ReConnect Program

Application Intake System
User Manual for Fiscal Year 2024

Rural Utilities Service

Telecommunications Program

April 2, 2024

Executive Summary

This ReConnect Application Intake System User Manual for Fiscal Year 2024 (Manual) provides a detailed explanation of the application process for the ReConnect 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 ReConnect programmatic requirements and characteristics , please consult the ReConnect Program Guide for Fiscal Year 2024 (Program Guide) , Notice of Funding Opportunity (NOFO) Published on February 21, 2025 (updated February 26, 2024), and the program regulation at 7 CFR 1740. All of these items are available on the Forms and Resources page of the ReConnect website.

Notes:

1. The program's web page will a link to an Excel workbook that contains the Network and Financials Model which traces formulas and validate calculations in the Intake System. The model builds on itself and is intended to illustrate how the Network and Financials portions of Intake accumulate information and make calculations.

2. All references to figures and tables in the text of this Manual are clickable links to the relevant illustrations and tables.

3. 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	March 21, 2024
V2	Streamlined 5.3 by removing a graphic	April 2, 2024

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1 Intake System Basics

1.1 Application Tabs

The ReConnect Application Intake System (Intake, Intake System) consists of ten different tabs—project, service area(s), network, financials, environmental, evaluation criteria, licenses and agreements, 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 r previous tabs. This guide 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 areas (PFSAs) and non-funded service areas (NFSAs) for the project. This page informs the structure of many pages under the **Network, Financials,** and **Environmental** tabs and **must** be completed after addressing the **Project Information** page and **before** addressing any other tab in the application. Changing service areas 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.

Evaluation Criteria tab: If the Application is for a 100 Percent Loan, the tab is not visible. For all other funding types, provide information regarding the evaluation criteria. The pages in this tab rely in part on the data generated on the Service Area(s) page, so be sure to create and save all PFSAs there before completing this part of the application.

Licenses & Agreements tab: Provide uploads or other information to demonstrate that the proper agreements are in process, in place or not needed for the proposed project. All licenses and agreements must be assigned a status, regardless of whether an upload is required.

Certifications tab: Agree to adhere to the requirements of all certifications (see section). 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: For easier management and reference, the Document tab houses all documents uploaded while completing the different portions of the application.

Documents tab: For easier management and reference, the **Document** 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 Google Chrome and Microsoft Edge. **Intake will not function in Microsoft Internet Explorer and Safari** (Table 1).

Table 1: Supported Browsers

Icon	Supported Browser	Download Source
	Microsoft Edge for Windows 10	Microsoft
	Most recent stable version	Google Chrome

1.3 ReConnect Program Service Area Map

Before beginning an application, you are encouraged to use the Mapping Tool located on the ReConnect website to help determine the eligibility of a proposed service area. Please refer to the Program Guide and Service Area Map Datasets for more information about the available layers and their relevance to your application's eligibility and competitive scoring, if applicable.

1. Use the address bar on the top left to enter the address for a location (Figure 1).

Figure 1: ReConnect Program Service Area Map - Partial
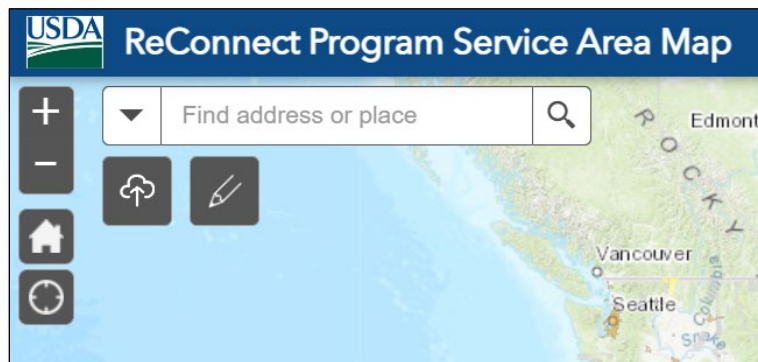
2. Use the icons on the top right of the map as described below:

- Legend: Only the layers checked in the Layer List will be visible here
- Layer List: Toggle each layer on and off using the checkmark to the left of each layer
- Basemap Gallery: Click on any of the options to change the appearance of the basemap
- Help: Use this icon and read the ReConnect Program Service Area Map Instructions carefully for more information about the funding opportunity requirements and creating a Proposed Funded Service Area (PFSA) on this map

The Service Area Map layers are (Figure 2):

- Eligibility:
    - Alaska Native Regional Corporations
    - Alaska Native Village Corporations
    - Colonia Areas
    - Enforceable Commitments
    - Non-Rural Areas
    - Pending Applications
    - Persistent Poverty Counties
    - Protected Broadband Borrower Service Areas

- Evaluation:
    - Economic Need of the Community (SAIPE)
    - Most Unserved Locations Per Square Mile
    - Rurality – 100 Miles from Urbanized Areas
    - Tribal Area in Alaska (Census)

- Evaluation & Eligibility:
    - Socially Vulnerable Communities

- Tribal Area (BIA LAR)
- Tribal Statistical Area (BIA)
- Tribal Supplemental Area (BIA LAR)

Figure 2: Service Area Map - Layers – Partial list
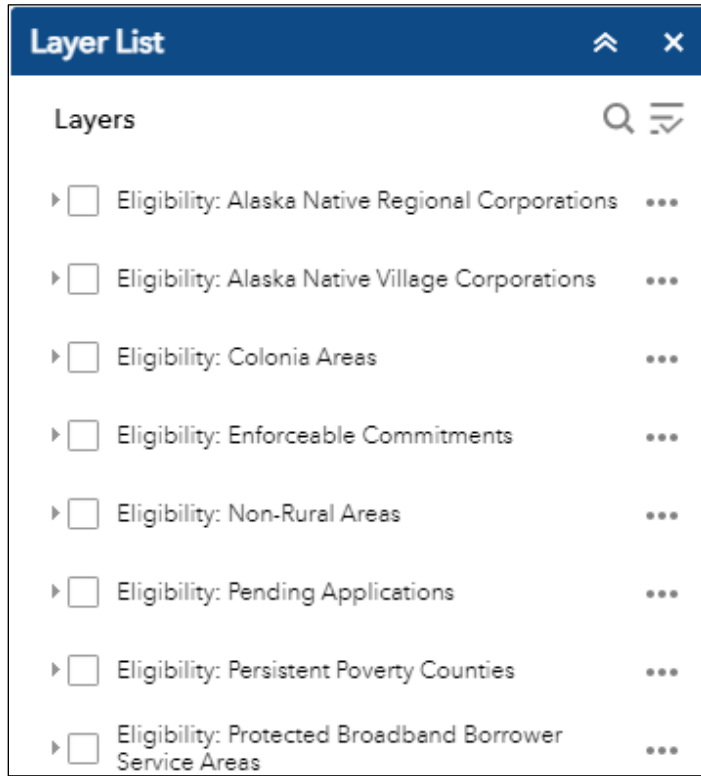
1.4   Logging in to Intake

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

The link takes you to the USDA eAuthentication (eAuth) login page (Figure 3).

Figure 3: eAuth Login Page
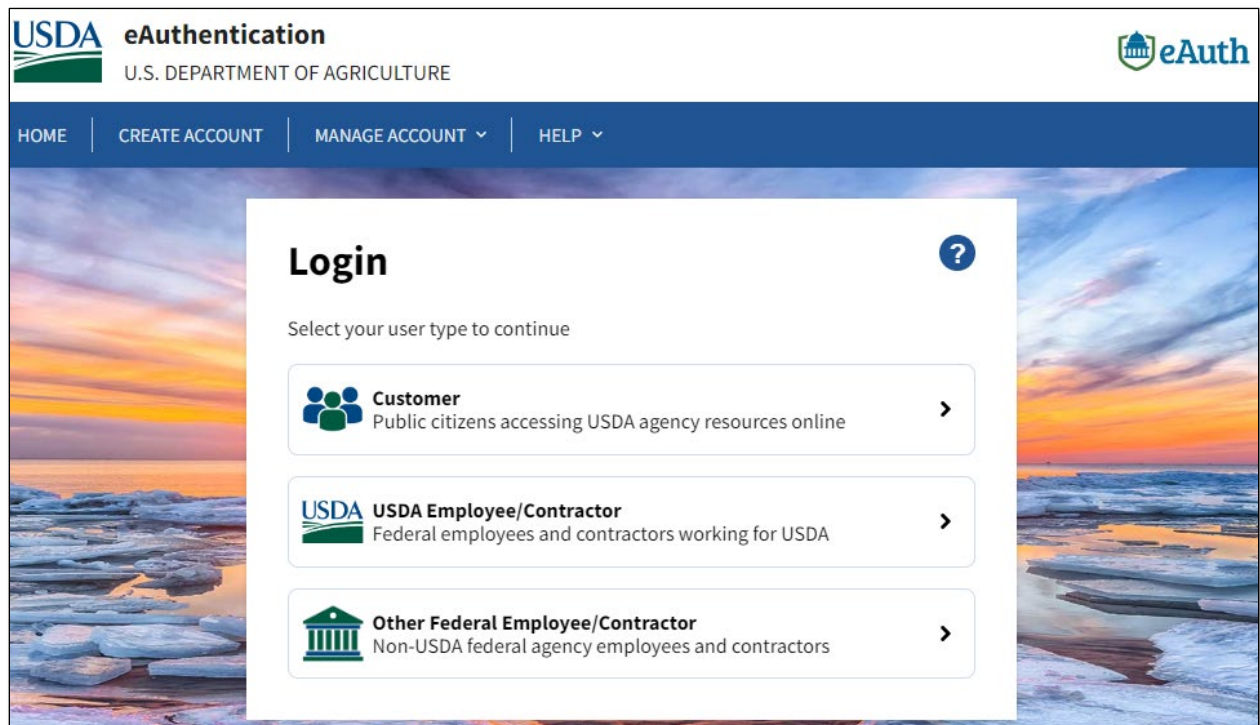
USDA is transitioning from using eAuth to Login.gov for access to USDA systems. As of March 2024, you can still use your eAuth credential to log in to Intake, but you will be encouraged to create a Login.gov account (if you don't already have one), and link it to your eAuth credential.

Please see the Login.gov & USDA eAuthentication User Aid for Fiscal Year 2024 (Login.gov User Aid) (Figure 4). 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 4: Login.gov/eAuth User Aid
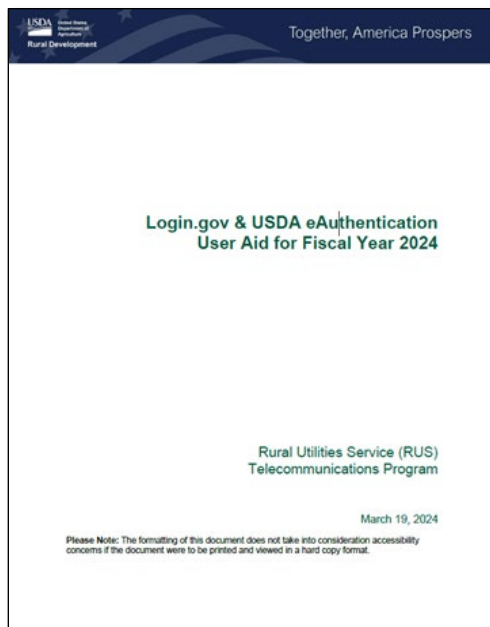
RUS does not control either eAuth or Login.gov, so please consult the Login.gov User Aid, Login.gov help pages, and eAuth help pages.

1.5 Account Creation

You must first create an account before you are able to begin an application. If you created an account for previous Reconnect application rounds, you may use the same account to submit an application for FY2024. **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 round, some your information may have changed Make sure that you have provided current infomration 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 your account information.

2 Application Creation

After setting up your account, you can create an application on the **Authorizations** page. You may create multiple applications for any funding type; 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 infromation you entered. Use the [View Application PDF] button as described in section 12.1.

You may only submit ONE application.

2.1 Creating an Application

1. From the Intake **Home** page, click the **Authorizations tab** or tile (Figure 5).

Figure 5: Home Page
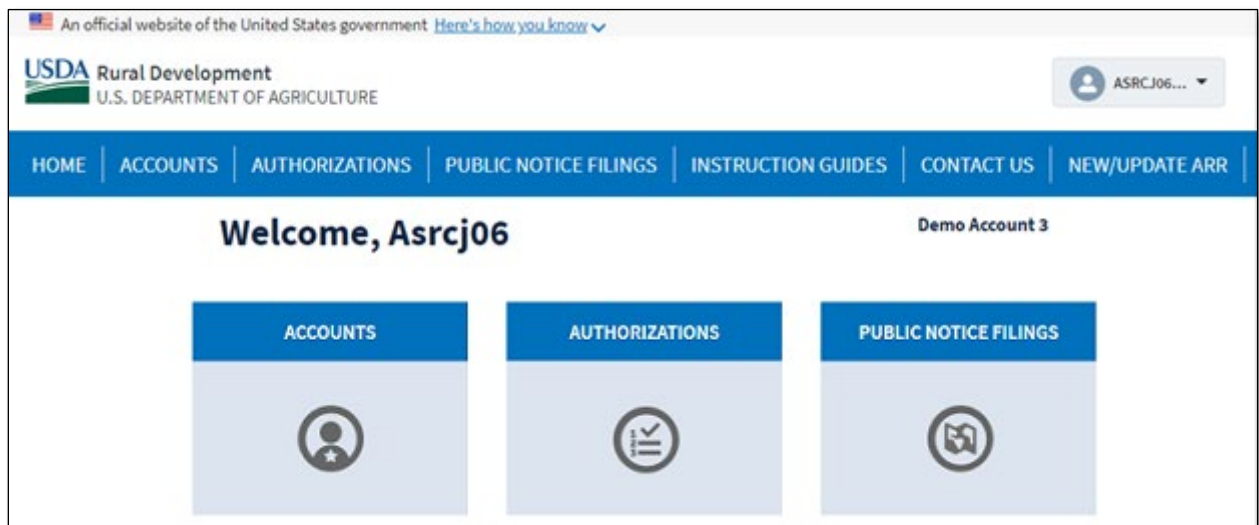
2. The **All Authorizations** page displays. Click the applicable Certification Number (Figure 6).

Figure 6: All Authorizations Page Showing Certification
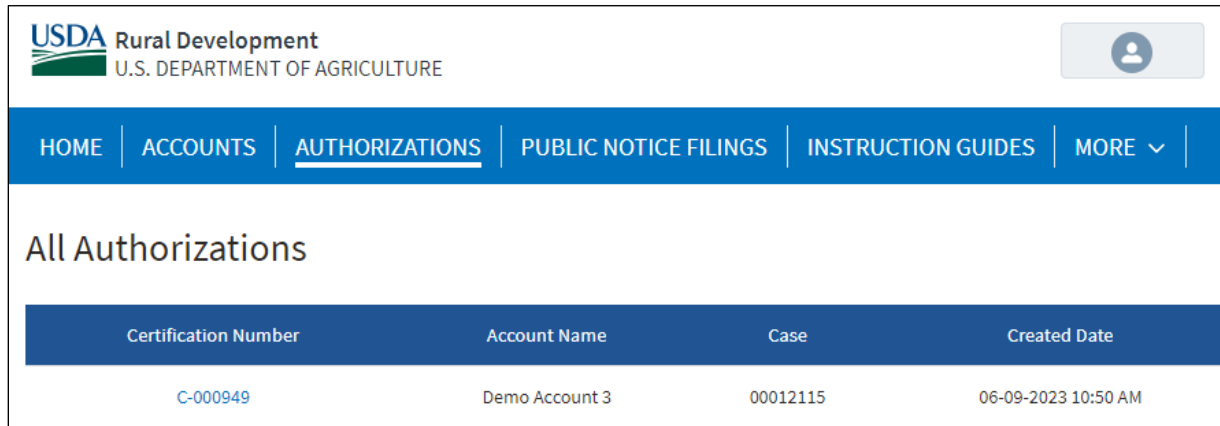
3. The **Authorizations** page displays the **Active Applications** tab (Figure 7). From this page, you can view and edit any active applications. To start a new application, click the [Start New Application] button on the right side of the screen.

Figure 7: Start New Application Button
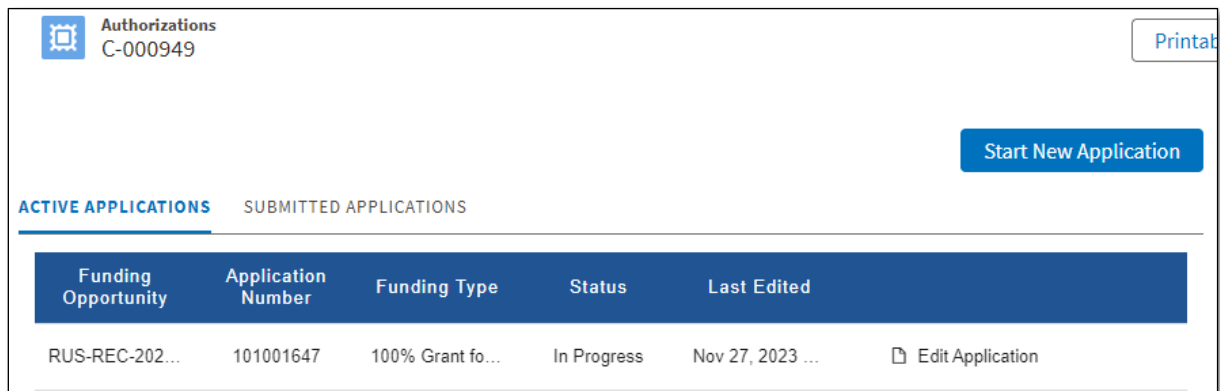
4. The **Start your New Application** page displays (Figure 8). Click the Sub Program field, then select ReConnect. Click the [Next] button.

Figure 8: Application Start Page – Partial – Select Sub-Program
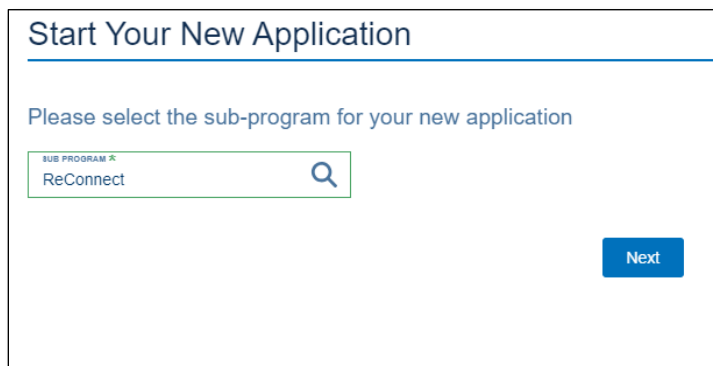
5. The **Select Funding Opportunity** page displays (Figure 9). Click the Funding Opportunity field, then select the applicable option. Click the [Next] button.

Start Your New Application

Please select the funding opportunity for your new application
NOTE: To apply for funding under a different RUS Sub-Program, please clear your selection(s) using the "Restart New Application" button.

FUNDING OPPORTUNITY *
RUS-REC-2024-1

[Next]

Application Creation Advice

Answers to **ANY** application creation questions cannot be changed once saved. You must create a new application if you wish to change the response to **ANY** of these questions.

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6. The Bridge Year field and Funding Opportunity fields display. Click the Bridge Year drop-down menu, then select the applicable option (Figure 10).

   • The bridge year must be the same as the year in which you submit the application. If they differ, you will see an error message when you run the application validation (see section 12.2)

7. Click the Funding Type field, then select the applicable option. For further information about the different funding types, refer to the Program Guide. When finished, click the [Next] button. ReConnect funding types:

   • 100% Grant

   • 100% Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities

   • 100% Loan

   • 50% Loan/50% Grant

Figure 10: Application Start Page – Partial – Select Bridge Year and Funding Type

Start Your New Application

Please select the bridge year and funding type for your new application

NOTE: To apply for funding under a different RUS Sub-Program, please clear your selection(s) using the "Restart New Application" button.

Sub Program:
ReConnect

Funding Opportunity:
RUS-REC-2024-1

BRIDGE YEAR ★
2024 🔍

FUNDING TYPE ★ 🔍

--

100% Grant

100% Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities

100% Loan

50% Loan/50% Grant

Next

💡

Application Creation Questions

Questions you encounter while creating your application can significantly affect your submission requirements, particularly the **Financials** tab and **NFSA** requirements. The Intake System will dynamically adjust based on your responses. This may include additional upload requirements, questions, and text fields or pages that do not display for your particular application. Complete your application in order and the questions and pages appropriate to your selection will be visible. Follow the instructions of this Manual that align with the applicable pages.

8. The next page displays (Figure 11) a series of questions that vary depending on the funding type you chose in the previous step. Some of these questions apply to all applicants while others will only apply to specific eligible entity types or funding types. Choose the appropriate answer for each question from the dropdown menus:

- "Is the applicant a publicly traded company?"

- "Is the applicant replacing the standard grant security arrangements with an ILOC?" **Only appears for the 100% grant funding types.**

- "Has the applicant received a AAA bond rating from Fitch's, Standard and Poor's or Moody's for the previous year from the date the application is submitted?" **Only appears for the 100% grant funding types.**

- "Can the applicant demonstrate a Current Ratio of 2 or higher, TIER of 2 or higher, a Debt Service Coverage Ratio of 2 or higher, and a Net Worth of 45% or more for the previous two years from the date the application is submitted?"

- Can the applicant guarantee that the proposed project will be constructed?" **Only appears for Tribal entities applying the 100% grant funding types.**

Figure 11: New Application – Possible Assurances

- If you chose the 100 Percent Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities funding type, an additional question appears at the top of the list (

9. Figure 12): "Please select the following statement that best describes your entity and proposed project". Descriptions:

- "My entity is an Alaska Native Corporation (Alaska Native Regional Corporation or Alaska Native Village Corporation) intending to provide service on owned lands."

- "My entity is a Tribal Government intending to provide service on owned lands."

- "My entity intends to provide service to areas recognized as Colonia Areas."

- "My entity intends to provide service to areas located in persistent poverty counties."

- "My entity intends to provide service to areas recognized as Socially Vulnerable Communities."

Figure 12: New Application – 100 Percent Grant for Alaska Native, etc.

Start Your New Application

Please answer the following question(s) about your new application
NOTE: To apply for funding under a different RUS Sub-Program, please clear your selection(s) using the "Restart New Application" button.

PLEASE SELECT THE FOLLOWING STATEMENT THAT BEST DESCRIBES YOUR ENTITY AND PROPOSED PROJECT: *

-- Clear --
My entity is an Alaska Native Corporation (Alaska Native Regional Corporation or Alaska Native Village Corporation), intending to provide service on owned lands.
My entity is a Tribal Government, intending to provide service on owned lands.
My entity intends to provide service to areas recognized as Colonia Areas.
My entity intends to provide service to areas located in persistent poverty counties.
My entity intends to provide service to areas recognized as Socially Vulnerable Communities.
HAS THE APPLICANT RECEIVED A AAA BOND RATING FROM EITHER FITCH, STANDARD AND POOR'S OR MOODY'S FOR THE PREVIOUS YEAR FROM THE DATE THE APPLICATION IS SUBMITTED? *

10. Click the [Next] button.
11. The Application Navigation Bar displays (Figure 13). For 100 Percent Loans, the **Evaluation Criteria** tab will not display on the Application Navigation Bar. Either click anywhere on the green Application Navigation Bar or click the down arrow to its left at any time to reveal or hide the contents of all application tabs.

Figure 13: Application Navigation Bar

Application
101001639

Funding Type   Sub Program
100% Grant   ReConnect

Project > Service Area(s) > Network > Financials > Environmental > Evaluation C... > Licenses & A... > Certifications > Documents > Summary/S...

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, funding type, 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** header tab or tile (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 14).

Figure 14: Active Applications and Edit Application Link

Funding Opportunity	Application Number	Funding Type	Status	Last Edited	
RUS-REC-2024-1	101001650	100% Grant	In Progress	Jan 23, 2024 10...	Edit Application

Authorizations
C-000949

Printable View

Start New Application

ACTIVE APPLICATIONS | SUBMITTED APPLICATIONS

4. The Application Navigation Bar displays. From here, you can navigate to any part of the selected application (Figure 13).

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 ReConnect program regulation at 7 CFR 1740 Subpart B.

Validate Your Application

You can use the validation feature in section 12.2 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 15).

Figure 15: Project Tab Menu
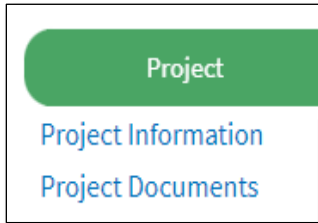
3.1　Project Information

3.1.1　Project Information Required for All Applicants

The Project Information page displays (Figure 16). Upload the following documents which are required of all applicants, regardless of the funding type requested. 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 16: Project Information Uploads Required for All Applications
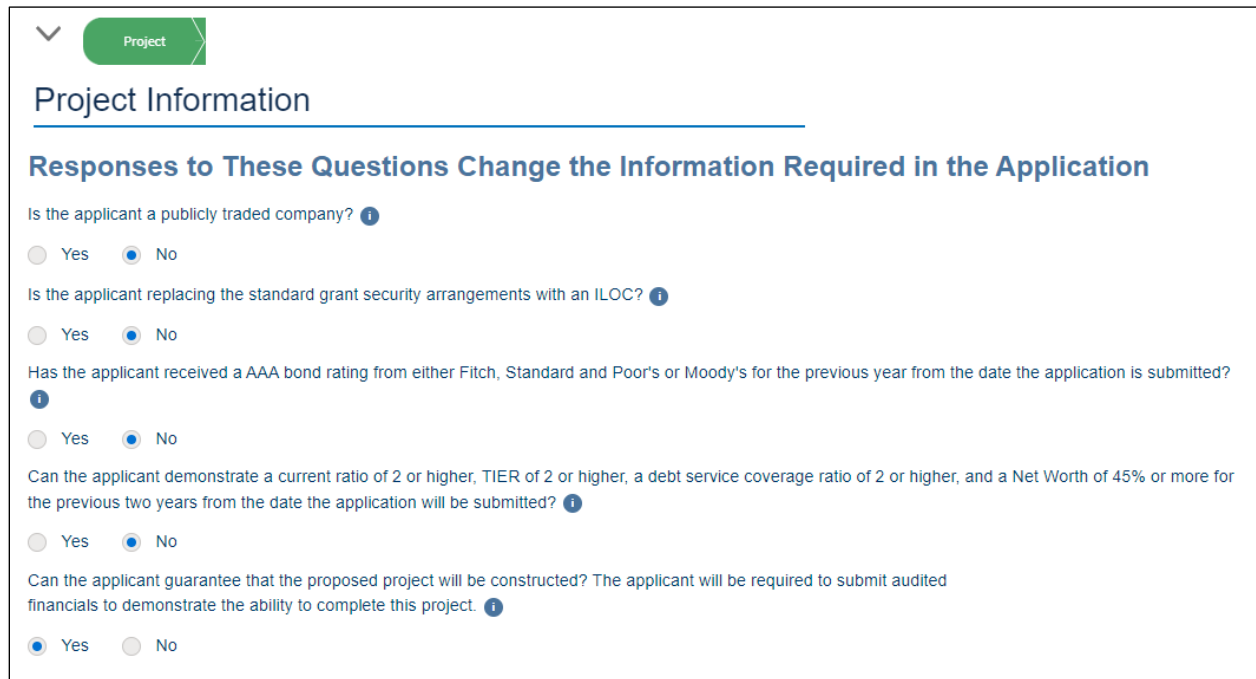
3.1.2 Questions That Change Required Information in the Application

3.1.2.1 Responses from Application Creation

Responses you supplied to questions when you created your application carry over into the Project Information page under the Responses to These Questions Change the Information Required in the Application portion of the page (Figure 18).

If you need to change any answer that carried over from application creation, you will need to start a new application.

Figure 17: Project Information – Example – Questions That Change Required Information

The following table (Table 2) summarizes the application creation questions that determine whether you will be required to complete NFSA information (if your project contemplates NFSAs, see section 3.1.2.2), and pro forma financial information.

If you answered Yes to any of these questions, you may be required to provide a document upload on this page. In addition, RUS will evaluate your required audit information to determine whether your application passes the financial ratios tests if you answered Yes to that question.

Table 2: Application Creation Responses That Change Required Information

Key:
Yes = NFSA or pro forma financials **not** required, subject to RUS verification of your assurance
No = you must complete NFSA information (if applicable to your project) and the pro forma financial information

Funding Type	Publicly Traded Company	ILOC	AAA Bond Rating (Recent)	Financial Ratios: CR,TIER, DSCR, Net Worth	Tribal Guarantee (Tribal applicants ONLY)
100% Grant	Yes	Yes	Yes	Yes	Yes
100% Grant for ANC, Tribal, Colonias, Persistent Poverty Counties, Socially Vulnerable Communities	Yes	Yes	Yes	Yes	Yes
100% Loan	Yes	No	No	Yes	No
50/50	Yes	No	No	Yes	No

Consult the Program Guide if you need additional information on these items:

3.1.2.2 Response Required: NFSAs

There is one question at the end of this section of Project Information that all applicants **must** answer (Figure 18):

"Is the applicant planning on investing any funds to construct broadband facilities in the NFSA during the 5-year forecast period?"

> **If you choose No for the NFSA question, the Service Area Map will not include an option to draw or upload an NFSA. Checking No when you mean Yes is a common error.**

- If you change the answer from Yes to No, a message appears stating that, "any previously entered information regarding NFSAs will be deleted."
- NFSAs are only required when you either currently provide broadband service or will build out broadband service during the 5-year period **without using** ReConnect funds
- NFSAs are not required if you do not currently operate a broadband network or do not anticipate building a broadband network separate from the PFSA over the forecast period
- NOTE: NFSA maps are not required if you are applying under specific circumstances (based on the locked questions above). Please consult the Program Guide for details

Figure 18: Project Information – NFSA Question

100% Loan Application – Acquisition?

You will only see the following required question if you are applying for a 100% Loan: "Will any part of the loan funds be used for an Acquisition?" If you answer Yes, a separate page will appear in the Project Information section with additional required questions (see section 3.2). If you answer No, please move on to the next portion of Project Information.

3.1.3 Additional Required Project Information – All Applicants

The rest of the questions on the page also require responses for all funding categories including combination loan/grants. Depending on your answers, subsidiary questions or required document upload fields may appear. See Figure 19.

- 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): Click the checkbox(es) to select one or more applicable options. Not all technology types are eligible for ReConnect funding. This list is used by other RUS Telecom programs in additional to ReConnect:
  - Fiber-to-Premises
  - Hybrid-Fiber-Coax
  - Fixed Wireless - Licensed
  - Fixed Wireless – Unlicensed: this is not an eligible option
  - 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 explain 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.

NOTE: The Fixed Wireless – Unlicensed option is not eligible for ReConnect funding. You will receive an error message about this if you select this technology type. You will not be able to save the page and proceed until you de-select this technology type.

- 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

Figure 19: Additional Project Information Required for All Applicants

There is one further question that may appear in this section of the Project Information page.

If you answered chose the following question when you created your application, "100 Percent Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities," Intake asked you to specify the type of community you proposed to serve.

Intake reproduces your response here for your convenience. The responses are not editable. Please review your response. If you need to change the choice you made regarding which type of community you intend to serve with the proposed grant, you will need to start a new application.

Only applicants who chose that funding type will see the responses reproduced under Project Information

Figure 20: Project Information – Application Creation Response for 100% Grant for Certain Community Types

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

Validate Your Application

You can use the validation feature in section 12.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

3.2 Acquisition Information

This page is only visible if you are applying for a 100 percent loan and if you answered Yes to the question: "Will any part of the loan funds be used for an Acquisition?" on the **Project Information** page. Otherwise, you should skip these steps and continue to section 3.3.

If applicable, the right side of your **Project Information** page will display **Acquisition Information** as shown in Figure 21.

Figure 21: Acquisition Information – Right Side
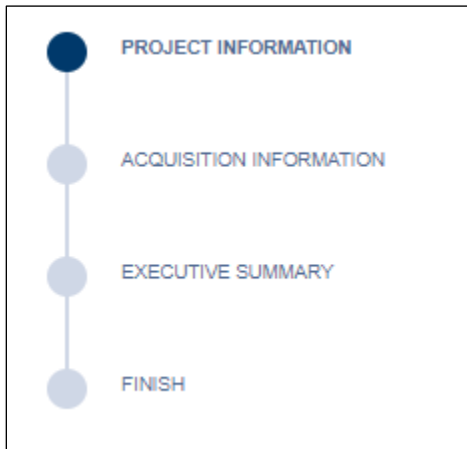
1. The **Acquisition Information** page displays (Figure 22). Respond to the questions described below:

Figure 22: Acquisition Information Page

- "Does the applicant propose to acquire an existing system that does not currently provide sufficient access to broadband for the purpose of upgrading that system to meet the requirements of the most recently published NOFO?" If you select No, a warning message appears on the screen "Acquisition is ineligible and must be removed as part of the funding request" (Figure 23)

Figure 23: Acquisition Information Page – Warning Message

Acquisition is ineligible and must be removed as part of the funding request.

- "Are any of the facilities or equipment that the applicant is proposing to acquire currently owned by an affiliate or subsidiary of the applicant?" If you select Yes, the warning message in Figure 23 appears
- "Is the system that the applicant is proposing to acquire previously funded by the Rural Utilities Service?" Click the applicable radio button. If you select Yes, the warning message in Figure 23 appears

If you receive the warning message, you must either structure the terms of the acquisition to meet RUS funding requirements or remove the acquisition from your funding request. If you want to remove the acquisition from the funding, return to the **Project Information** page and change the answer to the acquisition question from Yes to No

2. If you answer the questions successfully, a list of required and optional documents uploads appears. Upload the required document and all optional documents that apply to your acquisition (Figure 24).
    - Required upload for submission: Appraisal of Physical Status of Plant to be Acquired: this document should be consistent with the project plan and all other elements of the application
    - Optional Documents (if applicable)**:**
        - Copies of Leases to be Acquired
        - Copies of Debt Instruments and Security Agreements
        - Copies of Real Estate Deeds
        - Acquisition Agreement
        - Options, Bills of Sale, or Deeds

Figure 24: Acquisition Information Upload for Submission

3. Additional Required Information about the seller and the acquisition appears below the document uploads (Figure 25). All fields require a response:

- Selling Company Name
- Street: physical address of the selling company
- City: physical address of the selling company
- State: choose the state for the physical address of the selling company from the dropdown list
- Zip Code: physical address of the selling company
- Proposed Purchase Price to be Funded by RUS: enter **only** the amount of the acquisition cost **that will be funded by RUS**
    o This same amount must be entered into the Capital Investment Workbook – Other Costs (PFSA)
    o This amount cannot exceed 40 percent of the total requested amount of the loan
- System Description: enter a detailed description of the system to be acquired

Figure 25: Acquisition Information – Additional Required Information

4. After completing all the required information and uploading all the applicable documents, click the [Save and Continue] button.

3.3   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 26). 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 26: Executive Summary Page

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

3.4   Project Documents

1. Click the Project Documents link on the Project tab (Figure 15).

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 27).

- 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 27: Project Documents Page
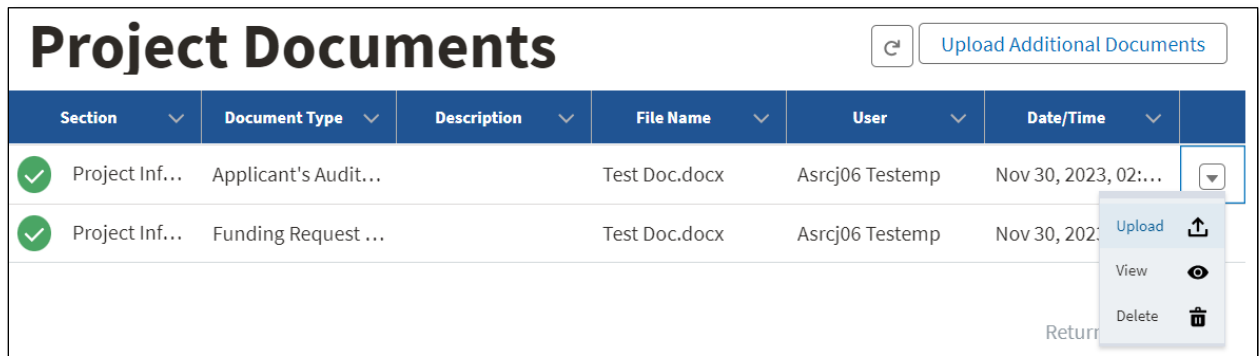
3. To view or download a document, click the [View] button on the document's drop-down menu. A **Document Preview And Download** window opens (Figure 28).

- 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 28: Document Preview and Download Window

DOCUMENT PREVIEW AND DOWNLOAD

File Preview
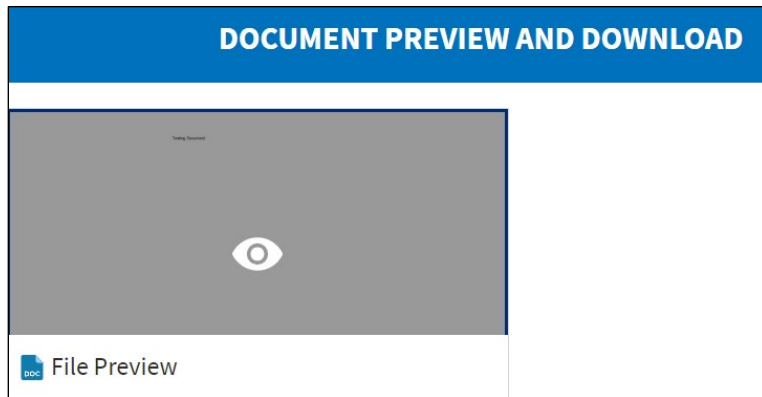
4. Use the [Upload Additional Documents] button to either add additional documents of the same types previously added or add documents that have a different document type.

- The **Upload Document** window opens (Figure 29)

- 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 29: Upload Additional Documents Pop-up Window

UPLOAD DOCUMENT

Section

Project Information

Document Type

--- None ---

Description (Enter description before uploading file)

⬆ Upload Files   Or drop files

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. The **Licenses & Agreements** page uses slightly different functionality See section 9.

Table 3 provides a breakdown and guidance for some of the applicable documentation that belongs to the **Project** tab.

Table 3: Project Documents

Document	Required Entities	Description
Acquisition Agreement	Applicants proposing to acquire an existing plant	The acquisition agreement should include the assets to be acquired, the name of the seller, and the purchase price.
Applicant's Audited Financial Statements	All Applicants	Please see the Program Guide for specific guidance on requirements.
Appraisal of Physical Status of Plant to be Acquired	Applicants proposing to acquire existing plant	The appraisal of the physical status of plant to be acquired should include the determined value.
Funding Request Resolution	All Applicants	Resolution should consist of a statement from the applicant's governing entity authorizing the application to be submitted and stating the application's exact funding type and maximum authorized award amount.
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 ReConnect program • A description of the community that 1) is located in a trust land and 2) is eligible to be served by the ReConnect program • An explanation and documentation of the high need for the benefits of the ReConnect program ○ Which of the discretionary provisions listed above you are requesting to have applied to the application • The impact of those discretionary provisions

4 Service Area Tab

Use the **Service Area Map** to draw or upload your project's PFSAs and NFSAs.

4.1 Service Area(s) Information

Figure 30: Service Area(s) Tab Menu
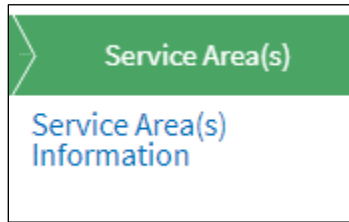
4.1.1 Map Basics

The **Service Area(s) Information** page displays a zoomed-out map of the continental United States of America (Figure 31).

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 a [Save Data] button that will become active after you add a service area.

Figure 31: Service Area Map Page - Top
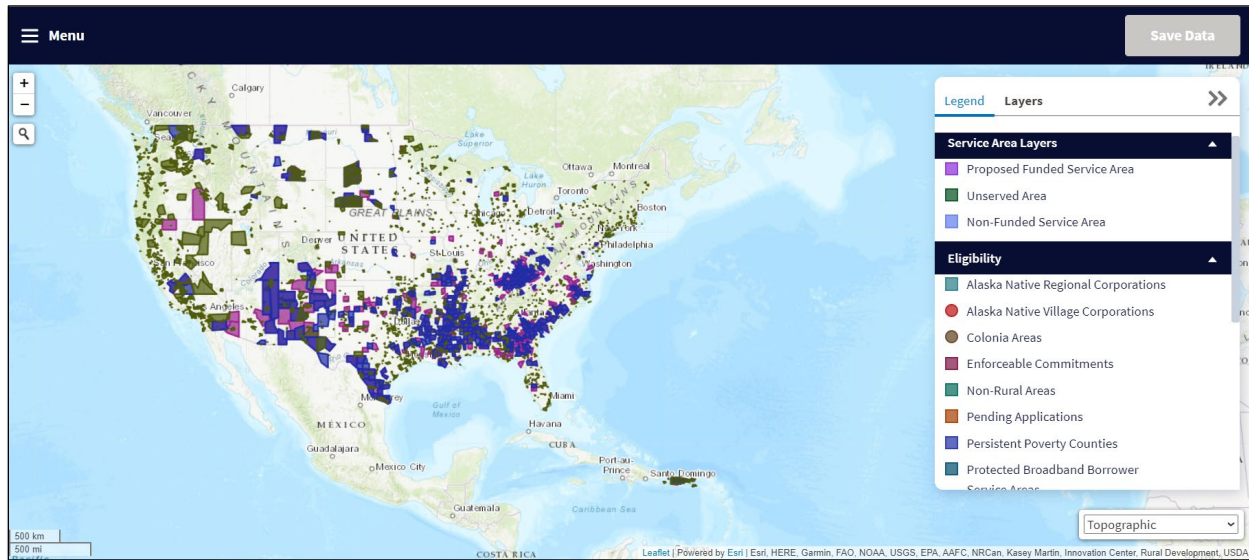
- Use the search and zoom tools to navigate the map. You can also click, hold, and drag to move the map around
- The **Legend and Layers** panel on the right side is clickable. See section 4.1.2 for a list of layers.

- o 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
- o 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.
- o Minimize the **Legends and Layers** panel by clicking the right-arrows on the right side of the panel
- o If you need to see map features under a layer, you can adjust the layer's opacity, so that it becomes more transparent (Figure 32)
  - ▪ 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 32: Service Area Map – Layer Opacity
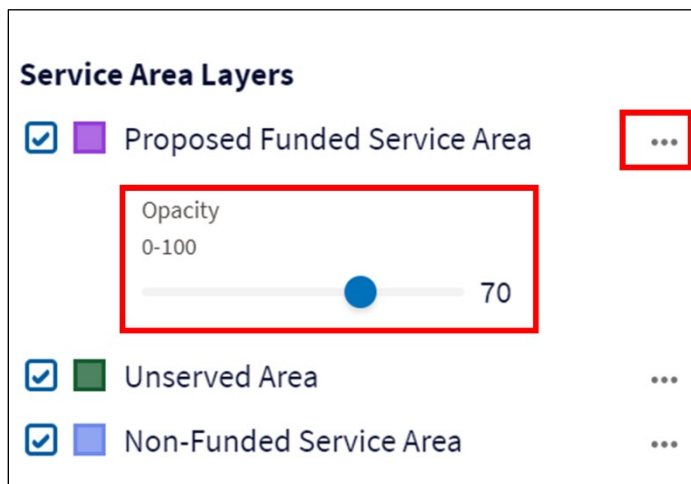
Map tips:

- As you are adding service areas, use the layers to evaluate your proposed project's eligibility and anticipated evaluation criteria score (for competitive applications) or determine whether a tribal resolution might be required for eligibility.

- Toggling visibility is useful when evaluating your service areas and can improve map speed and performance.

- When the PFSA and Unserved Layers are visible, the green Unserved Layer will appear on top.

- Examine each PFSA and toggle through the layers to ensure that your application is not overlapping with any layer that would make it ineligible. If you're applying for a grant or combination loan/grant, check your PFSA's overlap with relevant evaluation criteria layers to help you estimate your application's score.

- If you make any changes to your map layers, 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 33). A full list of the **Available Layers** is given below. To view the Enforceable Commitments layer you must zoom in close enough to where you can see county names and boundaries on the base map for the layer to become active.

- Service Area Layers

  - Proposed Funded Service Area
  - Unserved Area
  - Non-Funded Service Area

- Eligibility

  - Alaska Native Regional Corporations
  - Alaska Native Village Corporations
  - Colonia Areas
  - Enforceable Commitments (Note: 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
  - Persistent Poverty Counties
  - Protected Broadband Borrower Service Areas

- Evaluation Criteria

  - Economic Need of Community
  - Most Unserved Locations Per Square Mile
  - Rurality – 100 Miles from a City or Town with At Least 50,000 Inhabitants
  - Socially Vulnerable Communities

- Tribal Lands

  - Tribal Area (BIA LAR)
  - Tribal Supplemental Area (BIA LAR)
  - Tribal Statistical Area (BIA)
  - Tribal Area in Alaska (Census)

Figure 33: Service Area Map - Available Layers Partial
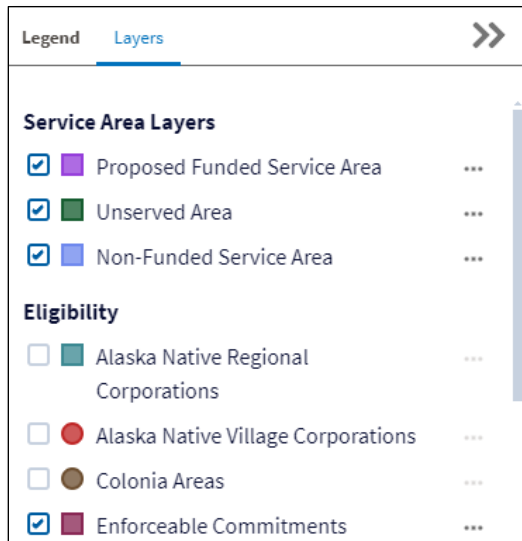
4.2   Defining a Service Area

1. On the top left of the map, click the Menu and then select Service Area (Figure 34).

Figure 34: Service Area Map Menu
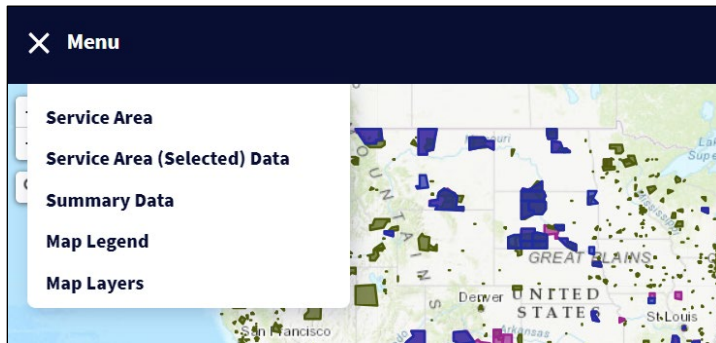
2. The Service Areas panel displays (Figure 35). The panel is divided into the two types of service areas: Proposed Funded Service Areas and Non-Funded Service Areas. Any previously drawn or uploaded service areas appear in this panel.

    *   You can open or close the service area groups by clicking the dark blue bars

Figure 35: Service Area Map – Service Areas Panel
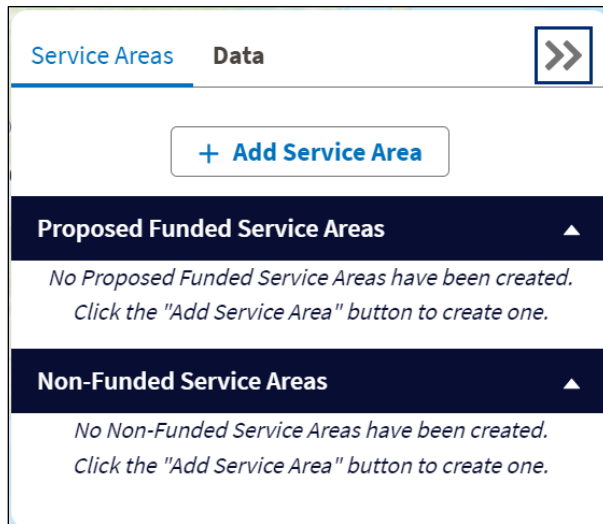
1. Click the [+ Add Service Area] button.
2. The **Add Service Area** window appears (Figure 36). Complete the following fields:

   - Service Area Funding: select either Proposed Funded Service Area or Non-Funded Service Area from the drop-down menu
     - You will not see the NFSA choice if you answered No to the NFSA question on the **Project Information** page. If you need to add an NFSA to your project, return to the **Project Information** page, change the answer from No to Yes, and re-save every page under **Project information**. When you return to the map, you should see the NFSA choice in this window

   - Service Area Type: select either New or Existing from the drop-down menu
     - If you provided acquisition information under the **Project Information** page, you would see a third choice: Acquired, in case you are acquiring exchanges or areas

   - Service Area Name: type in a unique, concise name for your service area

Figure 36: Add Service Area Window – Top
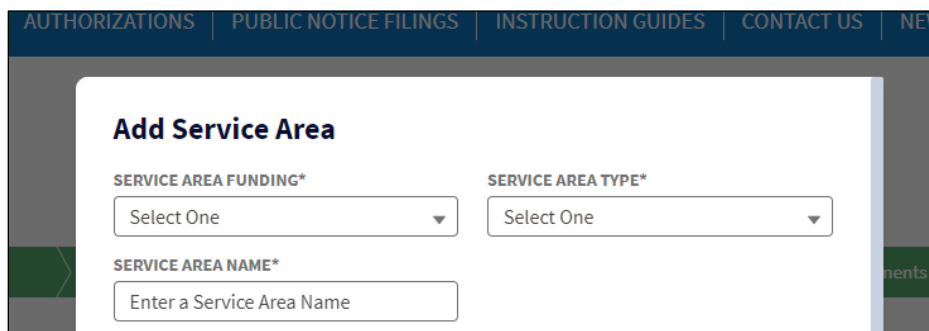
>
>
> ## Service Area Names
>
> Service area names are referenced throughout Intake, so make them unique, descriptive, and concise. This will reduce the potential for errors on later data entry pages.

3. Proceed to section 4.2.1 to upload a service area shapefile, or to 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** window (see section 4.2, step 2):

1. Click on the [Upload Files] button at the bottom of the **Add Service Area** window (Figure 37). 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

   - For NFSAs, the shapefile can include multi-part features or multiple non-contiguous polygons

   - 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.

Figure 37: 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. For PFSAs, after you have uploaded your shapefile, follow the instructions in section 4.5 to add the unserved area for each PFSA.

5. Create your next service area (or select one that you've created but doesn't yet show on the map) and repeat the upload process.

6. Repeat the process to add the unserved area for each PFSA.

7. Click the [Save Data] button in the top-right corner of the map's menu bar after you create the unserved area layer for 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.

8. Continue adding service areas, as needed, and save frequently.

4.2.2   Drawing a Service Area

After completing the top portion of the **Add Service Area** window (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 38). 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 38: Add Service Area Window – Draw Service Area – Bottom
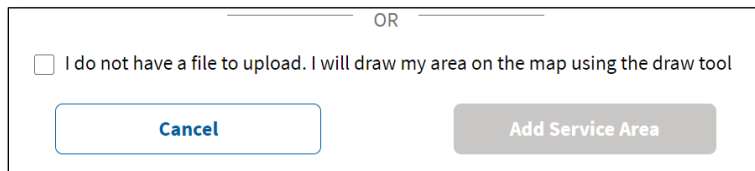
3. Back on the **Service Area Map**, you will see that the **Service Areas** panel has updated with the names of all of the service areas you've created (Figure 39). Click the name of the service area that you would like to draw. The service area name turns blue on the panel.

   - 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 39: Service Areas Panel – Updated
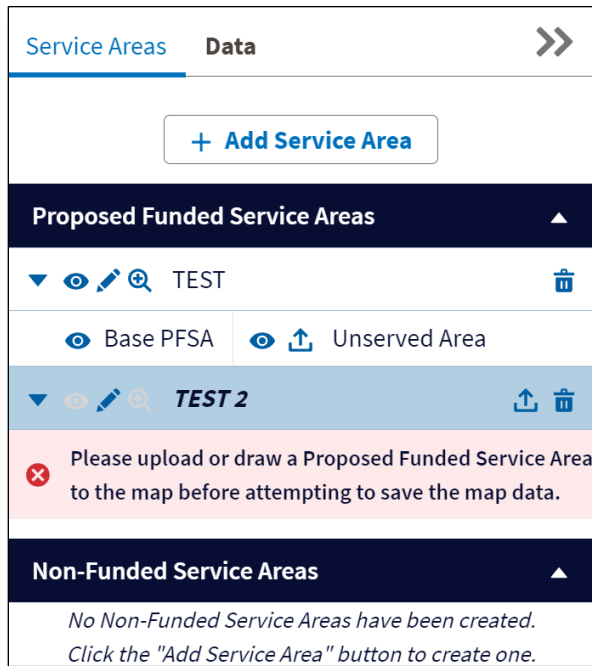
4. The drawing tools appear on the left side of the map (Figure 40). Use the zoom and search tools to move to the part of the map on which you want to draw.

Figure 40: Service Area Map– Draw Tools Location
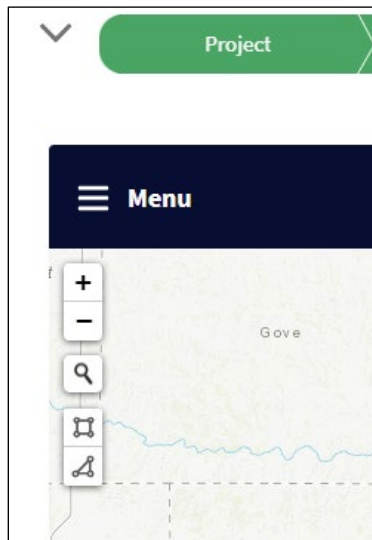
5. Click on either the Draw Rectangle or Draw Polygon n tool, and follow the on-screen instructions to draw the polygon, moving your cursor and clicking to place vertices as necessary.

6. After you draw your service area, the **Service Areas** panel will update again. For PFSAs, you will see the [Base PFSA] button right below your selected area's name and the earlier error will be resolved.

7. For PFSAs, after you have drawn your polygon, follow the instructions in section 4.5 to add your unserved area.

8. 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

9. Continue adding service areas, as needed, and save frequently.

4.3   Service Area Panel Tools

Table 4: 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, NFSA, site, or route. **This action cannot be undone.**
👁 Base PFSA	Base PFSA	The base shape that defines the PFSA.

Map Tool or Label	Tool Name	Tool Description
	Add Unserved Area	Appears beside the Base PFSA indicator before unserved area added. Click this button to add the unserved area (opens the **Add an Unserved Area** window). After using this button, the Unserved Area tools show below become available.
👁 ⬆ Unserved Area	Unserved Area	The shape that defines the unserved area of a PFSA
	Upload Icon	Click this button to upload a shapefile
Opacity 0-100 ●——— 70	Opacity Slider	Activate by clicking the three dots beside a service area 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.

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 the name of the service area you want to edit (see Figure 39).

2. The **Edit Service Area Information** window opens (Figure 41). 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 41: 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, click the [Edit or Replace Polygon] tool beside the Base PFSA (or NFSA) layer in the Service Areas panel. The **Add Service Area** window opens (Figure 36), which you can use to upload a new shapefile for the existing service area.

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 5), 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 5: 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.
	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.

Tool	Tool Name	Tool Description/Instructions
(scissors icon)	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."
(eraser icon)	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.
(polyline icon)	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 once they have been marked with unserved areas **and** 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] tool (see Table 5 in section 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. If it's a PFSA, you'll also have to redo the unserved area.

> ## 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 with service areas 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:
  - Service areas cannot have the same name
  - Service areas cannot overlap each other
  - No shapefile has been uploaded or polygon drawn for a service area
  - To save a PFSA, the unserved area 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
- Funding Type Warning: If you are applying under the funding type 100% Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities, the Intake System warns you at the top of the screen if the PFSA does not meet the minimum requirements. If you do not correct this, you will not be able to submit your application

4.5   Adding or Deleting an Unserved Area for a PFSA

4.5.1   Adding an Unserved Area

1. To add an unserved area to your PFSA, click on the [Add Unserved Area] button (plus sign icon to the right of Base PFSA) (Figure 42).

Figure 42: Service Areas Panel – Add Unserved Area
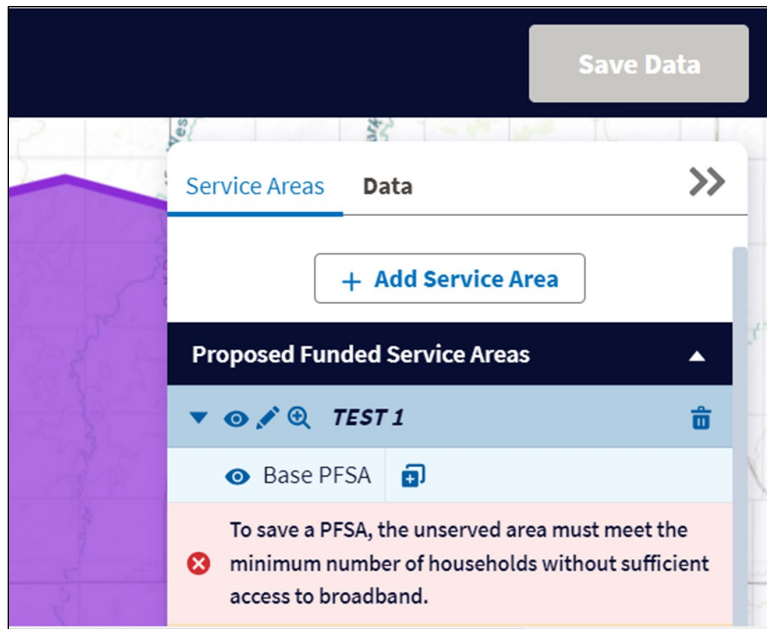
2. The **Add an Unserved Area** window appears (Figure 43). You have three options to add an unserved area. Choose one follow the instructions:

   - Upload a shapefile: upload or drop a file, similar to the instructions in section 4.2.1

   - Draw the Unserved Area: check the appropriate box, then draw your shape, similar to the instructions in section 4.2.2

   - Mark the Whole Service Area as Unserved: check the box titled "Check this box to mark the whole Service Area as the Unserved Area"

3. Once you have selected one of the options, click the [Add Unserved Area] button.

4. Always remember to click the [Save Data] button at the top-right corner of the map's menu bar when you have made changes.

Figure 43: Add an Unserved Area Window

Add an Unserved Area

An Unserved Area can be a whole Service Area, or a portion of a Service Area housing a percentage of households without sufficient access to broadband. There are three different ways to mark these sections: you can mark the whole service area as unserved, upload a shapefile for the unserved area, or draw the shape out manually.

Draw or Upload an Unserved Area

Click 'Upload Files' to upload an ESRI zipped shapefile of your Service Area or drag and drop your shapefile to the 'drop files' zone

The shapefile must comply with the following specifications:

1. For Unserved Areas, the Shapefile can include multi-part features or multiple non-contiguous polygons.
2. The polygon(s) must be closed, non-overlapping, and must have an assigned projection with an accompanying .prj file.
3. The Shapefile must use an unprojected WGS84 Geographic Coordinate System.
4. The Shapefile must be submitted as a *.zip file. This can be done with WinZip or in Windows by selecting the files associated with a Shapefile, right-clicking the files, then clicking Send to Compressed (zipped) folder.

⬆ Upload Files | Or drop files

No file chosen.

──────── OR ────────

☐ I do not have a file to upload. I will draw my Unserved area on the map using the draw tool

──────── OR ────────

☐ Check this box to mark the whole Service Area as the Unserved Area

Cancel | **Add Unserved Area**

💡 **Unserved Area Tip**

If you draw a shape that extends beyond the PFSA, Intake will automatically clip the part of the shape that does not overlap.

4.5.2 Deleting an Unserved Area

Delete the unserved layer using the [Remove Layers] shape tool and then re-add the unserved area. Be careful to delete the unserved area polygon and not the base layer for the PFSA.

Tip: Turn off the visibility of the base layer before deleting the unserved layer. Then, turn the visibility back on for the base layer after your deletion is complete.

Unserved Area

To save a PFSA, the unserved area must meet the minimum number of households without sufficient access to broadband. Consult the Program Guide or the NOFO for the definition of "sufficient access."

4.6 Service Area Data

4.6.1 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 service area 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 44).

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 44: Service Area (Selected) Data Panel – Collapsed
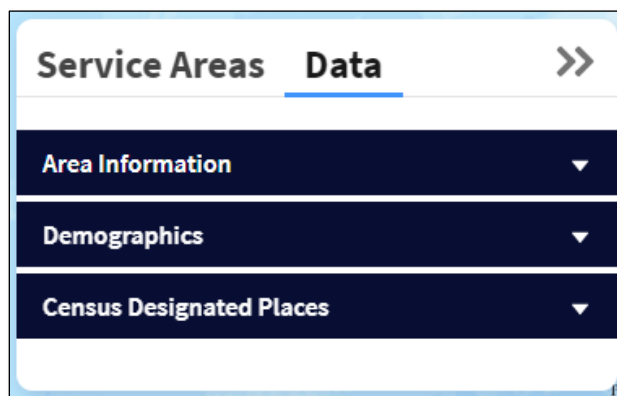
Area Information provides the following items. NFSA Area Information provides the same data but doesn't include the number or percentage of households lacking sufficient access to broadband:

- Name of the selected Service Area
- Funding Type
- Company Name
- Businesses
- Square Miles
- Population
- Housing Units
- Households
- Households Without Sufficient Access to Broadband (PFSA only)
- Percent of Households Without Sufficient Access to Broadband (PFSA only)

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.

4.6.2   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 45).

Figure 45: Summary Data Table - Partial

Summary Data

Proposed Funded Service Area Summary   Non-Funded Service Area Summary

Census Data

Name	Type	HH Without Access to Broadband	% HH Without Access to Broadband	Population	Square Miles	Housing Units	Households	Businesses	Congressional Districts
PFSA 1	New	115,546	100%	276,193	2,131.59	129,527	115,546	8,925	AL-04, AL-05, MS-01
Aggregated Totals				276,193	2,131.59	129,527	115,546	8,925	AL-04, AL-05, MS-01

Demographic Data

Race (Population Breakdown by Race)	Population
Asian	2,089
Black or African American	40,305

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 entered. Use the [View Application PDF] button as described in section 12.1.

Figure 46: 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 46).
2. The **Network Design** page displays. Figure 47 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 47: Network Design Page - Top

3. The bottom portion of the page provides document upload fields for required and optional documents (Figure 48):
   - 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 48: Network Design Page – Partial – File Upload Fields

UPLOAD EXISTING NETWORK DIAGRAM	⬆
UPLOAD PROPOSED NETWORK DIAGRAM	⬆
UPLOAD NETWORK DESIGN PE CERTIFICATION	⬆

4. Click the [Save and Finish] button at the bottom of the page after you've completed all of the information.

5. The **Finish** page displays.

5.2   Build-out Timeline and Milestones

Provide a timeline of milestones for the bridge year and five-year build-out period. Consult the Program Guide for the information to provide on this page.
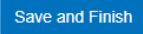
1. On the Application Navigation Bar, click the **Network** tab. Click the **Build-out Timeline and Milestones** page (Figure 46).

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 49). 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 49: Build-out Timeline and Milestones Page

Build-out Timeline and Milestones

Complete the Build-out Timelines and Milestones
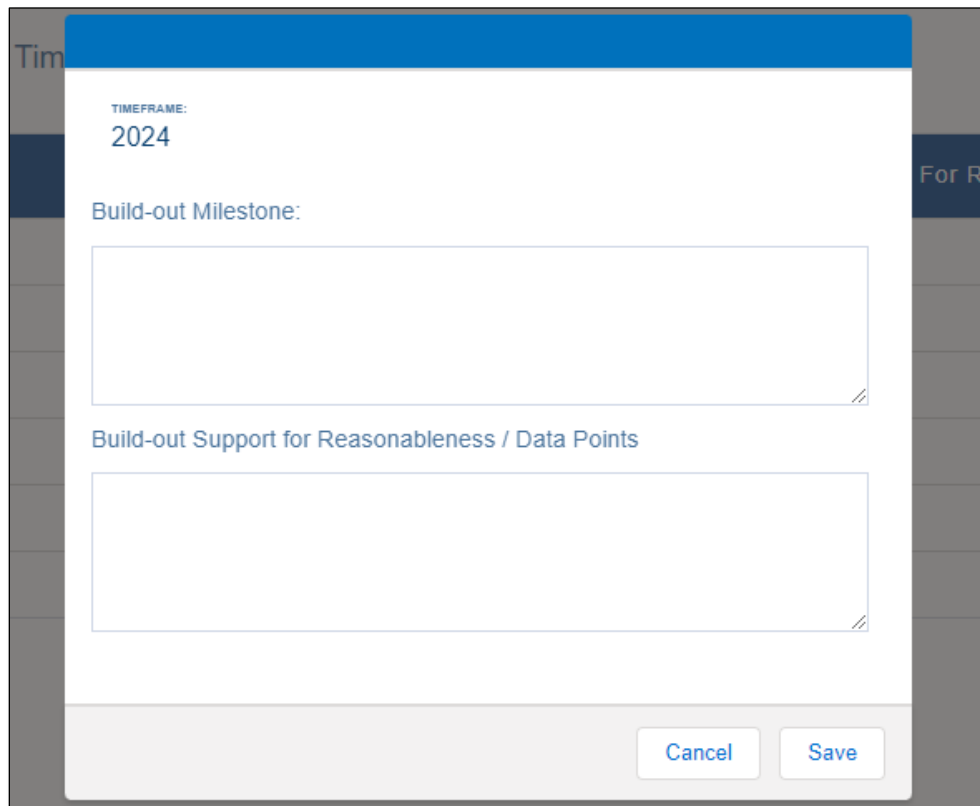
Timeframe:	Build-Out Milestone:	Build-Out Support For Reasonableness...	
2024	Example	Example	▼
2025			▼
2026			▼
2027			▼
2028			▼
2029			▼

Exit Without Saving   Save and Finish

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 50). 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 50: 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.
7. Click the [Save and Finish] button.
   - NOTE: You may click the [Save and Finish] button even if you have not entered data for all the timeframes; however, you should verify that the information for each timeframe is complete before submitting the application. Intake will not allow you to submit the application without completed timeline and milestone information
8. The **Finish** page displays.

5.3   Capital Investment Workbook (CIW)

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

The variety of available CIWs will depend on the information entered within the **Project Information** and **Service Area(s)** pages. For example, the NFSA CIW will only be available if you save an NFSA on the **Service Area(s) Information** page (the **SA Map**)**.** Each visible CIW must be completed, and all capital investments during the forecast period must be accounted for, regardless of the source of funding.

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

- **Service Area Costs**: you must provide all for every PFSA in your project. However, the NFSA has only one **Service Area Costs** page – it is not necessary to break them out by detailed location
- **Common Network Costs:** common network facilities costs cover assets that are used by two or more service areas. You must list all physical project assets that will be used in the construction of common network facilities and their cost. However, some projects do not have any common network costs, which is acceptable.
- **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. The NFSA Summary is read-only and doesn't include a funding information table

Most of the NFSA pages provide the same functionality as the PFSA pages. Therefore, this Manual will fully walk through a PFSA CIW, noting only NFSA differences.

Figure 51: 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 delete or add PFSAs or NFSAs to the map after starting the CIW, you will need to return here and provide additional cost information. If you delete PFSAs or NFSAs, the corresponding PFSA or NFSA data will be deleted.**

> **The same asset categories and asset types are used both by the PFSA service area costs and the NFSA service area costs and common network facility costs.**

Table 6: Service Area and Common Facility 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 Other (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 Other (specify)
Buildings	New Construction Pre-Fab Huts Improvements Other (specify)
Towers	Improvements Guyed Towers Lattice Towers Monopole/Self-Supporting Tower Wood Poles Other (specify)
Customer Premises Equipment	Video Set Top Boxes Modems and Routers Inside Wiring Multi-Terminal Adapter (VoIP) Smart Meters Other (specify)
Non-Depreciable Assets	Land Right-of-way Procurement Other (specify) Pole Attachment

1. Begin with the PFSA service area costs by choosing that link from the CIW submenu (Figure 51).
2. The selected **CIW – Service Area Costs** page opens (Figure 52). Click the "Which service area would you like to work on?" drop-down menu and select a PFSA to capture information regarding a specific service area.

You must provide all capital facilities costs for every PFSA and NFSA in the project.

Figure 52: CIW – SA Costs (PFSA)

CIW - Service Area Costs (PFSA)

Which service area would you like to work on?   PFSA 1 ▼

+ New

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 53).
   - 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. For the PFSA CIW, all costs must be eligible costs

Figure 53: Add a Service Area Costs (PFSA) Line Item

Add a Service Area Costs (PFSA) Line Item

Add a Line Item

Please add a new line item.

ASSET CATEGORY *	ASSET TYPE *
Select Asset Category ▼	Select Asset Type ▼

QUANTITY *	UNIT *
Enter Quantity	Select Unit ▼

UNIT COST *	TOTAL COST
$	$

DESCRIPTION *

250 characters remaining

Cancel   Save

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 6 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 6).

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 54).

Figure 54: CIW Service Area Costs (PFSA) Table Example – Partial

6. Repeat these steps for every asset item in each PFSA. If your project has an NFSA, repeat these steps for every asset item in your NFSA on the **CIW – Service Area Costs – NFSA** page.

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 54). 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.

   a. Click the [Delete] button. Deleting a line item cannot be undone.

Use these steps to add, edit or delete line items on the **Service Area Costs (NFSA)** page if your project has an NFSA. Note that the window that opens in step 2 is called the **Edit Service Area Costs (NFSA) Line Item** window.

| 5.3.2   CIW – Common Network Facilities (CNF) Costs |

You must list all physical project assets that will be used in the construction of common network facilities and their costs.

Common Network Facilities

Not all projects require CNF costs, so if you do not need to enter any assets here, please move to the next portion of the CIW. When you validate the application, you'll see a warning if there are no CNF costs. You can ignore this warning if your project does not have any CNF costs.

The **CNF** pages use the same asset categories and asset types as the **Service Area Costs** pages (see Table 6 for the categories and types). The **CNF** pages also use the same processes to add line items to the **CIW**, so the detailed instructions provided for Service Area Costs will not be duplicated here. Refer to section 5.3.1 for the steps to add line items to the **CNF** costs, edit them or delete them. We will provide a brief list of steps and basic screenshots for the **CNF** pages here

1. Select the CNF Costs (PFSA or NFSA as necessary) from the **CIW submenu** (see Figure 51).

2. Click the [+New] button on the CIW – **Common Network Facilities (PFSA)** page (or **NFSA CNF** page if necessary) (Figure 55). You don't need to prorate CNF costs across PFSAs, so you'll enter CNF costs as individual items that are shared between PFSAs.

Figure 55: CIW – Common Network Facilities (PFSA) page

3. Complete the **Add a Common Network Facilities (PFSA) Line Item** window for every CNF. Again, this window uses the same asset categories and types, and functionality as the **Add a Service Area Costs (PFSA) Line Item** window. Likewise, the **NFSA CNF** line item window uses those same resources.

Again, you will not see the NFSA CIW menu if you didn't create an NFSA on the **Service Area Map**.

As you add line items, Intake creates the same type of table on the CNF page as the system does for **Service Area Costs** on that page (Figure 56).

Figure 56: CIW – CNF (NFSA) Page with Table

Repeat these steps for every asset item needed for a common network facility associated with your PFSA. If your project has an NFSA, repeat these steps for every common network facility asset item in your NFSA on the **CIW – Common Network Facilities – NFSA** page.

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 7, you can move on to the next portion of the application if there are no other costs in your project. You must record your acquisition costs here if you specified an acquisition under the **Project** tab. 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, acquisition costs, as well as environmental pre-application expenses. Acquisition costs are only eligible costs for 100% loan applications.

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 7: 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 Other (specify)
Other Expenditures	Pre-application expenses Acquisition Other (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. Refer 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. Again, the **NFSA Other Costs** page functionality mirrors the **PFSA Other Costs** functionality, so we'll briefly note any differences here.

1. Select Other Costs (PFSA) (or NFSA as necessary) from the CIW submenu (Figure 51). Unlike the **Service Area Costs**, you record all PFSA-related (or NFSA-related) other costs in aggregate, not broken out by individual PFSAs (or NFSAs). Add, edit or delete line items in the same manner as the **CIW – Service Area Costs** page (see section 5.3.1).

2. The **CIW - Other Costs (PFSA)** page opens (Figure 57).

- **NOTE**: If you are applying for a 100 percent loan and propose to cover acquisition costs with award funds, you will see a yellow warning banner (Figure 57). The banner reminds you of the acquisition amount you specified under the **Project** tab and cautions that your acquisition costs here must total that amount. You will not see this banner if you are not applying for a 100% loan.

CIW - Other Costs (PFSA)

⚠️ **Reminder:** The total cost of acquisition CIW line items must equal the proposed purchase price entered in the Project Information section: $10,000,000

+ New
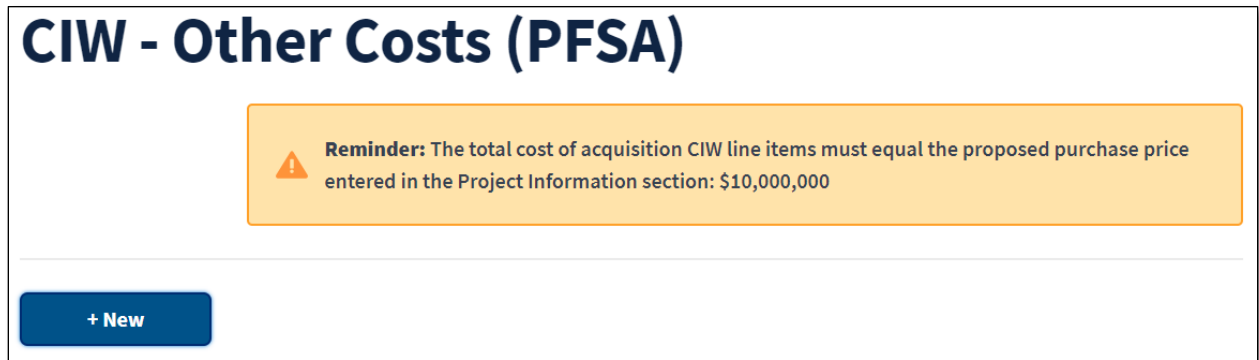
3. Click the [+New] button on the **CIW – Other Costs (PFSA)** page (**or NFSA Other Costs page if necessary**). See Figure 57.

4. Complete the **Add an Other Costs (PFSA) Line Item** window for every item that falls into the other cost categories. Again, refer to Table 7 for asset categories and asset types. Remember, if your application is seeking award funds for an acquisition, you must record the acquisition costs here. The **NFSA Other Costs Line Item** window uses same resources and functionality as the **PFSA Other Costs Line Item** window.

As you add line items, Intake creates the same type of table on the **Other Costs** page (Figure 58) as the system does for **Service Area Costs** on that page.

Figure 58: CIW – Other Costs (PFSA) Page With Table

CIW - Other Costs (PFSA)

⚠️ **Reminder:** The total cost of acquisition CIW line items must equal the proposed purchase price entered in the Project Information section: $1,000,000

+ New

Other Expenditures						
ASSET TYPE	QUANTITY	UNIT	UNIT COST	TOTAL COST	DESCRIPTION	
Acquisition	1	Lump Sum	$1,000,000.00	$1,000,000	Purchase price for telecom assets of the selling company	▾
			Total Acquisition	$1,000,000		
			Total Other Expenditures	$1,000,000		
			Total	$1,000,000		

Repeat these steps for every other cost item associated with your PFSAs. Also repeat these steps if you have other costs associated with your NFSA in the **CIW – Other Costs – NFSA** page.

5.3.4   CIW – Summary

Validate Your Application

You can use the validation feature in section 12.2 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**. While the PFSA and NFSA summaries present costs the same way, the NFSA summary is read-only; it doesn't contain a funding table. Therefore, we will not reproduce the NFSA summary in this Manual. However, you should review the summary to ensure that you have accurately reflected all NFSA costs.

1. Select the **CIW Summary - PFSA** (or NFSA as necessary) from the **CIW submenu** (Figure 51)

2. The **CIW Summary** page displays the project cost information, you entered on the other CIW pages, grouped by asset type and category (Figure 59). 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, Common, Network Facilities** 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 59: 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
OUTSIDE PLANT	**TOTAL COST**
Fiber Cable - Aerial	$82,125
Total Outside Plant	$82,125
OTHER EXPENDITURES	**TOTAL COST**
Acquisition	$1,000,000
Total Other Expenditures	$1,000,000
Total Proposed Funded Service Area Cost	**$2,082,125**

5.3.4.1 Funding Information Table

For the **PFSA CIW – Summary**, the funding Information table appears at the bottom of this page. Depending on the application's funding type, the funding information table will display and require different fields. This manual provides a series of screenshots here, one for each funding type to show you the available fields for your funding type. Click the [Save] button after you enter the correct funding information for your application.

NOTE: No matter your funding type, 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, other funds, or cash substitution amount for a loan portion are associated with your application (see section 5.5 for capital contributions information).

- **100 Percent Loan**: enter the value in the Loan Amount Requested field (Figure 60), which cannot exceed total project costs or $50 million, whichever is less. You will see a brief message on the Loan Amount Requested line if the request doesn't fall within the acceptable range.
  - Grant Amount Requested (not editable)
  - Loan Amount Requested (editable)
  - Matching Funds (not editable)
  - Other Funds (not editable) *[automatically calculated]*

Figure 60: CIW - Summary Funding Information Table - 100 Percent Loan

- **Loan/Grant Combination:** enter the value into the grant amount requested first, then the loan amount requested, and cash substitution amount for loan portion if any (cash may be substituted for all or part of the loan but is not required). See Figure 61. The sum of the loan

and cash substitution must equal the grant amount. The maximum grant is $25 million or 50 percent of total project costs, whichever is less. The maximum loan (inclusive of cash substitution) is $25 million or 50 percent of total project costs, whichever is less.

- o Grant Amount Requested (**editable**)
- o Loan Amount Requested (**editable**)
- o Cash Substitution Amount for Loan Portion (**editable**)
- o Other Funds (not editable) *[automatically calculated]*

Figure 61: CIW – Summary Funding Information Table – Loan/Grant Combination

⚠️ **Reminder:** Updates to the Funding Information table may result in deletion of Capital Contributions data.

Funding Information

FUNDING TYPE	FUNDING AMOUNT
Grant Amount Requested	$21,277
Loan Amount Requested	$21,277
Cash Substitution Amount for Loan Portion ⓘ	$0
Other Funds	$0
Total Project Costs	**$42,554,334**

- **100 Percent Grant:** enter the value in the grant amount requested field (Figure 62). The matching funds are automatically calculated as 25 percent of total project costs based on the CIW. The requested amount cannot exceed 75 percent of total project costs, or $25 million, whichever is less.

- o Grant Amount Requested (**editable**)
- o Loan Amount Requested (not **editable**)
- o Matching Funds (**editable**)
- o Other Funds (not editable) *[automatically calculated]*

Figure 62: CIW - Summary funding Information Table - 100 Percent Grant

⚠ **Reminder:** Updates to the Funding Information table may result in deletion of Capital Contributions data.

Funding Information

FUNDING TYPE	FUNDING AMOUNT
Grant Amount Requested	
Loan Amount Requested	$0
Matching Funds	$125,00
Other Funds	$375,00
Total Project Costs	**$500,000**

- **100 Percent Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities**: enter the value in the grant amount requested field (Figure 63). The requested amount cannot exceed $25 million.
  - o Grant Amount Requested (**editable**)
  - o Loan Amount Requested (not editable)
  - o Other Funds (not editable) *[automatically calculated]*

Figure 63: CIW - Summary Funding Information Table - 100 Percent Grant for Alaska Native Corporations, Tribal Governments, etc.

⚠ **Reminder:** Updates to the Funding Information table may result in deletion of Capital Contributions data.

Funding Information

FUNDING TYPE	FUNDING AMOUNT
Grant Amount Requested	
Loan Amount Requested	$0
Other Funds	$13,791
Total Project Costs	**$13,791,436**

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 64). See the Program Guide for minimums, maximums and other funding requirements. See Table 8 below for validation examples.

- If you are applying for a 100% loan and requesting to fund an acquisition, and the acquisition amount exceeds 40 percent of the requested loan amount, you must adjust the proposed purchase price on the acquisition portion of the **Project Information** page, then update the **CIW – Other Costs** page

- If your grant or loan request exceeds maximums, you'll see on-page error messages beside the fields similar to those shown in Figure 64

- Error messages may not occur until you click the [Save] button

Figure 64: CIW Summary Error Examples

Table 8: CIW Validations

CIW Item	Validation
Award Amount	Amount is above the maximum funding amount
Acquisition Cost	Consistent with the amount entered in the **Project Information** page and does not exceed 40 percent of the requested loan amount. (100 percent loan applications **only**).
Pre-application Expenses	Limited to 5 percent of the award amount
Environmental Review Expenses	Of the 5 percent allowable for pre-application expenses, up to 3 percent of the requested award funds can be used for environmental review expenses. Up to 3 percent of the requested amount can be used to fund post-award monitoring expenses that are required to mitigate any environmental requirements as long as they are capitalized as part of the project. **This cost must be specified in the Professional Services section of the CIW**.

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 up to three subpages (see Figure 65):

- Proposed Funded Service Area
- Annual Capital Investment (ACI)
- Non-Funded Service Area

Like the **CIW**, you will not see the NFSA page if your application doesn't include any NFSAs.

Figure 65: Network – CIS – Expanded Submenu
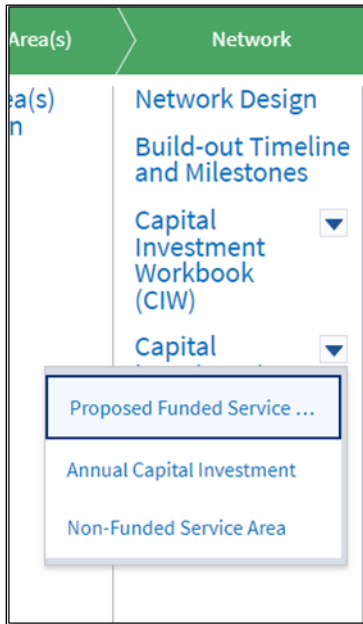
5.4.1	CIS – Proposed Funded Service Area

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

1. Click the **Proposed Funded Service Area** link on the menu (Figure 65).
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 66). 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 66: CIS (PFSA) – Partial

Network and Access Equipment			BRIDGE YEAR	
ASSET TYPE	CIW SUMMARY AMOUNTS	2024	2025	2026
Switching Equipment	$2,500	$0	$500	$500
Professional Services	$0	$0	$1,000	$1,000
Routing Equipment	$125,000	$0	$25,00	$25,00

Outside Plant			BRIDGE YEAR	
ASSET TYPE	CIW SUMMARY AMOUNTS	2024	2025	2026
Fiber - Buried	$30,000	$0	$5,000	$5,000
Professional Services	$0	$0	$1,000	$1,000

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 67.

Figure 67: CIS (PFSA) – Completed Distribution Example

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 68).

Figure 68: CIS (PFSA) – Professional Services Costs Fully Distributed (Page Bottom)

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 Other Funds across the five-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 65).

2. The **Annual Capital Investment** page opens (Figure 69), 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. Depending on your funding type, Intake may automatically distribute some of the funding amounts. Distribute the remaining editable funding amounts, which default to zero, across the five-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 69: Annual Capital Investment Page - Partial

Annual Capital Investment		2025	2026	2027	2028	2029	TOTAL
Total Proposed Funded Service Area Costs		$4,599,434	$992,002	$8,000,000	$200,000	$0	$13,791,436
Total Loan Amount	$0	$0	$0	$0	$0	$0	$0
Total Grant Amount	$13,791,436	$4,599,434	$992,002	$8,000,000	$200,000	$0	$13,791,436
Other Funds	$0	$0	$0	$0	$0	$0	$0
Annual Capital Investment	$13,791,436	$4,599,434	$992,002	$8,000,000	$200,000	$0	$13,791,436

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 70). Adjust the distribution to fully account for all the funding amounts across the five-year construction period and click the [Save] button again

Figure 70: CIS - Annual Capital Investment – Fully Distribute Error Message

> ⊘ Fund Allocation Total for year 2025,2026,2027,2028,2029 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 71). Adjust the distribution to fully account for all other funds and click the [Save] button again

Figure 71: CIS – Annual Capital Investment – Other Funds Error Message

> ⊘ Fund Allocation Total(s) - (Total Loan Amount, Other Funds) does not match Total Project Cost - (Total Loan Amount, Other Funds) ✕

5.4.3   CIS – Non-Funded Service Area

You will not see the CIS – Non-Funded Service Area if you did not define an NFSA on the Service Area Map.

The **NFSA** page operates just like the **PFSA** page: it has a table that contains every asset type for which you provided information on the **CIS-NFSA** page and the corresponding total cost for the asset type from the **CIS Summary (NFSA)**. See section 5.4.1 for detailed instructions on the **CIS – PFSA** page which can also be applied to the **CIS – NFSA** page.

Each asset type row has a field for each of the buildout years into which you will enter the amount that your organization will spend for that asset for that year. The Total column will calculate the sum of the yearly distribution of costs, and the column on right side of the table will indicate whether you've fully distributed an asset type's project cost across the years when you click the [Save] button (Figure 72).

Figure 72: CIS – Non-Funded Service Areas Page

Capital Investment Schedule (NFSA)

Outside Plant									
		BRIDGE YEAR	**FORECAST YEARS**						
ASSET TYPE	**CIW SUMMARY AMOUNTS**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**TOTAL**	**AMTS FULLY DISTB?**
Fiber Cable - Aerial	$32,850							$0	No
Total Capital Investment Schedule		$0	$0	$0	$0	$0	$0	$0	
									Save

5.5   Capital Contributions

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

If your application's funding information table doesn't contain matching funds, other funds, or cash substitution amount, **Capital Contributions** will not be active, and you can move on to the next portion of the application (Figure 73).

Figure 73: Capital Contributions - Disabled

Capital Contributions Schedule disabled. Page is not required based on inputs to the CIW Summary.
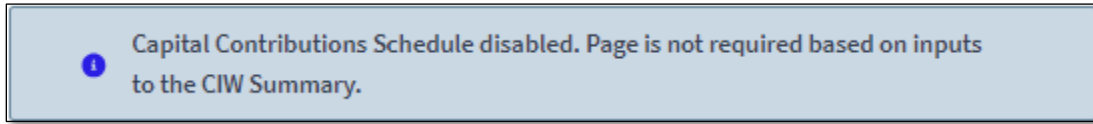
Capital Contributions has two subpages: **Capital Contributions Schedule** and **Capital Contributions Documents** (see Figure 74).

Figure 74: Network – Capital Contributions – Expanded Submenu
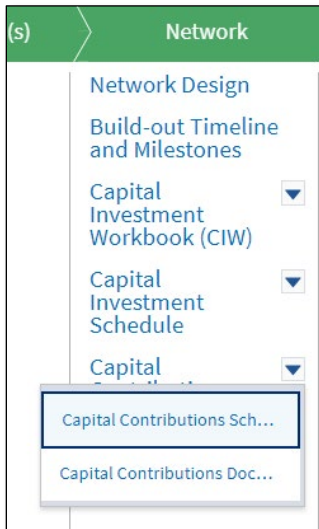
5.5.1 Capital Contributions Schedule (CCS)

1. Click on the Capital Contributions Schedule link on the submenu (Figure 74).

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 75.

Figure 75: Network Tab – Capital Contributions Schedule
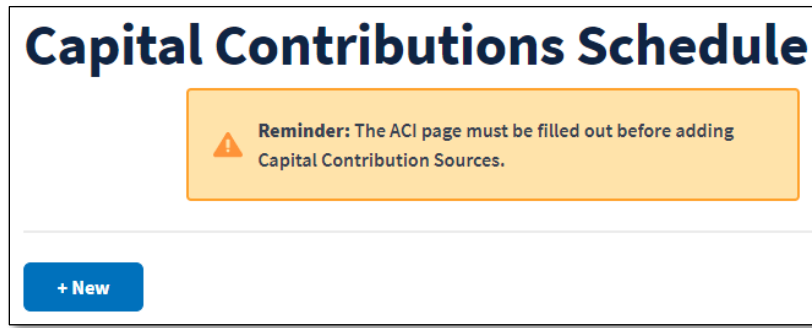
3. The **Add a Capital Contribution Source** window displays (Figure 76). Complete all the fields in the window:

   - Capital Contribution Source: Choose the source from the drop-down menu. The choices are:
     - 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 76: 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 77) 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 five-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 five years (enter a zero in a field, as necessary). Then click the [Save] button (Figure 77).

   • Remember that the timing of the contributions must support the **Buildout Timeline and Milestones**

Figure 77: 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 78)

Figure 78: CCS Error Message

Total Capital Contribution Funds from ACI for year 2026, 2027 does not match Total Capital Contribution Source

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.

1. Click on the Capital Contributions Schedule link (Figure 74).
2. The **Capital Contributions Documents** page opens, showing with a document entry for each contribution type you listed on the **Capital Contributions** page (Figure 79).
3. 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
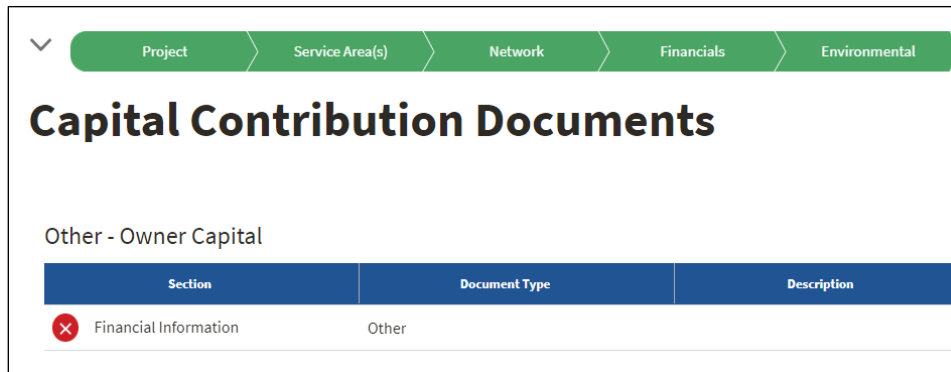
NOTE: Section 3.4 (**Project Documents**) fully describes all of Intake's document management functionality. Please refer to this section as the **Capital Contributions Documents** page uses the same functionality.

For more information on capital contributions, refer to the Program Guide.

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 46).

2.   The **Network Documents** page displays a table listing all documents that have been uploaded (Figure 80).

  - 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

NOTE: 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 80: Network Documents Page
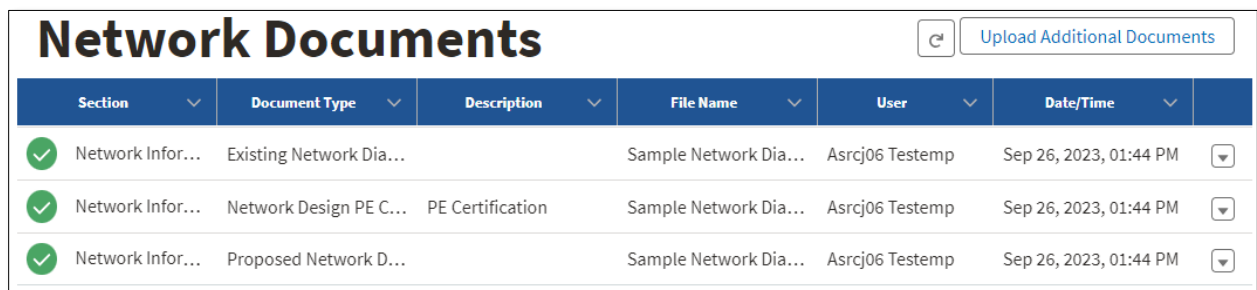
6 Financials Tab

This tab captures information about your current and anticipated subscribers and revenue, your competition, and financial information like non-operating net income and long-term debt that feed into the financial statements. The financial statements capture historical financial information (up to four years), and bridge year and pro forma financial projections (five years).

For more information on financial documentation, including expectations for assumptions, refer to the Program Guide.

You must complete the **Project**, **Service Area**, and **Network** tabs of the application before beginning this tab, as the **Financials** tab relies on the information entered in those tabs.

Validate Your Application

You can use the validation feature in section 12.2 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. **Do not** start the income statement, balance sheet or the statement of cash flows before completing all of the preceding pages under the **Financials** tab.

The **Financials** tab has the following pages and submenus that contain subsidiary pages (Figure 81):

- Local Network Services Revenue (LNSR) – submenu
- Competitor Service Offerings
- Depreciation Schedule – submenu
- Long-Term Debt Schedule – submenu
- Amortization Schedule – submenu
- Non-Operating Net Income
- Plant-In-Service Schedule
- Network Access Services Review
- Income Statement
- Balance Sheet
- Statement of Cash Flow
- Financial Documents

Figure 81: Financials Tab Menu
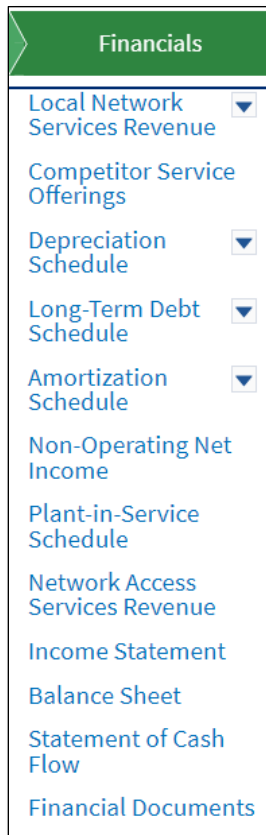
Note: If you provided an assurance (Tribal guarantee for grant, ILOC, AAA bond rating for grant, publicly traded company with investment grade bond rating, strong financial ratios) when creating your application, you do not have to complete the financial pro formas. However, you must complete the LNSR pages, Competitor Service Offerings and the Depreciation Schedule. The remainder of the pages under the Financials tab listed above will not be visible to you (Figure 82).

Figure 82: Financial Tab Menu - Assurance Holders
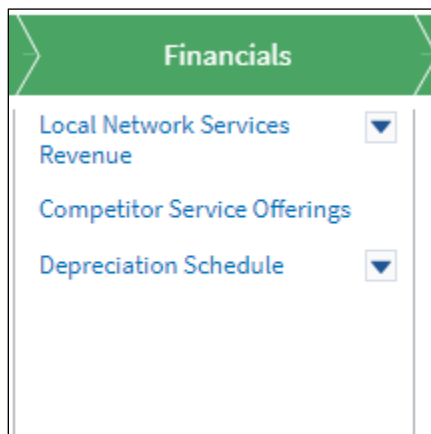
If you enter and save data on a page, and subsequently return to the page and change data, be sure to re-save that page, and follow the instruction that will appear at the top, directing you to the financial statement that uses the data. You must re-save the financial statement page as well before proceeding, to ensure that updated information from preceding pages is current in the financial statements.

To enter financial information, use numbers, the negative sign (-), and decimal points. The Intake System does not save fields that contain invalid characters. Enter a zero (0) in each field for which you do not have data (that is, fields you might otherwise leave blank).

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. Intake will include information you provide here on the Income Statement.

The **Local Network Services Revenue** menu item has six subpages (Figure 83):

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

Figure 83: Financials – LNSR Submenu - Expanded
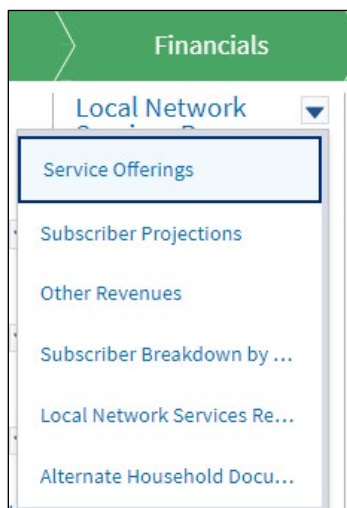
6.1.1   Adding, Editing, and Deleting Service Offerings

Describe each existing and proposed service offering (voice, data, video, or a combination of services) broken down by customer type. This information will be combined with subscriber projections to inform operating revenue forecasts.

1. Click the Service Offering submenu option (Figure 83).
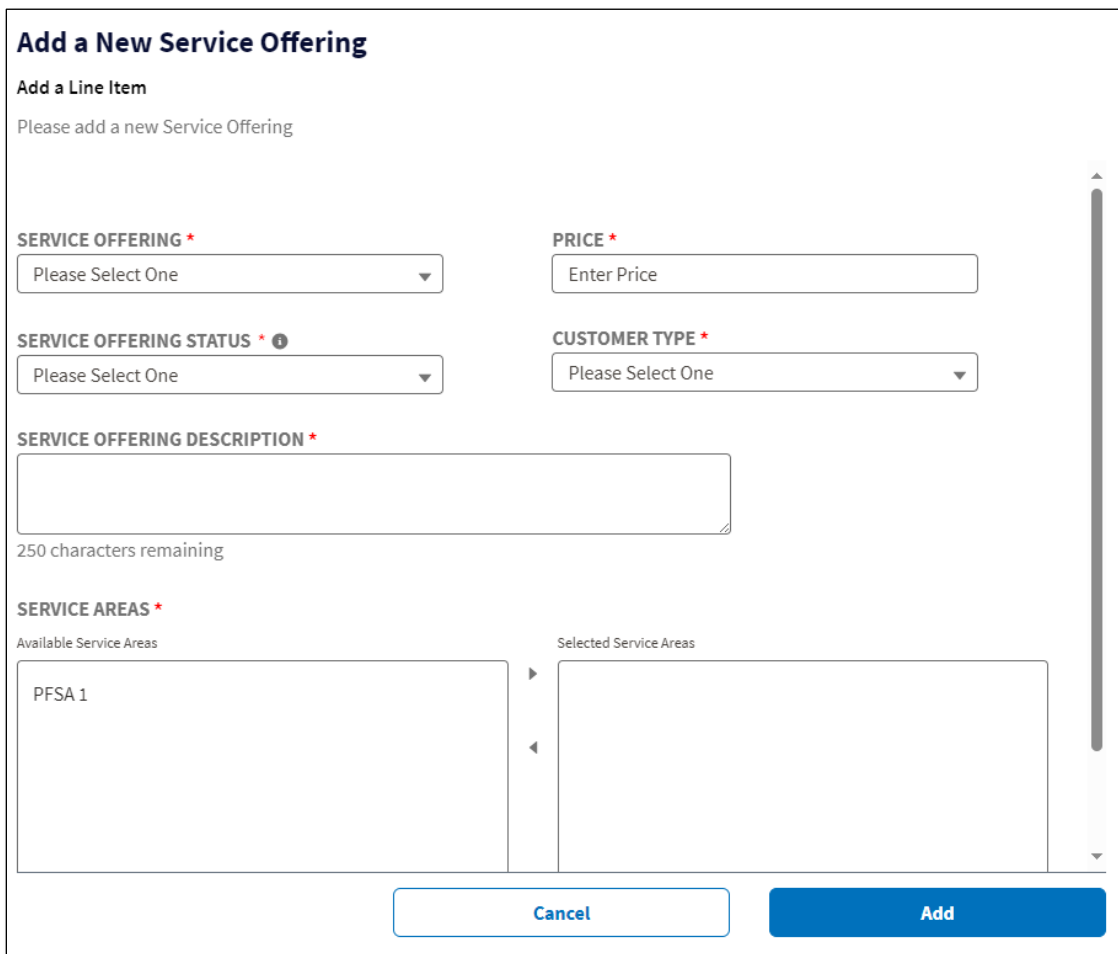
2. The **Service Offerings** page opens. Create a description for each service offering your organization intends to provide during the forecast period. Click the [+New] button (Figure 84).

Figure 84: Service Offerings Page - Partial
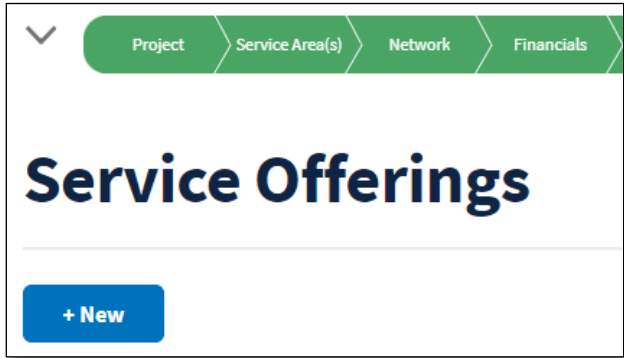
3. The **Add a New Service Offering Line-Item** Window opens (Figure 85).

Figure 85: 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** page. 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 the appropriate service area. then click the right-facing arrow. Then click the right-facing arrow to move the service area to the Selected Service Areas box.
  - Hold down the Control key on your keyboard and click multiple service area names to move them all simultaneously
  - Be sure to choose all of the service areas in which your organization intends to offer the service you're defining
  - To move a service area 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 86). 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 86: Add a New Service Offering Window – Broadband Speed Fields

SERVICE OFFERING *	PRICE *
Data ▼	Enter Price
SERVICE OFFERING STATUS * ⓘ	CUSTOMER TYPE *
Please Select One ▼	Please Select One ▼
BROADBAND DOWNLOAD SPEED *	BROADBAND UPLOAD SPEED *
Please Select One ▼	Please Select One ▼

Service Offering Requirements

You must have at least one offering of 100/100 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 every service area in your project.

7. As you add service offerings, Intake creates and updates a table on the **Service Offerings** page (Figure 87) 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 87: Service Offerings Page Updated

Service Offerings								
SERVICE AREA	SERVICE OFFERING	SERVICE OFFERING DESCRIPTION	SERVICE OFFERING STATUS	BROADBAND DWNLD SPEED	BROADBAND UPLOAD SPEED	CUSTOMER TYPE	PRICE	
NFSA - Existing	Voice	Basic landline s…	Existing			Residential	$9.95	▼
PFSA1	Data/Voice/Video	Popular Bundle	New	100 Mbps	100 Mbps	Residential	$99.95	Edit / Delete

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 87). 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 85).

    b. All fields except the Service Areas are editable. If you need to edit the Service Areas, you must delete the Service Offering and re-add it with the corrected Service Areas.

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 87).

3. A Delete Service Offering window opens in which you can confirm or cancel the deletion. 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 **each** PFSA, and NFSA. You must provide the number of existing subscribers, new subscribers, subscription cancellations, and pricing information for historical and forecast years. This information is used to calculate **Local Network Services Revenue**, an operating revenue that will be reflected on the income statement.

The functionality for NFSA subscriber projections mirrors the functionality for PFSA subscriber projections, except that you will need to provide historical data for the NFSA projections. Therefore, this Manual will not provide in-depth instructions for the NFSA projections.

1. Choose the **Service Offering** submenu option (Figure 83).

2. The **Subscriber Projections** page opens. Choose one of the services areas from the drop-down menu to add subscriber projections (Figure 88).

Figure 88: LNSR – Subscriber Projections Page
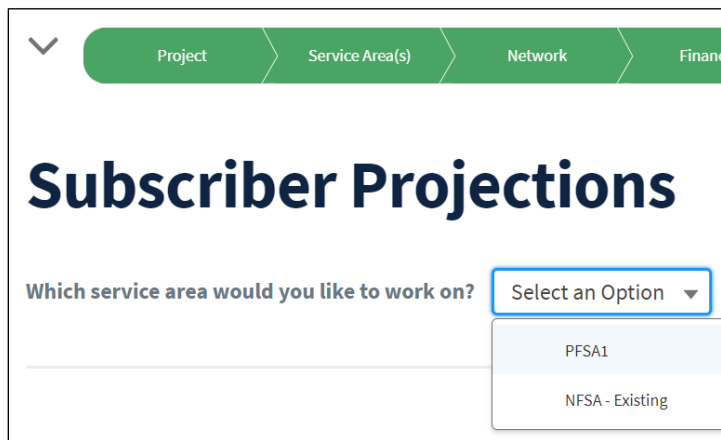
3. A table on the **Subscriber Projections** page opens (Figure 89). The image in Figure 93 s a partial image because the table is wide; you might need to scroll to the right to view all aspects of it.

- 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 historical, bridge and forecast years are on the third line. Historical years are only available for **existing** service offerings

- 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
    - Explain the methodology used to determine these numbers in the line-item assumptions rows of **Network Access Services Revenue**, the assumptions for the associated manual input items on the **Income Statement** or as an uploaded support document
  - 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 89: 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 in every service area.

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 83).

2. The **Other Revenues** page opens (Figure 90) showing one question, "Do you charge an Installation or Setup Fee when connecting new subscribers?" Answer the question.

Figure 90: LNSR – Other Revenues (Top)

Local Network Services Revenue - Other Revenue

Do you charge an Installation or Setup Fee when connecting new subscribers?*   ○ Yes   ○ No

Save

- 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 91), 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 91: LNSR – Other Revenues – Additional Questions

Local Network Services Revenue - Other Revenue

Do you charge an Installation or Setup Fee when connecting new subscribers?*   ◉ Yes   ○ No

On average, how much does the company charge a new subscriber to install or set-up equipment?* $20

Do you have any Other Local Network Services Revenues to report? These revenues may be generated from broadcast network fees, monthly cable modem rental fees, video conferencing fees, etc....* ⓘ   ◉ Yes   ○ No

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 92). 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 92: LNSR – Other Revenues (Bottom)

Do you have any Other Local Network Services Revenues to report? These revenues may be generated from broadcast network fees, monthly cable modem rental fees, video conferencing fees, etc....* ⓘ   ⦿ Yes ◯ No

Local Network Services Revenue - Other Revenue

	HISTORICAL YEARS				BRIDGE YEAR	
LINE ITEM	2020	2021	2022	2023	2024	
Other Local Network Services Revenue	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Please identify what services are generating the Other Local Network Services Revenues.*

[ ]

[Save]

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 reasonability and provide alternate household data, if appropriate. Bear in mind that your projections will feed into the financial statements as support for your organization's revenue.

1. Choose the Other Revenues link, from the **LNSR** submenu (Figure 83).

2. The **Subscriber Breakdown by Service Area** page opens (Figure 93).

The page consists of a table for each service area. The table's title row is collapsible and shows the service area name. There are columns for the four 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 98 below, the line is "Data/Voice/Video" 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 93: Subscriber Breakdown by Service Area Page - Top

Subscriber Breakdown by Service Area

PFSA1 ⌃

	BRIDGE YEAR	FORECAST YEARS				
RESIDENTIAL	2024	2025	2026	2027	2028	2029
Data/Voice/Video	0	19	68	95	180	237
Total Residential Subscribers	0	19	68	95	180	237
Households	37	37	37	37	37	37
Household Penetration Rates	0%	51%	184%	257%	486%	641%

Input Alternate Household Data (Hidden toggle)

Below the table for every PFSA is a summary table (also collapsible) (Figure 94). 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 94: LNSR - Subscriber Breakdown by Service Area - Bottom

Summary ⌃

	BRIDGE YEAR	FORECAST YEARS				
	2024	2025	2026	2027	2028	2029
Total Residential Subscribers	270	540	810	1,080	1,350	1,620
Total Business Subscribers	180	360	540	720	900	1,080

[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 data, go to section 6.1.4.1 to see the instructions for supplying alternate household data. Bear in mind that you must provide supporting 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 95). 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 95: LNSR – Subscriber Breakdown Using Alternate Household Data

PFSA1							^
Input Alternate Household Data ✓⬤ Shown		**BRIDGE YEAR**			**FORECAST YEARS**		
RESIDENTIAL		**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Data/Voice/Video		0	19	68	95	180	237
Total Residential Subscribers		0	19	68	95	180	237
Alternate Households	ⓘ	585	585	585	585	585	585
Alternate Household Penetration		0%	3%	12%	16%	31%	41%

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. The financial statements will rely on this data, so be sure to review it. 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 Other Revenues link, from the **LNSR** submenu (Figure 83).
2. The **Local Network Services Revenue (LNSR)** page opens (Figure 96) 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 area. Each are labeled by their offering type. In Figure 96 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: the total Local Network Services Revenues that will populate on the **Income Statement**. Intake sums the Local Network Services Revenue (Residential and Business), One-time Setup Fees, and Other Local Network Services Revenue

Figure 96: Local Network Services Revenue Page - Partial

Local Network Services Revenue

		BRIDGE YEAR		FORECAST YEARS	
Local Network Services Revenue - Summary					
SERVICE OFFERING	CUSTOMER TYPE	2024	2025	2026	2027
Data	Residential	$4,800	$14,400	$24,000	$33,600
Residential Local Network Services Revenue		$4,800	$14,400	$24,000	$33,600
Residential Average Revenue per User (ARPU)		$600	$900	$1,000	$1,050
One-time Set-up Fees		$150	$150	$150	$150
Other Local Network Services Revenue		$50	$60	$70	$80
Total Local Network Services Revenue		**$5,000**	**$14,610**	**$24,220**	**$33,830**

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 83)

2. The **Alternate Household Documents** page displays a table for each service area that has alternate household data (Figure 97). The page shares the same functionality as the document pages that occur under each tab. Consult 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 97: Alternate Households Documents Page

Alternate Households Documents

PFSA1

Section	Document Type	Description	File Name	User	Date/Time	
❌ Financial Information	Alternate Households Supporting…					▾
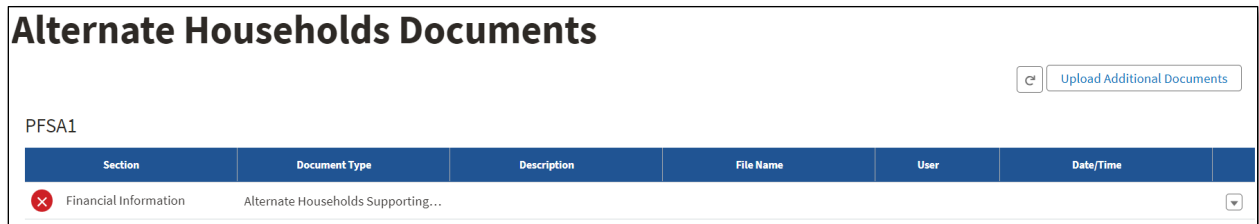
6.2 Competitor Service Offerings

Provide details regarding the service offerings provided by competitors within your service area(s).

1. Choose the Competitor Service Offerings link, from the **Financials** tab menu (Figure 81).
2. The **Competitor Service Offerings** page opens and shows the question, "Does the applicant have any competitor service offerings to report?" Choose your answer. (Figure 98)

   - If No, proceed to the next portion of the application
   - If Yes, a [+New] button opens on the page (Figure 99)

Figure 98: Competitor Service Offerings Page
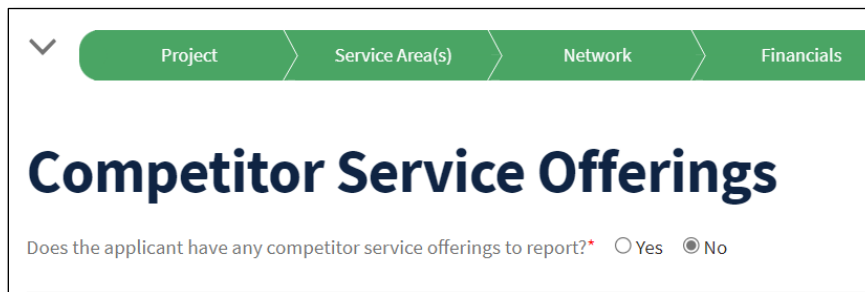
Figure 99: Competitor Service Offerings Page- [+New] Button
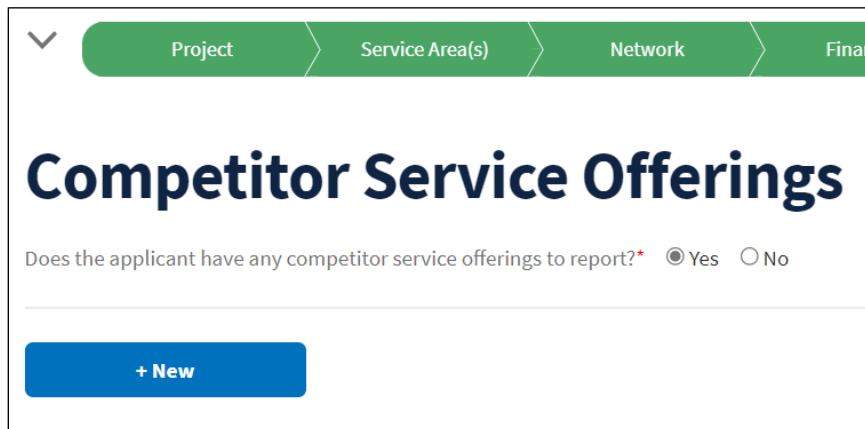
3. Click the [+New] button to open the **Add a New Competitor Service Offering** window.

4. Adding a new competitor service offering functions the same way as adding a service offering for your organization. There is one additional field for the competitor name. Therefore, please see section 6.1.1 for in-depth instructions on adding, editing, and deleting a service offering.

5. Add all competitors in each service area, and all service offerings available from those competitors.

6.3   Depreciation Schedule

In the **Depreciation Schedule**, provide information for Intake to calculate annual depreciation expenses for each year of the forecast period.

> **You must complete all pages in the Network tab before starting on the depreciation information.**

Validate Your Application

You can use the validation feature in section 12.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

The **Depreciation Schedule** has four subpages (Figure 100):

- Depreciation Rates
- Composite Economic Life
- Annual Depreciation Expense (for both PFSA and NFSA if your application includes an NFSA)
- Depreciation Expense Summary

Figure 100: Financials – Depreciation Schedule Submenu
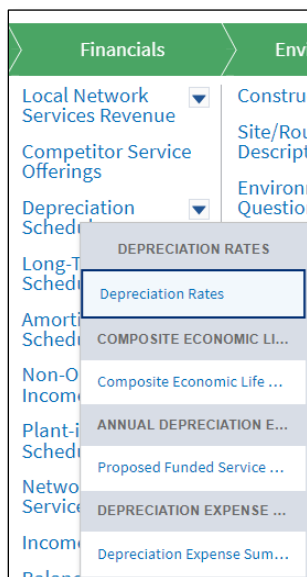
6.3.1	Depreciation Rates

1. Choose the Depreciation Rates link on the **Depreciation Schedule** submenu (Figure 100).

2. The **Depreciation Rates** page opens (Figure 101). The table on the page provides a line for the depreciation rate of each asset type you specified in the **CIW**, grouped by asset category. Your table may be longer or shorter than the example in Figure 106; it depends on how many asset types you specified in the **CIW**.

Enter the applicable depreciation rate (percent) for each asset type. Be sure to use your PUC-approved rates if you stipulated that a PUC approves your rates under **Account Information.**

Depreciation rates for **professional services** must align with the depreciation rates for the **asset category**. For example, if a depreciation rate of 5 percent is used for all the assets in the Outside Plant category, then the depreciation rate of 5 percent or more should be used for any professional services provided for that asset category.

Figure 101: Depreciation Rates Page (Top)

3. Click the [Save] button in the lower right corner of the page after entering the depreciation rates.

6.3.2 Composite Economic Life Calculation

Intake calculates the Composite Economic Life (CEL) based on information that you provided on previous pages. You can review the CEL on this page.

1. Choose the Composite Economic Life link on the **Depreciation Schedule** submenu (Figure 100).

2. The Composite Economic Life page opens (Figure 102) and shows a table that provides the depreciation rate, CEL, and annual depreciation expenses for the bridge year and the forecast years. This data is provided for every asset type in the project and the asset types are grouped by their asset categories.

Figure 102: Composite Economic Life Page - Top

Composite Economic Life

Network and Access Equipment

PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2025	2026	2027	2028	2029	TOTAL INVESTMENT AMOUNT	ECONOMIC LIFE VALUE
Routing Equipment	5.00%	20	$500	$0	$0	$0	$0	$500	$10,000
Total Network and Access Equipment			$500	$0	$0	$0	$0	$500	$10,000

Outside Plant

PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2025	2026	2027	2028	2029	TOTAL INVESTMENT AMOUNT	ECONOMIC LIFE VALUE
Copper Cable - Buried	6.00%	16.67	$37,000	$700	$70	$4	$0	$37,774	$629,567
Total Outside Plant			$37,000	$700	$70	$4	$0	$37,774	$629,567

3. Review the table and be sure to take note of the overall composite economic life for the project which is in the last line of the table (Figure 103).

Figure 103: Composite Economic Life Page - Bottom

Composite Economic Life	27

6.3.3 Annual Depreciation Expense

You can view the annual depreciation expense here for assets included in the **CIW**. The annual depreciation expense is calculated based on the **CIS** and the depreciation rates you previously provided.

1. Choose the Annual Depreciation Expense link on the **Depreciation Schedule** submenu (Figure 100). If your applications has both PFSAs and NFSAs, this part of the submenu will have a link for the summary for each type of service area.

2. The **Annual Depreciation Expense** page for the corresponding service area type (PFSA and NFSA) opens (Figure 104), showing a table summarizing the **CIW** asset categories, their corresponding asset types, depreciation rates, CEL, and the annual depreciation

expense for the bridge year and the forecast years. This data is provided for every asset type in the project and the asset types are grouped by their asset categories.

Figure 104: Annual Depreciation Expense Page – Partial

Annual Depreciation Expense (PFSA)

Network and Access Equipment

PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2024	2025	2026	2027	2028	2029
Routing Equipment	5.00%	20	$0	$25	$25	$25	$25	$25
Total Network and Access Equipment				$25	$25	$25	$25	$25

Outside Plant

PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2024	2025	2026	2027	2028	2029
Copper Cable - Buried	6.00%	16.67	$0	$2,220	$2,262	$2,266	$2,266	$2,266
Total Outside Plant				$2,220	$2,262	$2,266	$2,266	$2,266

Buildings

PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2024	2025	2026	2027	2028	2029
Pre-Fab Huts			$0	$0	$0	$0	$0	$0

3. Review the table. The last line of the table provides the annual depreciation expense totals (Figure 105).

Figure 105: Annual Depreciation Expense – Total Line

Total Annual Depreciation Expenses	$0	$22,500	$71,426	$98,532	$98,532

6.3.4 Depreciation Expense Summary

Enter depreciation expenses for existing Plant, Property, and Equipment (PPE), planned non-telecommunications plant additions during the forecast period, and less grant-funded plant (see the Program Guide to determine whether you include information on grant-funded plant).

The table on the page also has a row for the Telecommunications Plant – PFSA. The Intake System calculates the depreciation expenses for this row based on previously entered information. If your project also has an NFSA, you will see a Telecommunications Plant – NFSA line calculated by Intake as well.

1. Choose the Depreciation Expense Summary link on the **Depreciation Schedule** submenu (Figure 100).

2. The **Depreciation Expense Summary** page displays (Figure 106). Enter annual depreciation expenses for existing PPE, and non-telecommunications plant added during the bridge year or forecast period.

   - **Only Applicable for Cooperatives**: if you are using the Contribution in Aid of Construction (CIAC) accounting method, use the "Less Grant-Funded Plant" line item to deduct depreciation calculations related to grant-funded plant

Figure 106: Depreciation Expense Summary Page

Depreciation Expense Summary

Depreciation Expense Summary			
ASSET TYPE	2024	2025	2026
Existing Property, Plant and Equipment	$0	$0	$0
Non-telecommunications plant added during forecast period	$0	$0	$0
Telecommunications Plant - PFSA	$0	$0	$0
Less Grant-Funded Plant	$0	$0	$0
Total Annual Depreciation Expense Summary	**$0**	**$0**	**$0**

3. Click the [Save] button to save your data after completing your data entry.

6.4   Long-Term Debt Schedule

On these pages, provide information related to your organization's long-term debt outstanding during the forecast period. You must complete these pages before moving on to other pages under the **Financials** tab.

> ### Validate Your Application
> You can use the validation feature in section 12.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

The **Long-Term Debt Schedule** has six subpages (Figure 107):

- Funded Debt – Existing RUS, RTB, or FFB Notes
- Funded Debt – Other
- Funded Debt – Rural Development
- Other Long-Term Debt
- Long-Term Debt Documents
- Obligations Under Capital Lease

Figure 107: Financials – Long-Term Debt Schedule Submenu
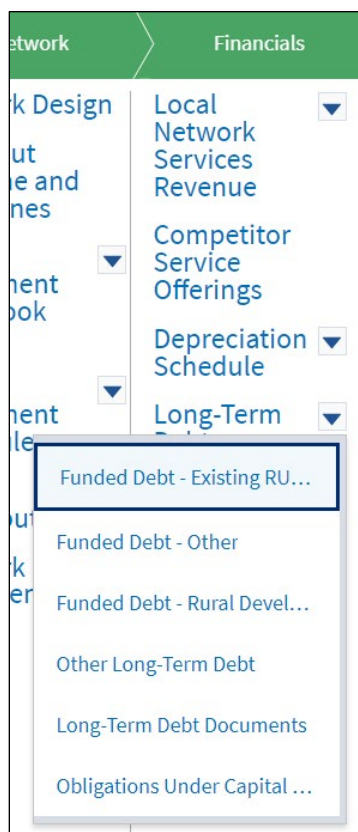
You must also provide copies of debt documents to support each long-term debt item. See section 6.4.6.

You will provide the same or very similar data for each type of long term debt held by your organization. This Manual will fully describe how to enter information about the **Funded Debt – Existing RUS, RTB, or FFB Notes**, and the **Funded Debt – Other** types of debt. The Manual will then provide abbreviated sections for each of the subsequent long-term debt types, noting any variation from the first two types described.

6.4.1   Funded Debt – Existing RUS, RTB, or FFB Notes

This page captures all existing RUS notes, including all Telecom and Electric loans.

1. Choose the Funded Debt – Existing RUS, RTB. or FFB Notes link on the **Long-Term Debt Schedule** submenu (Figure 107).

2. The **Funded Debt-Existing RUS/RTB/FFB** page displays (Figure 108). Answer the question about whether your organization has any existing RUS debt to report by clicking the applicable radio button. **NOTE: Every type of long-term debt has the same question. Answer each as appropriate for your organization.**

   - If No, proceed to the next long term debt type.
   - If Yes, a [+New] button appears; proceed to step 3

3. Click the [+New] button to open the **Add a Funded Debt - RUS/RTB/FFB Notes** window (Figure 109).

4. Enter the following information in the window:

   - RUS ID: enter the RUS ID. For example: "ND1501"

   - Note Designation: enter an alphanumeric note designation for the debt item. For example, "A75". This information needs to be shown on a per note basis

   - Loan Description: choose the appropriate option from the drop-down menu

   - Original Principal Balance: enter the original dollar amount of the debt

   - Outstanding Principal Balance: enter the dollar amount. The Outstanding Principal balance should be based on the amount that has been advanced by RUS to you as of the submission date of the application. This is different from this line item for other long-term debt items

   - Annual Interest Rate (%): enter the appropriate interest rate value for the debt item in percent form (for example, 2.00 = 2 percent). For Notes under which multiple advances have occurred (with each advance having its own interest rate), enter the average interest rate into this field

   - Term of Note (Years): enter the appropriate numerical value

   - Number of Payments (per Year): enter the appropriate numerical value

   - Annual Payment Amount: enter the appropriate dollar amount

   - Date of Note: Enter the date or click the calendar icon to the right of the text box and choose the correct date.

5. Click the [Add] button to add the debt item to the **Funded Debt – Existing RUS/RTB/FFB** Table.

Figure 109: Add a Funded Debt - RUS/RTB/FFB Notes Window.

6. Repeat steps 3, 4 and 5 for every long-term debt item in this category.
7. The Intake System creates a table that summarizes every note you add (Figure 110). Figure 115 shows only one note but the table will extend to accommodate all of the notes you add.

Figure 110: Funded Debt RUS/RTB/FFB Notes Page Loan Table (Top)

			Funded Debt - RUS/RTB/FFB Notes				
RUS ID	**Note Designation**	**Loan Description**	**Original Principal Balance**	**Outstanding Principal Balance**	**Annual Interest Rate**	**Term of Note (years)**
ND1234	P42	RUS - Broadband	$1,000,000	$800,000	2.75%	12

8. Below the note table, Intake provides an amortization table for each note added. The tables are labeled with the RUS ID for each note (Figure 111).

For each amortization table, enter the bridge year and forecast years payment information for the following line items. The remaining line items in the table are calculated from the inputs of this step:

- New Borrowing
- Interest Paid
- Principal Paid
- Long-Term Portion for the bridge year only

Figure 111: Funded Debt RUS/RTB/FFB Notes Page- Amortization Table Example

9. Intake creates a summary table at the very bottom of the **Funded Debt RUS/RTB/FFB Notes** page below all of the amortization tables if there is more than one long-term debt item entered (Figure 112).

Figure 112: Funded Debt RUS/RTB/FFB Notes Page- Summary - Partial

10. Click the [Save] button at the bottom right-hand side of the screen (not pictured) when you have provided all information for the page.

6.4.2 Funded Debt – Other

Enter information related to outstanding amounts of long-term debt issued by other non-USDA lenders.

1. Choose the Funded Debt – Other link on the Long-Term Debt Schedule submenu (Figure 107).

2. **The Funded Debt – Other** page displays (Figure 113). Answer the question about whether your organization has any existing other debt to report by clicking the applicable radio button. NOTE: Every type of long-term debt has the same question. Answer each as appropriate for your organization.

   - If No, proceed to section 6.4.3 of this document
   - If Yes, a [+New] button appears; proceed to step 3

Figure 113: Funded Debt - Other Page

3. Click the [+New] button to open the **Add a Funded Debt – Other** window (Figure 114).
4. Enter the following information in the window:

   - Long-Term Debt Identifier: enter the identifier (note number or other identifier) for the debt item
   - Name of Lender: enter the name of the lender that funded the debt
   - Loan Description: enter a description of the loan's purpose
   - Original Principal Balance: enter the original dollar amount of the debt
   - Outstanding Principal Balance: enter the dollar amount. The Outstanding principal balance should be the balance that will be outstanding as of the end of the bridge year
   - Annual Interest Rate (%): enter the appropriate interest rate value in percent form (for example, 2.00 = 2 percent)
   - Term of Note (Years): enter the appropriate numerical value
   - Number of Payments (per Year): enter the appropriate numerical value

- Annual Payment Amount: enter the appropriate dollar amount.
- Start Date of Loan: enter the date or click the calendar icon to the right of the text box and choose the correct date
- "Is the Loan Secured by Applicant's Assets, Revenues or Stock?" Select the response from the drop-down menu
- "Is Security Evidenced by UCC?" Choose the response from the drop-down menu
- State of UCC Filing: Choose the state from the drop-down menu.
- Date of UCC Filing: enter the date or click the calendar icon to the right of the text box and choose the correct date

5. Click the [Add] button to add the debt item to the **Funded Debt – Other** page.

Figure 114: Add a Funded Debt – Other Window

6. Repeat steps 3, 4 and 5 for every long-term debt item in this category.

7. Intake creates a table that summarizes every note you add. Figure 115 shows only one note, but the table will extend to accommodate all of the notes you add.

Figure 115: Funded Debt – Other Page Loan Table - Top

Funded Debt - Other							
Long-Term Debt Identifier	Name of Lender	Loan Description	Outstanding Principal Balance	Annual Interest Rate	Term of Loan (years)	Start Date of Loan	
LTD Other 01	Lender 010	Construction...	$589,232	3.40%	8	2014-06-12	▼

8. Below the note table, Intake provides an amortization table for each note added. The tables are labeled with the Long-Term Debt Identifier for each note.

   - The table is identical to the amortization table example provided for the **RUS/RTB FFB Notes** in Figure 111. There is one small difference: you do not enter any data in the bridge year field for the Long-Term Debt – LTD line. Therefore, this Manual does not reproduce the image here

   - Refer to Figure 111 and Step 8 in section 6.4.1 to complete this table for all debt items entered in this category

9. Intake creates a summary table at the very bottom of the **Funded Debt – Other** page below all of the amortization tables if there is more than one long-term debt item entered.

   - The table is identical to the summary table example provided for the **RUS/RTB/FFB Notes** in Figure 112. Therefore, this Manual does not reproduce the image here

10. Click [Save] at the bottom right-hand side of the screen. A save confirmation message appears at the top of the screen.

6.4.3 Funded Debt – Rural Development

Enter information related to outstanding amounts of other funded debt from Rural Development.

1. Choose the Funded Debt – Other link on the **Long-Term Debt Schedule** submenu (Figure 107).

2. The **Funded Debt – Rural Development** page displays. It is identical to the **Funded Debt – Other** page, so it is not reproduced here. See Figure 113 for reference. Answer the question about whether your organization has any existing other debt to report by clicking the applicable radio button. **NOTE: Every type of long-term debt has the same question.** Answer each as appropriate for your organization.

   - If No, proceed to the next long term debt type

   - If Yes, a [+ New] button appears; proceed to step 3

3. Click the [+New] button to open the **Add a Funded Debt -Rural Development** window. It is identical to the **Add a Funded Debt – Other** window, so it is not reproduced here. See Figure 114 for reference.

4. Enter the information listed in step 4 of section 6.4.2 in the window.

5. Click the [Add] button to add the debt item to the **Funded Debt – Rural Development** page.

6. Repeat steps 3, 4, and 5 for every long-term debt item in this category.

7. Intake creates a table on the page that summarizes every note you add. It is identical to the **Funded Debt – RUS/RTB/FFB Notes** page, so it is not reproduced here. See Figure 110.

8. Below the note table, Intake provides an amortization table for each note added. The tables are labeled with the Long-Term Debt Identifier for each note.

   • The table is identical to the amortization table example provided for the **RUS/RTB FFB Notes** in Figure 111. There is one small difference: you do not enter any data in the bridge year field for the Long-Term Debt – LTD line. Therefore, this Manual does not reproduce the image here

   • Refer to Figure 111 and Step 8 in section 6.4.1 to complete this table for all debt items entered in this category

9. Intake creates a summary table at the very bottom of the **Funded Debt – Rural Development** page below all of the amortization tables if there is more than one long-term debt item entered. The table is identical to the summary table example provided for the **RUS/RTB/FFB Notes** in Figure 112. Therefore, this Manual does not reproduce the image here

10. Click the [Save] button at the bottom right-hand side of the screen when you have provided all information for the page.

6.4.4 Other Long-Term Debt

Enter information related to outstanding amounts of other long-term debt. This is debt that does not fit in any of the other long-term debt categories.

1. 1. Choose the Funded Debt – Rural Development link on the **Long-Term Debt Schedule** submenu (Figure 107).

2. The **Other Long-Term Debt** page displays. It is identical to the **Funded Debt – Other** page, so it is not reproduced here. See Figure 113 for reference. Answer the question about whether your organization has any existing other debt to report by clicking the applicable radio button. **NOTE: Every type of long-term debt has the same question.** Answer each as appropriate for your organization.

   • If No, proceed to the next debt type

   • If Yes, a [+New] button appears. Proceed to step 3

3. 3. Click the [+New] button to open the **Add an Other Long-Term Debt** window. It is identical to the **Add a Funded Debt – Other** window, so it is not reproduced here. See Figure 114 for reference.

4. Enter the information listed in step 4 of section 6.4.2 in the window:

5. Click the [Add] button to add the debt item to the **Other Long-Term Debt** page.

6. Repeat steps 3, 4 and 5 for every long-term debt item in this category.

7. Intake creates a table on the page that summarizes every note you add. It is identical to the **Funded Debt – RUS/RTB/FFB Notes** page, so it is not reproduced here. See Figure 110 for reference.

8. Below the note table, Intake provides an amortization table for each note added. The tables are labeled with the Long-Term Debt Identifier for each note.

   • The table is identical to the amortization table example provided for the **RUS/RTB FFB Notes** in Figure 111. There is one small difference: you do not enter any data in the

bridge year field for the Long-Term Debt – LTD line. Therefore, this Manual does not reproduce the image here

- Refer to Figure 111 and Step 8 in section 6.4.1 to complete this table for all debt items entered in this category

9. Intake creates a summary table at the very bottom of the **Other Long-Term Debt** page below all of the amortization tables if there is more than one long-term debt item entered.

- The table is identical to the summary table example provided for the **RUS/RTB/FFB Notes** in Figure 112. Therefore, this Manual does not reproduce the image here
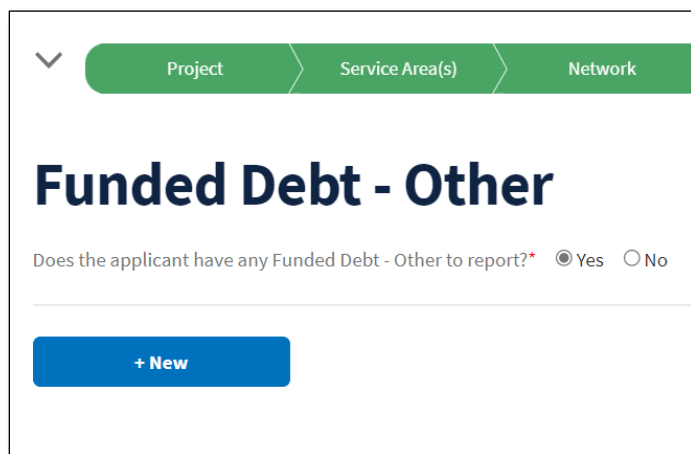
10. 10. Click the [Save] button at the bottom right-hand side of the screen when you have provided all information for the page

---

6.4.5   Obligations Under Capital Lease

Enter information related to obligations under capital lease. This section of the Manual refers to previous sections for page images and instructional steps. The capital lease obligations use the same functionality and require almost the same information as other types of long-term debt. Assume references to loans or notes, and lenders, refer to leases and lessors when reporting an obligation under capital lease. This Manual will note any items where treatment of a capital lease differs from other types of long-term debt in this section.

1. Choose the Obligations Under Capital Lease link on the **Long-Term Debt Schedule** submenu (Figure 107).

2. 2.   The **Obligations Under Capital Lease** page opens. It is identical to the **Funded Debt – Other** page, so it is not reproduced here. See Figure 113 for reference. Answer the question about whether your organization has any existing other debt to report by clicking the applicable radio button.

- If No, proceed to the **Long-Term Debt Documents** page

- If Yes, a [+New button] appears. Proceed to step 3

3. Click the [+New] button to open the **Add an Obligations Under Capital Lease** window. It is almost identical to the **Add a Funded Debt – Other** window, so it is not reproduced here. See Figure 114 for reference. The **Obligations Under Capital Lease** window doesn't include fields for:

- Is the loan secured by the applicant's assets, revenues, or stock?
- Is security evidenced by UCC?
- State of UCC filing
- Date of UCC filing

4. Enter the information listed in step 4 of section 6.4.2 in the window:

5. Click the [Add] button to add the debt item to the **Obligations Under Capital Lease** page.

6. Repeat steps 3, 4, and 5 for every long-term debt item in this category.

7. Intake creates a table on the page that summarizes every note you add. It is identical to the **Funded Debt – RUS/RTB/FFB Notes** page, so it is not reproduced here. See Figure 110 for reference.

8. Below the note table, Intake provides an amortization table for each note added. The tables are labeled with the Long-Term Debt Identifier for each note.

- The table is identical to the amortization table example provided for the **RUS/RTB FFB Notes** in Figure 111. There is one small difference: you do not enter any data in the bridge year field for the Long-Term Debt – LTD line. Therefore, this Manual does not reproduce the image here
- Refer to Figure 111 and Step 8 in section 6.4.1 to complete this table for all debt items entered in this category

9. Intake creates a summary table at the very bottom of the **Obligations Under Capital Lease** page below all of the amortization tables if there is more than one long-term debt item entered.

- The table is identical to the summary table example provided for the **RUS/RTB/FFB Notes** in Figure 112. Therefore, this Manual does not reproduce the image here

10. Click the [Save] button at the bottom right-hand side of the screen when you have provided all information for the page.

6.4.6   Long-Term Debt Documents

Every non-RUS item of long-term debt (or capital lease) that you included requires a supporting document to substantiate it. You will upload those supporting documents on this page. Table 10 lists these documents. Also, see the Program Guide for more information on long-term debt.

Validate Your Application

You can use the validation feature in section 12.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

---

1. Choose the Long-Term Debt Documents link on the **Long-Term Debt Schedule** submenu (Figure 107).
2. The **Long-Term Debt Documents** page displays a series of tables, one for each non-RUS long-term debt item you entered in Intake (Figure 116).

Figure 116: Long-Term Debt Documents Page

Upload, view or delete the required documents using the instructions in section Network Documents (**Network Documents**) because almost all document pages share the same functionality.

> **NOTE: Each item of debt has its own [Upload Additional Documents] button, so if you need to add more than one document to support a debt item, ensure that you use the [Upload Additional Documents] button that corresponds to that debt item, not just the one at the top of the page.**

6.5   Amortization Schedule

You must complete the **CIW, CIS, Depreciation Schedule** and the **Long-Term Debt Schedule,** and all pages that support the tabs and schedules listed here, before beginning the **Amortization Schedule**. If any changes were made to any of the previous pages, you must resave them.

Validate Your Application

You can use the validation feature in section 12.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

An Amortization Schedule **MUST** be generated before an application can be submitted when there is a loan component (50 Percent Loan/50 Percent Grant, and 100 Percent Loan).

The **Amortization Schedule** has two subpages (Figure 117):

- New RUS Debt
- Funded Debt – Summary

Figure 117: Financials – Amortization Schedule Submenu
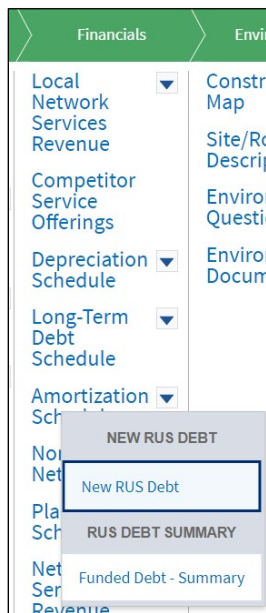
| 6.5.1 | New RUS Debt |

Enter information about the loan you are requesting for your project, so that Intake can calculate an Amortization Schedule. The pre-populated table shows the Amortization Schedule of the ReConnect loan funds. This schedule is only applicable to 100 Percent Loan, and 50 Percent Loan/50 Percent Grant applications.

1. Choose New RUS Debt from the **Amortization Schedule** submenu (Figure 117).

2. The **Amortization – New RUS Debt** page displays (Figure 118). The page consists of a table that includes loan information. The following fields auto-populate:

   - Loan Disbursement Amount: *from the CIS*

   - Total Loan Amount: *from the PFSA CIW Summary*

   - Loan Term (Years): *generated from the Composite Economic Life Calculation page and is based on the depreciation rates plus the deferral period*

   - Deferral Period: *defaults to 3 years*

   - Interest Rate: defaults to 2.00%

     o The interest rate for a 100 Percent Loan is auto-populated as 2 percent. For a 50 Percent Loan/50 Percent Grant input the appropriate Treasury Rate in percent form (for example, 2.00 = 2 percent). The Treasury rates are released daily at Federal Reserve - H.15 Selected Interest Rates. If your loan term falls between two maturities, use the average of the two

Figure 118: Amortization Schedule – New RUS Debt page

3. Click the [Calculate Payments] button after entering the interest rate (if necessary). Intake will update **New RUS Debt** page by adding an amortization summary below the Loan Information table (Figure 119).

   The amortization summary has a column for the bridge year and one column for each of the five forecast years.

The tables' rows are:

- Monthly Payment
- Annual Payment
- Monthly Interest Rate (%)
- Annual Interest Rate (%)
- Future Year Advance Amount
- Deferral Period (Years)
- Number of Repayment Months
- Loan Term (Mos.) Deferred
- Loan Term (Mos.)

Figure 119: New RUS Debt Page – Amortization Summary

Amortization Summary						
	2025	**2026**	**2027**	**2028**	**2029**	**2030**
Monthly Payment	$0	$10,767.74	$4,220.95	$2,947.13	$0	$0
Annual Payment	$0	$129,212.89	$50,651.45	$35,365.57	$0	$0
Monthly Interest Rate(%)	0.3975%	0.3975%	0.3975%	0.3975%	0.3975%	0.3975%
Annual Interest Rate(%)	4.7700%	4.7700%	4.7700%	4.7700%	4.7700%	4.7700%
Future Year Advance Amount	$0	$1,250,000	$490,000	$342,125	$0	$0
Deferral Period (Years)		2	1	0	0	0
Number of Repayment Months	0	0	0	5	12	12
Loan Term (Mos.) - Deferred	156	156	156			
Loan Term (Mos.)				156	144	132

4. Intake also generates an amortization monthly payment schedule (Figure 120) for the first five advance years below the summary. You can expand and collapse each payment schedule by clicking on its dark blue title bar. Each schedule has a row for each payment and displays the following columns of information:

- Payment Month
- Beginning Balance
- Payment
- Interest
- Principal
- Ending Balance

Figure 120: New RUS Debt Page – Payment Schedule Example

Amortization Monthly Payment Schedule for Advance Year: 2025	⌄

Amortization Monthly Payment Schedule for Advance Year: 2026	⌄

Amortization Monthly Payment Schedule for Advance Year: 2027	⌄

Amortization Monthly Payment Schedule for Advance Year: 2028 ︿

PAYMENT MONTH	BEGINNING BALANCE	PAYMENT	INTEREST	PRINCIPAL	ENDING BALANCE
1	$342,125.00	$2,947.13	$1,359.95	$1,587.18	$340,537.82
2	$340,537.82	$2,947.13	$1,353.64	$1,593.49	$338,944.32
3	$338,944.32	$2,947.13	$1,347.30	$1,599.83	$337,344.50
4	$337,344.50	$2,947.13	$1,340.94	$1,606.19	$335,738.31

5. Below the payment schedules Intake generates a Funded Debt – New Loan table (also expandable, see Figure 121). The information in this table feeds into the financial statements.

    The table has columns for the five forecast years, and provides information for the following rows:

    - Interest Paid
    - Principal Paid
    - Total Debt Service
    - Long-Term Portion – LTD
    - Current Maturities – LTD
    - Year-End Balance – LTD

Figure 121: New RUS Debt – Funded Debt – New Loan Table

Funded Debt - New Loan ︿

	FORECAST YEARS				
	2025	2026	2027	2028	2029
Interest Paid	$0	$29,813	$71,312	$90,579	$93,895
Principal Paid	$0	$0	$0	$58,535	$121,335
Total Debt Service	$0	$29,813	$71,312	$149,114	$215,230
Long-Term Portion - LTD	$0	$1,250,000	$1,681,465	$1,902,255	$1,775,005
Current Maturities - LTD	$0	$0	$58,535	$121,335	$127,250
Year-End Balance LTD	$0	$1,250,000	$1,740,000	$2,023,590	$1,902,255

6.5.2 Funded Debt – Summary

Intake provides a summary amortization schedule that aggregates outstanding RUS, RTB and FFB Loans, and requested loan funds.

Choose Funded Debt – Summary from the **Amortization Schedule** submenu (Figure 117).

The **Funded Debt – Summary** page provides a table (Figure 122) that has a column for the bridge year and each of the five forecast years. The table has data for the following rows:

- New Borrowing
- Interest Paid
- Principal Paid
- Total Debt Service
- Long-Term Portion – LTD
- Current Maturities – LTD
- Year-End Balance – LTD

Figure 122: Funded Debt – Summary Page

Funded Debt Summary	BRIDGE YEAR	FORECAST YEARS				
	2024	2025	2026	2027	2028	2029
New Borrowing	$0	$0	$0	$0	$0	$0
Interest Paid	$0	$0	$29,813	$71,312	$90,579	$93,895
Principal Paid	$0	$0	$0	$0	$58,535	$121,335
Total Debt Service	$0	$0	$29,813	$71,312	$149,114	$215,230
Long-Term Portion - LTD	$2,750,000	$2,750,000	$4,000,000	$4,431,465	$4,652,255	$4,525,005
Current Maturities - LTD	$0	$0	$0	$58,535	$121,335	$127,250
Year-End Balance - LTD	$2,750,000	$2,750,000	$4,000,000	$4,490,000	$4,773,590	$4,652,255

6.6 Non-Operating Net Income (NONI)

Record any non-operating revenues and expenses. Intake will calculate the non-operating net income, and include it in the income statement.

1. 1. Choose the Non-Operating Net Income link from the Financials tab menu (Figure 81).
2. The **Non-Operating Net Income** page displays (Figure 123). Select the appropriate radio button to answer the question, "Does the applicant have any non-operating revenues and expenses to report?"

- If No, proceed to next portion of the application

- If Yes, a [+New] button appears; proceed to step 3. You will also see a banner reminding you to resave the income statement if you make any changes to the original information you provide on the **Non-Operating Net Income** page

Figure 123: Non-Operating Net Income Page

3. Click the [+New] button to add a revenue or expense item.
4. The **Add a Non-Operating Net Income Line Item** window opens (Figure 124). Complete the required fields, then click the [Add] button. Required fields:

   - Non-Operating Item Type(drop-down):Non-Operating Revenue, Non-Operating Expense
   - Title: enter a concise, descriptive title for the item
   - Assumptions: briefly and clearly describe the item

Figure 124: Add a Non-Operating Net Income Line Item

5. Intake updates the **Non-Operating Net Income** page with a table that displays each revenue or expense item you add, and provides a drop-down menu for each item that has options to edit or delete the item (Figure 125).

The table has columns for the four historical years, the bridge year, and the five forecast years. The revenue and expense items are grouped by those categories, which are collapsible by clicking on their dark blue title bars. You may need to scroll left and right to view each of the columns. Each revenue or expense item contains a field for every year in the table.

Record the annual amount for the item in all of the fields, entering a zero if there is no amount for a given year.

Intake calculates a running net income total at the bottom of the table for each year.

Figure 125: Non-Operating Net Income Page – Line-Item Table

6. Click the [Save] button when you have entered your information. You can save the page at any time even if you have not entered all of your information yet.
7. Repeat steps 3 through 6 for every item of non-operating revenue or expense you have. Remember to click the [Save] button when the page is fully complete.

6.6.1   Editing or Deleting a Non-Operating Net Income Line Item

1. Click the drop-down menu on the right-hand side of the line item (see Figure 125). The drop-down opens, showing options to [Edit] or [Delete].

2. The **Edit a Non-Operating Net Income Line Item** window opens and shows the same fields as the **Add a Non-Operating Net Income Line Item** window (Figure 124). Make your changes and click the [Save] button on the window. Update any of the annual columns as necessary and click the [Save] button for the page as well.

3. To delete a line item, choose Delete from a line item's drop-down menu. Confirm or cancel the deletion in the resulting window. Click the [Save] button on the **Non-Operating Net Income** page after you've finished your deletion.

6.7 Plant-in-Service Schedule

Enter information related to existing telecommunications plant and non-telecommunications plant. Intake will reflect this information on the balance sheet.

1. Choose the Plant-in-Service Schedule link from the **Financials** tab menu (Figure 81).

2. The **Plant-in-Service Schedule** page displays a table which is pre-populated with amounts based on the **CIS**. You will also see a banner reminding you to resave the balance sheet if you make any changes to the original information you provide on the **Plant-in-Service Schedule**. The table has columns for the bridge year and each of the five forecast years (Figure 126).

   - Intake completes the Telecommunications Plant Additions – PFSA row with data from the **CIS**. If your project has an NFSA, there will be an additional row, Telecommunications Plant Additions – NFSA, also showing data from the **CIS**

   - Intake also completes the Plant-in-Service, End of Year line based on your information

3. Enter information in the following fields into the table. Remember to enter a zero if an item doesn't apply for a particular year.

   - Plant-in-Service, Beginning of Year: enter the appropriate dollar amount into the bridge year field. Values for subsequent years are calculated based on plant additions and retirements

   - Non-Telecommunications Plant Additions: enter the appropriate dollar amounts into the Bridge Year and Forecast Years

   - Less Plant Retirements: enter the appropriate dollar amounts

   - Less Grant Funded Expenses or Less Capitalized Expenses (New): enter the appropriate dollar amounts into the Bridge Year and Forecast Years

     o **All Entities**: this line item is used to account for all capitalized expenses which, under ReConnect, would normally be paid for with Grant funds. However, this includes all other expenditure costs captured on the **CIS**

   - Less Grant Funded Assets (New): enter the appropriate dollar amounts

     o **Cooperatives:** For the cooperatives using the CIAC method the CIAC method, provide values for projected plant-in-service. However, cooperatives using the deferred revenue recognition method do not enter any Less Grant Funded Assets on the **Plant-in-Service Schedule**

     o **All Other Entities**: do not enter any values for Less Grant Funded Assets (New)

4. Click the [Save] button located in the bottom right-hand corner of the page. A success message appears top-centered on the screen.

Figure 126: Plant-in-Service Schedule Page

Plant-in-Service Schedule

	BRIDGE YEAR	FORECAST YEARS				
	2024	**2025**	**2026**	**2027**	**2028**	**2029**
Plant-in-Service, Beginning of Year		$0	$0	$1,250,000	$1,828,522	$2,170,647
Telecommunications Plant Additions - PFSA	$0	$0	$1,250,000	$578,522	$342,125	$0
Non-Telecommunications Plant Additions						
Less Plant Retirements						
Less Grant-Funded Expenses ⓘ						
Less Grant-Funded Assets ⓘ						
Plant-in-Service, End of Year	$0	$0	$1,250,000	$1,828,522	$2,170,647	$2,170,647

Save

6.8   Network Access Services Revenue

Enter information related to Network Access Services Revenues (NASR). These are revenues derived from the provision of telecommunications services and include various types of state and federal universal service support as well as other NASR. You will also need to supply supporting documentation for this type of revenue. See section 6.12 for instructions on adding the documentation.

1. Choose the Network Access Services Revenue link from the **Financials** tab menu (Figure 81).

2. The **Network Access Services Revenue** page displays (Figure 127). Select the appropriate radio button to answer the question, "Does the applicant have any Network Access Services Revenue to report?"

   - If No, proceed to the next portion of the application

   - If Yes, a [+New] button opens on the page. You will also see a banner reminding you to resave the income statement if you make any changes to the original information you provide on the **Network Access Services Revenue** page

Figure 127: Network Access Services Revenue Page

3. Click the [+New] button to add a NASR item.

4. The **Add a Network Access Services Revenue Line Item** window opens (Figure 128). Complete the required fields, then click the [Add] button.

NOTE: You do not have to add every type of NASR line item. Only add those for which your organization receives revenues. All of the types are listed here for reference.

Required fields:

   - Line Item:
     - Carrier Interstate Switched Access Charges
     - Carrier Intrastate Switched Access Charges
     - End User Federal Access Recovery Charges
     - End User Federal Broadband Loop Only Charges
     - End User Federal Subscriber Line Charges

- o End User State Subscriber Line Charges
- o Federal USF Alaska Plan Support
- o Federal USF Auction Support (RBE, CAF II, RDOF)
- o Federal USF Connect America Fund Broadband Loop Support (formerly ICLS)
- o Federal USF Connect America Fund Intercarrier Compensation Support
- o Federal USF Frozen High Cost Support
- o Federal USF High Cost Loop Support
- o Federal USF High Cost Model Based Support (CAM or A-CAM, REVISED ACAM)
- o Interstate Special Access Charges (aka Business Data Service Charges)
- o Intrastate Special Access Charge
- o Other Network Access Services Revenue
- o State Universal Support
- Assumptions: briefly and clearly describe the item

Figure 128: Add Network Access Service Revenue Line-Item Window

5. Intake updates the **Network Access Services Revenue** page with a table that displays each revenue or expense item you add and provides a drop-down menu for each item that has options to edit or delete the item (Figure 129).

The table has columns for the four historical years, the bridge year, and the five forecast years. You may need to scroll left and right to view each of the columns. Each item contains a field for every year in the table.

Record the annual amount for the item in all of the fields, entering a zero if there is no amount for a given year.

Intake calculates a running NASR total at the bottom of the table for each year.

Figure 129: Network Access Service Revenue – Line Item Table

6. Click the [Save] button on the bottom right of the screen. You can save the page at any time even if you have not entered all of your information yet.

7. Repeat steps 3 through 6 for every NASR item you have. Remember to click the [Save] button when the page is fully complete.

6.8.1 Editing or Deleting a NASR Line Item

1. Click the drop-down menu on the right-hand side of the line item (see Figure 129). The drop-down opens, showing options to [Edit] or [Delete].

2. The **Edit a Network Access Services Revenue Line Item** window opens and shows the same fields as the **Add a Network Access Services Revenue Line Item** window (Figure 124). Make your changes and click the [Save] button on the window. Update any of the annual columns as necessary and click the [Save] button for the page as well.

3. To delete a line item, choose Delete from a line item's drop-down menu. Confirm or cancel the deletion in the resulting window. Click the [Save] button on the **Network Access Services Revenue** page after you've finished your deletion.

6.9 Income Statement

Intake places amounts from prior pages on the **Income Statement.** There are additional items for you to complete on the statement, too.

If you make any changes on prior pages or under prior tabs, be sure to save those pages, then return to the **Income Statement**, and save the statement. Failure to do so could result in validation errors when trying to submit the application.

Save your work frequently while working on the **Income Statement** page to avoid data loss. You can click the [Save] button at any time; you do not have to wait until all data entry on the page is complete.

Review the calculated financial ratios at the bottom of the **Income Statement** page, as a minimum TIER of 1.2 and (or) a minimum DSCR of 1.2 are required, if applicable.

Validate Your Application

You can use the validation feature in section 12.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

1. Click the Income Statement link on the Financials tab menu (Figure 81).
2. The **Income Statement** page displays (Figure 130). This financial statement has columns for all four historical years, the bridge year and the five forecast years.

Figure 130: Income Statement – Partial

General Guidance:

- You will need to scroll back and forth to see each of the annual columns
- Be sure to put a zero in any field for which you do not intend to supply any information
- All decimals round to the **nearest** whole number
- Enter information based on the calendar year or fiscal year basis, consistent with what was entered on previous pages. **If you use non-calendar fiscal year financials**, you must clearly identify and explain your assumptions
- Figure 130 displays the top portion of the **Income Statement**. Because the page is lengthy, this Manual doesn't provide screenshots of every line item. However, each line item is listed and explained in step 4 below
- The [Save] button is located at the very bottom of the page, so you will need to scroll down any time you want to save the page
- After each save, warning messages appear at the top of the page, and an icon will also appear on the left side of each row that contains a warning or error. After clicking the icon, a pop-up window appears explaining the error or warning that requires correction. These messages will occur after every save – you can dismiss them until you are ready to correct them as you enter data into the **Income Statement**

- Be sure to clear all warnings and errors before moving on in the application. While the Intake System doesn't validate the accuracy of your numbers, a green checkmark beside a field means you have supplied sufficient data for that item
- Every line item has a tooltip that explains the item and provides guidance on what to enter
- Any time you enter non-zero data in a field you must provide an assumption for that line. Each line has a small "assumption" icon (Figure 131)

Figure 131: Income Statement – Line Item Partial Detail – Assumption Icon
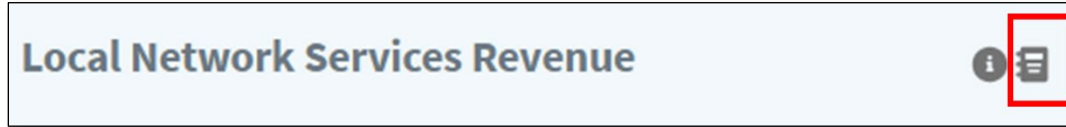
3. To enter an assumption, click the line item's assumption icon to open the **Add/Edit an Assumption** window (Figure 132). The window provides the line item's name and tooltip, so the heading and subheading will change with every line item to which you add an assumption. Complete the Assumptions field and then click the [Add] button. Be sure to save the page after adding assumptions.

- NOTE: click the assumption icon at any time to edit the assumption. Be sure to save the page after changing assumptions

Figure 132: Assumption Window Example

4. **Income Statement** line items: All require data entry except those rows that Intake prepopulates from other portions of the application:

- Local Network Services Revenue: enter the appropriate values for the **historical years**. *The information under the bridge year and forecast years carries over from the **Local Network Services Revenue** schedule*

- Network Access Services Revenue: *all information carries over from the **Network Access Services Revenue** schedule*

- Long Distance Network Services Revenue: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Carrier Billing and Collection Revenue: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Other Operating Revenue: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Amortized Grant Revenue: enter the appropriate values for the historical years, the bridge year, and the forecast years
  - **NOTE**: If your organization has received grant funds from prior projects (for instance, ReConnect Round 1, ReConnect Round 2, other grant programs), add those to the calculation
  - **For-Profit organizations:** the grant funds should be amortized over the composite economic life of facilities constructed using grant funds. To calculate the total amortized grant revenue for a given fiscal year, divide the grant amount anticipated in such year by the composite economic life, then add the amortized grant revenue from the previous fiscal year. The grant amount anticipated should equal the amount indicated in the Capital Investment Schedule
    - **Example Equation:** Amortized Grant Revenue (FY23) = (Grant Amount Anticipated (FY23) divided by Composite Economic Life) + Amortized Grant Revenue (FY22)
  - **Cooperatives**: Cooperatives that elect to use the deferred revenue recognition method for grants should use the same approach as For-Profit entities described above. Cooperatives using the Contribution In Aid of Construction (CIAC) Method: Cooperatives will not enter any values for Amortized Grant Revenue
  - **Not-For-Profit or Governmental Entities:** Not-For-Profit and government entities will use this line item to record the full amount of grant revenue received in a fiscal year. You should treat this line item as "Grant Revenue" and insert the respective amounts in the applicable years

If you use the Amortized Grant Revenue line item on the **Income Statement** for any given fiscal year, such revenue must have a zero cash effect to prevent double-counting cash provided by the grant. To do this, you will need to use the "Other" line item under Cash Flows from Financing Activities on the **Statement of Cash Flows** (section 6.11) to back out the Amortized Grant amounts realized as operating cash in the given fiscal year. You should title this addition as Amortized Grant Revenue, or otherwise make clear that this is the purpose of the 'Other' line item

- Uncollectible Revenue: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Net Operating Revenues: *Intake System calculates this line item*

- Plant Specific Operations Expense: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Plant Nonspecific Operations Expense (Excluding Depreciation and Amortization): enter the appropriate values for the historical years, the bridge year, and the forecast years

- Depreciation Expense: enter the appropriate values for the historical years. *The bridge year and the forecast years carry over from the **Depreciation Expense Summary** page*

- Amortization Expense: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Customer Operations and Corporate Operations Expenses: enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years

- Other Operating Expense: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Total Operating Expenses: *Intake System calculates this line item*

- Operating Income or Margins: *Intake System calculates this line item*

- Non-Operating Net Income: *all information carries over from the **Non-Operating Net Income** page*

- Interest on Funded Debt (RUS, RTB and FFB Notes): enter the appropriate values for the historical years. *The bridge year and the forecast years carry over from the **Amortization – RUS Debt Summary** page*

- Other Interest Expense: enter the appropriate values for the historical years. *The bridge year and the forecast years carry over from the **Other Debt Summary** page (only visible if you provided Other Funded Debt information)*

- Interest on Line(s) of Credit: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Allowance for Funds Used During Construction: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Total Fixed Charges: *Intake System calculates this line item*

- Taxes: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Extraordinary Items: enter the appropriate values for the historical years, the bridge year, and the forecast years

- Total Net Income or Margins: *Intake System calculates this line item*

The bottom portion of the **Income Statement** provides a number of financial performance metrics and one line item that may require input from you, as noted below:

- EBITDA (Earnings Before Interest, Taxes, Depreciation, and Amortization): *Intake System calculates this line item*

- EBIT (Earnings Before Interest and Taxes): *Intake System calculates this line item*

- Principal Payments on Long-Term Debt and Capital Leases: enter the appropriate values for the historical years. *The bridge year and forecast years carry over from the **RUS Debt Summary and Other Debt Summary** pages*

- TIER (Time Interest Earned Ratio): *Intake System calculates this line item*

- DSCR (Debt Service Coverage Ratio): *Intake System calculates this line item*

- Network Access Services Revenue/Net Operating Revenue: *Intake System calculates this line item*

- Cash Flow from Operations/Total Debt Service: *Intake System calculates this line item*

5. After you have entered data for all of the required fields, click the [Save] button, at the bottom right-hand corner of the page. The page refreshes and saves the input values.

6. If any line items have warnings, address all of warnings and save the page again. Click on the warning icon on the line to open a pop-up window that provides additional context to help you address the warning. See Figure 133 for an example of an error message (warnings have similar messages) Be sure to save the page after correcting or adjusting line items.

7. If you receive a red error – that item must be corrected before you can move on. Intake will prevent you from submitting application that contains errors. Click on the icon to open a pop-up window that provides additional context to help you correct the error (Figure 133). Address all of the items identified in the errors and click the [Save] button again.

Figure 133: Income Statement Line Item Error Window Example
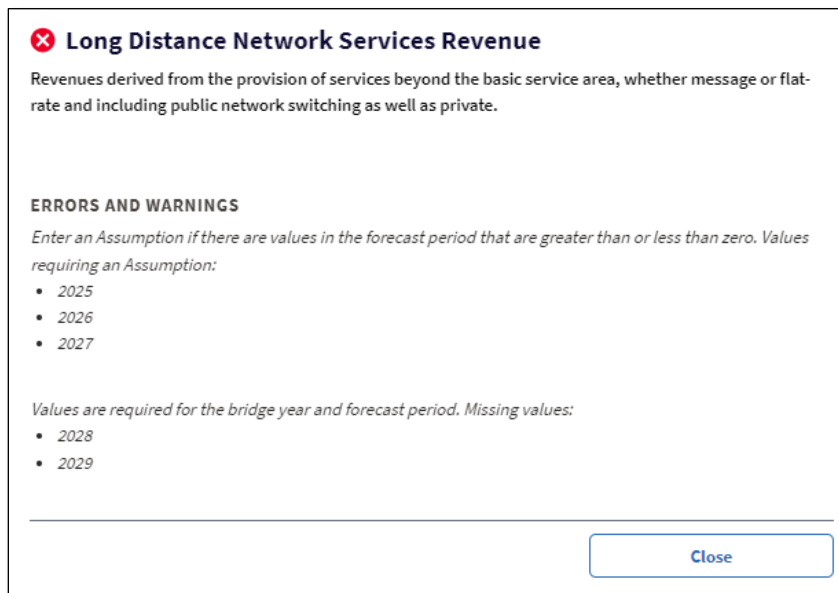
6.10 Balance Sheet

Intake populates the **balance sheet** with information you provided on previous pages but there are a number of items that require your input.

If you make any changes on prior pages or under prior tabs, be sure to save those pages, then return to the **Balance Shee**t, review the table, and save the page. Failure to do so could result in validation errors when trying to submit the application.

Validate Your Application
You can use the validation feature in section 12.2 at any time while compiling an application, as an aid to rectifying data errors or missing information.

Save your work frequently while working on the **Balance Sheet** page to avoid data loss. You can click the [Save] button at any time; you do not have to wait until all data entry on the page is complete. Warning Notification Messages appear at the top of the page. An icon will also appear on the left side of each row that contains a warning or error. After clicking the icon, a pop-up window appears explaining the error or warning that requires correction.

Review the financial ratios at the bottom of the **Balance Sheet** page to ensure that your application meets program requirements and is financially feasible. Please refer to the Program Guide for additional guidance on financial performance metrics.

The general guidance provided for the **Income Statement** also applies to the **Balance Sheet**, so that guidance will not be repeated here. See section 6.9 under step 2.

When you enter non-zero data in a line item on the balance sheet, you must also provide an assumption. See section 6.9, step 3 for instructions on how add and edit assumptions.

1. Click the Balance Sheet link on the **Financials** tab menu (Figure 81).
2. The **Balance Sheet** page displays (Figure 134). The figure shows all three sections of the **Balance Sheet** as closed (collapsed). To open a section, simply click on its dark blue title bar. The **Balance Sheet's** sections are:

    - Assets
    - Liabilities and Equity
    - Financial Performance Metrics

Figure 134: Balance Sheet – All Sections Collapsed

Figure 135 shows a portion of the open Assets section to provide a view of how the page is organized. This financial statement has columns for all four historical years, the bridge year and the five forecast years. You will need to scroll back and forth to see each of the annual columns.

The **Balance Sheet** is lengthy with many items. Therefore, this Manual will limit the number of screenshots for this section. However, every line item will be listed in the following subsections of this Manual.

Figure 135: Balance Sheet – Partial – Assets

3. After you've entered all data for all of the fields, click the [Save] button at the bottom right corner of the page.

4. Address all of the items identified in warnings on the lines and save the page again.

5. If you receive a red error – that item must be corrected before you can move on, and Intake will prevent you from submitting application that contains errors.

The following subsections describe all line items on the **Balance Sheet**.

6.10.1 Assets

The Assets section has three subsections:

- Current Assets
- Non-Current Assets
- Plant, Property and Equipment

The "Total Assets" line item is below all the Assets subsections and is calculated by Intake. It is the summation of Total Current Assets, Total Non-Current Assets, and Net Plant.

6.10.1.1 Current Assets

The line items in the Current Assets subsection are as follows. Amounts you provide for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years:

- Cash & Equivalents
- Cash-RUS Construction Fund
- Accounts Receivable – Affiliates
- Accounts Receivable – Non-Affiliates
- Notes Receivable – Affiliates
- Notes Receivable – Non-Affiliates
- Interest and Dividends Receivable

- Materials and Inventory
- Other Current Assets
- Total Current Assets: *Intake System calculates this line item*

6.10.1.2 Non-Current Assets

Enter the appropriate amounts for line-items that reflect non-current assets. Amounts you provide for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years:

- Investment in Affiliated Companies
- Investment in Affiliated Companies
- Intangible Assets
- Other Noncurrent Assets
- Total Non-Current Assets: *Intake System calculates this line item*

6.10.1.3 Plant, Property and Equipment (PPE)

Enter the appropriate amounts for PPE. Amounts you provide for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years except where noted:

- Plant-in-Service: *data for the bridge and forecast years comes from the Plant-in-Service Schedule*
- Plant Under Construction
- Plant Adjustment, Nonoperating Plant and Goodwill
- Less Accumulated Depreciation
- Net Plant: *Intake System calculates this line item*

6.10.2 Liabilities and Equity

The Liabilities and Equity section has four subsections:

- Current Liabilities
- Long-Term Debt
- Other Liabilities and Deferred Credits
- Equity

There is an intermediary line item called, "Total Liabilities" that occurs after the last line item in Other Liabilities and Deferred Credits. It is calculated by Intake.

The "Total Liabilities and Equity" line item is below all the Liabilities and Equity subsections and is calculated by Intake. It is the summation of Total Liabilities and Total Equity.

6.10.2.1 Current Liabilities

Enter the appropriate amounts for current liabilities. Amounts you provide for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years except where noted:

- Accounts Payable – Affiliates

- Accounts Payable – Non-Affiliates

- Notes Payable – Affiliates

- Notes Payable – Non-Affiliates

- Current Maturities Long-Term Debt – RUS, RTB, and FFB Notes: enter data for the historical years. *Data for the bridge and forecast years comes from the **Long-Term Debt Schedule***

- Current Maturities Long-Term Debt – Funded Debt – Other: enter data for the historical years. *Data for the bridge and forecast years comes from the **Long-Term Debt Schedule***

- Current Maturities Long-Term Debt – Funded Debt – Rural Development Loan: enter data for the historical years. *Data for the bridge and forecast years comes from the **Long-Term Debt Schedule***

- Current Maturities Other Long-Term Debt: enter data for the historical years. *Data for the bridge and forecast years comes from the **Long-Term Debt Schedule***

- Current Maturities – Capital Leases: enter data for the historical years. *Data for the bridge and forecast years comes from the **Long-Term Debt Schedule***

- Lines of Credit

- Other Current Liabilities

- Total Current Liabilities: *Intake System calculates this line item*

6.10.2.2 Long-Term Debt

Enter the appropriate amounts for long-term debt. Amounts you provide for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years except where noted:

- Funded Debt – RUS, RTB, and FFB Notes: enter data for the historical years. *Data for the bridge and forecast years comes from the **Long-Term Debt Schedule***

- Less Unapplied Payments – Cushion of Credit

- Funded Debt – Other: enter data for the historical years. *Data for the bridge and forecast years comes from the **Long-Term Debt Schedule***

- Funded Debt – Rual Development Loan: enter data for the historical years. *Data for the bridge and forecast years comes from the **Long-Term Debt Schedule***

- Obligations Under Capital Lease: enter data for the historical years. *Data for the bridge and forecast years comes from the **Long-Term Debt Schedule***

- Other Long-Term Debt: enter data for the historical years. *Data for the bridge and forecast years comes from the **Long-Term Debt Schedule***

- Total Long-Term Debt: *Intake System calculates this line item*

6.10.2.3 Other Liabilities and Deferred Credits

Enter the appropriate amounts for other liabilities and deferred credits. Amounts you provide and totals for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years except where noted:

- Other Longer-Term Liabilities and Deferred Credits
- Deferred Grant Revenue

6.10.2.4 Equity

Enter the appropriate amounts for equity. Amounts you provide and totals for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years:

- Capital Stock Outstanding & Subscribed
- Additional Paid-in-Capital
- Membership & Capital Certificates
- Patronage Capital Credits
- Retained Earnings or Margins
- Total Equity: *Intake System calculates this line item*

6.10.3 Financial Performance Metrics

The financial performance metrics fields are listed below. Be sure to review them to ensure that you application meets program requirements.

The Intake System calculates all of these metrics:

- Total Equity/Total Assets
- Current Ratio

- Quick Ratio
- Working Capital in dollars
- Total Liabilities/Total Equity
- Net Plant/Long Term Debt
- Tangible Equity
- Tangible Equity/Total Assets

6.11 Statement of Cash Flow

Intake automatically calculates most of the line-item amounts on the **Statement of Cash Flow**. The calculations are based on amounts provided on the **Income Statement and the Balance Sheet**. Table 9 describes the calculations underlying the **Statement of Cash Flow**.

However, you do have the ability to add line items to the page to ensure that the page fully reflects your organization's cash flow position. Enter amounts for additional line items using line items described as manual input in Table 9.

Save your work frequently while working on the **Statement of Cash Flow** to avoid data loss. You can click the [Save] button at any time; you do not have to wait until all data entry on the page is complete.

When you enter non-zero data in a line item on the balance sheet, you must also provide an assumption. See section 6.9, step 3 for instructions on how add and edit assumptions.

Warning and error messages appear at the top of the page. An icon will also appear on the left side of each row that contains a warning or error. After clicking the icon, a pop-up window appears explaining the error or warning that requires correction.

Validate the ending cash balance for each fiscal year, as it must correspond with the cash balance in the **Balance Sheet** for the same year. Specifically, for a given period, "Ending Cash" on the **Statement of Cash Flow** should equal the total of "Cash & Equivalents" plus "Cash-RUS Construction Fund" from the **Balance Sheet**.

1. Click the Statement of Cash Flow link on the **Financials** tab menu (Figure 81).
2. The **Statement of Cash Flow** page displays (Figure 136). This financial statement has columns for all four historical years, the bridge year and the five forecast years. You will need to scroll back and forth to see each of the annual columns.

Figure 136: Statement of Cash Flow Page – Line Items

Using Table 9 below, carefully review the information that flows into this page, adding assumptions and manual inputs, as necessary (See section 6.9, step 3 for instructions on how add and edit assumptions).

If you need to make changes to information that has flowed into the **Statement of Cash Flow**, you must return to the relevant previous pages, make changes there and save those pages.

RUS strongly recommends that you review the **Income Statement** and **Balance Sheet**, and **re-save those pages** to ensure proper data flows to the **Statement of Cash Flow**. Failure to do so could result in validation errors on the **Application Requirement Detail** page (see section 12.2) which would prevent you from submitting the application until the errors are corrected.

Table 9: Calculations Underlying Statement of Cash Flow

Line Item	Calculation
Cash & Equivalents Beginning of Period	
Beginning Cash (Cash & Equivalents plus RUS Construction Fund from prior year Balance Sheet)	Cash Flow Statement → PRIOR YEAR Ending Cash
CASH FLOWS FROM OPERATING ACTIVITIES	
Net Income (Loss)	Income Statement → THIS YEAR Total Net Income or Margins
ADJUSTMENTS TO RECONCILE NET INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES	
Add: Depreciation	Income Statement → THIS YEAR Depreciation Expense

Line Item	Calculation
Add: Amortization	Income Statement → THIS YEAR Amortization Expense
Other (Explain)	Manual input
CHANGES IN OPERATING ASSETS & LIABILITIES	
Decrease or (Increase) in Accounts Receivable	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Accounts Receivable-Affiliates + Accounts Receivable-Non-Affiliates
Decrease or (Increase) in Materials and Inventory	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Materials and Inventory
Decrease or (Increase) in Other Current Assets & Interest and Dividends Receivable	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Interest and Dividends Receivable + Other Current Assets
Increase or (Decrease) in Accounts Payable	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Accounts Payable-Affiliates + Accounts Payable-Non-Affiliates
Increase or (Decrease) in Other Current Liabilities	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Other Current Liabilities
Net Cash Provided or (Used) by Operations	Sum of items in Operating Activities
CASH FLOWS FROM INVESTING ACTIVITIES	
Capital Expenditures (excluding plant constructed using grant proceeds)	Manual input
a. Plant Constructed Using Grant Proceeds	Manual input. **All Entities** will use this line item to designate plant assets constructed using grant funds. This is the cash outflow from grant proceeds used to construct plant assets. For each Forecast Year, the values entered should sum to the total grant amount that will be spent on the acquisition, construction, upgrade, or maintenance of your property, plant, and equipment in one fiscal year. The amount allocated for each year must not be greater than the grant amount requested in the given fiscal year.
Other Long-Term Investments	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Investment in Affiliated Companies-Rural Development + Investment in Affiliated Companies-Non-Rural Development
Intangible Assets	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:

Line Item	Calculation
	Intangible Assets
Other Noncurrent Assets	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Other Noncurrent Assets
Other (Explain)	Manual input
Net Cash Provided or (Used) by Investing Activities	Sum of items in Investing Activities
CASH FLOWS FROM FINANCING ACTIVITIES	
Decrease or (Increase) in Notes Receivable	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Notes Receivable-Affiliates + Notes Receivable-Non-Affiliates
Increase or (Decrease) in Notes Payable & Line of Credit	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Notes Payable-Affiliates + Notes Payable-Non-Affiliates + Lines of Credit
Net Increase or (Decrease) in Long-Term Debt (including current maturities)	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Current Maturities Long-Term Debt: RUS, RTB, and FFB Notes + Current Maturities Long-Term Debt: Other + Current Maturities Long-Term Debt: Rural Development Loan + Current Maturities Other Long-Term Debt + Current Maturities: Capital Leases + Funded Debt: RUS, RTB, and FFB Notes + Funded Debt: Other + Funded Debt: Rural Development Loan + Obligations Under Capital Leases + Other Long-Term Debt
Decrease or (Increase) in Unapplied Payments – Cushion of Credit	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Unapplied Payments – Cushion of Credit
Increase or (Decrease) in Other Liabilities & Deferred Credits	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Other Long-Term Liabilities and Deferred Credits
Increase or (Decrease) in Capital Stock, Paid-in-Capital, Membership and Capital Certificates and Other Capital	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Capital Stock Outstanding and Subscribed + Additional Paid-in-Capital + Membership and Capital Certificates

Line Item	Calculation
Proceeds from Grant Funds	Manual input. All Entities will use this line item to account for grant funds received to construct plant assets. This excludes grant proceeds to reimburse pre-application expenses.
Less: Distributions (Payments of Dividends, Patronage Capital Credits Retired, or any other Distribution)	Manual input
Other (Explain)	Manual input
Net Cash Provided or (Used) by Financing Activities	Sum of items in Financing Activities
TOTALS	
Net Increase or (Decrease) in Cash	Sum of Net Cash from Operating, Investing, and Financing Activities
Ending Cash	Sum of Beginning Cash and Net Increase or (Decrease) in Cash

3. Each section of the **Statement of Cash Flow** allows you to add items to fully describe your organization's cash position. You can use the [+Line Item] button to add a new line item and capture additional information (Figure 137).

Figure 137: Statement of Cash Flow – [+Line Item] Button
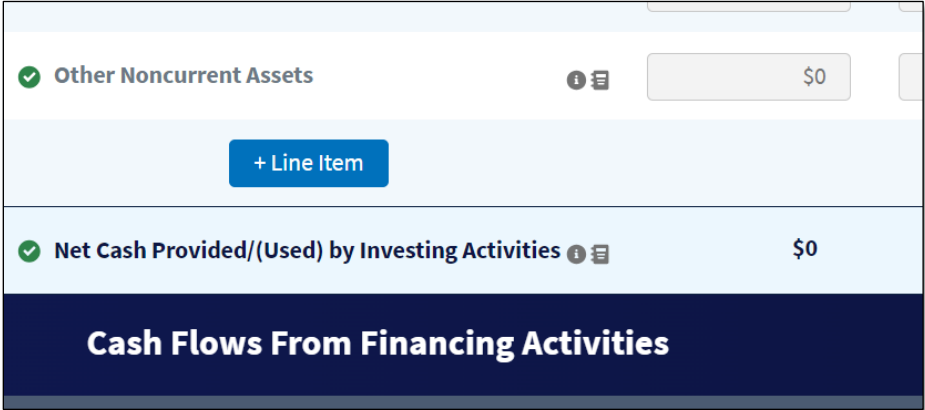
4. The **Add a Statement of Cash Flow Line Item** window opens (Figure 138). Complete all three required fields and then click the [Add] button. Required Fields:

- Cash Flow Type (choose one). The options are:
  - Cash Flows From Operating Activities
  - Cash Flows From Investing Activities
  - Cash Flows From Financing Activities

- Line Item: provide a descriptive title for the line item so that you and RUS reviewers can immediately identify it

- Assumptions: provide a description or justification for the item, with enough detail so that RUS reviewers will understand the nature and purpose of the line item. Intake will place the assumption under the new line item's assumption icon so that you can view or edit it later. (See section 6.9, step 3 for instructions on how add and edit assumptions)

Figure 138: Add a Statement of Cash Flow Line Item Window

Add a Statement of Cash Flow Line Item

Add a Line Item

Please add a new line item.

CASH FLOW TYPE *

Cash Flows From Operating Activities ▾

LINE ITEM *

Enter Line Item Title

250 characters remaining

ASSUMPTIONS *

250 characters remaining

Cancel   Add

5. Intake will immediately add the line item to the **Statement of Cash Flow** page (Figure 139). The new line item has cells for all Historical, Bridge and Forecast Years. Be sure to complete the financial data for the new line item, and then scroll to the bottom of the page and click the [Save] button.

The new line item also has a trash can icon, which allows you to delete the line item if necessary.

Figure 139: Statement of Cash Flow – Partial – New Line Item

✓ Test Line Item   🗑 ☰   [   ]   [   ]   [   ]   [   ]

+ Line Item

6. Repeat steps 3 through 5 to add or edit line items under any section of the **Statement of Cash Flow**.

7. **Validate the ending cash balance for each fiscal year**; it must correspond with the cash balance on the **Balance Sheet** for the same year. Specifically, for a given period, "Ending Cash" on the **Statement of Cash Flow** must equal the total of "Cash & Equivalents" plus "Cash-RUS Construction Fund" from the **Balance Sheet.**

6.12 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 81).

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 140).

   - 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 140: Financial Documents Page

NOTE: 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.

Table 10 explains required financial documents to substantiate assumptions and line items in all of the **Financials** pages.

Table 10: Financial Documents

Document	Requirement
Alternate Households Supporting Data	Required if alternate household data is included for any of the service areas
Bank Statements	Applicable for all entity types
Competitive Analysis	Applicable for all entity types
Cost Consultant Certification	Applicable for all funding types if any requested funds will pay for consultants
Funded Debt – Other – Debt Instrument	Required for all loans entered in this page. Uploads should be identified by the Long-term Debt Identifier
Funded Debt – Rural Development Loan – Debt Instrument	Required for all loans entered in this page. Uploads should be identified by the Long-term Debt Identifier
Line of Credit Documents	Applicable for all entity types

Document	Requirement
Obligations Under Capital Leases – Lease Agreement	Required for all obligations under capital lease. Uploads should be identified by the Capital Lease Identifier
Other Long-Term Debt – Debt Instrument	Required for all loans entered in this page. Uploads should be identified by the Long-term Debt Identifier
State Grants – Grant Documents	Applicable for all entity types
Supporting Documents	Applicable for all entity types
UCC-1	Applicable for all entity types

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 infromation you entered. Use the [View Application PDF] button as described in section 12.1.

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 141: Environmental Tab Menu
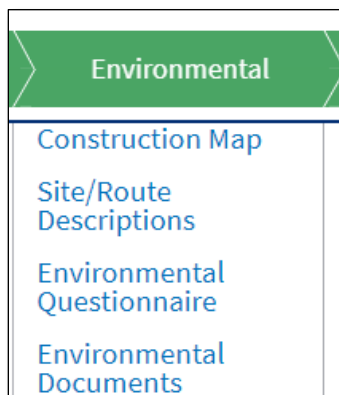
7.1   Construction Map

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 feature in section 12.2 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 141).
2. The **Construction Map** page displays (Figure 142). 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 142: Construction Map Overview
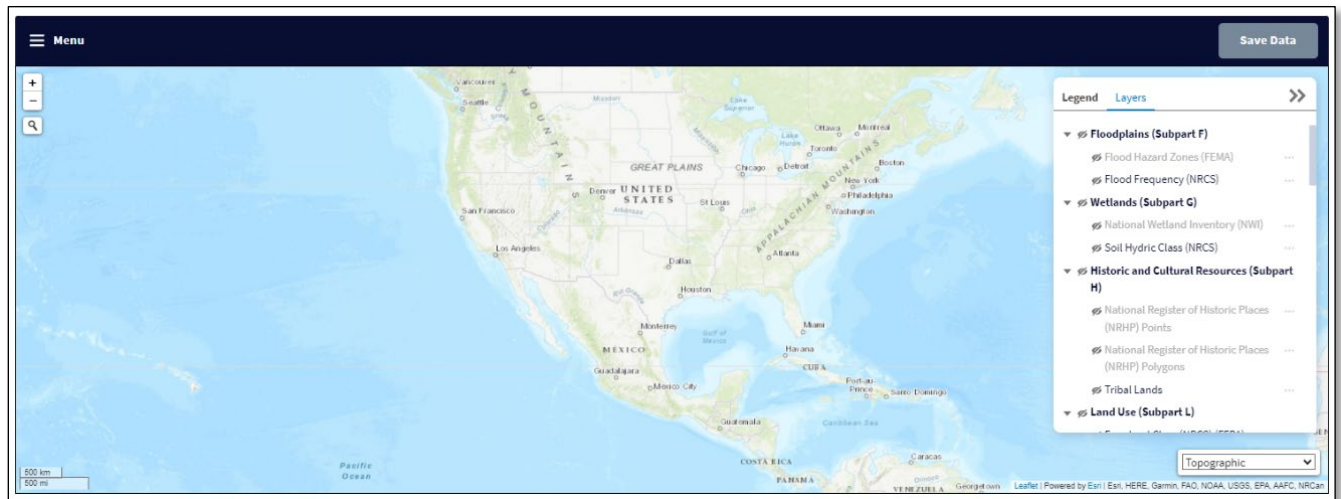
7.1.1 Construction Map Layers and Visibility

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:

1. Floodplains (Subpart F) (Figure 142)
   - 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
     - American Samoa (2005) Habitat Boundary
     - Commonwealth of the Northern Mariana Islands (2005) Habitat Boundary
     - Florida Keys (1998) Habitat Boundary
     - Guam (2005) Habitat Boundary
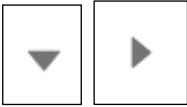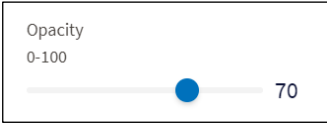
- o Hawaii (2003) Habitat Boundary
- o Hawaii (2007) Habitat Boundary
- o Jobos PR (2010) Habitat Boundary
- o Majuro Marshall Islands (2012) Habitat Boundary
- o Palau (2007) Habitat Boundary
- o Northeast Ecological Reserve, Puerto Rico (2014) Habitat Boundary
- o Puerto Rico (2002) Habitat Boundary
- o Southwest Puerto Rico (2012) Habitat Boundary
- o St. Croix USVI, Buck Island (2011) Habitat Boundary
- o St. Croix USVI, STEER, Fish Bay, Coral Bay (2013)
- o St. John USVI (2009) Habitat Boundary
    - ▪ Moderate Habitat Boundary
    - ▪ Shallow Habitat Boundary
- o US Virgin Islands (2002) Habitat Boundary
- o Vieques PR (2010) Habitat Boundary

- • Critical Habitat
  - o Critical Habitat Linear Features
  - o Critical Habitat Polygon Features

6. Miscellaneous Resources (Subpart O)

- • Air Quality
  - o Lead (2008 Standard)
  - o Ozone 8-Hour
    - ▪ Ozone 8-Hour (2015 Standard)
    - ▪ Ozone 8-Hour (2008 Standard)
    - ▪ Ozone 8-Hour (1997 Standard)
  - o Particulate Matter (PM 10)
  - o Particulate Matter (PM 2.5) 24-Hour
  - o Particulate Matter (PM 2.5) Annual
    - ▪ Particulate Matter (PM 2.5) Annual (1997 Standard)
    - ▪ Particulate Matter (PM 2.5) Annual (2012 Standard)
  - o 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 11provides descriptions of the Layers tab tools. See (Figure 144) for examples of the layer tools.

Table 11: 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 from 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.
Zoom level insufficient for layer viewing.	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 0-100 ●——— 70	Opacity Slider	Activate by clicking the three dots beside a service area 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 143: Layers Tab - Visibility Indicators
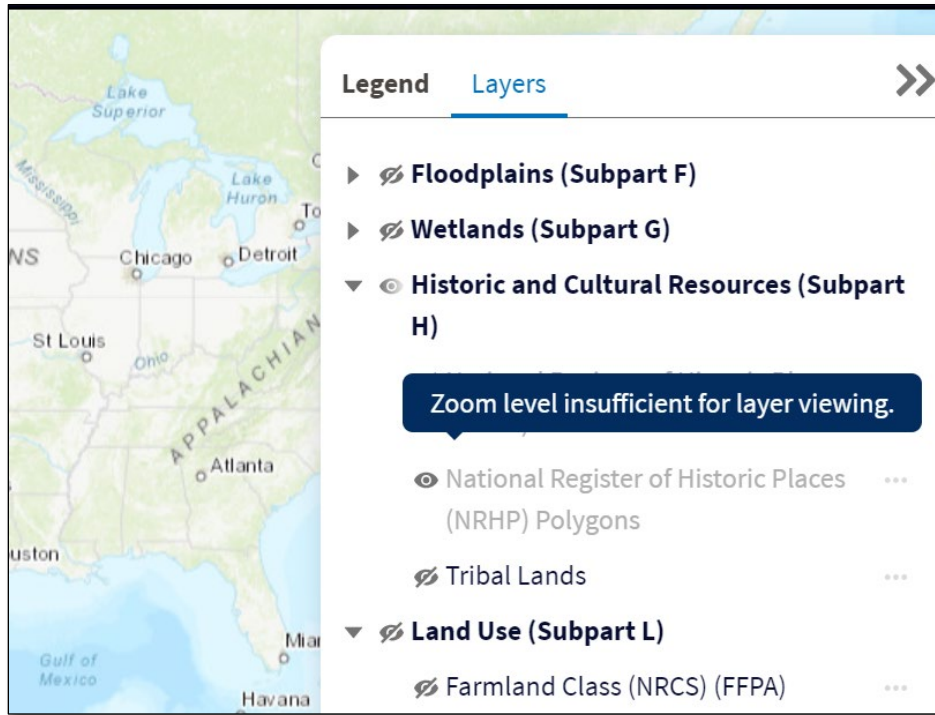
7.1.1.3   Legend Tab

The Legend tab displays the color associated with each layer (Figure 144). Only layers toggled as visible (active) on the map are visible in the legend.

Figure 144: Legend Tab - Partial
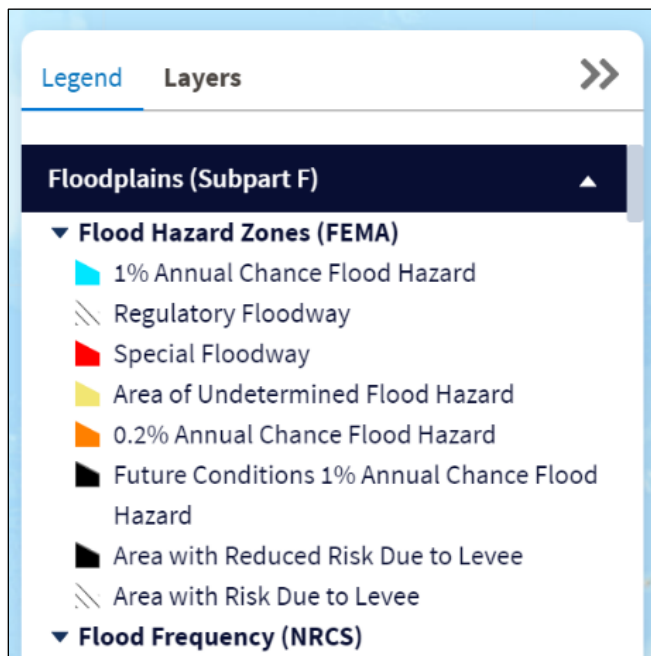
7.1.2	Adding a Site to the Construction Map

1. Click the menu in the map's menu bar (see Figure 142 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 145) opens in a panel on the right side of the map.

Figure 145: Construction Map – Partial – Sites and Routes Panel
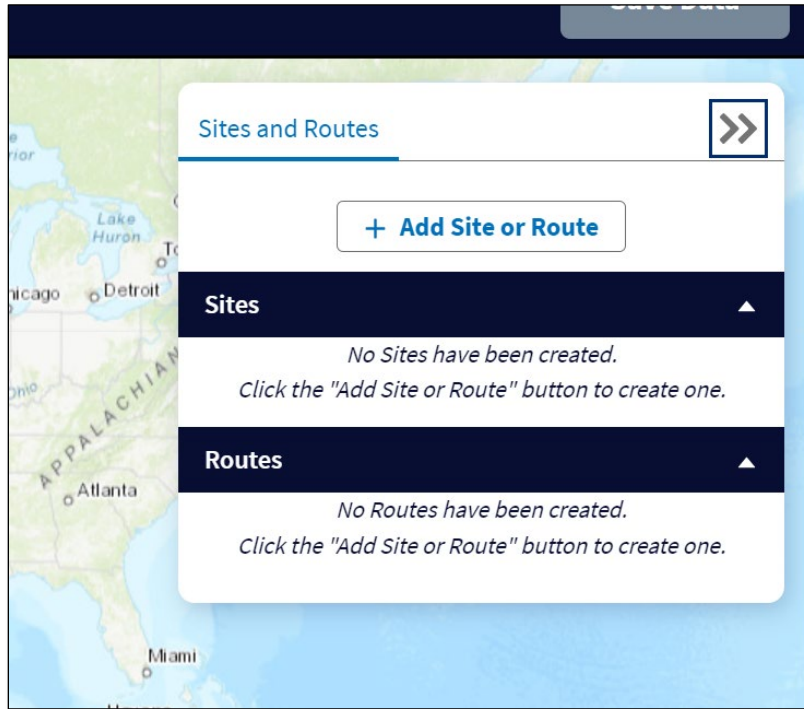
3. Click the [+Add Site or Route] button, to start the process. It's the same for both sites and routes.
4. The **Add A Site or Route** window opens (Figure 146). Complete the required fields:

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

Add A Site or Route

CONSTRUCTION ASSET NAME *

CONSTRUCTION ASSET TYPE *

[   ]   Select Type   ▼

Draw or Upload a Site/Route

Click 'Upload Files' to upload an ESRI zipped shapefile of your Site or Route or drag and drop your shapefile to the 'Drop files' zone.

The shapefile must comply with the following specifications:

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 12 provides a description of each tool.

Table 12: 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:

- Only map Sites and Routes in your PFSAs. Do not map assets in NFSAs
- 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 146), move to the bottom of the window where you'll see the tool to upload a file or use the file drop zone (Figure 147).

Figure 147: Add A Site or Route Window – Partial – Upload Files
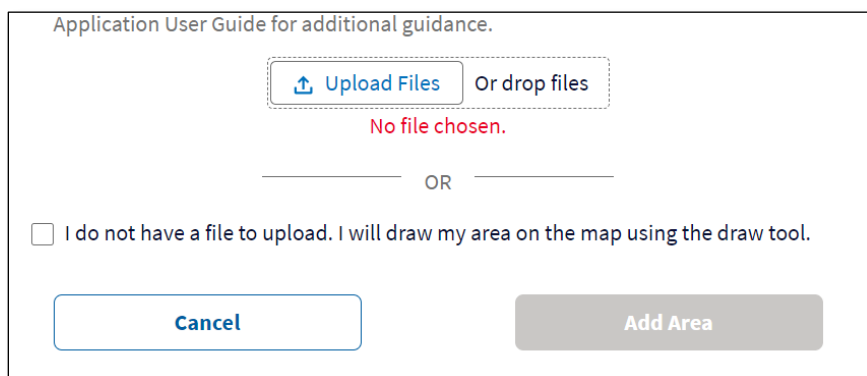
2. Upload your file. When the upload is complete, you'll see the file's name below the upload/drop zone accompanied by a green checkmark, and the [Add Area] button becomes active (turns blue) (Figure 148).

Figure 148: Construction Map – Add A Site or Route Window – UPDATED
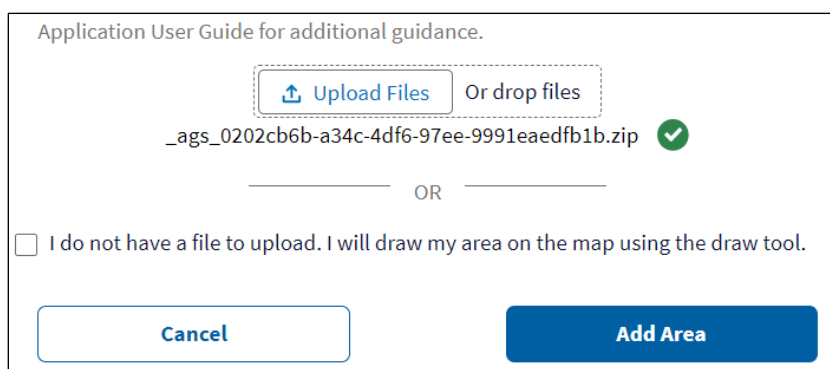
3. Click the [Add Area] button to add the site to the **Sites and Routes** tab and add the shapefile to the map at the same time.

4. The **Sites and Routes** tab (Figure 149) 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 149: 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 146), 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 147). 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 150.

Figure 150: Drawing a Site – Sites and Route Tab Updated
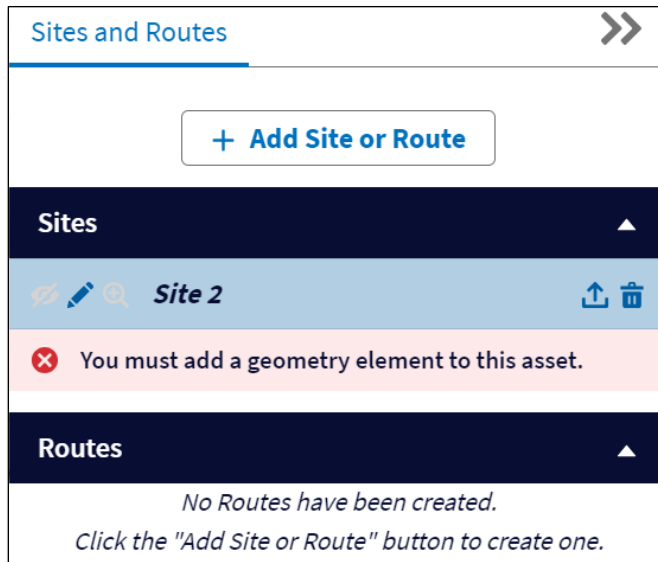
3. Use the tools on the left side of the **Construction Map** (Figure 151). First, search and zoom to the area where you will place your site.

Figure 151: 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 5 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 152). Click the [Save Data] button at the top right-hand side of the **Construction Map** to save your progress.

Figure 152: Drawing a Site – Map and Sites and Route Tab Updated
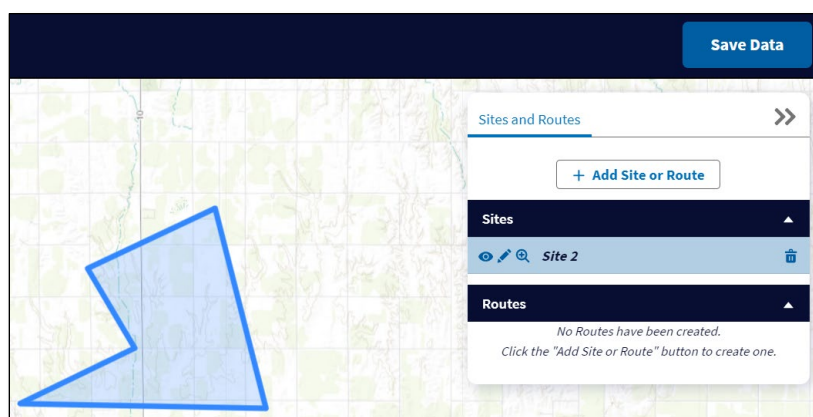
7.1.2.3   Editing or Deleting a Site

After you have saved the data for a site, new tools appear on the map (Figure 153) that allow you to edit or remove the site's layer. See Table 5 for a description of the polygon editing tools.

Figure 153: Construction Map – Polygon Editing Tools
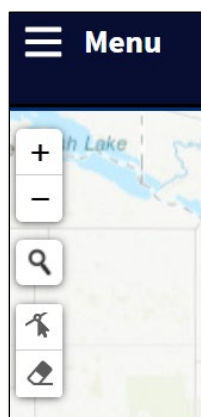
1. Use the zoom tool on the **Sites and Routes** panel if you need to move to the site's polygon on the map.

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 153, Table 5), 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 (see Table 5 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 154)

Figure 154: Construction Map – Deleting a Layer – Updated Sites and Routes Tab
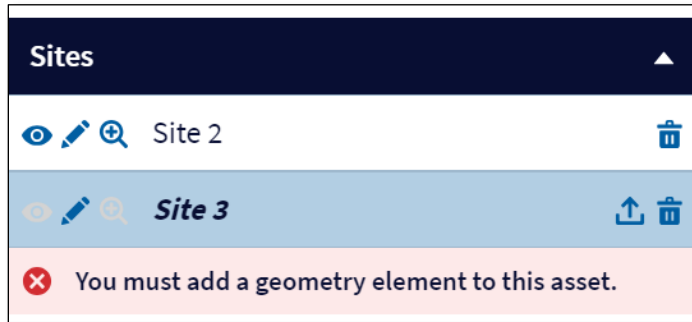
4. Either redraw the polygon or upload a shape file and **then click the [Save Data] button** on the map's menu bar.

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 refer 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. This can be done with WinZip or in Windows by selecting the files associated with a shapefile, right-clicking the files, then clicking "Send" to Compressed (zipped) folder

1. After completing the top portion of the **Add A Site or Route** window (Figure 146), move to the bottom of the window where you'll see the button to upload a file or use the file drop zone (Figure 147)

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 148).

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 155) 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 155: Construction Map – Route Created
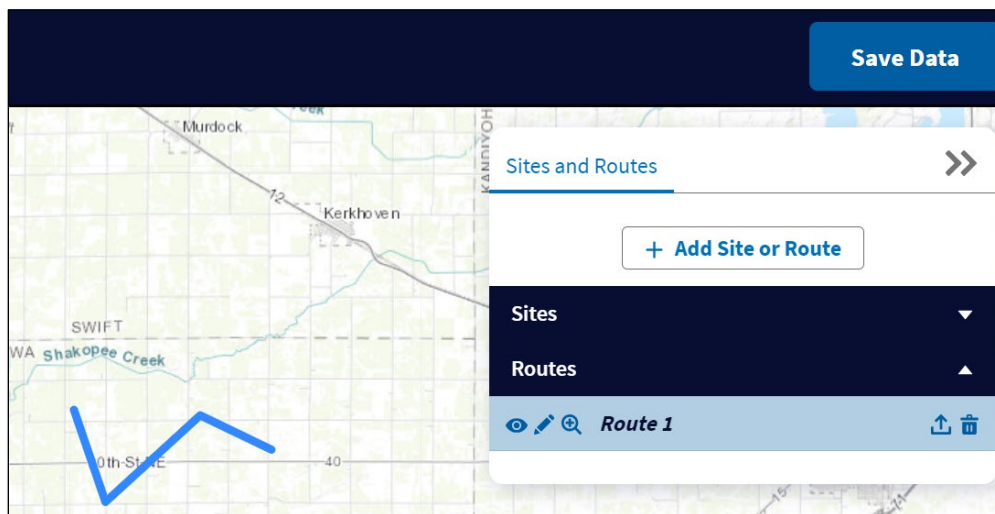
5. Click the [Save Data] button in the top-right corner of the map's menu bar to save the site and its data to the Intake System.

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 146), 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 147).

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 156).

Figure 156: 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 157). The tab updates with your route's name accompanied by a warning: "You must add a geometry element to this asset."

**Figure 157: Drawing a Route - Sites and Route Tab Updated**
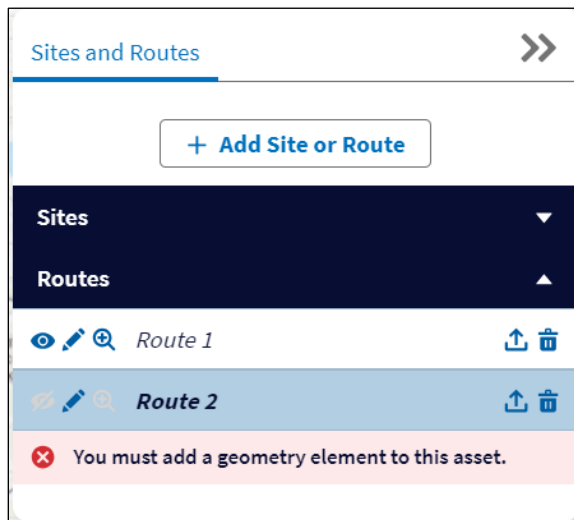
5. Use the [Draw Polyline] tool on the left side of the **Construction Map** (Figure 158). First, search and zoom to the area where you will place your site.

Figure 158: Construction Map Tools For Routes

6. Then, use the Draw Polyline tool on the left side of the map to draw your route. Click on the tool, and follow the on screen instructions to draw your route.

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 159).

Figure 159: Drawing a Route – Map and Sites and Route Tab Updated
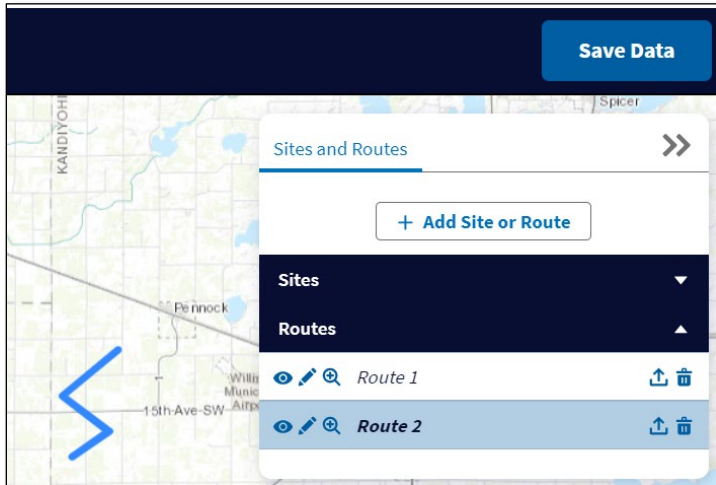
7.1.3.3 Editing or Deleting a Route

After you have saved the data for a route, new tools appear on the map Figure 160) that allow you to edit or remove the route's layer. See Table 5 for a description of the polygon and polyline editing tools.

Figure 160: 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 160, Table 5: Polygon and Polyline Editing Tools), 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 5: Polygon and Polyline Editing Tools in section Editing a Polygon 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 154 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 based on the type of site or route. For further information, refer to the Program Guide.

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 feature in section 12.2 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 141).
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 Description Link (Figure 161).

Figure 161: Site/Route Descriptions Page
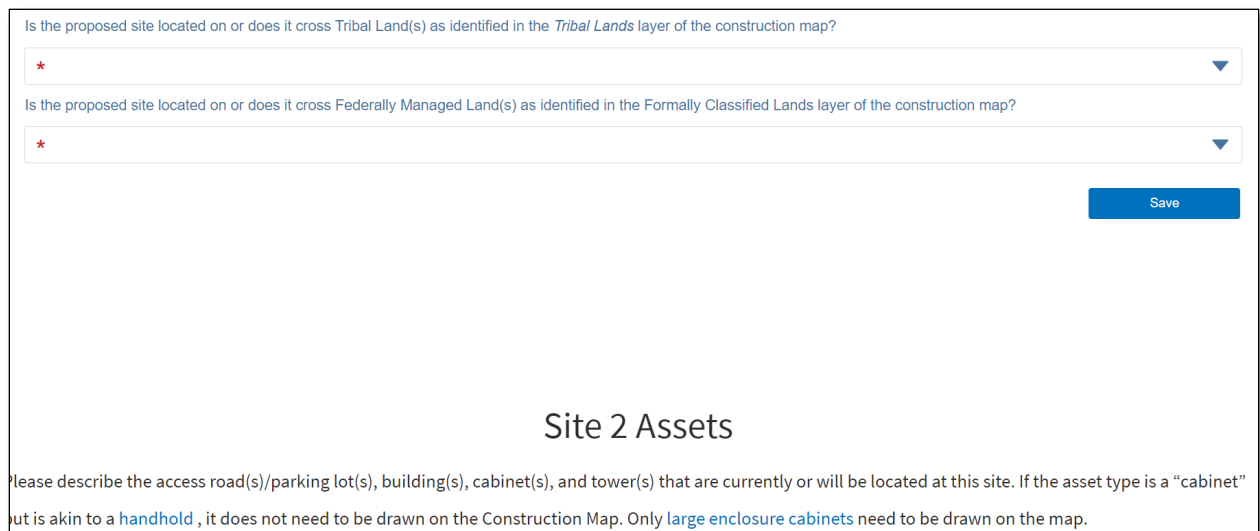
7.2.1 Site Descriptions

1. Click the Edit Description link next to a site (Figure 161) to begin work on a site description.

2. The **Site Assets** page displays (Figure 162). 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 your answers (see section 7.1.1.2).

Figure 162: 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 163). 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 163: Site/Route Descriptions – Site Assets Page - Middle

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 164).

Figure 164: Site Assets Page – New Asset Section – Bottom
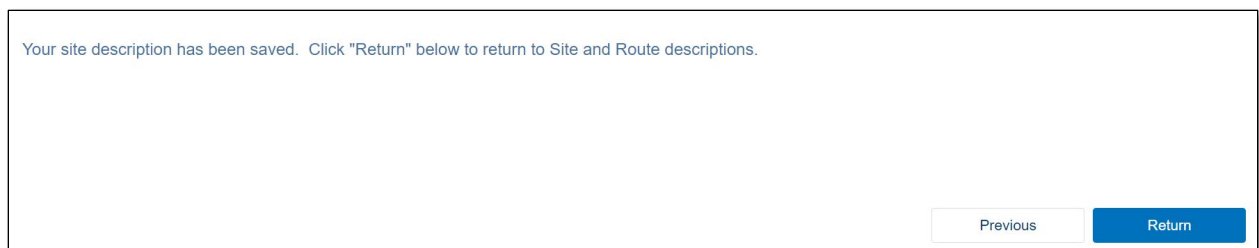
2. Complete the required Name field with a descriptive, concise name. Then choose the appropriate asset type for from the Type fields drop-down menu. Click the [Add and Continue] button at the bottom of the page when your information is complete.

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. Additional questions will appear based on your answers to the previous questions. As each response is clicked, it may prompt new 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 165)

Figure 165: 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.

        o   Make any necessary changes.

        o   Be aware that changing your original answers may make additional questions visible. Answer the new questions carefully as well.

- o 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 166).

Figure 166: Site Assets Page Updated

8. Continue adding assets until all assets for the site are fully described. Be sure to return to the **Site/Route Descriptions** page (Figure 161) to select the next site in your project or move on to adding assets to your project's routes (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 166).
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 166).
5. To **delete** an asset: click the [Delete] button to the right of the asset (Figure 166). **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 descriptions (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 141).
2. The **Environmental Questionnaire** page displays (Figure 167).
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 167: 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.
- No information saved on the **Construction Map**.
- One or more site or route description is incomplete or not yet started.

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 168). 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 168: 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 169). 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 169: EQs Page - Bottom

Project Environmental Questionnaire	
NHPA Section 106 Environmental Questionnaire	

Endangered Species Information
Access the links below to view endangered species located at the site/route. Use information to answer the Biological section of the Site/Route-Level EQ.

Routes

Route Name	Official Species List
Route 1	Official Species List

Number of rows 5 | « Prev | 1 | Next »

Sites

Site Name	Official Species List
Site 2	Official Species List

Number of rows 5 | « Prev | 1 | Next »

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 169).

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 170). 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 process. See section 7.4.

Figure 170: IPaC Site Landing Page

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**. For further information, please refer to the Program Guide.

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 168).

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 171).

Figure 171: 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 172 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 172.

Figure 172: 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 173) or whether you'll need to complete the corresponding sections in the Project EQ (Figure 174).

Figure 173: Site/Route EQ, Example of "Section Complete" Message

The Floodplains review for this site/route is complete.

Figure 174: Site/Route EQ, Example of "Complete the Project EQ For This Section" Message

Floodplain analysis is required at the project level. Complete the floodplain section of the Project EQ.

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 175).

Figure 175: 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 176). The [Project EQ] button will not activate (turn blue) until all site and route EQs in your project are complete.

Figure 176: Environmental Questionnaires (EQs) Page Updated

Route Environmental Questionnaires		^
Route Name	**Completion Status**	**Environmental Questionnaire**
Route 1	Complete	Navigate to the Site and Route Environmental Questionnaire for Route 1

Site Environmental Questionnaires		^
Site Name	**Completion Status**	**Environmental Questionnaire**
Site 2	Not Started	Navigate to the Site and Route Environmental Questionnaire for Site 2

⚠ **Reminder:** All Site and Route Environmental Questionnaires must be completed before starting the Project Environmental Questionnaire.

Project Environmental Questionnaire

| 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 177).

Figure 177: Environmental Questionnaire – Partial – EQ Links

2. The **Project Environmental Questionnaire** page displays (Figure 178).

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 179) has a Yes answer and a yellow warning banner that indicates you must complete the Detailed Environmental Responses (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 179: Project Environmental Questionnaire – Additional Information

Preliminary Environmental Questions

Floodplains (Subpart F)

Do any of the applicant's site or route EQ(s) identify a requirement for floodplain analysis to be conducted at the project level? If the response to Questions 2, 3, or 4 on any site or route EQ is YES, select YES.

○ Yes
○ No

Floodplains (Subpart F) under the Detailed Environmental Responses section must be completed by the applicant. This data is pre-populated from Site and Route Environmental Questionnaire responses. If this data is inaccurate, please modify the responses to the Site and Route Environmental Questionnaires before proceeding.

The second example (Wetlands, Figure 174) 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 changes. 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 180: Project EQ – Preliminary Environmental Questions – Section Complete

Wetlands (Subpart G)

Do any of the applicant's site or route EQ(s) identify a requirement for wetlands analysis to be conducted at the project level? If the response to Questions 3 or 4 on any site or route EQ is YES and the required permit type is not a USACE Individual Permit (already obtained and included as part of the application), select YES.

○ Yes
○ No

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.

<div style="border:1px solid #333; padding:4px;">

7.3.3.2 Detailed Environmental Responses

</div>

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 181).

Figure 181: 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 182).

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 182: Project EQ – Detailed Environmental Responses Showing Site/Route EQ Responses

Floodplains (Subpart F)

Relevant Site/Route Environmental Questionnaire Responses

Route 1	▲

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

Does the applicant's proposed action in the floodplain consist of more than buried and/or aerial utilities lines?: YES

Site 2	▲

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

Does the applicant's proposed action in the floodplain consist of more than buried and/or aerial utilities lines?: YES

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.

If Intake has determined (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 183).

Figure 183: 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 184). Click the [Proceed with Section 106 Questionnaire] button in the window only if required to do so.

Figure 184: Proceed with Section 106 EQ Window

Start NHPA Section 106 Environmental Questionnaire?

Please confirm you would like to proceed with the NHPA Section 106 Environmental Questionnaire. **Do not begin the Section 106 Environmental Questionnaire unless directed by RUS or if the Section 106 process has already been initiated** with Tribes, the State Historic Preservation Office, or other interested parties. If you have any questions, please reach out to RUS by submitting a question through Contact Us before proceeding with the S106 process.

Cancel	Proceed with Section 106 Questionnaire

3. The **National Historic Preservation Act Section 106 Environmental Questionnaire** page opens (Figure 179). 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 185: 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 180, 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 186: 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 all 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 141).
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 187)
   - One table for site EQ documents and one table for route EQ documents (Figure 188)
   - Other Environmental Documents: contains additional documents uploaded throughout the EQ process and additional documents that you upload (Figure 189). **NOTE**: this table is where you will upload **Official Species Lists**

Figure 187: Environmental Documents Page - Top

Section	Document Type	Description	File Name	User	Date/Time	
Environmental Doc...	Subpart F - Floodplain No...	final public notice	_Testing Document.pdf	Joan RSCRelease...	Nov 28, 2023, 09:52 AM	⏷
Environmental Doc...	Subpart F - Floodplain No...	Final public notice affidavit	_Testing Document.docx	Joan RSCRelease...	Nov 28, 2023, 09:52	Upload ⬆
Environmental Doc...	Subpart F - Floodplain No...	FP prelim notice	_Testing Document.pdf	Joan RSCRelease...	Nov 27, 2023, 04:24	View 👁
Environmental Doc...	Subpart F - Floodplain No...	FP primary publication affidavit	_Testing Document.docx	Joan RSCRelease...	Nov 27, 2023, 04:25	Delete 🗑

Figure 188: Environmental Documents Page - Middle

Figure 189: Environmental Documents Page - Bottom

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 187).

4. Section 3.4 (**Project Documents**) fully 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 187):

   - If any required documents are missing, you will receive an indication when you validate the application (see section 12.2). 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 188):

   - If any required documents are missing, you will receive an indication when you validate the application (see section 12.2). 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 189):

- 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 13: 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   Evaluation Criteria Tab

You must provide information regarding the evaluation criteria. The **Evaluation Criteria** tab only appears for 100 percent grant (including the 100 percent grant for ANC, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities), and 50-50 combination loan/grant applications.

If the Application is for a 100 Percent Loan, the tab is not visible.

All PFSAs must also be created on the Service Area Map before completing this part of the application.

For further information regarding evaluation criteria and their respective points, refer to the Program Guide.

The Evaluation Criteria tab has three pages (Figure 190):

- Evaluation Criteria
- Evaluation Criteria Summary
- Evaluation Criteria Documents
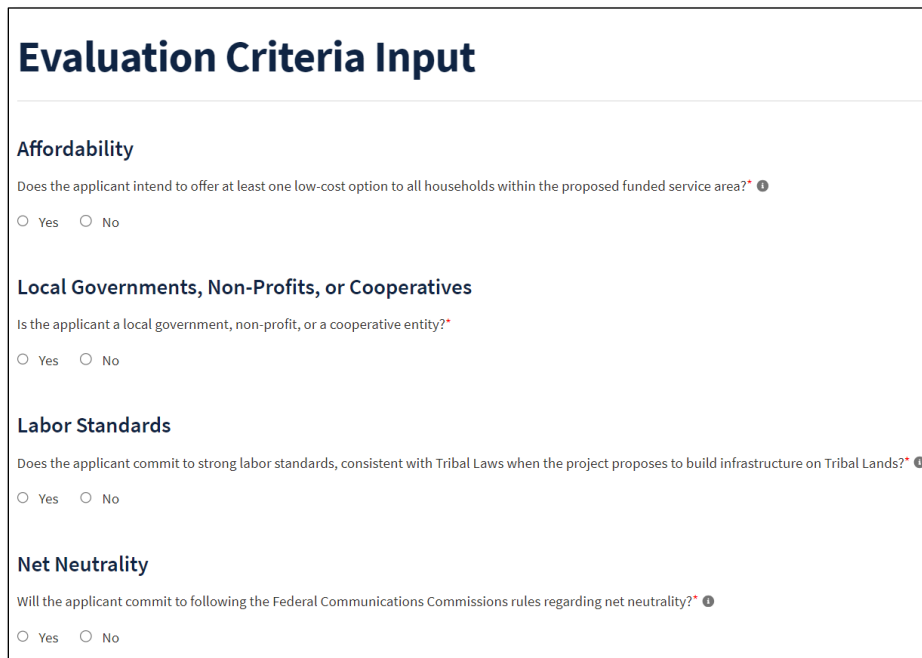
Figure 190: Evaluation Criteria Tab Menu
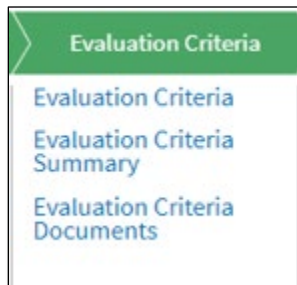
8.1   Evaluation Criteria Page

1. Click on the Evaluation Criteria page link in the Evaluation Criteria tab menu (Figure 190).
2. The **Evaluation Criteria** page displays (Figure 191).

Figure 191: Evaluation Criteria Page - Partial

Evaluation Criteria Input

Affordability

Does the applicant intend to offer at least one low-cost option to all households within the proposed funded service area?* ⓘ

○ Yes   ○ No

Local Governments, Non-Profits, or Cooperatives

Is the applicant a local government, non-profit, or a cooperative entity?*

○ Yes   ○ No

Labor Standards

Does the applicant commit to strong labor standards, consistent with Tribal Laws when the project proposes to build infrastructure on Tribal Lands?* ⓘ

○ Yes   ○ No

Net Neutrality

Will the applicant commit to following the Federal Communications Commissions rules regarding net neutrality?* ⓘ

○ Yes   ○ No

3.   Answer the questions under each of the following subheadings and provide any necessary documentation:

- Affordability: "Does the applicant intend to offer at least one low-cost option to all households within the proposed funded service area?" Click the applicable radio button
  - If No, proceed to the next question
  - If Yes, an upload field appears. Upload supporting documentation for your assertion
- Local Governments, Non-Profits, or Cooperatives: "Is the applicant a local government, non-profit, or a cooperative entity?" Click the applicable radio button
- Labor Standards: "Does the applicant commit to strong labor standards, consistent with Tribal Laws when the project proposes to build infrastructure on Tribal Lands?" Click the applicable radio button
  - If No, proceed to the next question
  - If Yes, an upload field appears. Upload supporting documentation for your assertion
- Net Neutrality: "Will the applicant commit to the following Federal Communications Commission's (FCC) rules regarding net neutrality?" Click the applicable radio button
  - If No, proceed to the next question
  - If Yes, an upload field appears. Upload supporting documentation for your assertion
4. Click the [Save] button.

8.2 Evaluation Criteria Summary

1. Click on the Evaluation Criteria Summary link in the **Evaluation Criteria** tab menu (Figure 190).

2. The **Evaluation Criteria Summary** page displays (Figure 192). Your application can score a maximum of 150 points. The following rows appear on the **Evaluation Criteria Summar**y page:

   - "Does the applicant intend to offer at least one low-cost option to all households within the proposed funded service are?" *Intake calculates the value based on the **Evaluation Criteria** input page*

   - "Is the applicant a local government, non-profit, or a cooperative entity?" *Intake calculates the value based on the **Evaluation Criteria** input page*

   - "Does the applicant commit to strong labor standards, consistent with Tribal Laws when the project proposes to build infrastructure on Tribal Lands?" *Intake calculates the value based on the **Evaluation Criteria** input page*

   - "Will the applicant commit to following the Federal Communications Commission's rules regarding net Neutrality?" *Intake calculates the value based on the **Evaluation Criteria** input page*

   - Rurality of Proposed Funded Service Areas: *Intake calculates the value based on PFSA(s) drawn in the **Service Area Map***

   - Tribal Lands: *Intake calculates the value based on PFSA(s) drawn in the **Service Area Map***

   - Economic Need of Community: *Intake calculates the value based on PFSA(s) drawn in the **Service Area Map***

   - Socially Vulnerable Communities: *Intake calculates the value based on PFSA(s) drawn in the **Service Area Map***

   - Most Unserved Locations Per Square Mile: *Intake calculates the value based on PFSA(s) drawn in the **Service Area Map***

   - Total Score: *Intake calculate the score based on the preceding values*

Figure 192: Evaluation Criteria Summary Page

Evaluation Criteria Summary

EVALUATION CRITERIA	INPUT VALUES	SCORE
Does the applicant intend to offer at least one low-cost option to all households within the proposed funded service area?	Yes	20 / 20
Is the applicant a local government, non-profit, or a cooperative entity?	Yes	15 / 15
Does the applicant commit to strong labor standards, consistent with Tribal Laws when the project proposes to build infrastructure on Tribal Lands?	Yes	20 / 20
Will the applicant commit to following the Federal Communications Commissions rules regarding net neutrality?	Yes	10 / 10
Rurality of Proposed Funded Service Area	0.56	25 / 25
Tribal Lands	0.00 %	0 / 15
Economic Need of Community	0.00 %	0 / 20
Socially Vulnerable Communities	0.00 %	0 / 15
Most Unserved Locations Per Square Mile	100.00 %	10 / 10

Preliminary Total Score
1 Service Areas Considered

100/150

8.3   Evaluation Criteria Documents

1. Click on the Evaluation Criteria Documents link in the **Evaluation Criteria** tab menu (Figure 190).

2. The **Evaluation Criteria Documents** page displays a table listing uploaded documents.

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

9 Licenses & Agreements Tab

You must provide information on all licenses and agreements necessary to support the project. On this page, you must address each license or agreement type shown on the page. You can upload, view, download, delete, or upload additional documents or newer versions of licenses, permits, and agreements.

Figure 193: Licenses & Agreements Tab Menu

1. Click the Licenses and Agreements link on the tab's menu (Figure 193).
2. The **Licenses & Agreements** page displays (Figure 194) and shows all the required license or agreement types you must address.

Figure 194: License & Agreements Page - Partial
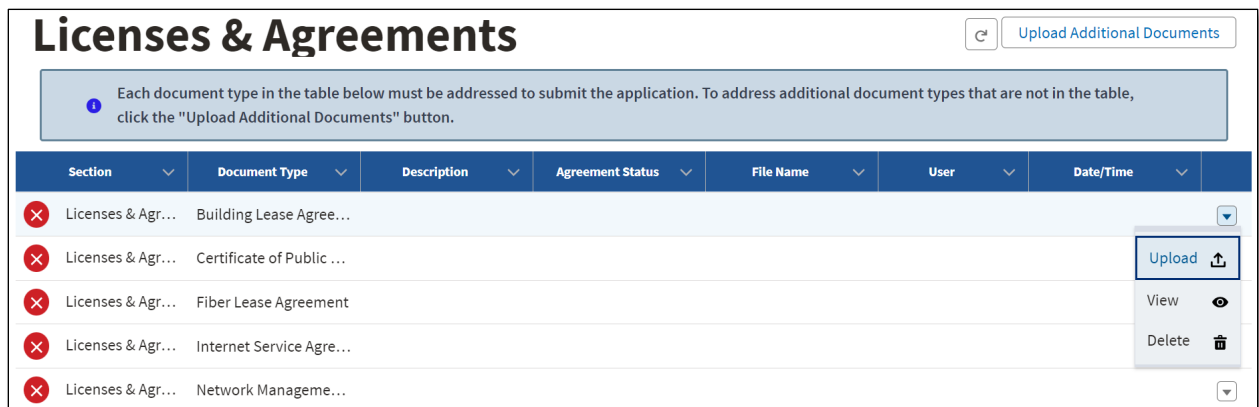
3. As noted on the page, you must provide an agreement status for every document type listed. Click the Upload option on a document's drop-down menu to assign agreement status and provide an upload if necessary. The page contains the most common document types. See step 6 below if you need to add other document types for your project. Document types on the page:

- Building Lease Agreement
- Certificate of Public Convenience and Necessity (CPCN)
- Fiber Lease Agreement
- Internet Services Agreement
- Network Management Agreement
- Pole Attachment Agreement
- Special Permits (Federal, highway, bridge, etc.)
- Tower Lease Agreement
- Video Franchise Agreement

- Video Services Agreement
- Spectrum Lease Agreement
- Wireless Spectrum License(s)
- Wireless Spectrum License(s) for Backhaul

4. The Upload Document window opens (Figure 195).

Figure 195: Upload Document Window

5. You must assign a status to every document type visible on the page. Table 14 provides the agreement statuses and whether an upload is required for each status. Choose the appropriate agreement status for each document. Provide a description of the agreement or document, and upload a file if required.

Table 14: Agreement Statuses

Agreement Status	Upload Required?
Not Required	No
Draft	Yes
Existing – No Amendment(s) Needed	Yes
Existing – Amendment(s) Needed	Yes
Applied – Approval Pending (Licenses Only)	No
Contingent Upon Award	No
Contingent Upon Availability of Award Funds	No

- Descriptions are especially important for this part of Intake because it's possible that your project requires more than one agreement of the same type. You may need to track agreement statuses with different partners.

- Whether you see a [Save] button or an [Upload] tool in the window depends on the agreement status. You will not see either the button or the tool until you choose an agreement status.

- Uploading a file will save it to Intake, or clicking the [Save] button will save the agreement status and description to intake.

- As you provide statuses and uploads, the red checkmark will change to a green x beside a document type on the page (Figure 196).

Figure 196: Licenses and Agreements Page – Partially Complete

	Section	Document Type	Description	Agreement Status	File Name	User	Date/Time	
✓	Licenses & Agr…	Building Lease Agree…	n/a	Not Required				▾
✓	Licenses & Agr…	Certificate of Public …	n/a	Not Required				▾
✓	Licenses & Agr…	Fiber Lease Agreement	Fiber Lease with XYZ Inc	Existing - No Amend…	_Testing Document….	Joan RSCRelease…	Nov 28, 2023, 01:33 PM	▾
✓	Licenses & Agr…	Internet Service Agre…	Agreement with Internet Provider LLC	Existing - Amendme…	_Testing Document….	Joan RSCRelease…	Nov 28, 2023, 01:34 PM	▾
✗	Licenses & Agr…	Network Manageme…						▾
✗	Licenses & Agr…	Pole Attachment Agr…						▾

As a reminder, using the Upload option on an existing document's line will replace that existing document. The View and Delete options work as explained in section 3.4.

6. Use the [Upload Additional Documents] button to add more than one agreement of the same document type you already addressed.

- Also, use the button to add **new document types** that apply to your project.

- Remember, you must provide all licenses, agreements and permits (or the status of each) that apply to your project.

  o The **Upload Document** window opens with an extensive drop-down list of available document types (Figure 197). After you select the document type, the window functions the same way as described in step 5. Use this functionality to add document types that apply to your project but aren't already on the page.

Figure 197: Upload Document Window – Additional Document Types

10 Certifications Tab

This tab (Figure 198) 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 198: Certifications Tab Menu
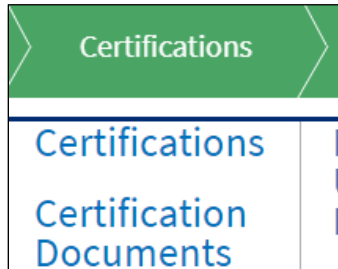
Required certifications:

- 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
- Representations Regarding Felony Conviction (Ad 3030) - For Corporations Only
- Uniform Relocation Assistance And Real Property Acquisition Policies Act Of 1970 Certification
- Compliance With RUS Award Documents

10.1 Certifications

1. Click the Certifications link on the **Certifications** tab menu (Figure 198).

2. The first certification opens (Figure 199). Note that there is a progress tracker on the right side of every certification page showing the titles of all certifications in order (Figure 200).

Figure 199: First Certification – Partial

Certification Regarding Debarment, Suspension, and Other R…

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

☐ A. We, *Joan QAP03 Test Account* the prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- 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

Figure 200: Certifications – Right Side Partial

- 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
- REPRESENTATIONS REGARDING FELONY CONVICTION (AD 3030) - FOR CORPORATIONS ONLY
- UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 CERTIFICATION
- COMPLIANCE WITH RUS AWARD DOCUMENTS

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
- Representations Regarding Felony Conviction (Ad 3030) - For Corporations Only
- Uniform Relocation Assistance And Real Property Acquisition Policies Act Of 1970 Certification
- Compliance With RUS Award Documents

3. Answer any questions and supply any additional information or documents required by the certification.

4. Click the checkbox beside the acknowledgement (Figure 201), which will then electronically sign the certification for your Rep Sign Cert.

Figure 201: Certifications Page – Acknowledgement

☐ Acknowledge that everything above is correct to the best of my knowledge.

5. Click the [Next] button to move to the next certification.

6. Repeat steps 3 through 5 until all certifications are complete and acknowledged.

- Each certification after the first has a [Previous] button to navigate back to the previous page.

7. Click the [Save and Finish} button on the final certification to complete all certifications.

10.2 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 198).

2. The **Certification Documents** page opens (Figure 202), and functions exactly as all of the other document pages previously discussed in this manual. See section 3.4 for full instructions.

Figure 202: Certification Documents Page

Certification Documents

Section	Document Type	Description	File Name	User	Date/Time	
✓ Certifications	DEBARMENT AND SU...	Debarment and Suspension Uncertified...	Debarment and Sus...	Asrcj06 Testemp	Dec 15, 2023, 12:27 PM	▾

Upload Additional Documents

11 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.
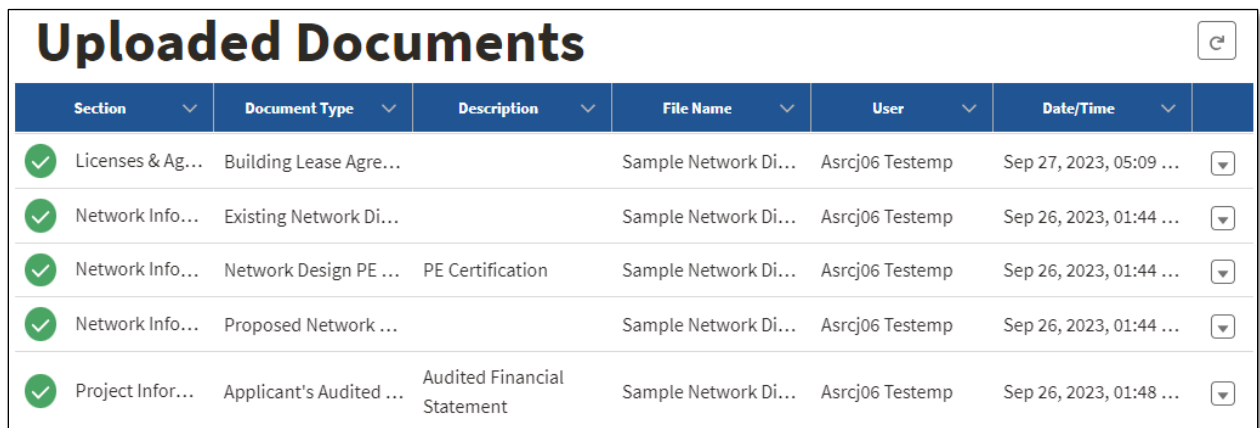
Figure 203: Documents Tab Menu
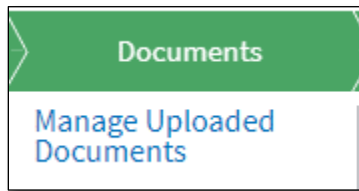
1. Click the Manage Uploaded Documents link on the **Documents** menu (Figure 203)
2. The **Uploaded Documents** page opens (Figure 204) and displays all documents you uploaded while completing the Documents page of any tab. Each document has a drop-down menu allowing you to upload a document (which will replace the existing document), view or delete the document.

NOTE: 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 204: Uploaded Documents Page

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 ...	▼

12 Summary/Submit Tab

In 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 appear**.**

💡 **Reminder on Submitting an Application** Submitting an application does not mean that the application is eligible or acceptable.

Figure 205: Summary/Submit Tab Menu

1. Click the Summary/Submit link on the **Summary/Submit** tab. Click the **Summary/Submit** page (
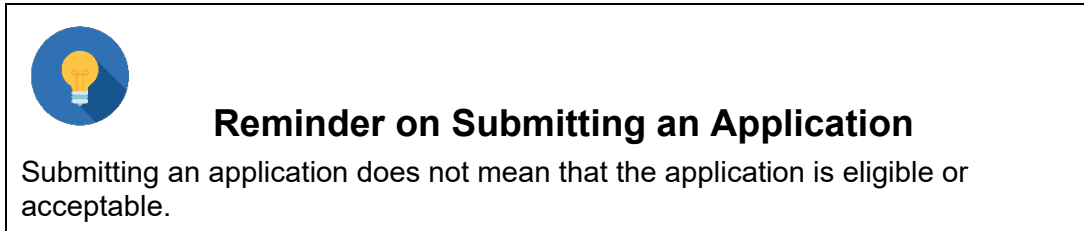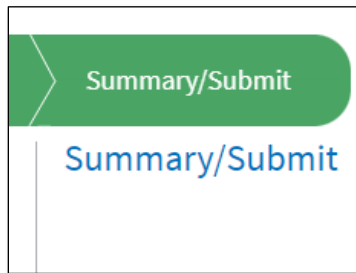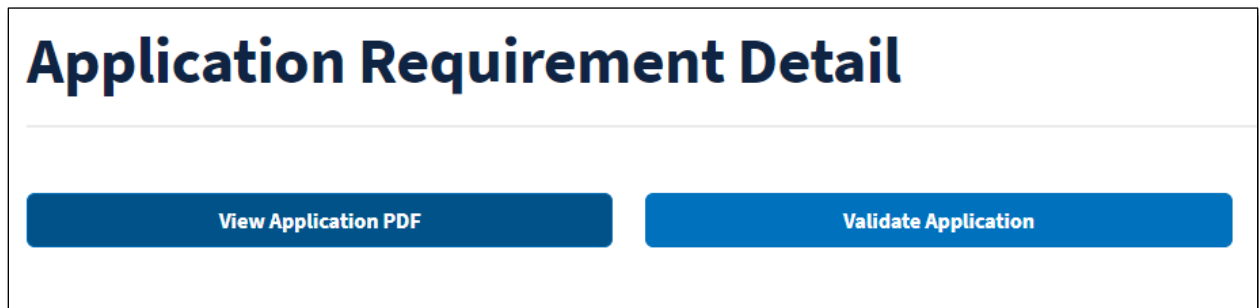2. Figure 205).
3. The Application Requirement Detail page opens (Figure 213).

Figure 206: Application Requirement Detail Page - Partial

Application Requirement Detail

| View Application PDF	Validate Application

12.1 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 205).

2. After clicking the button, a message will appear at the top of the screen (Figure 207) 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 207: PDF Generating Message

⚠ Application PDF is currently being generated and will open in a new tab when complete. Please do not navigate out of the application, close the tab, or log out before the PDF has successfully generated. Ensure pop-ups are allowed to view PDF in a new tab. Once generated, the PDF can also be accessed in the Manage Uploaded Documents page.
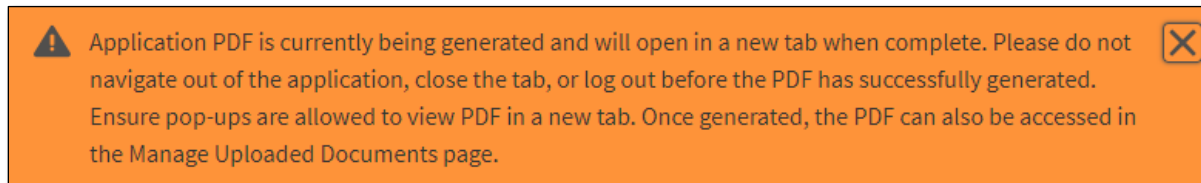
3. After the PDF is generated, a successful message will appear at the top of the screen: "Applicant PDF has been generated and opened in a new tab." (Figure 208)

Figure 208: PDF Generation Success Message

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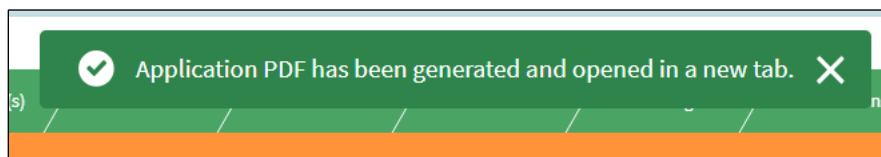
You may generate a PDF as many times as you want. The latest version will always be listed on the **Manage Uploaded Documents** page under the document type, "Draft Application PDF" and the file name will be, "Application PDF_xxxxxxxxx - Draft.pdf," where the 9-digit number is the application number.

12.2 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.

Application Requirement Detail

[View Application PDF]   [Validate Application]

| Account Information | Section Complete | ∧ |

✓ No outstanding errors and/or warnings present.

| Project | Section Incomplete | ∧ |

| STATUS	SUBSECTION	DESCRIPTION	REQUIRED ACTION
✗	Project Information	The selected Bridge Year does not match the current year	Navigate to Project Information

1. Click the [View Application PDF] button on the Application Requirement Detail page to create a PDF of the application (Figure 205).

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 210).

Figure 210: Application Requirement Detail – Partial Validation Results

3. Each header for an incomplete section contains a table that provides information in the following columns (Figure 211):

    - 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 211: Validation Example – Financials Tab - Partial

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.**

12.3 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 212).

Figure 212: Application Requirement Detail Page – Bottom – [Submit Application] Button
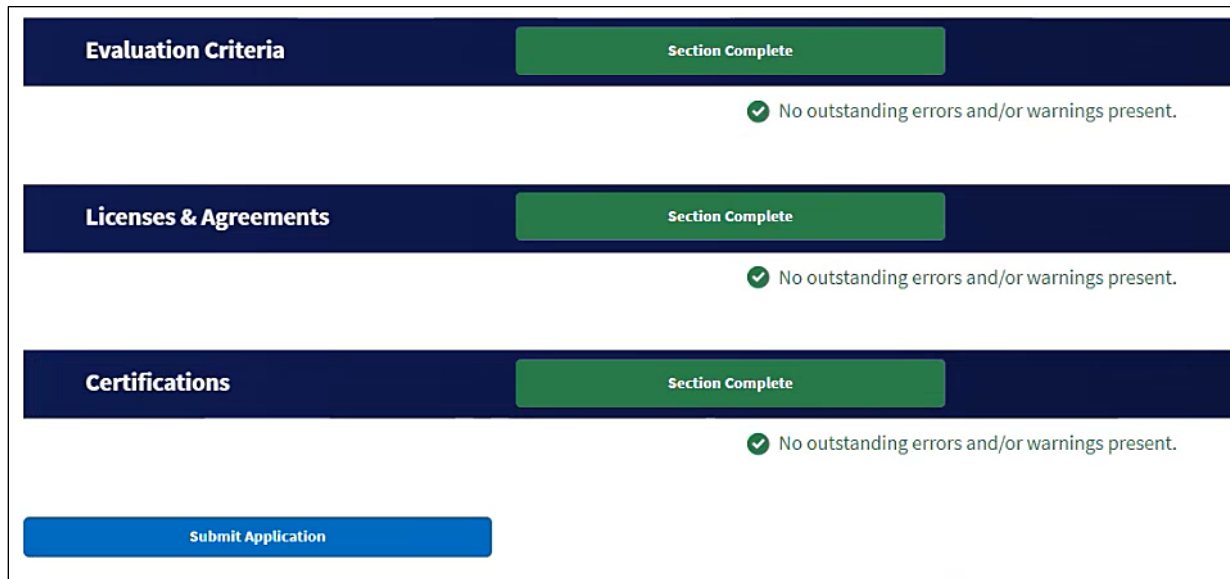
2. Intake will return you to the **Home** page after a successful submission, and a success message will appear at the top of the screen.

3. To view your submitted application, go to the **Authorizations** page and select the S**ubmitted Applications** tab. You can view or download a copy of your submitted application from this page. (Figure 213).

Figure 213: Submitted Applications
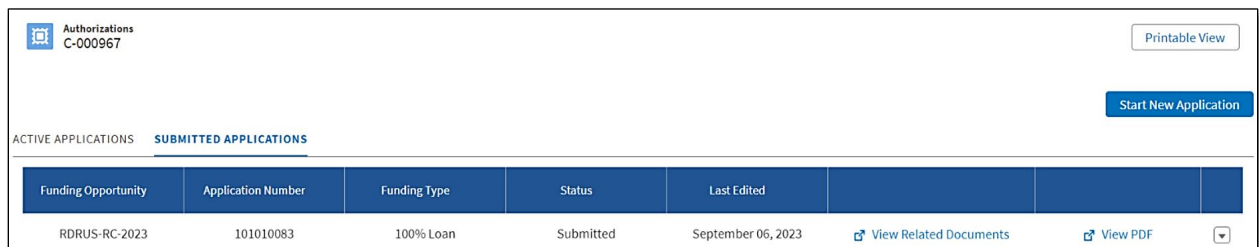
4. Upon successful submission of an application, you will receive a confirmation email (Figure 214). Please retain this email for your records. If you have any questions, use the Contact Us link within Intake or on the ReConnect webpage.

Figure 214: 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:**
- **Application Number:**
- **Program:** ReConnect
- **Funding Opportunity:** RDRUS-RC-2023
- **Funding Type:** 100% Loan
- **Submitted Date:** 9/6/2023 4:24 PM

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 us about other USDA programs, visit the Contact Us page.

Appendix A – Account Creation

You must have an account in Intake before you can create and submit an application. If you created an account for the Reconnect program for previous application rounds, you may use the same account to submit an application for the current round of funding.

As noted in section 1.4, USDA is transitioning from eAuth credentials to Login.gov credentials for access to USDA systems. 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.

Level 2 eAuth and Login.gov Credentials

All Intake System users must have a Level 2 eAuth account that is either stand-alone or linked to the user's verified Login.gov account. RUS recommends that you obtain or upgrade your eAuth credentials before the application window opens.

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.

The **Customer Login** page opens (Figure 215). 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 215: Customer Login Window
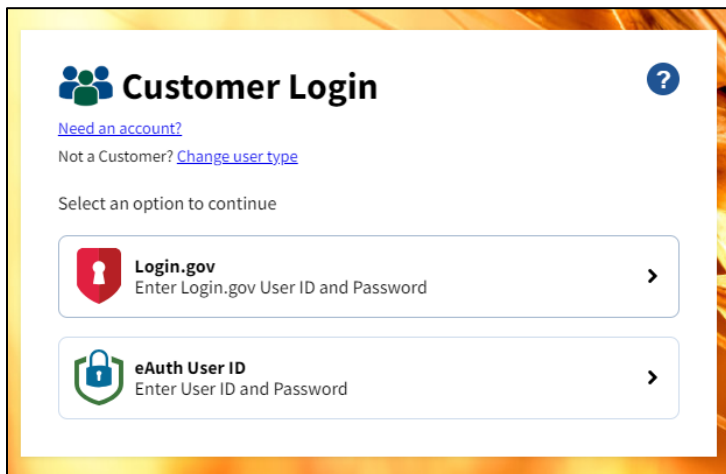
1. **If you have a verified Login.gov account that you have linked to your eAuth account**: Select the **Login.gov** link (Figure 215) and enter your verified Login.gov email address and Password into the associated fields and click the [Sign in] button.

   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 215). You may receive a message that prompts you to switch to Login.gov. At this point you have **two** options:

   a. If you click the **[Not Now]** button, you will proceed with entering your Level 2 eAuth User ID and Password into the associated fields and clicking the [Log In] button. You will be logged into the Intake System and arrive at the home screen (Figure 216).

   b. 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 section 6 of 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 216). Confirm the profile is correct by verifying the icon and your name in the upper right-hand corner.

Figure 216: Intake Home Page – Applicant Name
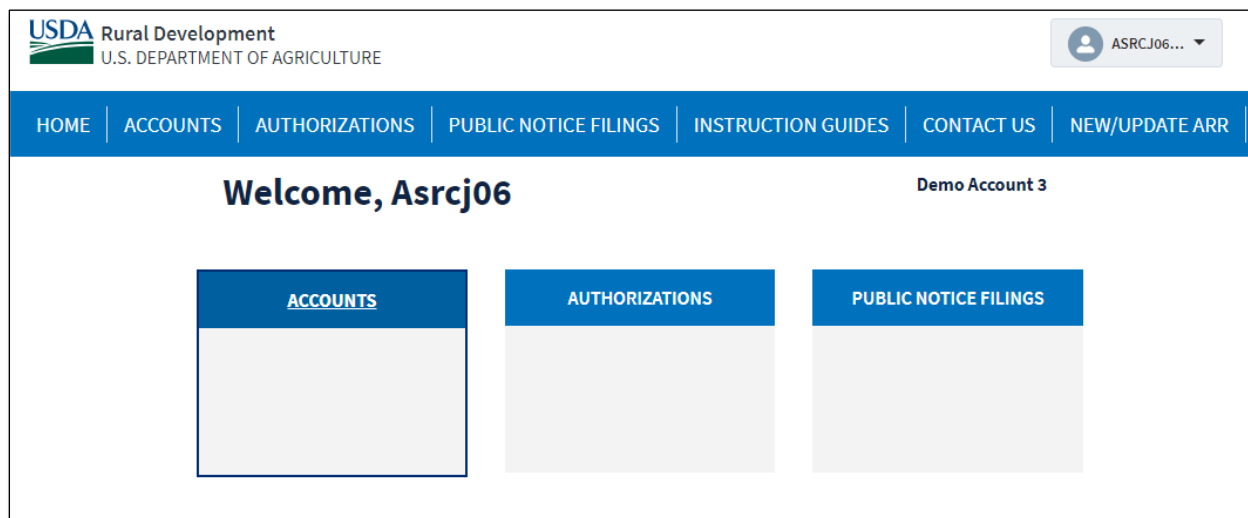
Authorized Representative Request (ARR)

If you've never used one of the RUS Telcom systems (Intake, Reporting and Compliance or Community Connect), 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.

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 **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:
     o Submit an ARR on behalf of the applicant
     o Create, view, and update all account information and application data in Intake
     o Add, edit, and remove users from the account
     o Authorize certifications on behalf of the applicant
     o Submit applications under the ReConnect program
     o 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:

- o   Submit the ARR on behalf of the entity
- o   Update the Rep Sign Cert
- o   Create, view, and update all account information and application data in Intake
- o   Add, edit, and remove users from the account
- o   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 217).

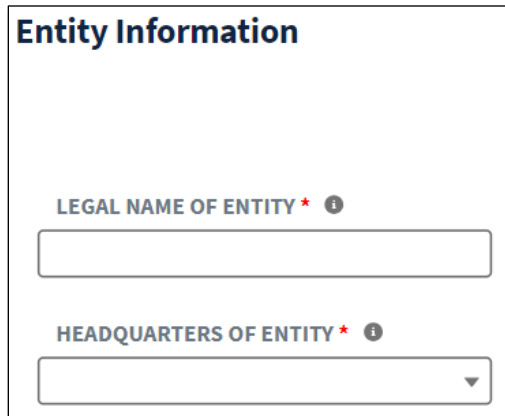**Figure 217: Home Page – Right side Partial – New/Update ARR Tab**

2.   The **Authorized Representative Request** page displays (Figure 218). 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 218: Authorized Representative Request Page

4. The **Authorized Representative Request** page updates to show additional Entity Information (Figure 219). Input the following information for your entity:

- Legal Name of Entity: enter the legal name of the entity applying to the ReConnect program

- Headquarters of Entity: select the State or Territory where the entity's headquarters is located

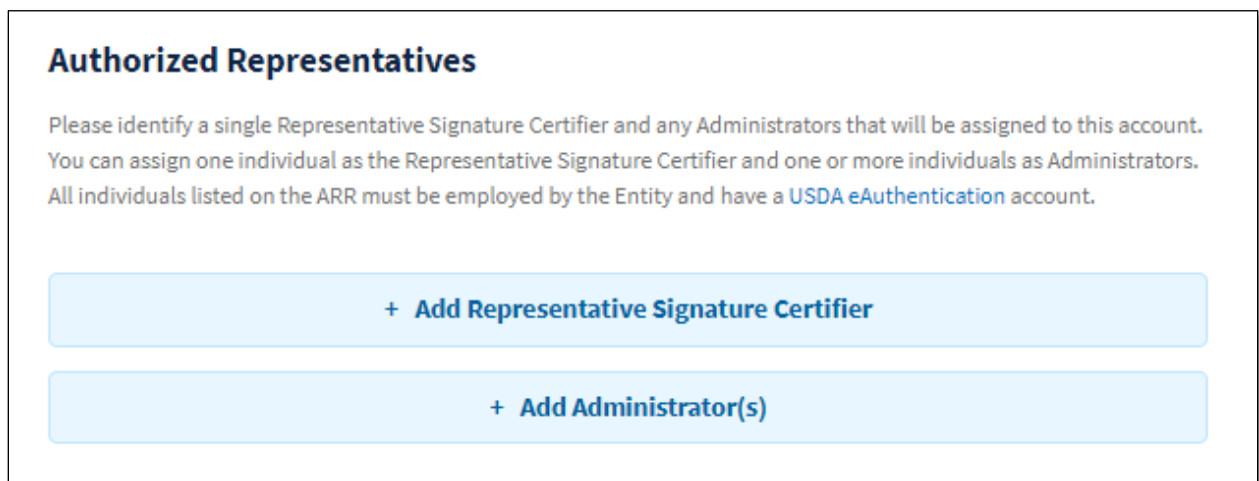**Figure 219: Authorized Representative Request - Entity Information (top)**

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 220).

Figure 220: Authorized Representative Request - Authorized Representatives - Middle

1. Click the [+ Add Representative Signature Certifier] button to add a Representative Signature Certifier, 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 221):

   - 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 221: Add Representative Signature Certifier Window

2. Click the [Save] button. Once the Representative Signature Certifier 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 222). Click these buttons to edit or delete any information. NOTE: If you delete an Authorized Representative, this action cannot be undone.

Figure 222: Authorized Representatives
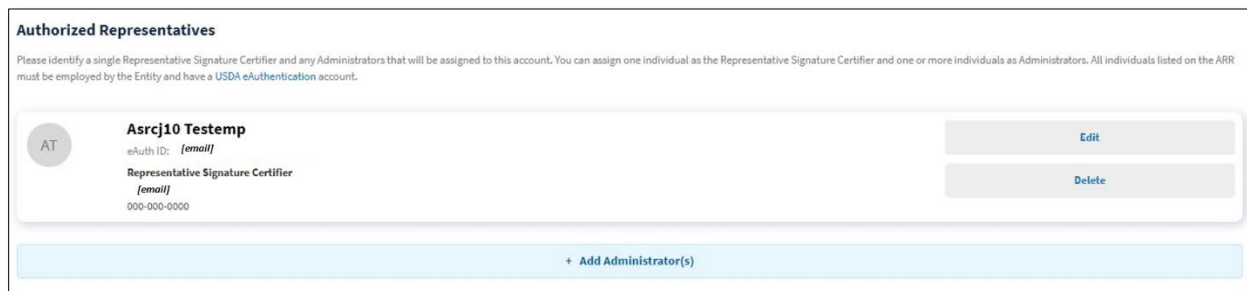
Resolution Submission

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 (SOS) 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 223)

Figure 223: Authorized Representative Request – Resolution Submission - Bottom

Resolution

All entities have to submit an Authorized Representative Request (ARR) and a resolution in order to apply for Rural Utilities Service (RUS) grants and loans. The resolution, or its equivalent, is dependent on the legal structure of the applicant. Sample resolutions for corporations and LLCs are included in the Forms and Resources section on the USDA website. If the entity is something other than a corporation or LLC, then the content in the sample resolutions can be modified to reflect the entity's legal structure.

Upload is Required

Upload File
Accepted file types include .pdf. File limit is 2GB.

[⬆ Upload Files | Or drop files]

1. After all required information is entered and verified, and the Resolution is uploaded, click the [Submit] button (Figure 224).

Figure 224: Authorized Representative Request Page – Submit Button

Upload File
Accepted file types include .pdf. File limit is 2GB.

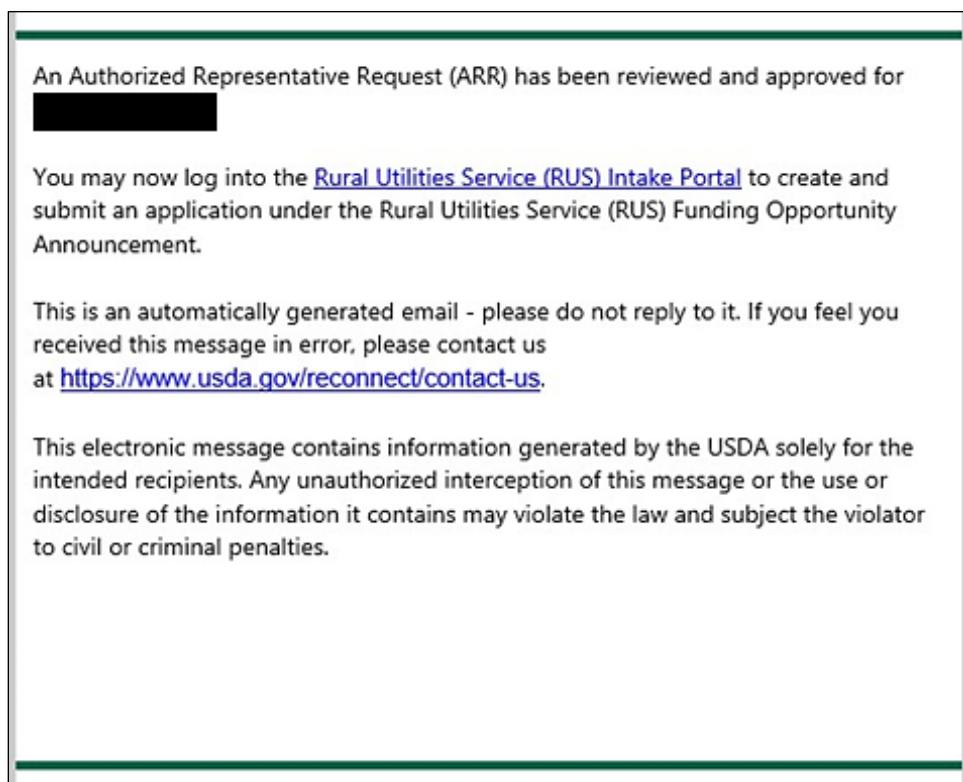[⬆ Upload Files | Or drop files]

| Return to Home | Submit |

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 225: Authorized Representative Request – Sample Email Confirmation

). 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 225: Authorized Representative Request – Sample Email Confirmation**

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

███████████

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.
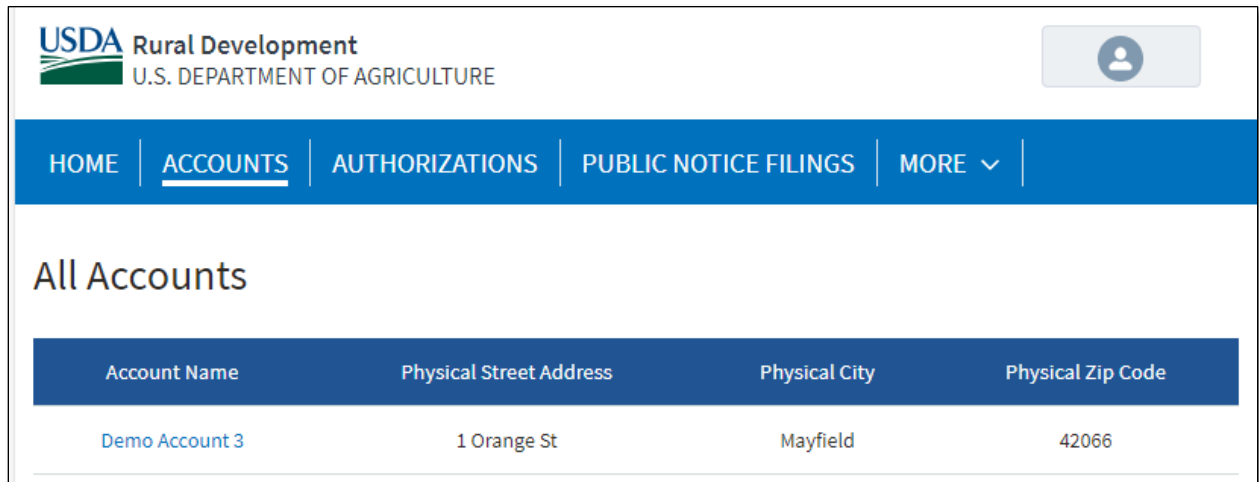
1. From the Intake System, click the **Accounts** header tab (Figure 226).

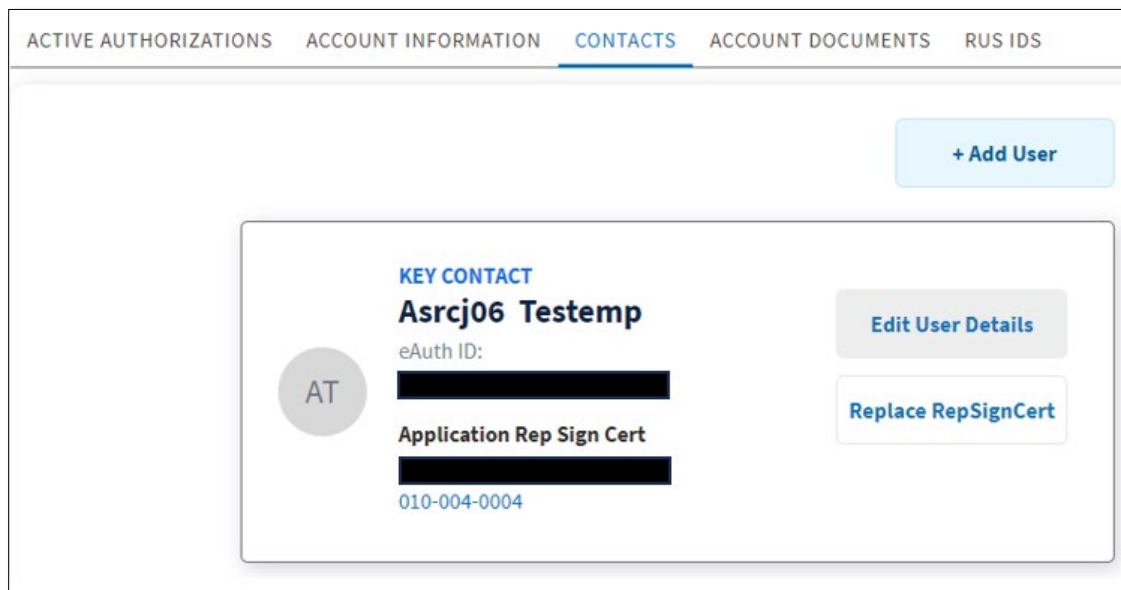**Figure 226: Accounts Header Tab – Left Side Partial**
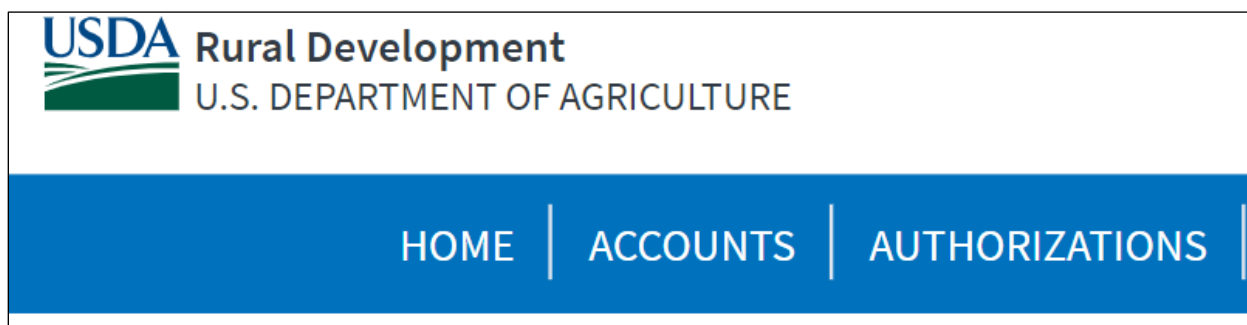
2. The **All Accounts** page displays. Select the applicable hyperlink under Account Name.
3. The **Account Information** page displays. Click the **Contacts** tab (Figure 226).

4. The **Contacts** page displays, which shows a list of all existing users associated with the account (Figure 227).

Figure 228: Contacts Tab

Adding New Users

1. From the Contacts page, click the [+Add User] button.

2. The **Add User** window appears (Figure 229). 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 229: Add User – Add Window

Editing Existing Contacts

To Edit an existing contact, click the [Edit User Details] button to the right of the user name (Figure 230: Replace RepSignCert - Partial

1.   ).

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.
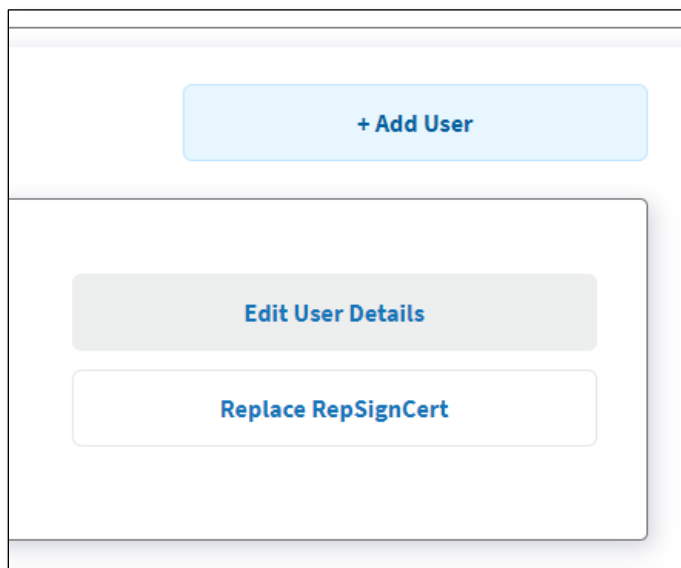
3.   Click the [Save] button.

Updating the Rep Sign Cert

From the **Contacts** page:

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 230: Replace RepSignCert - Partial

1.   ).

Figure 230: Replace RepSignCert - Partial

2.   The **Update Representative Signature Certifier** window appears (Figure 231):

- 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 submitted 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 231: Update Representative Signature Certifier

UPDATE REPRESENTATIVE SIGNATURE CERTIFIER

* LOGIN ID

FIRST NAME   MIDDLE NAME   LAST NAME

EMAIL ADDRESS   * PHONE NUMBER

Upload New Resolution

An uploaded resolution, or its equivalent based on the type of Entity that is applying, is required to replace the designated RepSignCert. Sample resolutions for corporations and LLCs are available under the Forms and Resources tile on the USDA Inform portal. You may adjust the language of the sample resolutions to fit your Entity's legal structure.

Upload Required

Upload File

Accepted file types include .pdf. File limit is 2GB.

⤒ Upload Files   Or drop files

Cancel   **Submit**

## 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.
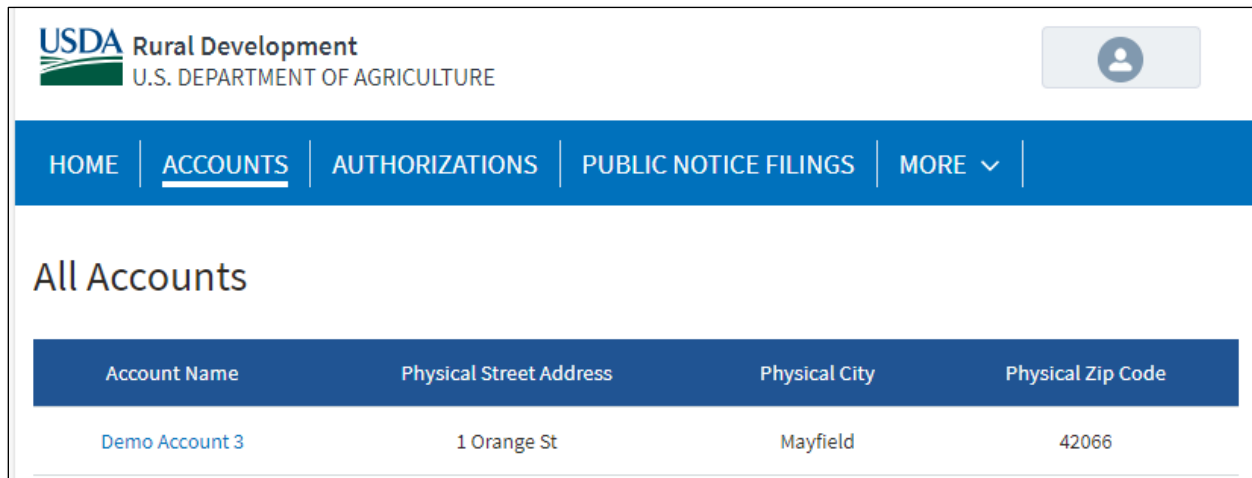
Navigating to the Account Information Tab

1. Click the **Accounts** tab at the top of the **Home** page (Figure 232).

Figure 232: Intake Home Page - Partial
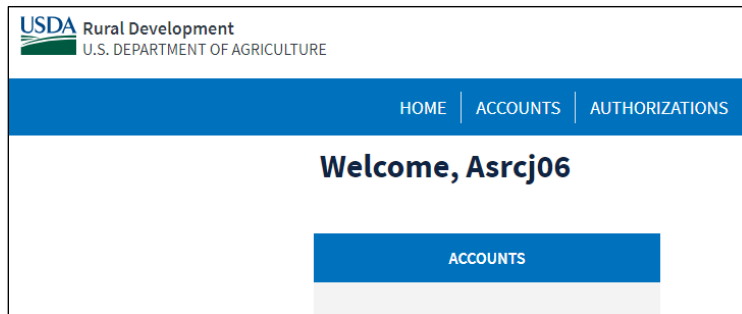
2. The **All Accounts** page displays. Click the applicable Account Name (Figure 233).

Figure 233: All Accounts Page – Partial

Account Name	Physical Street Address	Physical City	Physical Zip Code
Demo Account 3	1 Orange St	Mayfield	42066

3. The **Account Information** page displays (Figure 234).

Figure 234: Account Page – Partial – Account Information Tab

Account
Demo Account 3

ACTIVE AUTHORIZATIONS   ACCOUNT INFORMATION   CONTACTS   ACCOUNT DOCUMENTS   RUS IDS

Account Information

LEGAL NAME OF APPLICANT
Demo Account 3

APPLICANT'S UNIQUE ENTITY IDENTIFIER (UEI)
PSPSTEST0003

APPLICANT'S TAX IDENTIFICATION NUMBER
999888706

APPLICANT'S DUNS NUMBER
999888706

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 235):

   - 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 235: Account Information Page – Address Fields

Physical Address of Applicant

STREET 1
1 Orange St

STREET 2

CITY
Mayfield

STATE:
Kentucky

ZIP CODE:
42066

Correspondence Address of Applicant

STREET 1
PO Box 1

STREET 2
Suite 1

CITY
Mayfield

STATE:
Kentucky

ZIP CODE:
42066

APPLICANT'S BUSINESS PHONE NUMBER
(000) 000-0000

2. Eligible Entity Type: click the drop-down menu and select the appropriate option (Figure 236). 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 236: Account Information - Eligible Entity Type

3. Civil Rights Status (Figure 237): click one or more checkbox(es) that represent your entity.

4. Applicant's Headquarters Congressional District (Figure 237): 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 237: Account Information - Civil Rights Status and Congressional District

5. "Is the Applicant Regulated by a Public Utilities Commission?" (Figure 238) 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 238) 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 238: Account Information – PUC Regulation and EEO Questions

IS THE APPLICANT REGULATED BY A PUBLIC UTILITIES COMMISSION? ✱

Yes   ⓘ

PUC APPROVED DEPRECIATION RATES   ⬆

IS THE APPLICANT REQUIRED TO FILE AN EEO-1 REPORT? ✱

Yes   ▼

EEO-1 REPORT   ⬆

7. "Does the Applicant have a CAGE code (Figure 239)?" (CAGE codes are no longer required). Figure 239.

   - 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). Figure 239

Figure 239: Account Information – CAGE Code and Provider ID

Does the applicant have a CAGE code? ✱

◯ Yes   ⦿ No

EVIDENCE CAGE CODE IS NOT REQUIRED   ⬆

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 240).

   - 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 240: Account Information – Start-Up Utility Partnership

Is applicant a start-up operation formed from partnerships of existing utility providers? *

⦿ Yes   ◯ No

List the Partners Name and upload the required documents for each listed Partner

Partner Name
Partner LLC ▼

Add Partner

Partner's Guarantee for Loan of a Start-up Company Uploaded

Click here to view, update, or add additional documents

PARTNER'S HISTORICAL FINANCIAL STATEMENTS ⬆

- 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 241**)**

- If Yes, upload all applicable copies of real property schedule
- If No, proceed to the next step

Figure 240: Account Information – Real Property
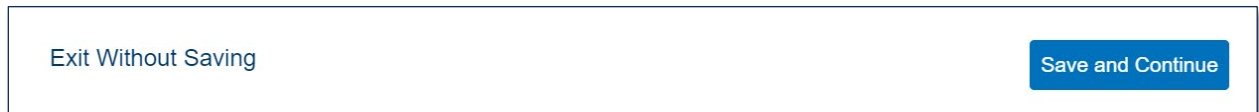
Does the applicant own any real property? *

⦿ Yes   ◯ No

COPIES OF REAL ESTATE DEEDS AND REAL PROPERTY SCHEDULE ⬆

11. After you have entered all required information, click the [Save and Continue] button to move to the next page under **Account Information** (Figure 240).
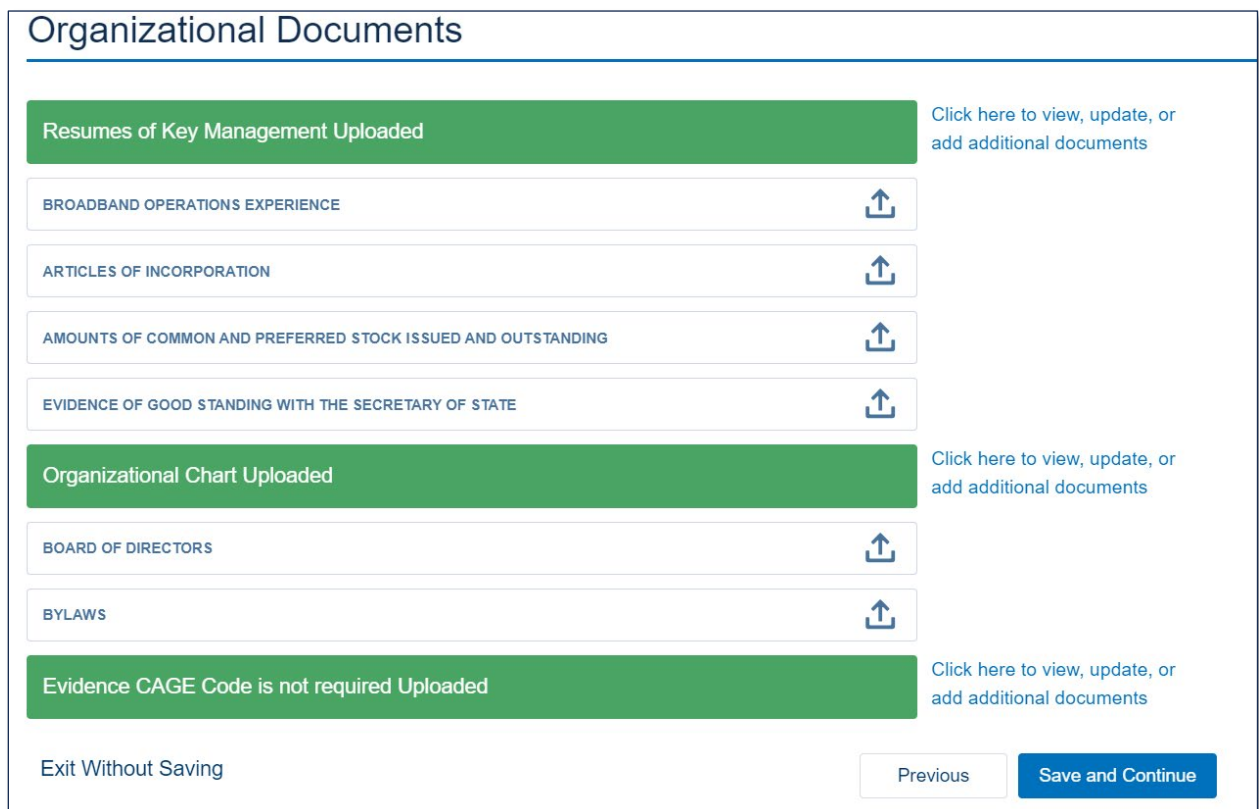
Figure 241: Account Information – Bottom of Page [Save and Continue] Button

Exit Without Saving   Save and Continue

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 243 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

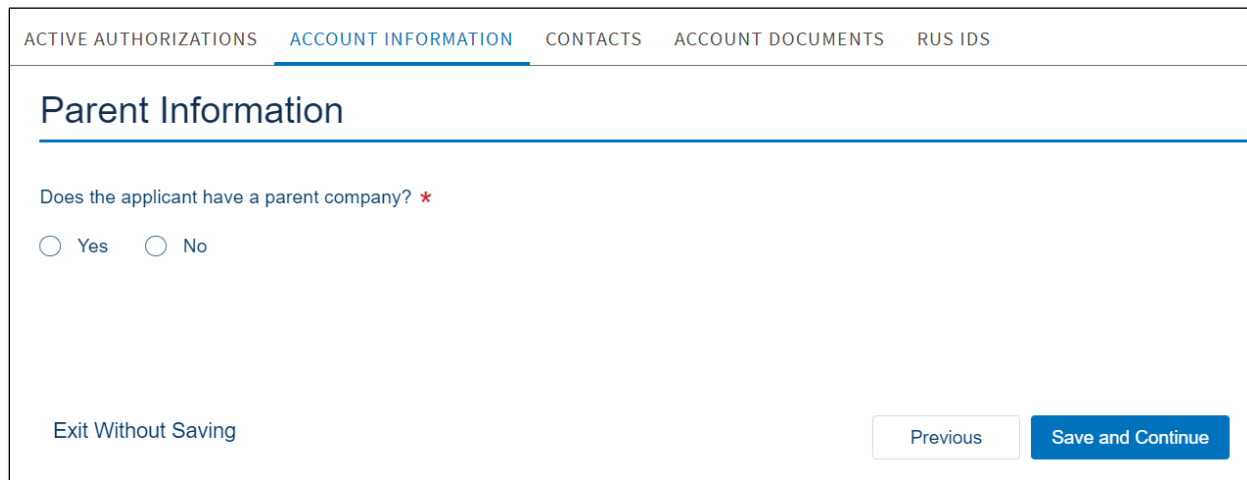3. Click the [Save and Continue] button after you have uploaded all of the required documents.

Figure 242: Organizational Documents Page - Uploaded Documents

Organizational Documents

Resumes of Key Management Uploaded	Click here to view, update, or add additional documents
BROADBAND OPERATIONS EXPERIENCE	⬆
ARTICLES OF INCORPORATION	⬆
AMOUNTS OF COMMON AND PREFERRED STOCK ISSUED AND OUTSTANDING	⬆
EVIDENCE OF GOOD STANDING WITH THE SECRETARY OF STATE	⬆
Organizational Chart Uploaded	Click here to view, update, or add additional documents
BOARD OF DIRECTORS	⬆
BYLAWS	⬆
Evidence CAGE Code is not required Uploaded	Click here to view, update, or add additional documents

Exit Without Saving   Previous   Save and Continue

Completing Parent Company Information

1. Answer, "Does the applicant have a Parent Company?" by choosing the appropriate radio button (Figure 244).
   - If No, click the [Save and Continue] button to move to the **Affiliate Information** page

Figure 243: Account Information - Parent Company Information

- If Yes, Intake will open a table on the Parent Information page and show the [Add Parent] button (Figure 245)

Figure 244: 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 246).
   - 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 245: 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 247). Click the drop-down menu to edit or delete the parent company information.

Figure 246: 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 248):

   • If No, click the [Save and Continue] button to move to the **Subsidiary Information** page

Figure 247: Affiliate Information Page - Partial

- If Yes, Intake will open a table on the **Affiliate Information** page and show the [Add Affiliate] button (Figure 249)

Figure 248: 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 250). 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 249: 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 251). Upload the affiliate's financial statements, organization chart, and any service agreements between your organization and the affiliate.

Figure 250: Affiliate Added

Affiliate Information

Does the applicant have any financial or operational relationship with any other affiliated companies? These dealings could be in the form of the sharing of assets or staff or providing services to and/or relying on services from an affiliated company. *

● Yes   ○ No

Affiliate Name:	Services Provided:	
Affiliate 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendis...	▼

[Add Affiliate]

Please upload financial statements for the affiliate company and the organizational chart.

AFFILIATE COMPANY'S HISTORICAL FINANCIAL STATEMENTS	⬆
AFFILIATE'S ORGANIZATIONAL CHART	⬆
AFFILIATE'S SERVICES AGREEMENT	⬆

Exit Without Saving   [Previous]   [Save and Continue]

---

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 252).

   • If No, click the [Save and Continue] button to move to the **Finish** page and proceed with creating an application (see section 2)

Figure 251: Subsidiary Information Page

- If Yes, Intake will open a table on the **Subsidiary Information** page and show the [Add Subsidiary] button (Figure 253)

Figure 252: Subsidiary Information – Add Subsidiary

2. Click the [Add Subsidiary] button. A popup window appears (Figure 254). 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 253: 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 255). 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 255).

   - 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 254: Subsidiary Added

6. 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 – Account Information (New and Returning Users) for instructions) to see the **Account Documents** page, or click on the **Account Documents** tab on the **Account Information Finish** page (Figure 256).

Figure 255: Account Information Finish Page – Account Documents Tab
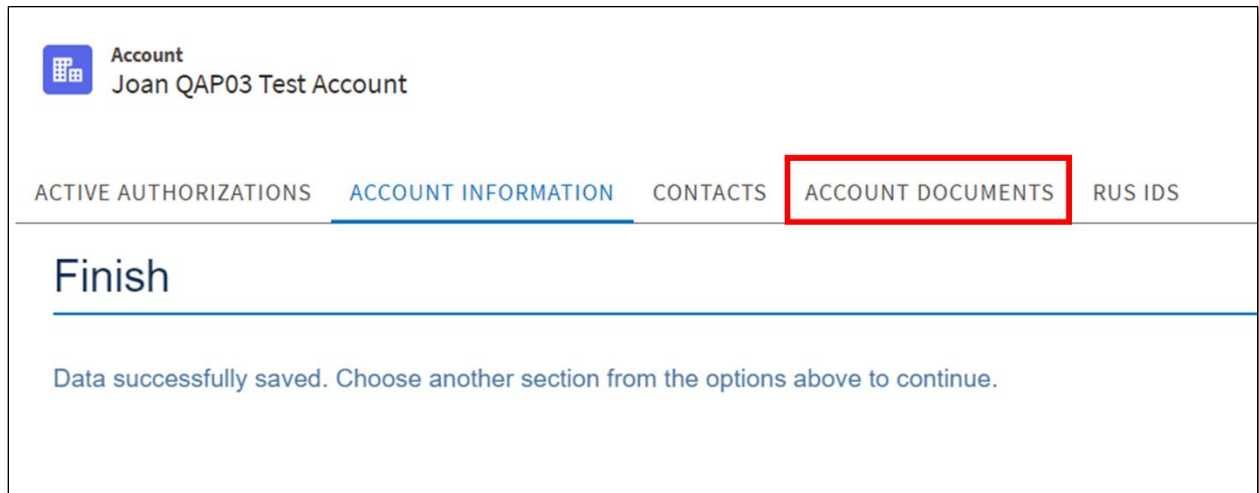
2. The Account Documents page displays the uploaded documents (Figure 257).

   - 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 256: Account Documents
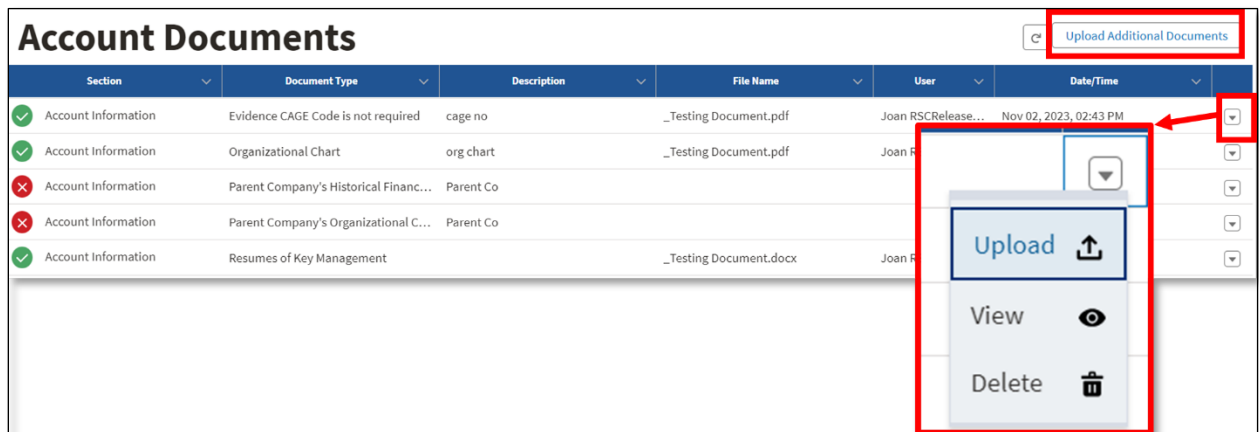
3. Use the [Upload Additional Documents] button to add additional documents of the same type as one of those listed on the page. The button opens a popup window (Figure 258). You must select a document type and a description is strongly recommended.

Figure 257: Upload Document Window

UPLOAD DOCUMENT

Section

Account Information

Document Type

--- None ---

Description (Enter description before uploading file)

⬆ Upload Files   Or drop files

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 15: 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 five years from the time funds are made available.
Composite Economic Life	The weighted (by dollar amount of each class of facility) average economic life of all classes of facilities necessary to complete construction of the broadband facilities in the PFSA.
Current Ratio	The current assets divided by the current liabilities.
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.
Debt Service Coverage Ratio (DSCR)	(Total Net Income or Margins + Interest Expense – Allowance for Funds Used during Construction + Depreciation + Amortization) *divided by* (Interest on Funded Debt + Other Interest + Principal Payment on Debt and Capital Leases)
Deferral Period	All interest and principal payments will be deferred for three years, starting when award funds are first made available to you, the awardee. At the end of the deferral period, all accrued interest will be added to the outstanding principal balance. Interest does not capitalize or compound during the deferral period.
Economic Life	The estimated useful service life of an asset as determined by RUS.
Environmental Review Expenses	Any reasonable costs, up to 3% of the requested award funds, that are used to satisfy the environmental review requirements are eligible for reimbursement as pre-application expenses. Any environmental review expenses will count as part of the overall 5% of award funds allowable for pre-application expenses.

Term	Definition
Equity	Total assets minus total liabilities, as reflected on the applicant's balance sheet.
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.
Loan Amortization	Each loan advance will be amortized to begin repayment no later than the deferral period. For advances made after the end of the deferral period, repayments will be scheduled to begin the month following the advance. Each advance will be amortized monthly so that accrued interest and principal are fully repaid on the date of final repayment. The sum of the principal and interest payment amounts remains level for each repayment for a given advance.
Local Government	The administration of a particular town, county, or district, with representatives elected by those who live there.
Non-Funded Service Area (NFSA)	Any area in which the applicant offers broadband service or intends to offer service during the forecast period but is not a part of its PFSA.
Persistent Poverty County	Any county with 20% or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses, and the 2007-2011 American Community Survey 5–6-year average, or any territory or possession of the United States.
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.
Post-award Monitoring Expenses	Any reasonable expenses, as determined by RUS, to be used to fund post-award monitoring expenses that are required to mitigate any environmental requirements as long as they are capitalized as part of the project. Costs must be specified in the Professional Services page of the Capital Investment Workbook and cannot exceed 3% of the requested amount.
Pre-Application Expenses	Any reasonable expenses, as determined by RUS, incurred after the release of the NOFO to prepare an application or to respond to RUS inquiries about an application, not to exceed 5% of requested award funds.
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. Multiple service areas will be treated as separate stand-alone service areas for the purpose of determining how much of the proposed funded service area does not have sufficient access to broadband. Each service area must meet the minimum requirements for the appropriate funding type to be an eligible area.

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.
Socially Vulnerable Community	A community or area identified in the Center for Disease Control's Social Vulnerability Index with a score of .75 or higher. For the purposes of this notice, Puerto Rico, Guam, America Samoa, the Northern Mariana Islands, Palau, the Marshall Islands, the Federated States of Micronesia, the U.S. Virgin Islands, and Hawaiian Census Tribal areas are considered to be Socially Vulnerable Communities. A GIS layer identifying the Socially Vulnerable Communities can be found at the ReConnect website.
Sufficient Access to Broadband	Any rural area in which households have fixed, terrestrial broadband service defined as 25 Mbps downstream and 3 Mbps upstream.
System Requirements	Facilities proposed to be constructed with award funds must be capable of delivering 100 Mbps symmetrical service to every premises in the Proposed Funded Service Area (PFSA). Please note that "capable of delivering 100 Mbps symmetrical service to every premises" means that all premises in the PFSA must be able to receive this service at the same time.
Tangible Equity	A measure of a company's capital, which is used by financial institutions to evaluate potential losses by eliminating intangible assets, goodwill, and preferred stock from total equity.
Tangible Equity to Total Assets	Tangible equity divided by total assets.
Times Interest Earned Ratio (TIER)	(Total Net Income or Margins + Total Interest Expense – Allowance for Funds Used during Construction) divided by (Total Interest Expense – Allowance for Funds Used during Construction)
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. A GIS layer of most

Term	Definition
	Tribal Lands can be found in the Mapping Tool located on the [ReConnect website](#).

Appendix D – Acronyms

The following table defines acronyms that are commonly used throughout this handbook.

Table 16: Acronyms

Abbreviation	Definition
ACI	Annual Capital Investment
ARPU	Average Revenue per User
ARR	Authorized Representative Request
BIP	Broadband Initiatives Program
CAF II	Connect America Fund Phase II Auction
CAGE	Commercial and Government Entity
CCS	Capital Contributions Schedule
CFR	Code of Federal Regulations
CIAC	Contribution in Aid of Construction
CIS	Capital Investment Schedule
CIW	Capital Investment Workbook
CNF	Common Network Facilities
CPA	Certified Public Accountant
CPCN	Certificate of Public Convenience and Necessity
CPE	Customer Premises Equipment
DSCR	Debt Service Coverage Ratio
DUNS	Data Universal Number System
EEO	Equal Employment Opportunity
EQ	Environmental Questionnaire
ESA	Endangered Species Act of 1973
FCC	Federal Communications Commission
FCL	Formally Classified Lands
FFB	Federal Financing Bank
FIPS	Federal Information Processing Standards
FPPA	Farmland Protection Policy Act
FTTP	Fiber-to-the-Premises
GAAP	Generally Accepted Accounting Principles
GB	Gigabyte

Abbreviation	Definition
Gbps	Gigabits per second
GIS	Geographic Information Systems
ILOC	Irrevocable Letter of Credit
IPaC	Information for Planning and Consultation
LLC	Limited Liability Company
LLP	Limited Liability Partnership
LNSR	Local Network Services Revenue
LTD	Long-Term Debt
LTDS	Long-Term Debt Schedule
Mbps	Megabits per second
MHI	Median Household Income
NASR	Network Access Services Revenues
NFSA	Non-Funded Service Area
NHPA	National Historic Preservation Act
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NOFO	Notice of Funding Opportunity
NONI	Non-Operating Net Income
OSL	Official Species List
PE	Professional Engineer
PFSA	Proposed Funded Service Area
PPE	Plant, Property, and Equipment
PUC	Public Utilities Commission
RD	Rural Development
RDOF	Rural Digital Opportunity Fund
RTB	Rural Telephone Bank
RUS	Rural Utilities Service
S106	Section 106
SAM	System for Award Management
SHPO	State Historic Preservation Officer
SOS	Secretary of State

Abbreviation	Definition
SSA	Sole Source Aquifers
SUTA	Substantially Underserved Trust Area
TES	Threatened and Endangered Species
THPO	Tribal Historic Preservation Officer
TIER	Times Interest Earned Ratio
TIN	Taxpayer Identification Number
UCC	Uniform Commercial Code
UEI	Unique Entity Identifier
USDA	United States Department of Agriculture
USFWS	United States Fish and Wildlife Service