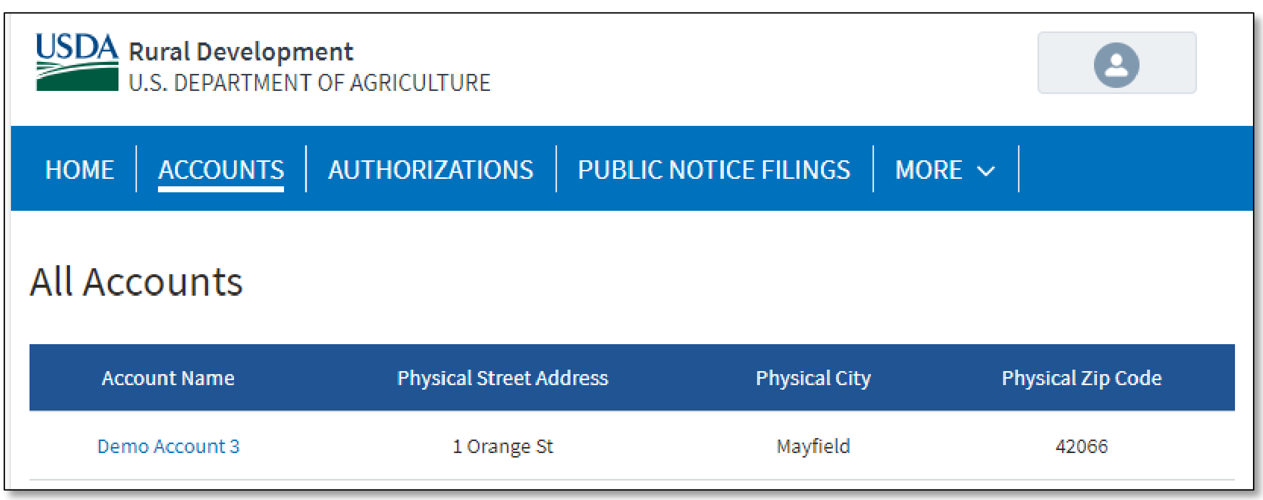
1. Click the **Accounts** tab at the top of the **Home** page (Figure 165).

Figure 165: Intake Home Page - Partial



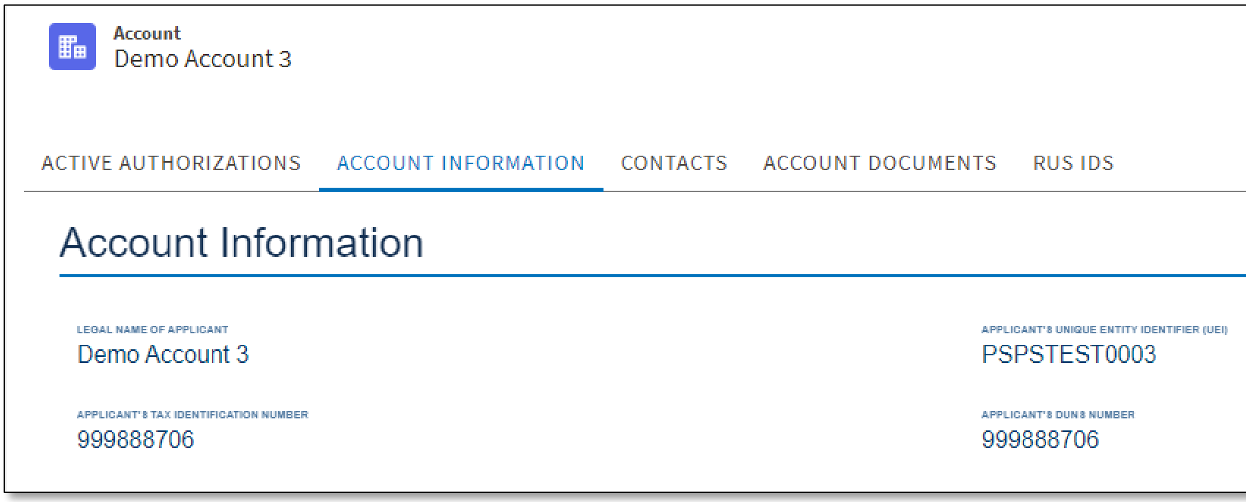
2. The **All Accounts** page displays. Click the applicable Account Name (Figure 166).

Figure 166: All Accounts Page – Partial



3. The **Account Information** page displays (Figure 167).

Figure 167: Account Page – Partial – Account Information Tab

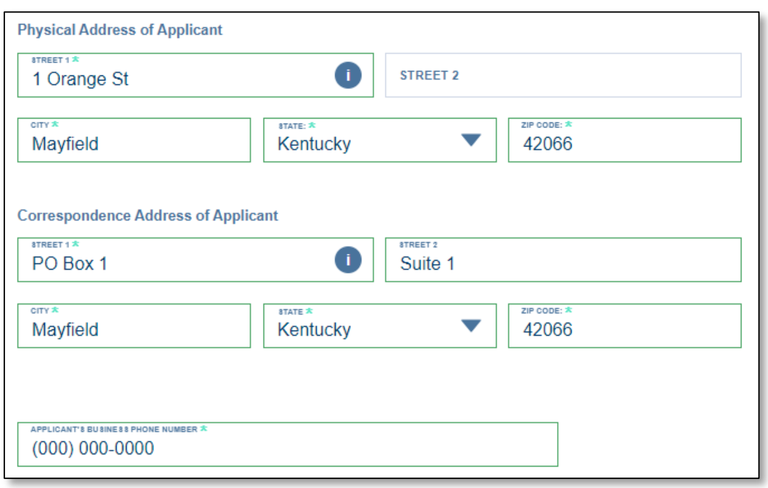


Completing Account Information

While first-time applicants must complete the following items, **returning applicants are encouraged to review Account Information and the accompanying documents to ensure all information and documents are current**. Please note that a number of fields are pre-populated from your ARR and cannot be modified here.

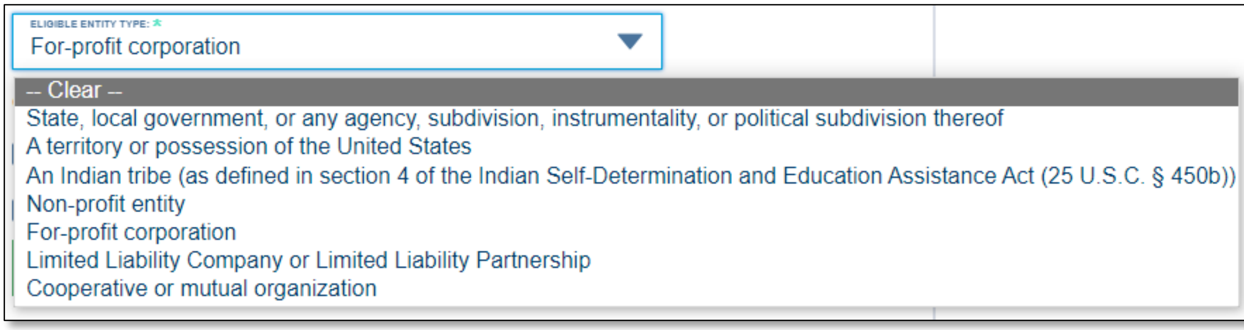
1. Enter the applicable information in the following fields (Figure 168):
   - Physical Address of Applicant: fill out the Street, City, State, and Zip Code for the location of the Headquarters
   - Correspondence Address of Applicant: fill out the Street, City, State, and Zip Code of the address used for mailing correspondence
   - Applicant's Business Phone Number: enter the 10-digit phone number

Figure 168: Account Information Page – Address Fields



2. Eligible Entity Type: click the drop-down menu and select the appropriate option (Figure 169). The selection should match the business type identified when filing for a Tax ID. **NOTE: This selection determines the required account documents and can affect other aspects of the application.**

Figure 169: Account Information - Eligible Entity Type

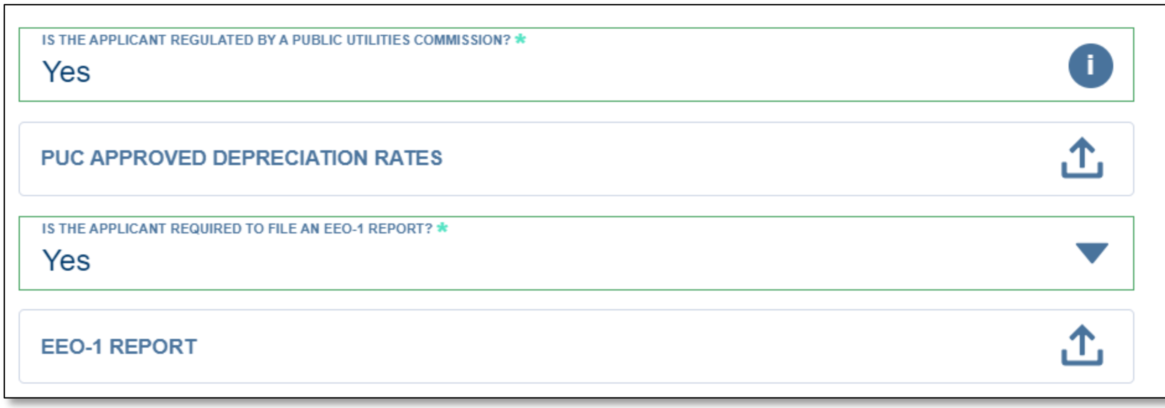


3. Civil Rights Status (Figure 170): click one or more checkbox(es) that represent your entity.
4. Applicant's Headquarters Congressional District (Figure 170): enter the two-digit number and 2-character state abbreviation that corresponds to your Congressional District. Use "AL" for states that have a single at-large member of the US House of Representatives.

Figure 170: Account Information - Civil Rights Status and Congressional District

5. "Is the Applicant Regulated by a Public Utilities Commission?" (Figure 171) Click the drop-down menu, then select the applicable option.
   - If Yes, an upload field appears. Upload depreciation rates approved by the Public Utilities Commission (PUC). If the PUC does not publish approved depreciation rates, upload a statement to that effect
   - If No, proceed to the next step
6. "Is the Applicant Required to File an EEO-1 Report?" (Figure 171) Click the drop-down menu then select the applicable option.
   - If Yes, an upload field appears. Upload your organization's latest EEO-1 report
   - If No, proceed to the next step

Figure 171: Account Information – PUC Regulation and EEO Questions

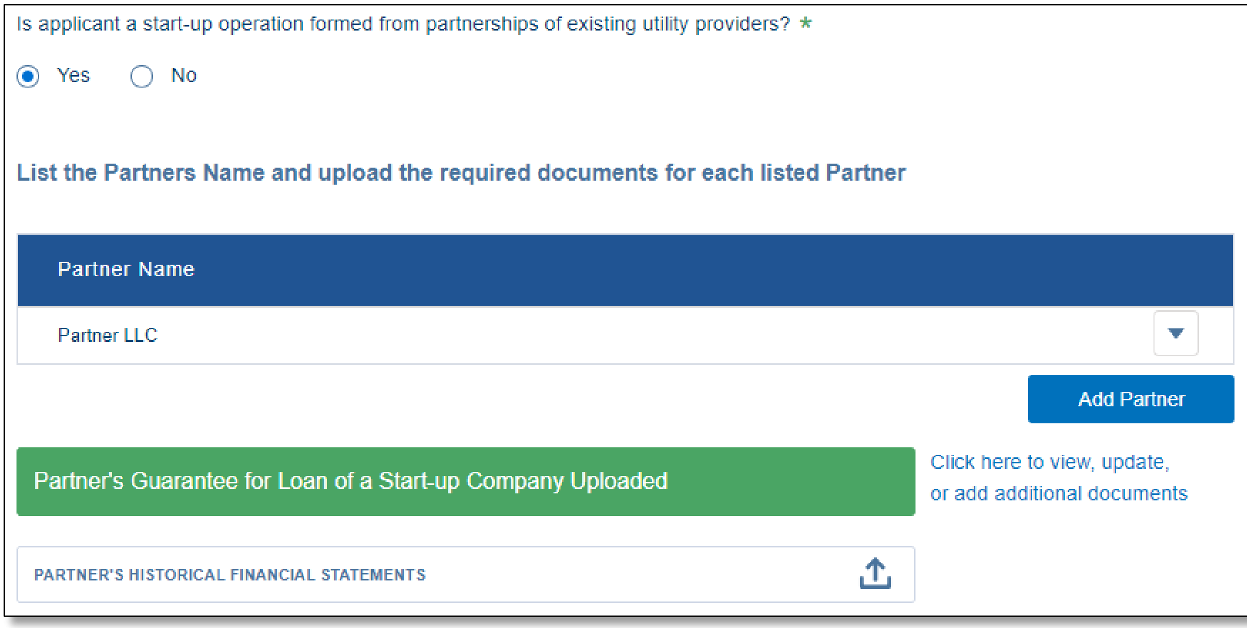


7. "Does the Applicant have a CAGE code (Figure 172)?" (CAGE codes are no longer required).
    - If Yes, an "Applicant's CAGE Code" textbox will appear. Enter the CAGE code
    - If No, an upload field appears. Upload a statement that the CAGE code is not required
8. Provider ID: enter your Provider ID (a unique 6-digit code generated by the FCC that identifies each service provider). Not required if you don't have one. (Figure 176)

Figure 172: Account Information – CAGE Code and Provider ID

9. "Is the Applicant a start-up operation formed from partnerships of existing utility providers?" Note that "partnership" indicates a joint venture of two or more existing utility providers, not a partnership as defined by the Internal Revenue Service (Figure 173).
    - If No, proceed to the next step
    - If Yes, a new portion of the page becomes visible where you must provide your partnership information
        - Click the [Add Partner] button to input the Partner's Name

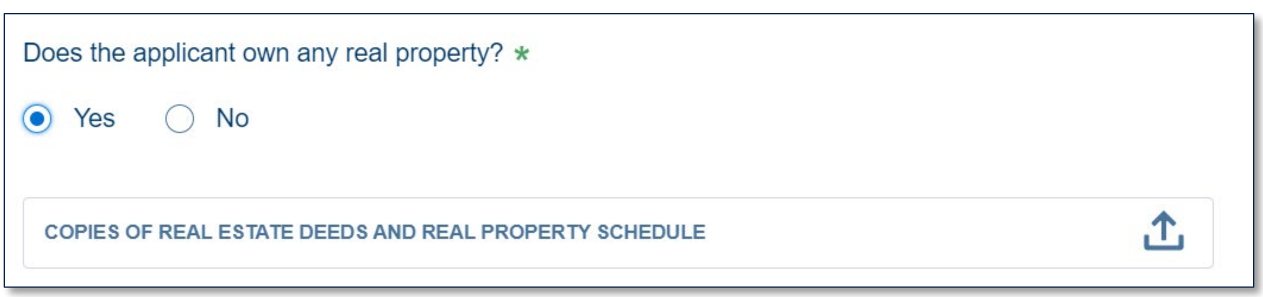
Figure 173: Account Information – Start-Up Utility Partnership



- A pop-up window opens where you can enter the partner's name, then click the [Save] button
- The partner's name is added to a table, and you then upload the required documents for the partner
  - Partner's guarantee for a start-up company
  - Partner's historical financial statements
- To edit the partner's name or to delete the partner, use the drop-down menu to the right of the partner's name

10. "Does the applicant own any real property?" (Figure 174)
    - If Yes, upload all applicable copies of real property schedule
    - If No, proceed to the next step

Figure 174: Account Information – Real Property



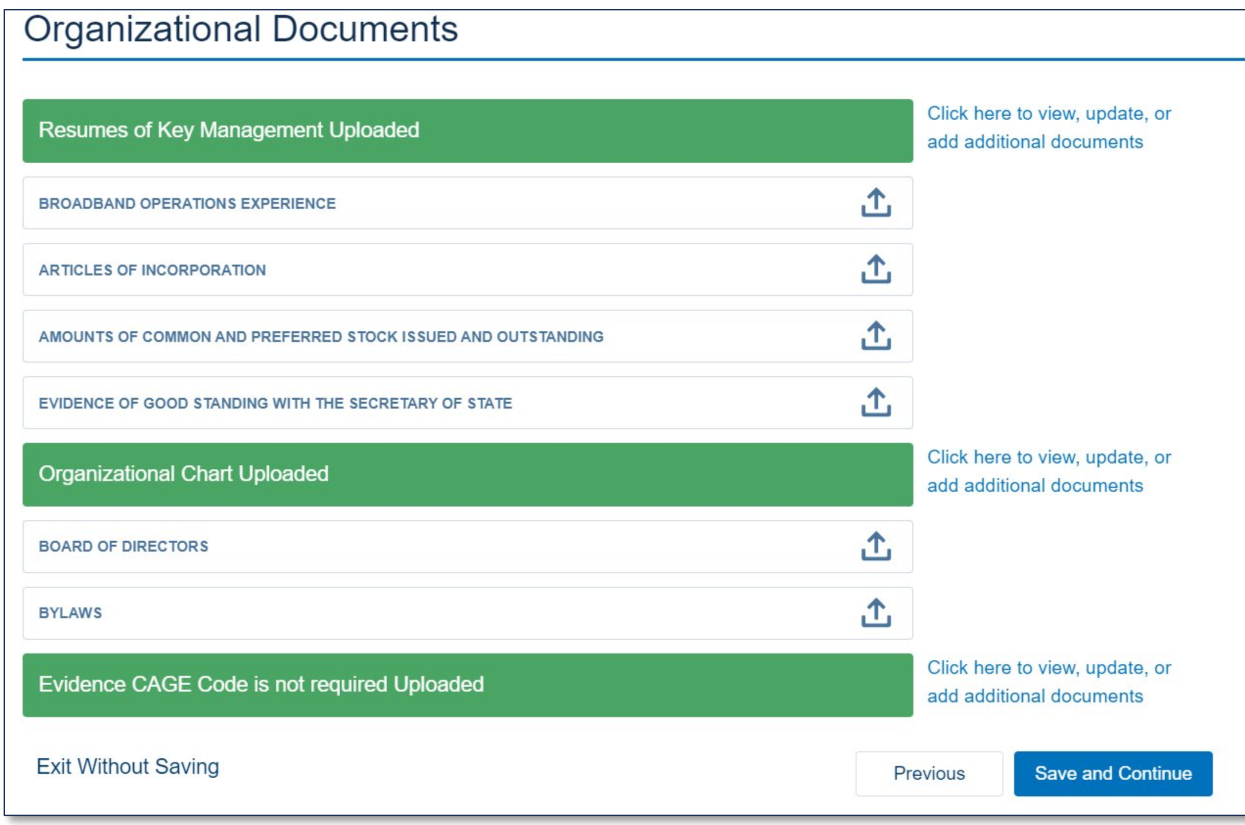
11. After you have entered all required information, click the [Save and Continue] button to move to the next page under **Account Information** (Figure 175).

Figure 175: Account Information – Bottom of Page [Save and Continue] Button

Uploading Organizational Documents

1. The required uploads vary depending on the selected eligible entity type on the **Account Information** page.
   - Intake will determine the required documents and display an upload field for each on the **Organizational Documents** page
   - Figure 176 shows a partially complete set of organizational documents. Note that whenever you upload a document, a link appears to the right of the upload that allows you to view, update or add additional documents
2. If an upload is required but you believe it doesn't apply to your organization, use the Contact Us link within Intake and provide a detailed question. You can also use the Contact Us feature on our web page
3. Click the [Save and Continue] button after you have uploaded all of the required documents.

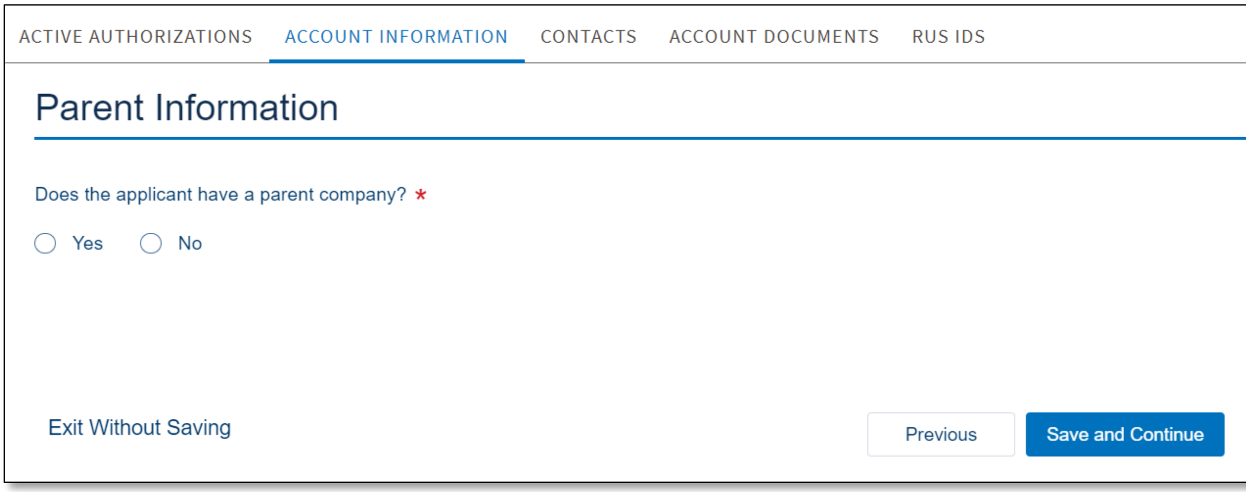
Figure 176: Organizational Documents Page - Uploaded Documents



Completing Parent Company Information

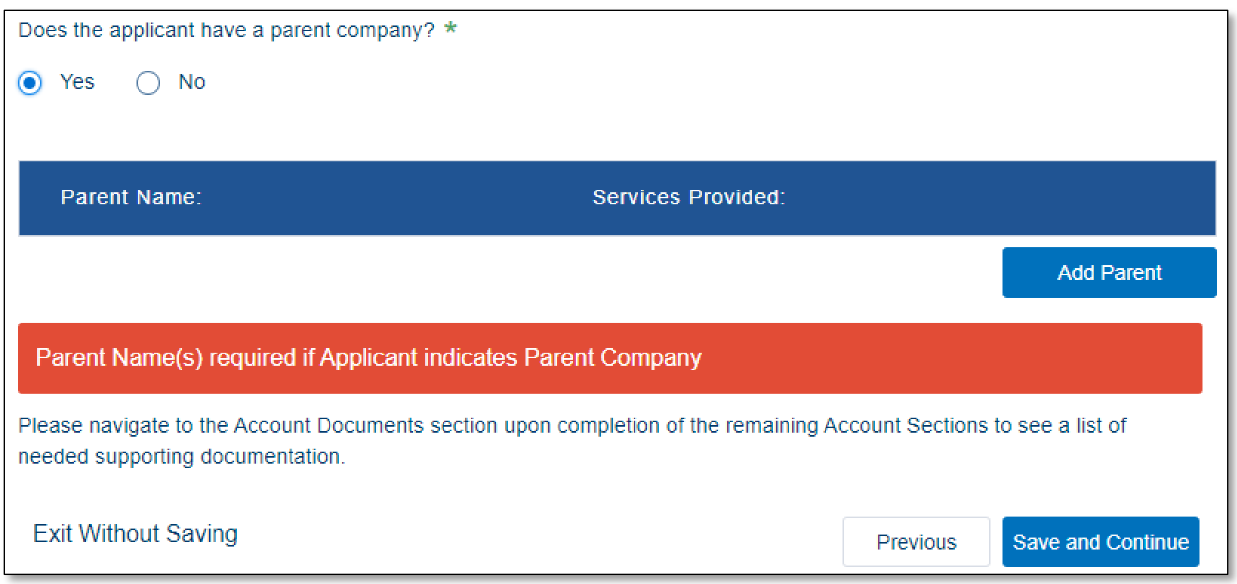
1. Answer, “Does the applicant have a Parent Company?” by choosing the appropriate radio button (Figure 177).
    - If No, click the [Save and Continue] button to move to the **Affiliate Information** page

Figure 177: Account Information - Parent Company Information



- If Yes, Intake will open a table on the **Parent Information** page and show the [Add Parent] button (Figure 178)

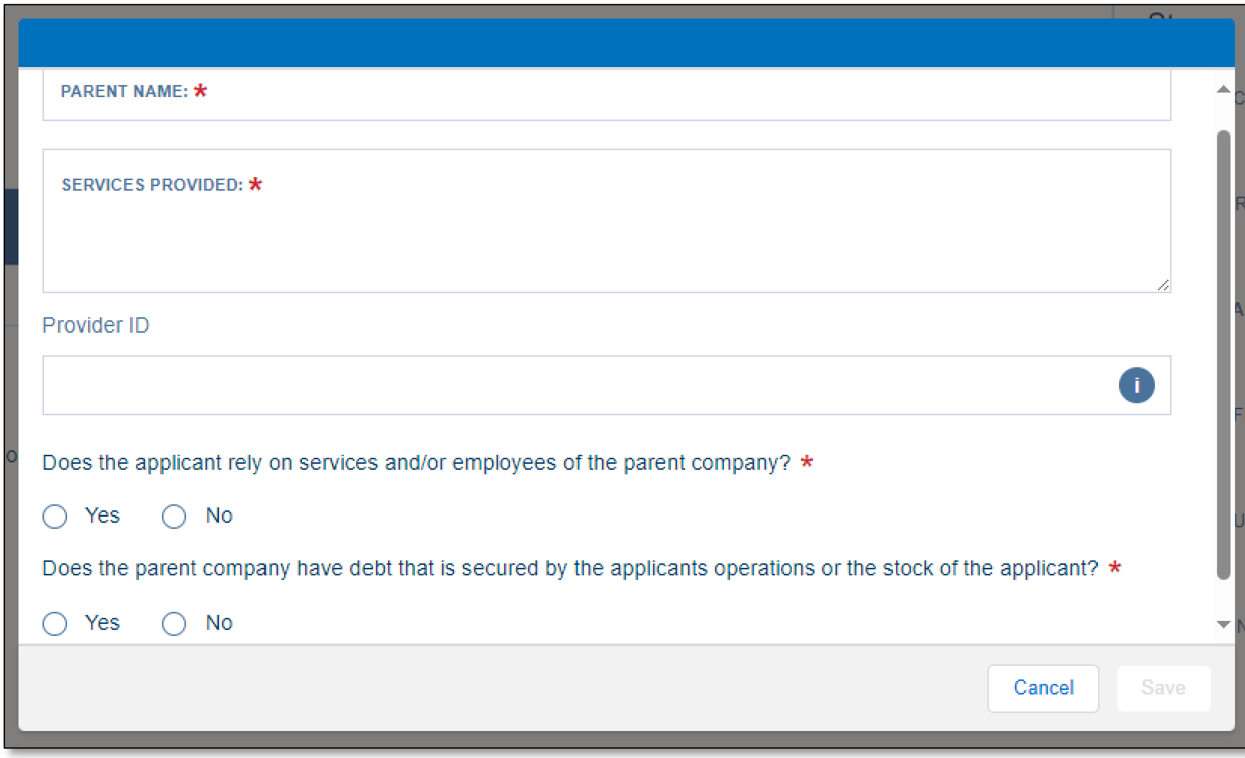
Figure 178: Parent Company Information – Add Parent



2. Click the [Add Parent] button. A pop-up window opens showing the required fields for the parent company information (Figure 179).
    - Parent Name: enter the parent company’s name

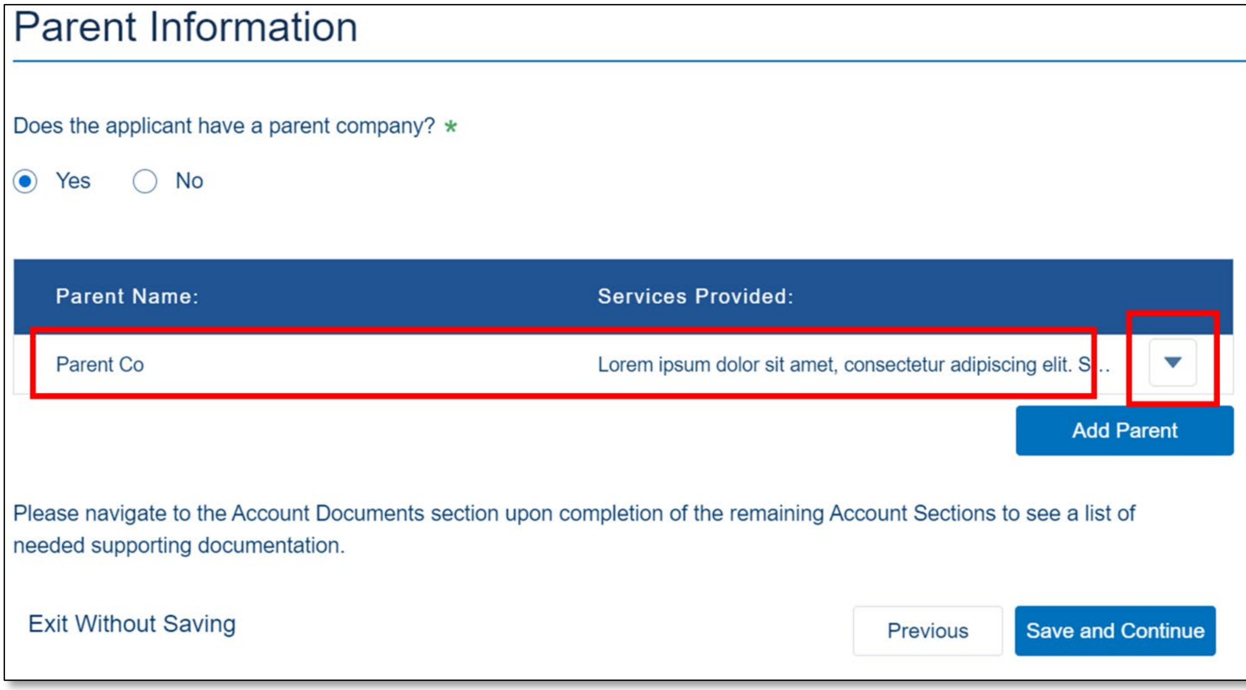
- Services Provided: enter a description of the service offered by the parent company
- Provider ID: enter the provider ID. See the Provider ID at the [FCC's Provider ID page]
- "Does the Applicant Rely on Services and (or) Employees of the Parent Company?" Click the applicable radio button
- "Does the Parent Company have Debt that is Secured by the applicant's operations or the stock of the applicant?" Click the applicable radio button

Figure 179: Parent Company Information Window



3. Upon entering all the required information, click the [Save] button.
4. After completing the parent company information, the table on the **Parent Information** page updates to show the parent company name and services description (Figure 180). Click the drop-down menu to edit or delete the parent company information.

Figure 180: Parent Company Information Complete – Partial

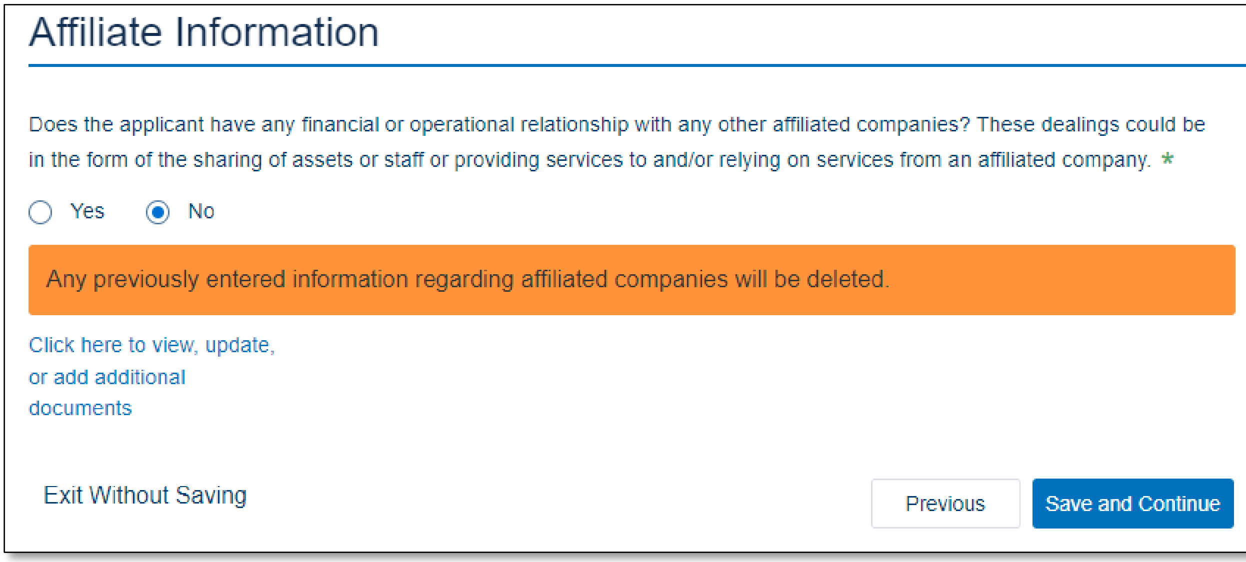


5. After adding all parent company information, click the [Save and Continue] button to move to the **Affiliate Information** page.

Completing Affiliate Information

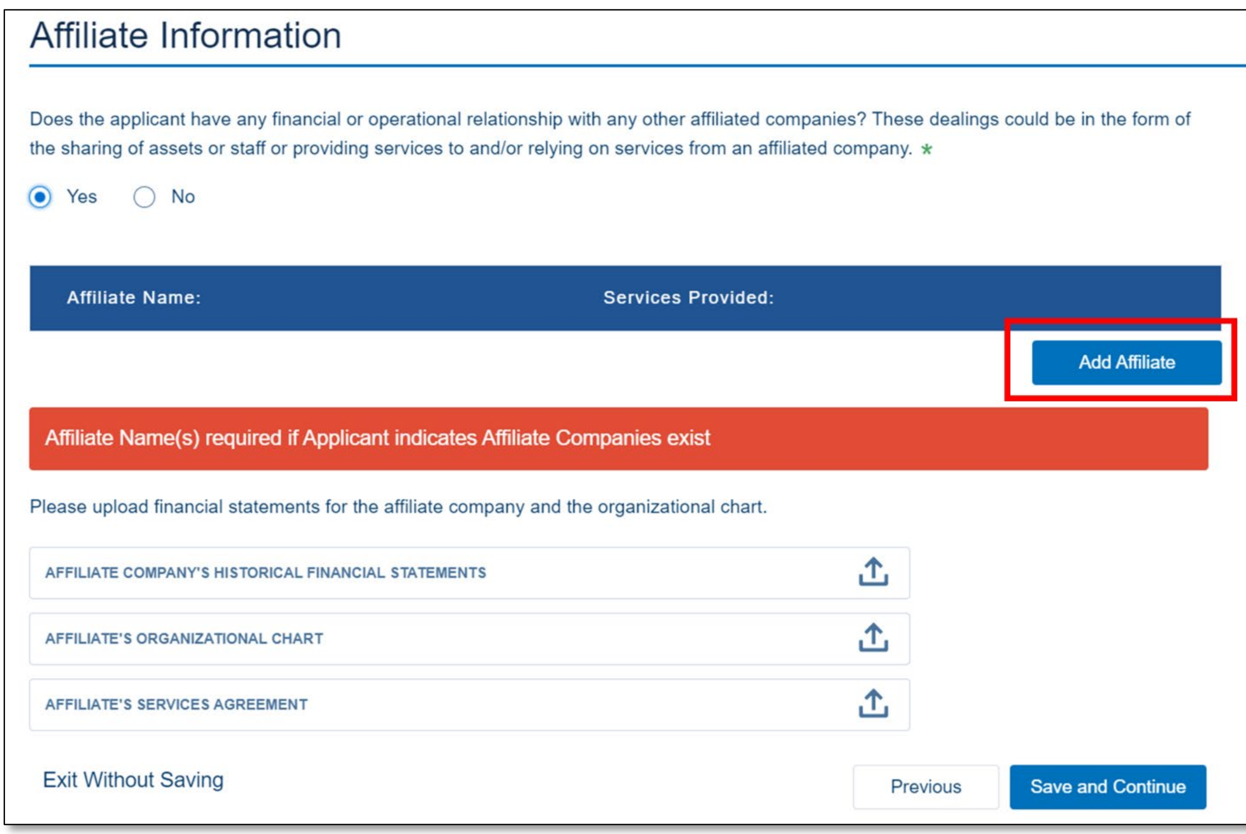
1. Answer, "Does the applicant have any financial or operation relationship with any other affiliated companies? These dealings could be in the form of the sharing assets or staff or providing services to and/or relying on services from an affiliated company." by choosing the appropriate radio button (Figure 181):
   - If No, click the [Save and Continue] button to move to the **Subsidiary Information** page

Figure 181: Affiliate Information Page - Partial



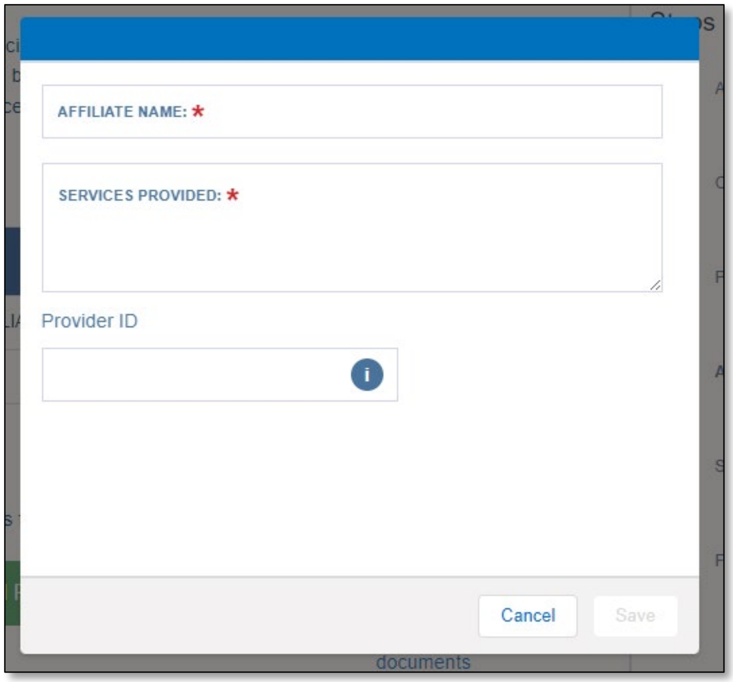
- If Yes, Intake will open a table on the **Affiliate Information** page and show the [Add Affiliate] button (Figure 182)

Figure 182: Affiliate Information Page – Add Affiliate



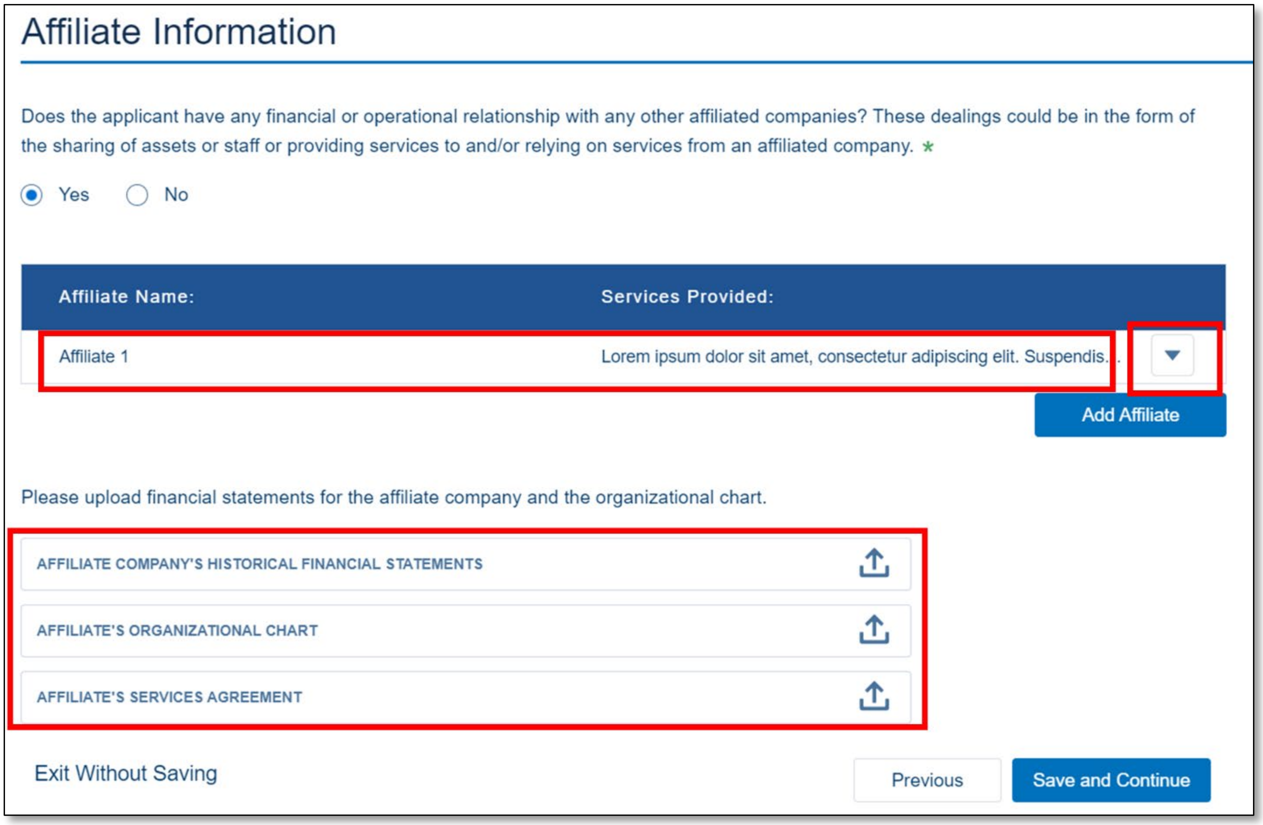
2. Click the [Add Affiliate] button. A pop-up window opens showing the required fields for the affiliate information (Figure 183). Provide the affiliate's name and services provided. If the affiliate has a provider ID from the FCC, please provide that as well. See the Provider ID at the [FCC's Provider ID page](#).

Figure 183: Add Affiliate - Affiliate Name and Services Offered Popup Window



3. Click the [Save] button.
4. The **Affiliate Information** page displays the information you just provided (Figure 184). Upload the affiliate's financial statements, organization chart, and any service agreements between your organization and the affiliate.

Figure 184: Affiliate Added

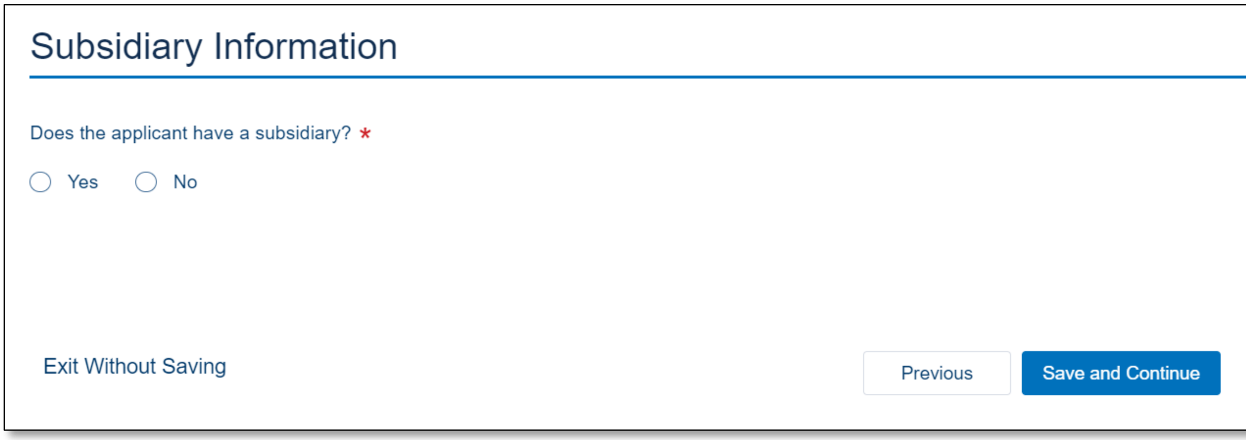


5. To add additional Affiliates, repeat steps 2 through 4.
6. Use the drop-down menu to edit or delete an affiliate's information.
7. After you have added all affiliates and their required documents, click the [Save and Continue] button to continue to the **Subsidiary Information** page.

Completing Subsidiary Information

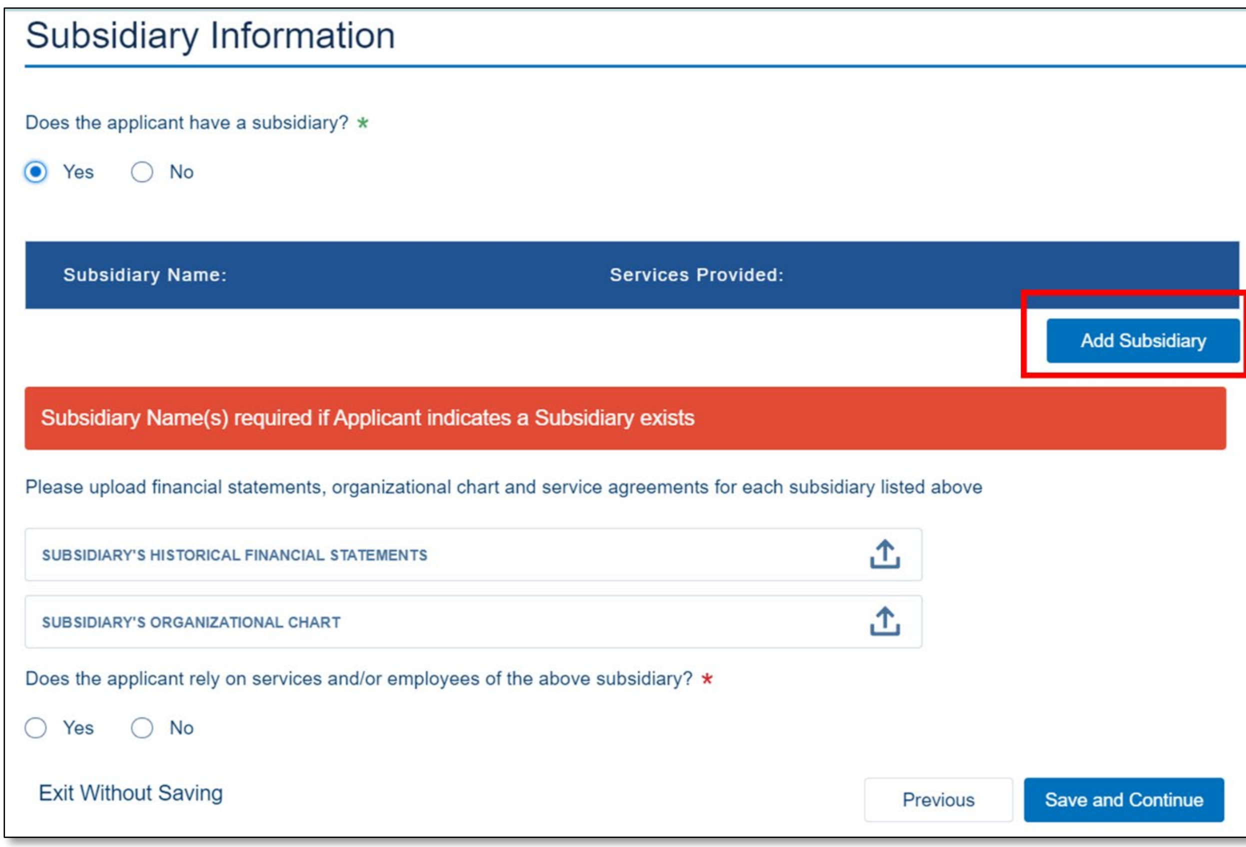
1. Answer, "Does the applicant have a subsidiary?" by choosing the appropriate radio button (Figure 185).
   - If No, click the [Save and Continue] button to move to the **Finish** page and proceed with an application (see section 2)

Figure 185: Subsidiary Information Page



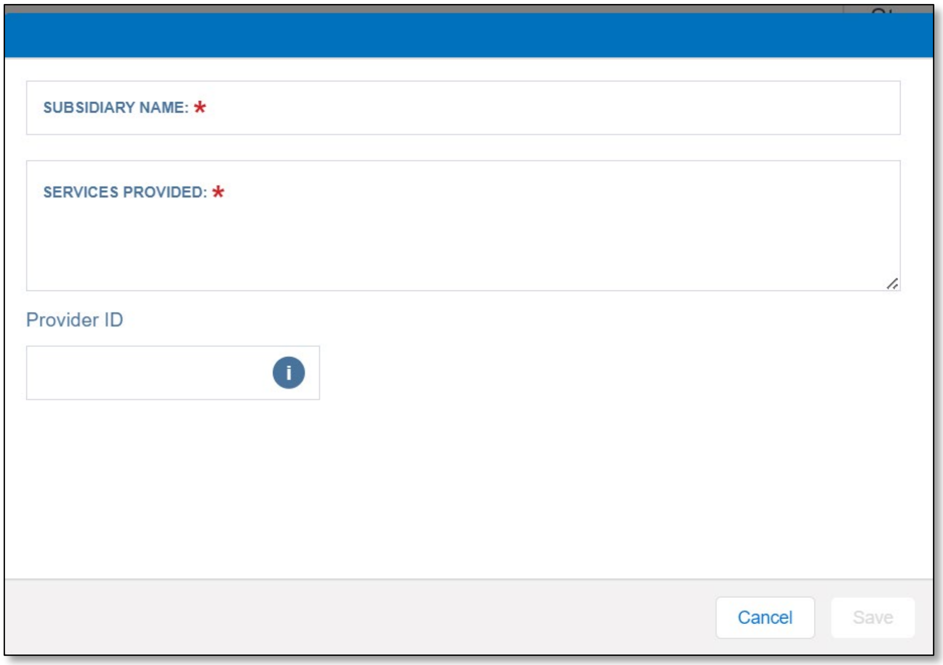
- If Yes, Intake will open a table on the **Subsidiary Information** page and show the [Add Subsidiary] button (Figure 186)

Figure 186: Subsidiary Information – Add Subsidiary



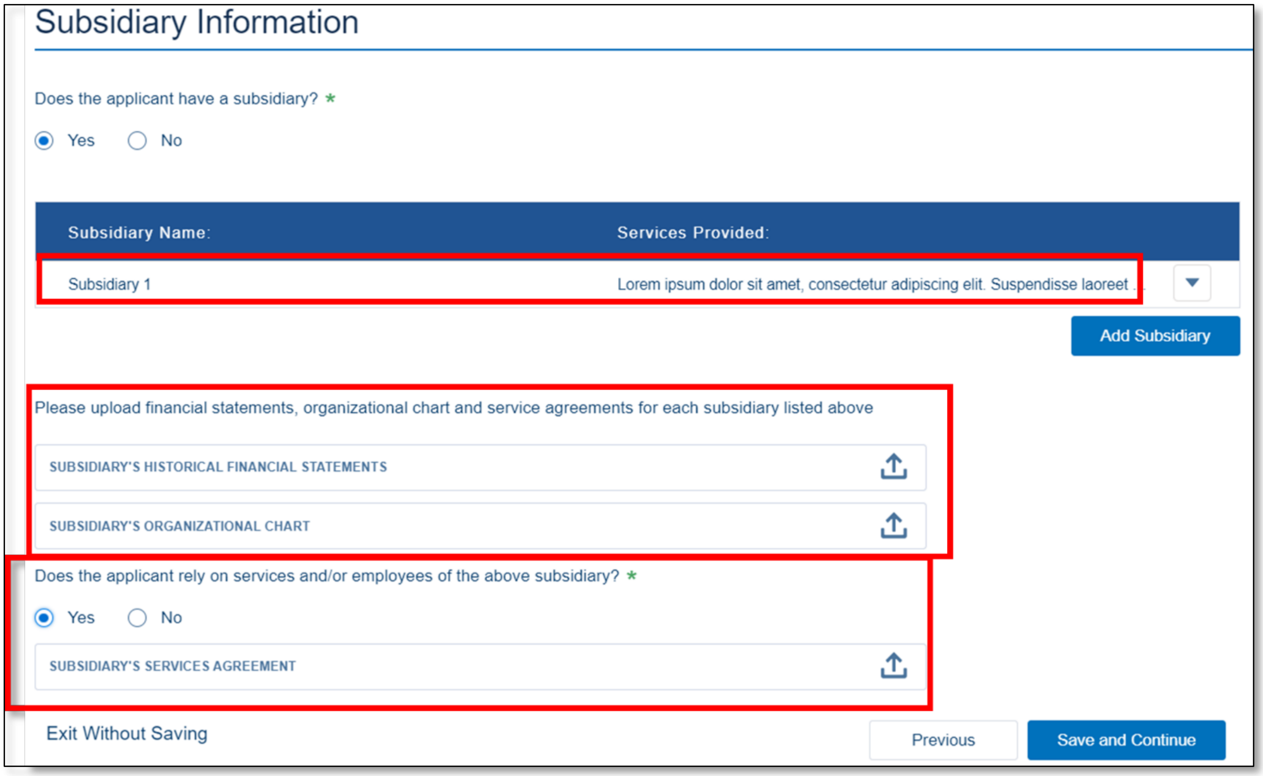
2. Click the [Add Subsidiary] button. A popup window appears (Figure 187). Enter the required information in the Subsidiary Name and the Services Provided fields. If the subsidiary has a provider ID from the FCC, please provide that as well. See the Provider ID at the FCC's Provider ID page.

Figure 187: Add Subsidiary Window



3. After entering the required information, click the [Save] button.
4. The **Subsidiary Information** page displays the information you just provided (Figure 192). Upload the subsidiary's financial statements, organization chart, and any service agreements between your organization and the subsidiary.
    - If the subsidiary is included in the applicant's audited consolidated financial statements, upload an attachment to that effect and provide a page number reference to the audited financial statements. Under certain conditions, a subsidiary can use the unqualified, comparative, audited financial statements to meet certain eligibility requirements.
5. Answer the question, "Does the applicant rely on services and/or employees of the above subsidiary?" by selecting the appropriate radio button (Figure 188).
    - If No, add the next subsidiary or click the [Save and Continue] button if you've entered all subsidiaries.
    - If Yes, upload the subsidiary's service agreement.

Figure 188: Subsidiary Added



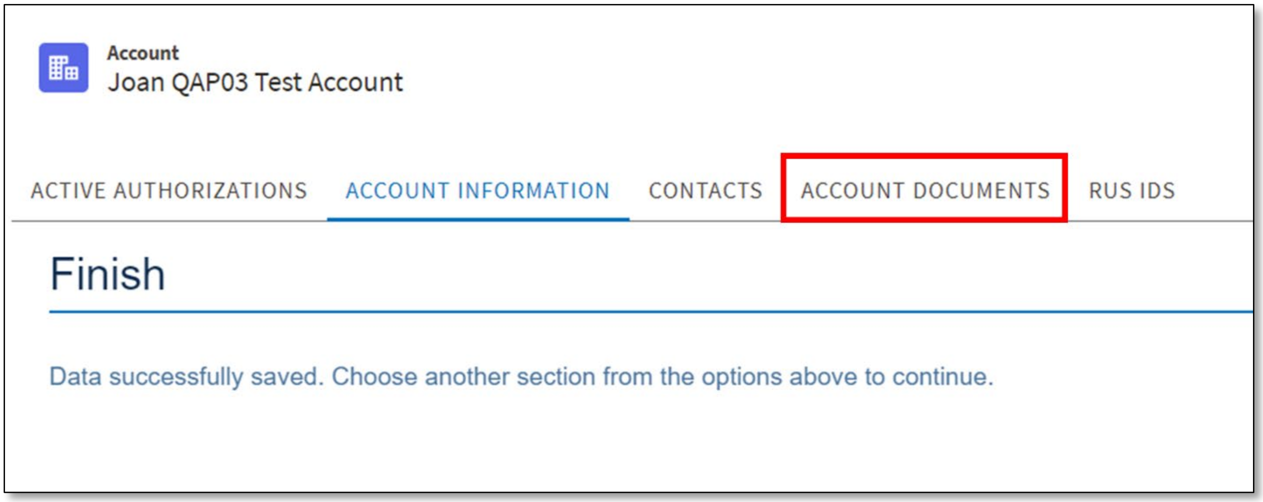
6. To add additional subsidiaries, repeat steps 2 through 5.
    - If your organization has more than one subsidiary, upload additional subsidiaries' required documents on the **Account Documents** page.
7. Use the drop-down menu to edit or delete a subsidiary's information.
8. After you have added all of your organization's subsidiaries and their information, click the [Save and Continue] button. You will see a message that your data has saved and you can choose another of the Account options to continue: "Data successfully saved. Choose another section from the options above to continue."

Account Documents

If your organization has an existing account, you should review and update your account documents. you should review and update your account documents accordingly. You can manage the documents related to the **Account Information** tab using this page.

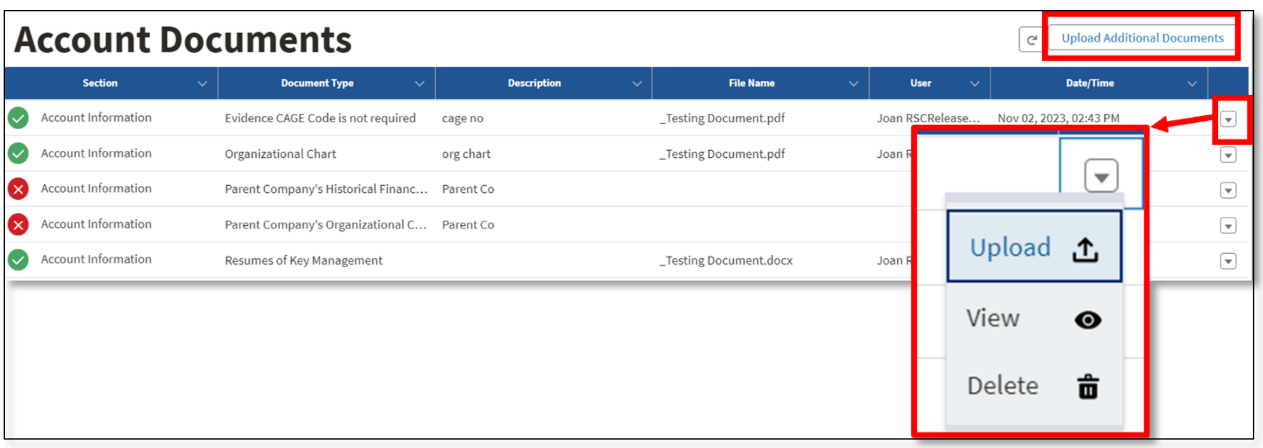
1. Either access your **Account** (see Navigating to the Account Information Tab in Appendix B for instructions) to see the **Account Documents** page, or click on the **Account Documents** tab on the **Account Information Finish** page (Figure 189).

Figure 189: Account Information Finish Page – Account Documents Tab



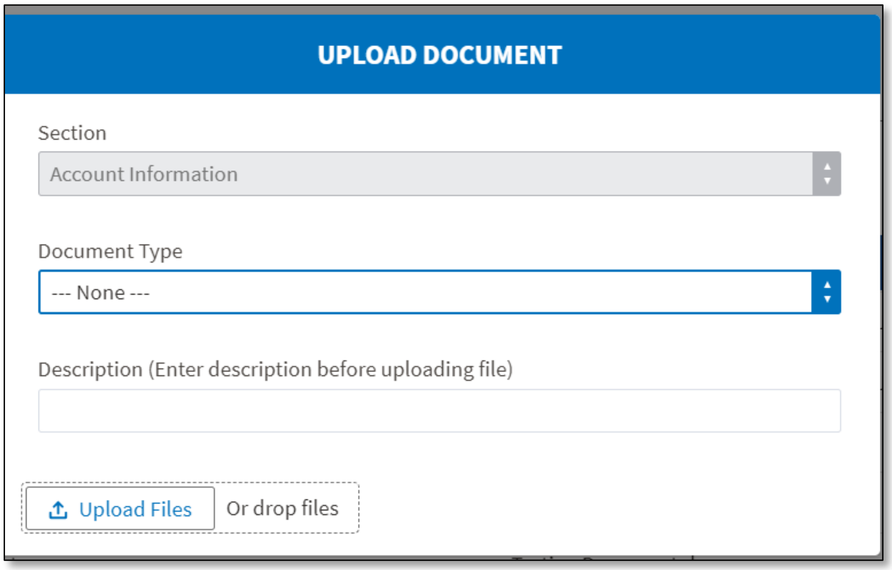
2. The Account Documents page displays the uploaded documents (Figure 190).
   - Use the drop-down menu at the end of each line to replace that document with a newer version (upload), view or delete the document.
   - The page will show a red “X” beside any required document that you haven’t uploaded yet.

Figure 190: Account Documents



3. Use the [Upload Additional Documents] button to add additional documents of the same type as one of those listed on the page. The button opens a popup window (Figure 191). You must select a document type and a description is strongly recommended.

Figure 191: Upload Document Window



Appendix C – Definitions

Consult the Program Guide for programmatic definitions. The list provided in this appendix is intended only to support technical or accounting definitions needed within the Intake System.

Table 10: Definitions

Term	Definition
Alaska Native Corporation	An Alaska Native Regional Corporation or an Alaska Native Village Corporation pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. 1602(g)(j).
Broadband Loan	A loan that has been approved or is currently under review by RUS after the beginning of Fiscal Year 2000 in the Telecommunications Infrastructure program, Farm Bill Broadband program, the Broadband Initiatives program (BIP) or the ReConnect program. Loans that were approved and then subsequently fully de-obligated are not included in this definition.
Broadband Service	Any technology with the capacity to transmit data that enables a subscriber to the service to originate and receive high-quality voice, data, graphics, and video.
Build-Out Period	Build-out of the project must commence no later than 180 days from the date that RUS notifies in writing that the environmental review process has been concluded. After an award is made, any changes to the method or geographic scope of the construction, as proposed in the application, must be approved by RUS (including any required environmental approval) prior to the initiation of physical construction. All proposed construction (including construction with matching and other funds) and all advances of funds must be completed no later than three years from the time funds are made available.
Customer Premises Equipment (CPE)	In the context of network services, CPE means any network-related equipment used by a customer to connect to a service provider's network.
Forecast Period	The five-year period of projections in an application, which shall be used by RUS to determine financial and technical feasibility of the application.
Generally Accepted Accounting Principles (GAAP)	Accounting principles generally accepted in the United States of America.
Local Government	The administration of a particular town, county, or district, with representatives elected by those who live there.
Pole Attachment Fees	Pole attachment fees associated with the construction funded are eligible for funding throughout the 5-year construction period. If the pole owner requires that a pole be replaced to support the broadband facilities, the cost of the pole replacement is also an eligible expense.
Project	All of the work to be performed to bring broadband service to all premises in the PFSA under the application, including construction, the purchase and installation of equipment, and professional services including engineering and accountant or consultant fees, whether funded by Federal assistance, matching, or other funds.
Proposed Funded Service Area (PFSA)	The area (whether all or part of an existing or new service area) where the applicant is requesting funds to provide broadband service.

Term	Definition
Rural Area	Any area which is not located within: (1) a city, town, or incorporated area that has a population of greater than 20,000 inhabitants; or (2) an urbanized area contiguous and adjacent to a city or town that has a population of greater than 50,000 inhabitants. For purposes of the definition of rural area, an urbanized area means a densely populated territory as defined in the most recent decennial Census. Because the Census Bureau no longer distinguishes between "urbanized areas" and "urban clusters", all qualifying areas are now designated as an "urban area; therefore, RUS will recognize any Census-designated "urban" area with a population per the 2020 Decennial Census as an "urbanized area". Additionally, non-contiguous parts of any "urban" area will be considered eligible for funding consideration.
RUS Accounting Requirements	The requirements include Compliance with U.S. GAAP, acceptable to RUS, the system of accounting prescribed by RUS Bulletin 1770B-1, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, found at 2 CFR part 200. For all Awardees, the term "grant recipient" in 2 CFR 200 shall also be read to encompass "loan recipient" and "loan-grant recipient", such that 2 CFR 200 shall be applicable to all Awardees.
Tribal Government	The governing body of an Indian or Alaska Native tribe, band, nation, pueblo, village, or community listed pursuant to the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. 5130.
Tribal Lands	Any area identified by the United States Department of Interior as tribal land over which a Tribal Government exercises jurisdiction.