Rural E-Connectivity Program

Application Guide for Fiscal Year 2022

(Version 3)

Rural Utilities Service

Telecommunications Program

September 6th, 2022

Executive Summary

The Rural E-Connectivity Program Application Guide for Fiscal Year 2022, henceforth referred to as the ReConnect Application Guide, describes the U.S. Department of Agriculture's (USDA) Rural Utilities Service's (RUS) implementation of the ReConnect Program, including a detailed explanation of the application process. After reading the ReConnect Application Guide, applicants should understand how to prepare and submit a complete application.

This guide is divided into four sections, summarized below:

I. **Program Summary:** This section describes the requirements and features of the ReConnect Program. Chapters in this section include terms and conditions, eligibility requirements, application and award process, Federal requirements, and monitoring requirements. After reading this section of the Application Guide, readers will be able to determine whether applying for the ReConnect Program is appropriate for them and their project.

II. **Online Application System:** This section provides an overview of the Online Application System through which ReConnect applications are submitted, as well as general functionality encountered within the system that individuals contributing to the application should be familiar with before beginning any portion of the application.

III. **Application Instructions**: This section provides detailed step-by-step instructions on submitting an application through the Online Application System. This section describes the system, the account creation process, and all application sections and their respective requirements. Readers should be able to follow these instructions to submit a complete application under the ReConnect Program.

IV. **Appendix:** This section contains definitions and acronyms used in this Application Guide.

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

Section I: Program Summary

Introduction to the ReConnect Program

The United States Department of Agriculture's (USDA's) Rural Development (RD) Rural Utilities Service (RUS) administers Federal programs that support the development and improvement of necessary infrastructure in rural areas. To further RD's mission of expanding economic opportunities and improving the quality of life for rural residents, RUS invests across a broad range of sectors. RUS investment areas include waste and water treatment, electric power, and telecommunications services.

Since 2010, RUS Telecommunications Program has approved over $8 billion in loan and grant funding for telecommunications or broadband infrastructureserving rural areas. On March 23, 2018, Congress passed the Consolidated Appropriations Act of 2018, which established the Rural e-Connectivity Pilot Program (referred to hereafter as the ReConnect Program), a Federal loan and grant program administered by RUS. Through the two application rounds that followed, the ReConnect Program awarded more than $1.5 billion in funding for broadband projects. Under the latest Infrastructure Investment and Jobs Act (IIJA) appropriations bill (FY 2021), which provides over $350 billion throughout a 5-year span to a wide range of competitive grant programs, Congress provided another $635 million in ReConnect funding.

The purpose of the ReConnect Program is to encourage the expansion of broadband services to rural areas by awarding grants and low-interest loans to eligible broadband service providers in areas without sufficient access to broadband. The ReConnect Program represents one of USDA's largest current investments to bring reliable and affordable high-speed electronic connectivity to rural areas.

Application Deadline for FY2022:
November 2, 2022 11:59 a.m. Eastern

Statutory and Regulatory Reference

The ReConnect Program was created by Congress as part of the Consolidated Appropriations Act, 2018. RUS has since published several announcements in the Federal Register related to the ReConnect Program. On February 26, 2021, USDA published the ReConnect Program Regulation to codify the program's policies and procedures. Applicants should refer to the latest Funding Opportunity Announcement (FOA), for FY2022, published August 4, 2022, which describes the policy and application procedures for the program, and establishes the deadlines for applying to the ReConnect Program. These documents are provided on the ReConnect Program website.

Funding Categories

As announced in the FOA, for Fiscal Year (FY) 2022, the fourth round of the ReConnect Program offers five different funding categories for interested applicants: 100 Percent Grants, 50 Percent Loan and 50 Percent Grant Combinations, 100 Percent Loans, 100 Percent Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities, and 100 Percent Grant for Projects serving areas where 90 percent of households lack sufficient access to broadband.Table 1 shows the breakdown of funding allotted to each funding category.

Table 1: **Program Funds Available for each Funding Category**

Funding Category	Program Funds Available
100 Percent Loans	$150 Million
100 Percent Grants	$150 Million
50 Percent Loan and 50 Percent Grant Combinations	$300 Million
100 Percent Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities	$350 Million
100 Percent Grant Projects serving areas where 90% of households lack sufficient access to broadband	$200 Million

ReConnect program funds have been made available for each of these funding categories, but RUS may divert funds from one funding category to another or add additional available funding to one or many funding categories, as appropriate.

*For this funding round, **applicants are limited to submitting only one application** under any one of the funding categories.*

The **Financial Structures** section of this guide includes additional details regarding the financial structures possible under each funding category.

Terms and Conditions of the ReConnect Program

This section of the Application Guide details the terms and conditions that apply to ReConnect awards, including distinctions between funding categories. Additional terms and conditions may be added to individual awards based on RUS' evaluation of those applications.

Financial Structures

100 Percent Grants. The maximum amount of a ReConnect Grant is $35 million. However, this amount may only be requested if the Proposed Funded Service Area (PFSA(s)) is comprised 100% of areas classified by the USDA Economic Research Service as Frontier and Remote Area (FAR) Level 4. Otherwise, the applicant may only request up to $25 million. FAR Level 4 areas consist of rural areas that are—15 minutes or more from an urban area of 2,500-9,999 people; 30 minutes or more from an urban area of 10,000-24,999 people; 45 minutes or more from an urban area of 25,000-49,999 people; and 60 minutes or more from an urban area of 50,000 or more people. An applicant must present supporting documentation to request additional funding reserved for FAR Level 4 areas. Applicants can find a GIS layer that identifies FAR Level 4 areas in the Service Area Mapping Tool in the application portal. (See the discussion of "layers" in the **Service Area Map and the Construction Map** section below for additional information.)

For a 100 Percent Grant, the Awardee must provide a matching contribution of at least 25 percent of the cost of the overall project. The applicant must clearly identify the source of the matching funds even if it is to be provided from the applicant's operating accounts. All matching funds must be deposited into the applicant's operating account. Matching funds may be deposited into Pledged Deposit Account (PDA) on a rolling basis. If the matching funds are provided by a third party, a commitment letter from the third party must be submitted indicating that the funds will be available at the closing of the award if approved. If a loan is obtained to meet the matching requirement, documentation explaining the terms and conditions and that the grant funded assets cannot be used as collateral for the matching funds loan, must be submitted with the application. The loan must be entered into and funds transferred into

the applicant's accounts by the closing of the award.

100 Percent Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities. The maximum amount of a ReConnect Grant under this category is $35 million. However, this amount may only be requested if the PFSA(s) are in 100 percent of locations within areas classified as FAR Level 4, as defined above. Otherwise, the maximum amount available is $25 million. For applicants under this funding category that meet one of the following criteria, no matching funds will be required.

Alaska Native Corporations – Alaska Native Corporations proposing to provide service on land owned by the corporation, as defined in the Alaska Native Claims Settlement Act.

Tribal Governments – Tribal Governments proposing to provide service on Tribal Lands; lands held in trust by the United States for Native Americans; lands subject to restrictions on alienation imposed by the United States on Indian Lands; or land that they own, provide services to or administer.

Colonias – Projects where 75 percent of the applicant's PFSAs are located in areas recognized as Colonia as of October 1, 1989.

Persistent Poverty Areas – Projects where 75 percent of the applicant's PFSAs are located in persistent poverty counties, defined as any county with 20 percent 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.

Socially Vulnerable Communities – A community or area identified in the Center for Disease Control's Social Vulnerability Index with a score of 0.75 or higher. For the purposes of the ReConnect Program under the current FOA, 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 https://www.usda.gov/ reconnect.

Loan-Grant Combinations. The maximum award amount for this funding category is $50 million. The maximum amount of a ReConnect Grant under this funding category is $25 million or 50 percent of total eligible costs, whichever is less. The remaining eligible costs may be covered by a loan from the ReConnect Program (up to $25 million), cash substitution, or a combination thereof. If cash substitution is proposed, it must be available at the time of closing. The interest rate for the 50 Percent Loan component will be set at the Treasury rate of securities of comparable maturity for the remaining amortization period at the time of each advance of funds.

100 Percent Loans. The maximum amount of a ReConnect Loan is $50 million. The interest rate for a 100 percent Loan is set at two (2) percent.

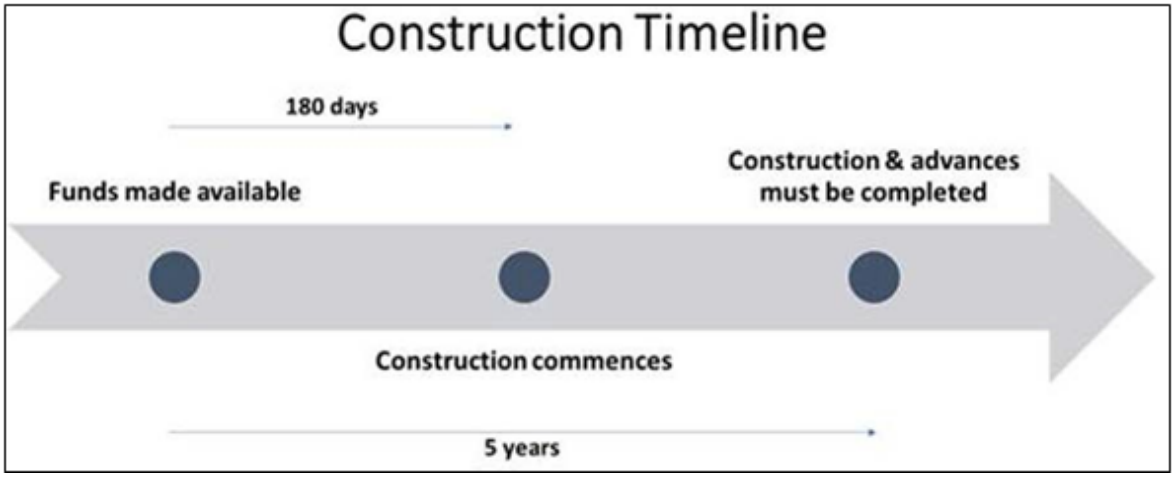
100 Percent Grant Projects serving areas where 90% of households lack sufficient access to broadband. The maximum amount of grant funds that can be requested in an application is $25 million. For applications submitted under this funding category, no matching funds are required.

General Terms and Conditions

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.

Figure 1: **Construction Timeline**



Sale or Lease of Project Assets: The sale or lease of any portion of the Awardee's facilities must be approved in writing by RUS prior to initiating.

Award Security. The award must be adequately secured, as determined by RUS. Unless otherwise approved by RUS in writing, all property and facilities purchased with award funds must be owned by the Awardee. For Tribal entities and municipalities, RUS will develop appropriate security arrangements.

Negative Covenants. The ReConnect Program will include such negative covenants in the award agreement as necessary to ensure that the Awardee's incentives are aligned with the ReConnect Program's mission. Such covenants may include, but are not limited to, restrictions on changes to the organizational legal structure, incurring additional debt, salaries, and equity distributions or withdrawals. Additional detailed examples of such covenants can be found within the grant and loan agreements.

Grant-Specific Terms and Conditions

Service Obligation. Facilities funded with grant funds must provide the broadband service proposed in the application for the composite economic life of the facilities, as approved by RUS, or as provided in the Award Documents.

Grant Security. The government must be provided an exclusive first lien on all grant-funded assets during the service obligation of the grant. Applicants may request that standard grant security arrangements be replaced with an Irrevocable Standby Letter of Credit (ILOC) to ensure project completion. The ILOC must be for the full amount of funding requested and must remain in place until project completion. Applicants offering an ILOC as security are not required to provide financial projections, meet financial ratio requirements as part of the application process, or submit Non-Funded Service Area (NFSA) maps. A copy of ILOC award documents is available on the Agency's web page here.

Specific Terms for Sale or Lease of Grant Assets. Any sale or disposition of grant assets following the service obligation must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, codified in 2 Code of Federal Regulations (CFR) part 200. Note

that this part will apply to ALL grant funds of an Awardee, regardless of the entity status or type of organization. All Awardees must repay the grant if the project is sold or transferred without prior written approval from RUS during the service obligation of the grant.

Loan-Specific Terms and Conditions

Service Obligation. Facilities funded with loan funds must provide the broadband service proposed in the application for the composite economic life of the facilities plus three years, as provided in the Award Documents, or until the loan is repaid in full, whichever is earlier.

Interest Rate. For loan-grant combinations, the interest rate will be a fixed rate set separately for each advance. The interest rate for each advance will be set equal to the Treasury rate of the nearest maturity greater than or equal to the maturity of the advance. The latest Treasury rates that the ReConnect Program will be using can be found under U.S. government securities. (See table of rates on the website The Fed - Selected Interest Rates (Daily) - H.15). If the maturity of an advance is not equal to the maturity of any Treasury rate, the interest rate can be estimated by calculating the average of the closest maturities that are both greater and lower than the maturity of the advance. For example, for an advance with a maturity of 11 years, the interest rate can be estimated as the average of the 10-year and 20-year Treasury rates.

For 100 percent loans, the interest rate will be fixed at 2 percent.

Simple Interest. Interest begins accruing on the date of each loan advance.

Repayment Period. The repayment period is the term of the loan, which is equal to the composite economic life of the project assets plus three years.

Deferral Period. All interest and principal payments will be deferred for three years, starting when award funds are first made available to 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.

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.

Loan Security. The loan portion of the award must be adequately secured, as determined by RUS. For corporations and limited liability entities, the loan and loan-grant combinations must be secured by all assets of the Awardee. RUS must be given an exclusive first lien, in form and substance satisfactory to RUS, on all assets of the Awardee, including all revenues. RUS may share its first lien position with one or more lenders unrelated to the Awardee on a pari passu basis, except with respect to grant funds, if security arrangements are acceptable to RUS. RUS will not share a lien position on assets with any related party or affiliate of the Awardee. For any award with a loan component, applicants may propose other forms of collateral provided the amount of such collateral is equal to the full amount of the loan and the collateral is pledged to RUS. Acceptable forms of substitute collateral are Certificates of Deposit, with RUS named as the beneficiary on the certificate, and Bonds with a AAA rating from an accredited rating agency. For Tribal entities and municipalities RUS will develop appropriate security arrangements.

Prepayment. Any outstanding obligations for awards made under the ReConnect Program may be prepaid in whole or in part without penalty at any time.

Substantially Underserved Trust Area Consideration

Applicants consisting of communities in trust lands, as defined in 38 U.S.C. 3765, may request to be considered Substantially Underserved Trust Areas (SUTA). To receive consideration as a SUTA, the applicant must submit to the Agency a completed application that includes all the information requested in 7 CFR part 1700, subpart D. In addition, the application must identify the discretionary authorities that it seeks to have applied to its application. For the purposes of the current FOA, only the following discretionary provisions may be granted to applicants under SUTA consideration:

- For the Loan and Grant Combinations, the Administrator may allow the interest rate to be as low as 2 percent, independent of the Treasury Rate at the time of the advance.
- The Administrator may grant extended loan repayment terms.
- The Administrator may grant priority status to these projects.

To be considered for these provisions, the applicant must submit a written request along with their application detailing all the following information:

- A description of the applicant, documenting eligibility for the ReConnect Program.
- A description of the community that is:
    - located in a trust land, and
    - 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 the applicant is requesting?
- The impact of those discretionary provisions.

Requests for discretionary provisions other than those listed above will not be considered. Such inapplicable discretionary provisions include waivers of equity requirements (given the prohibition on funding operating expenses in the Program), or waivers of non-duplication requirements (due to the statutory requirements that established the Program).

Eligibility Requirements

Applications for Federal assistance under the ReConnect Program must meet four types of eligibility conditions—eligible applicants, eligible projects, eligible service areas, and eligible cost purposes. The recipients of these awards must remain in compliance with all statutory requirements and the terms and conditions of the program listed below.

Eligible Applicants

The entity applying for the ReConnect Award may be either a non-profit or for-profit organization and must take one of the following forms:

- a state or local government, including any agency, subdivision, instrumentality, or political subdivision;
- a territory or possession of the United States;
- an Indian tribe (as defined in section 4 of the Indian Self-Determination and Education Assistance Act);
- a corporation;
- a limited liability company and limited liability partnership; or
- a cooperative or mutual organization.

Please Note: There must be a lead applicant when applying. Co-applicants and individuals are not eligible to apply.

Eligible Projects

ReConnect award funds, matching contributions, and cash substitution for loan funds may only be used to fund projects proposing to build facilities capable of delivering 100 Megabits per second (Mbps) symmetrical service to every premises in the PFSA at the same time. The eligibility requirements for the ReConnect Program are published in 7 CFR 1740 Subpart B. Additional information regarding these requirements can also be found in 7 CFR 1740 Subpart E.

Financial Feasibility and Sustainability: Applicants are only eligible if RUS determines that they are financially feasible and sustainable. Applicants must demonstrate that they will be able to generate sufficient revenues to cover expenses and sufficient cash flows to service all debts and obligations as they come due. They must also demonstrate a positive ending cash balance for each year of a five-year forecast period. The applicant must demonstrate that, by the end of the forecast period, the applicant will meet at least two of the following requirements: a minimum Times Interest Earned Ratio (TIER) of 1.2, a minimum Debt Service Coverage Ratio (DSCR) of 1.2, or a minimum current ratio of 1.2. For applicants who are not proposing to borrow funds and with no current debt, only the current ratio requirement must be met. Applicants also must demonstrate positive cash flow from operations at the end of the forecast period.

Technical Feasibility: Only projects that the RUS determines to be technically feasible will be eligible for awards. To demonstrate technical feasibility in the application, applicants must submit a network design, diagram, project costs, build-out timeline and milestones for project implementation, and a capital investment schedule evidencing complete build-out within five years, all certified by a professional engineer, stating that the proposed network can deliver broadband service at the required speeds to all premises in the PFSA. The professional engineer must be licensed in at least one of the states where there is or will be project construction.

Fully Funded: The ReConnect Program can only make funds available to projects that are fully funded at the time of the award. The application must demonstrate the availability of matching funds for 100 Percent Grant awards, cash used in lieu of loan funds or any other equity, or funding sources required to complete the project.

Service Requirements: Facilities funded with grant funds must provide 100 Mbps symmetrical broadband service proposed in the application for the composite economic life of the facilities. Facilities funded with loan funds must provide broadband service through the amortization period of the loan (composite economic life plus three years) or until the loan is repaid in full. Facilities funded with both loan and grant funds must provide service proposed in the application for the longer of the composite economic life of the facilities or as long as the Note(s) is outstanding.

Timely Build-out Initiation and Completion: Project construction must commence within 180 days of funds being made available, and construction must be completed within five years from the date funds are first made available.

Eligible Service Area

Eligible projects must provide service to eligible service areas to be considered for ReConnect Program award funds, and all premises in the PFSA must have access to the broadband service at the time of closeout. Applicants may validate compliance with some eligibility requirements by using the Publicly Available Service Area Map which is described in the **ReConnect Program Publicly Available Service Area Map** section of this Application Guide. To be considered eligible, a service area must meet the following requirements:

Rural Area. The service area must be entirely rural. The ReConnect Program defines a rural area as a census-defined area which is not located within:

- a city, town, or incorporated area with a population of more than 20,000 inhabitants; or
- an urbanized area contiguous and adjacent to a city or town that has a population of greater than 50,000 inhabitants as defined in the Agency Mapping Tool.

Areas that do not meet these requirements are identified by the "Eligibility: Non-Rural Areas" layer within the Mapping Tool.

Broadband Service Eligibility: For a PFSA to be eligible for funding under the current FOA, except for funding category B.1.v, at least 50 percent of the households in the PFSA must lack sufficient access to broadband as defined in the current FOA. Applicants must submit evidence that sufficient access to broadband does not exist for 50 percent of the households in the PFSA, identify all existing providers in the PFSA, and indicate what level of service is being provided. If these areas are found to have sufficient service beyond the threshold, the application may be rejected.

Rural Digital Opportunity Fund (RDOF): Areas under consideration for an RDOF award may be eligible for funding under the current FOA. Terrestrial RDOF award areas that have been authorized and propose service at the FOA speed as of September 6th are only eligible for the RDOF awardee. However, ReConnect award funds must be used for appropriate expenses not funded by the RDOF award, and applicants receiving or under consideration for RDOF funding will need to provide certification that ReConnect funding will not be used for the same purposes as RDOF award funds. If the RDOF awardee is a subsidiary or affiliate organization the certification must still address how the funds will not be used for the same purpose and an operating agreement may be required based on the activities of the two organizations. If two or more applications are submitted for the same area receiving RDOF consideration, assuming equal scoring between the applications, RUS will give preference to the RDOF recipient over applicants that did not win RDOF bids.

Federal Communications Commission (FCC): Areas receiving, or under consideration for other Federal funds are eligible for ReConnect funding as long as an entity has not received final approval to receive other Federal funding to construct terrestrial facilities providing at least 100/20 Mbps service in the proposed funded service areas as of September 6, 2022. With respect to RDOF, final approval for this FOA means an RDOF awardee's long-form application has received final approval as ready-to-authorize or has been authorized to begin receiving support.

Ineligible Service Areas

In addition to meeting the requirements above, to be eligible, the service area must not overlap with any of the following areas.

Overlapping PFSAs: RUS will not fund more than one project per geographic area. Invariably, however, applicants will propose service areas that overlap, ranging from smaller *de minimis* areas of the territory that are significant with respect to households to larger areas of the service territory that contain few households or businesses, if any. To fund as many projects as possible, the agency may: (a) determine the overlap to be so insignificant that no agency action is necessary, (b) request one or more applications to be revised to eliminate the overlapping territory, (c) choose one application over another given the amount of assistance requested, the number of awards already chosen in the area or State, or the need for the project in the specific area due to other factors, or (d) choose the project that scores higher or in the judgment of the agency is more financially feasible.

Prior Funded Service Areas: These areas include the following:

1. Service areas funded by RUS Broadband loans (which means a loan that has been approved by RUS after the beginning of the Fiscal Year 2000 in the Telecommunications Infrastructure Program, Farm Bill Broadband Program, Broadband Initiatives Program, or ReConnect. ReConnect areas are only eligible if the awardee didn't certify to deliver 100/100 service for the first 2 rounds. Round 3 areas are not eligible). These RUS broadband loan service areas remain eligible for funding if they do not have sufficient access to broadband as defined in the current FOA;

2. Service areas that received grants under the RUS Community Connect Program are eligible for ReConnect funding if those areas do not have sufficient access to broadband as defined in the current FOA. However, those Community Connect projects that are still under construction are ineligible for funding; and

3. Service areas that received 100 Percent Grant funding under the RUS Broadband Initiatives Program (BIP) are eligible for funding if they do not have sufficient access to broadband as defined in the current FOA.

Pending Applications: Areas with pending applications are not eligible for new ReConnect awards. Pending applications include all Farm Bill Broadband, Telecommunications Infrastructure loan applications, and Reconnect applications submitted to the RUS. Such areas are identified by the "Eligibility: Pending Applications" layer within the Service Area Map. If a Farm Bill Broadband or Telecommunications Infrastructure loan application is received prior to a ReConnect application and is approved for funding, the area it covers will become a protected area. The Service Area Map will identify these pending applications if there is no ReConnect application covering the service area. If a Reconnect application is submitted before a Farm Bill Broadband or Telecommunications Infrastructure loan application, then the ReConnect applicant will receive preference for receiving an award.

Eligible Cost Purposes

Awarded funds, matching funds, and cash substitution for loan funds may only be used to pay for the eligible costs specified in this section. Costs must be reasonable, allocable, and necessary to the project. To be eligible, costs must be incurred after submission of the application, except for pre-application expenses described below. Applications that propose to use any amount of award, matching funds, or cash substitution for loan funds for ineligible costs may be rejected.

Eligible Award Costs

Award funds, matching funds, and cash substitution for loan funds may be used for the following purposes:

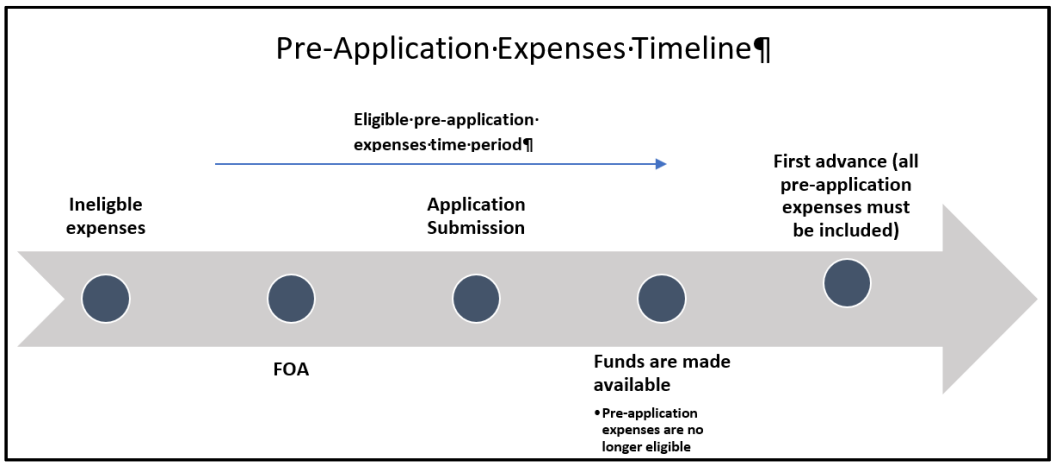
- **Funding the construction or improvement of facilities, including buildings and land, required to provide fixed terrestrial broadband service, including fixed wireless service, and any other facilities required for providing other services over the same facilities, such as equipment required to comply with the Communications Assistance for Law Enforcement Act (CALEA).** Such costs may include permitting, planning, network design and engineering, construction, project management, equipment purchase and lease, construction contingencies, acquisition of real property, and environmental mitigation. Pole attachment fees and the cost of pole replacement for the 5-year construction period are eligible costs.

- **Funding reasonable pre-application expenses up to 5 percent of the award.** Pre-application expenses are expenses incurred to prepare a Round 4 application or to respond to RUS inquiries

about a Round 4 application. Additionally, pre-application expenses incurred from a Round 3 application that benefit the Round 4 application are eligible for reimbursement. Such expenses may include procurement of financial advisors to prepare a financial pro forma, professional engineers to prepare and certify a network design and diagram, environmental experts to assist with the environmental questionnaires and associated documentation and review requirements, appropriate travel to obtain technical assistance, and staff labor used to prepare the application. Up to 3 percent of requested award amounts can be used for environmental review purposes, which counts as part of the overall 5 percent allowable amount. These costs must be deemed reasonable by RUS to be eligible award costs. Pre-application expenses must be included in the first request for advance of award funds.

- **Post-Award Monitoring Costs:** Environmental mitigation activities may include requirements that construction be monitored by third parties for compliance. Costs that result from monitoring required to ensure compliance with environmental mitigation activities may be included in the award budget if such costs are fully capitalized. These costs may comprise up to three percent (3%) of the award amount. They are not part of pre-application expenses and must be listed separately in the application.

Figure 2: **Pre-Application Expenses Timeline**



- For 100 percent loans only, up to 40 percent of the award may be used to fund the acquisition of an existing system that does not currently provide sufficient access (100 Mbps downstream and 20 Mbps upstream service) to broadband**.** The 40 percent limit includes any cost of the spectrum included as part of the acquisition. Acquisition costs exceeding 40 percent of the award must be covered by sources of funds unrelated to the ReConnect Program.

Ineligible Award Costs

Award funds may not be used for any of the following purposes:

- A recipient may not use the grant, matching, cash substitution, or loan funds, whether directly or indirectly as an offset to other funds or to support or oppose collective bargaining.
- Funding costs incurred prior to the application submission date other than eligible preapplication expenses.
- Funding operating expenses. **This includes ILOC expenses.**
- Funding non-eligible preapplication expenses.
- Funding the acquisition of an affiliate or purchasing any facilities or equipment of an affiliate.
- Funding the acquisition of a system previously funded by RUS without prior written approval of RUS prior to application submission.
- Funding the purchase or lease of vehicles other than those used primarily for construction or system improvements.
- Funding broadband facilities leased under the terms of an operating lease or an Indefeasible Right of Use (IRU) agreement.
- Funding the merger or consolidation of entities.
- Funding costs incurred in acquiring spectrum as part of an FCC auction or in a secondary market acquisition. However, the spectrum that is part of an acquisition may be considered for funding.
- Funding facilities that provide mobile services or satellite service.
- Funding acquisition of a system providing sufficient access to broadband.
- Refinancing outstanding debt.
- Funding incomplete networks. Applicants must propose the funding of a complete broadband last mile system that it entirely owns. It is not acceptable to have part of the system owned by one entity and other parts of the system owned by another entity.

Federal Requirements

Applicants receiving ReConnect Program funding must comply with all relevant Federal laws and regulations. This guide does not include a comprehensive listing of all applicable laws and regulations, and applicants are responsible for performing their own due diligence on the matter as they undertake actions. This section describes requirements that are of particular relevance to ReConnect Program applicants and is intended solely for informational purposes.

"Buy American" Requirement – 7 CFR Part 1787

"Buy American" is a provision of the Rural Electrification Act of 1936. It requires that all RUS awardees using Federal grant and loan funds to purchase materials, equipment, and supplies manufactured in the United States or another eligible country. Refer to the "List of Eligible Countries" that applies to the Telecommunications Program located on the Telecom website. Each RUS Borrower is responsible for ensuring compliance with the "Buy American" provision and all contracts require certification of compliance.

For a product to be considered domestic, it must meet the following criteria: 1) it is manufactured in the United States or in any eligible country, and 2) it contains components manufactured in the United States or in any eligible country consisting of more than 50 percent of the total cost of all components used in that product. The second part of this definition is to ensure that materials used to complete the project are benefiting either the United States or an eligible country. If a product does not meet both requirements, the product is considered non-domestic.

The "Buy American" requirement may be waived under certain circumstances, allowing the Awardee to use Federal funds to purchase materials, equipment, and supplies manufactured in nondomestic countries. There are three defined paths for an applicant to request a waiver: 1) the cost between the non-domestic product and domestic product is unreasonable, 2) the domestic products are not available, or 3) it is not in the public interest or impractical for the RUS Borrower to purchase a domestic product. All requests for waivers must be approved by RUS prior to the start of construction. Further details on the "Buy American" Requirement can be found in 7 CFR Part 1787.

Funding to non-Federal entities, defined pursuant to 2 CFR 200.1 as any State, local government, Indian tribe, Institution of Higher Education, or nonprofit organization, shall be governed by the requirements of Section 70914 of the Build America, Buy America Act (BABA) within the IIJA.

Environmental Policies and Procedures – 7 CFR 1970

The policies and procedures stipulated in 7 CFR 1970 are meant to ensure that RUS complies with the National Environmental Policy Act of 1969 (NEPA) and any other environmental requirements in the administration of Federal programs. This part also incorporates and complies with the procedures of Section 106 (36 CFR part 800) of the National Historic Preservation Act (NHPA) and Section 7 (50 CFR part 402) of the Endangered Species Act (ESA). In accordance with 7 CFR 1970, applicants to RUS loan and grant programs must propose projects that avoid or minimize negative environmental impacts. To determine the environmental impact of proposed projects, applicants complete an environmental review, which includes the environmental analyses detailed in 7 CFR 1970. Further information on Environmental Policies and Procedures can be found here. If the applicant believes it needs to start Section 106, the applicant should reach out to the agency through the Contact Us page. The ReConnect Program will not make funds available to applicants until the environmental review is completed. The applicant should anticipate the pre-application costs associated with completing an environmental review as well as any post-award monitoring costs and include them in their budget.

Additional Federal Requirements

Other general Federal Requirements that applicants must adhere to are listed in the table below with a brief description. This is not a comprehensive list and is provided for informational purposes only.

Table 2: **General Federal Requirements Description Table**

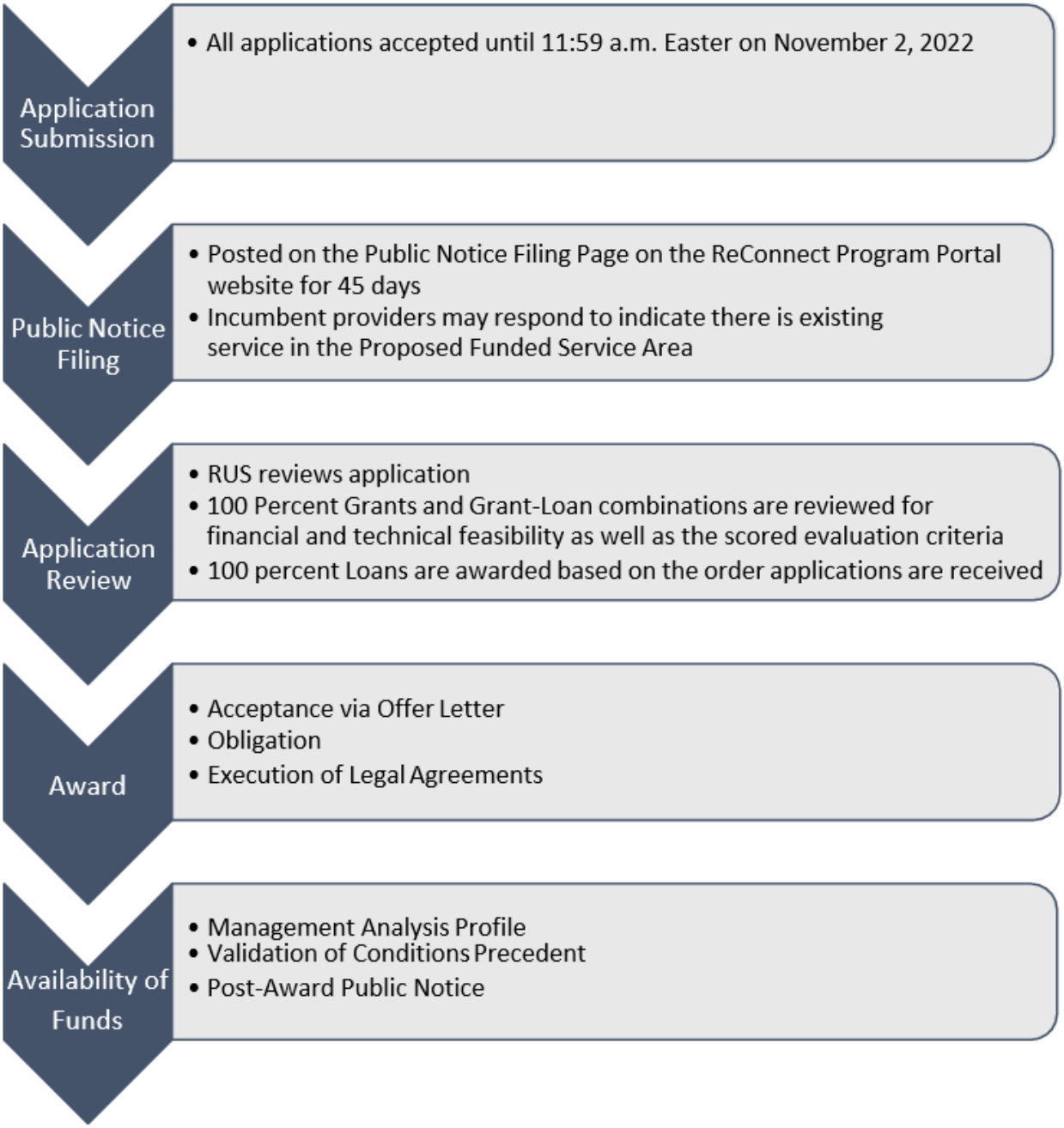
Federal Requirement	Description
2 CFR part 200	This regulation establishes the administrative requirements for the management of Federal grant programs, the principles for determining allowable costs incurred by Awardees, and the auditing requirements to establish consistency in the audit of potential Awardees.
Communications Act of 1934	The Communications Act created the Federal Communications Commission (FCC) to regulate interstate communications industries. It details all Federal regulations of interstate communications and is amended regularly to account for each new form of communication technology.
The Telecommunications Act of 1996	The Telecommunications Act reduced the regulatory barriers in the broadcasting and telecommunications industries intending to promote increased competition and expansion of telecommunications services. It details the regulations regarding telecommunications services, broadcast services, and cable services.

Federal Requirement	Description
Communications Assistance for Law Enforcement Act (CALEA)	CALEA requires providers and manufacturers of telecommunications services, equipment, and facilities to design or modify their products and services to include surveillance capabilities. It also requires telecommunications providers to allow law enforcement agencies to perform surveillance and intercept communications through their facilities.
Title VI of the Civil Rights Act of 1964	Federal agencies are responsible for ensuring that Federal funding assistance does not contribute to programs that discriminate based on race, ethnicity, or national origin. If any recipient of Federal funding is found to have discriminated based on race, ethnicity, or national origin, the responsible Federal agency will take remedial action in accordance with Title VI of the Civil Rights Act.
Section 504 of the Rehabilitation Act	This section of the Rehabilitation Act stipulates that recipients of Federal financial assistance may not discriminate against or deny benefits and services to individuals solely on the basis of their disabilities.
The Age Discrimination Act of 1975	The Age Discrimination Act stipulates that recipients of Federal financial assistance may not discriminate against or deny benefits and services to individuals solely on the basis of age.
Executive Order 11375	This Executive Order stipulates that all recipients of Federal financial assistance may not discriminate against or deny benefits and services to individuals solely on the basis of sex.
The Architectural Barriers Act of 1968	The Architectural Barriers Act requires that all facilities designed, constructed, altered, or leased with Federal funds must adhere to the accessibility guidelines stipulated in the Uniform Federal Accessibility Standards (UFAS). These guidelines are meant to ensure that individuals with physical handicaps are able to access all facilities designed, constructed, altered, or leased with Federal funds.
The Uniform Federal Accessibility Standards (Appendix A to 41 CFR subpart 101-19.6)	The UFAS provides standards for the design, construction, alteration, and leasing of facilities with Federal funds. These guidelines provide standards to ensure that all Federally-funded facilities are accessible to individuals with physical handicaps.
Environmental Policies and Procedures - 7 CFR 1970	The policies and procedures stipulated in 7 CFR 1970 are designed to ensure that recipients of Federal financial assistance are in compliance with the National Environmental Protection Act (NEPA) and any other environmental requirements. 7 CFR 1970 stipulates that recipients of Federal financial assistance must avoid or minimize the adverse environmental impact of the Federally-funded program or activity.

Application and Award Process

This section provides an overview of the application process for the ReConnect Program. The process starts with the creation and submission of an application through the Online Application System found at usda.gov/reconnect and ends with funds being available to successful applicants.

Figure 3: **Application Process Summary**



Application Submission

Applicants must submit an application using the Online Application System by the deadline listed in the current FOA. A detailed description of the Online Application System and instructions on how to submit an application can be found in subsequent portions of the document.

Application Requirements

The ReConnect Regulation (7 CFR 1740) published in the Federal Register on February 26, 2021, and the Funding Opportunity Announcement (FOA), published in the Federal Register on August 4, 2022, describes the following requirements that must be satisfied by all applicants to be considered for a ReConnect award. Applications that do not comply with all these requirements will be considered ineligible for an award.

Fully Completed Application. Applicants must submit a complete application with all required supporting documentation.

Data Universal Numbering System (DUNS) Number. Applicants may provide a DUNS number but are no longer required to do so.

Unique Entity Identifier (UEI). In April 2022, the federal government replaced the DUNS number with the UEI as the authoritative identifier for organizations that apply for federal contracts or financial assistance. You must provide a UEI when you apply for ReConnect funding. Obtain your organization's UEI when you create or update your SAM.gov entry. You can obtain your UEI at SAM.gov even if you have no updates to your SAM.gov record. If your organization is currently registered in SAM.gov with either an active or inactive registration, you have already been assigned a UEI. Your UEI is viewable on your entity's registration record in SAM.gov.

System for Award Management (SAM). Applicants must register in SAM at https://www/sam.gov. Commercial and Government Entity (CAGE) Codes are no longer required – they are optional but if an entity doesn't provide one, they must upload a document in ReConnect Intake stating that they don't have one. SAM registration must be active with current data at all times, from the application review throughout the active Federal award funding period. To maintain active SAM registration, the applicant must review and update the information in the SAM database annually from the date of initial registration or from the date of the last update. The applicant must ensure that the information in the database is current, accurate, and complete.

Applicants must also make the certifications and representations required of entities that are applying for or have received funding under any Federal financial assistance project or program to be eligible for ReConnect funding. A SAM registration that lacks the Financial Assistance General Certifications and Representations will cause an application to be rejected as ineligible.

General Project and Applicant Information. Applicants must include general information that includes a project description consistent with program requirements and the estimated dollar amount of the funding request.

Executive Summary. Applicants must provide an executive summary that includes, but is not limited to, a detailed description of existing operations, a discussion about key management; a description of the workforce; a description of interactions between any parent, affiliated or subsidiary operation; a detailed description of the proposed project; and the source of the matching and other funds.

Service Area Map. Applicants must use the Service Area Map in the application system to render a geographical drawing of the PFSA and any NFSA. NFSAs can be created individually using the Service

Area Map tools or uploaded as a shapefile within the Service Area Map. NFSA maps are not required for grant applicants using an ILOC or for publicly traded companies with an investment-grade bond rating.

PFSA Description. Applicants must provide a description of the PFSA that includes the number of served premises.

Network Design. Applicants are required to submit a network design, diagram, project costs, and a build-out timeline, all certified by a professional engineer, who is licensed in at least one of the states where there will be project construction, stating that the proposed network can be built within five years and deliver broadband service at the required 100 Mbps symmetrical speeds to all premises in the PFSA simultaneously.

Itemized budgets. The applicant must provide an itemized budget that lists all categories of anticipated capital costs of the project (e.g., professional services, environmental costs, pre-application expenses, equipment, and outside plant construction). Contingency costs for price increases during the construction period should be added to the individual budget items.

Working Capital. The applicant must provide a description of working capital requirements and the source of these funds.

Subscriber Projections. Applicants must provide projected subscription numbers and descriptions of service plans for all planned services and the associated price.

Competitor Offerings. Applicants must provide advertised prices of service offerings by competitors in the area.

Management Resumes. Applicants must submit resumes for all key management personnel

Organizational Chart(s). Applicants must submit organizational chart(s) detailing all parent, subsidiaries, and affiliates. The applicant must also describe the organization's readiness to manage a broadband services network.

Historical Financial Statements. Applicants must include information from historical financial statements for the last four years. If an entity has not been operating for four years, historical statements for the period of time the entity has been operating must be supplied.

Audited Financial Statements. Applicants that are not non-federal entities must submit unqualified, comparative audited financial statements for the previous fiscal year from the date the application is submitted. If the most recent year-end audit has not been completed, applicants can submit the previous unqualified audit that has been completed. Non-federal entities are subject to the provisions of 2 CFR 200 and include but are not limited to local governments and institutions of higher education. The application will not be considered if qualified audits containing a disclaimer or adverse opinion are submitted. For additional exceptions and conditions that apply to this requirement, please see 7 CFR Part 1740.63. Non-Federal entities are subject to 2 CFR part 200, and therefore are only required to submit a single audit in compliance with 2 CFR part 200.

RUS Application System Requirements. Applicants must provide all information and attachments required in the RUS Online Application System.

Scoring Sheet. Applicants must submit a scoring sheet analyzing any scoring criteria set forth in the FOA.

Applicant's Obligations. Applicants must provide a list of all outstanding and contingent obligations by parents, subsidiaries, and affiliates and must provide any debt instruments that use applicant assets,

revenues, or stock as collateral and any existing affiliate agreements.

Pro Forma. Applications must include a Pro Forma analysis that complies with U.S. Generally Accepted Accounting Principles (GAAP) and details all the committed sources of capital funding; the three interrelated financial statements for annual projections; supporting assumptions for a five-year forecast period; and a depreciation schedule for existing facilities. Pro Forma financial projections are not required for grant applicants using an ILOC or for publicly traded companies with an investment grade bond rating from Moody's or Standard and Poor's or Fitch.

Environmental Information. Applicants must submit all necessary documentation to satisfy all applicable requirements of NEPA, the NHPA, and ESA and satisfy the requirements described in 7 CFR 1740.27.

Tribal Government Resolution of Consent. An applicant that is proposing to provide service over or on Tribal lands must submit a certificate signed by the appropriate Tribal land officer showing their support for the proposed project. To locate applicable areas, please reference the Tribal layer in the RUS Public Facing Service Area Map. If a resolution of consent cannot be obtained due to the timing of tribal meetings and the application window a letter of intent from the Tribe can be supplied until the tribal resolution can be obtained. The Resolution must be obtained prior to award closing.

Certifications. Applicants must certify that agreements with investors do not breach the obligations to the government under the draft Award Documents.

Legal Opinion. The applicant must provide a current legal opinion from their counsel that (i) addresses the applicant's ability to enter into award agreements, (ii) describes all material pending litigation matters, (iii) addresses the applicant's ability to pledge security as required, and (iv) addresses the applicant's ability to provide broadband service under state or Tribal law.

Public Notice Filing

The successful submission of an application triggers the start of the Public Notice Filing (PNF) period. This step is an important part of RUS's commitment to their exercise of due diligence before awarding funds. PNFs are created from the information received in an application including the map drawn or uploaded using the service area Service Area Map.

The following information will be included in a Pre-award Public Notice on the ReConnect Program website:

- identity of the applicant,
- areas to be served,
- type of award requested,
- status of the application,
- number of households without sufficient access to broadband, and
- a list of census blocks to be served.

Notices are posted on the website for 45 days to allow existing service providers an opportunity to submit information regarding their service offerings. PNFs for the competitive awards (Loan-Grant Combination and 100 Percent Grant) will all be posted as soon as possible after the time of the application window closing. For 100 Percent loan applications, PNFs will be posted on a rolling basis as applications are successfully submitted. Responses from existing service providers are all voluntary submissions; however, this is the primary way RUS has to obtain the input of existing service providers before determining the eligibility of the PFSAs identified in application submissions.

Public Notice Responses (PNRs) will be treated as proprietary information and will only be used in determining the eligibility of the proposed project. Any information that is obtained from the submitted responses that require further consultation will be flagged for the Service Area Validation review team to follow up.

Application Review

Upon submission, the application will be assessed to determine whether it meets the requirements articulated in 7 CFR 1740 and the FOA and whether it has a reasonable prospect of complying with all other applicable requirements. All applications must demonstrate that proposed projects are technically and financially feasible.

Applications for 100 Percent loans will be evaluated on a rolling basis in the order in which they are received.

Applications for the competitive awards (100 percent grants and loan-grant combinations) will be evaluated according to the following criteria for scoring and ranking. Scoring criteria are determined by objective measures including the service area Service Area Map, when applicable. Additional details can be found in the **Evaluation Criteria** section of this document. Scoring is all or nothing. Applicants will be awarded all of, or none of, the points for a given category, based on the criteria listed below.

- **Rurality of PFSA** – Points will be awarded for serving the least dense rural areas. Projects proposing PFSAs with population densities of 6 persons or less, or PFSAs located 100 miles from a city or town that has a population greater than 50,000 inhabitants will be awarded 25 points.
- **Level of existing service** – Projects proposing to build in areas where at least 50 percent of the households in each PFSA lack access to broadband service of at least 25 Mbps downstream and 3 Mbps upstream will receive 25 points. Applicants must provide supporting evidence that 25/3 service does not exist for those households. To the extent possible, applicants must identify all existing providers in the PFSA and indicate what level of service is being provided.
- **Economic need of the community** - Economic need is based on the county poverty percentage of the PFSA in the application. The percentages must be determined by utilizing the United States Census Small Area Income and Poverty Estimates (SAIPE) Program. For applications where 75 percent of the geographic area of the PFSA(s) cover communities with a SAIPE score of 20 percent or higher, 20 points will be awarded. PFSAs located in geographic areas for which no SAIPE data exists will be determined to have an average SAIPE poverty percentage of 30 percent. Such geographic areas may include territories of the United States or other locations eligible for funding through the ReConnect Program. A GIS layer identifying SAIPE areas can be found in the RUS Mapping Tool located at https://reconnect.usda.gov.
- **Affordability** – Applications can receive 20 points if, in their service offerings, they include at least one low-cost option offered at speeds that are sufficient for a household with multiple users to simultaneously telework and engage in remote learning.
- **Labor Standards** – Applicants who wish to obtain a score for this evaluation criterion should include in their applications a description of whether and, if so, how the project will incorporate three categories of strong labor standards and protections:
    - Strong labor standards: whether workers (including employees of contractors and

subcontractors) will be paid wages at or above the prevailing rate[1]; whether the project will be covered by a project labor agreement; or whether the project will use a unionized project workforce.

- Demonstrated compliance with, and plans for future compliance with, labor and employment laws: whether the applicant, has any violations of tribal, state or federal labor, workplace safety and health, or employment laws within the last five years; and/or whether the applicant, its contractors, or subcontractors will commit to union neutrality; or whether the applicant, its contractors, or subcontractors will commit to permitting workers to create worker-led health and safety committees that management will meet with upon reasonable request.
- A plan to recruit and support an appropriately skilled, trained and credentialed workforce (including contractors and subcontractors): whether work will be performed by a directly employed workforce or whether the employer has policies and practices in place to ensure employees of contractors and subcontractors are qualified; how the applicant will ensure use of an appropriately skilled workforce (e.g., through Registered Apprenticeships or other joint labor-management training programs that serve all workers, particularly those underrepresented or historically excluded); how the applicant will ensure the use of an appropriately credentialed workforce (i.e., satisfying requirements for appropriate and relevant pre-existing occupational training, certification, and licensure); and/or whether a locally-based workforce will be used. In addition, the plan should include whether there are any partnerships with training providers, unions, or community colleges to support the recruitment and training of the workforce.

For applicants that commit to strong labor standards, consistent with Tribal Laws when the project proposes to build infrastructure on Tribal Lands, 20 points will be awarded. An applicant requesting these points must incorporate components from each of the three categories above. Projects that propose to build infrastructure on Tribal Lands must follow Tribal laws such as Tribal Employment Rights Ordinances to be in compliance with the requirements of a ReConnect award, regardless of receiving points under this standard. The Agency reserves the right to adjust award amounts for unforeseen circumstances.

If applicants are seeking points for Labor Standards, they should consider the cost of compliance with the Davis Bacon Act when completing construction costs in the CIW.

- **Tribal Areas** – For applicants that are Tribal governments or entities wholly owned by Tribal governments and, where at least 75 percent of the geographical area of the PFSA(s) is on Tribal lands, 15 points shall be awarded. For non-Tribal governmental entities where at least 50 percent of the geographical area of the PFSA(s) is on Tribal Lands, 10 points shall be awarded. Tribal Lands will be analyzed using the GIS layers (Tribal Area (BIA LAR); Tribal Supplemental Area (BIA LAR); and Tribal Statistical Area (BIA)) in the RUS Mapping Tool. For applicants that are ANCs or Alaska Native Tribal Governments where at least 50 percent of the geographical area of

[1] This means that all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the ''Davis-Bacon Act'') or, for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate state entity pursuant to a corollary state prevailing wage-in-construction law (commonly known as ''baby Davis-Bacon Acts'').

the PFSA(s) is on Census Tribal areas in Alaska, 15 points shall be awarded. For non-ANC or non-Alaska Native Tribal Government entities where at least 50 percent of the geographical area of the PFSA(s) is on Census Tribal areas in Alaska, 10 points shall be awarded. Census Tribal areas in Alaska will be analyzed using the GIS layer (Tribal Area in Alaska (Census)) in the RUS Mapping Tool located at https://reconnect.usda.gov.

- **Local governments, non-profits and cooperatives** – Applications submitted by local governments, non-profits, or cooperatives (including for projects involving public-private partnerships where the local government, non-profit, or cooperative is the applicant) will be awarded 15 points.

- **Socially Vulnerable Communities** – For applications where at least 75 percent of the geographic areas of the PFSA(s) to be served are Socially Vulnerable Communities, as defined in the current FOA, 15 points will be awarded. This criterion has a map layer in the Service Area Map.

- **Net neutrality** – For applicants that commit to net neutrality principles, 10 points will be awarded. A board resolution or its equivalent must be submitted in the application committing that the applicant's networks not:
    - block lawful content, applications, services, or nonharmful devices, subject to reasonable network management;
    - impair or degrade lawful Internet traffic on the basis of Internet content, application, or service, or use of a non-harmful device, subject to reasonable network management; and
    - engage in paid prioritization, meaning the management of a broadband provider's network to directly or indirectly favor some traffic over other traffic, including through the use of techniques such as traffic shaping, prioritization, resource reservation, or other forms of preferential traffic management, either
        - in exchange for consideration (monetary or otherwise) from a third party, or
        - to benefit an affiliated entity.

- **Wholesale broadband services** – Companies that propose to buy market access, bandwidth, functionality, and servicing on a wholesale basis with the intent of reselling their purchased capacity on the retail market to businesses and consumers, with terms that are reasonable and nondiscriminatory, will receive 10 points.

During the review process, RUS may contact applicants to request additional information needed to evaluate the proposal. If the applicant does not reply within 30 days of the request with the requested information, RUS will consider the application ineligible unless a different amount of time was specified in the request.

No other communications will be sent to applicants, including status updates, except to notify the applicant in writing that the application has been awarded or rejected.

Overlapping Service Area Requests

RUS will not fund more than one project that serves any one given geographic area. Invariably, however, applicants will propose service areas that overlap, varying from small de minimis areas of the territory, but which may be significant with respect to households involved, to larger areas of the service territory, but which may contain few households or businesses, if any. As a result, devising a procedure that will cover every overlap circumstance is not practicable. Nevertheless, it is the agencyintends to make as many eligible applications viable for consideration as possible. That may mean the agency may:

- Determine the overlap to be so insignificant that no agency action is necessary;
- Request one or more applications to be revised to eliminate the overlapping territory;
- Choose one application over another given the amount of assistance requested, the number of awards already chosen in the area or State, or the need for the project in the specific area due to other factors; or
- Simply choose the project that scores higher or in the judgment of the agency is more financially feasible.

Award

Applicants that are selected for an award will receive an offer letter and award documents from RUS staff. Any applicable additional terms and conditions specific to the award deemed necessary as a result of the review process will be included in the award documents. Awardees must execute all award documents and legal agreements before funds are advanced. The terms and conditions stipulated for each award are non-negotiable agreements.

Availability of Funds

Award funding will not be available until all other sources of funding have been obtained and any other pre-award conditions have been met.

Management Analysis Profile

After an applicant accepts an offer, RUS may send a team to the Awardee's facilities to complete a Management Analysis Profile (MAP). MAPs are used as a means of evaluating an Awardee's strengths and weaknesses and ensuring that Awardees are prepared to fulfill the terms of the award. RUS reserves the right not to advance funds until the MAP has been completed. If the MAP identifies issues that can affect the operation and completion of the project, those issues must be addressed to the satisfaction of RUS before funds can be advanced. Funding may be rescinded if a MAP determines that the Awardee will be unable to meet the requirements of the award.

Advance Procedures

Loan and grant advances are made at the request of the Awardee according to the procedures stipulated in the award documents. Requisitions may be submitted as often as once per month.

Project funds for eligible costs must be expended in the following order, with the exception of pre-application expenses. These expenses must be accounted for in the submitted expenditure schedule for the five-year forecast. Applicants may request reimbursement of approved pre-application expenses upon the availability of funds, independent of whether matching funds, cash substitution, or loan funds were used. Pre-application expenses may be included only in the first advance request.

- Advance request for pre-application expenses accounted for in the application
- Matching funds or cash substitution for loan funds
- Loan funds
- Grant funds

The amount of matching funds, cash substitution for loan funds, or loan amounts that must be expended before grant funds are available is based on the capital costs accounted for at the time of application. Those amounts will not be adjusted post-award to account for differences between anticipated and actual costs.

The advance of funds for 100 percent grants that require a matching component will be prorated against the amount of matching funds that are required and the amount of the grant funds approved.

Post-Award Public Notice

In order to maintain public transparency on ReConnect awards, the ReConnect Program will post the following information in a Post-Award Public Notice on the ReConnect Program website:

- name of the company receiving funding,
- type of funding received,
- location of the PFSA, and
- purposes of the funding

Post-Award Requirements

Award Document Terms. Applicants must comply with the requirements listed in the award agreement until loans are fully repaid or the service life of grant assets has been reached. Failure to comply with the terms of the award as specified in the award documents may result in RUS exercising rights and remedies.

Construction. Awardees must comply with 7 CFR 1788 and 7 CFR 1970 and the ReConnect Program Construction Procedures guide that will be made part of the loan or grant security agreement. The project build-out activities must commence within 180 days from the date that RUS notifies in writing that the environmental review process has been concluded and must be completely constructed and operational within five years of the date funds are made available.

Loan Servicing. Awardees must make payments on the loan as required in the award documents. Failure to make payments in accordance with the terms of the loan may result in a late charge, or the agency may exercise any and all remedies specified in the award documents.

Monitoring. Awardees must comply with all reasonable Agency requests to support ongoing monitoring efforts. The Awardee shall afford RUS representatives reasonable opportunity, at all times during business hours and upon prior notice, to have access to and the right to inspect:

- The Broadband System and any other property encumbered by the award documents; and
- Any and all books, records, accounts, invoices, contracts, leases, payrolls, timesheets, cancelled checks, statements, and other documents belonging to or in the possession of the Awardee, or in any way pertaining to its property or business, and to make copies or extracts.

Accounting. Awardees must adopt a system of accounts for maintaining financial records acceptable to the agency, as described in 7 CFR part 1770, subpart B. The Certified Public Accountant (CPA) conducting the annual audit will be selected by the Awardee but must be satisfactory to RUS as set forth in 7 C.F.R 1773 subpart B – RUS Audit 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 in 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.

Reporting. Awardees that are Non-Federal entities must submit an audit pursuant to 2 C.F.R part 200, Subpart F (Audit Requirements). For all other entities, awardees must submit an audit in accordance with 7 C.F.R part 1773, and a report on compliance and internal controls over financial reporting, as well as a report on compliance with aspects of contractual agreements and regulatory requirements. In addition, awardees must submit annual reports that delineate operational changes and conditions of the entity.

Service Reporting. In accordance with 7 C.F.R part 1740, award recipients will be required to provide

annual reports for three years after the completion of construction so that RUS can track the effectiveness of the funding provided. At a minimum, the reports will be required to include:

- existing network service improvements and facility upgrades, as well as new equipment and capacity enhancements that support high-speed broadband access for educational institutions, health care providers, and public safety service providers;
- the estimated number of end users who are currently using or forecasted to use the new or upgraded infrastructure;
- the progress towards fulfilling the objectives for which the assistance was granted;
- the number and geospatial locations of residences and businesses that will receive new broadband service;
- the speed and price of the Awardee's broadband service offerings; and
- the average price of broadband service in the project's service area.

Service Area Maps. Awardees will be required to submit annually updated service area maps through the RUS Service Area Map showing the areas where construction has been completed and premises are receiving service until the entire PFSA can receive the broadband service. At the end of the project, Awardees must submit a service area map indicating that all construction has been completed as proposed in the application. If parts of the PFSA have not been constructed, RUS may require a portion of the award to be rescinded or paid back.

Summary of Changes from Round 3 to Round 4

The material presented in Section I of this Application Guide outlines the scope of requirements for applying to the ReConnect Program in FY2022. While much of the scope is the same as Round 3 (March 2022), there are some changes and updates that have been implemented between Round 3 and Round 4 (September 2022). This section of the Application Guide highlights the most notable changes.

Application Window

Opens on September 6, 2022
Closes on November 2, 2022

Application Window. In Round 4 of the ReConnect Program, the application window will open September 6, 2022, and close at 11:59 a.m. eastern on November 2, 2022 for all applications.

Application Type and Eligible Projects Additions. The application type 100 Percent Grant for Tribal Grants and Socially Vulnerable communities has been expanded to 100 Percent Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities. These additional areas are described in the section **Financial Structures**.

The application type 100 Percent Grant for Projects where 90 percent of households lack sufficient access to broadband has been added. This application type is defined in the section **Financial Structures**.

Unique Entity Identifier (UEI). In April 2022, the federal government replaced the DUNS number with the UEI as the authoritative identifier for organizations that apply for federal contracts or financial assistance. You must provide a UEI when you apply for ReConnect funding. Obtain your organization's UEI when you create or update your SAM entry. You can obtain your UEI at SAM even if you have no updates to your SAM record. If your organization is currently registered in SAM with either an active or inactive registration, you have already been assigned a UEI. Your UEI is viewable on your entity's registration record in SAM. You can access SAM at https://sam.gov/content/home.

Section II: Online Application System

To improve the process of applying for USDA initiatives, the ReConnect Program is using an Online Application System found on the ReConnect Program website at https://www.usda.gov/reconnect. An applicant will use the system from the start of the application process through to submission. The system has built-in validations, links between different application components, and guidance tips to assist the applicant through the creation and submission of an application. Only applications that are electronically submitted through the system will be considered. This section of the document is intended to familiarize applicants with the Online Application System and its features.

Account Creation

Before beginning an application, new applicants must obtain a verified Level II eAuthentication (eAuth) ID with USDA for each member of their staff requiring access to the system. Next, first-time applicants must submit an Authorized Representative Request (ARR) after initially logging in to the Online Application System. At a minimum, interested applicants should determine in advance of submitting the ARR who will be the Representative-Signature-Certifier (Rep-Sign-Cert) and prepare a resolution to be uploaded. If a returning applicant needs to update the Re-Sign-Cert, an updated ARR is required. After receiving approval from the Agency on the ARR, applicants must complete the account creation before starting an application.

Returning applicants with an approved ARR do not need to submit a new ARR or create a new account in order to create an application. Returning applicants should be able to view all existing account information and account documents that they provided during the prior funding round.

Application Sections

The ReConnect Program application consists of ten different sections—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 subsections may or may not appear depending on the answers and selections made to other questions or in previous sections. This guide is designed to assist the applicants in completing an application and provides insight and additional guidance on information that applicants should consider including when answering certain questions.

We encourage applicants to 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 contributes to calculations that occur later in the application. Changing answers to early portions of the application will affect the information provided in later sections. Therefore, it is important to complete the application in order from left to right and from top to bottom of each section.

This guide provides insight and guidance on the information that applicants should consider. A deep dive with detailed instructions on how to complete the application is provided in a later section of this document.

- **Project:** This is where the applicant provides general information about the project (e.g., description of the project, key management, pre-existing operations). Also in this section, applicants specify the level of the environmental review process that is anticipated for the

project. This section must be completed before addressing any other portion of the application. Changing answers to questions in the Project section will change (and may delete) information entered in later sections of the application.

- **Service Area(s):** In the Service Area(s) section, the applicant defines the proposed funded service area(s) (PFSAs) and non-funded service area(s) (NFSAs) of the project. This step informs the structure of many subsections in the Network, Financials, Environmental, and Evaluation Criteria sections and must be completed after addressing the Project section and before addressing any other section of the application. Changing service areas will have an impact on other sections of the application.

- **Network:** In the Network section, the applicant provides information about the proposed network design for the project and project costs. Among other elements, the applicant will expand on the type of technology that will be used and the interconnections of the design. This section must be completed before starting the Financials section because information entered into all of the subsections (Network Design, Build-out Timeline and Milestones, Capital Investment Workbook, and the Capital Investment Schedule) feeds into different subsections of the Financials section. The Network section can take significant time to complete.

- **Financials:** In the Financials section, the applicant inputs financial information for the project for which the entity is applying for financing, and uploads supporting documents as required. The applicant provides annual financial information for both historical and forecast years, as well as service offerings and subscriber projections. The application system populates some portions of subsections in this section based on the information entered in the Project, Service Area(s) and Network sections. The Financials section can take significant time to complete.

- **Environmental:** Within this section, the applicant draws or uploads sites and routes on the construction map and completes all necessary environmental questionnaires—Project, Site, Route, and NHPA Section 106—to assist the Agency in determining the project's impact on the environment. The Service Area(s) section must be completed before addressing the Environmental section. This section also requires accessing information from other federal agencies with roles in species management. The Environmental section can take significant time to complete.

- **Evaluation Criteria:** The Evaluation Criteria section is where the applicant will answer questions prompted by the system or upload documents that assist in the scoring of the application (100% loan applications are not subject to scoring). The Service Area(s) section will feed into calculations performed bythe system to calculate some of the results in the Evaluation Criteria Summary.

- **Licenses & Agreements:** The Licenses & Agreements section is where the applicant must 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:** In the Certifications section, the applicant will agree to adhere to the required compliance rules listed below. This section must be completed by the application Rep-Sign-Cert.
    - Certification Regarding Architectural Barriers
    - Certification Regarding Debarment, Suspension, and Other Responsibility Matters –

Primary Covered Transactions
    - 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 (Required only for Non-profit, For-profit corporations, and Cooperatives and Mutual Organizations)
    - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
    - Compliance with RUS Award Documents

- **Documents:** For easier management and reference, the Document section houses all documents an applicant uploaded while completing the different sections of the application.

- **Summary/Submit:** The Summary/Submit section is where the applicant can review the application before submission. The section also provides a validation button that can be used at any time during application process to check for errors and warnings. If no issues are encountered during validation, the applicant can then submit the application. Only the Rep-Sign-Cert can submit the application.

General Features

The application system is divided into sections; however, there are features built into the system that are consistent throughout the entire process to assist the applicant in submitting an application.

Supported Browsers

The ReConnect Application Portal is designed to function in Google Chrome, Microsoft Edge, and Mozilla Firefox. **The portal will not function as intended in other browsers, including Microsoft Internet Explorer and Safari.**

Mandatory or Required Fields

Any mandatory or required field is marked by a red asterisk (*) and must be completed before the applicant can proceed to the next section of the application. There are also mandatory documents an applicant must upload before being able to proceed, but these are not labeled with a red asterisk. If an applicant fails to upload a required document, a banner will appear warning the applicant that a document must be uploaded before proceeding. While the system is intended to assist applicants in submitting a complete application, simply completing all mandatory fields and required uploads does not guarantee that the application is complete and eligible. Applicants should supplement the validations within the Online Application System with this Application Guide to ensure that their application is complete and eligible.

Built-in Validations

The Online Application System incorporates built-in validations to assist the applicant in submitting a complete application.

- The application is designed to display certain portions of the application based on the applicant's responses in the preceding sections of the application.
- When answering certain questions, the applicant will see a text prompt with further instructions or information about how that answer will affect the application.
- There are interdependencies across different sections in the application to ensure that

information is consistent. The **Application Sections** of this guide describe in more detail how this applies to different parts of the application.

Tips

The system has built-in informational points next to some fields that applicants can access by hovering over the **Information icons** (ⓘ) to view guidance on what the applicant should enter to adequately answer a question.

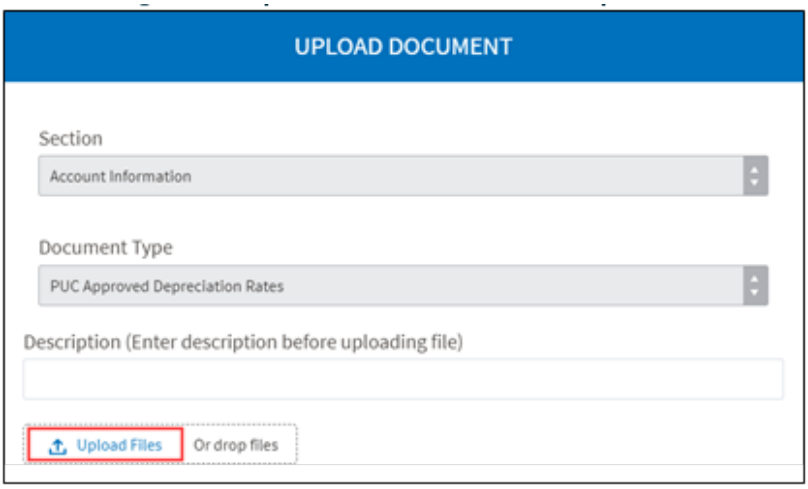
Additionally, certain sections (e.g., CIW-Service Area Cost) of the application provide a Tooltips button to assist the applicant with drafting responses to questions.

Uploading Documents

Various documents must be uploaded by the applicant as they complete the application. Applicants can easily upload documents by clicking the **Upload icon** (⬆) found next to all document upload fields and following the instructions below:

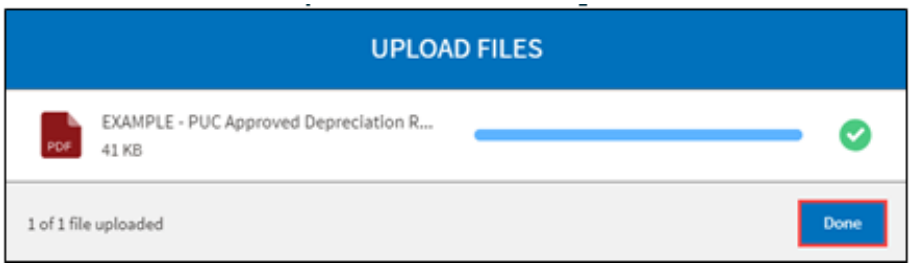
1. The Upload Document popup window appears. Applicants can enter a description, if appropriate, in the provided text box.
2. Click the **Upload Files** button. Alternatively, drag and drop the document into the dashed-border area within the popup window, and proceed to step 4.

Figure 4: **Upload Document Window Example**



3. The computer's file explorer popup appears. Browse for and select the applicable file.
4. The Upload Files popup window displays a progress bar, and a **Checkmark** (✔) indicating that the file uploaded successfully. Click **Done.**

Figure 5: **Upload Files Successful Upload**



A banner displays indicating that the file has been uploaded, and a hyperlink appears next to it allowing the applicant to manage the uploads for that section. Applicants can only upload a single document using this functionality. To upload additional documents, click the "Upload Additional Documents button on the right side of the screen.

Figure 6: **Upload File Banner**



Managing Documents

After a document has been uploaded, the system provides a hyperlink next to the upload, *"Click here to view, update this document,"* where applicants can view or update the document to ensure the proper file was uploaded and there were no errors with the submitted file.

The system makes all uploaded documents available under the Documents section. Additionally, all sections include a documents subsection, with the exception of Service Area(s) where all the documents are filed.

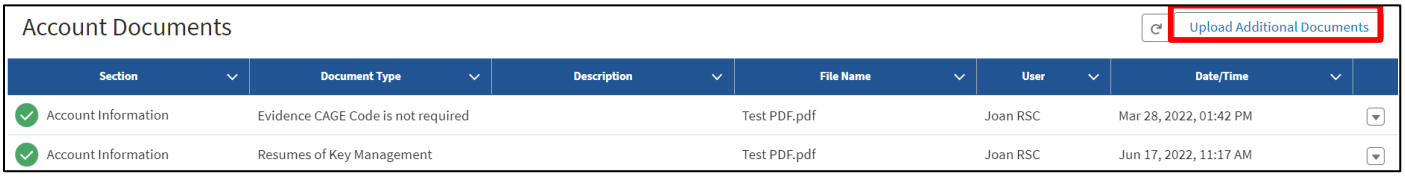
From either of the two locations, the system allows the applicant to view and download those files, delete previously uploaded files, upload a new version of an existing file using the **Action Menu** (), and upload additional files using the **Upload Additional Documents** button.

The table displays the following information about the upload: Section, Document Type, Description, File Name, Uploaded User, and Uploaded Date and Time. To the left of Section, icons display: a green **Checkmark** () indicating the document has been uploaded successfully; a **Yellow X** () indicating an optional document has not been uploaded; and a **Red X** () indicating a required document has not been uploaded. If there is information in the Section and Document Type columns, but not under the File Name, User or Date/Time columns, the applicant must either upload a file, as stated in the **Uploading a New Version of an Existing Account Document** section or remove the row by following the **Deleting an Upload** section.

Uploading Additional Documents

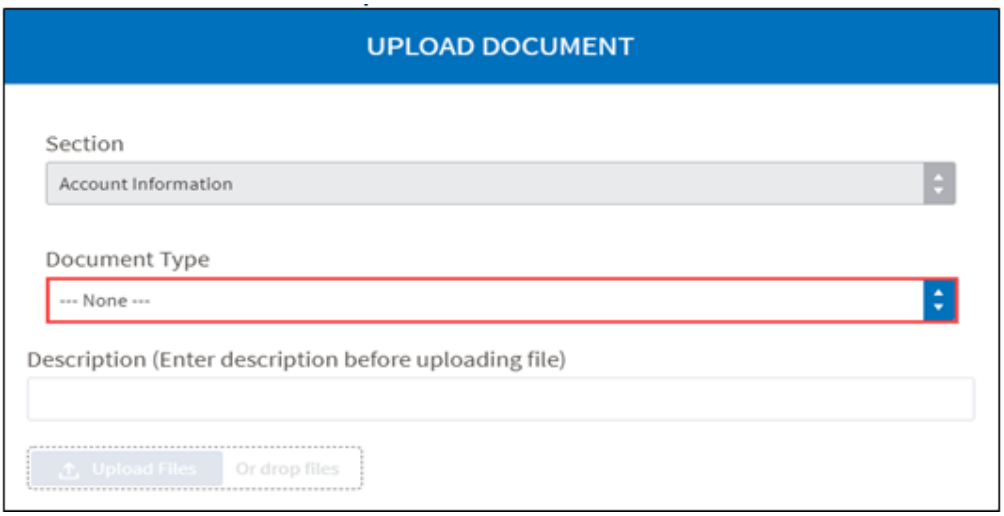
1. From the Section Documents page, click the **Upload Additional Documents** button. The applicant can then follow the steps above for uploading a document.

Figure 7: **Account Documents Page – Upload Additional Documents Button**



2. When uploading a document in this manner, the applicant must specify the document type in the Upload Document popup window. If uploading a document using the Documents Section of the Application, the applicant must also specify the Section.

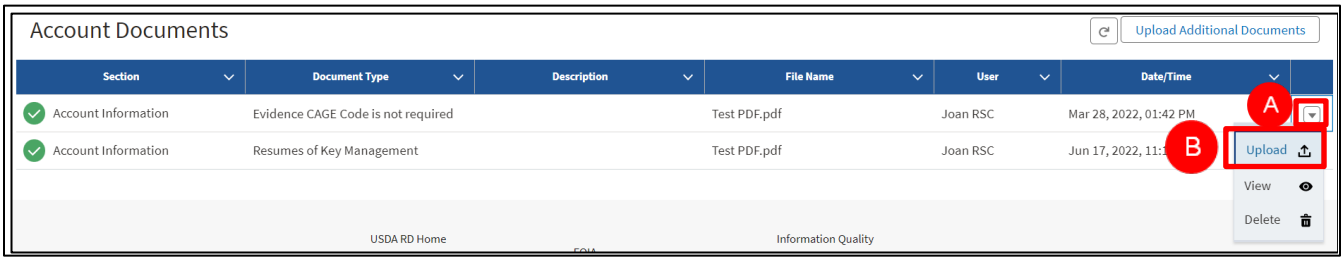
Figure 8: **Upload Document Window**



Uploading a New Version of an Existing Account Document

1. From the Sections Documents page, click the **Action Menu** (▾) to the right of the file for which the applicant wishes to upload a new version (A), and then select **Upload** (B). The applicant can then follow the steps for uploading a document to replace the existing document.

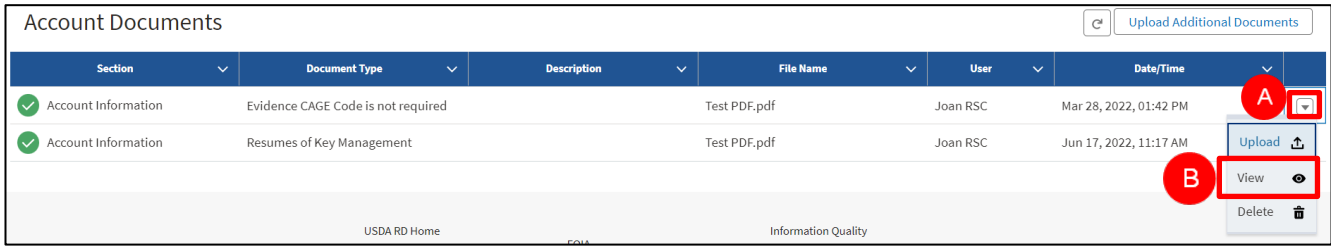
Figure 9: **Account Documents Action Menu – Upload Option**



Viewing and Downloading an Account Document

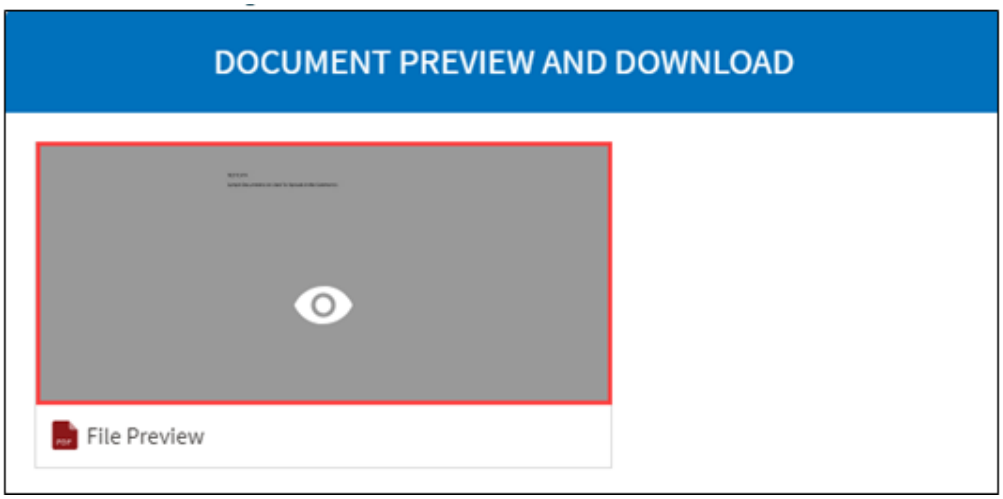
1. From the Section Documents page, locate the document the applicant wishes to preview, click the **Action Menu** (▾) to the right of the screen (A), and then select **View**(B).

Figure 10: **Account Document Action Menu - View Option**



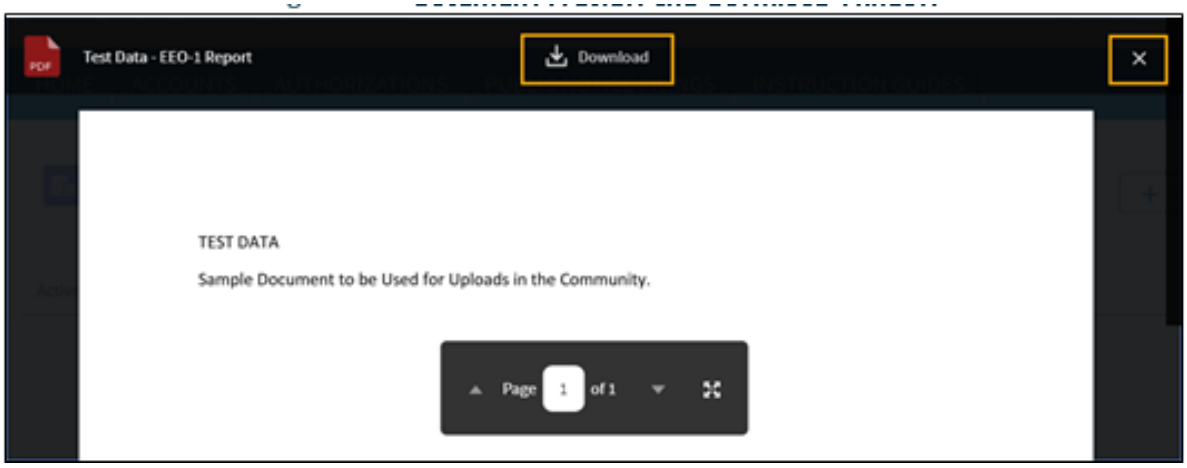
2. The Document Preview and Download popup window appears. Click the **Document Box** above File Preview. An **Eye-Shaped icon** (👁) appears when hovering over the document box.

Figure 11: **Document Preview and Download Window**



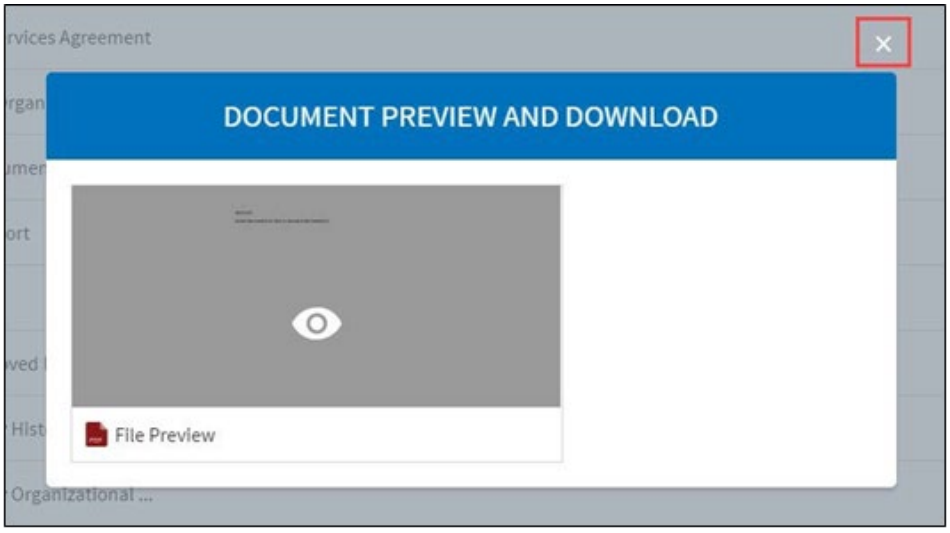
3. The Document Preview page displays. To download a document, click the **Download** icon.

Figure 12: **Document Preview and Download Window**



4. The Document Preview and Download popup window appears. To exit this popup window and return to the Uploaded Documents page, click the **X** (located outside the popup window in the top right corner).

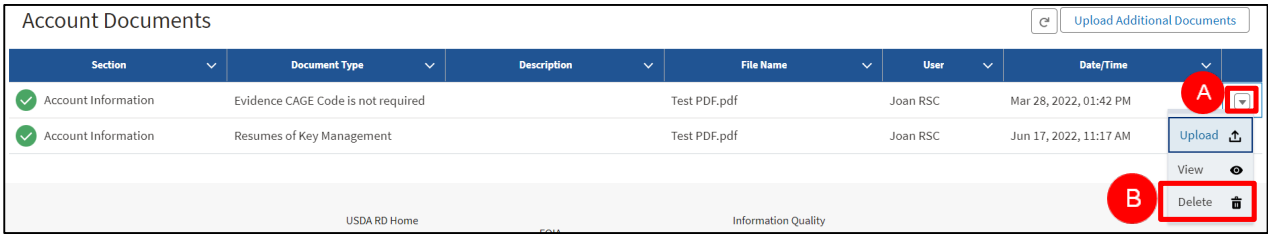
Figure 13: **Document Preview and Download – Exit Box**



Deleting an Upload

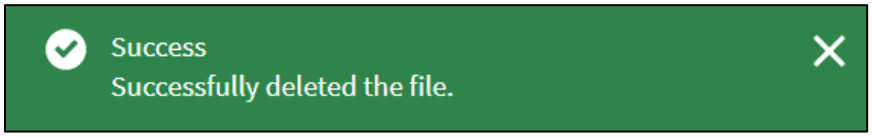
1. From the section Documents page, locate the document (or row) to be deleted, click the **Action Menu** (▾) to its right (A), and then select **Delete** (B). As the system deletes the file immediately, applicants should use caution when using this functionality.

Figure 14: **Account Documents Action Menu - Delete Option**



2. The section Documents page displays. A confirmation message appears centered at the top.

Figure 15: **Successfully Deleted File Message**



Toggle Buttons

The application is designed to include toggle buttons that allow an applicant to expand or collapse sections while working through the application. This allows the applicant to easily navigate through the application and hide any irrelevant sections.

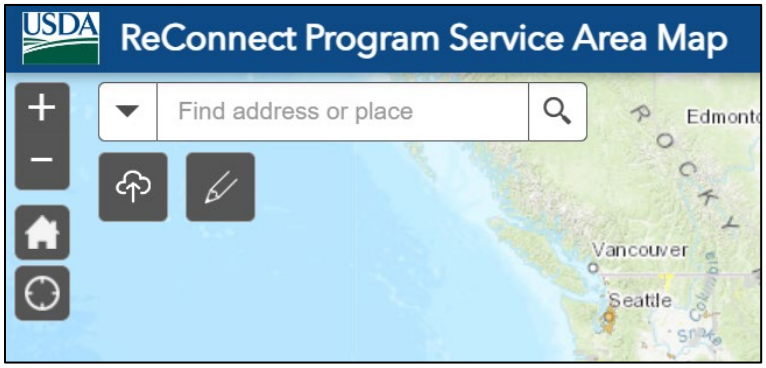
Figure 16: **Navigation Bar Toggle Option Example**



ReConnect Program Publicly Available Service Area Map

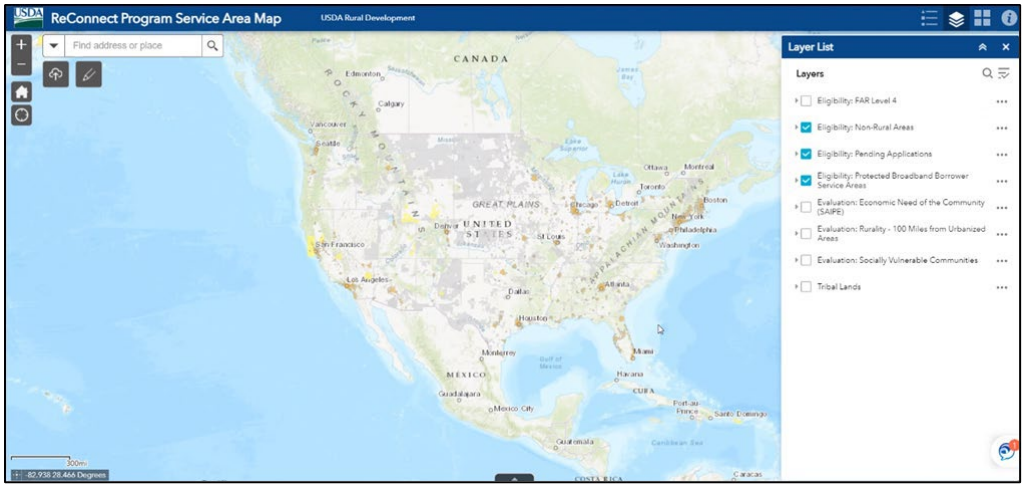
Before beginning an application, an applicant is encouraged to use the ReConnect Program Publicly Available Service Area Map to help determine the eligibility of a proposed service area. To begin, an applicant should use the address bar on the top left to enter the address for a location.

Figure 17: **ReConnect Program Publicly Service Area Mapping Tool**



The map has a legend consisting of eight different layers, which are depicted in Figure 18. These layers are Eligibility layers (FAR Level 4, Non-Rural Areas, Pending Applications, and Protected Broadband Borrower Service Areas), Evaluation (Economic Need of the Community (SAIPE), Rurality – 100 Miles from Urbanized Areas, and Socially Vulnerable Communities), and Tribal Lands.

Figure 18: **Map - Eligibility and Evaluation Criteria Layers**



There are three elements of evaluation criteria in the Layer List of this map. These items and their associated scoring are described in the **Application Review section** of this Application Guide.

- Economic Need of the Community (SAIPE)
- Rurality – 100 Miles from Urbanized Areas
- Socially Vulnerable Communities

The map also includes layers to help applicants understand the eligibility of their proposed service areas. Service area eligibility is described under the **Eligible Service Area** section of this Application Guide:

- **FAR Level 4** – A measurement that assesses how far away a PFSA(s) is from the closest urban area.

- **Non-Rural Areas** – The Non-Rural Areas layer is orange. Any area that is orange is not considered rural.
- **Pending Applications** – If the proposed service area is in an area colored in yellow, the proposed project is in an area for which Farm Bill Broadband, Telecommunications Infrastructure Loan, Community Connect, or ReConnect applications have been submitted to the RUS for consideration. If a Farm Bill Broadband, Telecommunications Infrastructure Loan, and Community Connect application is received prior to a ReConnect application and the non-Reconnect application is approved for funding, it will become a protected area. The map will identify these pending applications if there is no ReConnect application covering the service area. If a ReConnect application is submitted before a Farm Bill Broadband, Telecommunications Infrastructure Loan, and Community Connect application, then the ReConnect applicant will receive preference for receiving an award.
- **Protected Broadband Borrower Service Areas** – If the proposed service area is in an area colored in gray, the proposed project is in an area where there are borrowers under pre-existing RUS broadband loan initiatives, including Community Connect projects in the process of being built out. Please note the area is only protected if the existing borrower or awardee is providing sufficient service per or if the Community Connect grantee is in their construction period and the proposed service under the award is to provide sufficient service per the FOA 4. Applicants with questions about this layer should reach out to the agency through the Contact Us page.
- **Tribal Lands** – any area identified by the United States Department of Interior as tribal land over which a Tribal Government exercises jurisdiction.

Service Area Map and the Construction Map

A key feature of the ReConnect Online Application System is the Service Area Map that is used both for mapping PFSAs and NFSAs as well as the basis for the construction map. Unadvanced Prior Loan Fund Areas (UPLFs) are not mapped. This section explains how to navigate this mapping functionality. Specific instructions for drawing the service areas and construction maps are provided in the Service **Area(s) Information** and **Construction Map** sections of this Application Guide.

1. Menu

- **Menu ():** By clicking this icon, applicants can access additional menu options. These options are specific to the application section.

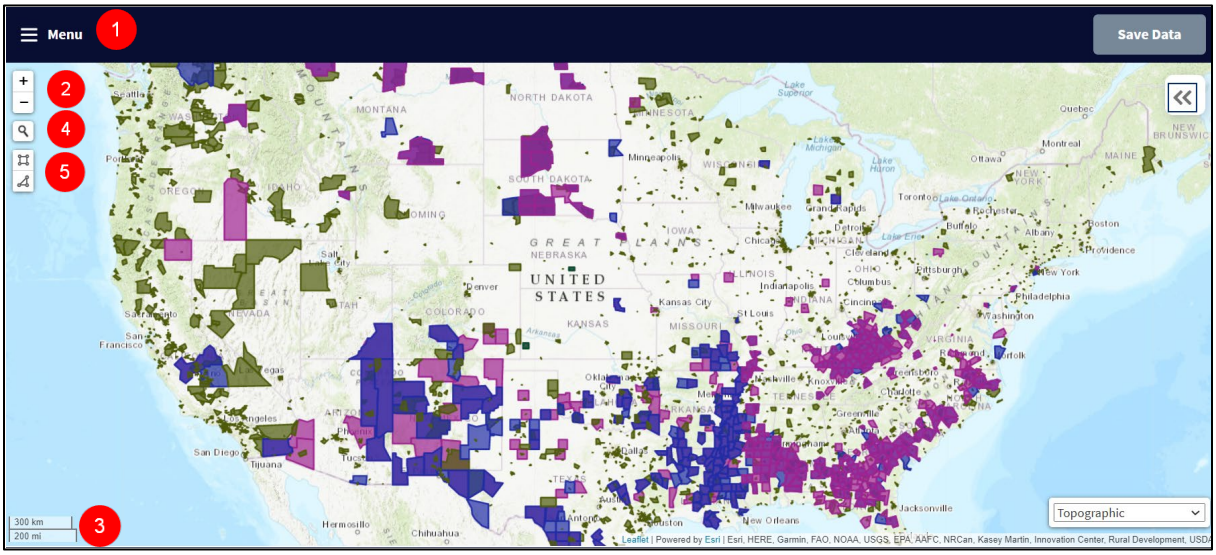
2. Zoom Control

- **Zoom control – Zoom In ():** Applicants can click this button or double-click the map to zoom in on the map.
- **Zoom Control – Zoom Out ():** Applicants can click this button to zoom out of the map.

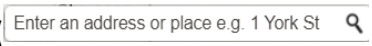
3. Approximate Zoom Scale

- **Approximate Zoom Scale**: As applicants zoom in and out of the map, this scale provides an approximation of the distances displayed on the map.

Figure 19: **Service Area Map**



4. Search

- **Search - Find Address or Place (** 

Search Bar): The search bar can be used to target a specific location. Acceptable entries include an exact address, city, county, zip code, coordinates, business name, and award bidder companies.
- **Search – Search Button (**  **):** This button triggers the search process. The map automatically displays the location of the first search result. The background color may differ from the default color as the location may overlap with one of the map's layers.

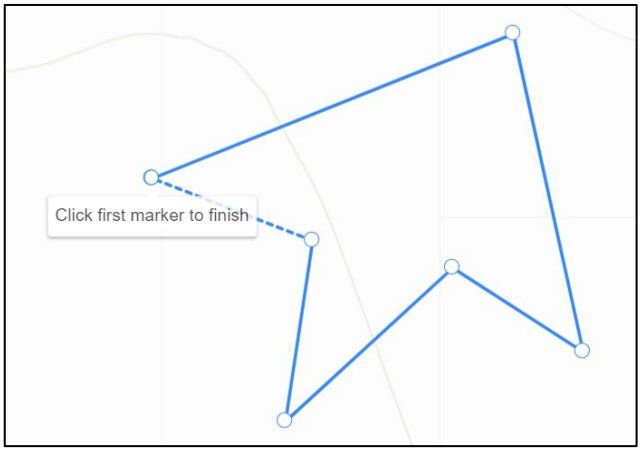
5. Shape Tools

- **Shape Tools – General Guidelines:** When drawing shapes on the map, applicants should keep the following in mind:
    - Use the Menu > Legend to understand the different colors and shapes.
    - Use the Menu > Layers to control the visibility (e.g., opacity) of the Eligibility and Evaluation Criteria.
    - Many layers are only visible at appropriate zoom levels. Ensure that the relevant Layers are visible on the map by cross-referencing the layers menu. Layers that are not visible are greyed out in the Layers menu.
    - Avoid drawing shapes that are too complex or that self-intersect as these might not save.
    - The mapping process may result in interim shapes being created. For example, when a shape is cut out of another shape, two shapes are created. These extra shapes should be removed before trying to save a shape, as only a single shape can be saved at any time.
    - If the shape self-intersects, the shape's fill becomes a red diagonal-cross pattern indicating an error. The applicant may need to edit the shape's vertices to ensure they do not overlap or delete the shape and draw or upload a new shape.
- **Shape Tools – Draw Polyline (**  **Construction Map Only for Routes)**: By clicking this button, applicants can draw a polyline on the construction map.
    a. Click the **Draw Polyline** button
    b. Select the start point of the line, move the cursor to the next point, click the cursor at that point, and repeat until the last segment of the route is drawn.

c. To close the polyline, **double-click** on the last location.
d. Once the route is saved, the polyline applies the specified width of the route and saves it as a polygon.

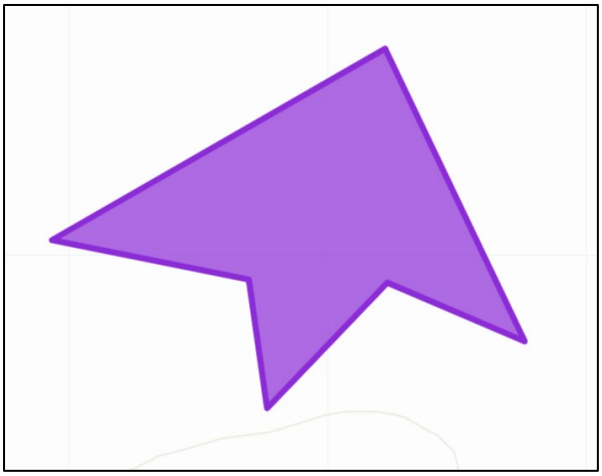
- **Shape Tools – Draw Polygon** (): By clicking this button, applicants can draw irregular shapes on the map.
    a. Click the **Draw Polygon** button
    b. The cursor becomes a cross (┼). Click over the map to begin the shape and move the cursor. Click again to create a new vertex. Repeat this process until the shape is complete.

Figure 20: **Draw Polygon**



c. To close the shape, **click** on the first vertex.

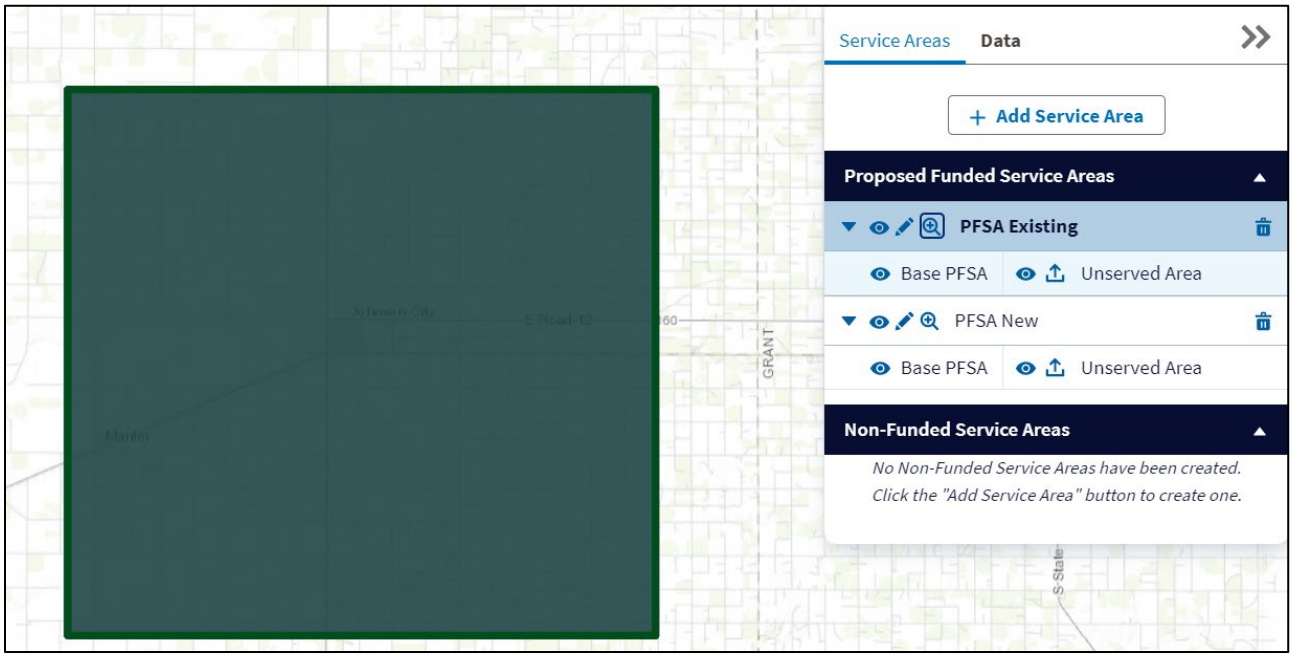
Figure 21: **Draw Polygon Continued**



- **Shape Tools – Draw Rectangle** (): This feature allows applicants to draw square and rectangle shapes on the map.
    a. Click the **Draw Rectangle** button
    b. The cursor becomes a cross (┼). On the desired location's starting point, click and release, move the cursor to define the shape's size. Once the shape is complete, click

again. Alternatively, applicants may also click on the map to create a square of default dimensions.

Figure 22: **Draw Rectangle**



- **Shape Tools – Edit Layers** – (): This allows applicants to edit their created shape. Applicants can grab vertices and drag them to create polygonal shapes.

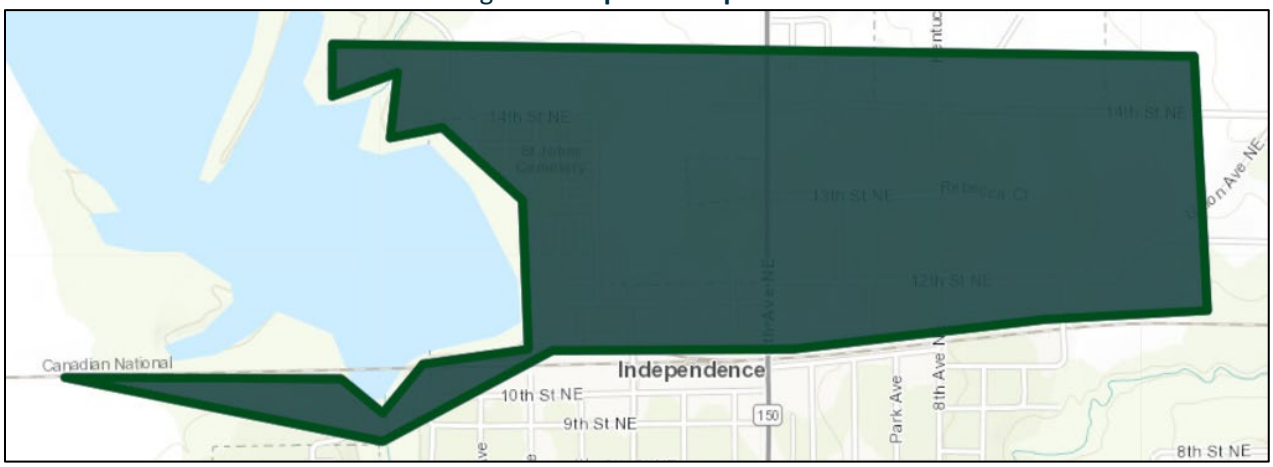
- **Shape Tools – Cut Layers** – (): This allows applicants to cut segments out of shapes. Draw a shape the same way as drawing a polygon, within an existing shape. The **Cut Layers** shape will be removed from the existing shape.

- **Shape tools – Remove Layers** – (): This allows applicants to erase shapes.
    a. Click the **Remove Layers** button.
    b. Move the cursor over the shape and click to delete.
    c. Click **Finish.**

- **Shape Tools – Upload Shapefile** (): This allows applicants to add a shapefile from their computer to the map.
    a. Click the **Upload Shapefile** button
    b. The file explorer popup window appears. Search for and select the applicable file, which must meet the following specifications:
        - All map areas must be closed, non-overlapping polygons with a single, unique identifier.
        - The Shapefile must have an assigned projection with an accompanying .prj file.
        - The Shapefile must use an unprojected (geographic) WGS84 geographic coordinate system.
        - The Shapefile must be submitted as a *.zip file. This can be done with WinZip or

similar or in Windows by selecting the files associated with a Shapefile, right clicking the files, then clicking Send to Compressed (zipped) folder. The *.zip file must contain only one Shapefile.
    - The *.zip file size must not exceed 2GB.
c. The selected Shapefile appears on the map. In the screenshot below, the green shape is the recently uploaded Shapefile for the selected Service Area.
d. Applicants can edit the uploaded shape file on the map, if appropriate.

Figure 23: **Upload Shapefile**



6. Other Tools

- **Other Tools – Save (**  **)**: Applicants can save shapes drawn or uploaded on the map one at a time using this feature. As the map does not include an auto-save feature, all unsaved work will be lost upon navigating away from the map.
    - Allow some time for the data to be saved.
    - Shapes that are too complex or large may cause issues while trying to save the data.
    - An error message appears if the connection between the map and external services ended. Refresh the page and try to save it again.
    - For the PFSA, applicants cannot save without first designating the unserved area.
    - For the PFSA, a warning message appears if the shape overlaps an ineligible area.
    - Once the shape is successfully saved, a confirmation message appears top centered on the map, indicating the data was successfully saved.
    - Click **X** (top right) to exit the popup.

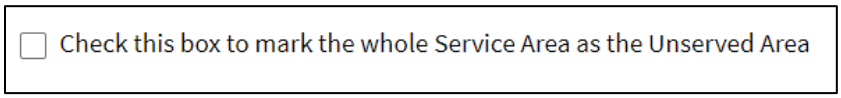
Figure 24: **Save Successful Image**



- **Other Tools – Unserved Area (**  **Only for the Service Area Map):** This tool is used to mark the selected portion of the service area that contains households without sufficient access to broadband services as defined in the FOA. Applicants can designate an area to be without sufficient access to broadband by clicking the **Unserved Area** button and either drawing or uploading an area using the **5. Shape Tools.**

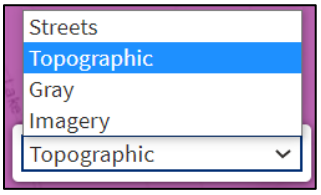
a. After clicking the **Unserved Area** icon, a pop-up window will appear with the checkbox *"Check this box to mark the whole service Area as the Unserved Area"* as shown in Figure 25. To designate 100 percent of a service area to be without sufficient access to broadband, draw a shape, click the **Unserved Area** Icon, check the checkbox, and click **Add Unserved Area**.

Figure 25: **Mark Whole Service Area as Unserved Area Checkbox**



- **Other Tools – Delete** (): **Applicants** can use this button to remove an entire service area in the Service Area Map (drawn or uploaded).
- **Other Tools – Map Gallery:** Allows the applicant to choose what map to use for the Service Area Map. Applicants can choose between Streets, Topographic, Gray, and Imagery.

Figure 26: **Map Gallery**

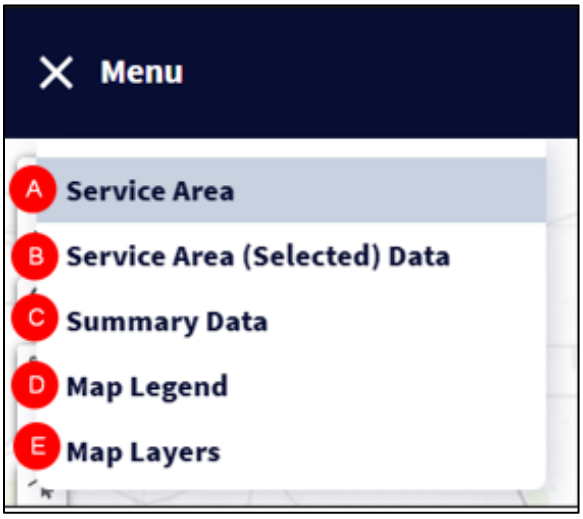


Map Menu Options

This section describes the available options under the **Menu** for the Service Area Map and the Construction Map, and a detailed description of how to access and use them.

Applicants can click the header of the popup window of any of the Menu options to collapse the popup window into a small icon and can click the icon to expand the popup window.

Figure 27: **Service Area Map Menu Options**

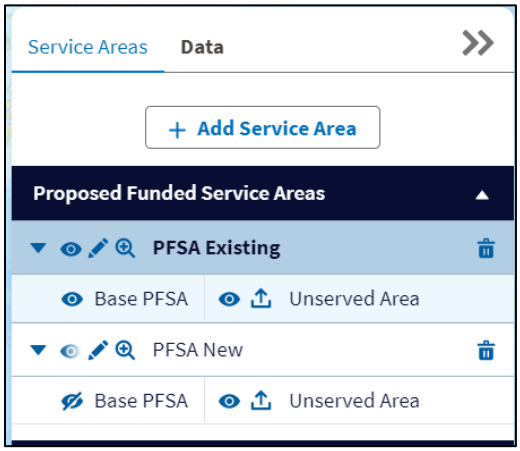


A. Service Areas (Only for Service Area Map)

Applicants can manage the creation and deletion of service areas and associated shapes by using this option. Upon clicking this option, the Service Areas panel displays on the right side of the map listing any previously created Service Areas. Using this panel, applicants can toggle the visibility of the service areas, edit the service area characteristics, and zoom in to view the Service Area.

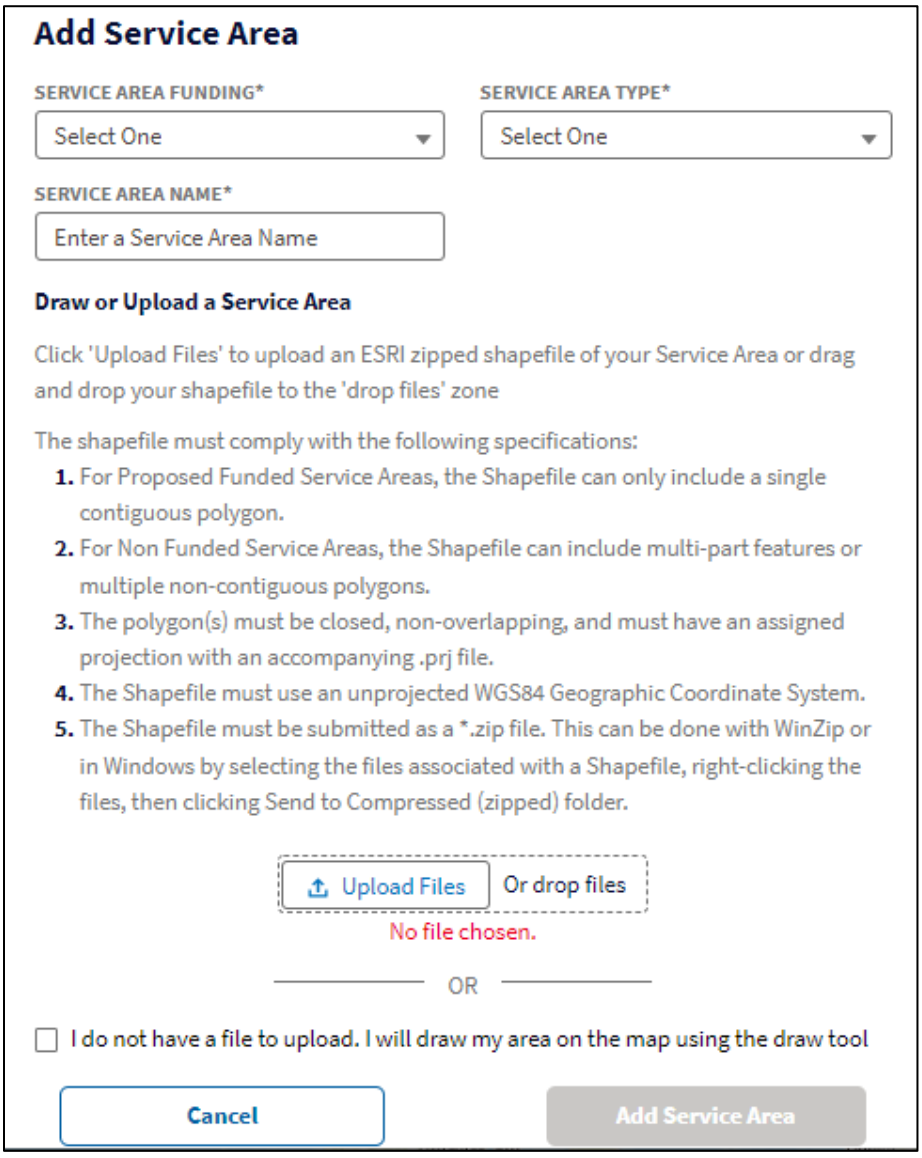
- To make the Service Area's shape visible ( ) or invisible ( ) on the map, click the left-most icon.
- To edit ( ) the information within the Add Service Area popup window, click the middle icon.
- To zoom ( ) to a 20-mile level around the location of the Service Area's shape, click the right-most icon.

Figure 28: **Mapping Tool Menu – Service Areas – Service Areas Window**



Applicants may also add a new service area by clicking the **+ Add Service Area** button and populating the information in the Add Service Area popup window that appears. Each service area must have a unique name.

Figure 29: **Mapping Tool Menu – Service Areas – Add Service Area**

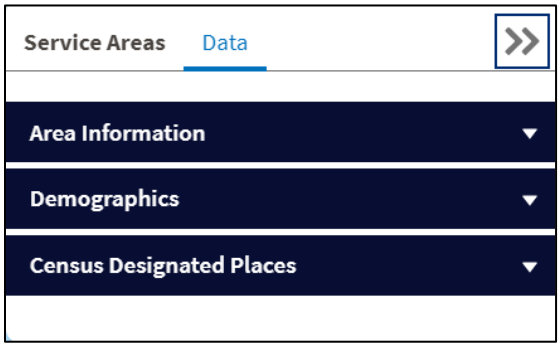


B. Service Area (Selected) Data

Service Area (Selected) Data contains three toggled information sections:

- Area Information
- Demographics
- Census Designated Places

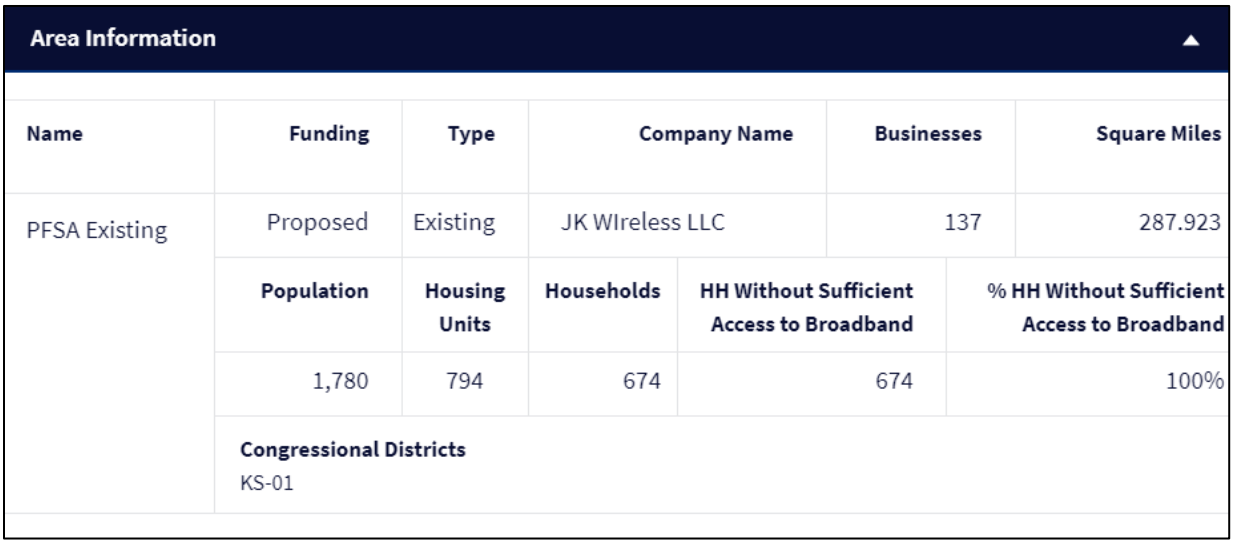
Figure 30: **Service area Map Menu - Service Areas (Selected) Data - Non-Visible**



Area Information

Area Information contains a basic overview data summary of the Service Area. This information includes the service area name, funding type, company name, household data, and congressional data. Note: the household information shown in this table is used later in the Subscriber Breakdown By Service Area section of the Financials portion of the application.

Figure 31: **Service Area Map Menu – Service Areas (Selected Data) – Area Information**



Demographics (Only for Service Area Map)

Using this option, applicants can view census demographic data (by race and ethnicity) of a selected service area. This information is displayed in two tables within the Demographics panel on the right side of the map. The tables can be minimized and expanded by clicking on the sub-headers. Data will not be displayed if a service area is not selected.

Figure 32: **Service Area Map Menu – Service Areas (Selected Data) – Demographics**

Demographics

Race	Population	Ethnicity	Population
Asian	2	Hispanic or Latino	850
Black or African American	10	Not Hispanic or Latino	931
Native American or Alaskan Native	40		
Native Hawaiian or Pacific Islander	1		
White	989		
Multiple Races Selected	306		

Census Designated Places (Only for Service Area Map)

By using this option, applicants can view census information related to a selected service area, including the population and median household income (MHI) of the underlying counties, county subdivisions, and townships. This information is displayed in two tables within the Census Designated Places panel on the right side of the map. The tables can be minimized and expanded by clicking on the sub-headers. Data will not be displayed if a service area is not selected.

Figure 33: **Map Menu – Service Areas (Selected Data) – Census Designated Places**

Census Designated Places

Counties

County Name	County FIPS	State FIPS	Population	MHI
Stanton	187	20	2,045	$61,435

County Subdivisions/Townships

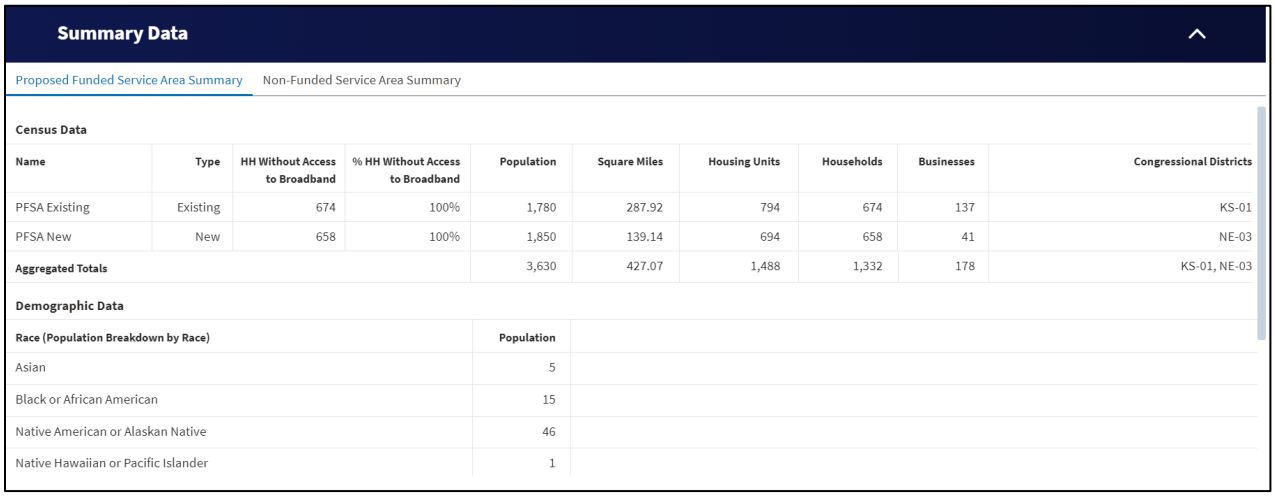
Community Name	County FIPS	State FIPS	Population	MHI
Manter township, Stanton County, Kansas	187	20	311	$39,833
Stanton township, Stanton County, Kansas	187	20	1,476	$49,653
Big Bow township, Stanton County, Kansas	187	20	265	$96,000

C. Summary Data

By clicking on this option, the applicant can view census area and population information related to all the service areas saved on the Mapping Tool. Up to three tables are displayed: Non-Funded Service Areas, Proposed Funded Service Areas, and Aggregated Totals. The tables can be minimized and

expanded by clicking on the sub-headers. The table will not be populated without associated saved service areas.

Figure 34: **Service Area Map Menu - Summary Data - Summary Data**



D. Map Legend

The Legend Displays the list of layers available on the map and what they represent. These include Service Area layers, Eligibility layers, Evaluation Criteria, Tribal Lands layers, and Environmental layers. The Service Area, Eligibility, Evaluation Criteria, and Tribal Lands layers are visible in the Service Area Mapping Tool while the Environmental layers are visible only in the Construction Map. The Legend list updates based upon which Layers are toggled on and displayed on the map. Applicants can see how the list changes by zooming into applicable areas within the map.

When the **Legend** option is clicked, the Legend panel displays on the right side of the map, listing the color coding for the Service Area and Layers, as shown below.

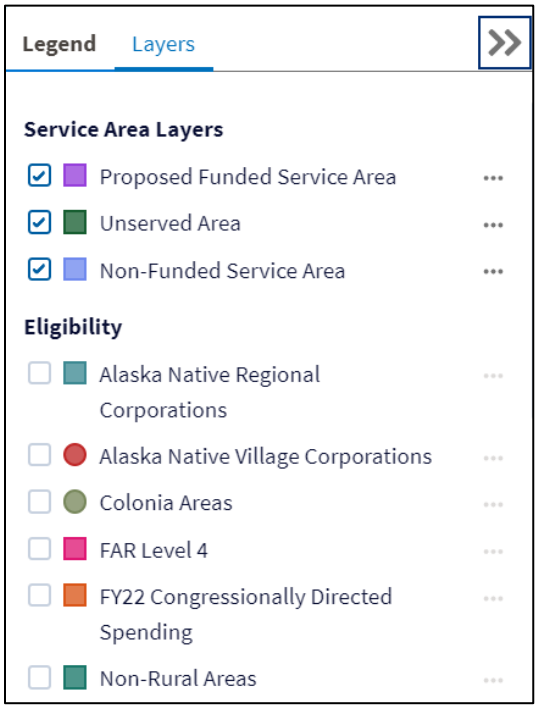
Figure 35: **Legend**



E. Map Layers

Using this option, applicants can view a list of the available layers and sublayers and additional options related to them. To access these options, click on the **Layers** option. The Layers panel displays on the right side of the map. An example from the Service Area Map is shown below.

Figure 36: **Layers**



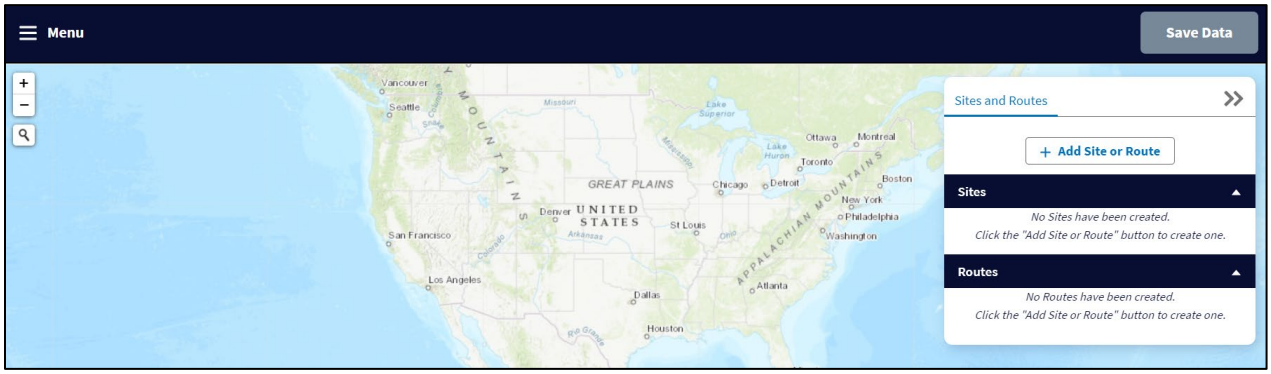
- Turn Visibility On or Off functionality: Click the layer or checkmark icon to turn the layer's visibility on. On by default: All Service Area Layers, Persistent Poverty Counties (Eligibility Layer), Economic Need of Community (Evaluation Criteria Layer), and Socially Vulnerable Communities (Evaluation Criteria Layer).
- Layers and Sub-Layer list: Click the toggle to the left of the Layer to access its sublayers (Construction Map only).
- The sub-layer's visibility must be turned on manually.
- Opacity Menu: Click the three dots to the right of the layer to access the opacity controls. It is not recommended to completely decrease opacity as the layer might become transparent or invisible.

The time required for the layers to load and be visible will vary based on the internet connection. If layers are not displaying, make sure that the zoom level is sufficient, the layer Visibility is set to ON, the opacity has not been completely decreased, and the visible area contains the layer.

Sites and Routes (Only for Construction Map)

Applicants can manage the creation and deletion of sites and routes and associated shapes by using **Menu** in the Construction Map and selecting **Sites and Routes**. Upon clicking this option, the Sites and Routes panel displays on the right side of the map listing any previously created sites and routes. Using this panel, applicants can toggle the visibility of the sites and routes, edit the site and route characteristics, and zoom in to view the sites and routes.

Figure 37: **Sites and Routes Panel for Construction Maps**



To make the Sites and Routes shape visible ( ) or invisible ( ) on the map, click on the left-most icon.

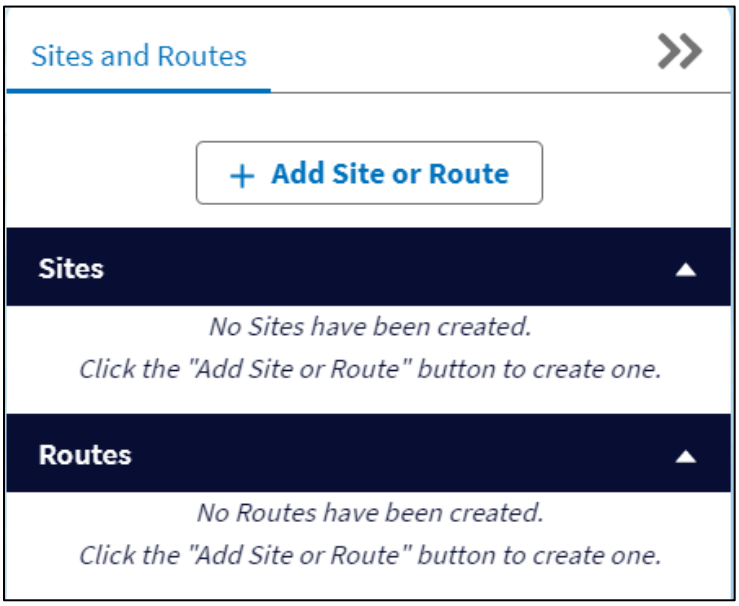
- To edit ( ) the information within the Add Site or Route popup window, click on the middle icon. The applicant cannot edit the Construction Asset Type once it's created (even before it's actually drawn). Only the Construction Asset name can be changed once it's created. If the wrong Construction Asset Type is selected and the Site or Route is saved, the applicant must delete the Site or Route and add a new one, selecting the appropriate option.
- To zoom ( ) to a 20-mile level, click on the right-most icon.

Figure 38: **Sites**



Applicants add a new site or route by clicking the **Add Site or Route** button and populating the information in the +Add Site Or Route window that appears. Using this window, applicants specify whether the construction location is a site or a route using the Construction Asset Type drop-down.

Figure 39: **Add Site Or Route**



Section III: Application Instructions

The following section outlines the different components of the application and provides step-by-step directions for creating and submitting an application along with all the information and documentation required from the applicant. Additional items may be requested by RUS on a case-by-case basis.

Account Creation

Applicants must first create an account before being able to begin an application. If the applicant created an account for the Reconnect Program for previous application rounds, they may use the same account to submit an application for FY2022.

Unique Entity Identifier (UEI) – In April 2022, the federal government replaced the DUNS number with the UEI as the authoritative identifier for organizations that apply for federal contracts or financial assistance. You must provide a UEI when you apply for ReConnect funding. Obtain your organization's UEI when you create or update your SAM entry. You can obtain your UEI at SAM even if you have no updates to your SAM record. If your organization is currently registered in SAM with either an active or inactive registration, you have already been assigned a UEI. Your UEI is viewable on your entity's registration record in SAM. You can access SAM at https://sam.gov/content/home.

After registering in SAM, the applicant must provide their UEI and can provide their CAGE number with their submitted application, if they have one. If an applicant doesn't have a CAGE code – the system will require them to upload a short statement explaining that a CAGE code wasn't required or provided. SAM registration must be active with current data at all times, from the application review throughout the active Federal award funding period. To maintain active SAM registration, the applicant must review and update the information in the SAM database annually from the date of initial registration or from the date of the last update. The applicant must ensure that the information in the database is current, accurate, and complete. Applicants must also acquire the certifications and representations required of entities applying for or having received funding under any Federal financial assistance project or program in order to be eligible for ReConnect funding. **A SAM registration that lacks the Financial Assistance General Certifications and Representations will cause an application to be rejected as ineligible.**

Applicants must have their registration active prior to submitting their application and must have made all required certifications.
In addition, please indicate that yours is an eligible organization. Only entities legally organized as one of the following are eligible for funding:

- A State, local government, or any agency, subdivision, instrumentality, or pollical subdivision thereof.
- A territory or possession of the United States.
- And Indian tribe (as defined in section 4 of the Indian Self-Determination and Education Assistance Act.
- A Non-profit entity
- A For-profit corporation
- A Limited Liability Company or Limited Liability Partnership
- Cooperative or mutual organization

To support the choice of organization type, the applicant must provide acceptable evidence of legal existence. Corporations or LLCs must provide evidence of good standing in accordance with the laws of the state or other body under which they are organized. For entities that exist under law, rather than through incorporation or other action, a copy of the state statute, regulation, or other appropriate documentation must be provided to confirm the legal name of the entity.

Evidence of tax status from the Internal Revenue Service or a state department of taxation is not evidence of legal existence.

The Entity Name, UEI, and SAM.gov registration must be for the applicant. It cannot be for a parent, subsidiary or other affiliated entity.

It is important that the entity must be legally eligible to receive the award and take legal ownership of items acquired under the grant.

Applications that do not demonstrate both the applicant's legal existence as an entity that is eligible to apply for a grant and their legal authority to contract with the United States Government will be deemed as ineligible.

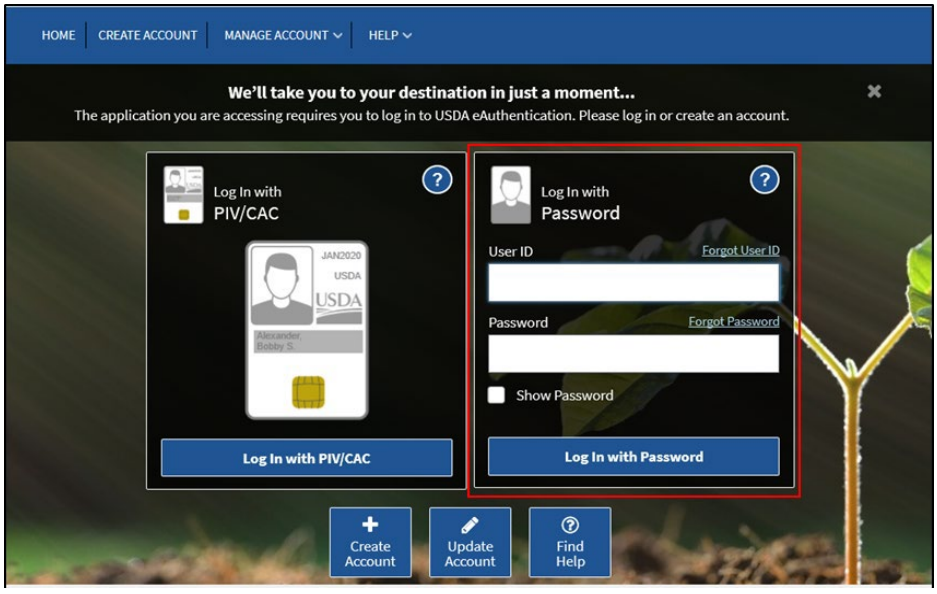
Accessing the ReConnect Online Application System

Applicants can log in to the ReConnect Online Application System, by following the steps below. The ReConnect Online Application System is designed to function in Google Chrome, Microsoft Edge, and Mozilla Firefox. The portal will not function as intended in other browsers, including Microsoft Internet Explorer and Safari.

All Online Application System users are required to have a verified Level II eAuthentication ID, which can be obtained using this link: https://www.eauth.usda.gov/eauth/b/usda/registration.

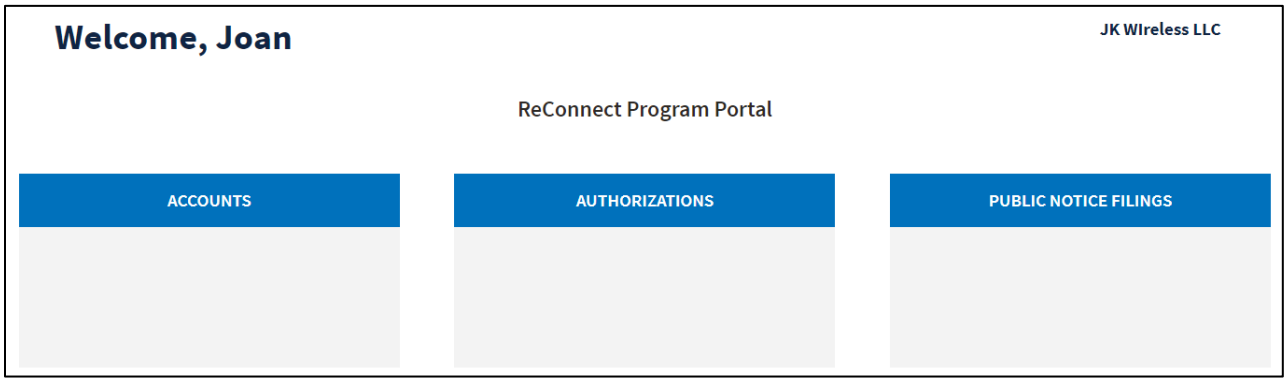
1. The eAuthentication Log In page opens. Under the User ID & Password section, enter the applicant's verified Level II eAuth credentials (User ID and Password) and then click the **Log In with Password** button.

Figure 40: **eAuthentication Log In Page**



2. The ReConnect Program website displays. Confirm the profile is correct by verifying the icon and applicant name in the upper right-hand corner.

Figure 41: **Reconnect Program Website – Applicant Portal Name**



Applicant Roles

The Online Application System has been enhanced to allow a user with a single verified Level II eAuth account to be linked to more than one business account and to have a different role assigned under each business account. These enhancements provide an integrated account management experience across systems that require an approved Authorized Representative Request (ARR) to gain access.

Systems requiring an ARR include the Reconnect Online Application System, Community Connect Program Portal, and Reporting & Compliance (R&C). A user's permissions related to the ReConnect Online Application System will depend on the account being accessed and whether the role was assigned as part of the ARR process. If the role was assigned to a user as part of the ARR process, that role will automatically be assigned within the Community Connect Portal. If the entity also has outstanding obligations under the Telecommunication Program, that same role will also be automatically assigned within R&C.

If the user was added under the Contacts section within the ReConnect Online Application System, the role assigned to the user will only allow access to the ReConnect Online Application System. The Application Rep-Sign-Cert or Application Administrator(s) assigned to the account may add users and assign different roles within each of the three systems (Reconnect Online Application System, Community Connect Program Portal, or R&C) but an update to a user's role in one system will not automatically be assigned within all three systems. **Adding and Managing Security Roles** under Contacts within the ReConnect Program Portal only impacts the users and roles assigned within that system.

At a minimum, applicants must identify one Application Rep-Sign-Cert and upload a resolution in order to submit the ARR for approval. An applicant may also add Application Administrators as part of the ARR process, as long as all of the Administers listed on the ARR are also identified in the accompanying resolution. These roles include the following permissions:

- **Application Rep-Sign-Cert (Rep-Sign-Cert)**. This security user role must be identified as part of the ARR process. Each business account must have a single Rep-Sign-Cert assigned, but this user can be assigned to more than one business account using the same Level II eAuth account.

  Once the ARR is approved, the Rep-Sign-Cert role will automatically be assigned within both the ReConnect and Community Connect portals. If the entity also has outstanding obligations under the Telecommunication Program, that Rep-Sign-Cert role will also be assigned within R&C.

The Rep-Sign-Cert role is limited to an employee of the applicant who has the authority to:

- submit the ARR on behalf of the applicant;
- create, view, and update all account and application sections;
- add, edit, and remove users from the account;
- authorize Certifications on behalf of the applicant;
- submit applications under both the ReConnect Program the and Community Connect Programs; and
- if awarded, to enter, update, and submit compliance reports in R&C

Rep-Sign-Certs do not have the authority to change their own role after an ARR is approved. If the Rep-Sign-Cert does need to be replaced, a user would need to complete the **Updating the Rep-Sign-Cert** process and wait for RUS to approve the Update ARR before the new Rep-Sign-Cert is automatically assigned in the system.

- **Application Administrator (Administrator).** This security user role can be identified as part of the ARR process or added by the Rep-Sign-Cert under the Contacts section. Similar to the Rep-Sign-Cert, if the Administrator is added to an account as part of the ARR process, the role will automatically be assigned within both the ReConnect and Community Connect portals. If the entity also has outstanding obligations under the Telecommunication Program, that Administrator role will also be assigned within R&C.

  The Administrator role gives authority to the user to:

  - submit the ARR on behalf of the applicant with a Rep-Sign-Cert identified;
  - create, view, and update all account and application sections;
  - add, edit, and remove users, from the account; and
  - if awarded, to enter and update compliance reports in R&C.

- **Application Rep Update Data.** This security role is for employees of the applicant who will be completing the application. This role allows the user to create, view, and update all account and application sections.
- **Consultant.** This security role is for consultants who are hired by the applicant to complete the application. This role allows the user to create, view, and update all account and application sections.
- **Application Viewer (Viewer).** This security role allows the user to view all account and application sections.

Authorized Representative Request

All information provided in the Authorized Representative Request (ARR) section of the application must match the information presented in the resolution (see **Resolution Submission** Section). When submitting a resolution, applicants must ensure that the exact legal name of the applicant 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 the legal structure of the applicant. Sample resolutions for corporations and LLCs can be found here (ARR Resolution Instructions).

In order for first-time applicants to gain access to the Online Application System, they must submit a new ARR and a signed resolution, which can only be completed by the Rep-Sign-Cert or an Administrator. To begin, at least the Rep-Sign-Cert must be identified on the ARR. Additional users can be identified after the ARR has been approved.

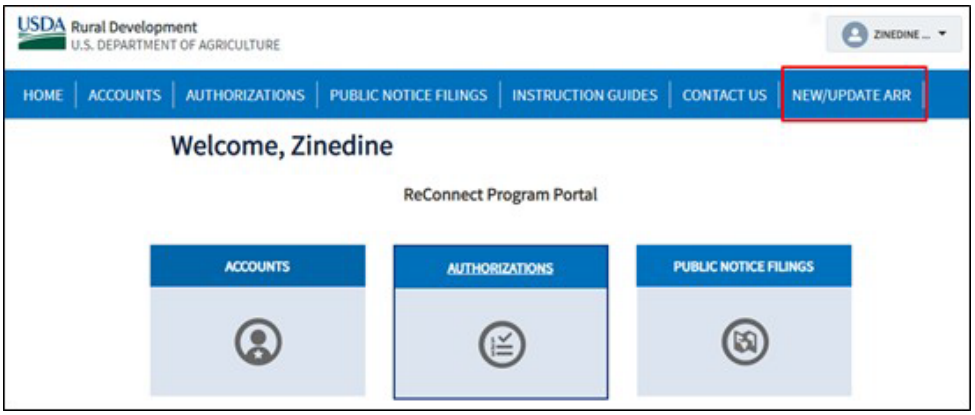
Some returning applicants (i.e., those who had existing accounts prior to the current application round) logging into the updated Online Application System will be prompted to complete an **Update ARR** and a new signed resolution, which can only be completed by the Rep-Sign-Cert or an Administrator.

Existing applicants that need to **Update ARR (Existing Applicants)** can do so by having their Application Rep-Sign-Cert user log into the Online Application System and use the **New/Update ARR** tab.

New Authorized Representative Request (For first-time applicants)

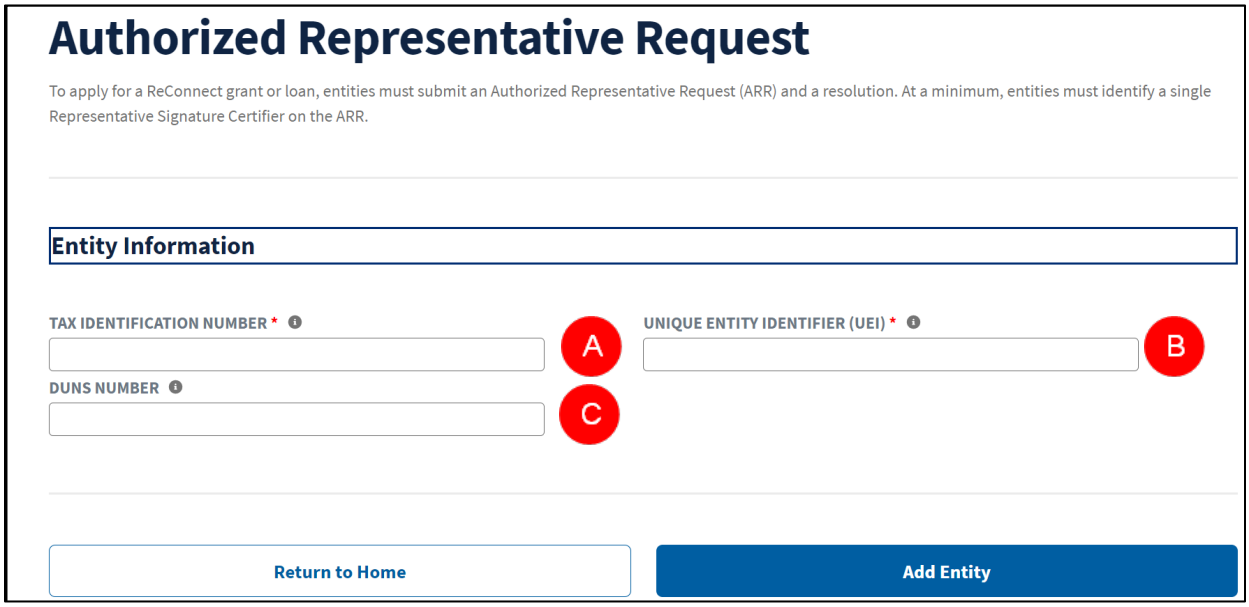
1. From the ReConnect Program Portal, click the **New/Update ARR** header tab.

Figure 42: **ReConnect Program Website – New/Update ARR Tab**



2. The Authorized Representative Request page displays. Enter the applicable information in the following fields:
    A. **Tax Identification Number –** Enter the entity's 9-digit Taxpayer Identification Number.
    B. **Unique Entity Identifier (UEI) –** Enter the entity's 12-character Unique Entity Identifier.
    C. **DUNS Number** (not required) – Enter the entity's 9-digit Data Universal Numbering System Number.
3. Click **Add Entity.**

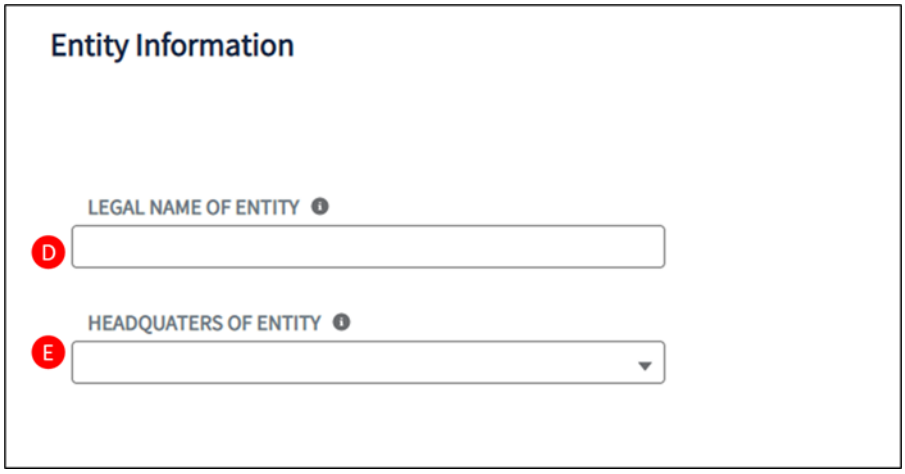
Figure 43: **Authorized Representative Request Page**



Entity Information Section:

D. **Legal Name of Entity** – Enter the legal name of the entity applying to the ReConnect Program.
E. **Headquarters of Entity** – Select the State or Territory where the entity's headquarters is located.

Figure 44: **Entity Information Section**



Add Representative Signature Certifier Section

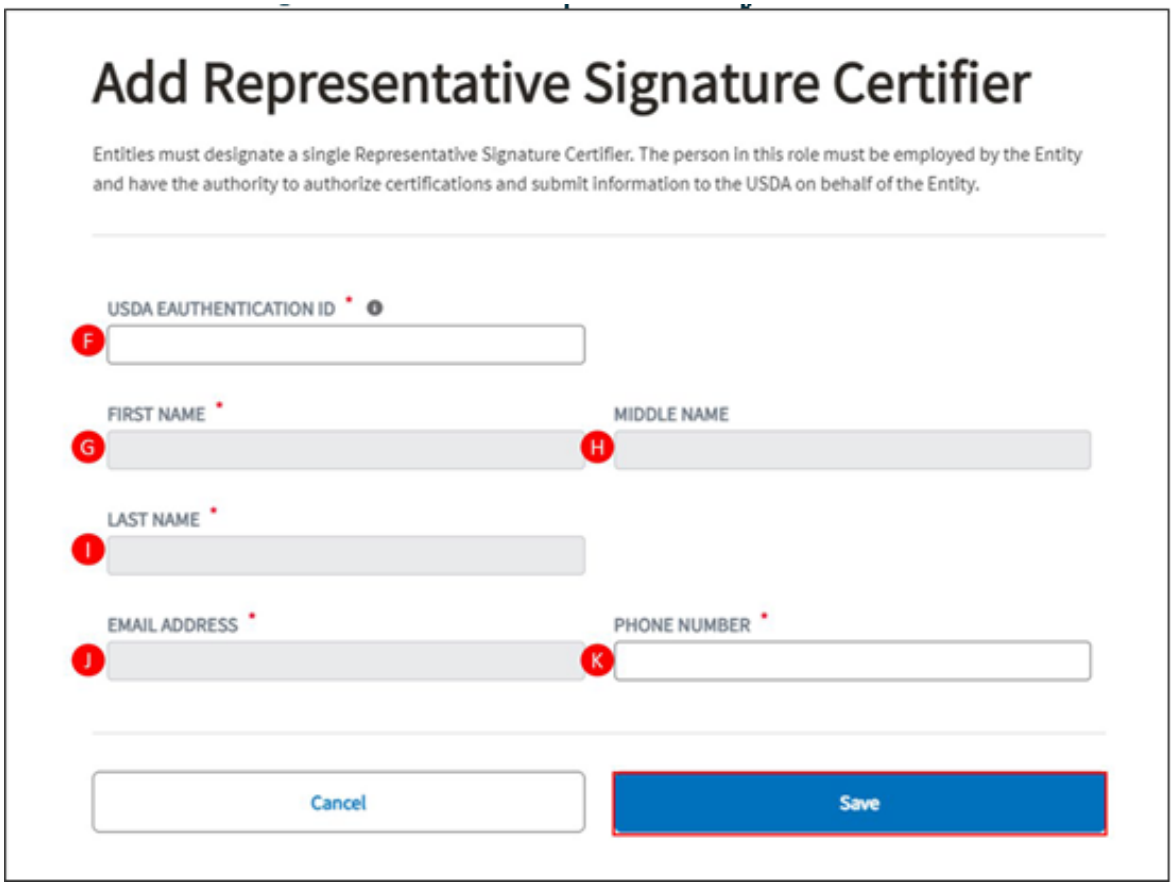
If more than one individual (Rep-Sign-Cert or Administrator) will be included in the ARR, click **Add** to add that person, who must have a verified Level II eAuthentication ID. **These individuals should NOT enter the portal until after they have been added as a Key Contact by the Representative- Signature-Certifier or Administrator**. For each individual, ensure that each of the following fields is completed.

F. **USDA eAuthentication ID field** – Enter the authorized representative's level II eAuthentication

ID.

G. **First Name** – Populated automatically once the eAuth ID is inputted.
H. **Middle Name** – Populated automatically once the eAuth ID is inputted.
I. **Last Name** – Populated automatically once the eAuth ID is inputted.
J. **Email Address** – Populated automatically once the eAuth ID is inputted.
K. **Phone Number** – Enter the authorized representative's phone number.

Figure 45: **Add Representative Signature Certifier**



Click **Save**.

Resolution Submission Section

1. All applicants applying under the ReConnect Program must submit an ARR and a resolution in order to access the Online Application System and the Financial Reporting and Compliance System. The resolution, or its equivalent, is dependent on the legal structure of the applicant.

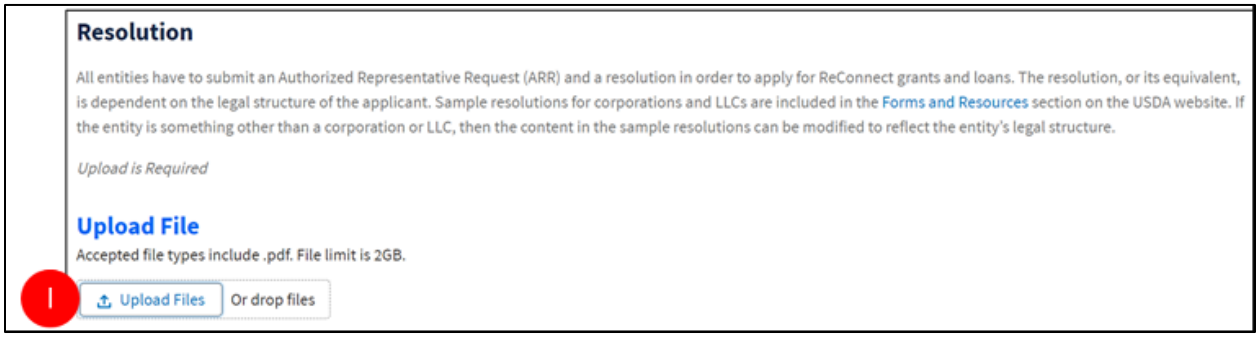
   To prevent the submission of an unacceptable resolution and rejection of the ARR, review the following information before submitting an ARR:

   a. 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.
   b. If an entity conducts business under a DBA, do not include the DBA as part of the legal name of the entity.
   c. The legal name stated in the resolution must match the legal name stated in the ARR.
   d. The names of the Rep-Sign-Cert and Administrator(s) identified on the ARR must be

clearly specified in the resolution.

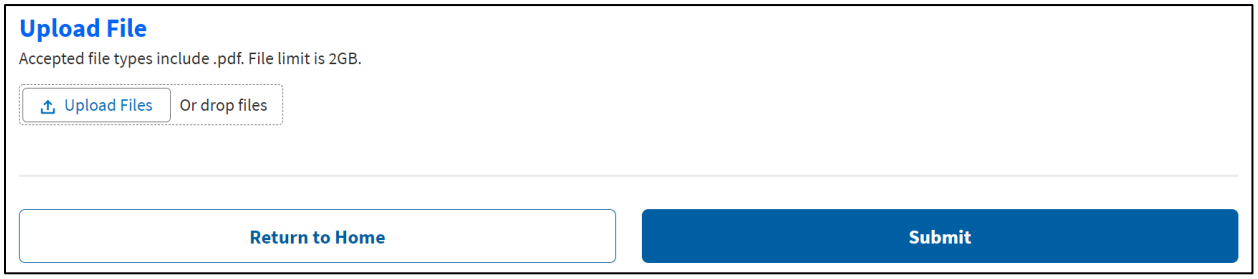
e. An applicant can assign only one individual as a Rep-Sign-Cert and one or more individuals as Administrators. Do not name the Rep-Sign-Cert as an Administrator. The Rep-Sign-Cert must have only one role.
f. All individuals listed on the ARR must be employed by the applicant and have a USDA verified Level II eAuthentication account.
g. At a minimum, applicants will have to identify a Rep-Sign-Cert on the ARR. The role of an Administrator and other roles can be added in to the system by the Rep-Sign-Cert at a later date after the ARR has been approved.
h. 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.
i. **Resolution** – To upload the resolution, click the **Upload File** button (⬆) to browse for the attachment on the computer and attach only **one** signed Board Resolution. The Board Resolution file size limit is 25 Megabytes (MB).

Figure 46: **Resolution Submission Section**



2. After all required information is entered and verified, the Resolution is uploaded, click **Submit** button.

Figure 47: **Authorized Representative Request Page – Submit Button**

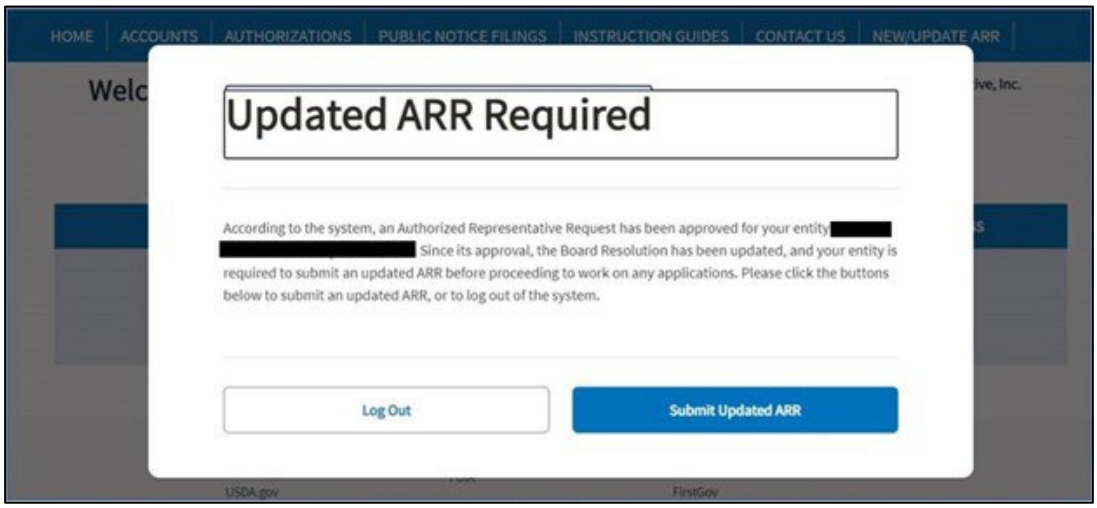


After completing this section, **applicants must wait for the ARR and resolution to be approved by the Agency before being able to start working on the application.** If the ARR is approved, an email will be sent to the authorized representatives marked as Key Contact(s) and to the ARR submitter. If 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.

Update ARR

1. The Online Application System will automatically prompt returning applicants to submit an Updated ARR (as seen in the figure below) and a new signed resolution, which can only be completed by the Rep-Sign-Cert or an Administrator.

Figure 48: **Required ARR Update**



2. After clicking the **Submit Updated ARR** button, the user will be prompted to enter ARR information identical to the **Authorized Representative Request** used by first-time applicants in submitting a New ARR.

3. The user should submit a new signed resolution using the **Resolution Submission Section**.

After completing this section, **applicants 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. 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.

Update ARR (Existing Applicants)

1. Existing applicants that need to Update ARR can do so by having their Application Rep-Sign-Cert user log into the Online Application System and use the New/Update ARR tab.

2. The user will be prompted to enter ARR information identical to the **Authorized Representative Request** used by first-time applicants in submitting a New ARR.

3. The user should submit a new signed resolution using the **Resolution Submission Section**.

After completing this section, **applicants 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. 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.

Please Note: Some returning applicants will receive a notification to submit their UEI (this is separate from submitting an ARR). For more information on the UEI please refer to the section **Application Requirements.**

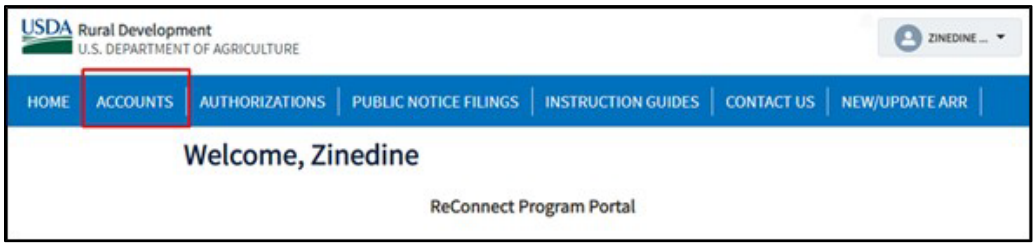
Adding and Managing Security Roles

Using the Contacts page, individuals with Rep-Sign-Cert or Administrator security roles can add, update, and remove users from the Online Application System. The Contact's page is located in the Account section of the ReConnect Online Application System. On this page, the Rep-Sign-Cert or Administrator(s) can either create a new Contact, edit, or remove a Contact.

Accessing the Contacts Page

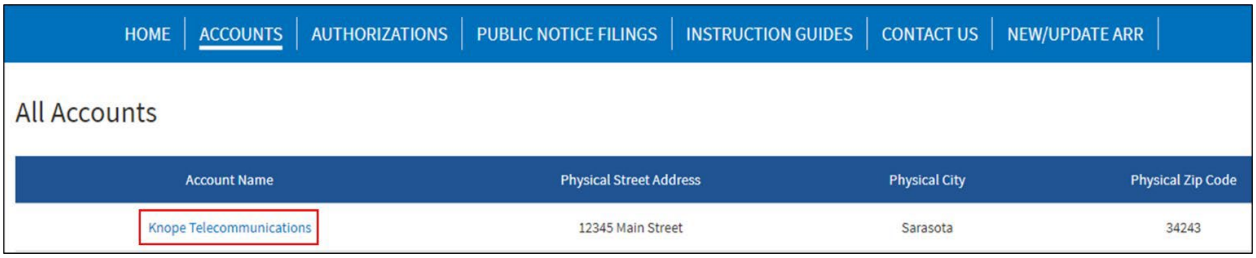
1. From the ReConnect Program Portal, click the **Accounts** header tab.

Figure 49: **Accounts Header Tab**



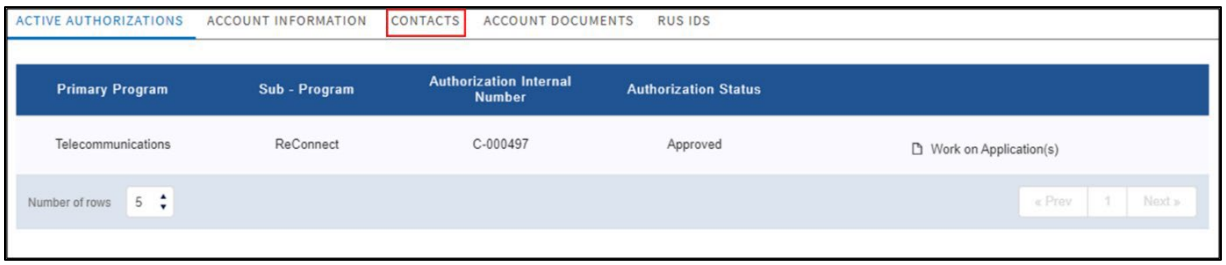
2. The All Accounts page displays. Select the applicable **hyperlink** under Account Name.

Figure 50: **Accounts Page**



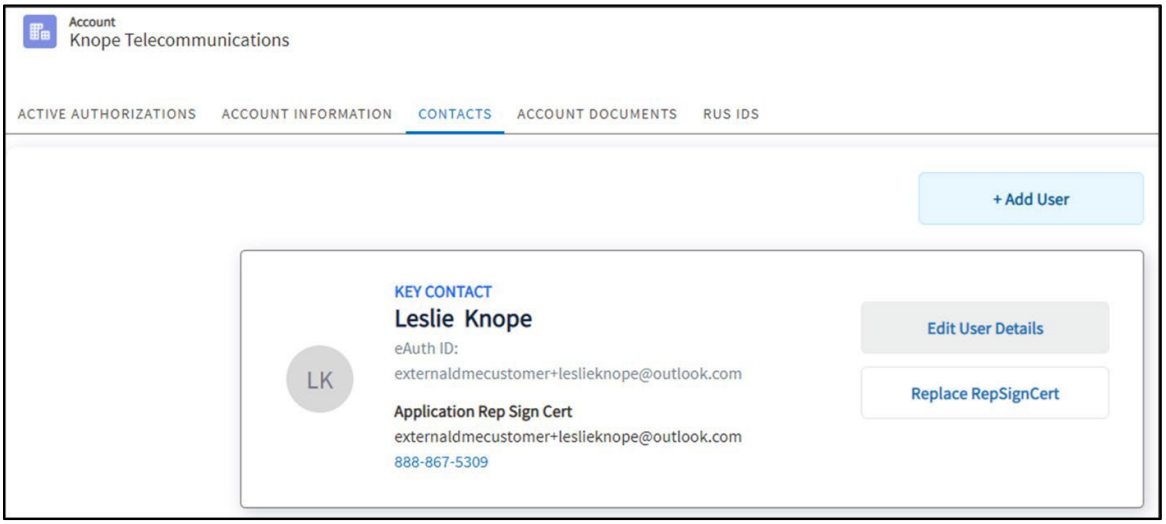
3. The Account page displays. Click the **Contacts** tab.

Figure 51: **Contacts Tab**



4. The Contacts page displays, which shows a list of all existing users associated with the account.

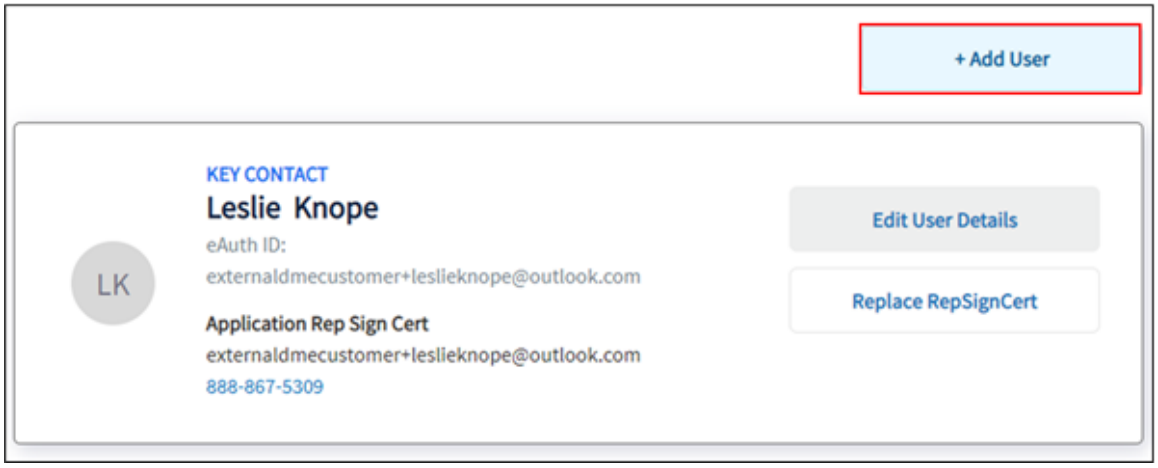
Figure 52: **Contacts Page**



Adding New Users

1. From the Contacts page, click the **+Add User** button**.**

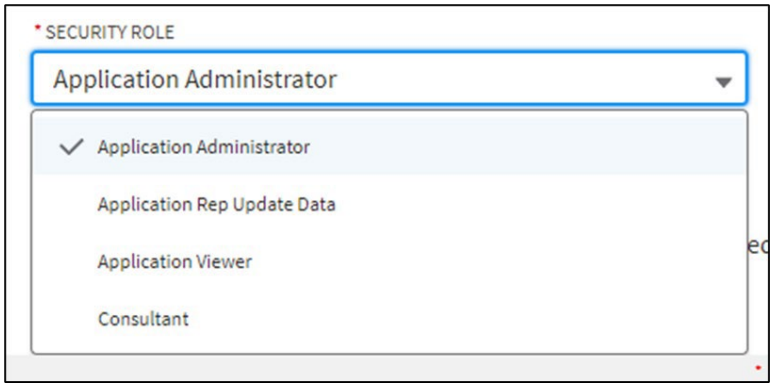
Figure 53: **Contacts Page - Add User**



2. The Add User popup window appears. Only enter information for A, F, G, and H. The other sections auto-populate after the eAuth ID is entered:

    A. USDA eAuthentication ID – Enter the authorized representative's level II eAuthentication ID.
    B. First Name – The contact's first name.
    C. Middle Name – The contact's middle name.
    D. Last Name – The contact's last name.
    E. Email – The authorized representative's email address.
    F. Phone Number – Enter the contact's phone number.
    G. Security Role – Assign the appropriate security role to the contact by selecting the applicable role from the drop-down list.

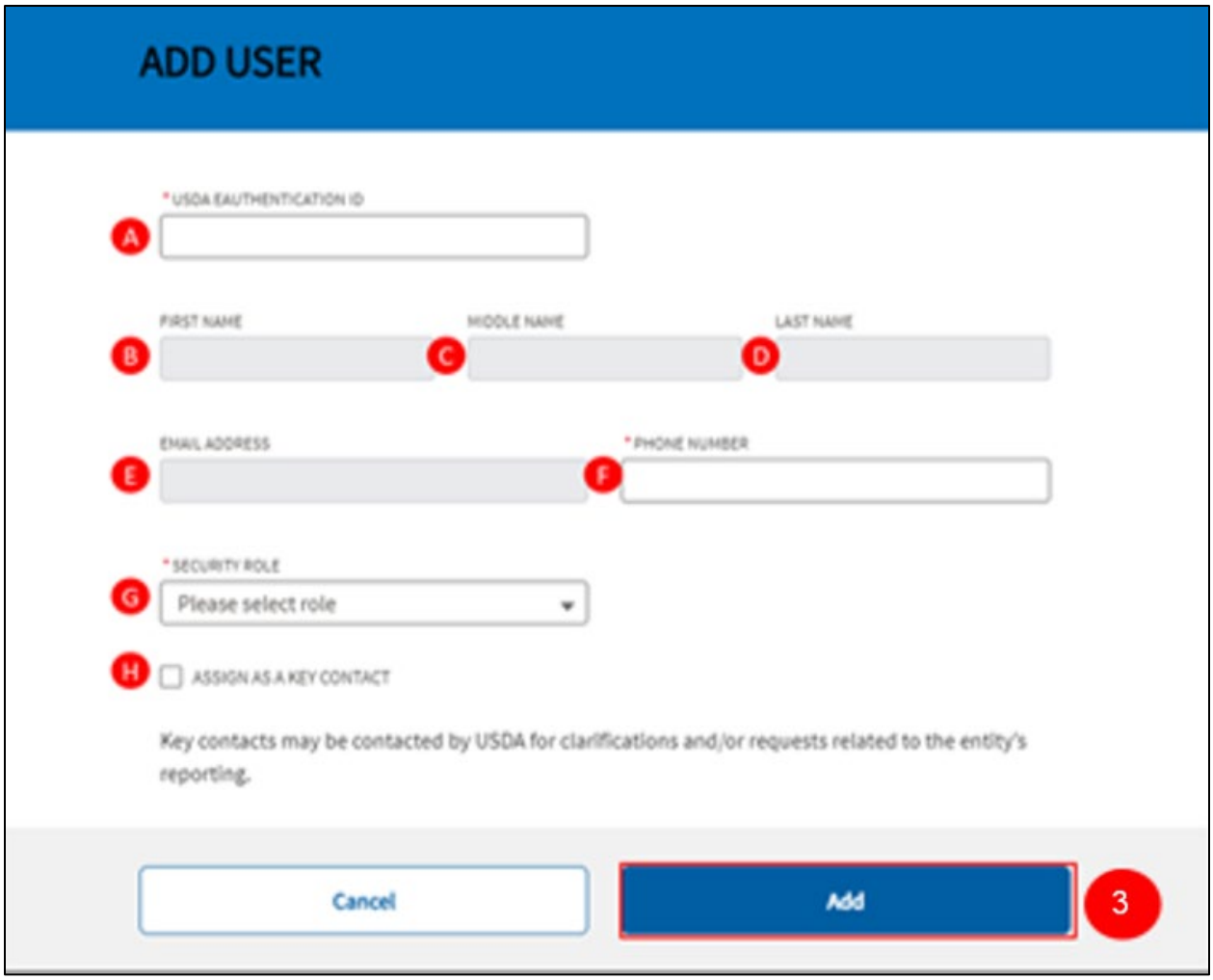
Figure 54: **Security Roles**



H. Assign as a Key Contact – Click the checkbox to identify the contact as a Key Contact.

3. Click **Add.**

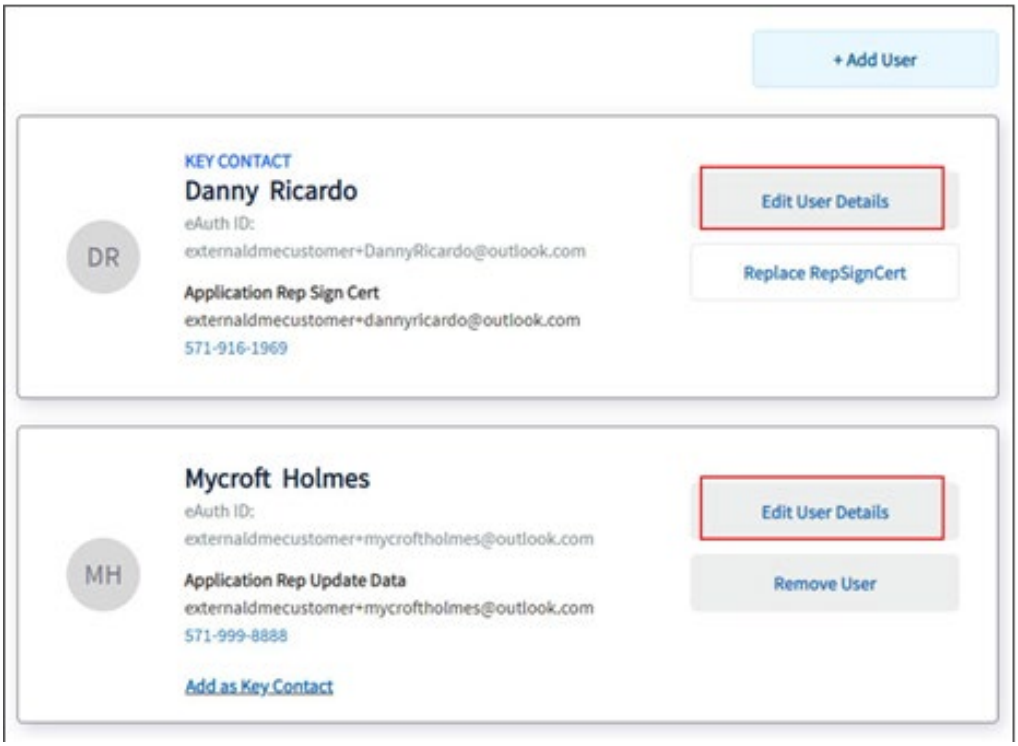
Figure 55: **Add User – Add**



Editing Existing Contacts

1. To edit an existing contact, from the Contacts page, click the **Edit User Details** button.
2. The Edit Contact popup 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 **Save**.

Figure 56: **Contacts Page**



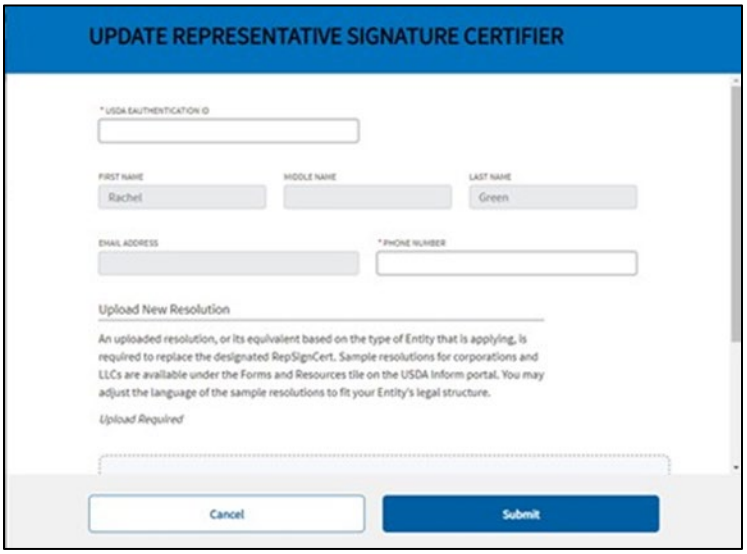
Updating the Rep-Sign-Cert

1. To update a Rep-Sign-Cert (i.e., Replace the Rep-Sign-Cert), from the Contacts page (the Contacts page is in the Accounts tab), find the Key Contact identified as the Application Rep-Sign-Cert and click **Replace RepSignCert**.

2. The **Update Representative Signature Certifier** popup window appears (Figure 57).

    a. **Enter the new authorized representative's Level II eAuthentication 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 eAuthentication ID.
    b. **Upload New Resolution** – The requirements for the new resolution are identical to a resolution submitted for New/Update ARR steps, see **Resolution Submission Section** for these requirements.

Figure 57: **Update Representative Signature Certifier**



4. Click **Submit**. The applicant must wait for the resolution to be approved by the Agency.

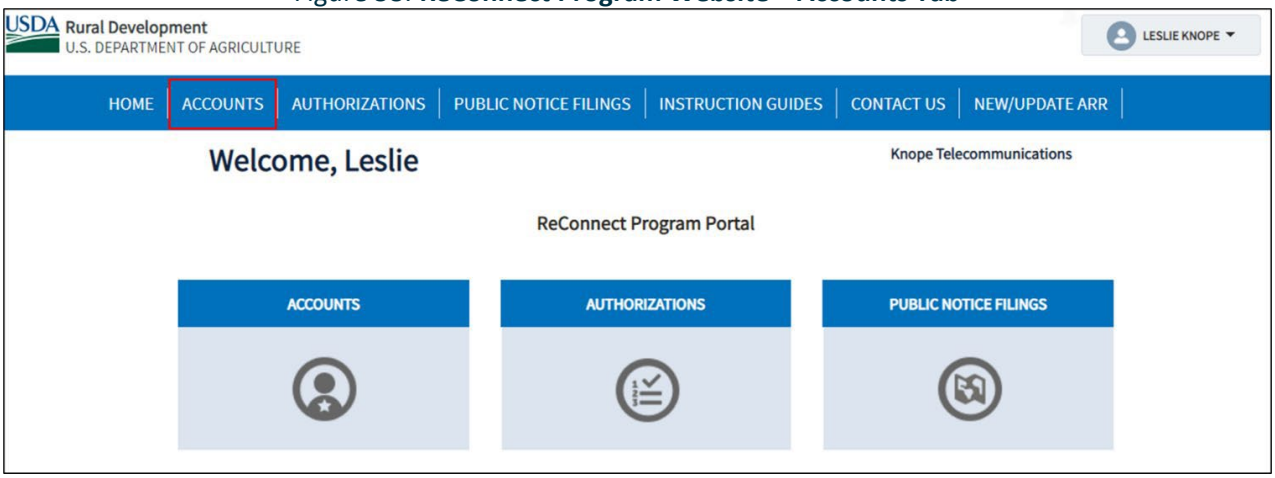
Account Information

After the ARR is approved, applicants must create an account in the system and provide all the necessary organizational information. The system retains all Account Information and documents for returning applicants. The Account Information must be complete before an application for the ReConnect Program can be started. The **Start Application** button will not appear until the Account Information is complete. Some of the information will automatically render from the information provided in the ARR section. For example, if the applicant is an existing RUS Awardee, their RUS ID numbers will also automatically populate based on their tax identification number from the Borrower Directory Management System.

Navigating to the Account Information Tab

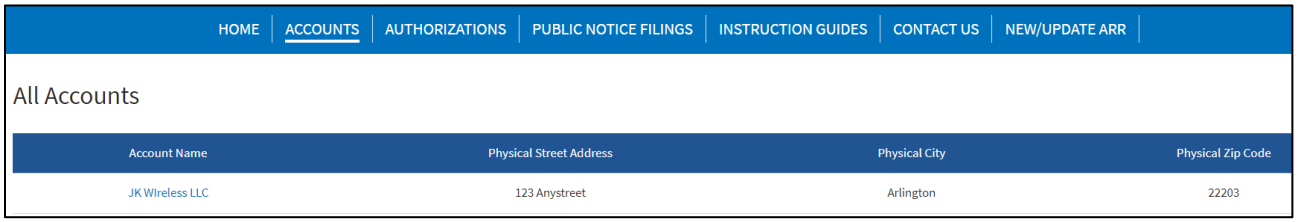
1. From the ReConnect Program Portal, click the **Accounts** header tab at the top of the page.

Figure 58: **ReConnect Program Website – Accounts Tab**



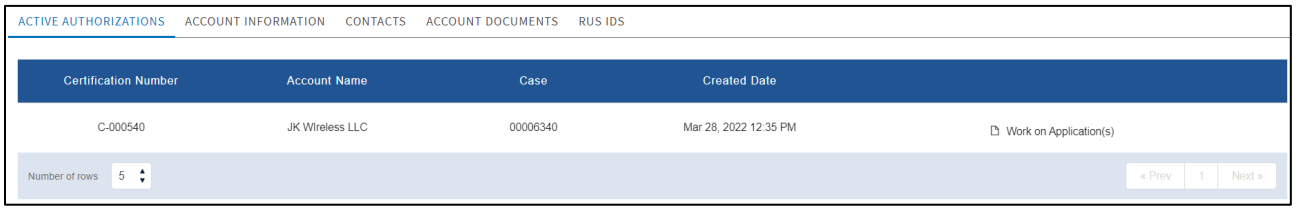
2. All Accounts page displays. Click the applicable **Account Name** hyperlink.

Figure 59: **All Accounts Page – Account Name Hyperlink**



3. The Account page displays. Click the **Account Information** tab.

Figure 60: **Account Page – Account Information Tab**



Completing Account Information

1. 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.

2. The Account Information page displays. Enter the applicable information in the following fields:

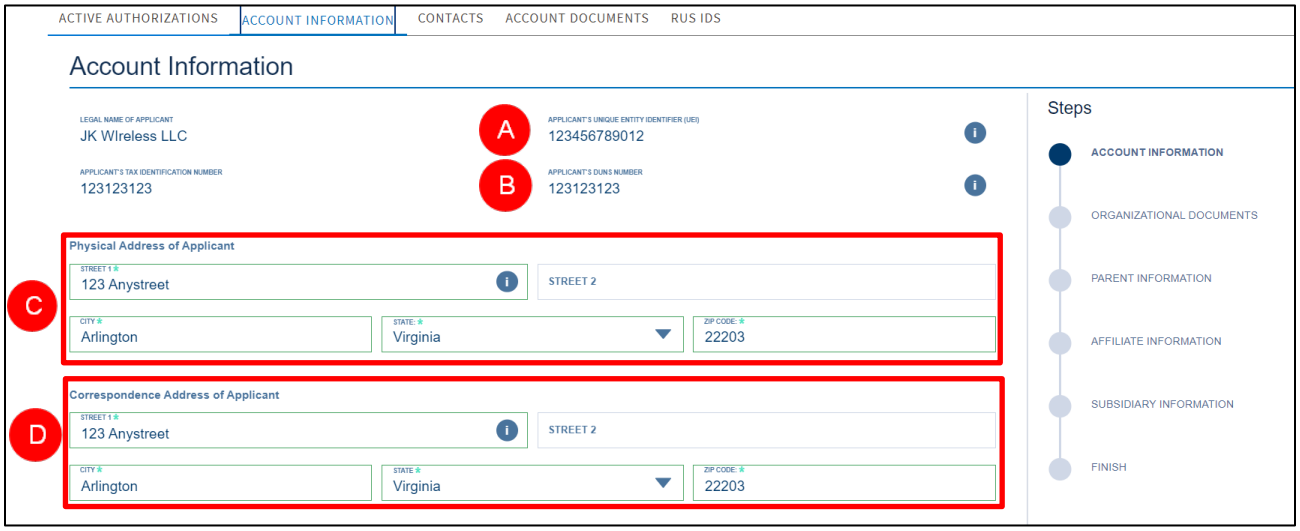
    A. **Applicant's UEI** – Enter the 12-character ID number. Please refer to section **Application Requirements** for more details.

    B. **Applicant's DUNS Number** – Enter the 9-digit Dun & Bradstreet numeric identifier. DUNS Numbers are no longer required. Please refer to section **Application Requirements** for more details.

    C. **Physical Address of Applicant** – Fill out the Street, City, State, and Zip Code for the location of the Headquarters.

    D. **Correspondence Address of Applicant** – Fill out the Street, City, State, and Zip Code of the address used for mailing correspondence.

Figure 61: **Account Information Page - Section 1**



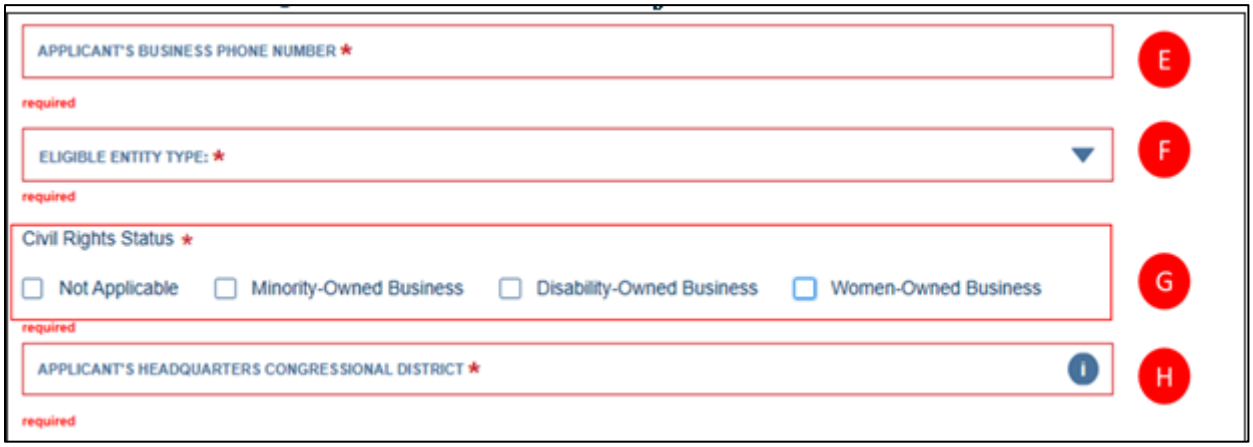
E. **Applicant's Business Phone Number** – Enter the 10-digit phone number.

F. **Eligible Entity Type** – Click the **drop-down menu** and select the appropriate option. The selection should match the business type identified when filing for a Tax ID.

G. **Civil Rights Status** – Click one or more checkbox(es) that represent the applicant's entity.

H. **Applicant's Headquarters Congressional District** – Enter the two-digit number and 2-character state abbreviation that corresponds to the applicant's Congressional District. Use "AL" for states that have a single at-large member of the US House of Representatives.

Figure 62: **Account Information Page - Section 2**



I. **Is the Applicant Regulated by a Public Utilities Commission?** – Click the drop-down menu, then select the applicable option.

- If **Yes**, an upload field appears. Applicants should upload depreciation rates approved by the Public Utilities Commission (PUC). If the PUC does not publish approved depreciation rates, the applicant should upload a statement to that

effect.

J. **Is the Applicant Required to File an EEO-1 Report?** – Click the **drop-down menu** then select the applicable option. If Yes, an upload field appears.

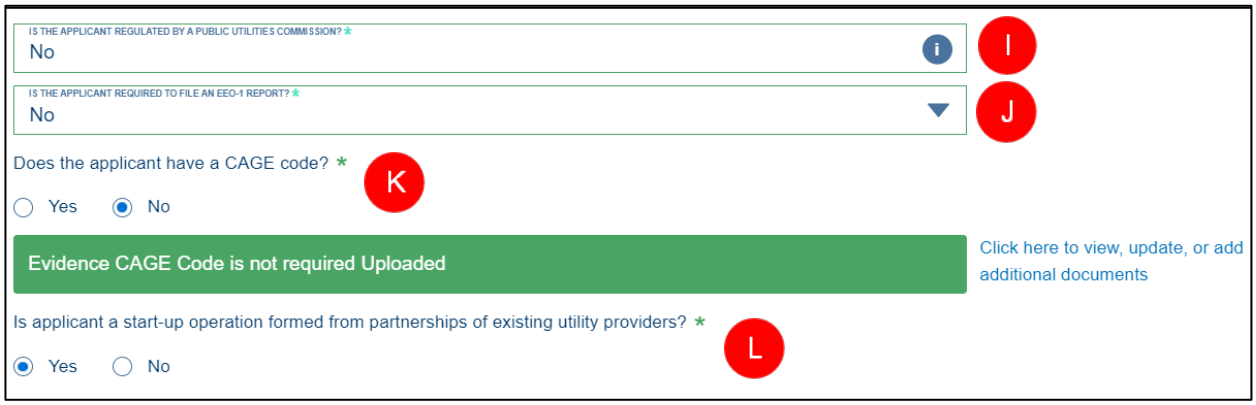
K. **Does the Applicant have a CAGE code? –** Cage codes are no longer required.

- If **Yes,** an "Applicant's Cage Code" textbox will appear. Enter the Cage code.

L. **Is the Applicant a start-up operation formed from partnerships of existing utility providers?** – Applicants should note that "partnership" indicates a joint venture of two or more existing utility providers, not a partnership as defined by the Internal Revenue Service.

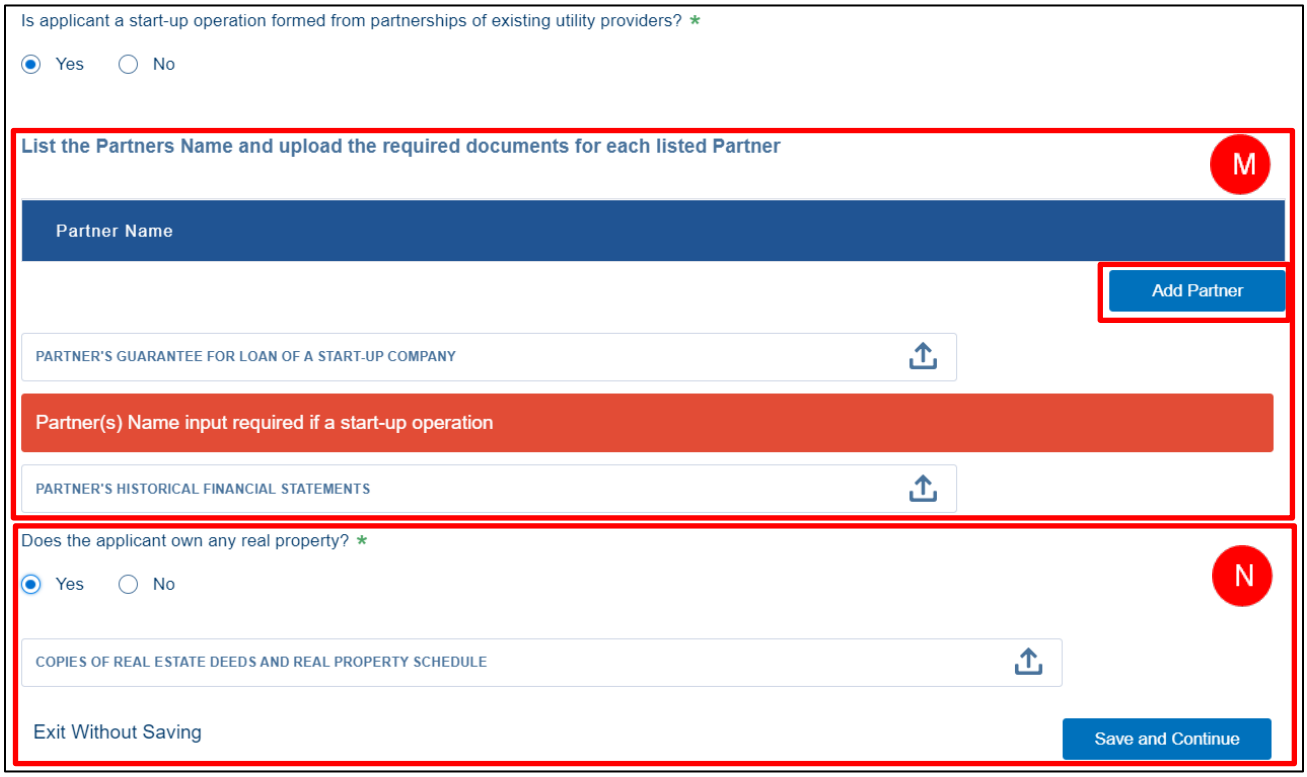
- If **No**, proceed to step 5.
- If **Yes**, the "List the Partner(s) Name and upload the required documents for each listed Partner" section appears.

Figure 63: **Account Information Page - Section 3**



M. **List the Partner(s) Name and upload the required documents for each listed Partner** – Click **Add Partner** to input the Partner's Name and attach the required documentation.

Figure 64: **Account Information Page - Start-Up Operation Section**



a. Upon clicking the **Add Partner** button, a popup window appears. Click the Partner Name field, enter the applicable information, and then click **Save**.

Figure 65: **Add Partner Window - Partner Name Field**



b. If needed, use the **Action Menu** to Edit Partner or Delete Partner.

c. Upload the supporting documents for each Partner by clicking the **Upload icon (** ⬆ **)**.

Figure 66: **Partner Name Table - Action Menu**



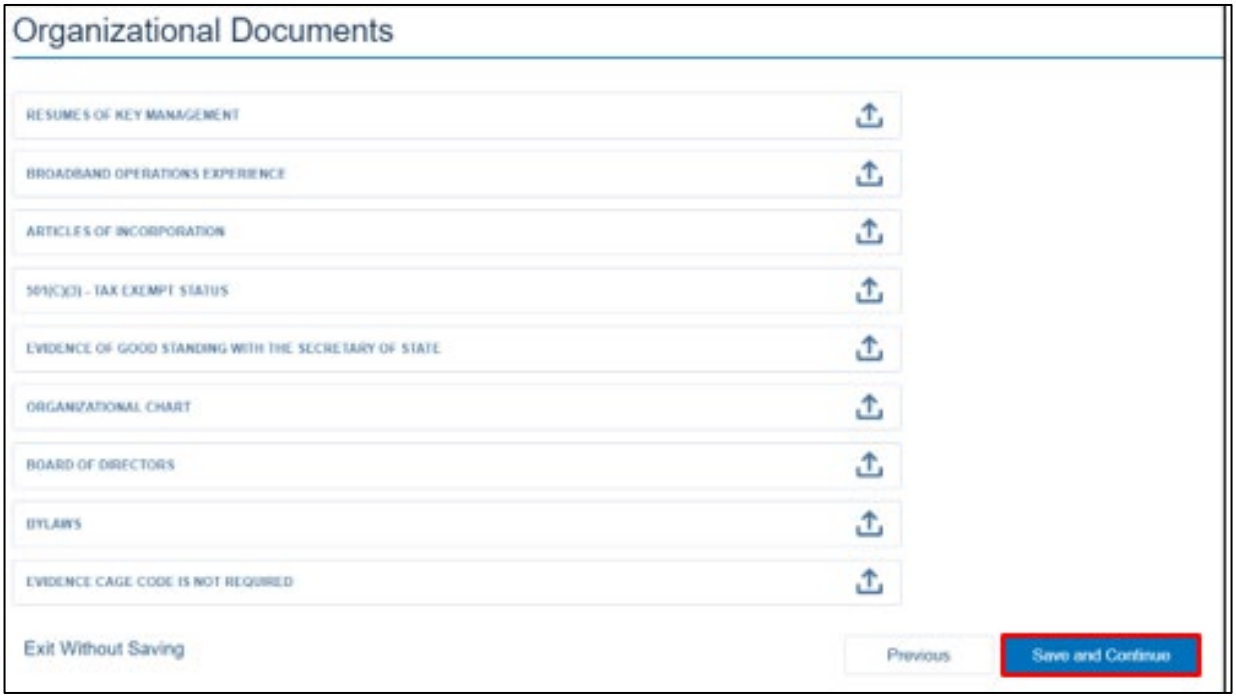
N. **Does the applicant own any real property?** – If **Yes,** upload all applicable copies of real estate deeds or any real property schedules.

5. After all the required information has been entered, click **Save and Continue.**

Uploading Organizational Documents

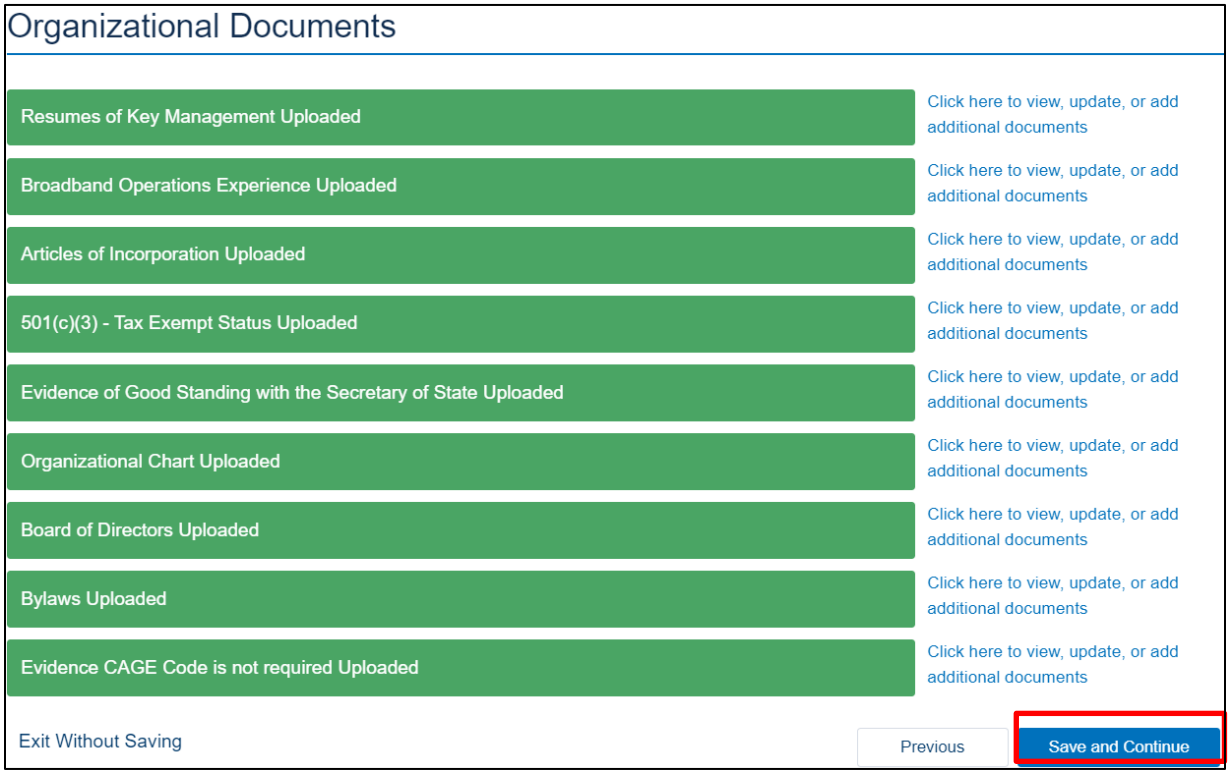
1. The Organizational Documents page displays. The required uploads vary depending on the selected Eligible Entity Type on the Account Information page. The system will determine all the required documents in this section .If an upload is required but the applicant believes it not to be applicable, the applicant must contact the ReConnect Program through the "Contact Us" link within the ReConnect Online Application System. Uploading documents for this section is the same process as detailed in the **General Features** section of this guide. **Table 3** lists the documents and the entities to which they apply.

Figure 67: **Organizational Documents Page – Upload Fields**



2. Click **Save and Continue.**

Figure 68: **Organizational Documents Page - Uploaded Documents**



Completing Parent Company Information

1. The Parent Company Information page displays. Fill out the following fields:

    A. **Does the applicant have a Parent Company?** – Click the applicable **radio button.**

        i. If **No**, proceed to step 2 below.
        ii. If **Yes**, continue filling out the parent company's information. Click **Add Parent** to input the Parent's Name(s) and applicable information.

Figure 69: **Parent Company Information Page - Collapsed**

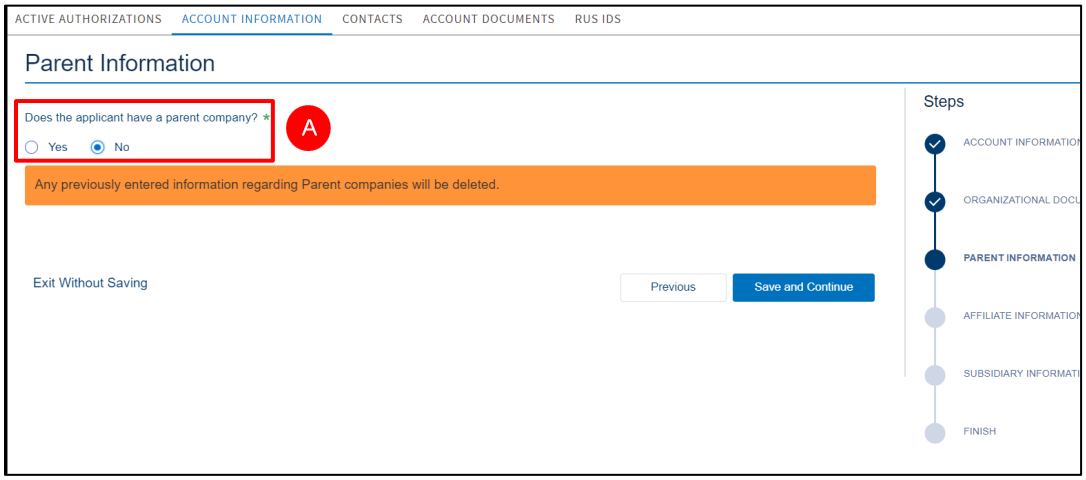
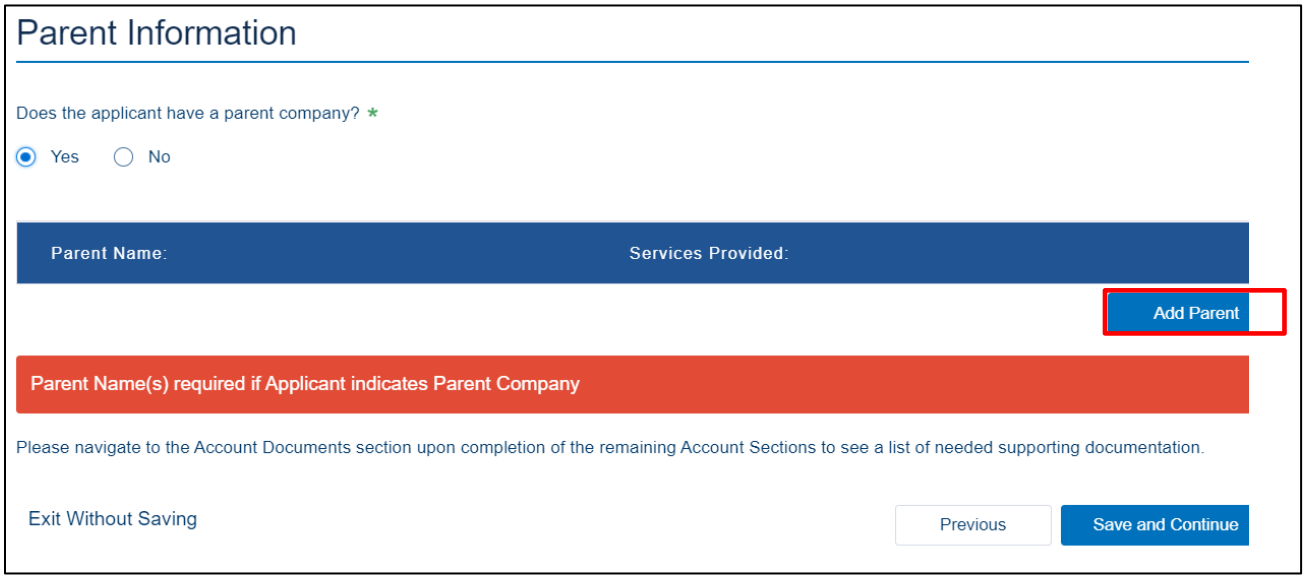
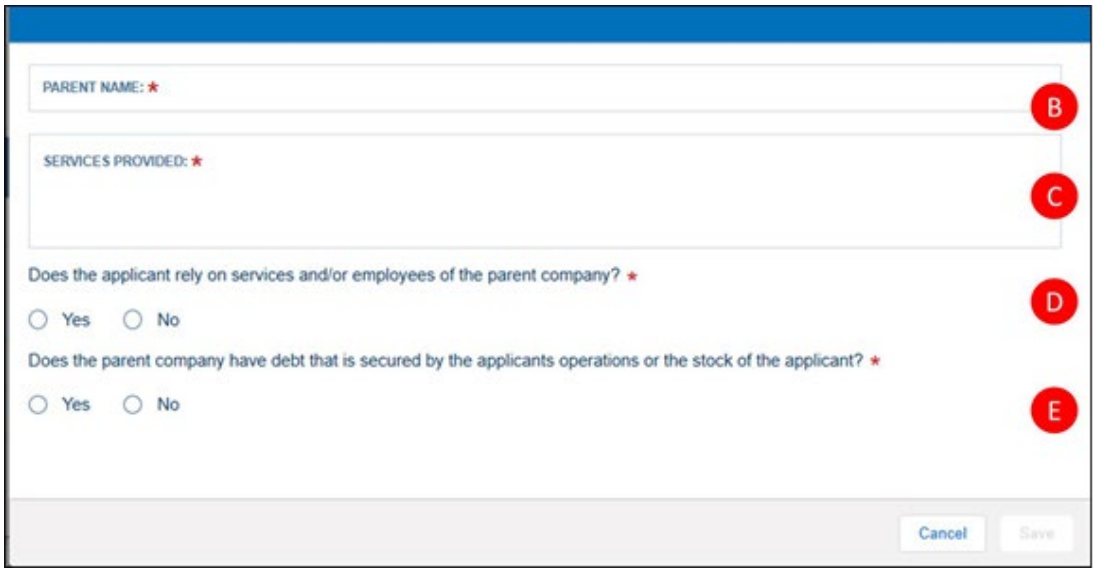


Figure 70: **Parent Company Information Page**



B. **Parent Company Name** – Enter the parent company's name.
C. **Services Offered** – Enter a description of the service offered by the parent company.
D. **Does the Applicant Rely on Services and (or) Employees of the Parent Company?** – Click the applicable **radio button**.
E. **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 71: **Parent Company Information Page - Expanded**



2. Upon entering all the required information, click **Save** and continue**.**

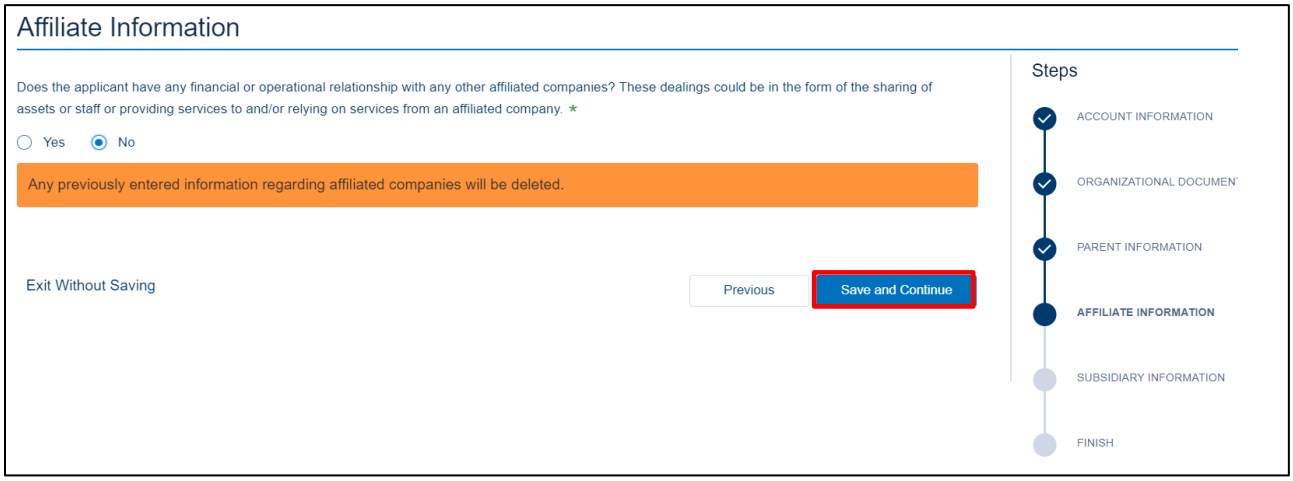
Completing Affiliate Information

1. The Affiliate Information page displays. For the first question, select the applicable radio button. Applicants should respond Yes only if they have a financial or operational relationship with an

affiliate.

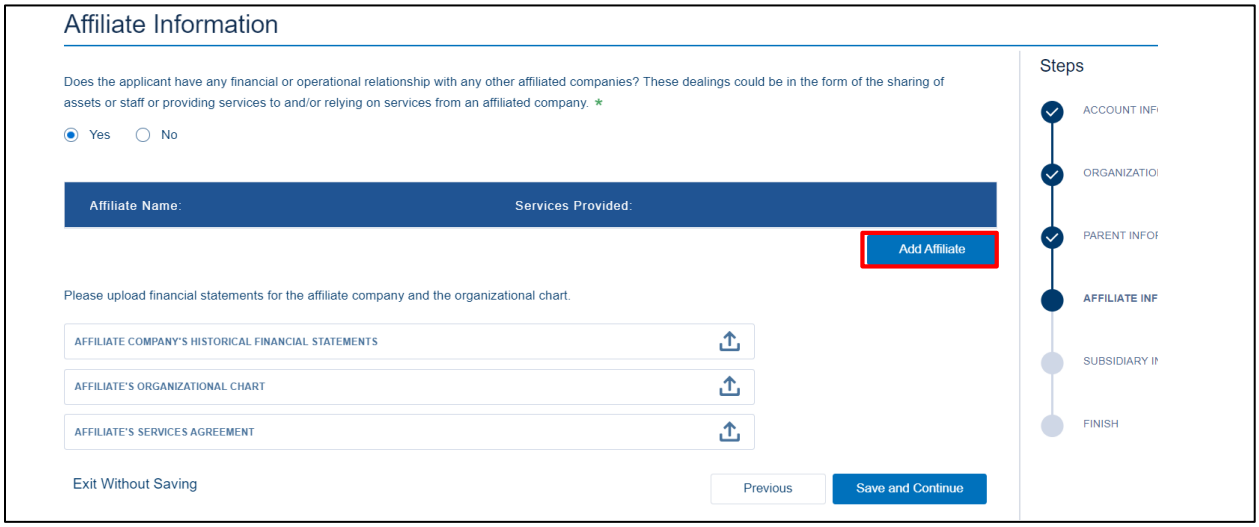
A. If **Yes**, proceed to step 2 below.
B. If **No**, click **Save and Continue** (step 7)**.**

Figure 72: **Affiliate Information Page - Collapsed**



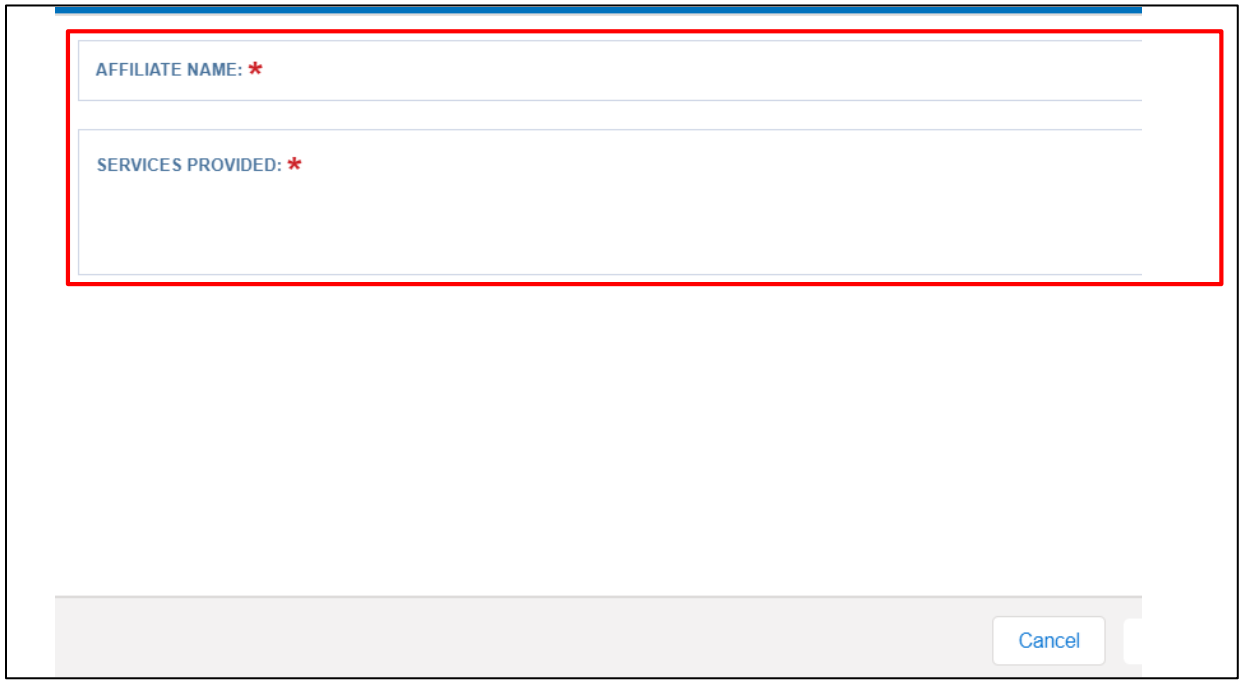
2. Within the Affiliate Information page, click the **Add Affiliate** button.

Figure 73: **Affiliate Information Page - Add Affiliate**



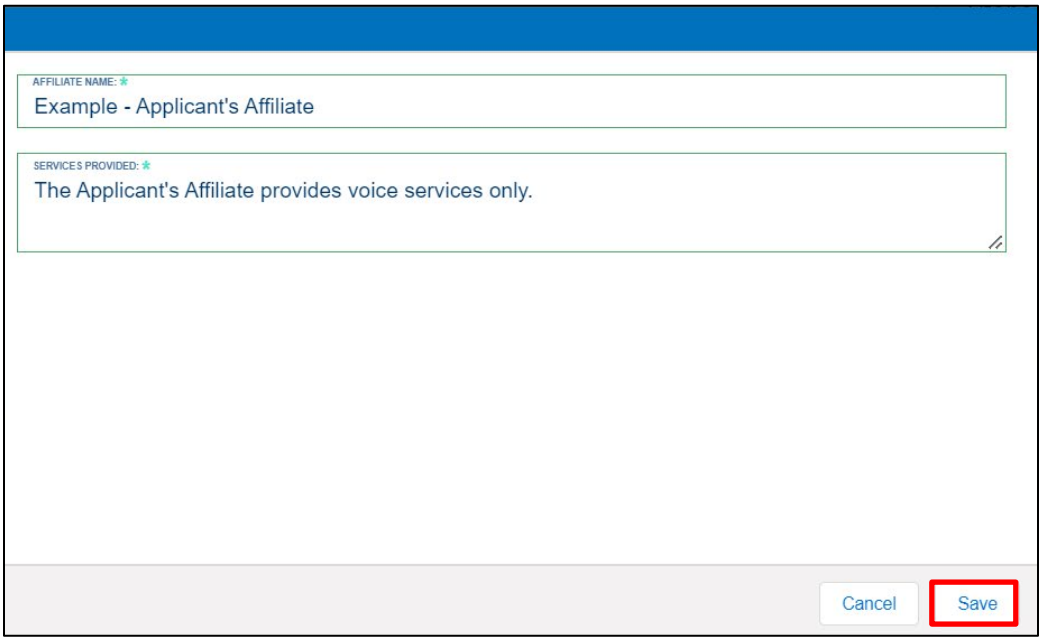
3. A popup window appears. Enter the applicable information in the Affiliate Name and the Services Offered fields.

Figure 74: **Add Affiliate - Affiliate Name and Services Offered**



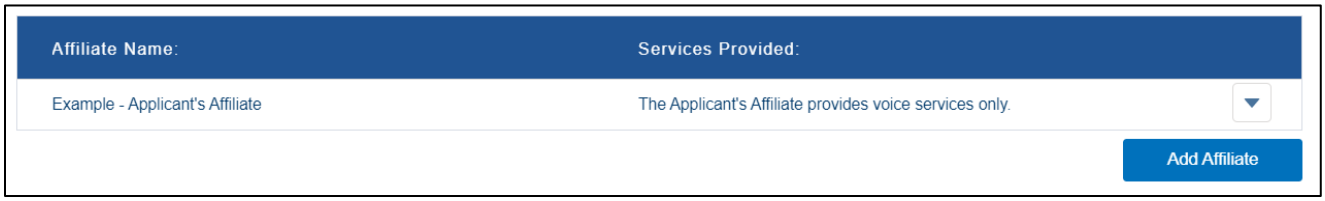
4. Click **Save.**

Figure 75: **Add Affiliate Window - Save Button**



5. The Affiliate Information page displays. The recently added Affiliate Name and Services Provided information displays within the table. To add additional Affiliates, repeat steps 2 to 5. Use the **Action Menu** ( ) to Edit Affiliate or Delete Affiliate information.

Figure 76: **Affiliate Name Table**



6. **For each affiliate** listed by the applicant, upload supporting documentation for the previous year. These include the Affiliate Company's Historical Financial Statements, Affiliate Company's Organizational Chart, and Affiliate Company's Services Agreement.

Figure 77: **Affiliate Information Page - File Upload Fields**



7. Click **Save and Continue.**

Completing Subsidiary Information

1. The Subsidiary Information page displays. Select the applicable radio button for the "Does the applicant have a subsidiary?" question.

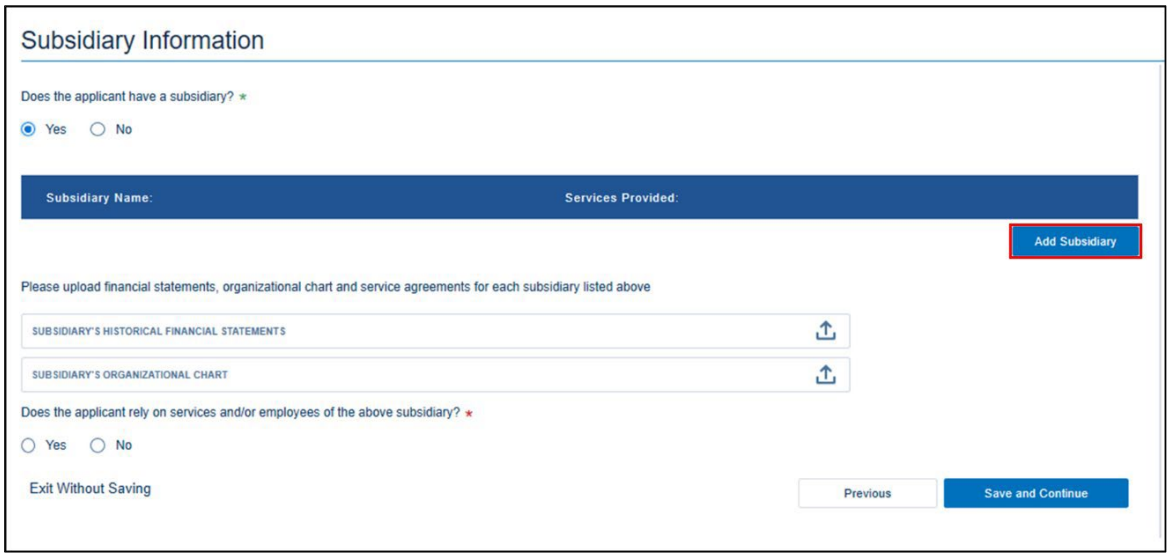
    A. If **Yes**, proceed to step 2 to enter the name of the Subsidiary, the services offered, and upload supporting documentation.
    B. If **No**, proceed to step 7.

Figure 78: **Subsidiary Information Page – Collapsed**



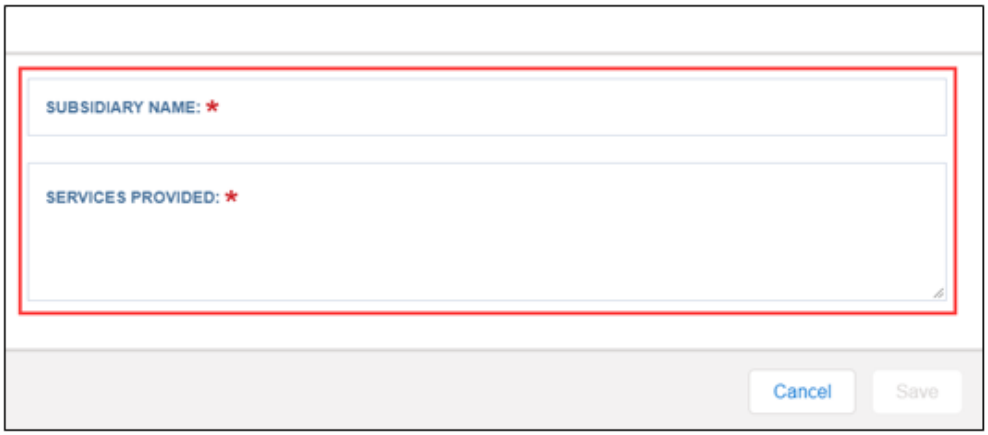
2. A table along with upload fields appears on the screen. For each subsidiary, click the **Add Subsidiary** button.

Figure 79: **Subsidiary Information - Add Subsidiary Button**



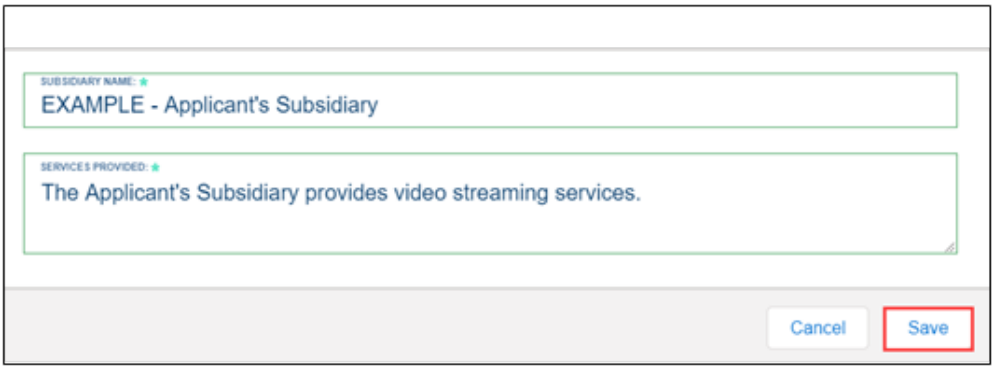
3. A popup window appears. Enter the required information in the **Subsidiary Name** and the **Services Provided** fields.

Figure 80: **Add Subsidiary Window - Subsidiary Name and Services Provided Fields**



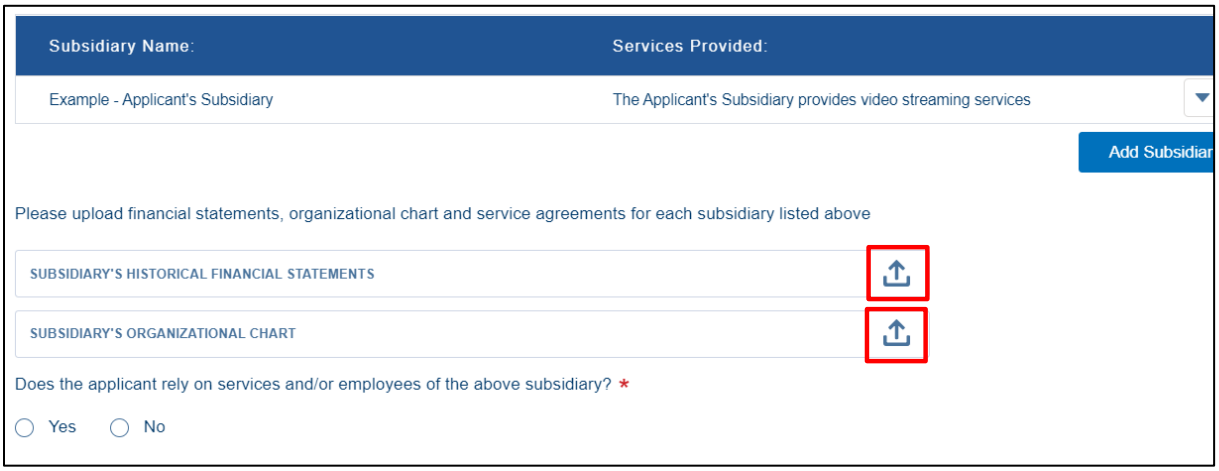
4. Upon entering the required information, click **Save.**

Figure 81: **Add Subsidiary Window - Save Button**



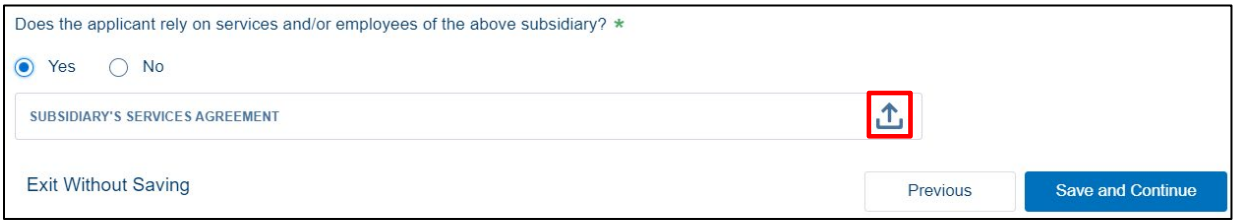
5. The Subsidiary Information page displays. Upload supporting documentation for **each subsidiary** for the previous year. This includes the Subsidiary's Historical Financial Statements and Subsidiary's Organizational Chart. If the subsidiary is included in the applicant's consolidated audited financial statements, they should upload an attachment to that effect and a page number reference to the applicant's audited financial statements. Under certain conditions, a subsidiary can use the unqualified, comparative, audited financial statements to meet certain eligibility requirements.

Figure 82: **Subsidiary Information Page – File Upload Fields**



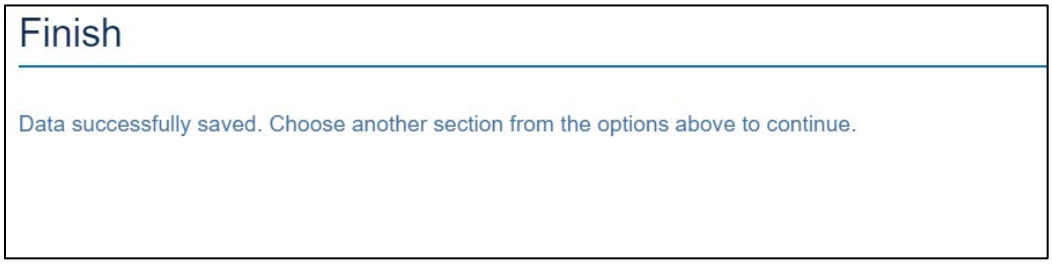
6. Answer the question "Does the applicant rely on services and (or) employees of the above subsidiary?" by using the radio button**.** If **Yes**, an upload field appears for the Subsidiary's Services Agreement, where the services agreements for each applicable subsidiary should be uploaded.

Figure 83: **Subsidiary Information Page – File Upload Field**



7. Click **Save and Continue**.
8. The Finish page displays. Continue by managing the Account Documents or by starting to complete the application.

Figure 84: **Account Information Completion Page**

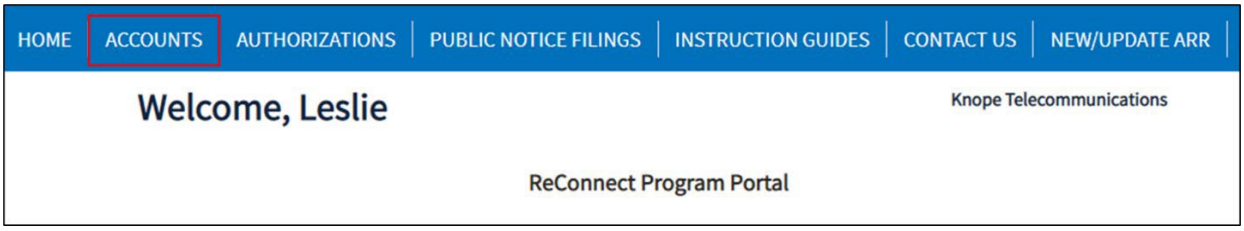


Account Documents

Any returning ReConnect applicant with an existing account should review and update their account documents accordingly. The applicant can manage the documents related to the Account Information section using this page.

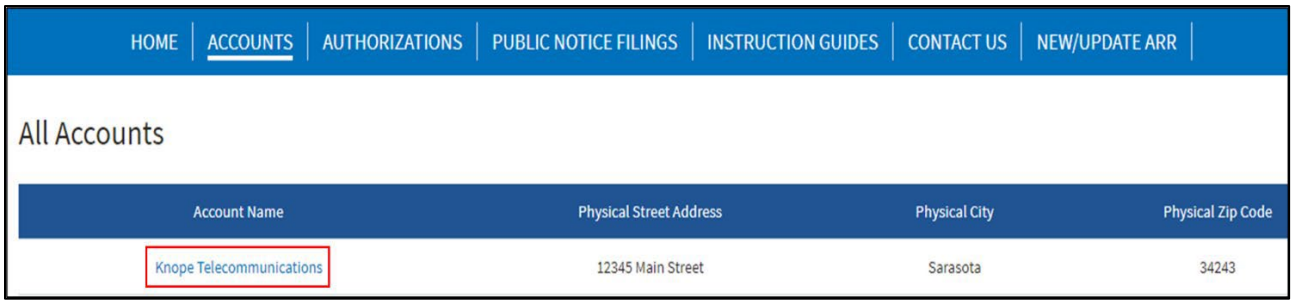
1. From the ReConnect Program Portal, click the **Accounts** header tab.

Figure 85: **ReConnect Program Accounts Tab**



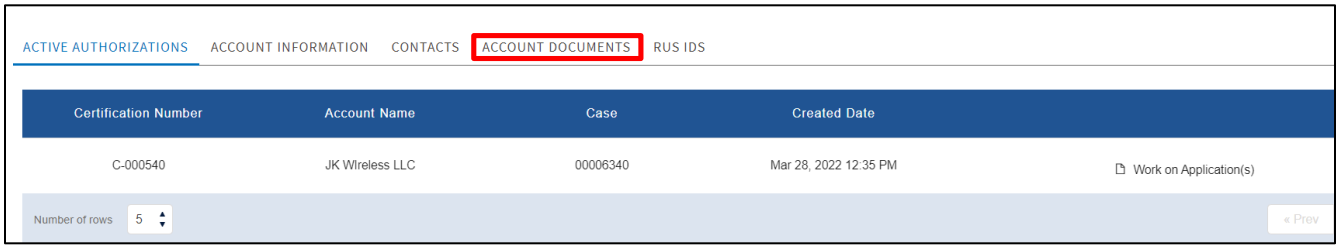
2. The All Accounts page displays. Click the applicable **hyperlink** under Account Name.

Figure 86: **All Accounts Account Name Hyperlink**



3. The Account page displays. Click the **Account Documents** tab.

Figure 87: **Account Documents Tab**



4. The Account Documents page displays a table listing uploaded documents. Applicants can upload additional documents and manage existing documents.

Figure 88: **Account Documents Table**

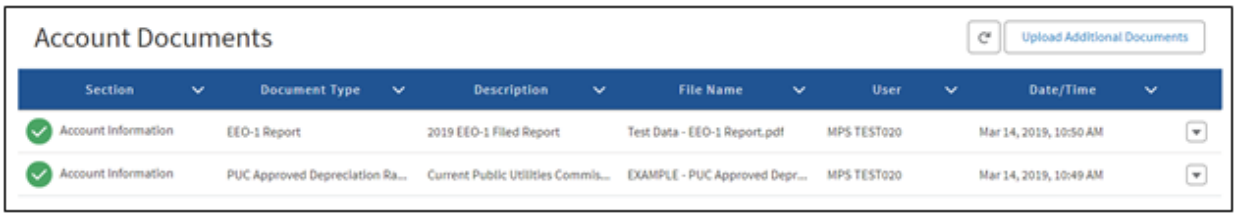


Table 3: **Account Documents by Entity Type**

Document	Required Entities	Description
501(c)(3) - Tax-Exempt Status	Non-profit entities	A document providing evidence of the entity's tax-exempt status.
Affiliate Company's Historical Financial Statements	If the applicant has any significant financial relationship or operational relationships with any other affiliated companies. These relationships 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.	The affiliate's financial statements should be audited. If the affiliate's financial statements are included in the applicant's consolidated financial statement, applicants should upload an attachment describing that situation and a page number reference to the applicant's financial statements. The audited financial statements should be from the previous year.
Affiliate's Organizational Chart	If yes to the above.	Organizational chart(s) showing key personnel who manage the affiliate, and the number of employees in each division or department managed by that personnel. An affiliate 's organizational chart(s) should reflect both the company structure and key staff.
Affiliate's Services Agreement	If the applicant relies on services provided by an affiliate.	Services Agreements should describe the services to be provided, the costs associated with those services, and the duration of the agreement.
Amounts of Common and Preferred Stock Issued and Outstanding	For-profit corporations	Company record that details the amounts of common and preferred stock issued and outstanding.
Articles of Incorporation	Non-profit entities For-profit corporations Cooperative or mutual organizations	A copy of the company's Articles of Incorporation.
Articles of Organization	Limited Liability Company or Limited Liability Partnership	A copy of the company's Articles of Organization.
Board of Directors	Non-profit entities For-profit corporations Cooperative or mutual organizations	A list of the company's board members with brief biographies highlighting each member's professional experience and qualifications.

Document	Required Entities	Description
Broadband Operations Experience	All applicants	This document must include information on the key personnel who manage the company and the proposed project. The document should describe the management team's experience and expertise within the broadband industry.
Bylaws	Non-profit entities For-profit corporations Limited Liability companies or limited liability partnerships Cooperative or mutual organizations	A copy of the applicant's Bylaws.
Copies of Real Estate Deeds and Real Property Schedule	If applicant owns real property	A copy of the company's real estate deeds or any real property schedules.
EEO-1 Report	If applicant has 100 or more employees	Equal Employment Opportunity survey report. State or local governments may submit an EEO-4.
Evidence of Good Standing with the Secretary of State	Territory or possession of the United States Non-profit entities For-profit entities Limited Liability companies or limited liability partnerships Cooperative or mutual organizations	Proof of registration and good standing with state on applicable secretary of state registration database
Evidence of Legal Existence	Local governments, or any agency, subdivision instrumentality, or political subdivision thereof An Indian tribe (as defined in section 4 of the Indian Self-Determination and Education Assistance Act)	A copy of the applicant's Evidence of Legal Existence
List of Members and Corresponding Membership Units	Limited Liability Company or Limited Liability Partnership	A document listing the members of the company and their corresponding ownership.
Managing Members	Limited Liability Company or Limited Liability Partnership	A list of managing members.
Operating Agreements	Limited Liability Company or Limited Liability Partnership	A copy of the applicant's Operating Agreements
Organizational Chart	All applicants	A copy of the applicant's organizational chart.
Parent Company's Debt Instruments	If applicant has a parent company	A copy of the applicant's parent company's debt instruments

Document	Required Entities	Description
Parent Company's Historical Financial Statements	If applicant has a parent company	The audited financial statements should be from the previous year.
Parent Company's Organizational Chart	If applicant has a parent company	A copy of the applicant's parent company's organizational chart.
Parent Company's Services Agreement with Applicant	If applicant relies on any services or employees of the parent company	Services Agreements should describe the services to be provided, the costs associated with those services, and the duration of the agreement.
Partner's Guarantee for Loan of a Start-up Company	If applicant is a start-up operation formed from partnerships of existing utility providers	Applicant should upload guarantee agreements, if any, or proposed terms and security of the guarantee that would be provided if the applicant were to receive ReConnect Program funding.
Partner's Historical Financial Statements	If application is a start-up operation formed from partnerships of existing utility providers	The audited financial statements should be from the previous year.
PUC-approved depreciation rates	If applicant is regulated by a Public Utilities Commission	Applicants should upload depreciation rates approved by the Public Utilities Commission (PUC) within the past five years. If the applicant is not regulated by a PUC or does not have documentation of approved rates within the past five years the applicant should use RUS depreciation rates.
Resolution of Utility Authority	An Indian tribe (as defined in section 4 of the Indian Self-Determination and Education Assistance Act)	A copy of the applicant's Resolution of Utility Authority
Resumes of Key Management	All applicants	These resumes should explain how key management is qualified for undertaking the project and managing the network.
RUS Form 87 – Mail List Data	All applicants	Optional. Request for Mail List Data. If RUS doesn't have the information or if you need to update the contact information RUS has, submit this optional document.

Document	Required Entities	Description
Subsidiary's Historical Financial Statements	If applicant has a subsidiary	Financial Statements should be audited. If the subsidiary is included in the applicant's consolidated financial statements, applicants should upload an attachment to that effect and a page number reference to the applicant's financial statements. Under certain conditions, a subsidiary can use the unqualified, comparative, audited statements to meet certain eligibility requirements.
Subsidiary's Organizational Chart	If applicant has a subsidiary	A copy of the subsidiary's organizational chart
Subsidiary's Services Agreement with Applicant	If applicant relies on any services or employees of the subsidiary	Services Agreements should describe the services to be provided, the costs associated with those services, and the duration of the agreement.

Application Creation

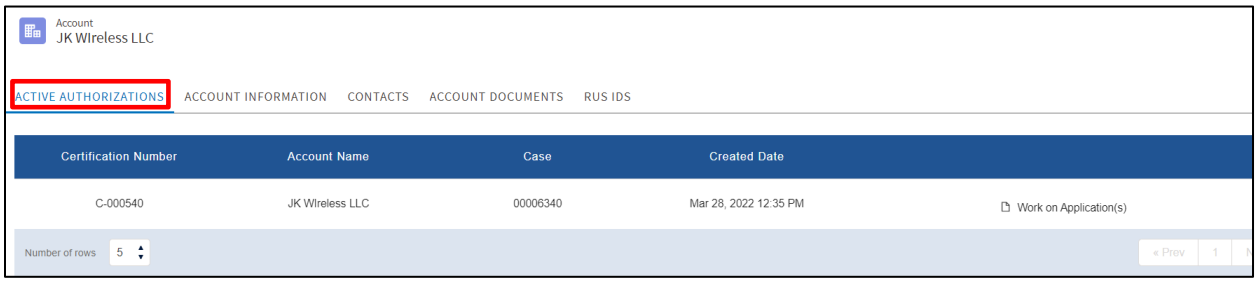
After the applicant's account has been set up and all relevant information entered, authorized users can create a project-specific application under "Active Authorizations". Applicants may create multiple applications for any funding category. However, only a single application may be submitted. Once an applicant submits an application, the action cannot be undone, and all applications that were not submitted will no longer be visible to applicants once the deadline for application submission has passed.

Creating an Application

The following section provides step-by-step instructions for creating a new application.

1. From the ReConnect Program Portal, click the **Accounts** header tab.
2. The **All Accounts** page displays. Click the applicable **Account Name**.
3. On the resulting **Active Authorizations** page, click the authorization link in the **Certification Number** column

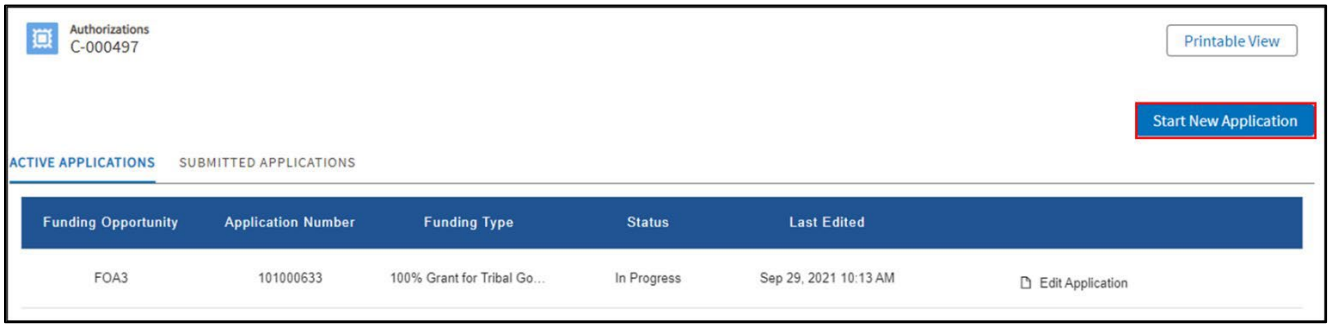
Figure 89: **Active Authorizations**



Within the Active Authorizations tab, click **Work on Application(s).** If instead of "Work on Application(s)" the text reads "must update Account," refresh the website.

1. The Authorizations page displays the Active Applications tab. Click the **Start New Application** button.

Figure 90: **Start New Application Button**

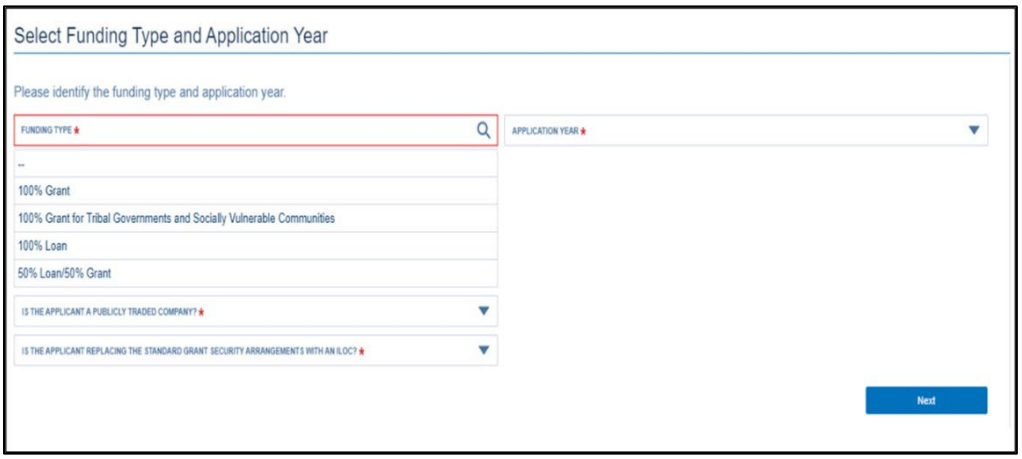


> *The answer to **ANY** of the following questions cannot be changed once saved. The applicant will have to create a new application if they wish to change the response to **ANY** question.*

2. The **Start your New Application** page displays. Click the **Sub Program** field, then select ReConnect. Click **Next.**

3. The **Select Funding Opportunity** page displays. Click the **Funding Opportunity** field, then select the applicable option. Click **Next.**

Figure 91: **Select Funding Type and Application Year Page**



4. The **Bridge Year** field and **Funding Type** field display. Click the **Bridge Year** drop-down menu, then select the applicable option. Click the **Funding Type** field, then select the applicable option. Click **Next.**
5. **Is the Applicant a Publicly Traded Company?** – Click the **drop-down menu,** then select the applicable option.
    a. If you chose any of the 100% Grant options on the previous step, a second question appears on this page: **Is the applicant replacing the standard grant security arrangements with an ILOC?**
    b. Click the drop-down menu, then select the applicable option.
6. Click **Next.**
7. The Application Navigation Bar page displays. For 100 Percent Loans, **Evaluation Criteria** will not display on the Navigation Bar.

Figure 92: **Application Navigation Bar**



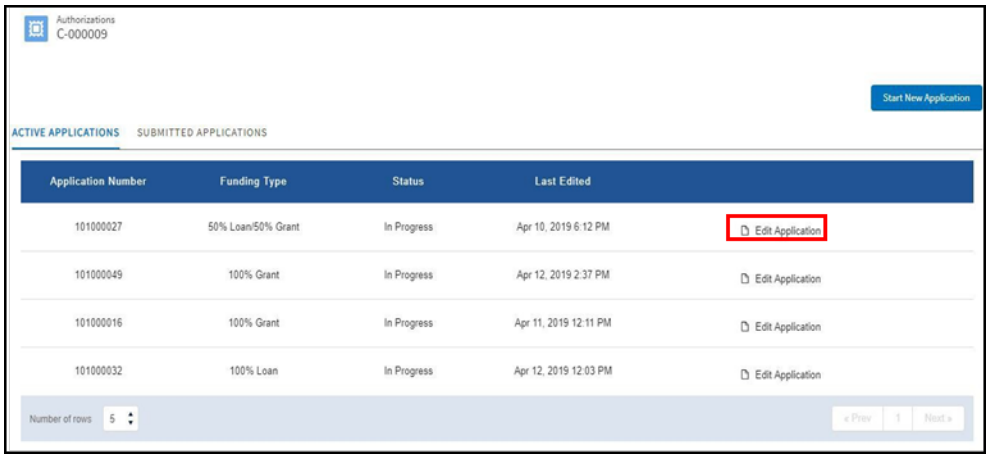
Navigating Applications

After an application is created, applicants can navigate to the Project Information section and begin completing the application. The following section provides instructions for navigating to newly created and active applications.

1. From the ReConnect Program Portal, click the **Authorizations** header tab.
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 **Edit Application** next to the desired application.

NOTE: 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're working in the application you want to update.

Figure 93: **Edit Application Button**



4. The Application Navigation Bar page displays. From here, applicants are able to navigate to any part of the selected application.

Project Tab

In this section, applicants enter high-level information on their proposed project. It is broken into two sections: Project Information and NEPA Review.

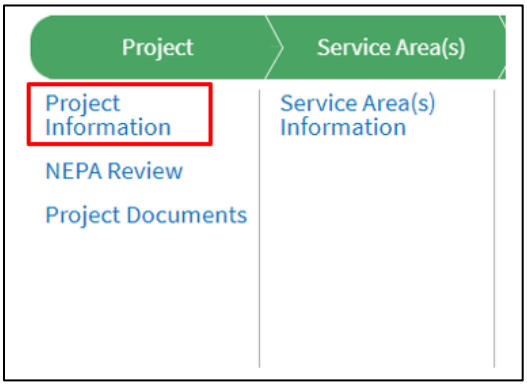
Project Information

In the Project Information section of the application, applicants enter summary information related to the project which helps the system determine what additional sections of the application are displayed for the remainder of the application. Consequently, applicants must complete this section of the application first before proceeding to subsequent sections and should avoid changing information in this section**. In some cases, information entered in subsequent sections of the application will be deleted if project information is changed. In addition, Project Information includes space for the required detailed narratives about the project.** This section includes Project Information, Acquisition Information (if applicable), and an Executive Summary.

Project Information

1. From the Application Navigation Bar, click the **Project** section header. The Application Navigation Bar expands. Click the **Project Information** hyperlink.

Figure 94: **Navigation Bar – Expanded**



2. The Project Information page displays. Enter and select the applicable information as described below.

   A. **High-level Description of The Project** – Enter a high-level description of the project in this box. This information will be made available to the public and should be concise and brief.

   B. **Technology Type** – Click the **checkbox(es)** to select one or more applicable options. If "Other (Specify)" is selected, then a required text entry field appears on the screen to specify the technology. The answer to this question determines how many milestones you'll be required to address under the Buildout Timeline and Milestones section of the **Network** Tab.

Figure 95: **Project Information Page – Technology Type Checkboxes**



   C. D**oes the applicant have any unadvanced prior loans made under the RUS Telecommunications Program that will be expended during the 5-year build-out period?** – Click the applicable radio button. If the selection is changed from Yes to No, an informational message appears stating that "any previously entered information regarding unadvanced loan funds will be deleted." If the Project Information section is changed after entering information in other sections of the application, then changing the selection on this question from a Yes to a No would cause the data to be deleted.

   D. **Is the applicant planning on investing any funds to construct broadband facilities in the NFSA during the 5-year forecast period?** – Click the applicable **radio button**. If the selection is changed from Yes to No, an informational message appears stating that "any previously entered information regarding NFSA will be deleted." Changing the selection

on this question from a Yes to a No would cause information entered in other sections of the application to be deleted. NFSAs are not required for all applications. They are only required for those applications where the applicant either currently provides broadband service or will build out broadband service during the 5-year period but will do so without ReConnect funds. See the program regulation for the definition.

E. **Will any part of the loan funds be used for an Acquisition?** – Click the applicable **radio button**. This question only appears for applications in which the funding category is **100 Percent Loan**.

- if **Yes**, then the applicant is required to complete the information in the Acquisition Information section. Follow the steps in the **Acquisition Information** section of this Application Guide.

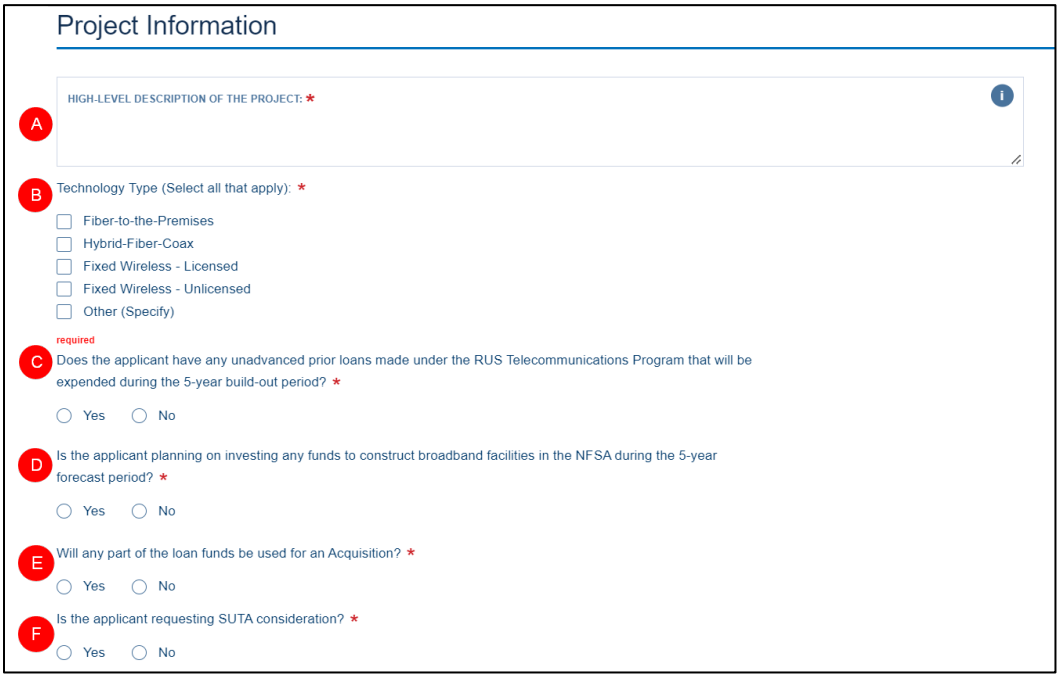
F. **Is the applicant requesting SUTA consideration?** – Click the applicable radio button**.** If **Yes**, an upload field appears.

Figure 96: **Project Information Page – SUTA Consideration Radio Buttons and File Upload Field**



- Only a single document can be uploaded here. This document should consist of a written request from the applicant requesting SUTA consideration and 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 discretionary provisions listed above the applicant is requesting to have applied to the application
  - The impact of those discretionary provisions
- If additional documents need to be uploaded, click on the *"Click here to view, update, or add additional documents"* hyperlink.

Figure 97: **Project Information Page**



G. **Is the applicant proposing services on a Tribal Land?** – Click the applicable radio button. If **Yes** is selected, a required upload field appears on the screen.

- Only a single document can be uploaded here. If the applicant is proposing to provide service over or on Tribal lands, they must submit a certificate signed by the appropriate Tribal land officer showing their support for the proposed project and allowing construction to take place on that land. Any applicant that fails to provide a certification to provide service on the Tribal Lands identified in the PFSA will not be considered for funding. If additional documents need to be uploaded, click on the *"Click here to view, update, or add additional documents"* hyperlink.

Figure 98: **Project Information Page – Tribal Land Services Radio Buttons and File Upload Field**



H. **Please upload the funding request resolution. -** Click the upload fields or Icons and upload the documents as explained in previous steps. The funding request resolution is required and should consist of a statement from the applicant's governing entity authorizing the application to be submitted and stating the application's funding category and maximum award amount.

I. **Please upload the legal opinion. –** Click the upload fields or Icons and upload the documents as explained in previous steps.

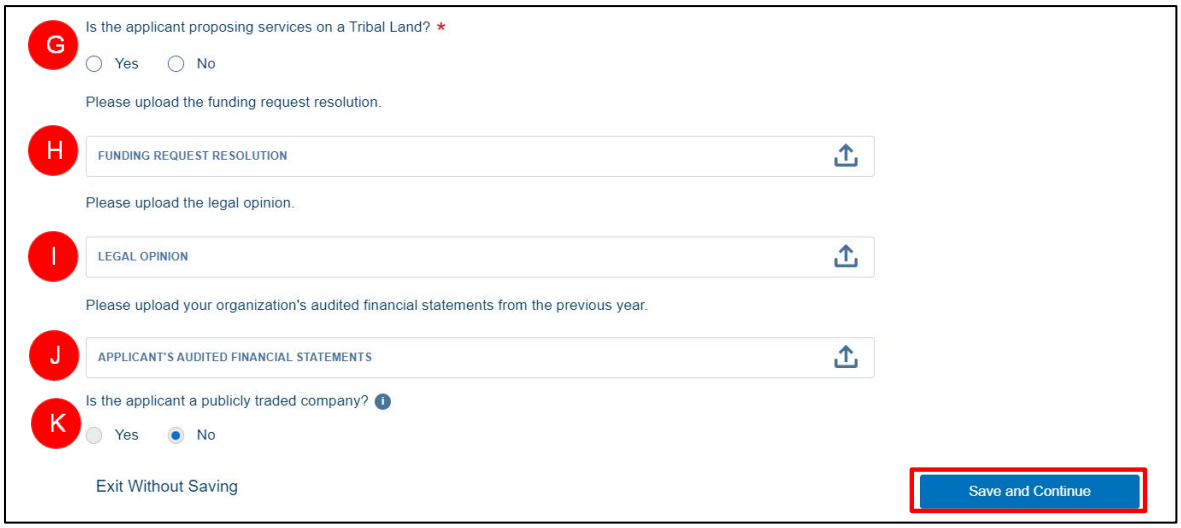
J. **Please upload your organization's audited financial statements from the previous**

year. – Click the upload fields or Icons and upload the documents as explained in previous steps.

K. **Is the applicant a publicly traded company? –** This field is locked. To change the selection, start a new application. If the answer is yes, upload proof of the applicant's bond rating.

L. (Not pictured). If the applicant proposes to substitute an ILOC for grant security arrangements as indicated on the Start Application pages, an additional item appears: "Is the applicant replacing the standard grant security arrangements with an ILOC?". The field is locked To change the selection, start a new application. If the answer is yes, upload the ILOC commitment.

Figure 99: **Project Information Fields – File Upload Fields**



3. After all the required information has been entered, click "**Save and Continue"**.

Acquisition Information

This section is accessible only if the application is for a 100 Percent Loan and if **Yes** was selected to the question: "Will any part of the loan funds be used for an Acquisition?" All other applicants should skip these steps and continue to the **Executive Summary** section.

If the applicant is proposing to acquire an existing system with award funding, they must provide information in this section about the selling company, including the company's name, physical address, and relationship to the applicant, the proposed purchase price, and a description of the system to be acquired. Applicants must also submit an appraisal of the physical status of the plant to be acquired.

This section includes validations that indicate whether the acquisition is an ineligible project cost. If such a validation appears, the applicant cannot move forward with the Acquisition Information section. More importantly, the application would be ineligible. In such situations, the applicant must restructure the application to be compliant with the ReConnect Program requirements.

1. The Acquisition Information page displays. Enter and select the applicable information for the following fields and questions:
   A. **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 FOA? – Click the applicable radio button**.**

- If **No**, a warning message appears on the screen "Acquisition is ineligible and must be removed as part of the Funding Request."

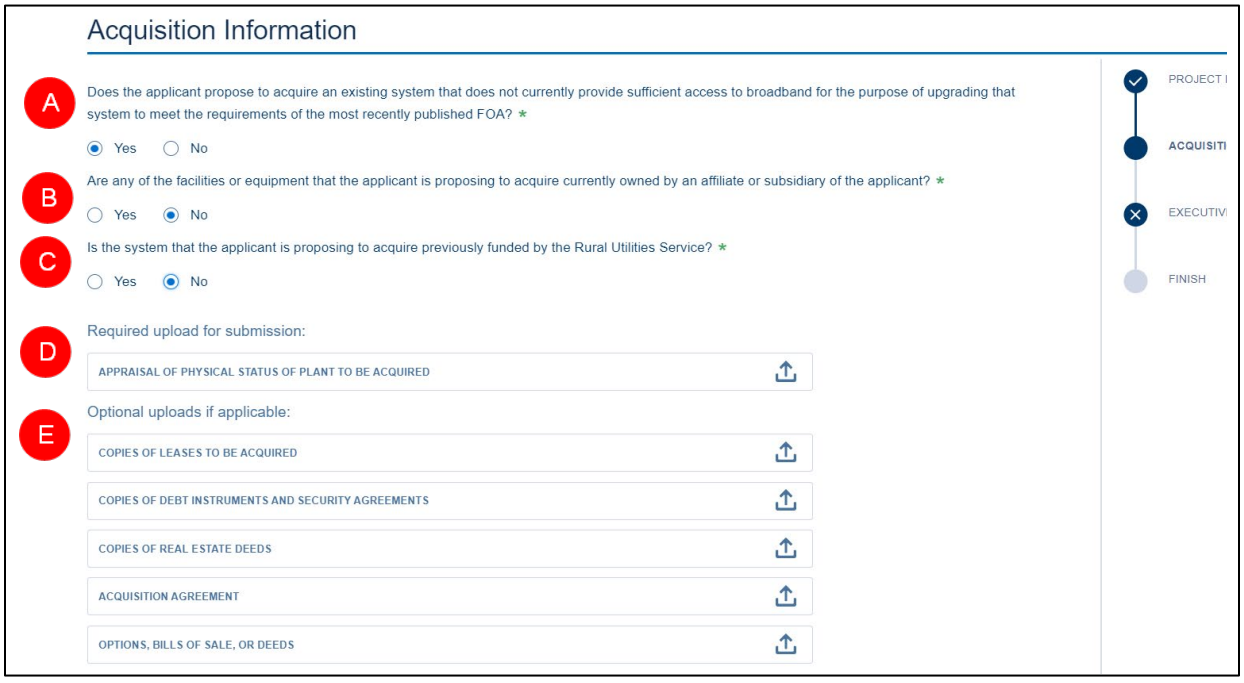
B. **Are any of the facilities or equipment that the applicant is proposing to acquire currently owned by an affiliate or subsidiary of the applicant?** – Click the applicable radio button.
   - If **Yes**, a warning message appears on the screen "Acquisition is ineligible and must be removed as part of the Funding Request."

C. **Is the system that the applicant is proposing to acquire previously funded by the Rural Utilities Service?** – Click the applicable radio button.
   - If **Yes**, a warning message appears on the screen "Acquisition is ineligible and must be removed as part of the Funding Request."

D. **Required Document – 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.

E. **Optional Documents (if applicable)** – If applicable, upload the optional documents.

Figure 100: **Acquisition Information Page – Section 1**



Additional Required Information:

F. **Selling Company Name** – Enter the name of the selling company.

G. **Street** – Enter the street of the physical address of the selling company.

H. **City** – Enter the city of the physical address of the selling company.

I. **State** – Click the **drop-down menu** and then select the applicable state.

J. **Zip Code** – Enter the zip code of the physical address of the selling company.

K. **Proposed Purchase Price to be Funded by RUS** – Enter only the amount of the acquisition cost that will be funded by RUS. This same amount must be entered into the Capital Investment Workbook – Other Costs (PFSA). This amount cannot exceed 40

percent of the total requested amount of the loan.

L. **System Description** – Enter a detailed description of the system that will be acquired.

Figure 101: **Acquisition Information Page – Section 2**



2. After the applicant has entered all the required information and uploaded all the required files, click **Save and Continue**.

Figure 102: **Acquisition Information Page – Save and Continue Button**



Executive Summary

The Executive Summary page displays. Enter the applicable information for the following fields.

A. **Detailed Description of Existing Operations.** This description should include an overview of the existing solutions, network speeds and services, premise types, overall subscriber count, and a narrative of the existing coverage locations.

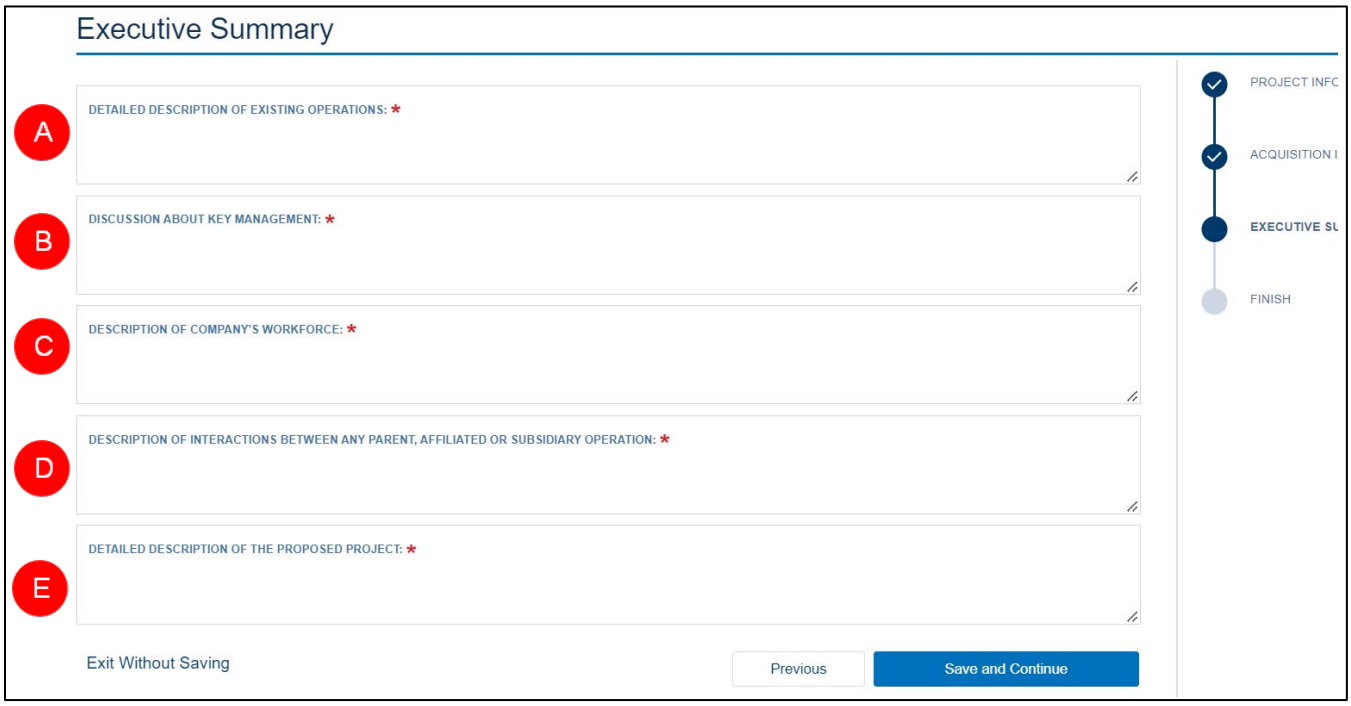
B. **Discussion About Key Management.** This should describe the experience and qualifications of key management for undertaking this project, their experience undertaking projects of similar size and scope, recent and upcoming organizational changes including mergers and acquisitions, and organizational policies such as dividends and distributions.

C. **Description of Company's Workforce.** This should describe the applicant's workforce and contractors and their qualifications for maintaining service under the proposed plan. This section should also indicate whether information on the applicant's plans to use affiliate organization workforce to maintain service, if any.

D. **Description of Interactions between any Parent, Affiliated, or Subsidiary Operation.** This information should be sufficient for RUS to understand the full organizational structure and relationships between the applicant and related entities, including but not limited to services agreements, parent or subsidiary support, and liabilities.

E. **Detailed Description of the Proposed Project.** This description should include an overview of the proposed solution, proposed network speeds and services, premise types, timelines, overall subscriber count, and a narrative of the proposed coverage locations. Applicants seeking points for Wholesale Broadband Services must include an explanation of the open access network the applicant is proposing in the Detailed Description of the Proposed Project. Applicants should also provide a description of the existing infrastructure in the PFSA that will be used in conjunction with the proposed system.

Figure 103: **Executive Summary Page**



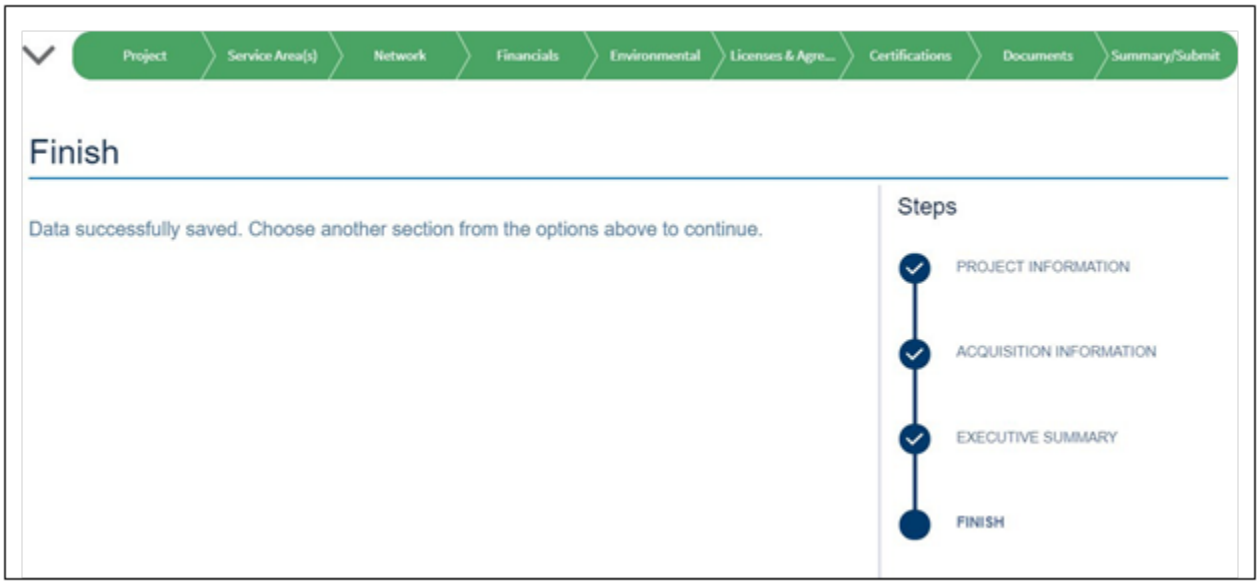
After all the required information has been entered, click **Save and Continue**.

Figure 104: **Executive Summary Page – Save and Continue Button**



The Finish confirmation page displays. Proceed to the NEPA Review section.

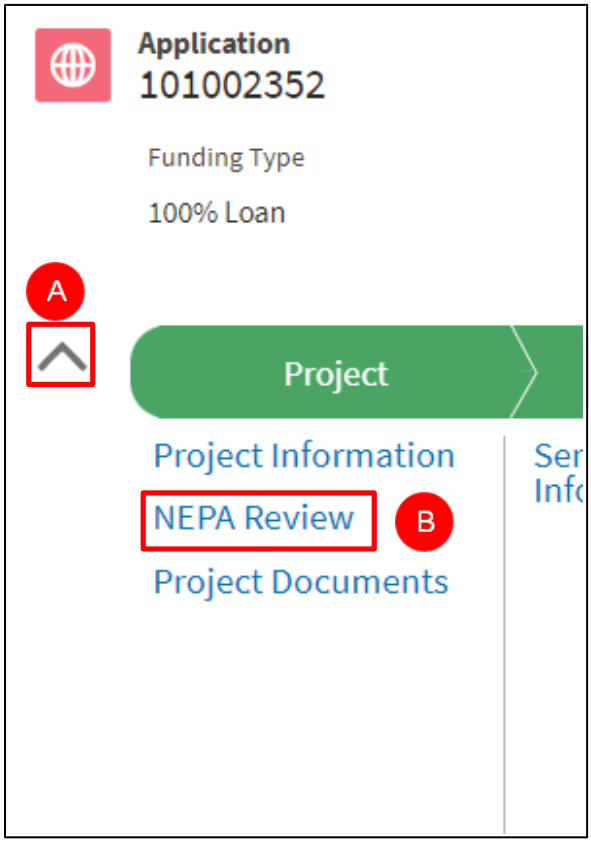
Figure 105: **Project Information Section – Completion Page**



NEPA Review

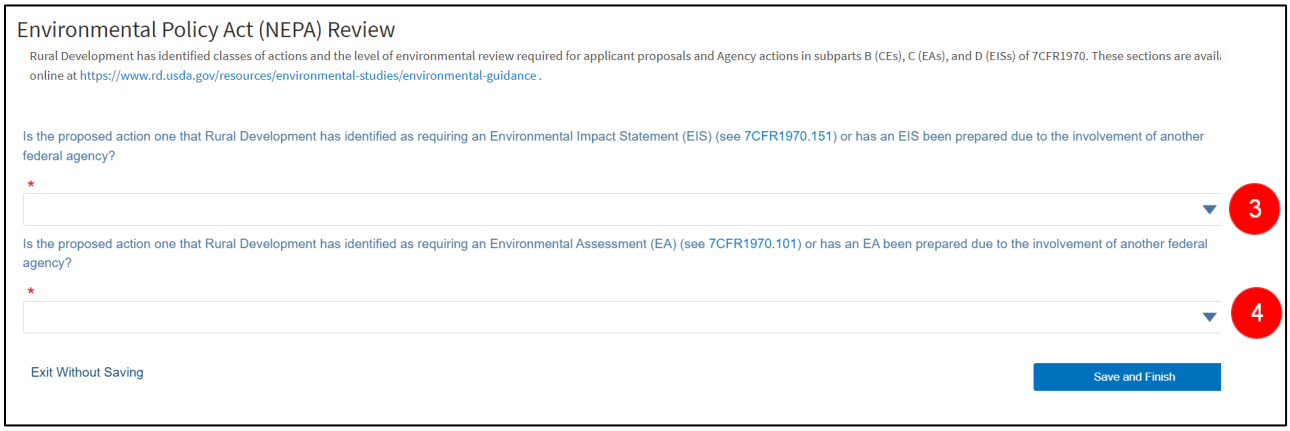
1. From the Application Navigation Bar, click the **Project** section header. The Application Navigation Bar expands(A). Click the **NEPA Review** hyperlink(B).

Figure 106: **NEPA Review**



2. National Environmental Policy Act (NEPA) Review page displays.

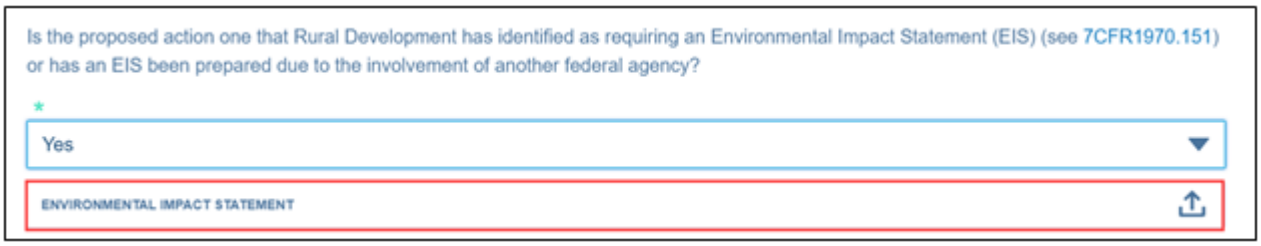
Figure 107: **NEPA Review Page**



3. Answer the first question by clicking the **drop-down menu** and selecting the appropriate option. It is important that these questions are answered correctly. If applicants are uncertain of the answers to these questions, they should reach out to the agency through "Contact Us".

    a. If **No**, proceed to the next step.
    b. If **Yes**, an optional upload field appears. If appropriate, upload a document and proceed to the next step. If an Environmental Impact Statement (EIS) has been prepared due to the involvement of another Federal agency, the applicant should upload it here. If the answer to this question is **Yes**, contact the agency through "Contact Us".

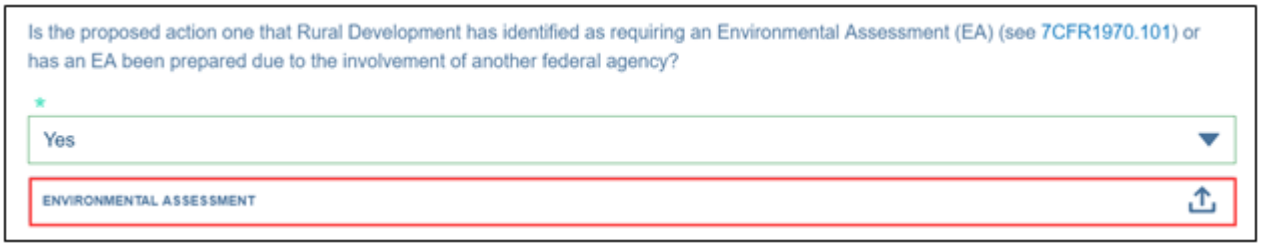
Figure 108: **EIS Question**



4. Answer the second question by clicking the **drop-down menu** and selecting the appropriate option.

    a. If **No** is selected and the selection on the first question was also **No**, proceed to step 7.
    b. If **No** is selected and the selection on the first question was **Yes**, proceed to the next step.
    c. If **Yes** is selected, an optional upload field appears. If appropriate, upload a document and proceed to the next step. If an Environmental Assessment (EA) has been prepared due to the involvement of another Federal agency, the applicant should upload it here. The applicant should also contact the RUS at ReConnectEnvironmental@usda.gov.

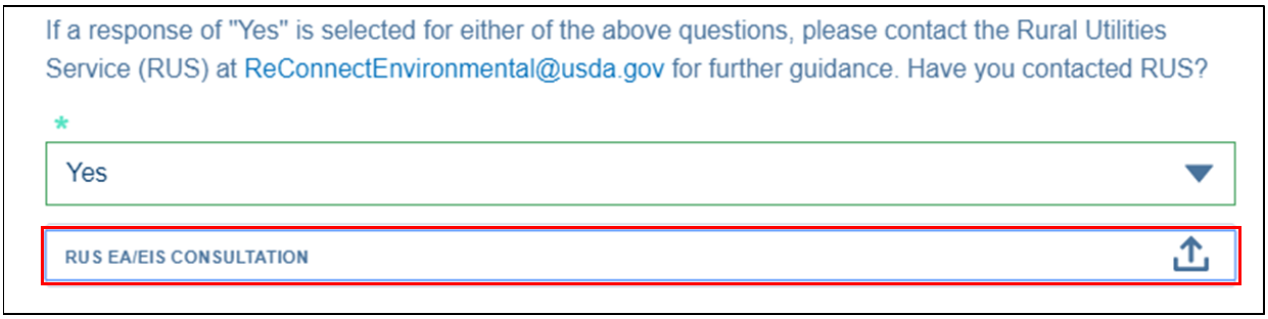
Figure 109: **EA Question**



5. Answer the additional question that appears if **Yes** was selected for either of the previous two questions. It is important to answer the questions correctly. If uncertain of the answers to these questions, reach out to the agency through "Contact Us".

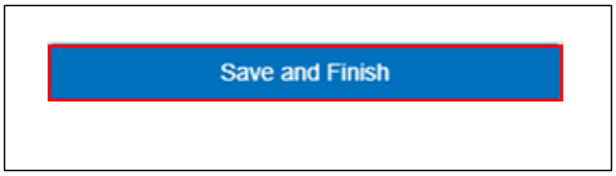
    a. If **No** is selected, proceed to the next step. However, if the applicant has not contacted RUS for guidance for an EA or EIS, they must do so before submitting the application. Failure to provide evidence of this contact and guidance will result in RUS finding the application ineligible.
    b. If **Yes** is selected, a required upload field appears and the applicant should reach out to the agency through "Contact Us".

Figure 110: **RUS EA or EIS Consultation**



6. Click the **Save and Finish** button

Figure 111: **Save and Finish Button**



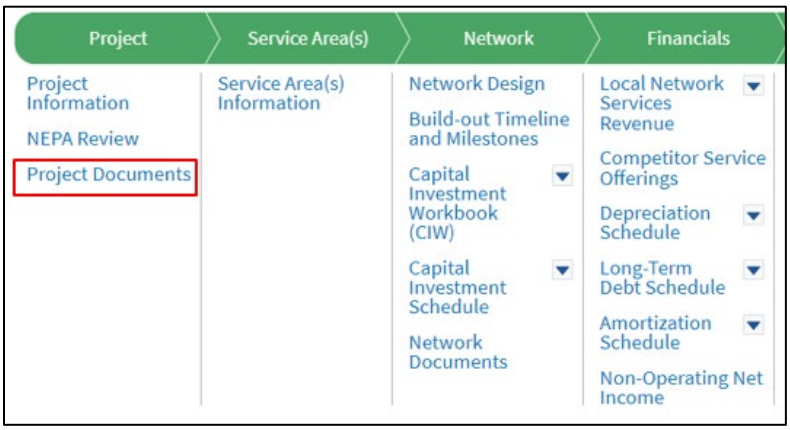
7. The Finish confirmation page displays. Proceed to the Service Area(s) tab.

Extraordinary Circumstances (e.g., adverse effect on historic property; threatened/endangered species; wetlands; floodplains; formal Federal/state designation -- parks, refuges, etc.; special sources of water; coastal barrier resources; coral reefs) may require an EA or EIS.

Project Documents

From the Application Navigation Bar, click the **Project** section header. The Application Navigation Bar expands. Click the **Project Documents** hyperlink

Figure 112: **Project Documents**



The Project Documents page displays a table listing uploaded documents.

Figure 113:**Project Documents Page**

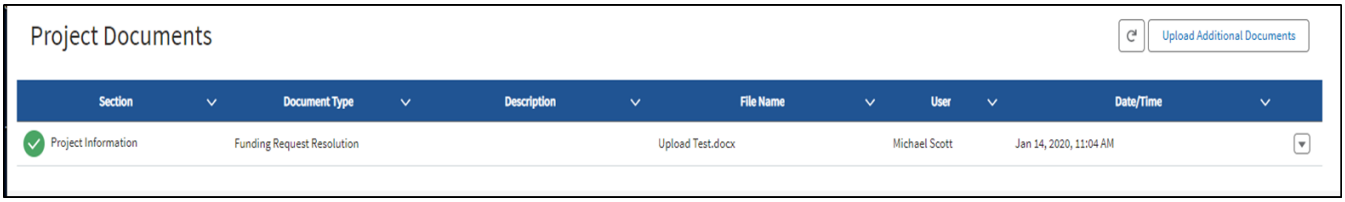


Table 4: **Project Documents**

Document	Required Entities	Description
Acquisition Agreement	Applicants proposing to acquire an existing plant as part of the project	The acquisition agreement should include the assets to be acquired, the name of the seller, and the purchase price.
Appraisal of Physical Status of Plant to be Acquired	Applicants proposing to acquire an existing plant as part of the project	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 funding category and maximum award amount.

Document	Required Entities	Description
Certification Allowing Construction on Tribal Land	Projects occurring on Tribal land	A certification from the appropriate tribal official is required if service is being proposed over or on Tribal Lands. The appropriate certification is a Tribal Government Resolution of Consent. The appropriate tribal official is the Tribal Council of the Tribal Government with jurisdiction over the Tribal Lands at issue. 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.
Environmental Assessment	If EA is selected compliance method	An environmental assessment evaluates the potential impacts of proposed actions on the environment and suggests alternatives or mitigations that may reduce or eliminate these impacts.
Environmental Impact Statement	If EIS is selected compliance method	An environmental impact statement will be required to be produced if a proposed major federal action is determined to significantly affect the quality of the human environment
Legal Opinion	All Applicants	The legal opinion should be prepared according to the sample format available on the ReConnect website.
RUS EA or EIS Consultation	Required if EA or EIS is selected compliance method	If the applicant has selected EA or EIS as the selected compliance method, consultation with RUS is required before an application can be submitted. Applicants should upload evidence of that consultation in this section.
State-funded Areas Certification & Map of Service Area	None (Optional Upload)	Applicants can voluntarily provide a map of the PFSA to the appropriate state government office. If voluntarily provided, the state government office will certify that either funds have or have not been allotted for the area. Applicants can voluntarily request to submit the map and the state certification as part of the application for funding. For applications that are proposing to provide service in multiple states, a map and certification should be provided for each state.

Document	Required Entities	Description
SUTA Documents	Required if applicant is requesting SUTA consideration	Applicants 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 the applicant is requesting to have applied to the application? • The impact of those discretionary provisions.

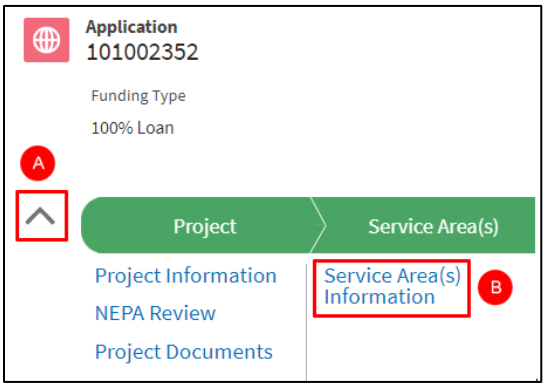
Service Area(s) Information

In this section, applicants input information related to PFSAs and NFSAs using the Service Area Map. Ensure you are familiar with the functionality described in the **Service Area Map and the Construction Map** section of this Application Guide before completing this section of the application.

Accessing the Service Area Map

1. From the Application Navigation Bar click the **toggle (A)**, and then click the **Service Area(s) Information** hyperlink **(B)**.

Figure 114: **Navigation Bar – Expanded – Service Area(s) Information Hyperlink**

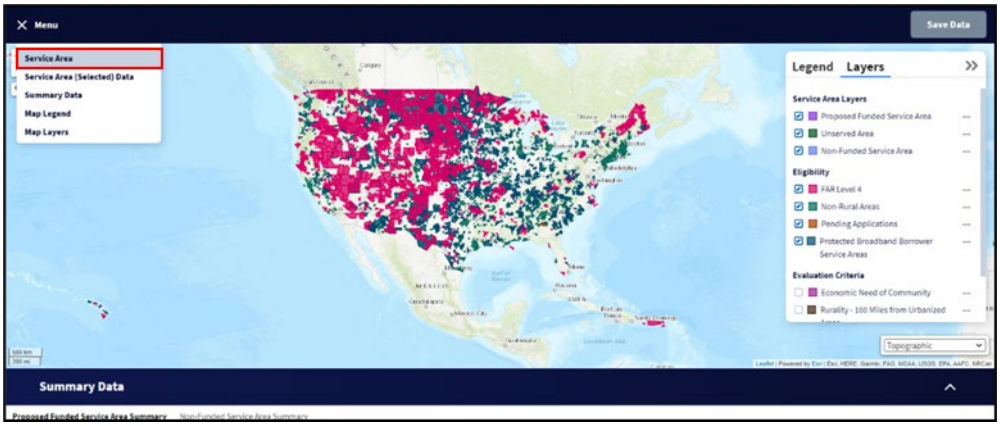


2. The Service Area Map page displays a zoomed-out map of the continental United States of America. Refer to the **Service Area Map and the Construction Map** section of this Application Guide to learn more about the various general features, elements, and functions of the Service Area Map. Features specific to the Service Area Map are described below. If you have already created a Service Area, that shape (or area) may be visible on the map (depending on the shape's size and the map's zoom level). To move around the map, click and hold, then move the cursor to pan.

Defining a Service Area

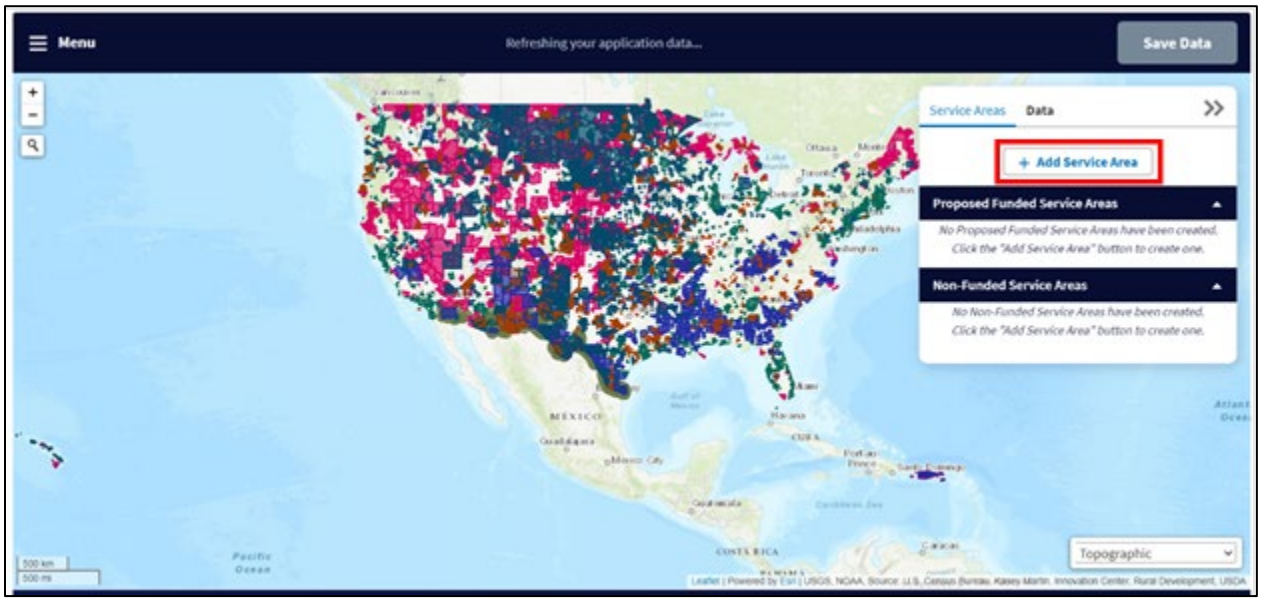
1. First, open the map by clicking the Service Area Information hyperlink in the **Service Area** Tab,
2. Next, click the **Menu** and then select **Service Area**.

Figure 115: **Service Area Map – Menu Options Service Areas**



3. Any previously drawn or uploaded Service Areas appear in this window.
4. To add a service area, click the **+ Add Service Area** button.

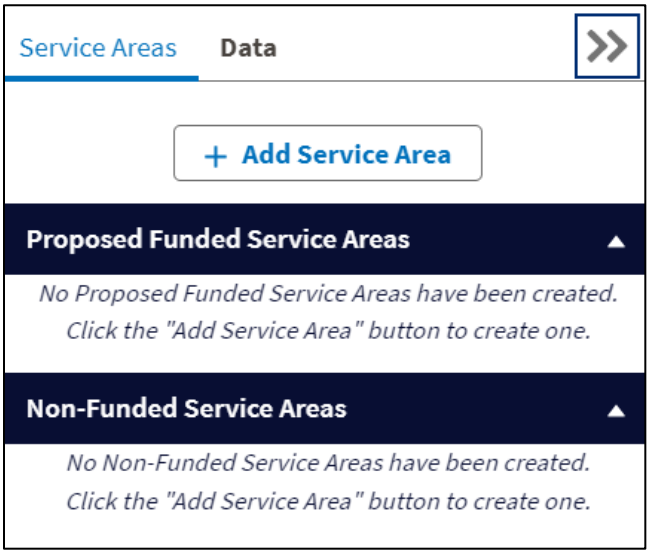
Figure 116: **Service Area Map – Service Areas Panel – Empty**



Service Area Panel and Add Service Area Window

1. The Service Area panel displays. The panel is divided into the two types of service areas: Proposed Funded Service Areas (PFSAs) and Non-Funded Service Areas (NFSAs). Existing service areas should appear in the panel. If they do not, be sure to click the down arrow toggle to expand the panel.
2. To add a new Service Area (PFSA or NFSA), click the **+ Add Service Area** button. The "Add Service Area" window appears.

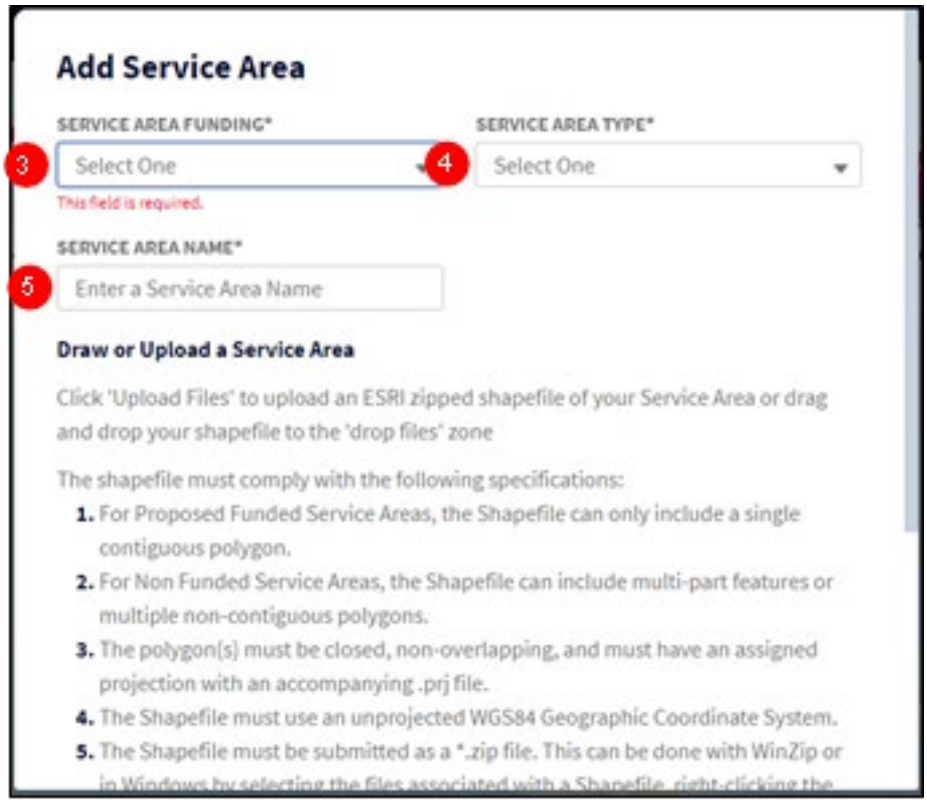
Figure 117: **Service Area Tab – Add Service Area Button**



3. Click the Service Area Funding drop-down menu, then select the applicable option. If the wrong Service Area Funding option was saved, delete that Service Area and create a new one.
4. Select the applicable service area type from the Service Area Type drop-down menu
5. In the Service Area Name field, enter the Service Area Name.

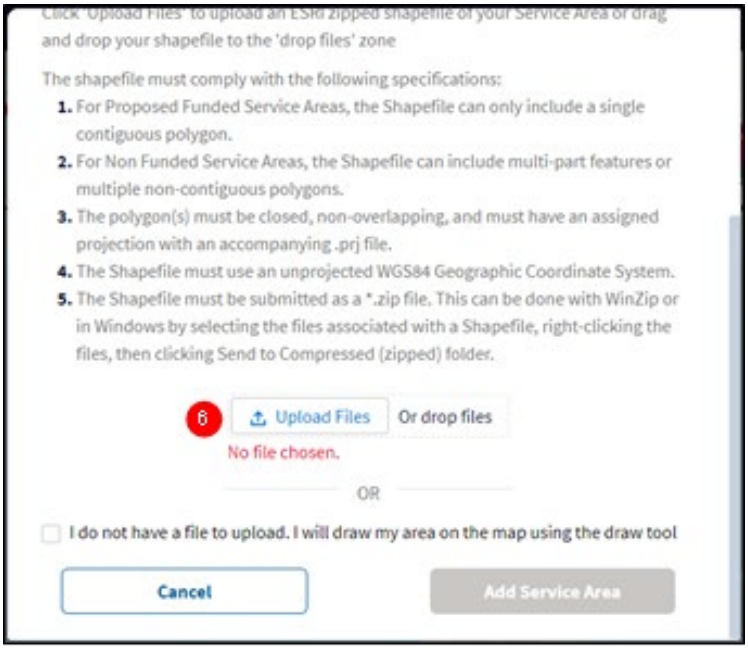
These service Area Names are referenced through the remainder of the application, so use descriptive and concise names. This will reduce the potential for errors on later data entry pages.

Figure 118: **Add Service Area Window – Service Area Funding, Area Type, and Name**



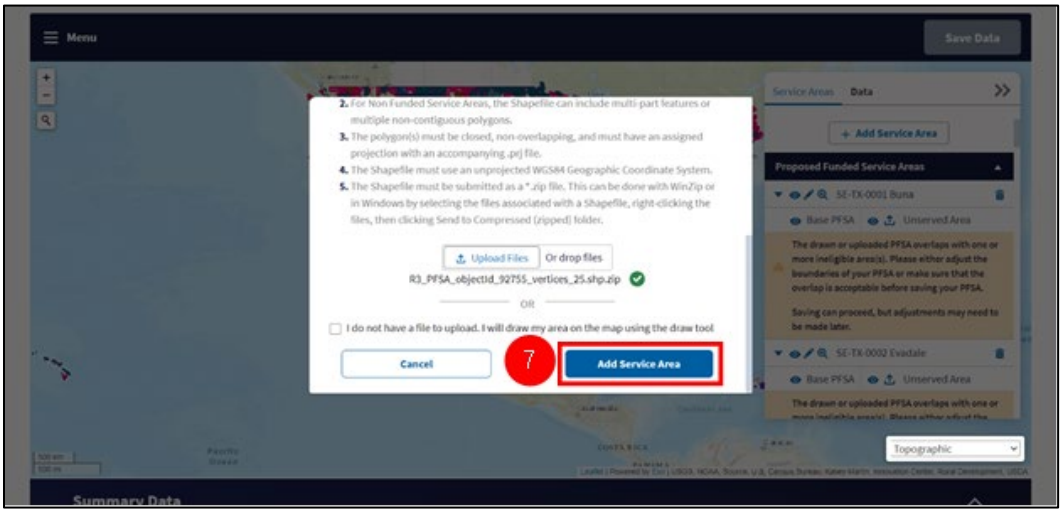
6. To upload a Shapefile of your Service Area: Click on the **Upload Files** button.
   The file explorer popup window appears. Search for and select the applicable file, which must meet the following specifications:
   a. All map areas must be closed, non-overlapping polygons with a single, unique identifier.
   b. The Shapefile must have an assigned projection with an accompanying .prj file.
   c. The Shapefile must use an unprojected (geographic) WGS84 geographic coordinate system.
   d. The Shapefile must be submitted as a *zip file. This can be done with a WinZip or in Windows by selecting the files associated with a Shapefile, right-clicking the files, then clicking Send to Compressed (zipped) folder. The *.zip file must contain only one Shapefile.
   e. The *.zip file size must not exceed 2GB.

Figure 119: **Add Service Area Window – Upload Files or Drop Files**



7. 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. The Map will update to show the uploaded Shapefile.

Figure 120: **Successful Shapefile Upload**



8. A success popup Notification Message will appear at the top of the screen after you click the **Save Data** button on the map. Click on the **X** on the right side of the message to close.

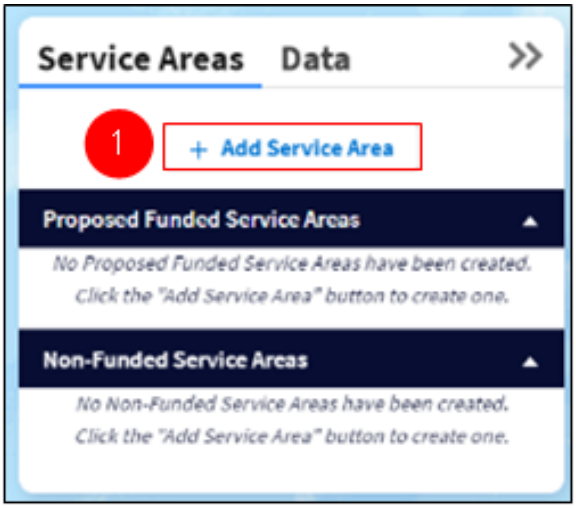
Figure 121: Successful Save Data - X



Drawing a Service Area

1. To add a new Service Area (PFSA or NFSA), click on the **+ Add Service Area** button. The "Add Service Area" window appears.

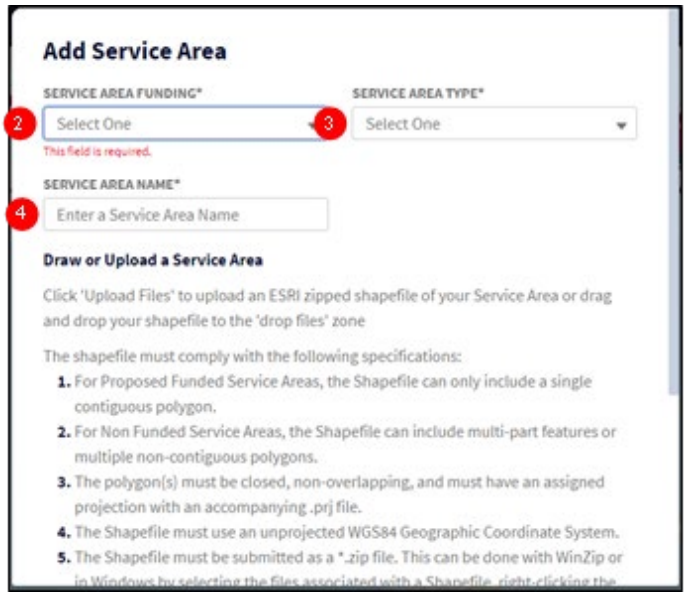
Figure 122: **Service Area Panel – + Add Service Area Button**



2. Click the **Service Area Funding** drop-down menu, then select the applicable option. If the wrong Service Area Funding option was saved, delete that Service Area and create a new one.
3. Select the applicable service area type from the **Service Area Type drop-down** menu.
4. In the **Service Area Name** field, enter the applicable service area name.

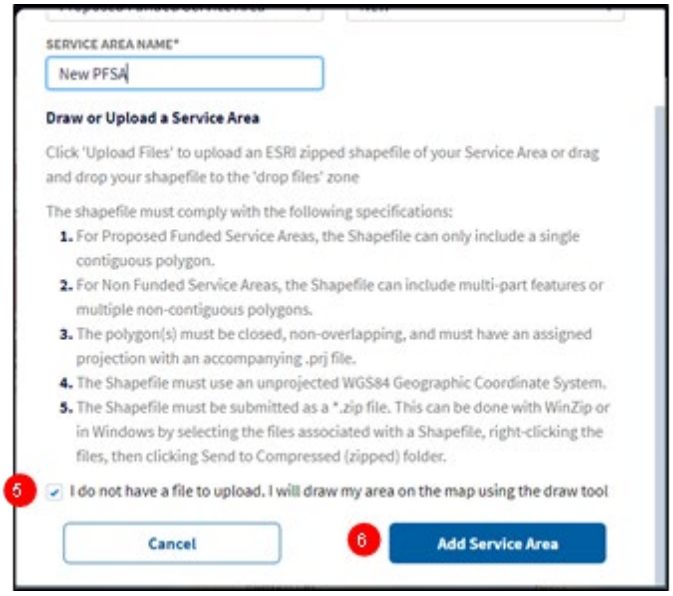
Service Area Names are referenced through the remainder of the application, so use descriptive and concise names. This will reduce the potential for errors on later data entry pages.

Figure 123: **Service Area Panel – Service Area Funding, Type, and Name**



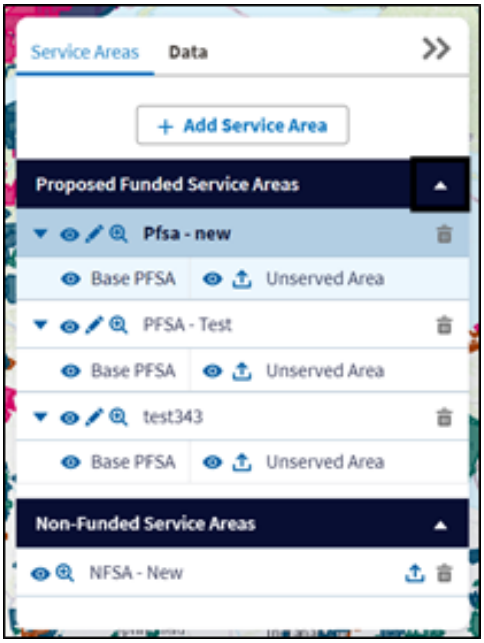
5. Check the box at the bottom of the pop-up “I do not have a file to upload. I will draw my area on the map using the draw tool.” The Upload Files or Drop Files option disappears, and the checkbox is checked.
6. Click **Add Service Area.**

Figure 124: **Add Service Area Panel – Draw Service Area Checkbox & Add Service Area Button**



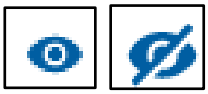
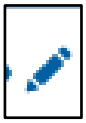
7. On the Service Areas panel, click the name of the area on the Proposed Funded Service Area where you want to draw a shape to highlight that area. The panel appears on the right side of the map. Use the **Draw Rectangle** and **Draw Polygon** tools on the left side of the map to draw your area’s shape.

Figure 125: **Service Area Tab – Created PFSAs and NFSAs**



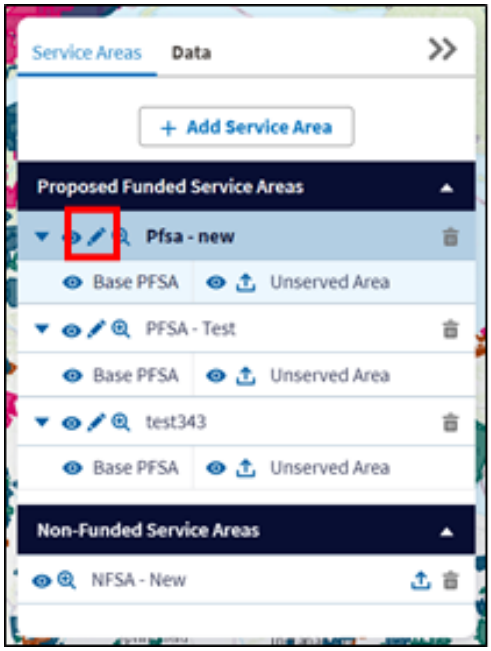
Service Area Map Tools (Only for Service Area Map)

Table 5: **Service Area Panel Tool or Label**

Service Area Panel Tool or Label	Tool Name	Tool Description
	Down Arrow Toggle	Click this button to expand or collapse a specific Service Area 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 the Service Area(s) 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 service Area Shape. **This action cannot be undone.**
	Base PFSA	The base shape that defines the PFSA
	Unserved Area	A layer (or polygon) that defines the portion of households that lack sufficient access to broadband in the PFSA The PFSA must meet the minimum number of households without sufficient access to broadband in order to save the PFSA.

- Use the **Edit Service Area Information** popup window to make changes to the service area. Click the **Edit Service Area Information tool (pencil)** on the panel beside the name of the service area you want to edit to access the window.

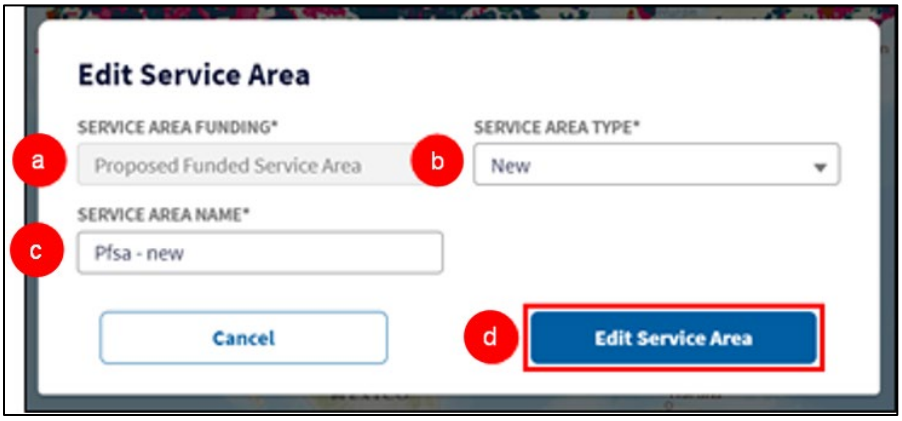
Figure 126: **Edit Service Area Information Tool**



Edit Service Area Information Window:

a. Service Area Funding: Disabled
b. Service Area Type: editable, new, or existing.
c. Service Area Name: editable.
d. Click the **Edit Service Area** button to save changes to the Service Area.
e. Click **Save Data** button at the top-right corner of the map to save progress.

Figure 127: **Edit Service Area Information Window**



Warning and Error Messages in Service Area Tab

As you work with service areas on the Service Area Map, you may receive error or warning messages on the Service Area 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.

Figure 128: **Service Area Tab with Error and Warning Messages – Map View**

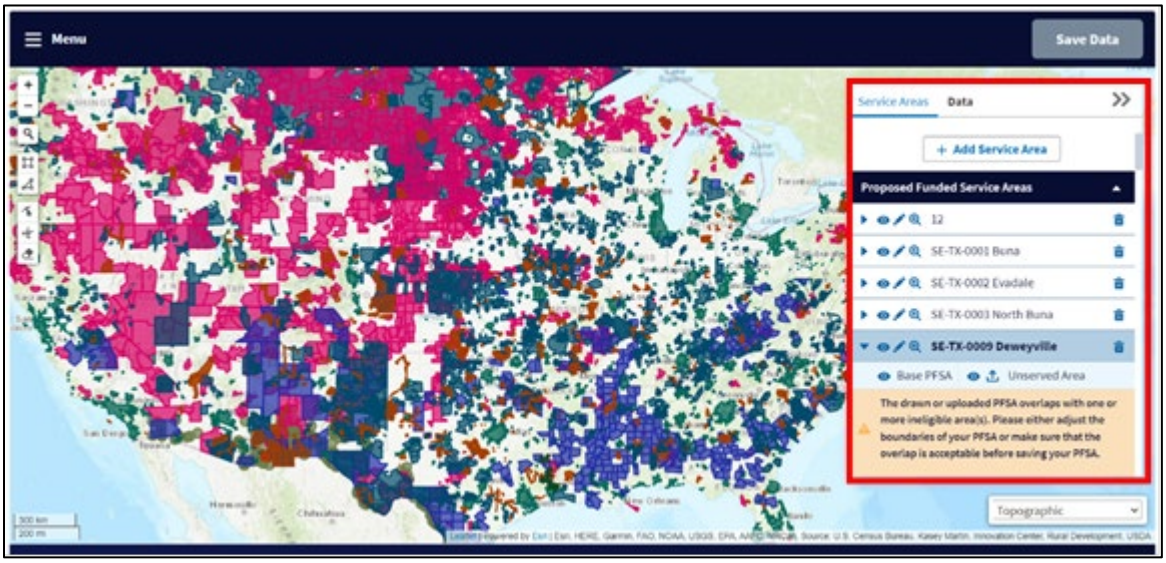


Table 6: **Service Area Panel Warning and Error Messages**

Service Area Panel Icon	Icon Name	Icon Description
	Error Message	You must resolve the error, or you will not be able to proceed further
	Warning Message	You can save and move on in the application, but you may need to resolve the warning later.

- **Error Message:** Error messages prevent saving a service area. Examples include:
  - Eligibility Errors occur when the Unserved Layer doesn't meet the required percentage of households that lack access to broadband, depending on funding type. The FOA provides the eligible funding types and required percentages of households that lack sufficient access to broadband for each funding type.
  - Service Areas cannot have the same name.
  - Service Areas cannot overlap each other.

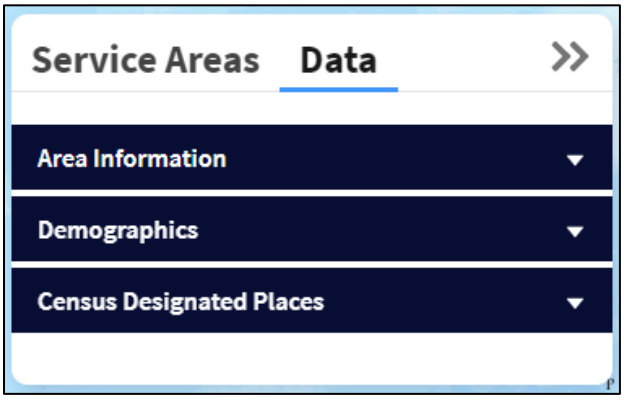
- **Warning Message:** Warnings occur when a service area shape either doesn't meet application requirements or there is a mapping limitation. Examples include:
  - Overlap exists with one or more ineligible areas.
  - Editing Tools is turned off.
  - Self-Intersect check is turned off.

Service Area (Selected Data)

The **Service Area (Selected) Data** Tab includes Area Information, Demographics, and Census Designated Places information for a selected Service Area on the Service Area Map.

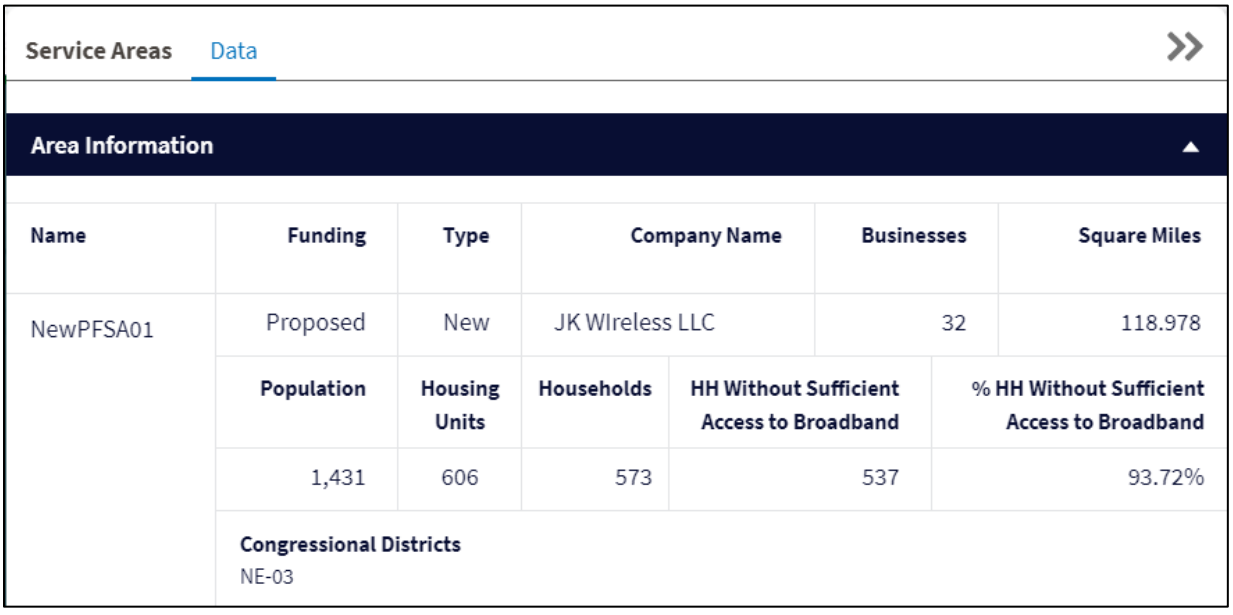
- **Collapsed** (Default View): The sections are closed by default to avoid covering the map behind them.

Figure 129: **Service Area Map, Service Area (Selected) Data Panel – Collapsed**



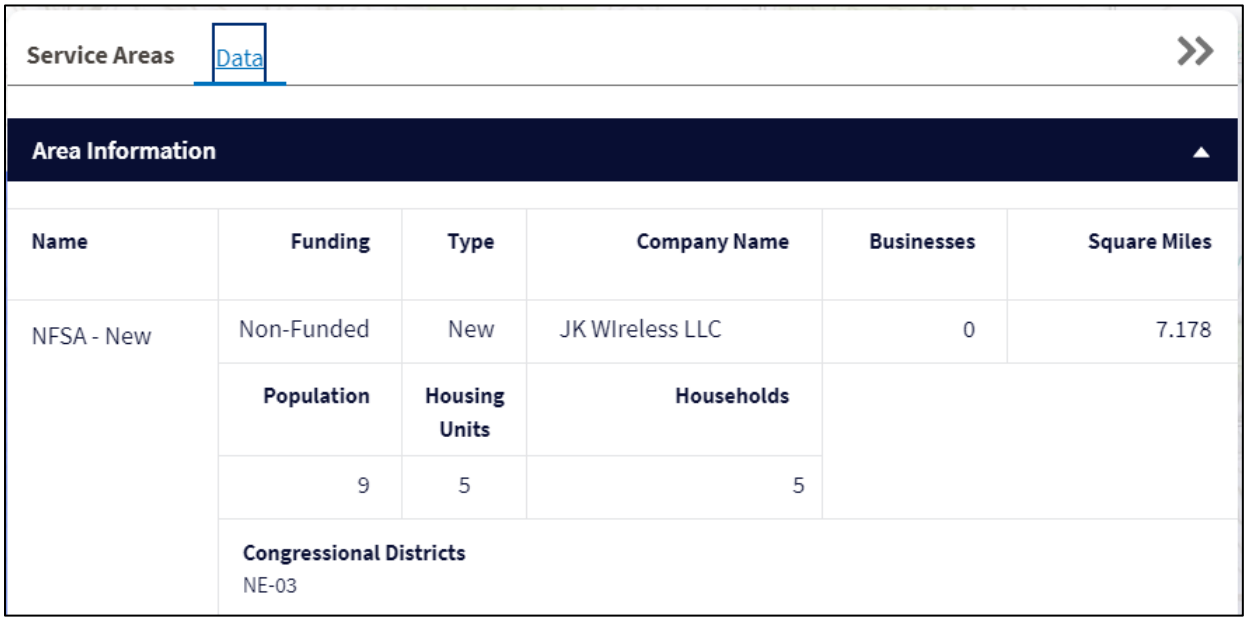
- **PFSA Area Information:** This section showsthe Name of the selected Service Area, Funding Type, Company Name, Businesses, Square Miles, Population, Housing Units, Households, Households Without Sufficient Access to Broadband, and Percent of Households Without Sufficient Access to Broadband.

Figure 130: **Service Area (Selected) Data Panel – Area Information Section**



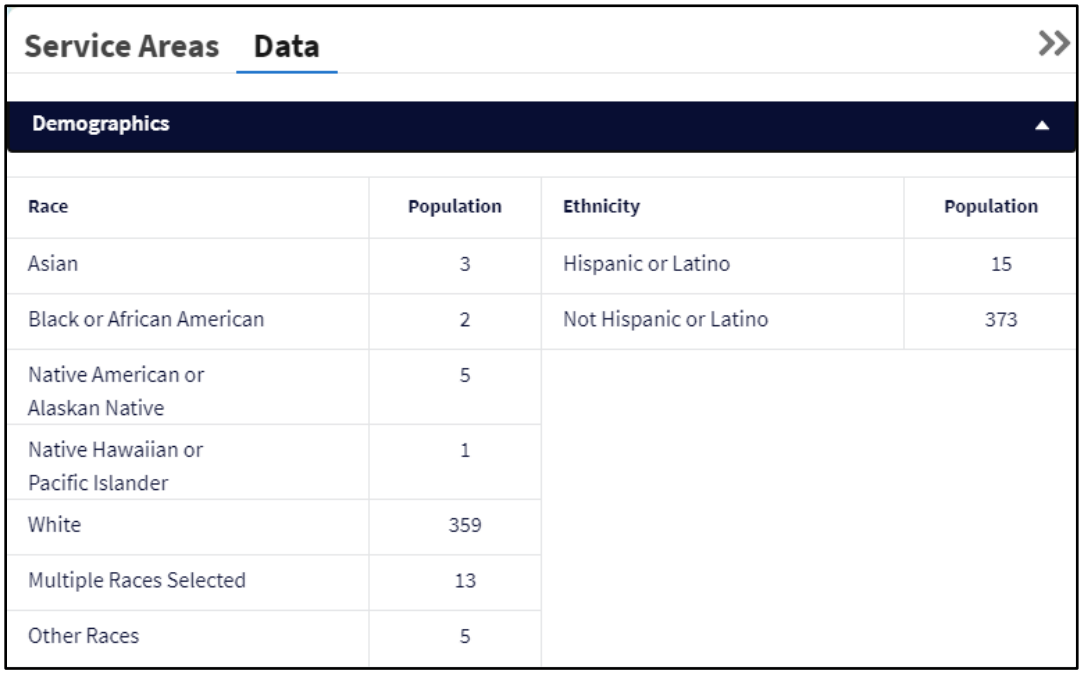
- **NFSA Area** Information**:** This section shows the Name of the Service Area, Funding Type, Company Name, Businesses, Square Miles, Population, Housing Units, and Households.

Figure 131: **Service Area (Selected) Data Panel – NFSA Area Information Section**



- **Demographics** Section**:** This section provides the demographic information and breakdown of the Selected Service Area by Race and Ethnicity.

Figure 132: **Service Area Selected Data Panel – Demographics Section**



- **Census Designated Places**: This section includes the Census Designated Places:

County

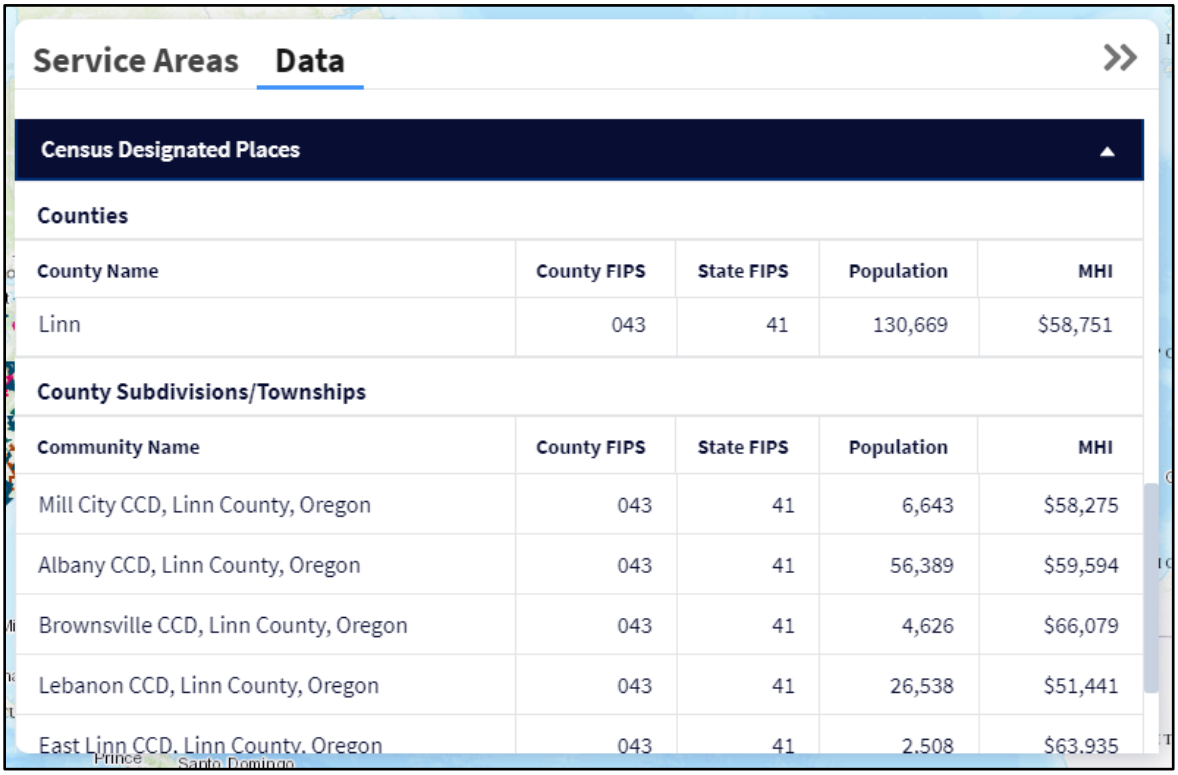
1. County Name
2. County FIPS
3. State FIPS

4. Population
5. Median Household Income (MHI)

County Subdivisions/Townships

1. Community Name
2. County FIPS
3. State FIPS
4. Population
5. Median Household Income (MHI)

Figure 133: **Service Area (Selected) Data Panel – Census Designated Places**



Shape Tools

After you draw or upload a PFSA (or its Unserved Area shape), you can use the shape tools on the left side of the map when a shape layer is selected. Unserved Area layers lie directly on top of the Base PFSA layers, so you may need to toggle the visibility of a layer to "off" in order to see the layer you want to edit. There are images accompanying these tools in the **General Features** section of this guide.

Table 7: **Map Shape Tools**

Map Shape Tool	Tool Name	Tool Description
	Draw Rectangle	Use this tool to draw a rectangular polygon on the Service Area Map.
	Draw Polygon	Use this tool to draw an irregular (free form) polygon on the Service Area Map.

Map Shape Tool	Tool Name	Tool Description
	Edit Layer	Use this tool to move vertices.
	Cut Layer	Use this tool to cut individual vertices to change the Service Area's original shape.
	Remove Layer	Use this tool to remove the whole Service Area layer. **This action cannot be undone.**

- **Draw Rectangle:** Click this tool to draw a rectangular polygon on the Service Area Map.
    a. Select the start point for the first vertex or marker, and move the cursor to the other end of the rectangle.
    b. Click on the map again to finish drawing the rectangle.

- **Draw Polygon: Click** this tool to draw an irregular shape on the Service Area Map.
    a. The cursor becomes a cross. Click on the map to begin the shape and move the cursor. Click again to create a new vertex or marker. Repeat this process until the shape is complete.
    b. To close the shape, double-click on the first point or marker created.

- **Edit Layer:** Click this tool to edit the existing shape and move vertices.
    a. Select the polygon you want to edit by clicking it (hide the Unserved Area layer if you need to edit the Base PFSA polygon)
    b. Click the Edit Layer tool.
    c. The shape layer will show its vertices.
    d. Change, move, and alter the original shape by clicking and dragging the individual vertices and alter as needed.
    e. Click **Finish** beside the tool when your edits are complete.

- **Cut Layer:** Click this tool to cut "holes" in the Service Area's original shape.
    a. Select the polygon you want to edit by clicking it (hide the Unserved Area layer if you need to edit the Base PFSA polygon).
    b. Click the Cut Layer tool.
    c. The cursor turns into a white circle (a vertex tool). Place the first vertex of the shape you want to cut by clicking on the selected layer.
    d. Continue to add vertices by moving your pointer and clicking to set each vertex of your shape that will be cut from the base polygon.
    e. Finish drawing the shape by clicking on the first vertex.
    f. The shape is cut out.

- **Remove Layer:** Click this tool to erase the layer shape. This action cannot be undone.
    a. Click on the shape you want to remove.
    b. The shape disappears from the map.

Checkmark Toggle On and Off Layers on Layers Panel

You can toggle the visibility of layers on the map (hide or show). Toggling visibility is useful when evaluating your service areas and can improve map speed and performance. When the Proposed Funded Service Area and Unserved Layers are visible, the green Unserved Layer will appear on top.

Figure 134: **Layers Panel Checkmark On – Zoom In**



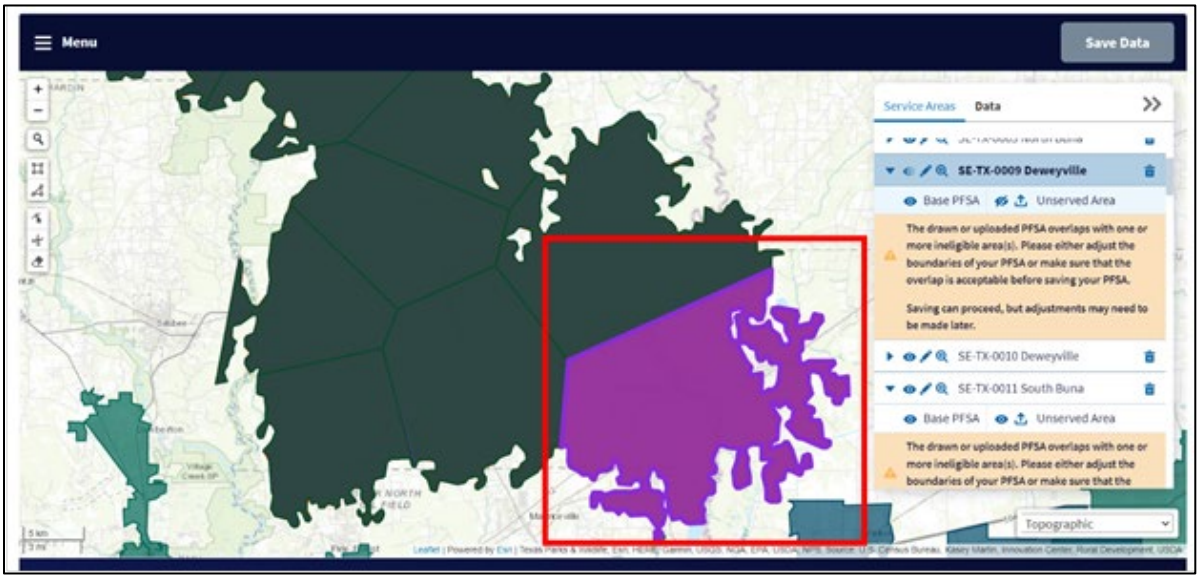
Figure 135 shows the Unserved Area Layer with a Checkmark Toggle On, so the layer is visible on the map. Note the green area in the lower right corner of the map. By default, All Service Area Layers, Persistent Poverty Counties (Eligibility Layer), Economic Need of Community (Evaluation Criteria Layer), and Socially Vulnerable Communities (Evaluation Criteria Layer), are on.

Figure 135: **Service Area Map, Unserved Area Layer Checkmark Toggle On**



Check the Checkmark Toggle Off to hide the Unserved Area on the map. Figure 136 shows a PFSA with the Unserved Area Layer is hidden (the purple area is a PFSA showing only the base layer). It also shows the Unserved Area Layer as visible for other, adjoining PFSAs (the green area on the map).

Figure 136: **Service Area Map, Unserved Area Layer, Checkmark Toggle Off**

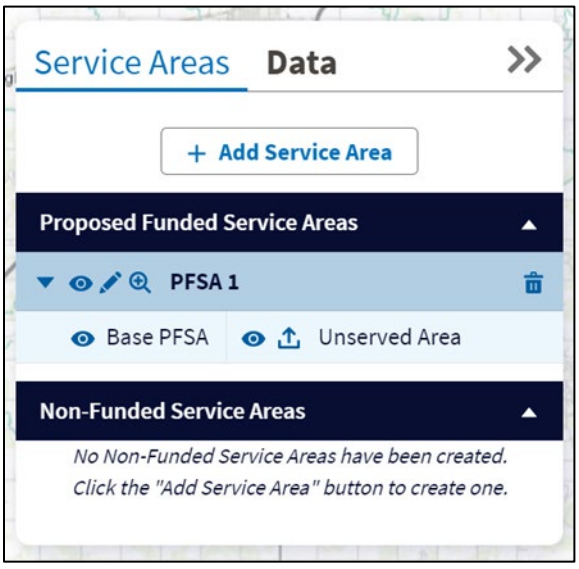


Removing a Service Area from the Service Area Map

Whenever possible, avoid removing service areas once they have been marked with unserved areas and subsequent sections of the application have been completed. If a service area record is deleted, 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 sections of the application named above and save every page, to capture the deletion of the service area in all sections of the application.

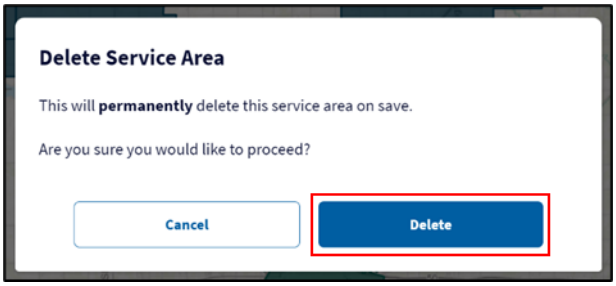
1. To delete a Service Area, click the **trash can** icon on the right side of the Service Area panel.

Figure 137: **Service Are Map – Service Areas Panel - Deletion**



2. A popup window, shown in Figure 138 appears, asking to confirm the deletion. Click the **Delete** button.

Figure 138: **Delete Popup Window – Service Area Map**



3. Then click **Save Data** on the top right side of the map. A success Notification Message will appear at the top of the screen.

Figure 139: **Save Data - X**



Network Tab

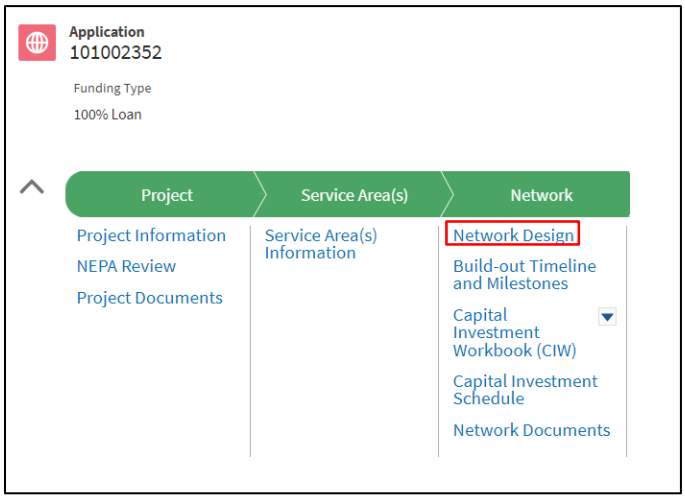
In this section, applicants provide information on the proposed Network Design, the Build-out Timeline and Milestones, the types and costs of all required assets, and a Capital Investment Schedule.

Network Design

In this section of the application, applicants must provide a network design per the requirements of the FOA and ReConnect Regulation. The network design must be certified by a professional engineer currently licensed in at least one of the states where the project construction will take place. The certification must state that facilities proposed to be constructed with award funds are capable of delivering 100 Mbps symmetrical service to every premises in the PFSA at the same time.

1. From the Application Navigation Bar, click the **Network** section header. The Application Navigation Bar expands. Click the **Network Design** hyperlink

Figure 140: **Navigation Bar – Expanded – Network Design Hyperlink**



2. The Network Design page displays. Enter the following information:

    A. **Description of Proposed Technology that will be used to Deliver the Broadband Services** – Include in the description appropriate standards-based information concerning the proposed technology. If the technology is not typically found in existing market deployments, also provide several references detailing the technology. Examples of these references includes standards bodies, white papers, and Internet sites.

    B. **Detailed Description of the Applicant's Existing Network** – If the applicant has an existing network, enter an appropriate description. The description should include the primary elements of the network layers (e.g., Access, Distribution, and Core) and indicate how each layer is fed and how it feeds into the next layer. Be sure to list important considerations concerning how the existing network will be leveraged to support the proposed network requirements (e.g., speeds, coverages, subscriber counts, services, premises), including existing load information and related considerations. In addition, include a description of the interconnection with the proposed network, as well as any other significant connections such as Internet Service Providers (ISPs).

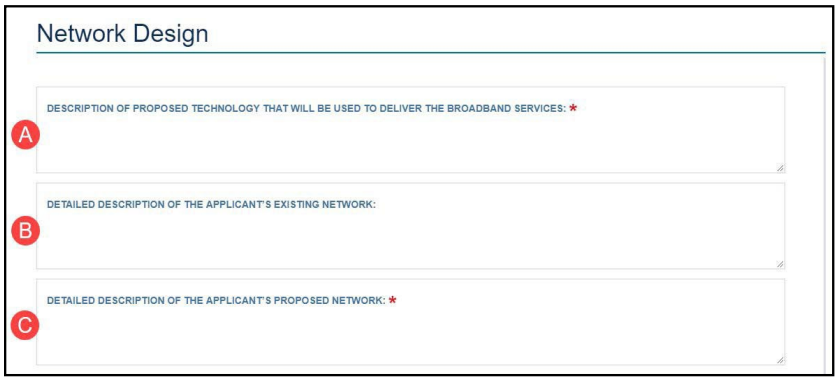
    C. **Detailed Description of the Applicant's Proposed Network** – Enter an appropriate description. The description should include the primary elements of the network layers (e.g., Access, Distribution, and Core) and indicate how each layer is fed and how it feeds into the next layer. Important considerations concerning how the proposed network will support the proposed network requirements (e.g., speeds, coverages, subscriber counts, services, premises) should also be listed. If applicable, include a description of the interconnection with the existing network and any other significant connections such as ISPs. Further, list location, construction, and deployment considerations as well as details on important design decisions such as redundancy. Also, describe any specific design considerations significantly affecting costs and timelines.

        i. Even if using an existing core, please briefly describe the core and important elements comprising the core.

        ii. Verify at least one service offering of 100mbs x 100mbs ("100mbs symmetrical") is being offered to residential customers.

        iii. If the proposed system requires no license/agreement amendments, please state "No license amendments needed" vs "Not Required". Many license and agreement types are required if a system is being operated. If an expansion is being undertaken with no agreement modifications required, state that and state no license amendments are needed.

Figure 141: **Network Design Page**

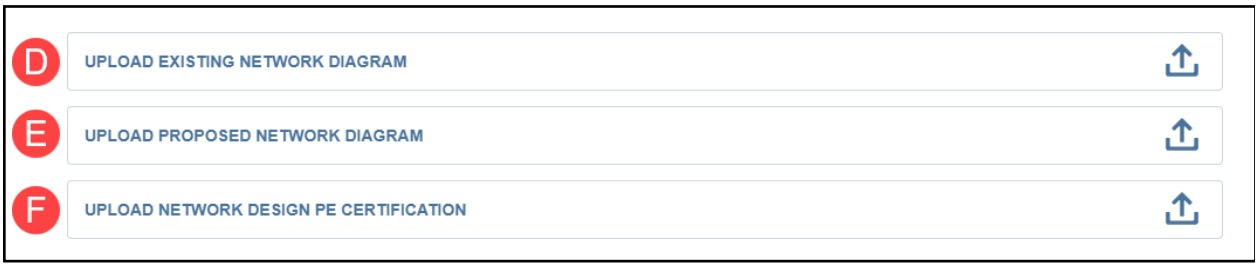


D. **Upload Existing Network Diagram** – If an applicant has an existing network, an Existing Network Diagram is required. This diagram should be prepared according to the guidance for the Proposed Network Diagram shown below. Existing network utilization rates should be indicated.

E. **Upload Proposed Network Diagram** – A comprehensive network diagram should show how the traffic flows through the network and include all physical locations where the major network elements are or will be located; these may be in the form of postal addresses or latitude and longitude. The diagram should display the route miles between each network element, the bandwidth capacity between the network elements, including fiber or pair counts, and the types of facilities (e.g. fiber, copper, microwave) that are or will be used for establishing the connection between the network elements and the points-of-connection with the connecting companies. As appropriate, the diagram should also include any leased facilities, the locations of the leased facilities (postal addresses or latitude and longitude), and the providers from which the facilities are being leased, as well as the connections to those facilities and any existing network or existing network elements. Additionally, the diagram should provide information including basic equipment information about the nodes of the proposed network design. Some examples of this would include descriptions of the routers, switches, optical network terminals (ONTs), and gateways that are being utilized. Finally, the diagram should indicate significant clusters of premises as well as specifically identified multi-connection premise types such as schools, hospitals, office buildings, and major farms.

F. **Upload Network Design PE Certification** – The certification from the Professional Engineer (PE) must clearly state that the proposed network can deliver broadband service to all premises in the PFSA at the proposed speeds. This document must also certify the proposed build-out timeline, milestones, construction schedule, and cost estimate. A template for this certification can be found at this hyperlink.

Figure 142: **Network Design Page – File Upload Fields**



3. Click **Save and Finish**.

Figure 143: **Network Design Page – Save and Finish Button**



4. The confirmation page appears, displaying the message: "Data successfully saved. Choose another section from the options above to continue."

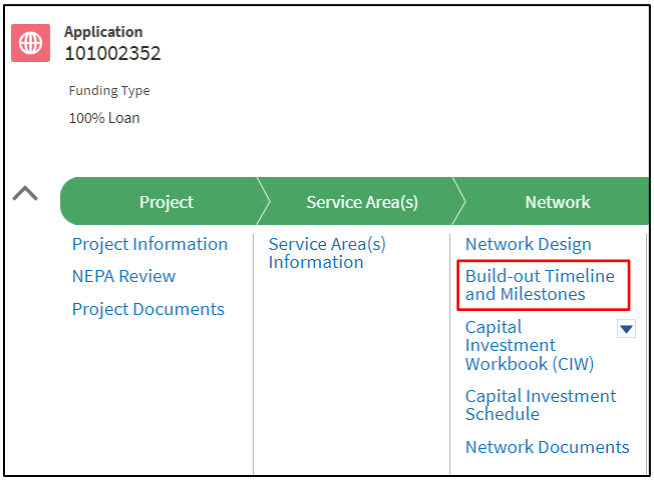
Build-out Timeline and Milestones

In this section, applicants provide a timeline of milestones for the five-year build-out period. Each proposed milestone must include an explanation that supports the reasonability of the milestone, including any technical information or data points. Reasonableness refers to satisfying interdependencies which support the desired requirements (e.g., speeds, coverages, subscriber counts, services, premises) including basic reasonably expected capabilities and limitations based on considerations such as technology used, equipment, network element distances, type of backhaul, coverages and coverage topography, various construction and deployment expectations and issues, projected costs and timelines, and teams.

As the periodicity of the timeline is dependent on technology type, project details must be entered in the Project Information section before the Build-out Timeline and Milestones can be completed.

1. From the Application Navigation Bar, click the **Network** section header. The Application Navigation Bar expands. Click the **Build-out Timeline and Milestones** hyperlink.

Figure 144: **Navigation Bar – Expanded – Build-out Timeline and Milestones Hyperlink**

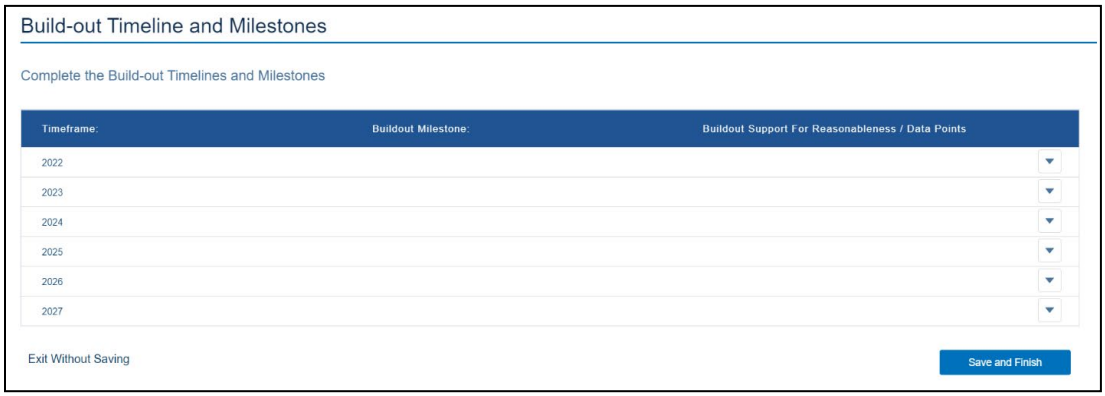


2. The Build-out Timeline and Milestones page displays a table listing the Timeframe, Build-out Milestone, and Build-out Support for Reasonableness, and Data Points. The Timeframe includes a yearly or quarterly breakdown depending on the Technology Type checkbox(es) selected on the Projection Information page, as follows:

    a. **Yearly:** from the Bridge Year to the end of Forecast Year 5 only when the selected Technology Type is one or more of the following—Fiber-to-the-Premises, Hybrid-Fiber-Coax, or Other (Specify).

    b. **Quarterly:** each quarter from the Bridge Year to the end of Forecast Year 5 when the selected Technology Type is one or more of the following—Fixed Wireless – Licensed, Fixed Wireless – Unlicensed, or a combination of value types.

Figure 145: **Build-out Timeline and Milestones Page**



3. Add information to each year by clicking the **Action Menu** ( ), and then clicking **Edit.**

Applicants should ensure that the Technology Type in Project Information is entered correctly before entering information here. If the Technology Type changes, any entries in the Build-out Timeline and Milestones table are deleted.

Figure 146: **Build-out Timeline and Milestones Page – Action Menu**



4. A popup window for the corresponding Timeframe appears. Enter the following information:

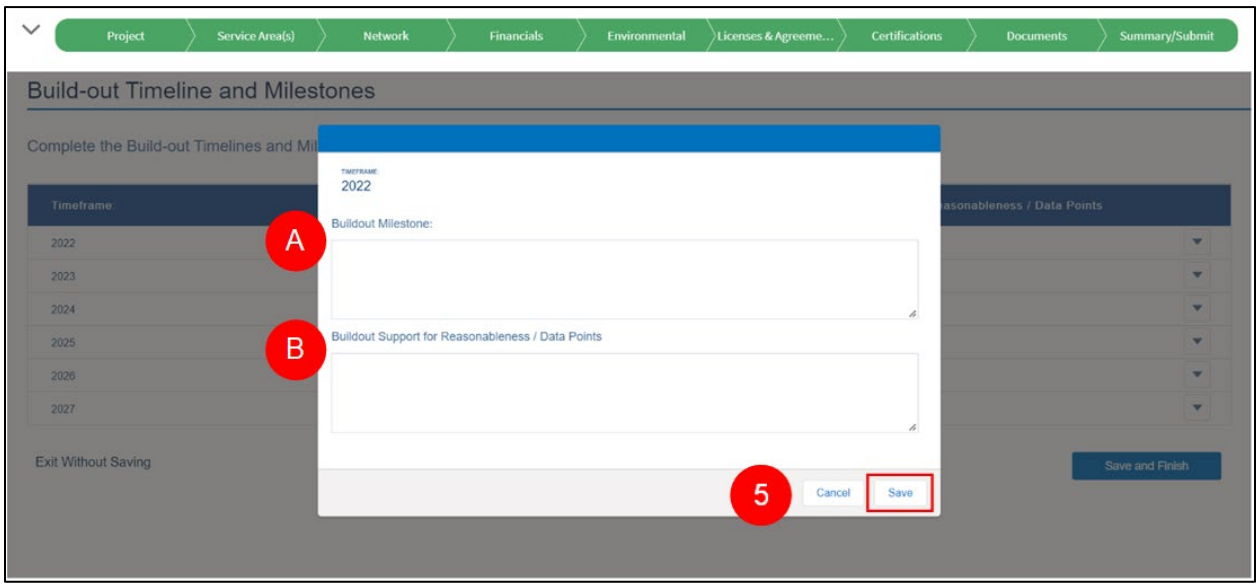
    a. **Build-out Milestone** – List all relevant Build-out Milestones for the chosen Timeframe.

    b. **Build-out Support for Reasonableness and (or) Data Points** – Provide the Build-out

Support for Reasonableness and (or) Data Points for the chosen Timeframe.

5. Click **Save** after all of the information is complete.

Figure 147: **Build-out Timeline and Milestones Page – Edit Window**



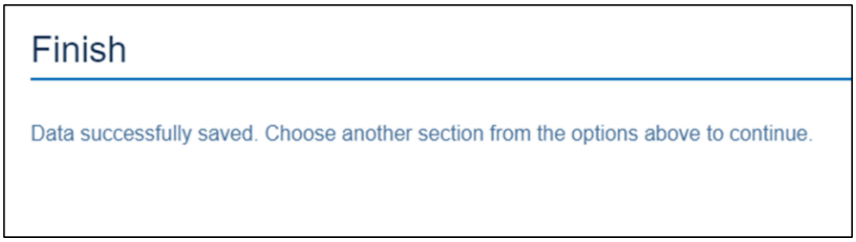
The Build-out Timeline and Milestones page displays. Repeat steps 3 through 5 for all the other Timeframes or to edit information within a previously saved Timeframe. Click **Save and Finish**. Applicants may click **Save and Finish** even if they have not entered data for all the Timeframes. However, applicants should verify that the information for each Timeframe is complete before submitting the application.

Figure 148: **Build-out Timeline and Milestones Page – Save and Finish Button**



6. The Finish page displays. Continue completing other sections of the application.

Figure 149: **Build-out Timeline and Milestones Section – Finish Page**



Capital Investment Workbook (CIW)

In the Capital Investment Workbook (CIW) sections, applicants provide detailed information about all the capital assets to be constructed during the forecast period. Such information includes the costs, quantities, and descriptions of the equipment, materials, and facilities. Whenever assets are entered into the CIW, include a brief narrative description of the assets and cost justification, particularly when costs may deviate from industry standards due to project-specific circumstances. Completing the CIW is a time-intensive effort due to its comprehensive nature. **Plan ahead to ensure that the CIW is completed in time for the other sections of the application to be completed before the application deadline.**

The variety of available CIWs will depend on the information entered within the Project Information and Service Area(s) sections. For example, a UPLF CIW will only be available to applicants that state in the Project Information section that they have UPLF**. 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 is broken into four sections: 1) Service Area Costs, 2) Common Network Costs, 3) Other Costs, and 4) Summary.

Please note: If applicants are seeking points for Labor Standards, they should consider the cost of compliance with the Davis Bacon Act when completing construction costs in the CIW.

CIW – Service Area Costs

In this subsection, applicants list all the physical project assets required to deliver broadband to the service area and their costs. For each asset, applicants select the asset category and the specific asset type (see below for a table of asset categories and types). **Capital assets to be funded with UPLF from RUS Electric programs should be listed under the "other" categories within each section.**

Table 8: **Service Area Costs Categories**

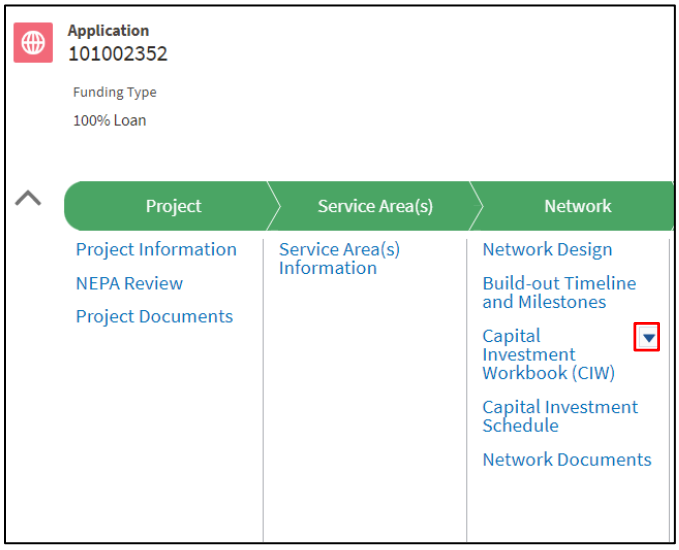
Service Area Costs Categories	Details
Network & Access Equipment	Switching Equipment Routing Equipment Transport Equipment Access Equipment (including ONTs) Video Equipment Power Equipment Satellite Equipment Other (specify)

Service Area Costs Categories	Details
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	Guyed Towers Lattice Towers Monopole or Self-Supporting Tower Wood Poles Improvements 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

For each asset, the applicant will provide a description, the quantity to be used, the unit of measurement, and the cost per unit. The cost totals will be automatically calculated and populated.

1. From the Application Navigation Bar, click the **Network** section header.
2. The Application Navigation Bar expands. Next to the Capital Investment Workbook (CIW), click the **drop-down menu**.

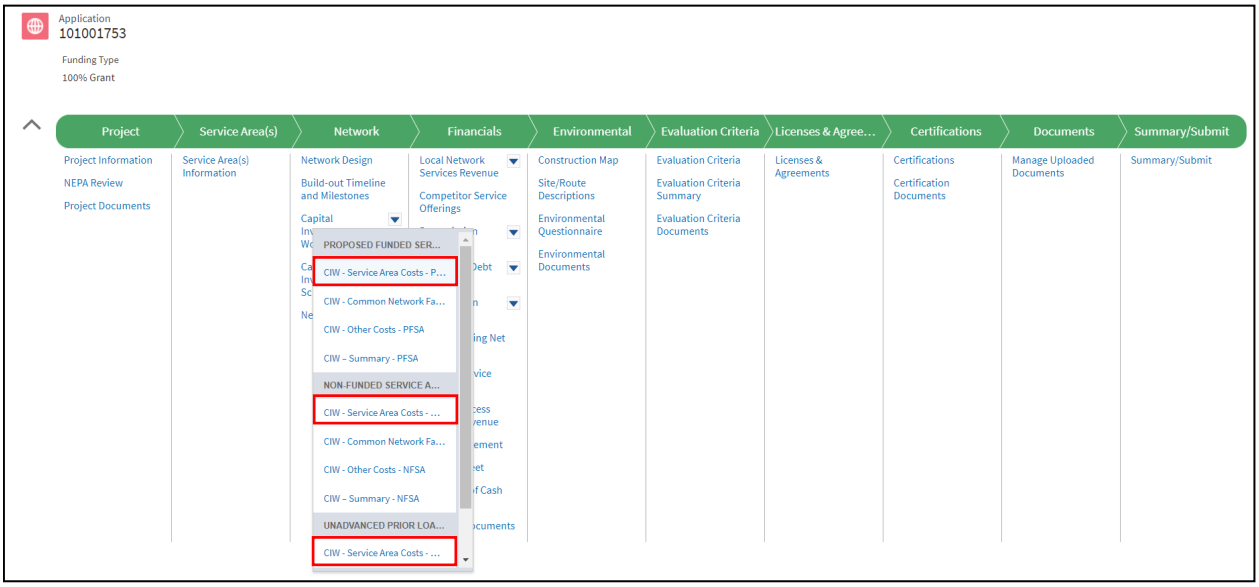
Figure 150: **Navigation Bar – Expanded – Capital Investment Workbook Action Menu**



3. A drop-down menu displays hyperlinks under the Proposed Funded Service Area, Non-Funded Service Area, and Unadvanced Prior Loan Funds headers. Under the applicable header, click the **CIW – Service Area Costs** hyperlink. Depending upon the information entered within the Project information and Service Area(s) section, the applicant may see one, two, or all three headers and hyperlinks.

4. Each applicant must complete the CIW – Service Area Costs for each applicable hyperlink — Proposed Funded Service Area, Non-Funded Service Area, and (or) Unadvanced Prior Loan Funds.

Figure 151: **Navigation Bar – Expanded – Capital Investment Workbook Action Menu –Hyperlinks**



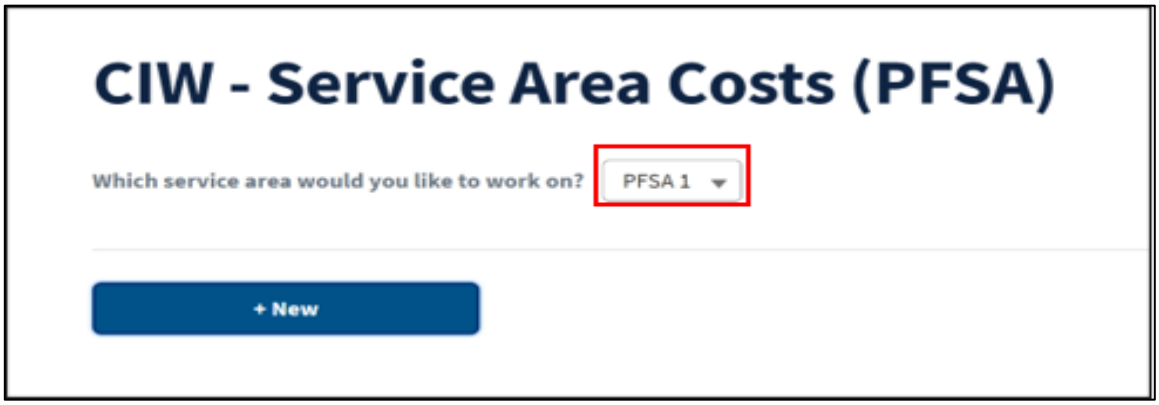
5. The selected CIW – Service Area Costs page displays a table. Depending upon the number of created Service Areas, the applicant must click the “Which service area would you like to work on?” **drop-down menu** and select each option to capture information regarding that specific

service area.

i. First, select the **Service Area** to which costs will be attributed by using the drop-down menu outlined in red below.

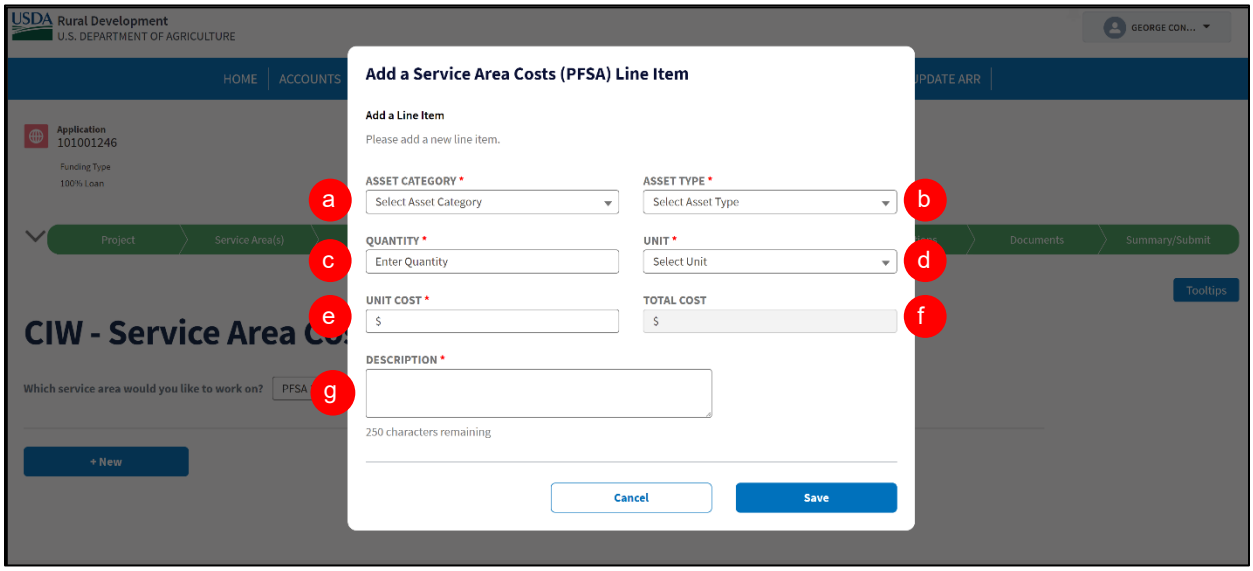
ii. Then, for each capital asset expected to be funded, create a new entry by clicking the **+New button**. A window will open allowing you to add information about the new line item. For the PFSA CIW, all costs must be eligible costs as defined in the **Eligible Cost Purposes** section of this Application Guide. The 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.

Figure 152: **CIW – Selection Box and +New button**



a. **Asset Category** – Click the Asset Category drop-down menu and then select the applicable option.
b. **Asset Type** – Click the Asset Type drop-down menu and then select the applicable option. The drop-down menu is only accessible after a Project Asset Category has been selected.
c. **Quantity** – Enter the appropriate value.
d. **Unit** – This field defaults to certain values based upon the Project Asset Type selection. When the applicant selects Other (specify) as the Project Asset Type, click the Unit drop-down menu and then select the applicable option. This drop-down menu is only accessible after a Project Asset Type has been selected.
e. **Unit Cost** – Enter the appropriate amount.
f. **Total Cost** – This is a system generated value that appears after the quantity and unit cost are defined.
g. **Description** – Enter a short description.

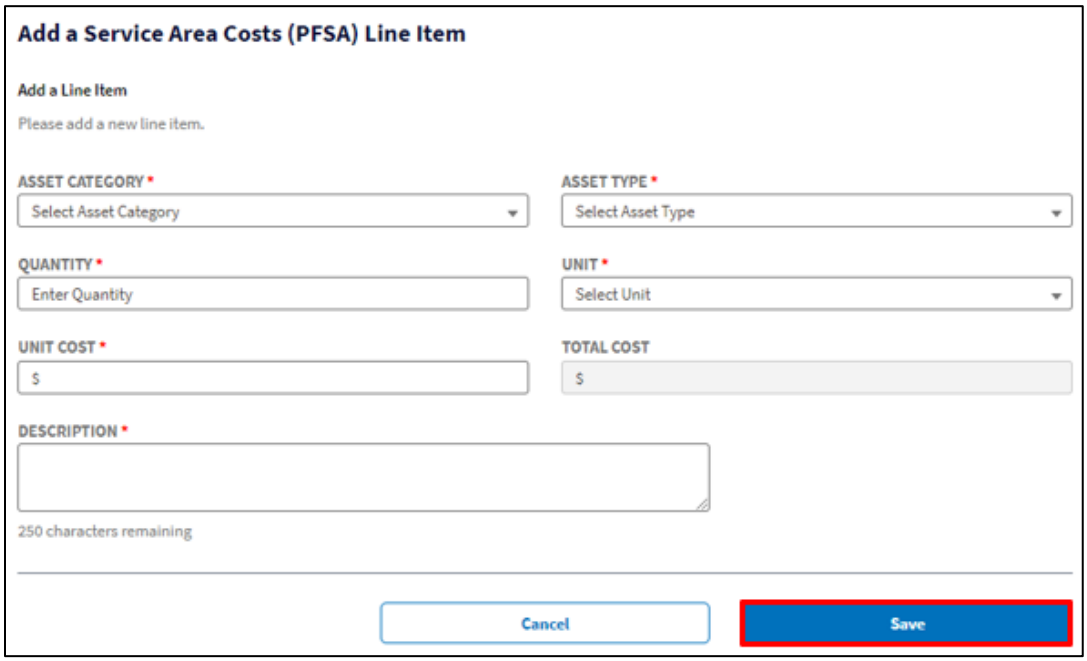
Figure 153: **Add a Service Area Costs (PFSA) Line Item**



Please ensure that the Unit selected matches the unit used in the Quantity field (e.g., if you select "Route Miles" ensure your quantity is in miles, not feet).

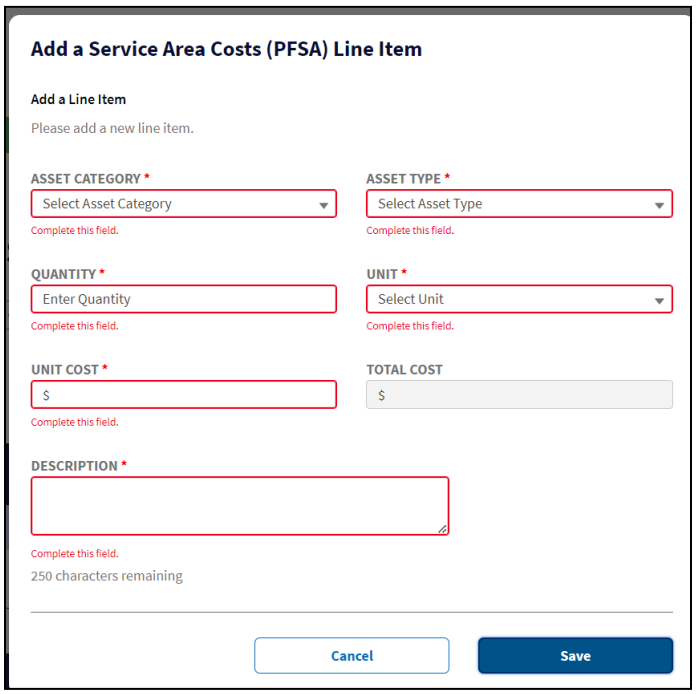
6. Clicking the **Save** button saves the Service Area Cost (PFSA) Line Item into the Capital Investment Workbook.

Figure 154: **Capital Investment Workbook Page Save button**



7. Trying to save without completing the required fields will result in errors, as shown in Figure 155.

Figure 155: **Capital Investment Workbook Page – Line item Error Messages**



8. Save the information frequently, as any unsaved information will be lost upon navigating away from this section.

To Edit a Service Area Costs (PFSA) Line Item:

1. Click on the button on the right-hand side of the line item. A drop-down will appear with the option to Edit or Delete.

2. Click **Edit**. An Edit Window opens.

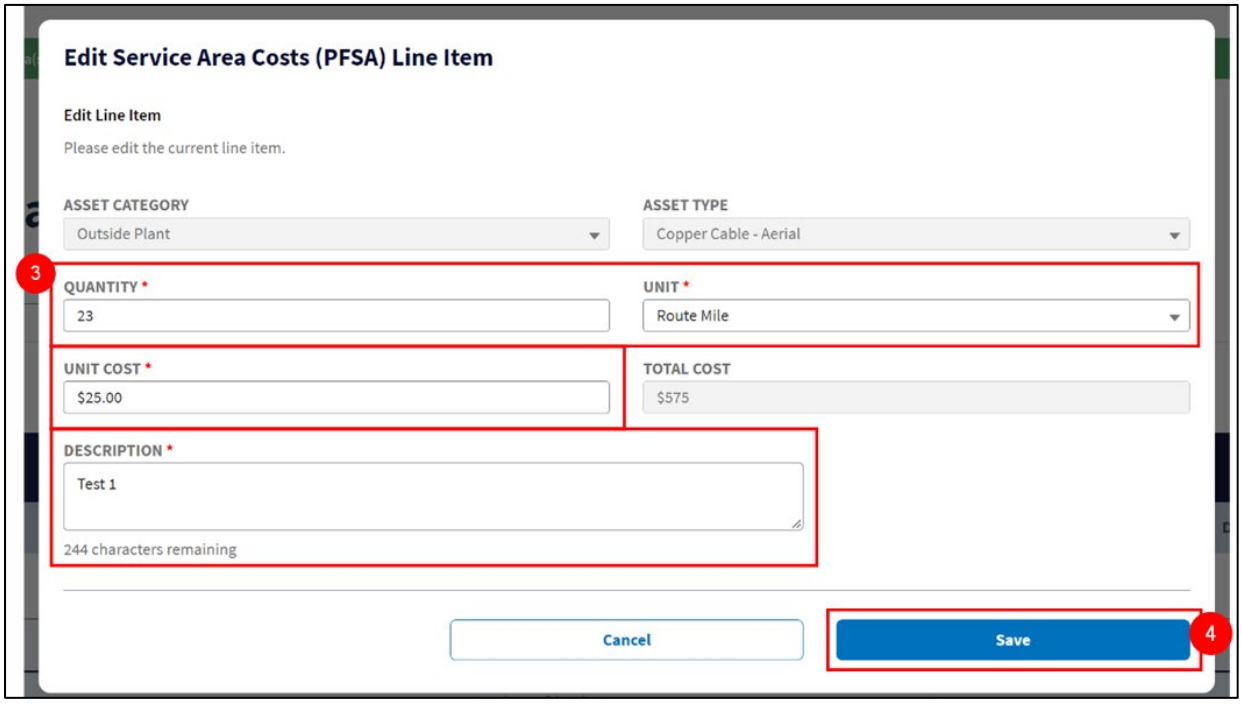
Figure 156: **Edit a CIW Line Item**



3. 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.

4. Click **Save.**

Figure 157: **Edit a Service Area Costs (PFSA) Line Item**



To Delete a Capital Investment Workbook (PFSA) Line Item

1. Click the button on the right-hand side of the line item. A drop-down will appear with the option to Edit or Delete.

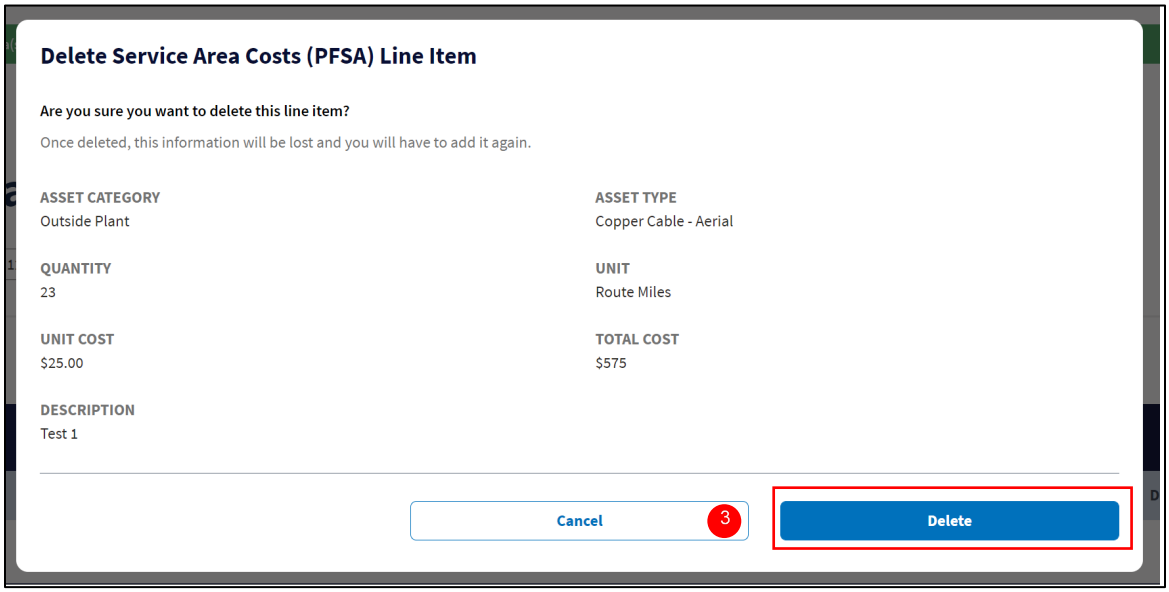
2. Click **Delete**.

Figure 158: **Delete Capital Investment Workbook (PFSA) Line Item**



3. A pop-up window will appear. Click the **Delete** button. This action is not reversible. If you delete a line item by mistake you will need to recreate it.

Figure 159: **Delete Capital Investment Workbook (PFSA) Line Item**

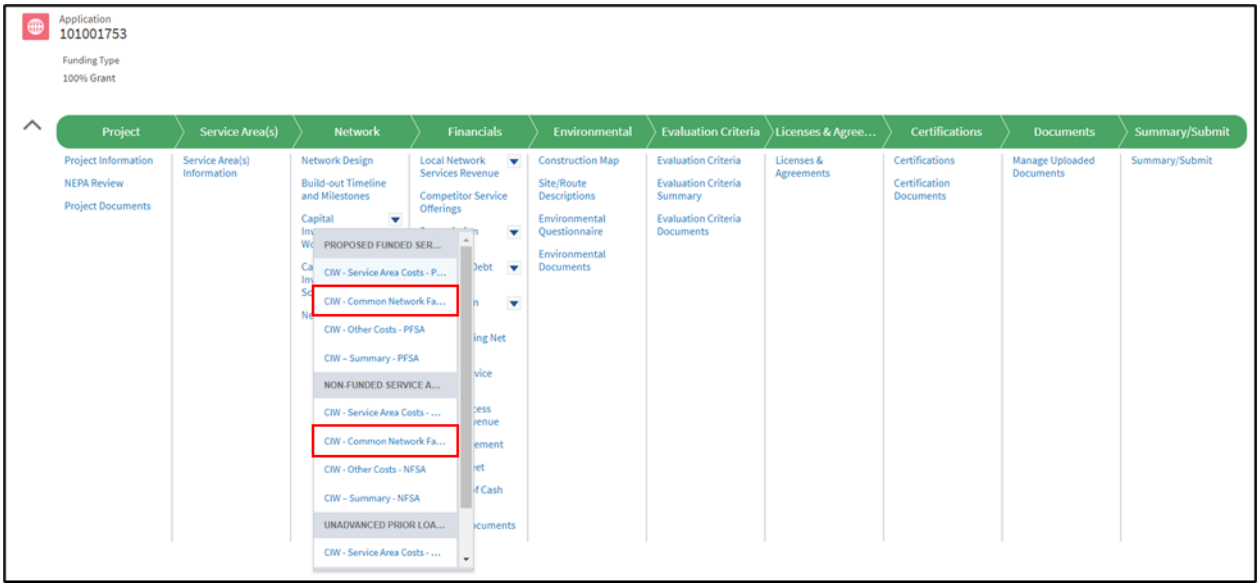


CIW – Common Network Facilities Costs

In this component, which is not applicable to UPLF, applicants list all physical project assets that will be used in the construction of common network facilities and their costs. While Service Area Costs are exclusive to a specified service area, Common Network Facilities Costs are more broadly purposed costs. Common Network Facility Costs are shared between two or more service areas. For example, if fiber cable is routed to serve five different service areas, these costs are considered Common Network Facility Costs. Common Network Facilities Costs are categorized in the same manner as Service Area Costs. The Common Network Facilities Costs must be completed for the Proposed Funded Service Area and any Non-Funded Service Areas.

1. From the Application Navigation Bar, click the **Network** section header.
2. The Application Navigation Bar expands. Next to the Capital Investment Workbook (CIW), click the **drop-down menu**.
3. A table displays hyperlinks under the Proposed Funded Service Area and the Non-Funded Service Area. Under the applicable header, click the **CIW – Common Network Facilities Costs**.
4. The selected Capital Investment Workbook – Common Network Facility page displays a table. Unlike the Service Area Costs, there is only a single table for the PFSAs. On both the PFSA CIW and the NFSA CIW, applicants should complete the information in the same manner as the CIW – Service Area Costs section. However, **applicants should only include the portion of the costs allocable to the service area**. For example, if 50 percent of a common network facility is allocable to the PFSA(s), 50 percent of the cost should be included in the PFSA CIW – Common Network Facility, and 50 percent of the cost should be included in the NFSA CIW – Common Network Facility.

Figure 160: **Navigation Bar – Expanded – Capital Investment Workbook Action Menu – Common Network Facilities Hyperlinks**



CIW – Other Costs

In this component, applicants list all other costs required to construct the necessary facilities to deliver broadband service to the service area. The system categorizes other costs in the following manner:

- 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)

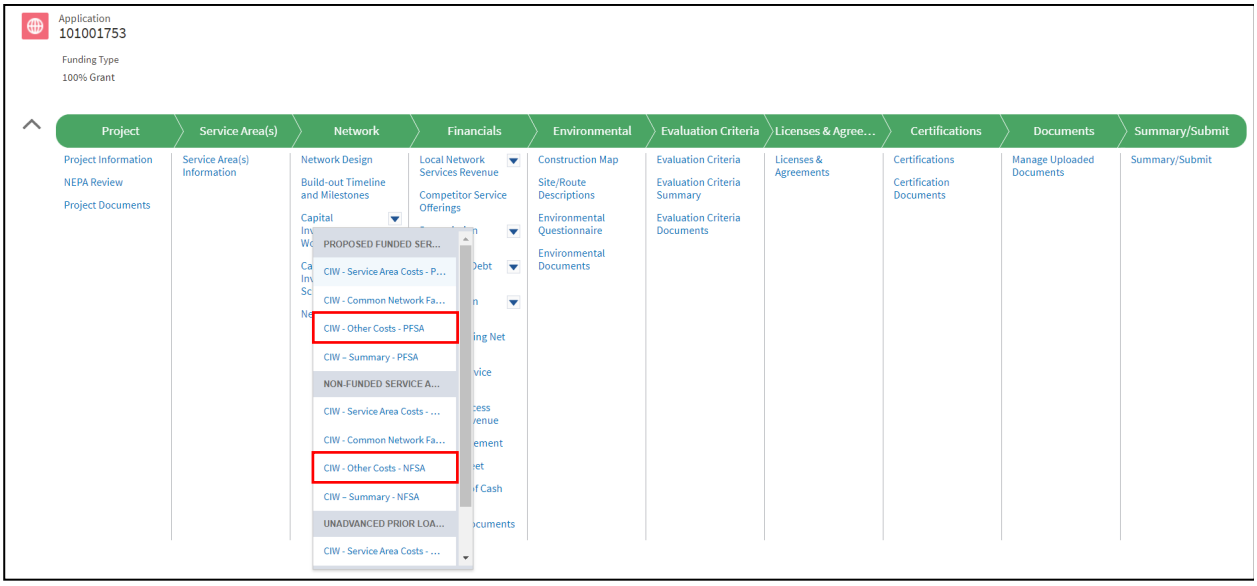
As part of the pre-application expenses, the costs associated with satisfying the environmental review requirements are eligible for reimbursement under the Professional Services category. Up to 3 percent of the requested award funds can be used for this purpose. Note that these environmental expenses will

count as part of the overall 5 percent of the requested award that is allowable for pre-application expenses.

For each asset, applicants select the asset category and the specific asset type. For each asset, the applicant will provide a description, the quantity to be used, the unit of measurement, and the cost per unit. The cost totals will be automatically calculated and populated. This CIW must be completed for all PFSAs, NFSAs, and UPLF to be expended during the project's build-out period.

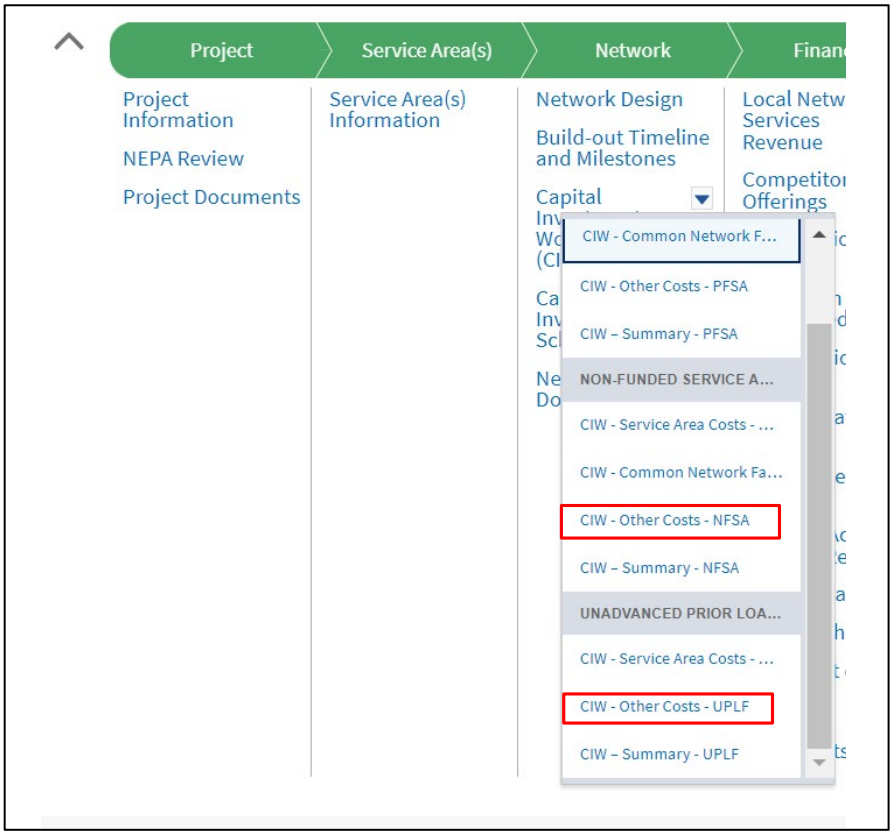
1. From the Application Navigation Bar, click the **Network** section header.
2. The Application Navigation Bar expands. Next to the Capital Investment Workbook (CIW), click the **drop-down menu.**
3. A table displays various hyperlinks under the Proposed Funded Service Area, Non-Funded Service Area, and Unadvanced Prior Loan Funds headers. Under the applicable header, click the **CIW – Other Costs** hyperlink.

Figure 161: **Navigation Bar – Expanded – Capital Investment Workbook Action Menu – Other Costs Hyperlinks**



4. The selected Capital Investment Workbook – Other Costs page displays a table. For each service area, applicants should complete the information in the same manner as the CIW – Service Area Costs section.

Figure 162: **Navigation Bar – Expanded – Capital Investment Workbook Action Menu, Other Costs Hyperlinks continued**

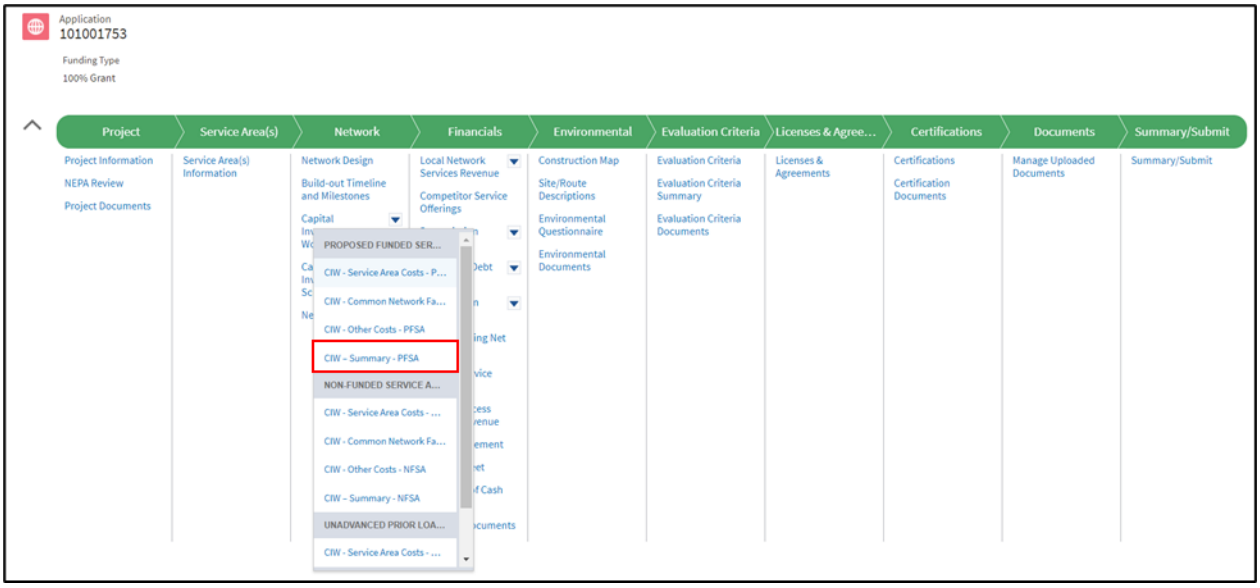


CIW – Summary

This instruction provides steps on how to review the CIW Summary within an Application. **The applicant must also specify the requested award amounts in the CIW – Summary for the Proposed Funded Service Area.**

1. From the Application Navigation Bar, click the **Network** section header.
2. The Application Navigation Bar expands. Next to Capital Investment Workbook (CIW), click the **drop-down menu**.
3. A table displays hyperlinks. Under the applicable header, click the **CIW – Summary** hyperlink.

Figure 163: **Navigation Bar – Expanded – Capital Investment Workbook Action Menu – Summary Hyperlink**



4. The Capital Investment Workbook Summary page displays the Project Cost information, entered on the other CIW pages. The PFSA CIW Summary page performs additional validations to ensure that pre-application expenses are limited to 5 percent of the requested award amount, and that not more than 40 percent of a loan amount is allocated to the acquisition cost (for 100% loan applications only). Scroll down and review the information for accuracy.

Figure 164: **CIW Summary Page**



5. If the CIW – Summary is for the PFSA, 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.
    - **100% Loan:** Enter the value in the Loan amount requested field. The loan amount requested cannot exceed total project costs or $50 million, whichever is less.
        - Grant Amount Requested (not-editable)
        - Loan Amount Requested (editable)
        - Matching Funds (not-editable)
        - Other Funds (not-editable) [automatically calculated]

    - **100% Grant**: Enter the value in the Grant amount requested field. The matching funds are **automatically** populated 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 ($35 million if the PFSAs meet the FAR Level 4 criterion), whichever is less.
        - Grant Amount Requested
        - Loan Amount Requested (not-editable)
        - Matching Funds
        - Other Funds (not-editable) [automatically calculated]

    - **50% Loan / 50% Grant:** Enter the values into the Grant Amount Requested, Loan Amount Requested, and Cash Substitution Amount for Loan Portion fields (cash may be substituted for all or part of the loan, but is not required). The grant amount must equal the sum of the **loan** and cash substitution. The maximum grant is $25 million or 50% of total project costs, whichever is less. The maximum loan is $25 million or 50% of total project costs, whichever is less.
        - Grant Amount Requested (editable)
        - Loan Amount Requested (editable)
        - Cash Substitution Amount for Loan Portion (editable)
        - Other Funds (not-editable) [automatically calculated]

Figure 165: **CIW – Summary Funding Information Table for 50% Grant / 50% Loan Funding Type**



- **100% Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities:** Enter the value in the Grant amount requested field. The requested amount cannot exceed $25M (or $35M if the PFSAs meet the FAR Level 4 criterion).
    - Grant Amount Requested (editable)
    - Loan Amount Requested (not-editable)

- Other Funds (not editable) [automatically calculated]

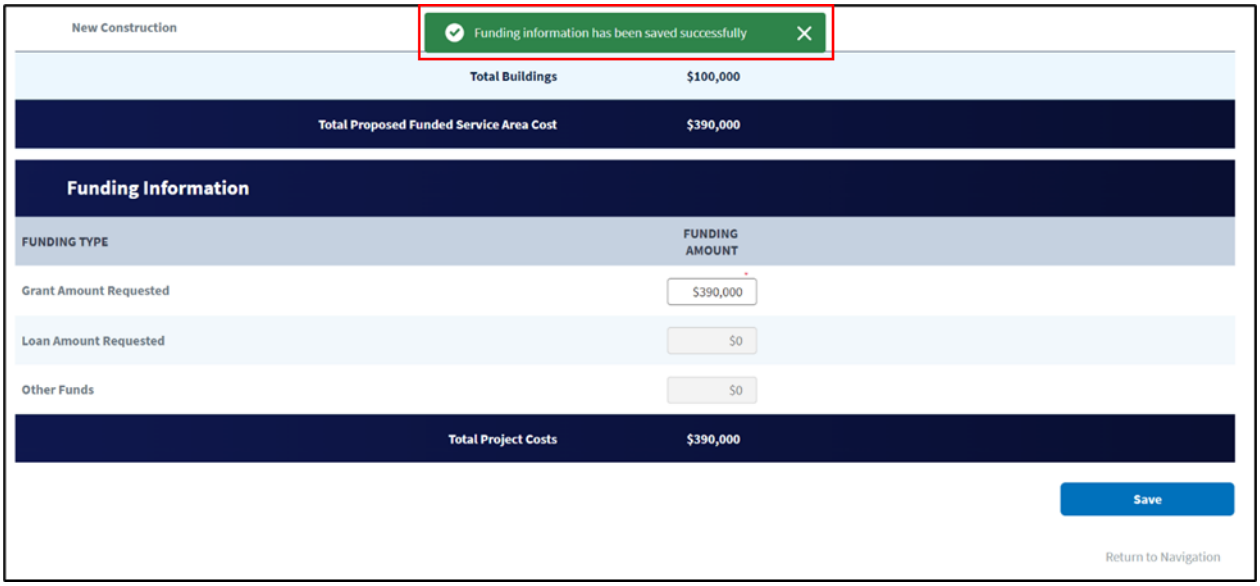
- **Projects serving areas where 90% of households lack sufficient access to broadband:** Enter the value in the Grant amount requested field. The requested amount cannot exceed $25M.
  - Grant Amount Requested (editable)
  - Loan Amount Requested (not editable)
  - Other Funds (not editable) [automatically calculated]

The system performs several validations on this page to ensure that the application is compliant with the ReConnect Program requirements. The system validates that the requested award amounts do not exceed maximum amounts, that pre-application expenses are limited to 5 percent of the award amount, and that the acquisition cost is consistent with the amount entered in the Project Information section and does not exceed 40 percent of the requested loan amount.

6. Click **Save**.

7. A success message appears top centered on the screen.

Figure 166: **CIW Page – Save Success Message Window**



Rural Digital Opportunity Funds (RDOF)

In this section, applicants breakdown their use of Rural Digital Opportunity Funds (RDOF). A workbook to describe this breakdown can be found on the USDA website here: Forms and Resources | USDA.

When applicants navigate to the "Network Documents" in the Online Application Portal, RDOF workbook will be a dropdown menu option. Please submit the workbook under the "Network Documents" section.

The RDOF workbook is used to Identify budget line items where RDOF funding is expected to be used. For any PFSA (not including NFSAs) where RDOF funding will be used for capital expenditures, please break the portion of the Other Fund total (as shown on the **Capital Investment Workbook (**CIW)) that will be funded with RDOF funds.

RDOF funds must be segregated from ReConnect facilities, and controls must be in place to prevent the

comingling of funds. As a result of this requirement, Reconnect and RDOF funds cannot pay for the exact same expenditures (both could have expenditures in the same category).

If the declared RDOF funds were awarded to a consortium, whose membership includes the applicant, then applicant must provide supporting documents proving the applicant's membership in the consortium and the portion of the consortium's RDOF award being allocated to the applicant. If the RDOF award is assigned to the applicant from a parent or subsidiary entity, then executed supporting documents confirming the assignment must be provided.

Capital Investment Schedule

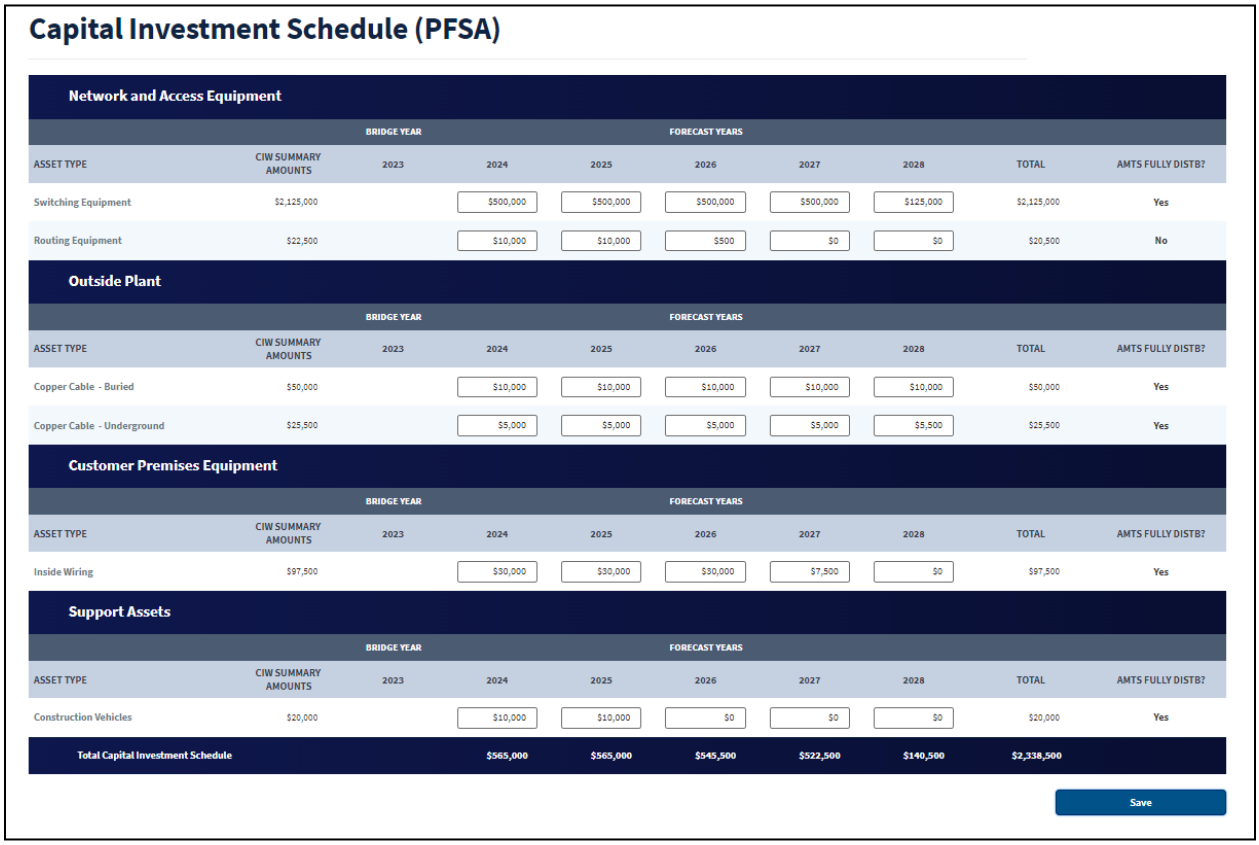
In the Capital Investment Schedule (CIS), enter information describing the timing of capital investments. The CIW must be completed before beginning this section of the application, as the information in the CIW informs the CIS.

The CIS consists of up to four subsections—Proposed Funded Service Area, Annual Capital Investment, Non-Funded Service Area, and Unadvanced Prior LoanFunds. Like the CIW, the subsections available to the applicant will vary depending on the information entered in the Project Information and Service Area(s) section of the application.

For each CIS table, only the asset types entered in the CIW appear in the Capital Investment Schedule. For each asset type, distribute its CIW Summary Amounts across the forecast years so that the amounts are fully distributed. Each table includes a validation in the "Amounts Fully Distributed" column to ensure that amounts in the CIW are fully distributed in the CIS under the appropriate Project Asset Type. This column defaults to "No". If the total amounts in the CIS reconcile with those in the CIW, this changes to "Yes". While the system does not prevent applicants from saving and then moving to different sections of the application when a value in this column is "No", it will not allow an application with such a validation error to be submitted.

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 167: **Capital Investment Schedule Page – Amounts Fully Distributed**



Capital Investment Schedule (PFSA)

Network and Access Equipment

ASSET TYPE	CIW SUMMARY AMOUNTS	BRIDGE YEAR 2023	FORECAST YEARS 2024	2025	2026	2027	2028	TOTAL	AMTS FULLY DISTB?
Switching Equipment	$2,125,000		$500,000	$500,000	$500,000	$500,000	$125,000	$2,125,000	Yes
Routing Equipment	$22,500		$10,000	$10,000	$500	$0	$0	$20,500	No

Outside Plant

ASSET TYPE	CIW SUMMARY AMOUNTS	BRIDGE YEAR 2023	FORECAST YEARS 2024	2025	2026	2027	2028	TOTAL	AMTS FULLY DISTB?
Copper Cable - Buried	$50,000		$10,000	$10,000	$10,000	$10,000	$10,000	$50,000	Yes
Copper Cable - Underground	$25,500		$5,000	$5,000	$5,000	$5,000	$5,500	$25,500	Yes

Customer Premises Equipment

ASSET TYPE	CIW SUMMARY AMOUNTS	BRIDGE YEAR 2023	FORECAST YEARS 2024	2025	2026	2027	2028	TOTAL	AMTS FULLY DISTB?
Inside Wiring	$97,500		$30,000	$30,000	$30,000	$7,500	$0	$97,500	Yes

Support Assets

ASSET TYPE	CIW SUMMARY AMOUNTS	BRIDGE YEAR 2023	FORECAST YEARS 2024	2025	2026	2027	2028	TOTAL	AMTS FULLY DISTB?
Construction Vehicles	$20,000		$10,000	$10,000	$0	$0	$0	$20,000	Yes

Total Capital Investment Schedule	$565,000	$565,000	$545,500	$522,500	$140,500	$2,338,500

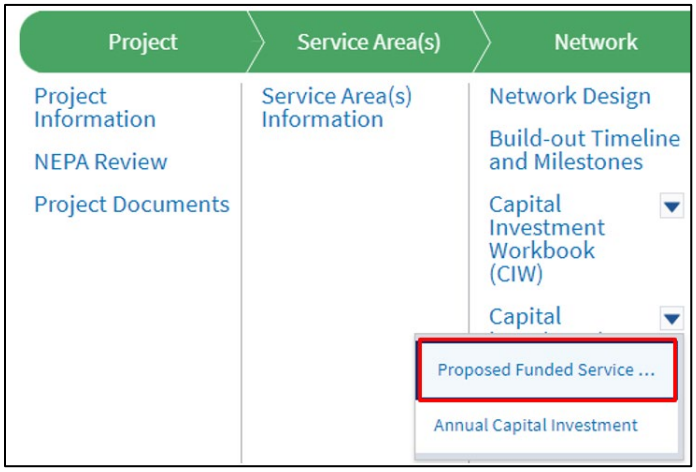
Save

Proposed Funded Service Area

In this section, applicants enter information describing the timing of capital investments for the PFSA.

1. From the Application Navigation Bar, click **Network**.
2. The Application Navigation Bar expands, next to the Capital Investment Schedule, click the **drop-down menu** (A), and then select **Proposed Funded Service Area** (B).

Figure 168: **Navigation Bar – Expanded – Capital Investment Schedule – Action Menu – Proposed Funded Service Area Hyperlink**



3. For each PFSA, the Capital Investment Schedule (PFSA) page displays a table listing the grouping of Project Asset Categories and their corresponding Project Asset Types. Enter the appropriate values for each listed Project Asset Type into the Capital Investment Schedule table.

    a. **Forecast Years** – Enter the appropriate distribution values for each forecast year of each displayed line item.

    b. **Professional Services** – Enter the appropriate distribution values for each Professional Services line item. This line item only appears if the applicant captured Professional Services costs in the CIW and is included in the following sections of the table—Network and Access Equipment, Outside Plant, Buildings, Towers, and Customer Premises Equipment. Because Professional Services Costs may occur across multiple Project Asset Categories, the CIW Summary Amount displays as "0". **At the bottom of the Capital Investment page, a section tracks the Total CIW Summary Amounts for all Professional Services and an un-editable total of the values entered in the Professional Services rows in each section. This is where the application keeps track of the total amounts entered under Professional Services to ensure that they are consistent with the amounts included in the CIW.** The Total and Amounts Fully Distributed columns in this row will update based on the values entered into the Professional Services rows above.

4. Click the **Save** button at the bottom right side of the page.

Figure 169: **Capital Investment Schedule (PFSA) Professional Services Fully Distributed**

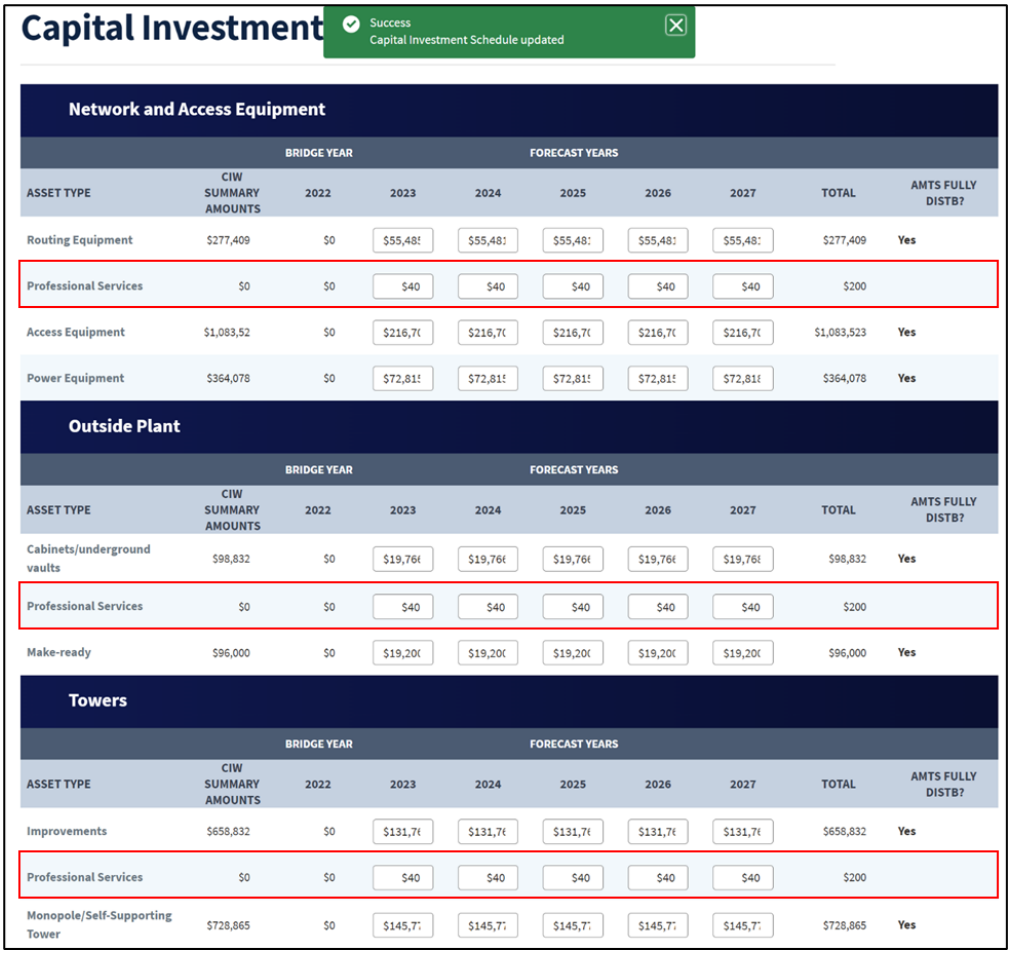


Figure 170: **Capital Investment Schedule – Professional Services**



Others (Specify)	$71,067	$0	$14,21	$14,21	$14,21	$14,21	$14,21	$71,067	Yes

Customer Premises Equipment

		BRIDGE YEAR	FORECAST YEARS						
ASSET TYPE	CIW SUMMARY AMOUNTS	2022	2023	2024	2025	2026	2027	TOTAL	AMTS FULLY DISTB?
Modems and Routers	$6,021,60	$0	$1,204,	$1,204,	$1,204,	$1,204,	$1,204,	$6,021,600	Yes
Others (Specify)	$482,359	$0	$96,47:	$96,47:	$96,47:	$96,47:	$96,47:	$482,359	Yes
Professional Services	$0	$0	$40	$40	$40	$40	$40	$200	

Professional Services

		BRIDGE YEAR	FORECAST YEARS						
ASSET TYPE	CIW SUMMARY AMOUNTS	2022	2023	2024	2025	2026	2027	TOTAL	AMTS FULLY DISTB?
Total	$800		$160	$160	$160	$160	$160	$800	Yes
Total Capital Investment S...			$1,976,...	$1,976,...	$1,976,...	$1,976,...	$1,976,...	$9,883,365	

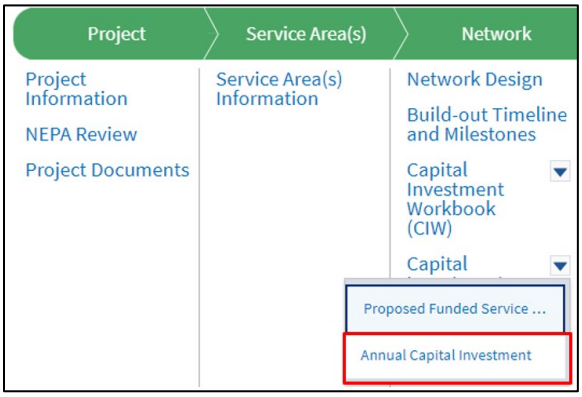
Save

Annual Capital Investment

In this section, applicants can view the sequencing and timing of award funds, matching funds, or cash substitution, if applicable. This table is initially populated based on the information entered by the applicant in the Proposed Funded Service Area subsection of the CIS. If other funds are proposed as part of the financing plan, they can be expended at any time during the build-out period. Consequently, applicants must use this table to demonstrate when other funds will be used.

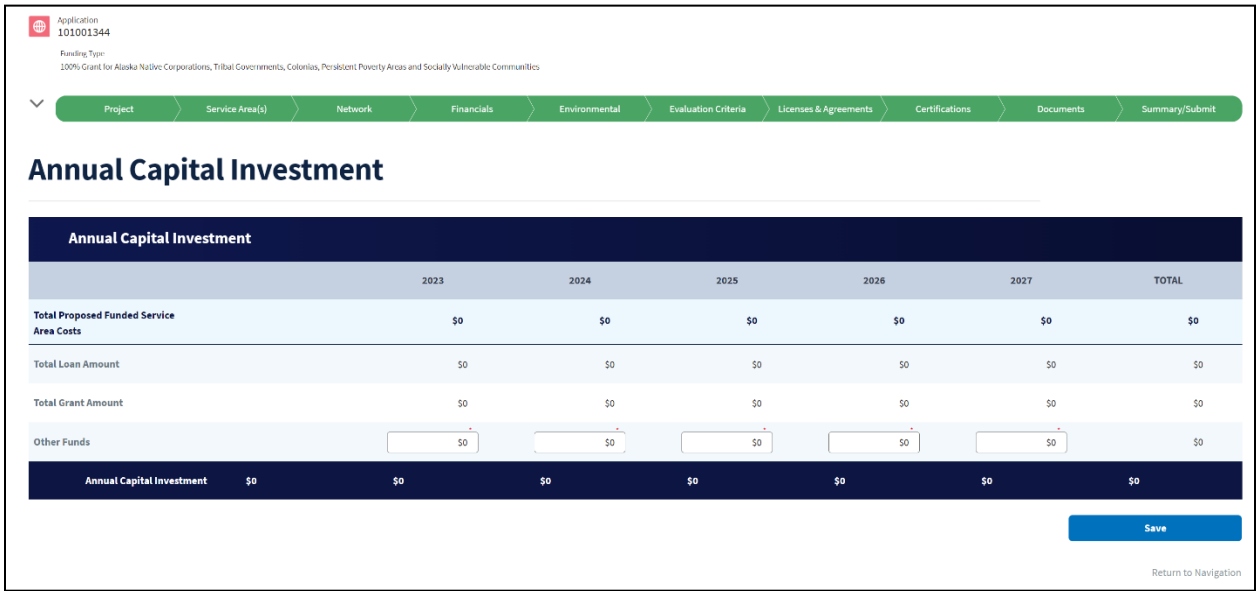
1. From the Application Navigation Bar, click **Network**.
2. The Application Navigation Bar expands. Next to the Capital Investment Schedule, click the **drop-down menu** (A) and then select **Annual Capital Investment** (B).

Figure 171: **Navigation Bar – Expanded – Capital Investment Schedule – Action Menu -Annual Capital Investment Hyperlink**



3. The Annual Capital Investment page displays. The system automatically distributes the Match, Cash Substitution, Loan, and Grant Amounts according to the requirements described in the **Advance Procedures** section of this guide. Enter the appropriate values across the forecast years (2023 – 2027) for the **Other Funds** line item. The amounts entered in the Total Project Costs row for **Other Funds** must equal the amount in the Total right-most column for **Other Funds**. The amounts for the other rows, which may include Match, Cash Substitution, Loan, and Grant Amounts will dynamically adjust based on the values entered in the **Other Funds** line item.
    - If Other Funds include RDOF funding, there is an attachment available at the Reconnect Forms and Resources Page, which can be provided to detail the portion of the Other Funds amount which is anticipated to be capital expenditures funded with RDOF funding. RDOF funding must not be comingled with any ReConnect funded purpose, and controls must be in place prior to release of funds that track RDOF funding, maintain it in separate accounts, and satisfy RUS that no comingling of funds or duplication of any ReConnect funded purposes. Additional instruction on RDOF funding is included in the Rural Digital Opportunity Funds (RDOF) section of this guide.

Figure 172: **Annual Capital Investment Page (for 100% Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities)**



4. Click **Save** after the Annual Capital Investment table has been completed.

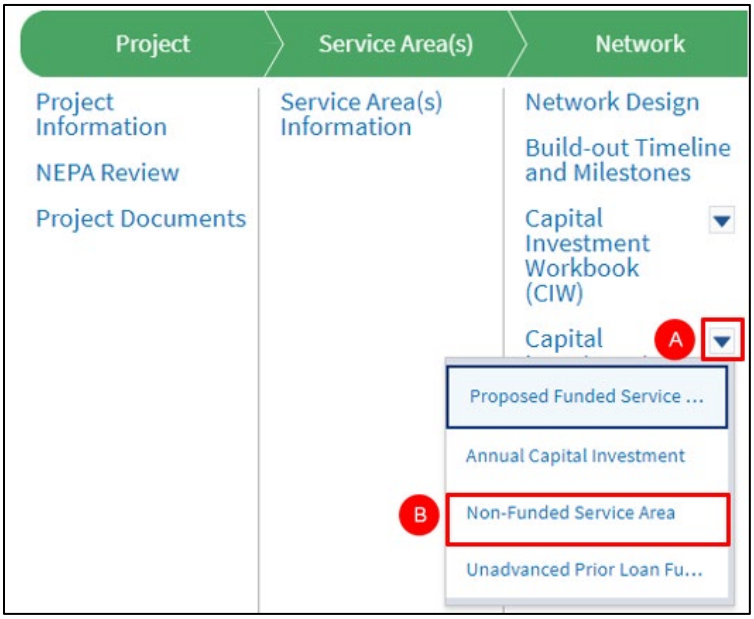
Figure 173: **Annual Capital Investment Page (For 100 Percent Loan)**



Non-Funded Service Area

1. On the Application Navigation Bar, click **Network.**
2. The Application Navigation Bar expands. Next to the Capital Investment Schedule, click the **drop-down menu** (A) and then select **Non-Funded Service Area** (B).

Figure 174: **Navigation Bar – Expanded – Capital Investment Schedule – Action Menu – Non-Funded Service Area Hyperlink**

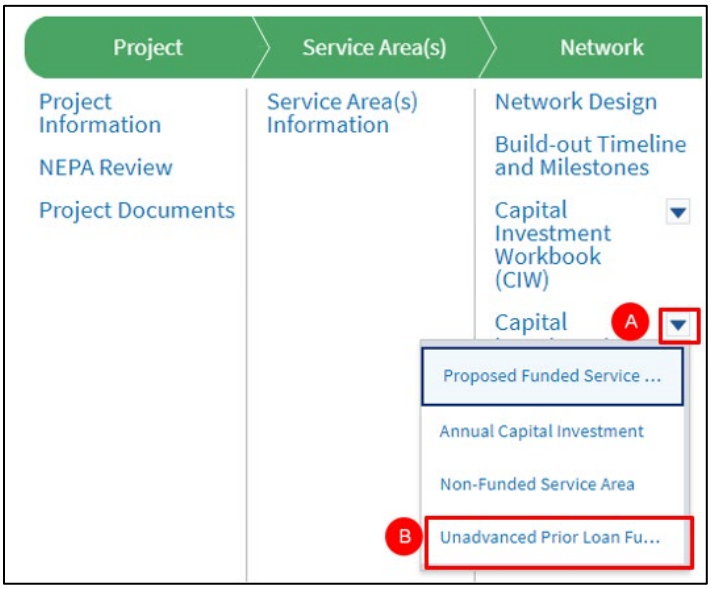


3. The Non-Funded Service Area Capital Investment Schedule page displays. Enter the appropriate values into the table, following the same guidance offered in the **Proposed Funded Service Area** subsection.
4. Click the **Save** button at the bottom right side of the page.

Unadvanced Prior Loan Funds

1. On the Application Navigation Bar, click **Network**. The Application Navigation Bar expands, next to the Capital Investment Schedule, click the **drop-down menu** (A) and then select **Unadvanced Prior Loan Funds** (B).

Figure 175: **Navigation Bar – Expanded – Capital Investment Schedule – Action Menu – Unadvanced Prior Loan Funds Hyperlink**



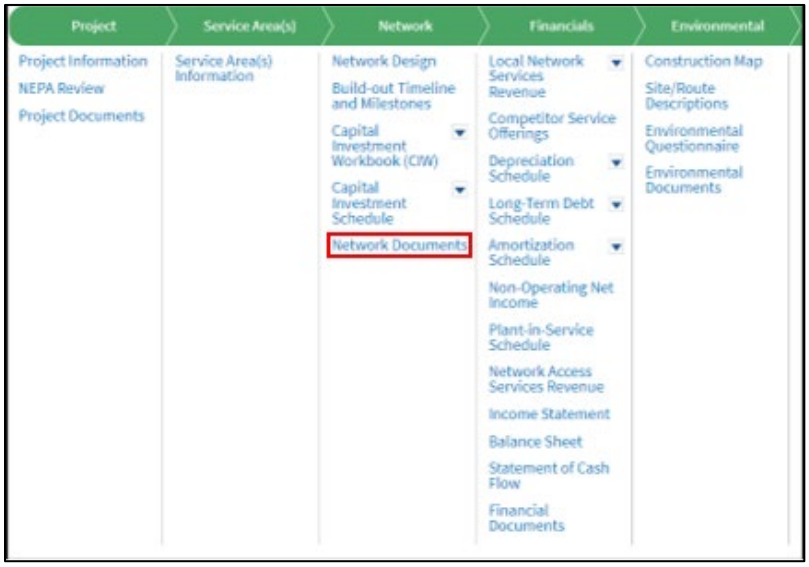
2. The Unadvanced Prior Loan Funds CIS page displays. Enter the appropriate values into the table following the same guidance offered in the **Proposed Funded Service Area** subsection. As UPLFs should be used before the last Forecast Year, applicants cannot enter values for that year.

3. Click **Save**, located at the bottom of the table once the CIS has been successfully completed.

Network Documents

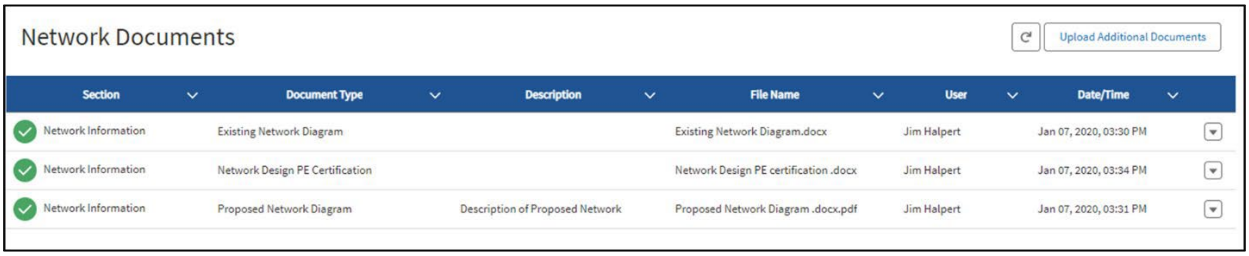
1. From the Application Navigation Bar, click the **Network** section header. The Application Navigation Bar expands. Click the **Network Documents** hyperlink.

Figure 176: **Network Documents Link**



2. The Network Documents page displays a table listing uploaded documents. Upload the supporting documents following the guidance provided in the **Uploading Documents**.

Figure 177: **Network Documents Page**



Financials Tab

In this section, applicants provide information related to the historical and forecast financial performance of the applicant, in addition to service offering and subscriber projections. An applicant can submit their financial information using a calendar year or fiscal year basis for historical and forecasting, but the methodology must be consistent across all years. If the applicant is using fiscal year, rather than calendar year financials, the assumptions need to be clearly defined.

In addition to four years (2018-2021) of historical data, the applicant shall provide the Bridge Year financials (2022 for the purpose of this FOA), and the projected financial statements for the next five years (2023-2027). If a 100 Percent Grant application uses an Irrevocable Letter of Credit (ILOC) as security, the applicant does not have to submit financial projections nor meet the financial ratio requirements as stated in 7 CFR 1704.61. Publicly traded companies with an eligible investment grade bond rating also do not need to submit financial projections.

To capture financial information, use valid characters, which include numbers, the negative sign (-), and decimal points (.). The system does not save fields that contain invalid characters. Input zero (0) in all blank fields. Applicants must complete the Project, Service Area, and Network Tabs of the application before beginning this Tab, as the financials section is heavily reliant on the information entered on those tabs. Each section of this Tab should be completed before moving on to the next section to avoid inconsistency between sections, moving from top to bottom of the menu.

Grant Accounting Guidance

While filling out the requested information within the Financial Tab, applicants must be mindful that the entity type of the applicant organization will affect how grant revenue is reported. The following four primary entity types follow unique accounting requirements, and each report the grant revenue in slightly different ways in their audited financial statements.

Utility Cooperatives or Regulated Companies – Utility cooperatives that follow the respective electric and telecom RUS Uniform System of Accounts (USOA) and are tax-exempt under Internal Revenue Service Code 501I(12) would follow the guidance allowed under the USOA and Generally Accepted Accounting Principles for regulated entities (ASC 980). The USOA allows for the recognition of the grant as a “contribution in aid of construction (CIAC)” which reduces the amount of the asset capitalized and is not reported as income.

Governmental Entities, Indian Tribes, or Territories and Possession of the U.S. – These entities are required to report under standards promulgated by the Government Accounting Standard Board (GASB) that recognize the grant as operating revenue at the time of receipt. GASB Statement 34 requires Enterprise Funds to record capital and operating grants as “program revenues”, which are revenues from the “program or from parties outside the reporting government’s taxpayers or citizenry, as a whole, that reduce the net costs of the function to be financed from the general government’s general revenues.” For governmental entities, grant revenue is typically treated as operating income.

Not-For-Profit Organizations – A not-for-profit organization, as defined in 2 CFR Part 200.70, means any corporation, trust, association, cooperative, or other organization, not including Institutions of Higher Education (IHEs), that:

a. is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
b. is not organized primarily for profit; and

c. uses net proceeds to maintain, improve, or expand the operations of the organization.

These entities, along with governmental entities, are considered non-Federal entities under 2 CFR Part 200.69. Not-for-profit organizations, as defined by the Financial Accounting Standards Board (FASB), specifically exclude utility cooperatives. The primary accounting standards for these entities provide that the entity recognizes grant revenue as operating revenue but the assets (including cash) resulting from the grant may be classified as "temporarily restricted" until all grant requirements have been met.

For-Profit Entities - For-profit entities include all organizational types that are in the business of providing broadband or other services for a profit (e.g., LLCs, LLPs, Corporations, S Corporations, individually owned and publicly traded corporations). These entities report under FASB standards and are subject to the revenue recognition model. In recognizing revenue, the entity must determine whether it is an exchange transaction or contribution. RUS grants are a contribution type transaction. RUS compliance requires providing service for the economic life of the loan and building out the entire project for the Project Service Area to the specifications acceptable to RUS which would defer recognition of the grant. Based on the government's ability to disallow or request grant funds be returned to Treasury, these entities would defer grant revenue and recognize throughout the economic life of the plant. Grant revenue is not part of the normal course of operations and is not a recurring revenue stream and, therefore, should be reported as non-operating revenue.

Table 9: **Grant Accounting Guidance**

Section	Line Item	Applicable Entities	Non-Applicable Entities	Guidance or Comments
Plant-in-Service	**Less Grant-Funded Expenses and (or) Less Capitalized Expenses**	**All Entities**	**Not Applicable**	**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 Capital Investment Schedule, not just other expenditure costs paid for with Grant funds.
Plant-in-Service	**Less Grant-Funded Assets**	**Cooperatives Using CIAC**	**Cooperatives using Deferred Revenue Method, For-Profit Entities, Not-For- Profit, Government Entities**	**Cooperatives using the Contribution in Aid of Construction Method:** Will use this line item to account for projected plant assets to be constructed using grant funds. **All Other Entities:** Will not use this line item since the gross value of the plant assets will be recorded and depreciated over the economic life of the asset.

Section	Line Item	Applicable Entities	Non-Applicable Entities	Guidance or Comments
Income Statement	**Amortized Grant Revenue**	**All Entities**	**Not Applicable**	**For-Profit:** The amortization method should be amortized over the composite economic life of facilities constructed using grant funds. **Cooperatives:** Cooperatives that elect to use the deferred revenue recognition method for grants should be amortizing over the composite economic life of the facilities constructed using grant funds. **Cooperatives:** Cooperatives using the Contribution In Aid of Construction (CIAC) method would not use this account. **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. Applicants should treat this line item as "Grant Revenue" and insert the respective amounts in the applicable years.
Balance Sheet	**Deferred Grant Revenue**	**For-Profit**	**Cooperatives Not-For-Profit Government Entities**	**For-Profit:** Will use this line item to record grant revenue that has been deferred. **Cooperatives:** Cooperatives that elect to use the deferred revenue recognition method for grants will use this line item to record grant revenue that has been deferred. **Cooperatives-CIAC, Not-For-Profit or Government Entities:** These entities will not use this line item because grant revenue is recognized at the time it was received.
Cash Flow	**Plant Constructed Using Grant Proceeds**	**All Entities**	**Not Applicable**	**All Entities:** Will use this line item to designate plant assets constructed using grant funds. This is the cash outflow from grant proceeds used for plant assets.
Cash Flow	**Proceeds from Grant Funds**	**All Entities**	**Not Applicable**	**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.

Section	Line Item	Applicable Entities	Non-Applicable Entities	Guidance or Comments
Depreciation Expense	**Less Grant-Funded Plant**	**Cooperatives Using CIAC**	**Cooperatives using Deferred Revenue Method, For-Profit Entities, Not-For- Profit, Government Entities**	**Cooperatives using the Contribution in Aid of Construction Method:** Will use this line item to deduct depreciation calculations related to grant-funded plant. **All Other Entities:** Not applicable.

Local Network Services Revenue

In this section, applicants provide information related to the projected revenues from local network services provided by the proposed project.

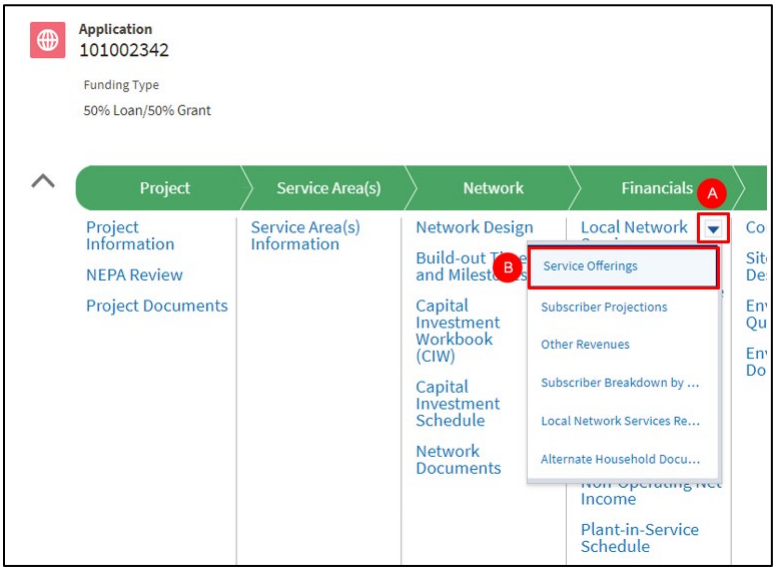
If the applicant is proposing an open access network project, a data service with speeds of at least 100 Mbps upstream and 100 Mbps downstream must still be proposed for each service area. However, as those applicants will not be receiving revenues directly from individual subscribers, the price for that service may be set at $0, with no projected subscribers. Revenue from ISPs should be captured under the Other Revenues section of the application.

Service Offerings

In this section, applicants 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.

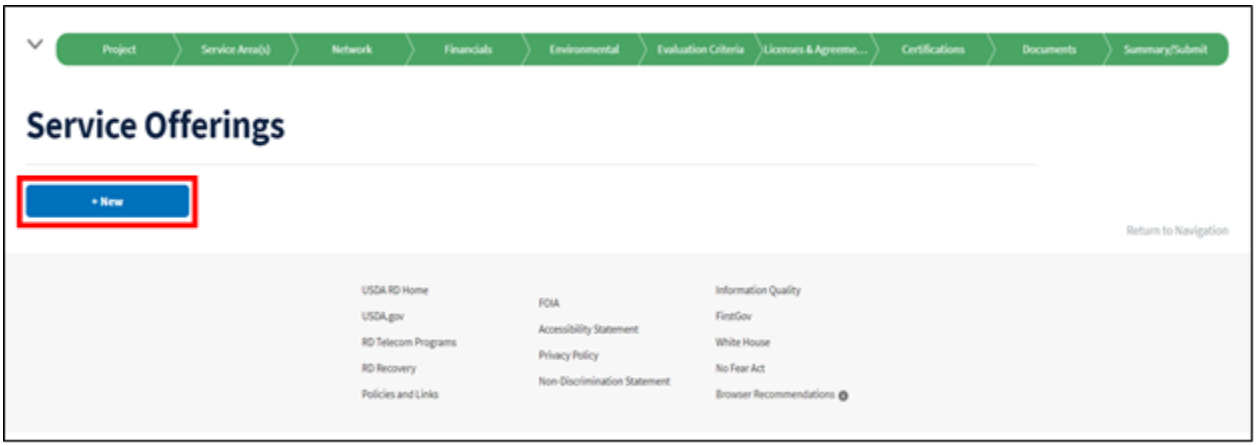
1. On the Application Navigation Bar, click the **Financials** header. The Application Navigation Bar expands. Under the Financials section, click the **drop-down menu** next to the **Local Network Services Revenue** (A), and then select **Service Offerings** (B).

Figure 178: **Navigation Bar – Expanded – Local Network Services Revenue – Action Menu – Service Offerings Hyperlink**



2. The Service Offering page displays. For each service offering that will be provided during the forecast period, enter the requested information in the New Service Offering Line Item Window that pops up after clicking the **+New** button.

Figure 179: **Add a Service Offering**



A. **Service Offering** – Click the Service Offering drop-down menu, then select the appropriate option from the list.

B. **Service Offering Status** – Click the Service Offering Status drop-down menu, then select the applicable option.

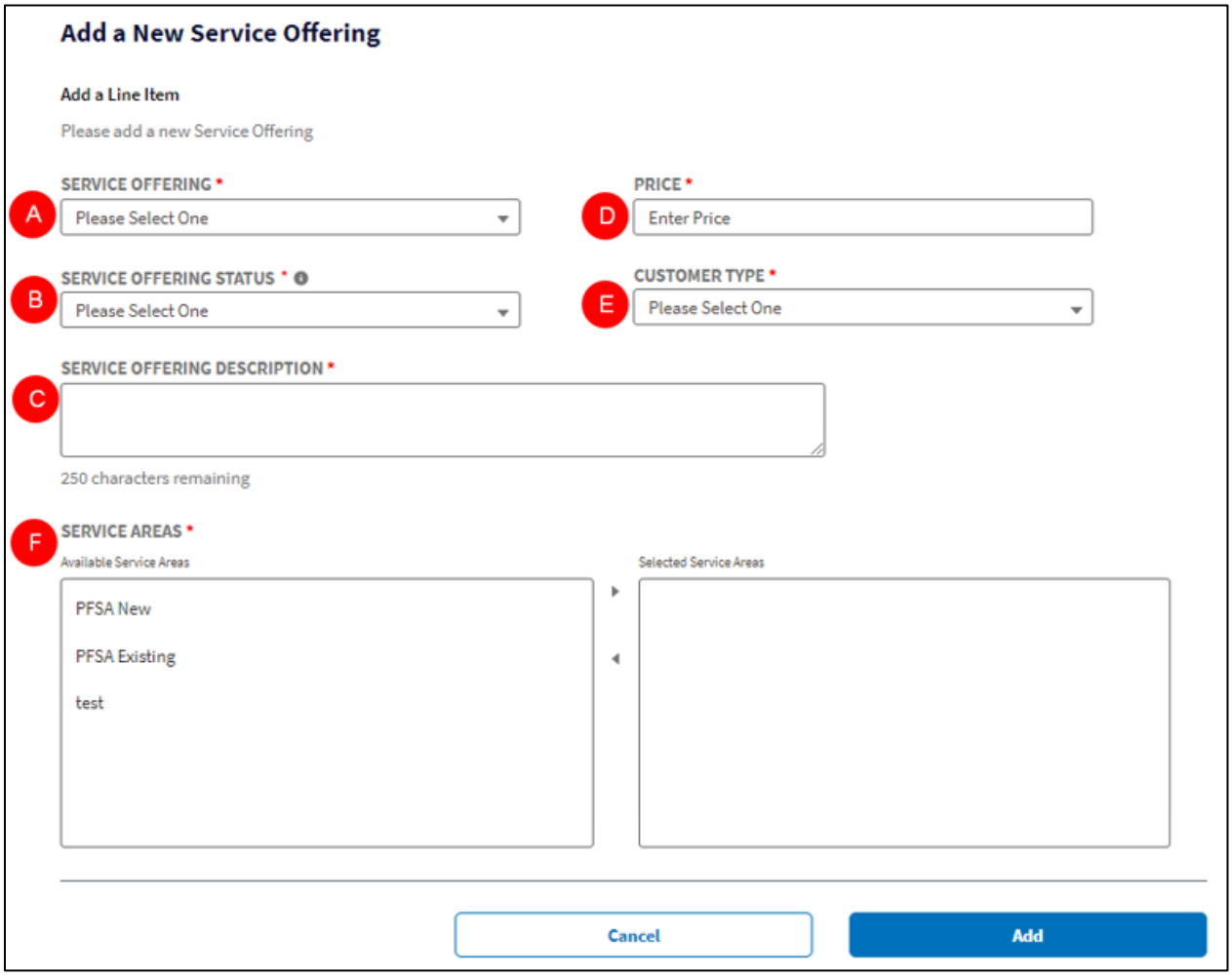
C. **Service Offering Description** – Enter a concise description of the Service Offering.

D. **Price** – Enter a monthly dollar amount for the Service Offering. The dollar amount fills in the Price from left to right with the decimal staying in place. If your application proposes an open access network project, the price entered should be $0.

E. **Customer Type** – Click the Customer Type drop-down menu, then select the applicable option.

F. **Service Areas** – In the "Available Service Areas" box, select the appropriate Service Area. Then click the right-facing arrow. One or more Service Areas can be selected per Service Offering.

Figure 180: **Add a New Service Offering Line Item Window, pt 2**



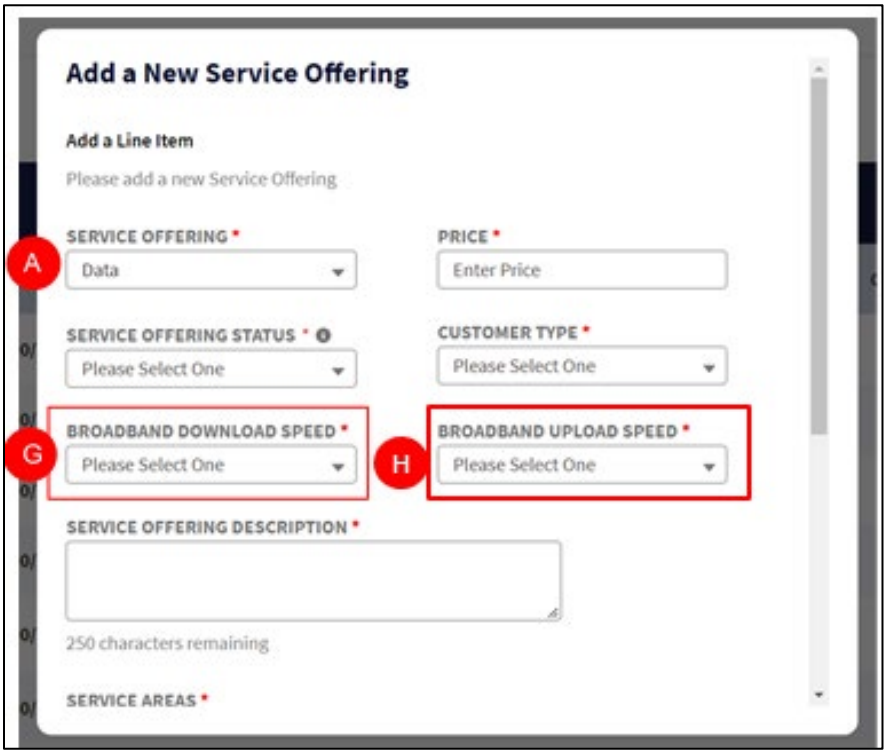
When the applicant chooses a **Service Offering including Data**, two new fields will appear titled Broadband Download Speed and Broadband Upload Speed. Choose the appropriate option for each.

G. **Broadband** Download **Speed** –Click the Broadband Download Speed drop-down, and then select the appropriate option from the list.

H. **Broadband Upload Speed** –Click the Broadband Upload Speed drop-down, and then select the appropriate option from the list.

Please Note: there must be at least one offering of 100/100 or higher.

Figure 181: **Any Service Offering Including Data will display Broadband Download and Upload Speed Drop-downs**

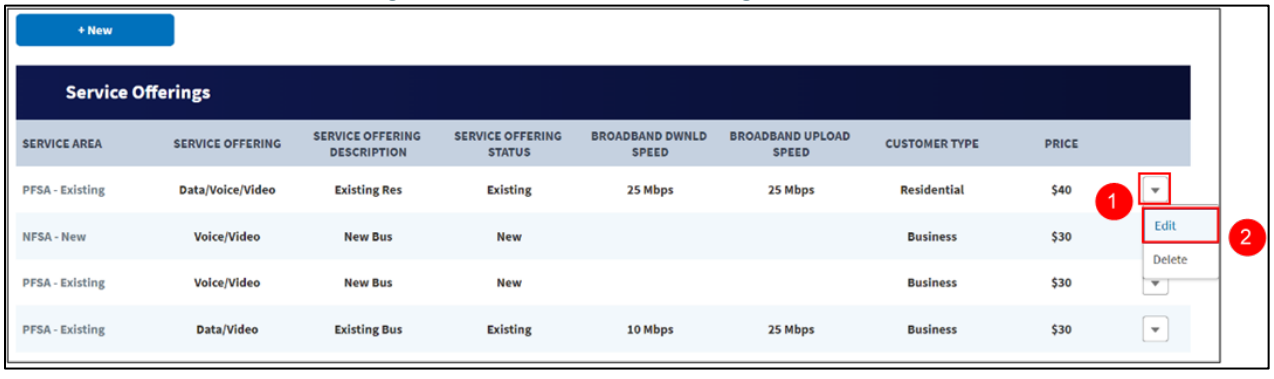


3. After the Service Areas are selected, click the **Add** button located at the bottom right side of the window.

Edit Service Offering Line Item:

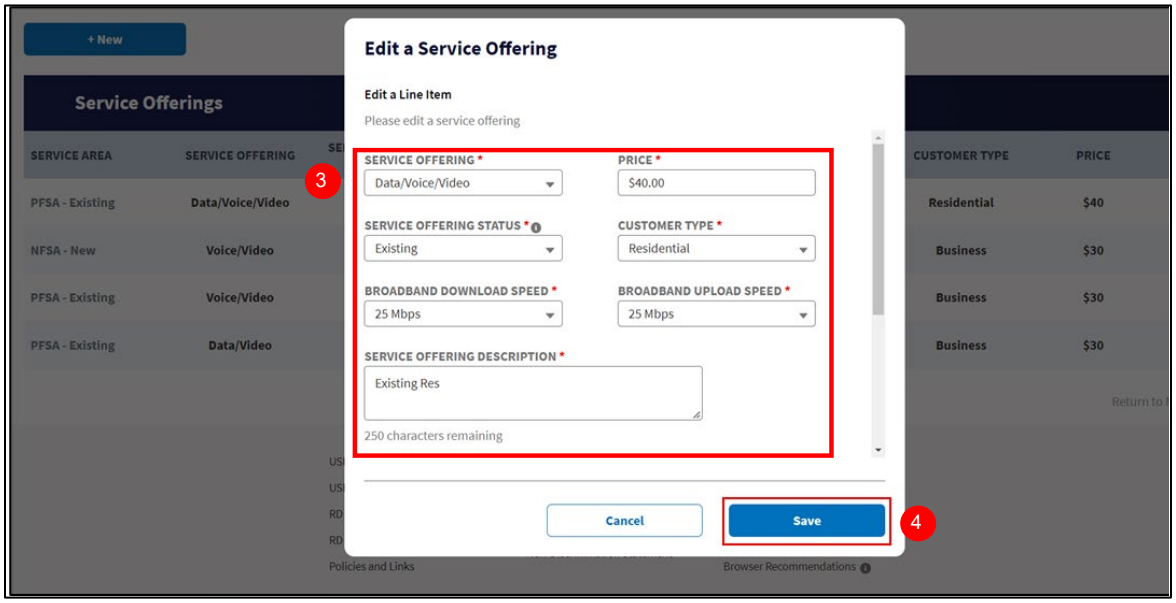
1. Click **Action Menu** on the right-hand side of the line item. A drop-down opens showing options to Edit or Delete.
2. Click **Edit**. An Edit Window opens.

Figure 182: **Edit Service Offering Line Items**



3. All fields in the window are editable.
4. Make any necessary changes and click **Save** when the changes are complete.

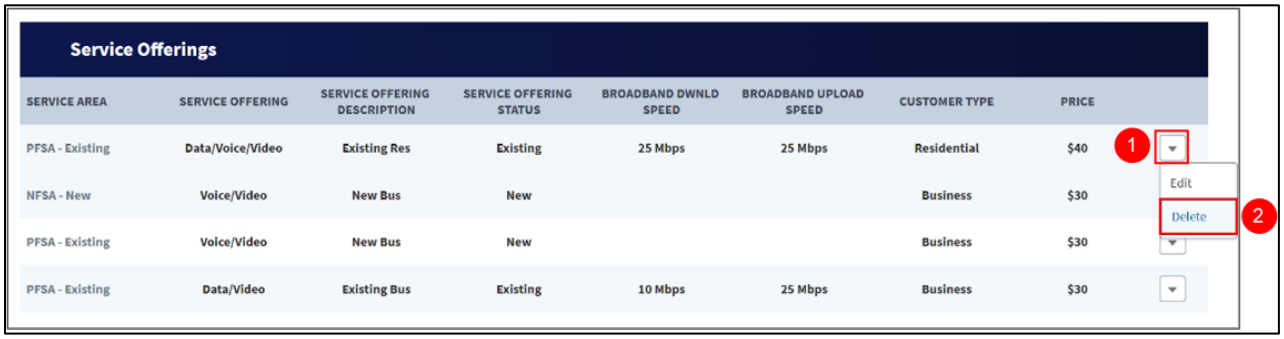
Figure 183: **Edit Service Offering Line Item Window**



Delete Service Offering Line Item:

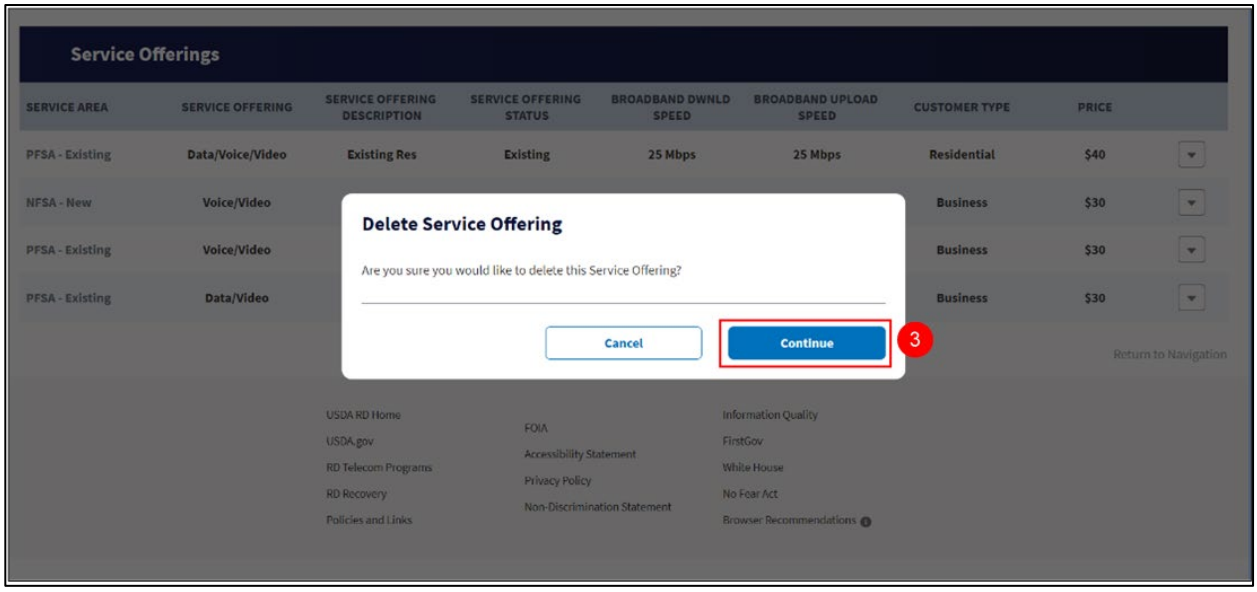
1. Click the button on the right-hand side of the line item. A drop-down opens showing options to Edit or Delete.
2. Click **Delete**. A Delete Window opens. Note: Deleting a Service Offering Line Item cannot be undone.

Figure 184: **Deleting a Service Offering Line Item**



3. Click **Continue**.

Figure 185: **Delete Service Offering - Continue**

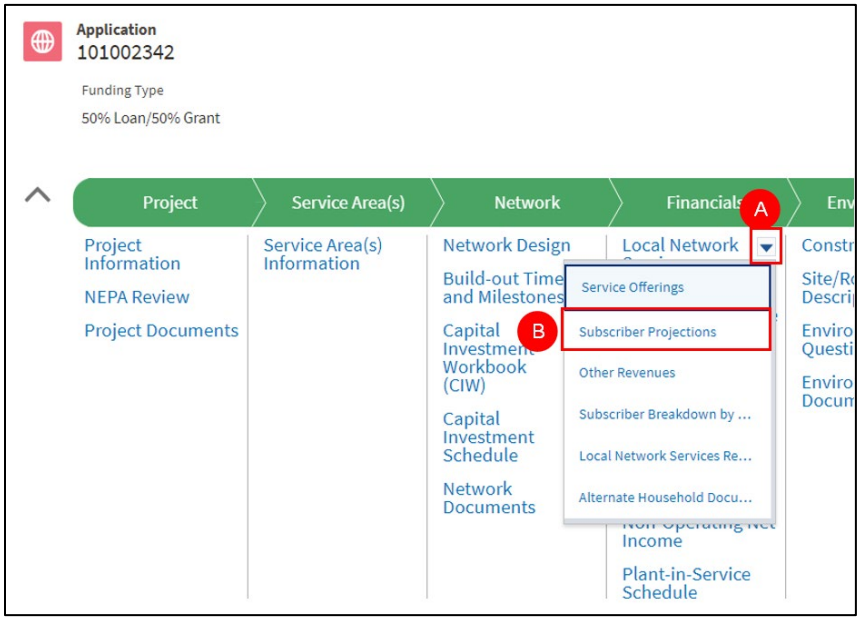


Subscriber Projections

In this section, applicants provide subscriber projections for each service offering for each PFSA and NFSA. Applicants 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 operating revenue.

1. From the Application Navigation Bar, select **Financials**. The Application Navigation Bar expands. Click the **drop-down menu** next to the Local Network Services Revenue (A) and select **Subscriber Projections** (B).

Figure 186: **Navigation Bar – Local Network Services Revenue – Action Menu – Subscriber Projections**



2. The Subscriber Projections page displays. Click the drop-down list at the top of the page to select a specific Service Area.

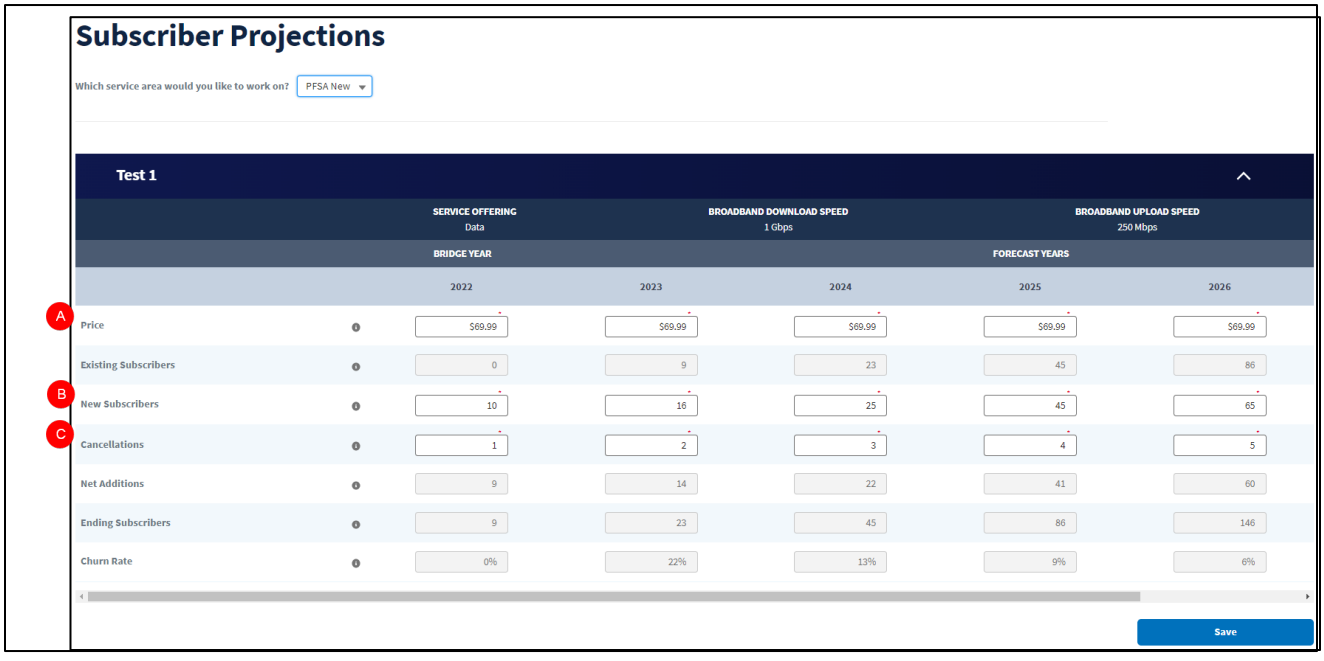
3. A Service Area table displays with auto-populated fields that pull data from the Service Offerings page. New Service Offerings contain only Bridge Year and Forecast Years, while Existing Service Offerings contain historical years, Bridge Year, and Forecast Years. Enter the following applicable line items:

    a. **Price –** These cells are prepopulated with the price information entered in the Service Offerings subsection. If you forecast price increases, change the prices in the corresponding cells for each year and provide supporting documents or narratives. Only copy and paste non-formatted numbers into the cells. If the system detects non-numeric entries in cells, you will see an error message preventing you from saving the page until the numbers are properly entered. This applies to all Financial pages that include manual entries.

    b. **New Subscribers –** Enter the number of new subscribers for the applicable years. Subscriber projections should be realistic andjustifiable taking into consideration the proposed service pricings vs PFSA demographics as well as any competitive service offerings. The projections must also be consistent with the build-out timeline, milestones, and CIS. The methodology used to determine these specific numbers must also be explained 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.

    c. **Cancellations –** Enter the number of cancellations for the applicable years. Significant deviations from historical churn rates should be justifiable.

Figure 187: **Subscriber Projections Page – Collapsed**



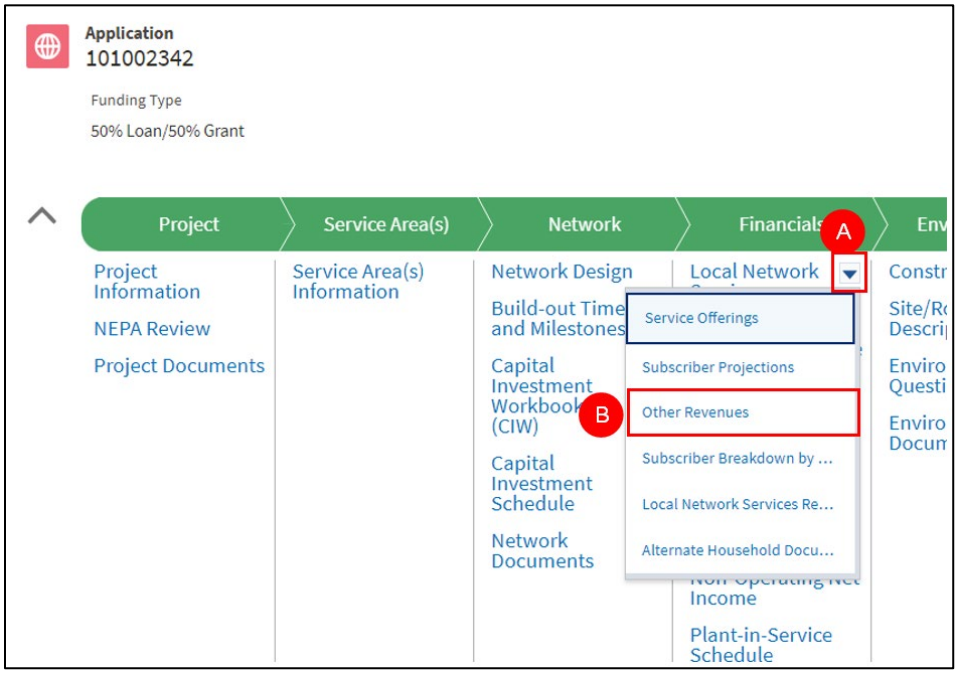
4. Click the **Save** button after completing all the data entries for the page. Repeat this process for every Service Offering in every Service Area.

Other Revenues

In this section, applicants 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.

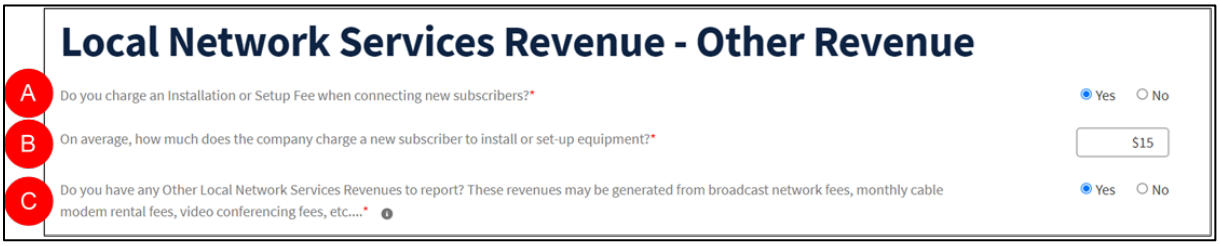
1. From the Application Navigation Bar, click the **Financials** header. The Application Navigation Bar expands.
2. Click the **drop-down menu** next to the Local Network Services Revenue (A) and select **Other Revenues** (B).

Figure 188: **Navigation Bar – Local Network Services Revenue – Action Menu – Other Revenues Hyperlink**



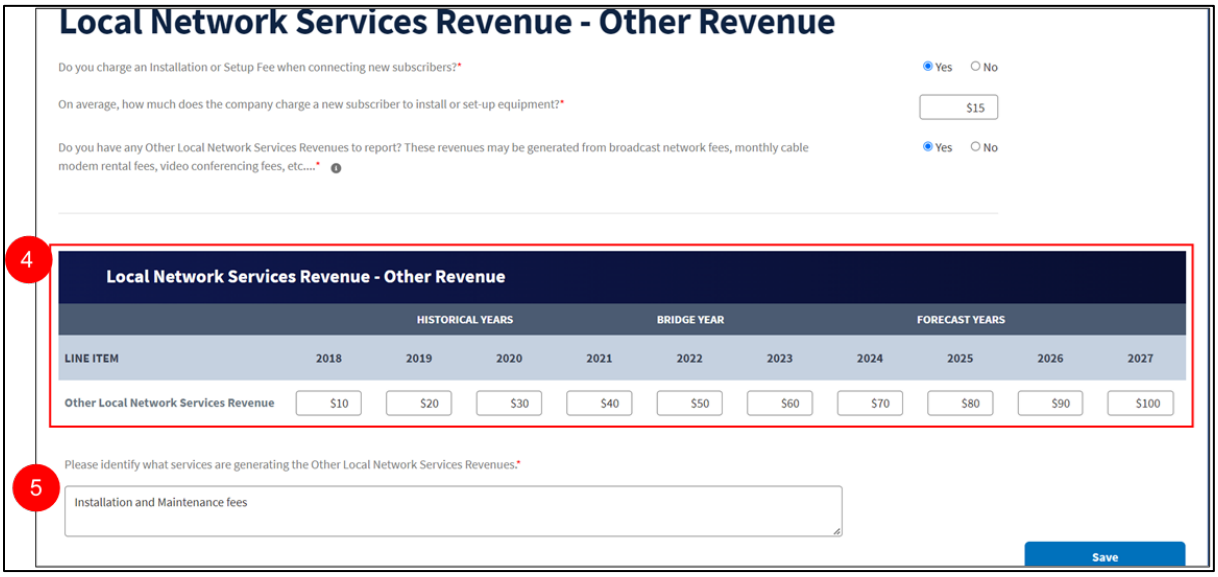
3. The Other Revenues page displays. Answer the following questions:
    A. Do you charge an Installation or Setup Fee when connecting new subscribers? – Select the applicable radio button.
    B. On average, how much does the company charge a new subscriber to install or set up equipment? – If applicable, enter the dollar amount.
    C. 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, and video conferencing fees. Select the applicable radio button. **If you propose an open access network project, capture those revenues under this question.**

Figure 189: **Other Revenue Page**



4. If **No**, proceed to step 6. If **Yes**, a table appears for dollar values to be entered into the applicable years (2018 – 2027). If applicable, enter the appropriate aggregate dollar amounts. There is only one Other Local Network Services line item that cannot be listed by sub-component.
5. Enter the applicable information in the "Please identify what services are generating the Other Local Network Services Revenues" field.
6. Click **Save** located in the bottom right-hand corner of the screen.

Figure 190:**Other Revenues Page – Financial Table**

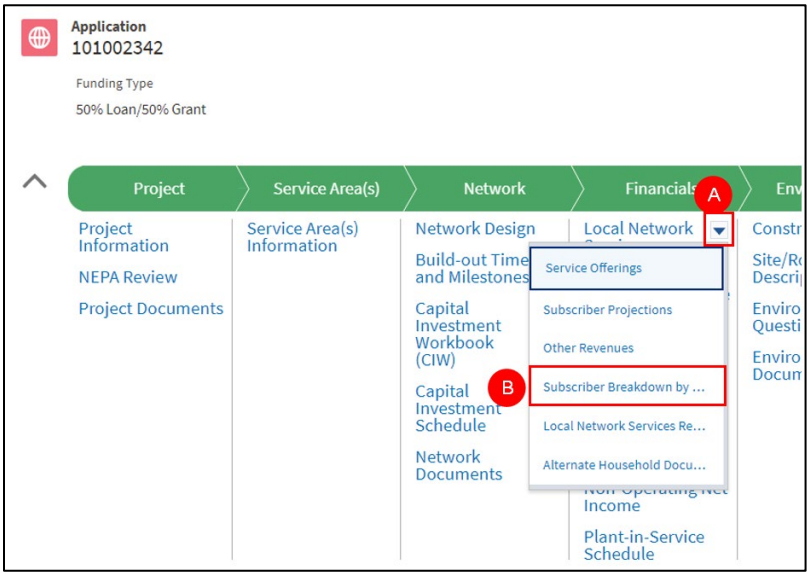


Subscriber Breakdown by Service Area

In this section, applicants can view the subscriber projections entered in the Subscriber Projections section overlaid with census household data and calculated penetration rates. Applicants should review this information for accuracy and reasonability and provide alternate household data, if appropriate.

1. From the Application Navigation Bar, click the **Financials** section header.
2. The Application Navigation Bar expands. Click the **drop-down menu** next to the Local Network Services Revenue (A), and select **Subscriber Breakdown By Service Area** (B).

Figure 191: **Navigation Bar – Local Network Services Revenue – Action Menu – Subscriber Breakdown By Service Area Hyperlink**



3. The Subscriber Breakdown by Service Area page displays. The page consists of tables for each service area and service offering. The tables display the following fields:

   Table Headers (see Figure 192 for the following numbered elements)

   A. **Service Area:** The specific Service Area this Subscriber breakdown pertains to.
   B. **Input Alternate Household Data (only available if the Service Area includes at least one Residential Offering):** If there is a discrepancy between the Census data loaded in the table and your actual data, you may provide alternate household data by clicking the Input Alternate Household Data toggle to activate the Alternate Household Data line on the table.
   C. **Historical Years**
   D. **Bridge Year**
   E. **Forecast Years**
   F. **Collapsible Arrow Toggle**

   Table Line Items (see Figure 192 for the following numbered elements)

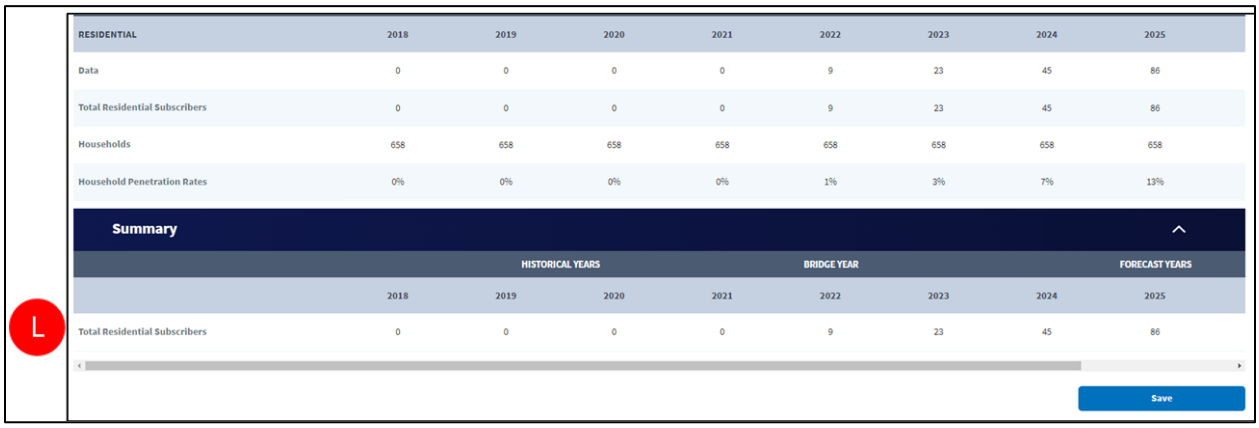
   G. **Residential or Business:** Pulled from Service Offerings
   H. **Service Offering(s):** This displays the number of subscribers for a given service offering.
   I. **Total Residential Subscribers:** This displays the total number of subscribers across all residential service offerings in a service area.
   J. **Alternate Households (if toggle is switched on):** Complete this line to supply Alternate Household data if you believe there is a discrepancy between the number of households in the Census data displayed on the table and your organization's internal information. If entering Alternate Household Data, provide supporting documentation in the Alternate Household Documents section to substantiate the data.
   K. **Alternate Household Penetration:** The system calculates this field by dividing the number of subscribers by the number of alternate households in the service area.

Figure 192: **Subscriber Breakdown By Service Area Page – PFSA**



L. **Total Residential Subscribers:** The total number of Residential Subscribers.

Figure 193: **Subscriber Breakdown by Service Area Continued Page**



4. For each service area, review the household information and penetration rates to ensure the data is consistent with the applicant's internal information, such as when penetration rates exceed 100 percent for any given service offering.

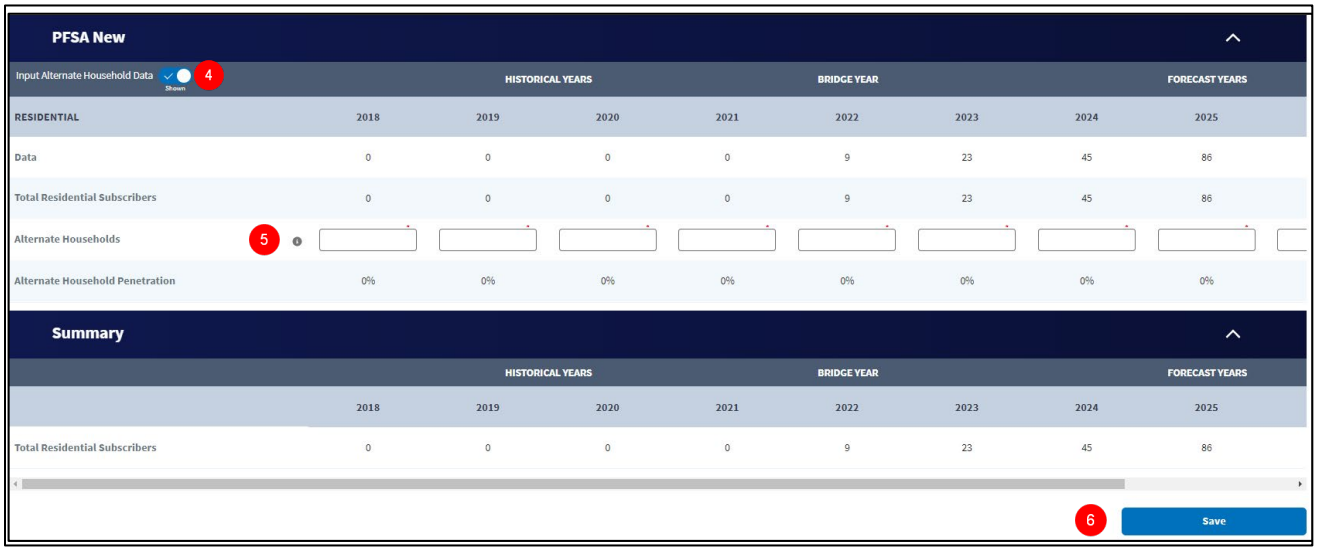
    a. If there is a material discrepancy between the data, click the Input Alternate Household Data toggle located in the upper right-hand corner of the table. If entering Alternate Household Data, the applicant must provide supporting documentation in the Alternate Household Documents section to substantiate the data.

    b. If not entering Alternate Household Data, proceed to step 6.

5. Enter the numerical data into the Alternate Households line item for the Historical Years, Bridge Year, and Forecast Years. The summary table of the total subscribers appears at the bottom of the page.

6. Click **Save** located in the bottom right corner of the page. A Save Successful message appears at the top of the screen.

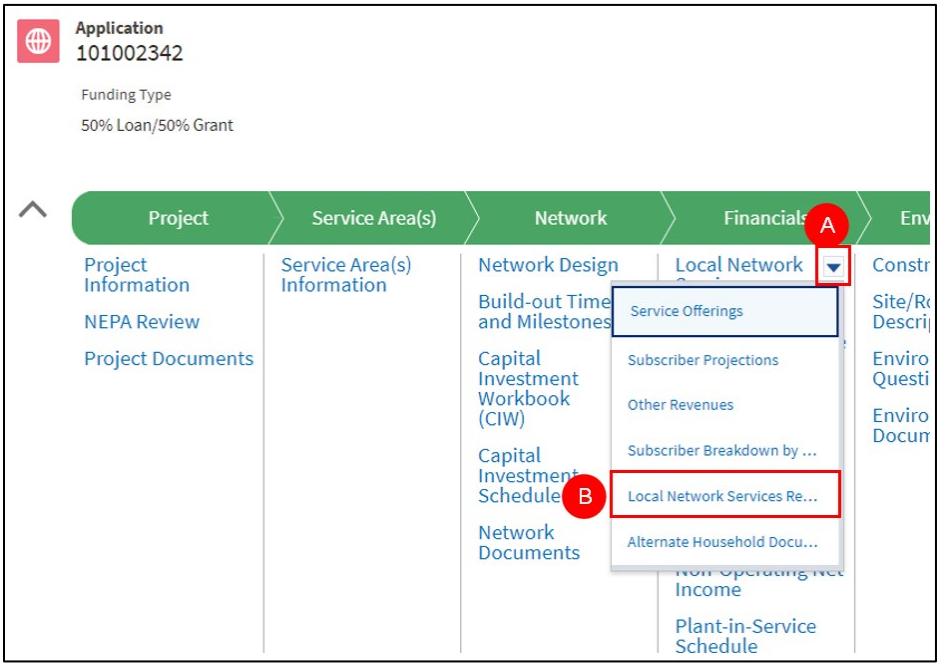
Figure 194: **Subscriber Breakdown By Service Area Page – NFSA**



Viewing Local Network Services Revenue

1. On the Application Navigation Bar, click the **Financials** section header. The Application Navigation Bar expands. Click the **drop-down menu** next to Local Network Services Revenue (A) and select **Local Network Services Revenue** (B).

Figure 195: **Navigation Bar – Expanded – Local Network Services Revenue – Action Menu – Local Network Services Revenue Hyperlink**



2. The Local Network Services Revenue page displays. On this page, applicants can view a table of local services revenue based on information entered in the preceding Local Network Services Revenue subsections. The following fields are displayed:

    A. **Service Offerings:** This line item includes the total revenue per service offering.

B. **Residential Local Network Services Revenue:** This line item includes the total revenue associated with all residential service offerings. The average of the new and dropped subscribers is used to calculate this line item.

C. **Residential Average Revenue per User (ARPU):** The system calculates this field by dividing the Residential Local Network Services Revenue by the total number of annual residential subscribers.

D. **Business Local Network Services Revenue:** This line item includes the total revenue associated with all business service offerings, and is hidden if the applicant has not specified business service offerings. The average of the new and dropped subscribers is used to calculate this line item.

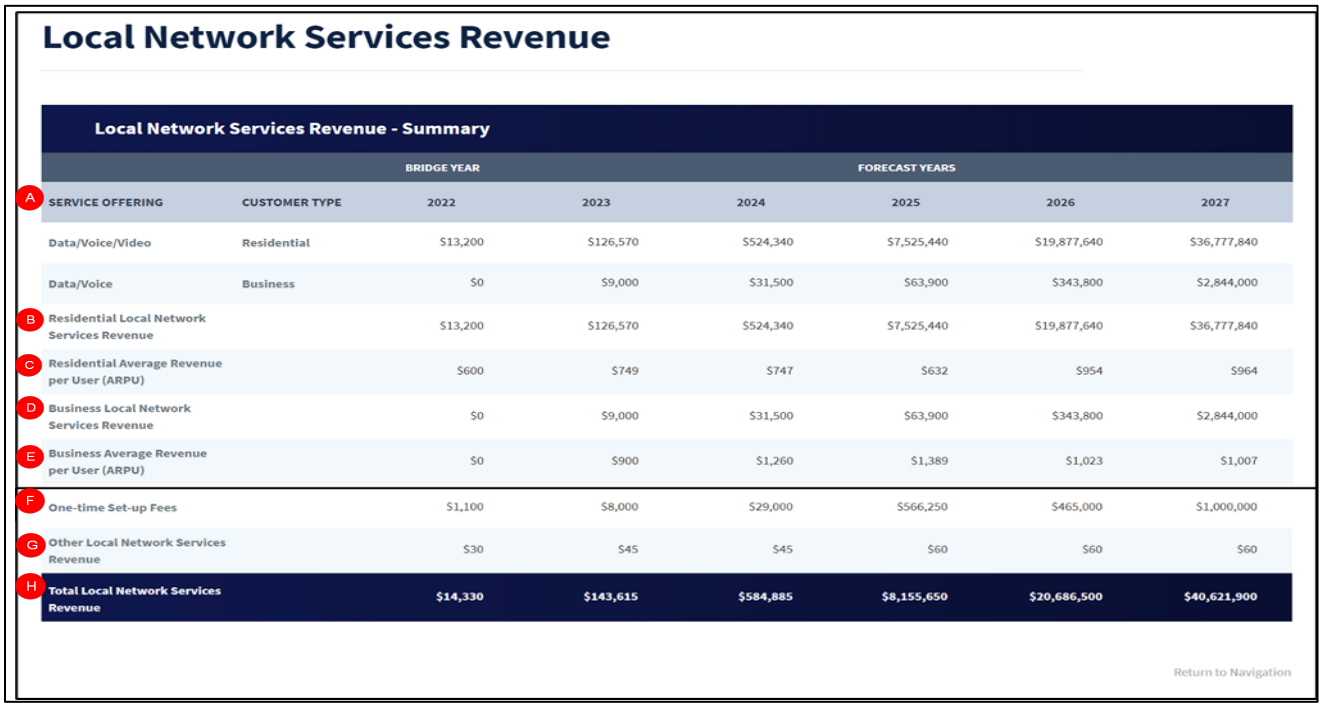
E. **Business Average Revenue per User (ARPU):** The system calculates this field by dividing the Business Local Network Services Revenue by the total number of annual business subscribers. This line item is hidden if the applicant has not specified business service offerings.

F. **One-time Setup Fees:** This line item includes the total annual revenues from one-time set-up fees provided in the **Other Revenues** subsection of the application.

G. **Other Local Network Services Revenue:** This line item includes the total annual revenues from other local network services provided in the **Other Revenues** subsection of the application.

H. **Total Local Network Services Revenue:** This line item is the applicant's operating revenue for the proposed project and is calculated as the sum of Residential Local Network Services Revenue, Business Local Network Services Revenue, One-time Setup Fees, and Other Local Network Services Revenue.

Figure 196: **Local Network Services Revenue Page**

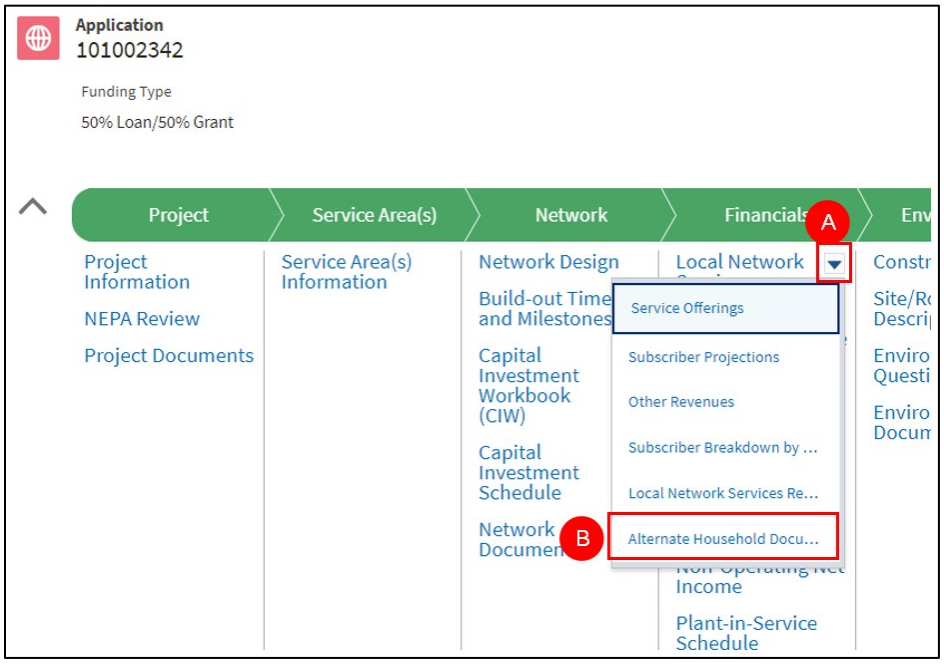


Alternate Household Documents

If the applicant entered Alternate Household Data on the Subscriber Breakdown by Service Area subsection, supporting documents must be uploaded here. If the supporting documents do not provide sufficient justification for the alternate household data, RUS may not accept those values, which may affect its finding regarding financial feasibility.

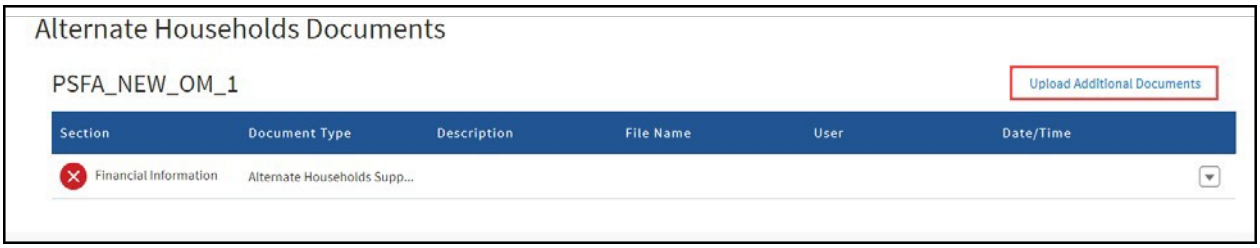
1. From the Application Navigation Bar, click the **Financials** section header. The Application Navigation Bar expands. Click the **drop-down menu** next to Local Network Services Revenue (A), and then select **Alternate Household Documents** (B).

Figure 197: **Navigation Bar – Expanded – Local Network Services Revenue – Action Menu – Alternate Household Documents Hyperlink**



2. The Alternate Household Documents page displays a table for each created Service Area that has Alternate Household data. To upload a file, click the **Upload Additional Documents** button. Alternatively, click the **Action Menu** ( ) and then select **Upload**, located on the right-hand side of the table for the corresponding Service Area.

Figure 198: **Alternate Households Documents Page**



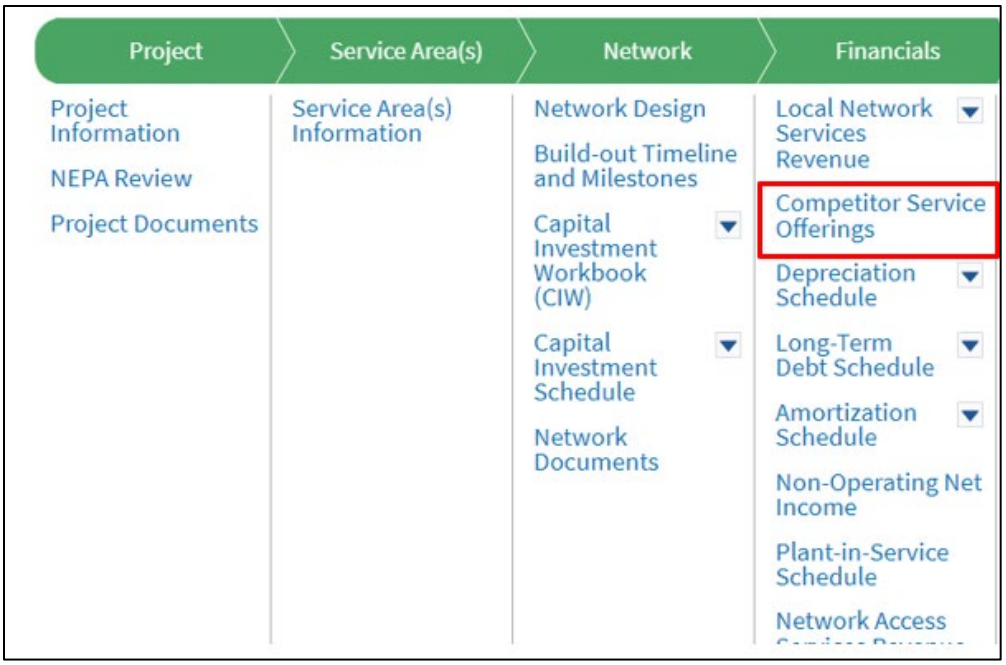
Upload the supporting documents following the guidance provided in the **Uploading Documents** section of the Application Guide. Applicants can also view, delete, and replace previously uploaded documents using this page.

Competitor Service Offerings

In this section, applicants enter information regarding Competitor Service Offerings for each PFSA and NFSA in the project. Applicants must, at minimum, answer the question of whether competitors exist.

1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands. Click **Competitor Service Offerings**.

Figure 199: **Navigation Bar – Expanded – Competitor Service Offerings Hyperlink**



2. The first question on the Competitor Service Offerings page is "Does the applicant have any competitive service offerings to report?" Select the applicable **radio button** (A).
    - If **"No"** is selected, then this page will save automatically, and a success message will appear at the top of the page.
    - If **"Yes"** is selected, click the **+New** button (B) to add line items if there are any Competitor Service Offerings to add.

Figure 200: **Competitor Service Offering Page – Summary View**

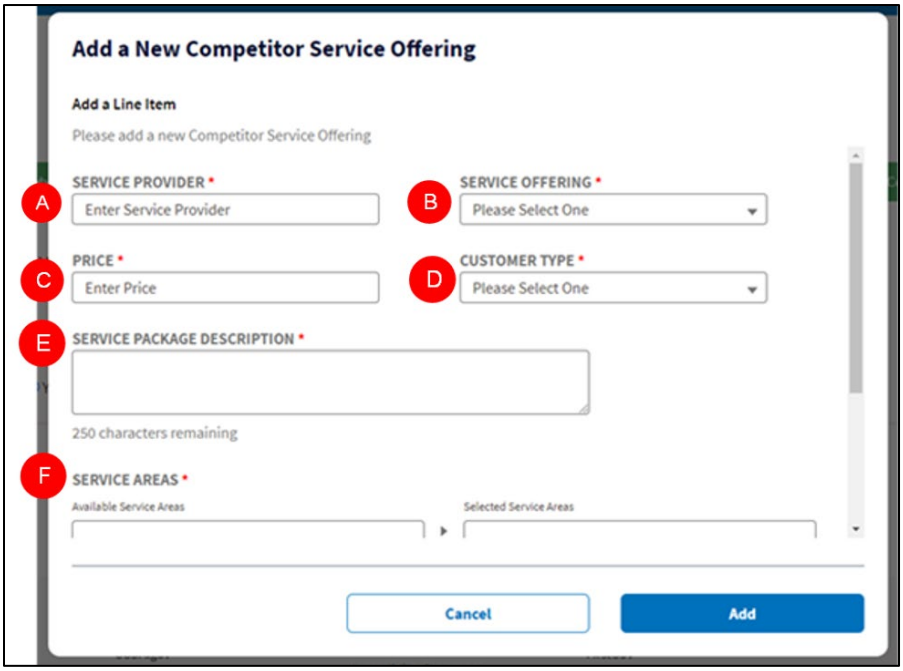


3. The Competitor Service Offering window will display (see Figure 201 and Figure 202 for the following numbered elements):

    A. **Service Provider:** Enter the name of the competitor supplying the service offering.

B. **Service Offering:** Click the Service Offerings drop-down menu and select the appropriate option.
C. **Price:** Enter a monthly dollar amount for the Service Offering.
D. **Customer Type:** Click the Customer Type drop-down menu and select Residential or Business.
E. **Service Package Description:** Enter a concise description of the Service Package the competitor offers.

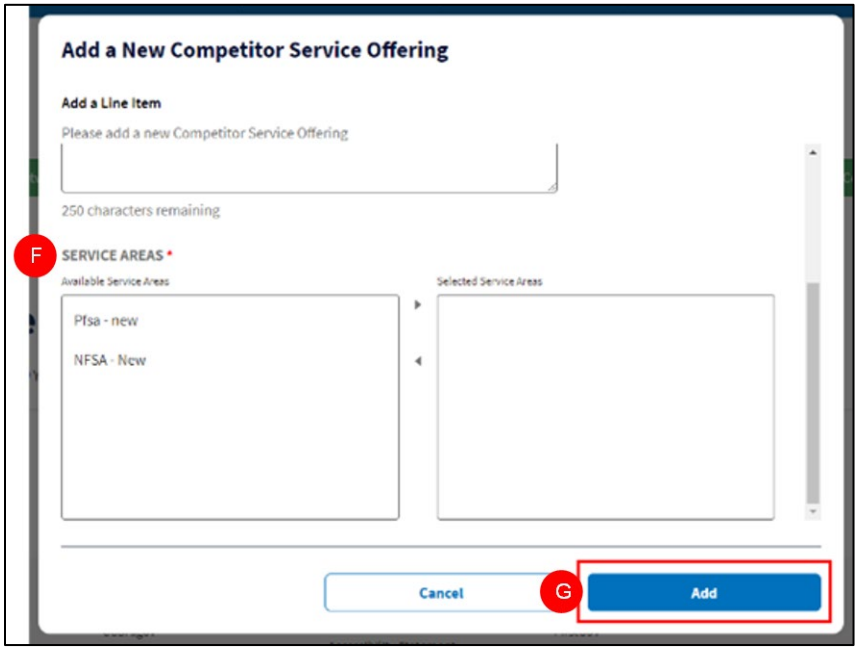
Figure 201: **Competitor Service Offering Page**



F. **Service Areas:** In the "Available Service Areas" box, select the appropriate Service Area. Then click the right-facing arrow. One or more Service Areas can be selected per Service Offering.

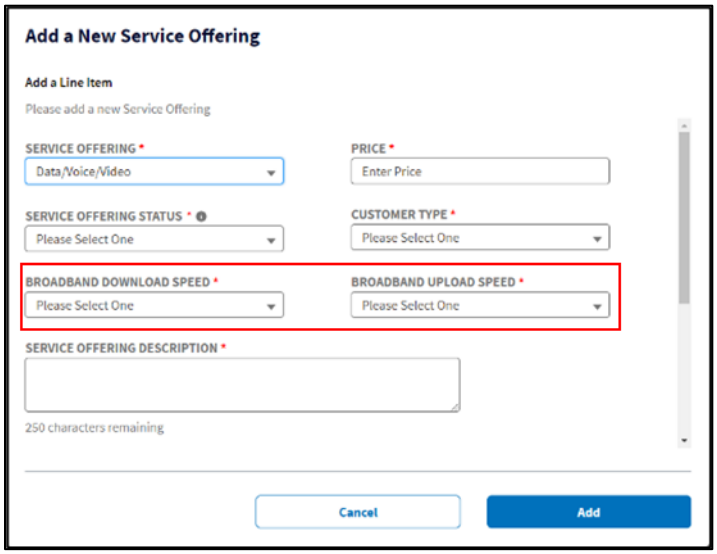
G. Click **Add.**

Figure 202: **Competitor Service Offering Page – Add Button**



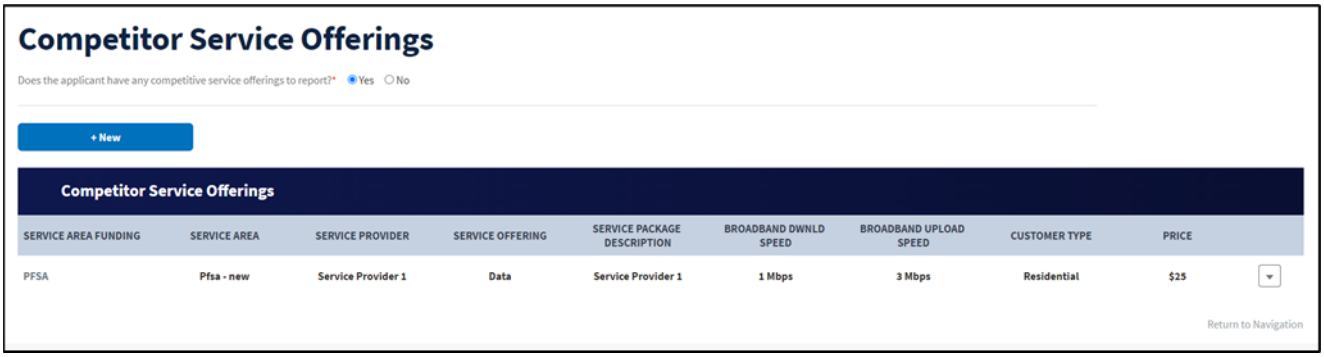
Choosing any Service Offering that includes Data (alone or in combination with other services) will cause the Broadband Download and Upload Speed fields to appear. You must choose the appropriate selection from the drop-down menu.

Figure 203: **for Data (Broadband Download and Upload Speed)**



The Competitor Service Offerings page displays a summary table with the newly created Service Offering line items. The line items may be edited or deleted from the summary table.

Figure 204: **Competitor Service Offering Page – Summary View**

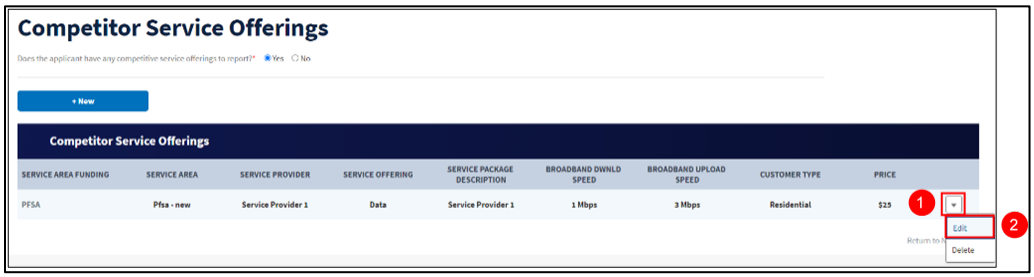


Editing Competitor Service Offerings

To Edit Competitor Service Offering Line Items

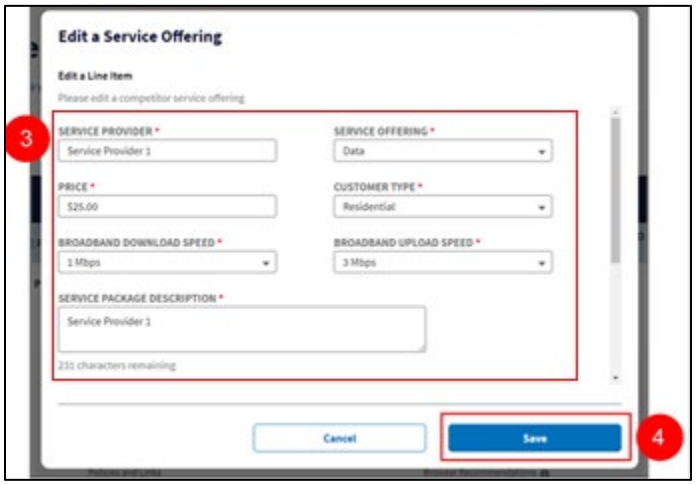
1. Click the button on the right-hand side of the line item. A drop-down will appear with the options to Edit or Delete.

Figure 205: **Edit Competitor Service Offerings Line Item**



2. All fields in the window are editable.
3. Make any necessary changes and then click **Save**.

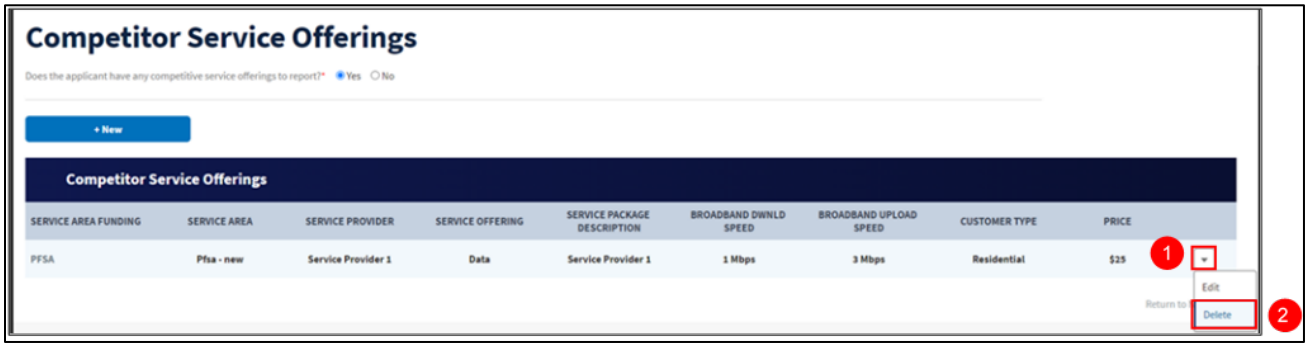
Figure 206: **Edit Competitor Service Offerings Line Item Window**



To Delete a Service Offering Line Item

1. Click on the **Action Menu** on the right-hand side of the line item.
2. A drop-down will appear with the options to Edit or Delete. Click **Delete.**

Figure 207: **Deleting Competitor Service Offerings Line Item**



3. A pop-up window opens. Click **Continue** to delete the line item. This action is not reversible. You will have to recreate the line item if deleted by mistake.

Figure 208: **Deleting Competitor Service Offerings Line Item Window**



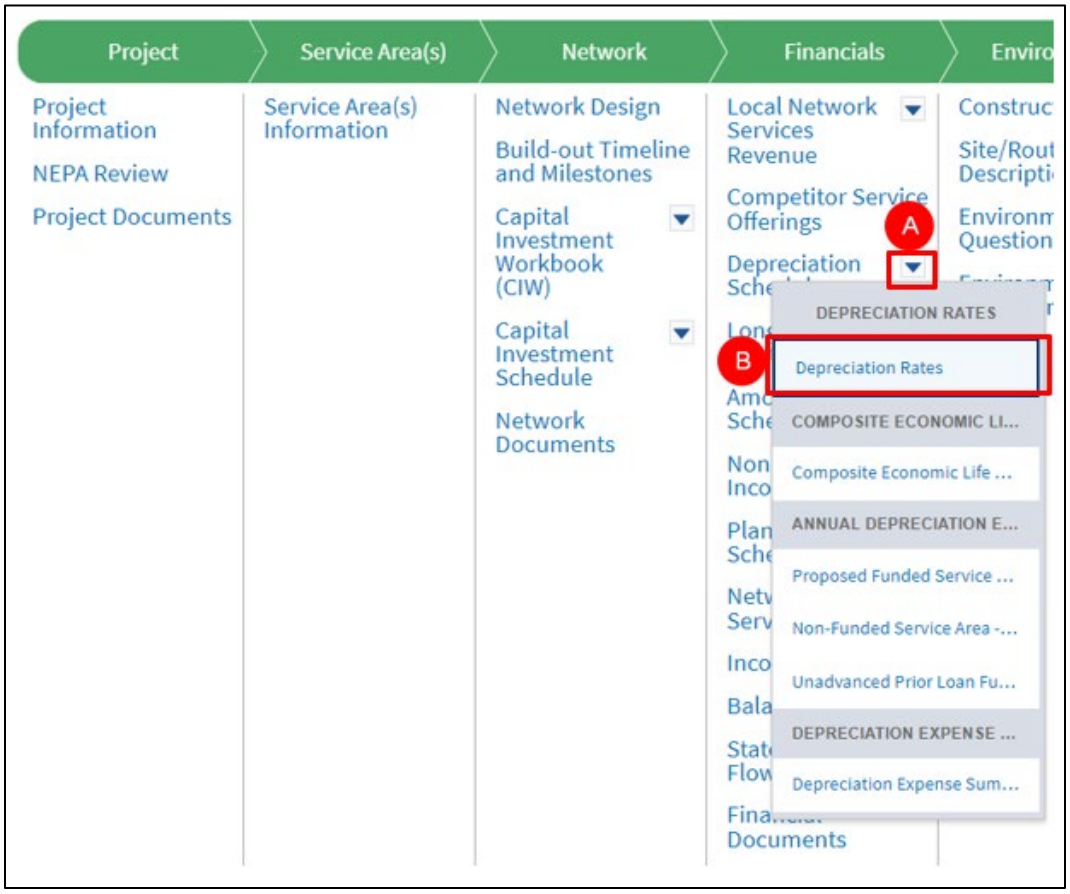
Depreciation Schedule

In the depreciation schedule, applicants provide information that the system uses to calculate annual depreciation expenses for each year of the forecast period. Because this section is populated based on the CIW and CIS, this section can only be completed after the Network Tab has been finalized.

Depreciation Rates

1. On the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands. Click the **drop-down menu** next to the Depreciation Schedule (A)
2. Select **Depreciation Rates** (B).

Figure 209: **Navigation Bar – Expanded – Depreciation Rates Hyperlink**

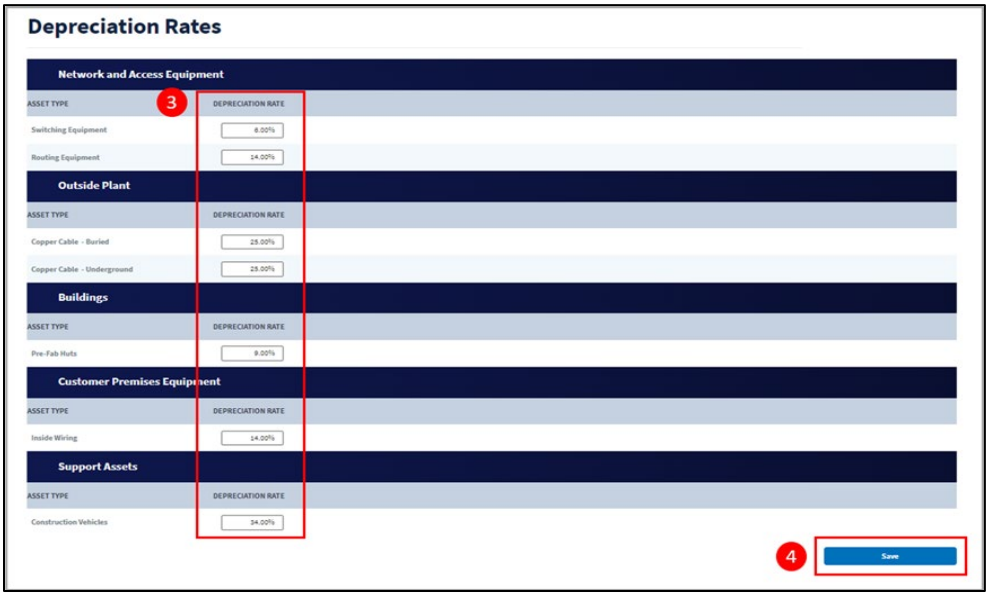


3. The Depreciation Rates page displays. In the Depreciation Rates table, enter the applicable **depreciation rate (percent)** for each CIW Project Asset Type. Depreciation rates should align with deployment and retirement of plant and be consistent with the guidance attached to the depreciation rates document (extracted from the ReConnect Program Construction Procedures) published here. Deviations from published guidance should be explained in the Depreciation Expense line item of the Income Statement and in a supporting document unless deviations are due to compliance with PUC-approved rates.

   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

4. Click **Save** after entering the appropriate Depreciation Rates.

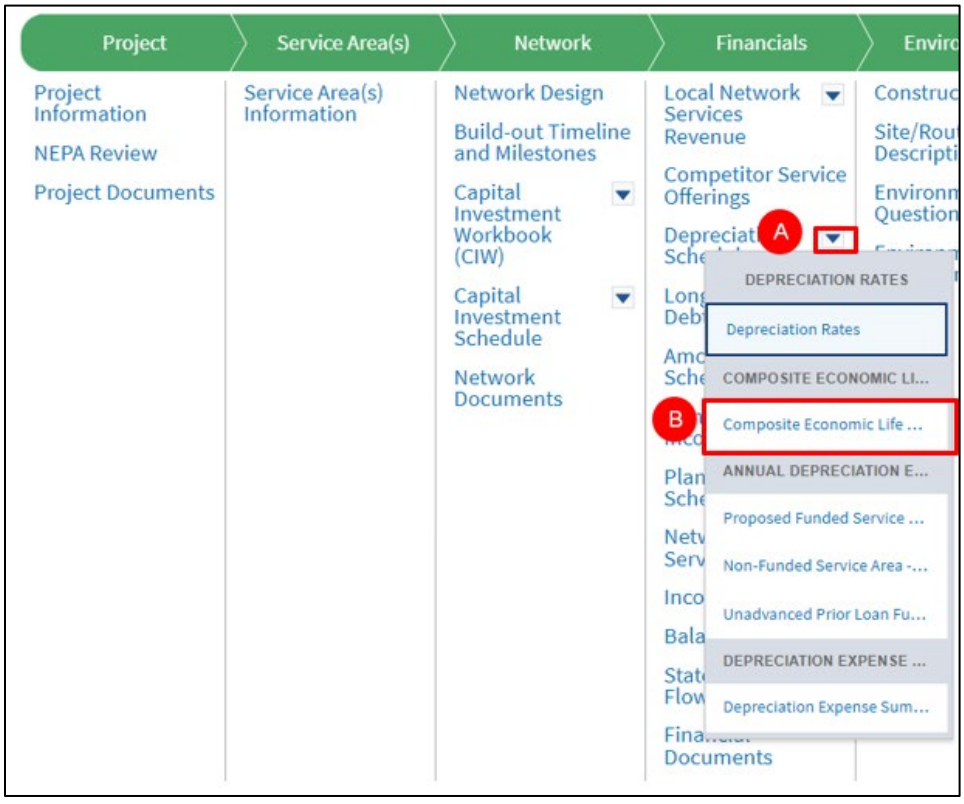
Figure 210: **Depreciation Rates Page**



Composite Economic Life Calculation

1. On the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands. Click the **drop-down menu** next to the Depreciation Schedule (A), and then select **Composite Economic Life Calculation** (B).

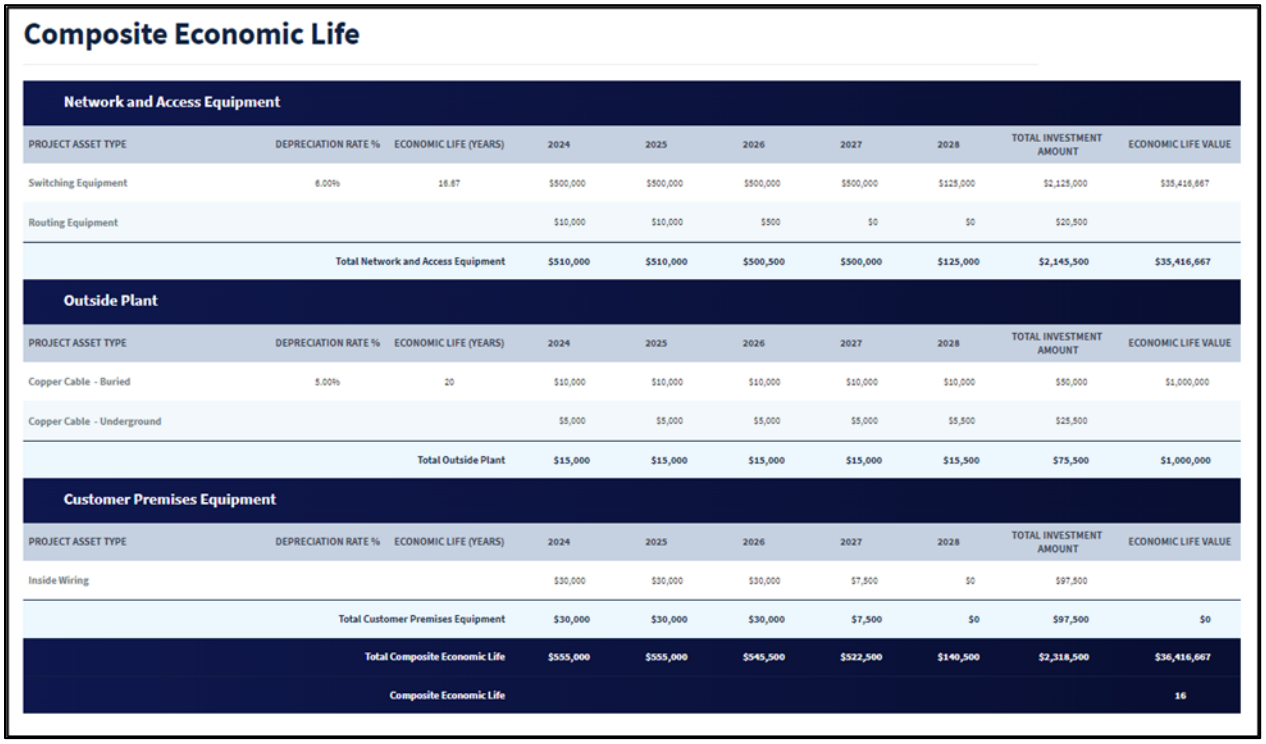
Figure 211: **Navigation Bar – Expanded – Depreciation Schedule – Action Menu – Composite Economic Life Calculation Hyperlink**



2. The Composite Economic Life Calculation page displays. The page provides a table summarizing the investment amount included in the PFSA CIW for each asset and its respective depreciation rates.

   Composite Economic life means 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 proposed funded service area.

Figure 212: **Composite Economic Life Page**



Composite Economic Life

Network and Access Equipment

PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2024	2025	2026	2027	2028	TOTAL INVESTMENT AMOUNT	ECONOMIC LIFE VALUE
Switching Equipment	6.00%	16.67	$500,000	$500,000	$500,000	$500,000	$125,000	$2,125,000	$35,416,667
Routing Equipment			$10,000	$10,000	$500	$0	$0	$20,500	
		Total Network and Access Equipment	$510,000	$510,000	$500,500	$500,000	$125,000	$2,145,500	$35,416,667

Outside Plant

PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2024	2025	2026	2027	2028	TOTAL INVESTMENT AMOUNT	ECONOMIC LIFE VALUE
Copper Cable - Buried	5.00%	20	$10,000	$10,000	$10,000	$10,000	$10,000	$50,000	$1,000,000
Copper Cable - Underground			$5,000	$5,000	$5,000	$5,000	$5,500	$25,500	
		Total Outside Plant	$15,000	$15,000	$15,000	$15,000	$15,500	$75,500	$1,000,000

Customer Premises Equipment

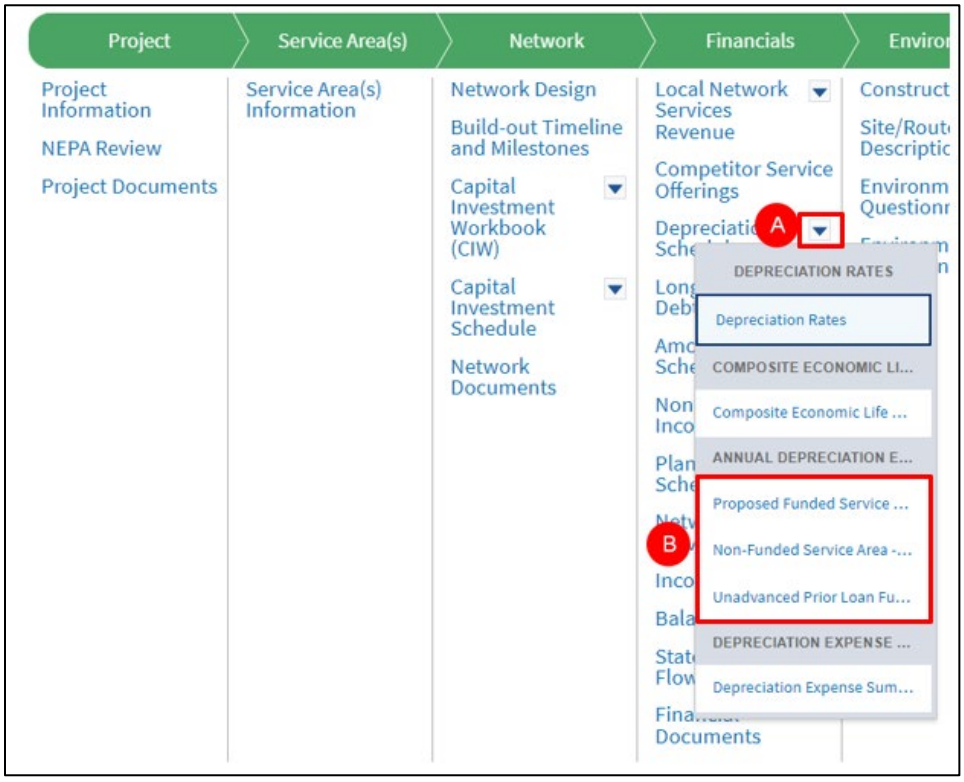
PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2024	2025	2026	2027	2028	TOTAL INVESTMENT AMOUNT	ECONOMIC LIFE VALUE
Inside Wiring			$30,000	$30,000	$30,000	$7,500	$0	$97,500	
		Total Customer Premises Equipment	$30,000	$30,000	$30,000	$7,500	$0	$97,500	$0
		Total Composite Economic Life	$555,000	$555,000	$545,500	$522,500	$140,500	$2,318,500	$36,416,667
		Composite Economic Life							16

Annual Depreciation Expense

In this subsection, applicants can view the annual depreciation expense for assets included in the PFSA, NFSA, and Unadvanced Prior Loan Funds CIWs. The annual depreciation expense is calculated based on the CIS and the depreciation rates entered in previous sections of the application.

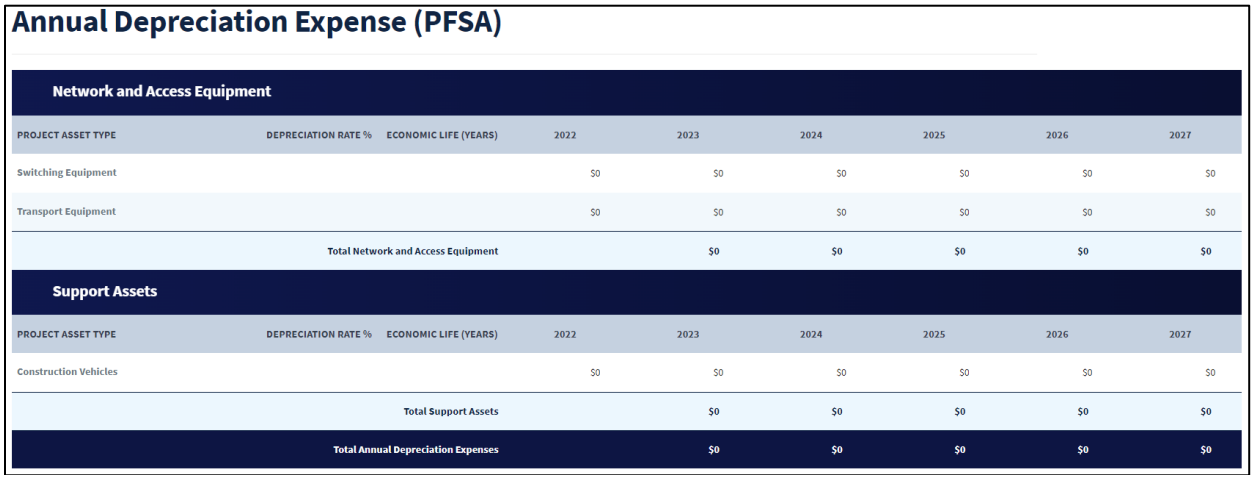
1. On the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands. Click the **drop-down menu** next to the Depreciation Schedule (A) and select one of the options under **Annual Depreciation Expense** (B).

Figure 213: **Navigation Bar – Expanded – Depreciation Schedule – Action Menu – Annual Depreciation Expense Hyperlinks**



2. The Annual Depreciation Expense for the corresponding service area type (PFSA, NFSA, UPLF) page displays. The page consists of a table summarizing the CIW's asset categories, their corresponding asset types, and showing the depreciation expense of each asset type across a 5-year time period.

Figure 214: **Annual Depreciation Expense Page**



Annual Depreciation Expense (PFSA)

Network and Access Equipment

PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2022	2023	2024	2025	2026	2027
Switching Equipment			$0	$0	$0	$0	$0	$0
Transport Equipment			$0	$0	$0	$0	$0	$0
Total Network and Access Equipment				$0	$0	$0	$0	$0

Support Assets

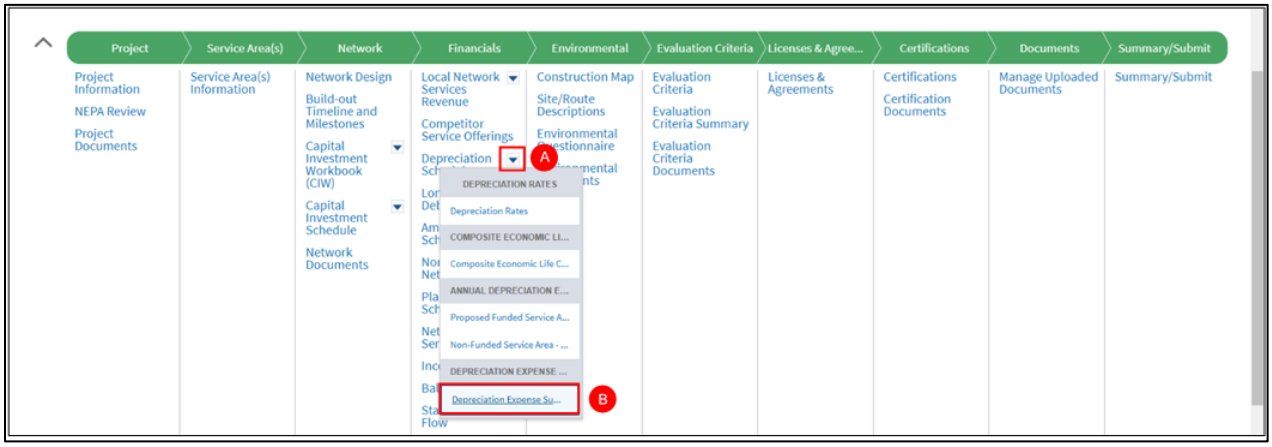
PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2022	2023	2024	2025	2026	2027
Construction Vehicles			$0	$0	$0	$0	$0	$0
Total Support Assets				$0	$0	$0	$0	$0
Total Annual Depreciation Expenses				$0	$0	$0	$0	$0

Depreciation Expense Summary

In this section, applicants must enter depreciation expenses for existing Plant, Property, and Equipment (PPE) and planned non-telecommunications plant additions during the forecast period. This information is combined with the previous section in a table displaying total depreciation expense for the applicant over the forecast period.

1. On the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands. Click the **drop-down menu** next to the Depreciation Schedule (A), and then select **Depreciation Expense Summary** (B).

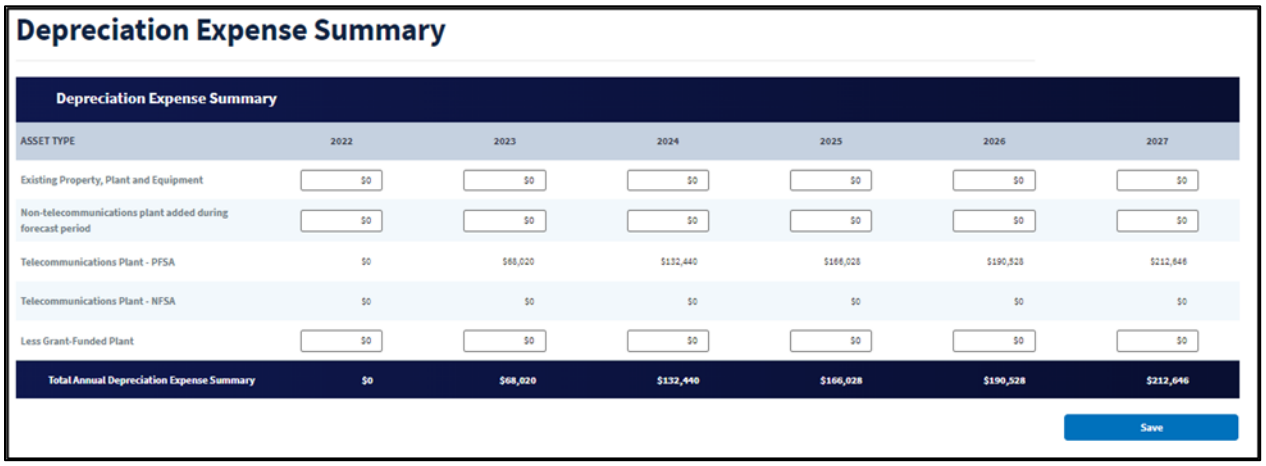
Figure 215: **Navigation Bar – Expanded – Depreciation Schedule – Action Menu – Depreciation Expense Summary Hyperlink**



2. The Depreciation Expense Summary page displays. Enter annual depreciation expense for existing PPE and non-telecommunications plant added during the Bridge Year or forecast period. Click **Save** to complete the depreciation schedule. Refer to Table 9 for guidance on "Less Grant-Funded Plant" line item.

   Cooperatives using the Contribution in Aid of Construction Method will use the "Less Grant-Funded Plant" line item to deduct depreciation calculations related to grant-funded plant. This line-item is not applicable to any other entities.

Figure 216: **Depreciation Expense Summary Page**



Long-Term Debt Schedule

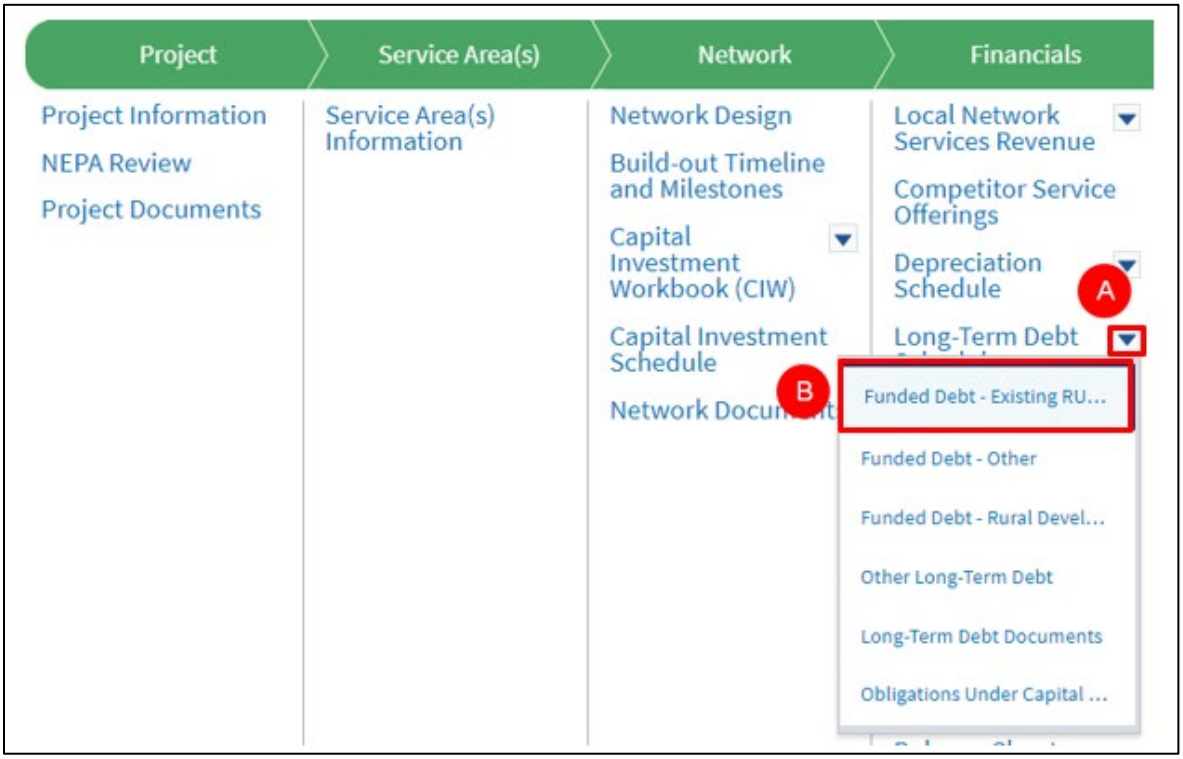
In this section, applicants provide information related to long-term debt and equivalents that are currently outstanding during the forecast period. As this information is used to calculate the amortization schedules, this section must be complete before moving on to subsequent sections of the application. Supporting documentation is required to be uploaded for each source of long-term debt.

Funded Debt – Existing RUS, RTB. or FFB Notes

In this subsection, applicants provide information related to outstanding amounts of Funded Debt – Existing RUS, RTB, or FFB Notes. This section is intended to capture all existing RUS notes, including all Telecom and Electric loans.

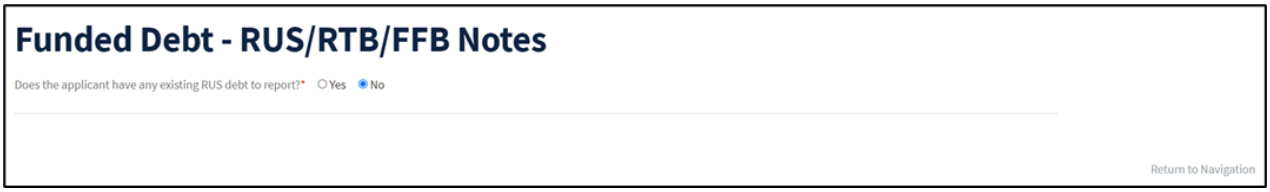
1. On the Application Navigation Bar, click **Financials**.
2. The Application Navigation Bar expands. Click the **drop-down menu** (A) next to the Long-Term Debt Schedule, and then select the **Funded Debt – Existing RUS, RTB, or FFB Notes** (B) hyperlink.

Figure 217: **Navigation Bar – Expanded – Funded Debt – Action Menu – Existing RUS, RTB, or FFB Notes Hyperlink**



3. The Funded Debt – Existing RUS, RTB, or FFB page displays. Click the appropriate **radio button**.

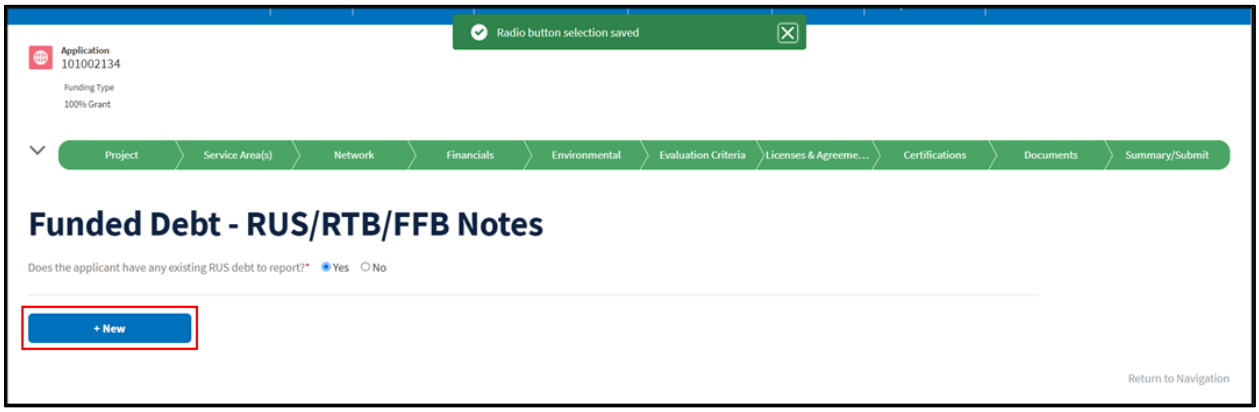
Figure 218: **Funded Debt – Existing RUS, RTB, or FFB Notes Page - Collapsed**



- If **No**, proceed to the **Funded Debt – Other** section of this document.
- If **Yes**, a **+ New** button appears; proceed to step 4.

4. After clicking the **+ New** button, a window appears. For each RUS ID debt item, click **"+New"** button.

Figure 219: **Funded Debt – Existing RUS RTB FFB Notes Page - Expanded**



5. Enter the following information per each line item added to the table:

   A. **RUS ID** – Enter the RUS ID followed by the Note Designation for each outstanding note. For example: "ND1501-A65".

   B. **Note Designation** – Enter an alphanumeric note designation for the debt item. This information needs to be shown on a per note basis. This is the same Note Designation that is also used alongside the RUS ID.

   C. **Loan Description** – Click the Loan Description **drop-down menu**, and then select the appropriate option from the list.

   D. **Original Principal Balance** – Enter the original dollar amount of the debt.

   E. **Outstanding Principal Balance** – Enter the appropriate dollar amount for the debt item. The Outstanding Principal balance should be based on the amount that has been advanced by RUS to the applicant as of the submission date of the application. The unadvanced amount must be shown under UPLF. This is different from this line item for other long-term debt items.

   F. **Annual Interest Rate (%)** – Enter the appropriate interest rate value for the debt item in percent form (e.g., 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 table.

   G. **Term of Note (Years)** – Enter the appropriate numerical value for the debt item.

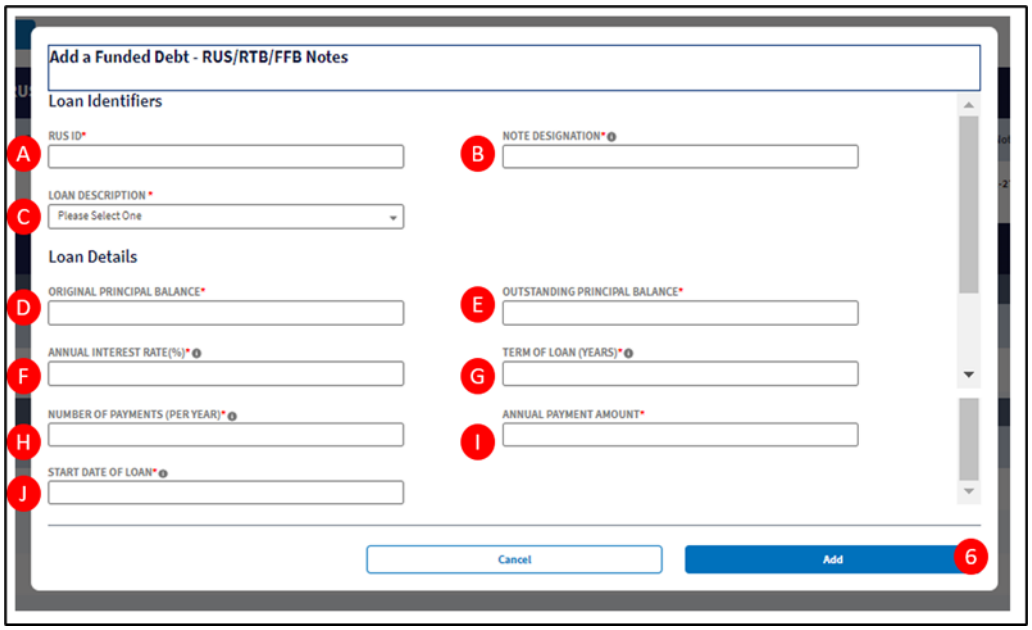
   H. **Number of Payments (per Year)** – Enter the appropriate numerical value for the debt item.

   I. **Annual Payment Amount** – Enter the appropriate dollar amount for the debt item.

   J. **Date of Note** – Manually enter or click the calendar icon to the right of the text box and choose the correct date.

6. Click **Add** to add the debt item to the Funded Debt – Existing RUS RTB FFB Table.

Figure 220: **Funded Debt – Existing RUS RTB FFB Notes Page – Expanded – Add New Debt Item**



The system displays amortization tables foreach item added, as well as a Summary table if there is more than one debt item, below the Funded Debt –RUS/RTB/FFB Notes Table.

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

A. **New Borrowing** – Enter the appropriate values for the Bridge Year and applicable Forecast Years.

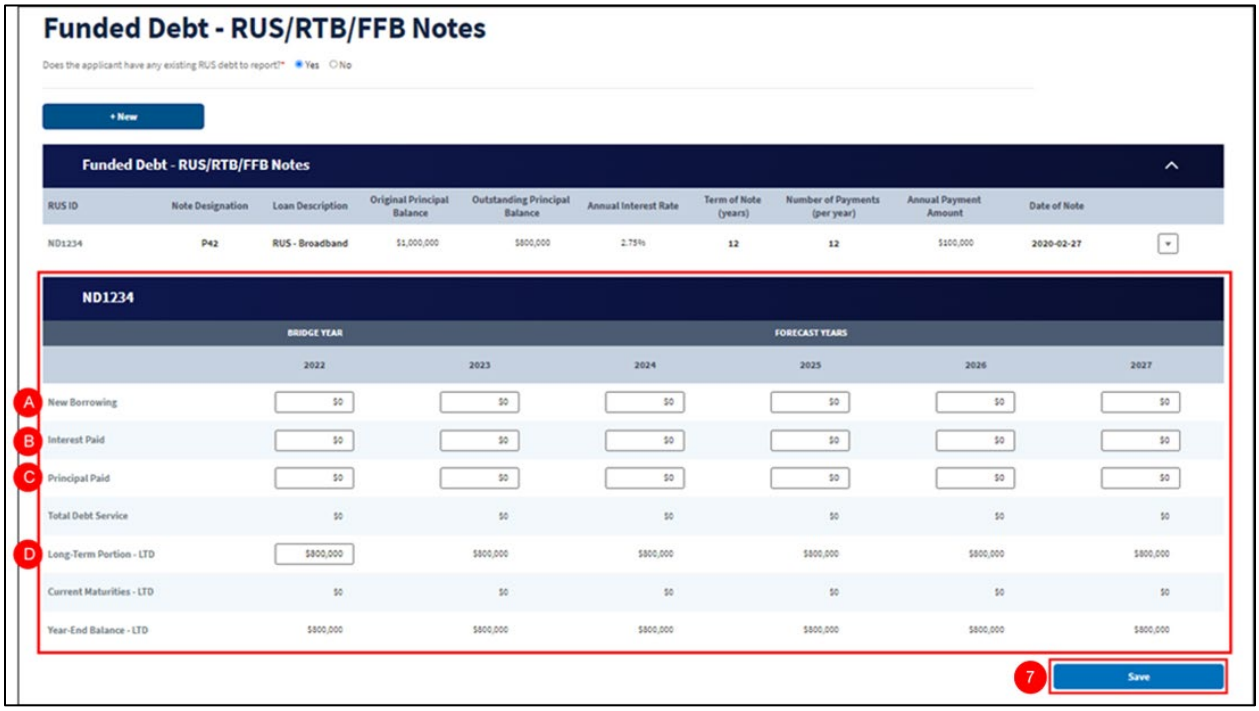
B. **Interest Paid** – Enter the appropriate values for the Bridge Year and applicable Forecast Years.

C. **Principal Paid** – Enter the appropriate values for the Bridge Year and the Forecast Years.

D. **Long-Term Portion – LTD** – Enter the appropriate value for the Bridge Year.

7. Click **Save** at the bottom right-hand side of the screen. A save confirmation message appears at the top of the screen.

Figure 221: **Funded Debt – RUS/RTB/FFB Notes**

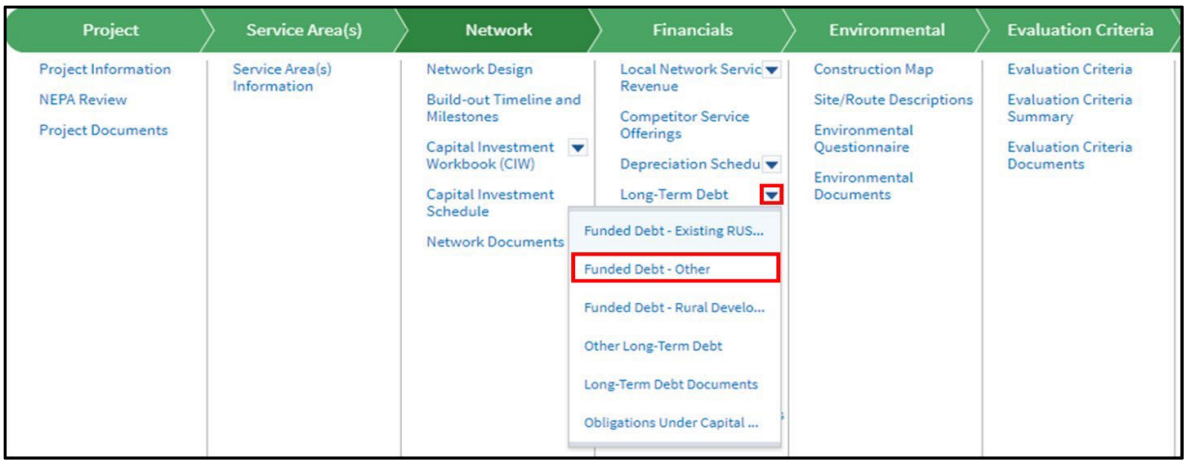


Funded Debt – Other

In this subsection, applicants should enter information related to outstanding amounts of other debt. This section is intended to capture all non-RUS, non-RTB, and non-FFB debt, made up of fixed-maturity types of borrowings that are funded by interest payments. Examples would include CoBank, ACB, Rural Telephone Finance Cooperative (RTFC) debt, and similar debt from other third-party institutions. The Outstanding Principal balance is the balance that will be outstanding as of the end of the bridge year.

1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **drop-down menu** next to the Long-Term Debt Schedule, and then select the **Funded Debt – Other** hyperlink.

Figure 222: **Navigation Bar – Expanded – Long-Term Debt – Action Menu – Funded Debt Other Hyperlink**



3. The Funded Debt – Other page displays. Click the appropriate **radio button**.

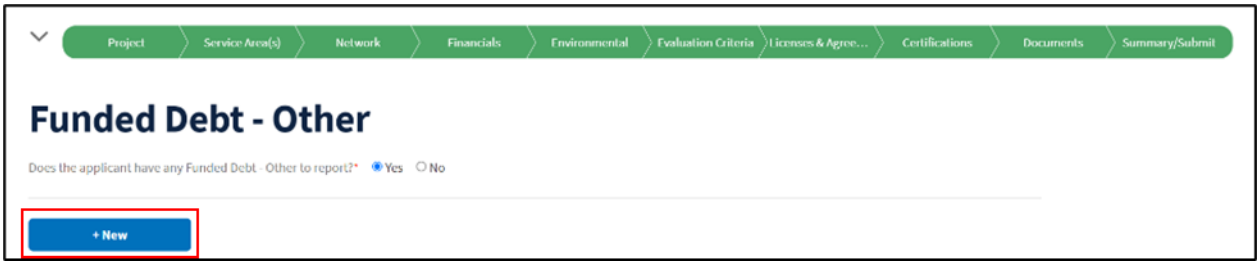
Figure 223: **Funded Debt – Other Indication Radio Buttons**



- If **No**, proceed to the **Funded Debt – Rural Development** section of this document.
- If **Yes**, a **+ New** button appears; proceed to step 4.

4. The table appears. Click the **+New Button.**

Figure 224: **Funded Debt – Other Page – New Entry Button**



5. Enter the following information per each line item added to the table:

A. **Long-Term Debt Identifier** – Enter the Long-Term Debt Identifier for the debt item.

B. **Name of Lender** – Enter the name of the lender that funded the debt.

C. **Loan Description** – Enter a description of what the loan covers.

D. **Original Principal Balance** – Enter the appropriate dollar amount for the debt item.

E. **Outstanding Principal Balance** – Enter the appropriate dollar amount for the debt item. *The Outstanding Principal balance should be the balance that will be outstanding as of the end of the Bridge Year.*

F. **Annual Interest Rate (%)** – Enter the appropriate interest rate value for the debt item in percent form (e.g., 2.00 = 2 percent)

G. **Term of Loan (Years)** – Enter the appropriate numerical value for the debt item.

H. **Number of Payments (per Year)** – Enter the appropriate numerical value for the debt item.

I. **Annual Payment Amount** – Enter the appropriate dollar amount for the debt item.

J. **Start Date of Loan** – Enter or select the date using the calendar functionality.

K. **Is the Loan Secured by Applicant's Assets, Revenues or Stock?** – Click the question **drop-down menu**, and then select the appropriate option.

L. **Is Security Evidenced by UCC?** – Click the question **drop-down menu**, and then select

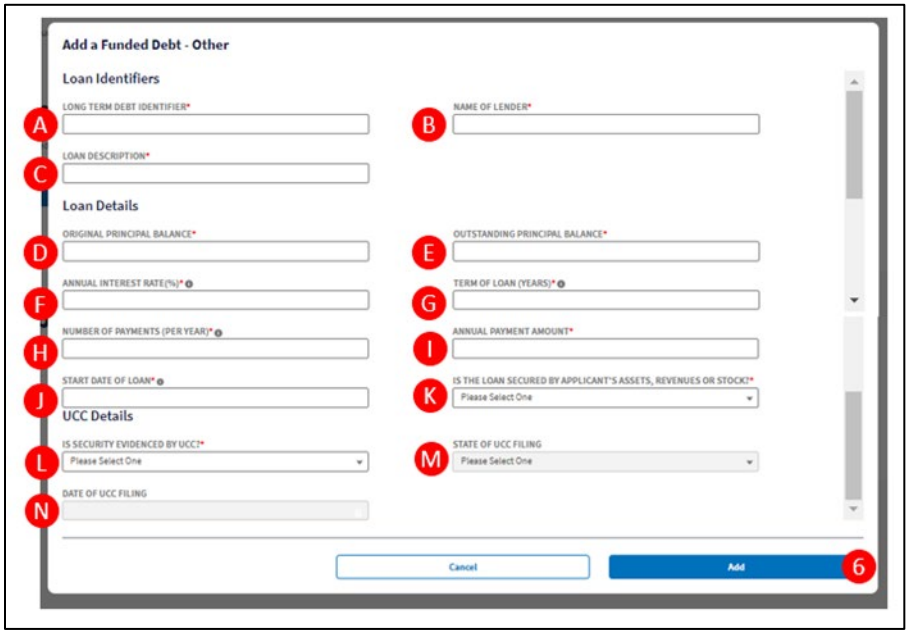
the appropriate option. For this Application Guide, UCC is defined as Uniform Commercial Code.

M. **State of UCC Filing** – Click the State of UCC Filing **drop-down menu**, and then select the appropriate state.

N. **Date of UCC Filing** – Manually enter or select the date using the calendar functionality.

6. After entering the appropriate information on the window, click **Add** located on bottom right of the window.

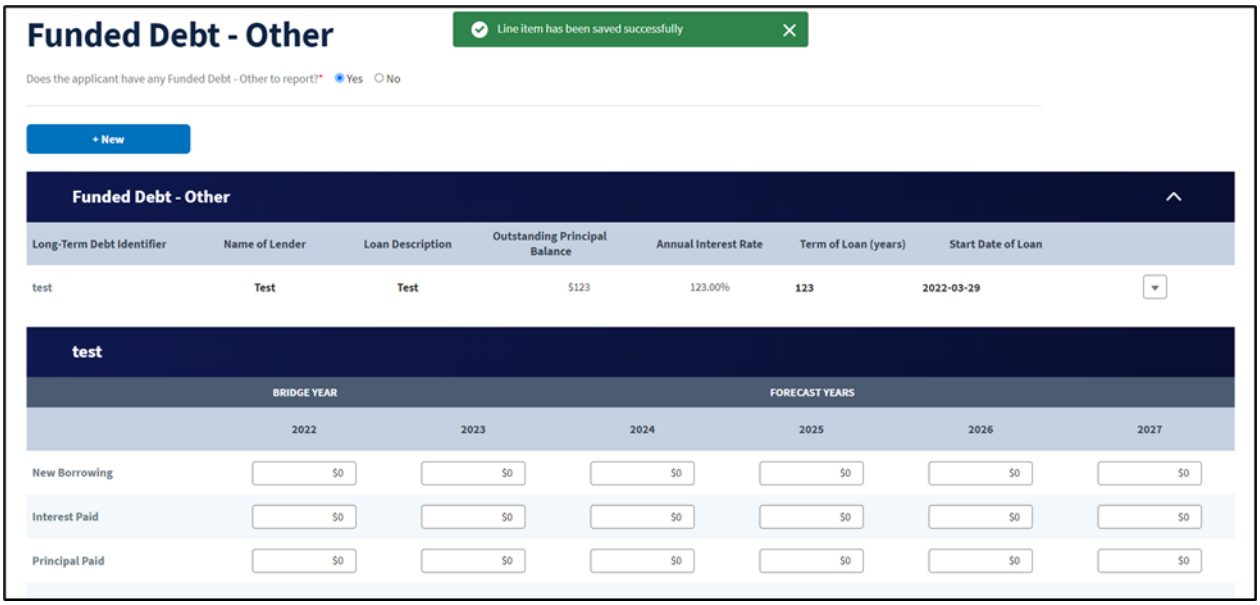
Figure 225: **Funded Debt – Other Page – Entry Fields**



Line items are automatically saved after the applicant clicks **Add**. A Save Successful confirmation appears at the top of the table. Continue adding and saving additional line items, as applicable.

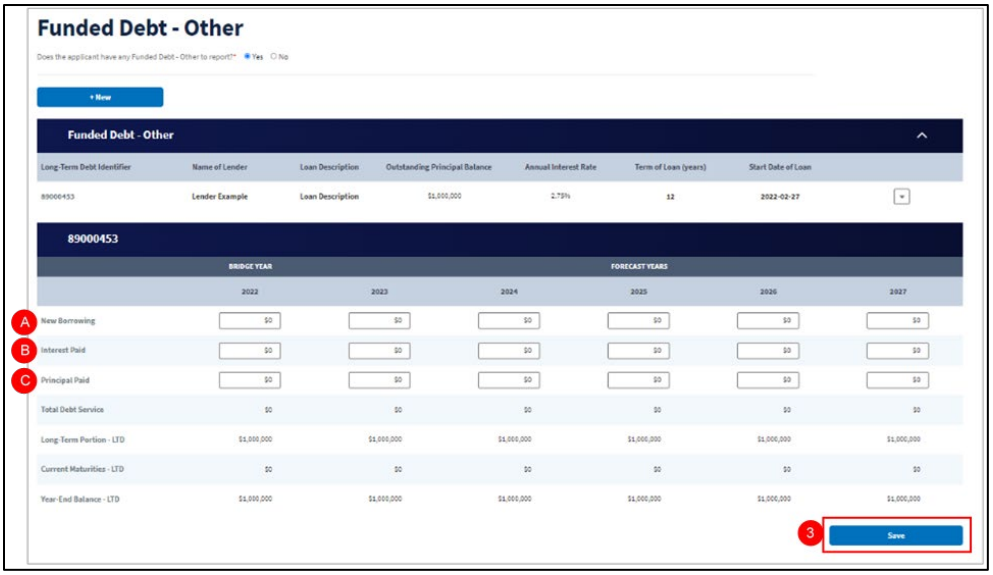
7. A confirmation message appears on the top-right side of the table. Continue adding and saving additional line items, as applicable.

Figure 226: **Funded Debt – Other Page – Line Item Summary and Reminder Window**



1. A corresponding amortization table displays for each debt item added, as well as a Summary table if there is more than one debt item.
2. For each amortization table, enter the appropriate information for the following line items. The remainingline items are calculated based on the inputs of this step:
    A. **New Borrowing** – Enter the appropriate values for the Bridge Year and applicable Forecast Years.
    B. **Interest Paid** – Enter the appropriate values for the Bridge Year and applicable Forecast Years.
    C. **Principal Paid** – Enter the appropriate values for the Bridge Year and the Forecast Years.
3. Click **Save** at the bottom right-hand side of the screen. A save confirmation message appears at the top of the screen. Repeat for each available subsection under Funded Debt - Other Summary.

Figure 227: **Amortization Schedules – Funded Debt – Other**

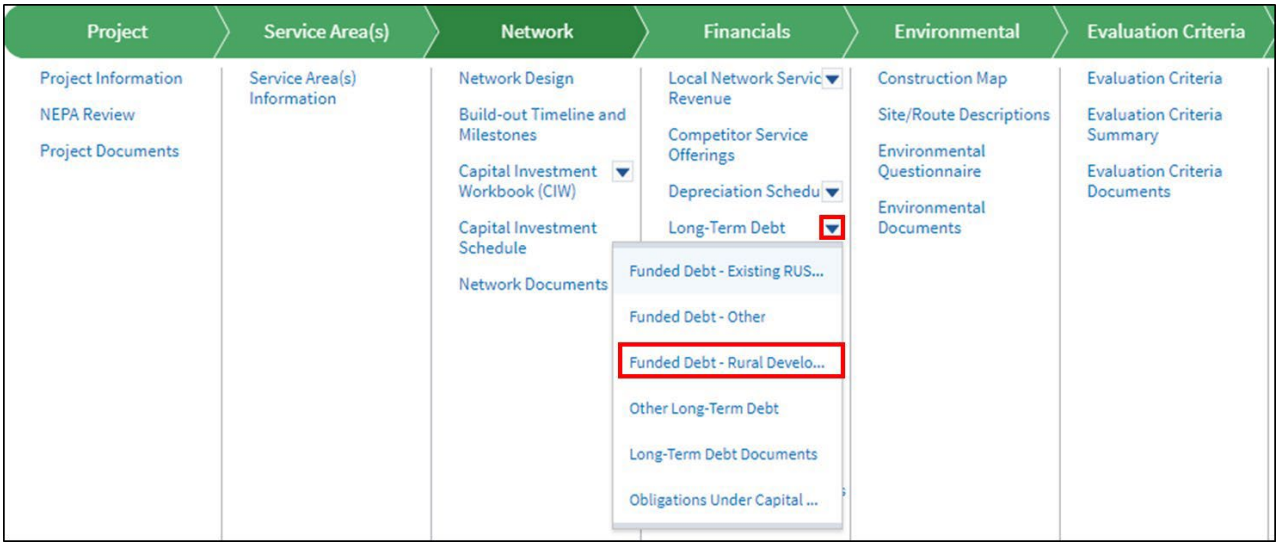


Funded Debt – Rural Development

In this subsection, applicants should enter information related to outstanding amounts of other funded debt from Rural Development. This subsection should capture any debt from USDA RD that is not from RUS. *The Outstanding Principal balance should be the balance that will be outstanding as of the end of the Bridge Year.*

1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **drop-down menu** next to the Long-Term Debt Schedule, and then select the **Funded Debt – Rural Development** hyperlink.

Figure 228: **Navigation Bar – Expanded – Long-Term Debt – Action Menu – Funded Debt Rural Development Hyperlink**



3. The Funded Debt Rural Development Loan page displays. Click the appropriate **radio button.**

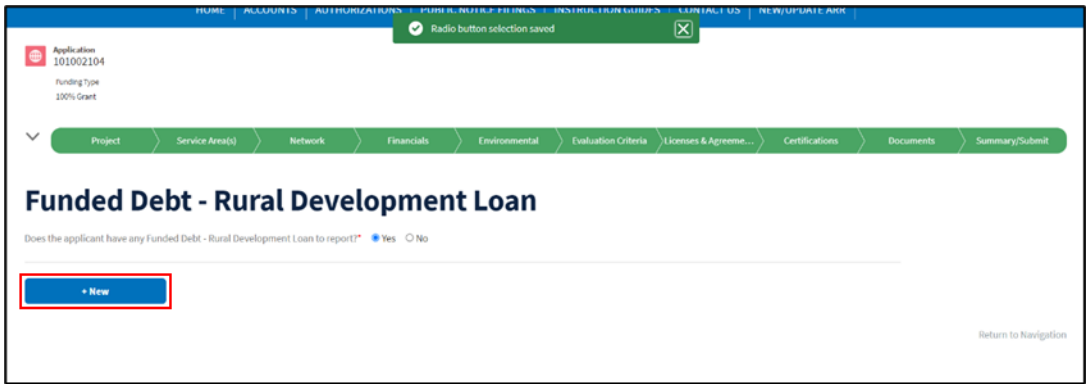
Figure 229: **Funded Debt Rural Development Indication Radio Buttons**



- If **No**, proceed to the **Other Long-Term Debt** section of this document.
- If **Yes**, a **+ New** button appears; proceed to step 4.

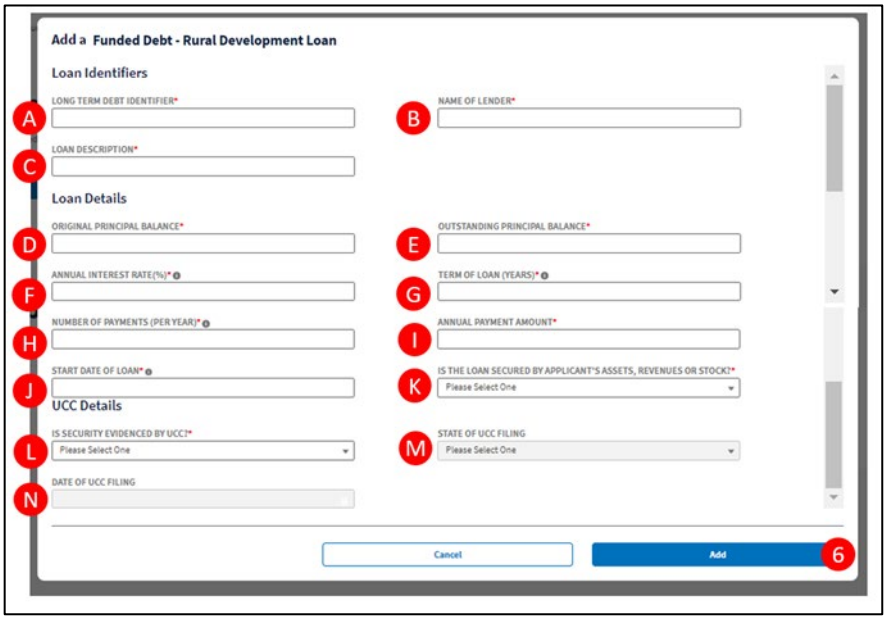
4. Click the **+ New** button. A pop-up window opens.

Figure 230: **Funded Debt Rural Development Page**



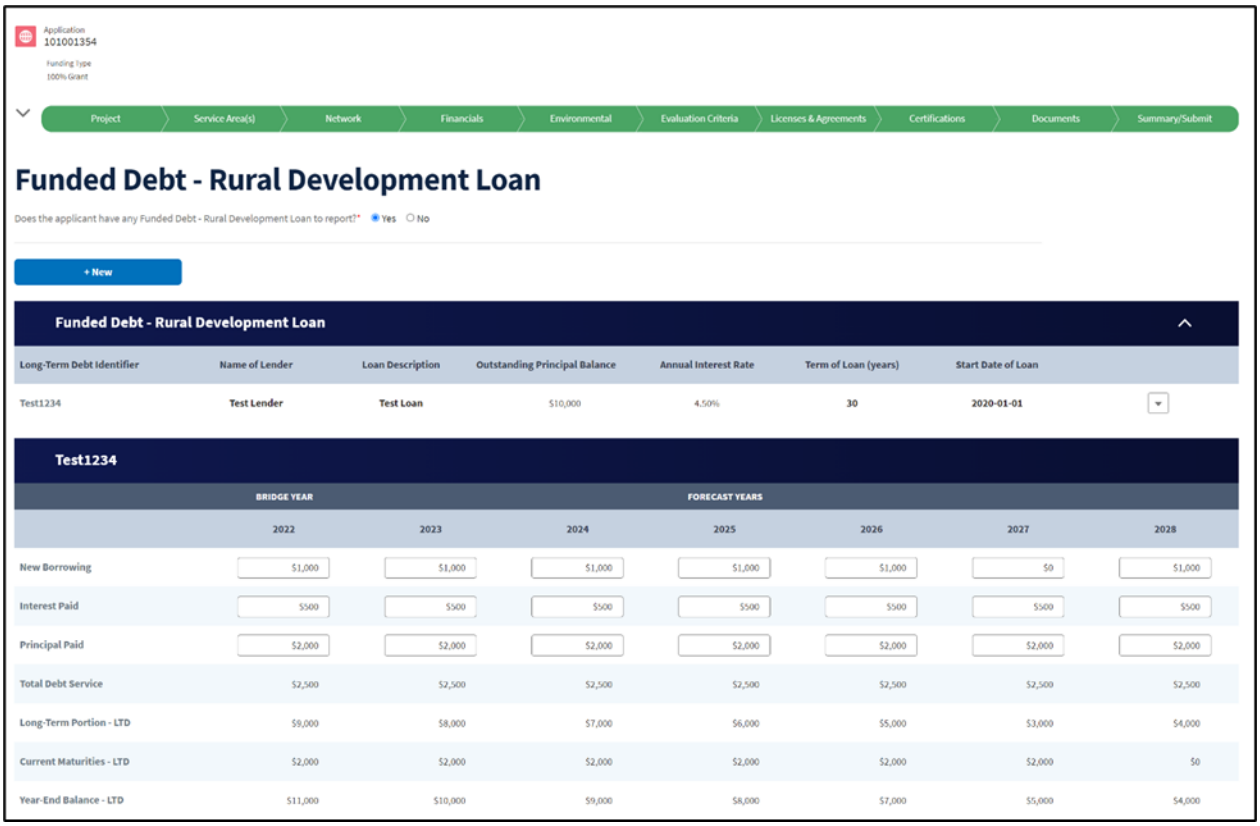
5. Enter the following information per each line item added to the table:
    A. **Long Term Debt Identifier** – Enter the Long-Term Debt Identifier for the debt item.
    B. **Name of Lender** – Enter the name of the lender that funded the debt.
    C. **Loan Description** – Enter a description of the type of loan.
    D. **Original Principal Balance** – Enter the appropriate dollar amount for the debt item.
    E. Outstanding Principal Balance – Enter the appropriate dollar amount for the debt item. *The Outstanding Principal balance should be the balance that will be outstanding as of the end of the Bridge Year.*
    F. **Annual Interest Rate (%)** – Enter the appropriate interest rate value for the debt item in percent form. (e.g., 2.00 = 2 percent)
    G. **Term of Loan (Years)** – Enter the appropriate numerical value for the debt item.
    H. **Number of Payments (per Year)** – Enter the appropriate numerical value for the debt item.
    I. **Annual Payment Amount** – Enter the appropriate dollar amount for the debt item.
    J. **Start Date of Loan** – Enter or select the date using the calendar functionality.
    K. **Is the Loan Secured by Applicant's Assets, Revenues or Stock?** – Click on the question **drop-down menu**, and then select the appropriate option.
    L. **Is Security Evidenced by UCC?** – Click the question **drop-down menu**, and then select the appropriate option.
    M. **State of UCC Filing** – Click the State of UCC Filing **drop-down menu**, and then select the appropriate state.
    N. **Date of UCC Filing** – Manually enter or select the date using the calendar functionality.
6. Click **Add** on the right side of the Add a Funded Debt – Rural Development Loan Window.

Figure 231: **Funded Debt Rural Development – Long-Term Debt Information Entry Fields**



7. A confirmation message appears on the top-right side of the table. Continue adding and saving additional line items, as applicable.

Figure 232 **Funded Debt Rural Development Line Item Summary and Reminder Window**



An amortization table displays for each debt item added, as well as a Summary table if there is more than one debt item. For each amortization table, enter the appropriate information for the following line items. The remaining line items are calculated based on the inputs of this step:

A. **New Borrowing** – Enter the appropriate values for the Bridge Year and applicable Forecast Years.
B. **Interest Paid** – Enter the appropriate values for the Bridge Year and applicable Forecast Years.
C. **Principal Paid** – Enter the appropriate values for the Bridge Year and the Forecast Years.

8. Click **Save** at the bottom right-hand side of the screen (See 3 in Figure 233). A save confirmation message appears atthe top of the screen. Repeat for each available subsection under **Funded Debt – Rural Development.**

Figure 233: **Amortization Schedules – Funded Debt – Rural Development**

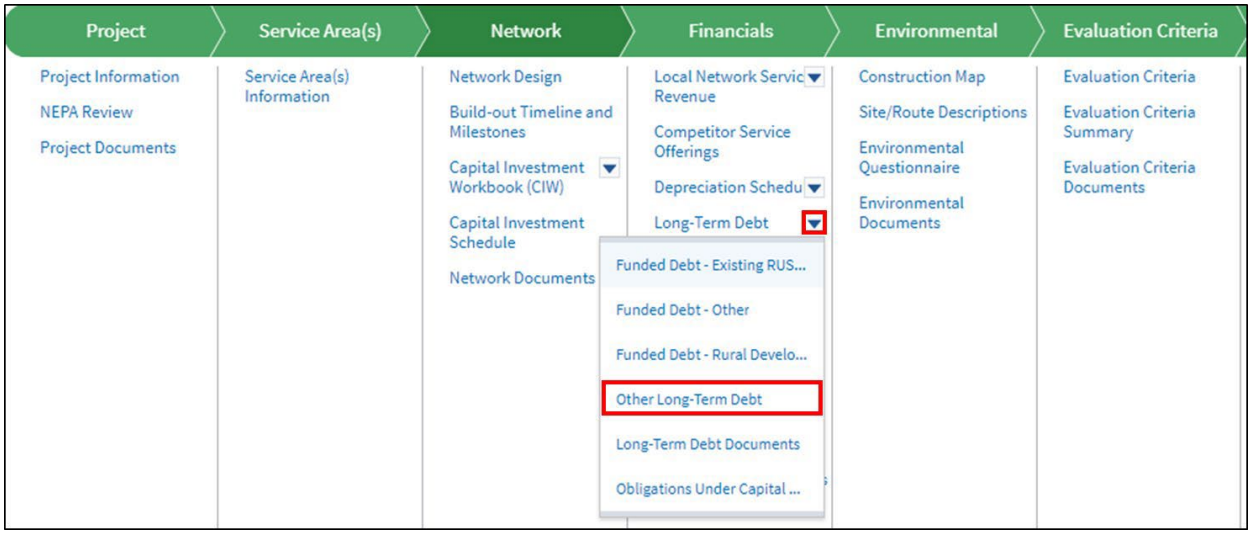


Other Long-Term Debt

In this subsection, applicants should enter information related to outstanding amounts of other long-term debt. This subsection is used to capture all long-term debt that is not includable in the previously covered long-term debt types. Other Long-Term Debt is distinguished from Funded Debt Other in that it may not have all the characteristics of funded debt, such as regularly scheduled principal and interest payments. *The Outstanding Principal balance should be the balance that will be outstanding as of the end of the Bridge Year.*

1. On the Application Navigation Bar, click **Financials.** The Application Navigation Bar expands.
2. Click the **drop-down menu** next to the Long-Term Debt Schedule, and then select the **Other Long-Term Debt** hyperlink.

Figure 234: **Navigation Bar – Expanded – Long-Term Debt – Action Menu – Other Long-Term Debt Hyperlink**



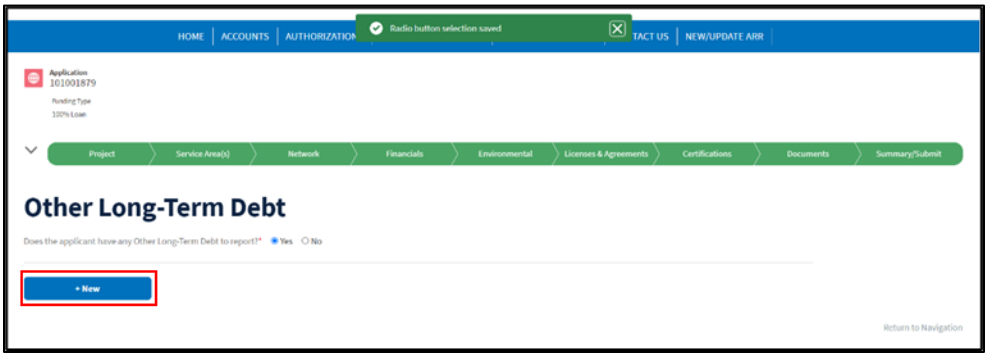
3. The Other Long-Term Debt page displays. Click the applicable **radio button**.
    - If **No**, proceed to the **Obligations Under Capital Lease** section of this document.
    - If **Yes**, a **+ New** button appears. Proceed to step 4.

Figure 235: **Other Long-Term Debt Indication Radio Buttons**



4. Click the **+ New** button. The window opens.

Figure 236: **Other Long-Term Debt Page**



5. Enter the following information per each line item added to the table:
    A. **Long-Term Debt Identifier** – Enter the Long-Term Debt Identifier for the debt item.
    B. **Name of Lender** – Enter the name of the lender that funded the debt item.
    C. **Loan Description** – Enter a description of the type of loan.
    D. **Original Principal Balance** – Enter the appropriate dollar amount for the debt item.

E. **Outstanding Principal Balance** – Enter the appropriate dollar amount for the debt item. *The Outstanding Principal balance should be the balance that will be outstanding as of the end of the Bridge Year.*

F. **Annual Interest Rate (%)** – Enter the appropriate interest rate value for the debt item in percent form (e.g., 2.00 = 2 percent)

G. **Term of Loan (Years)** – Enter the appropriate numerical value for the debt item.

H. **Number of Payments (per Year)** – Enter the appropriate numerical value for the debt item.

I. **Annual Payment Amount** – Enter the appropriate dollar amount for the debt item.

J. **Start Date of Loan** – Enter the date or select the date using the calendar functionality.

K. **Is the Loan Secured by Applicant's Assets, Revenues or Stock?** – Click the question **drop-down menu**, and then select the appropriate option.

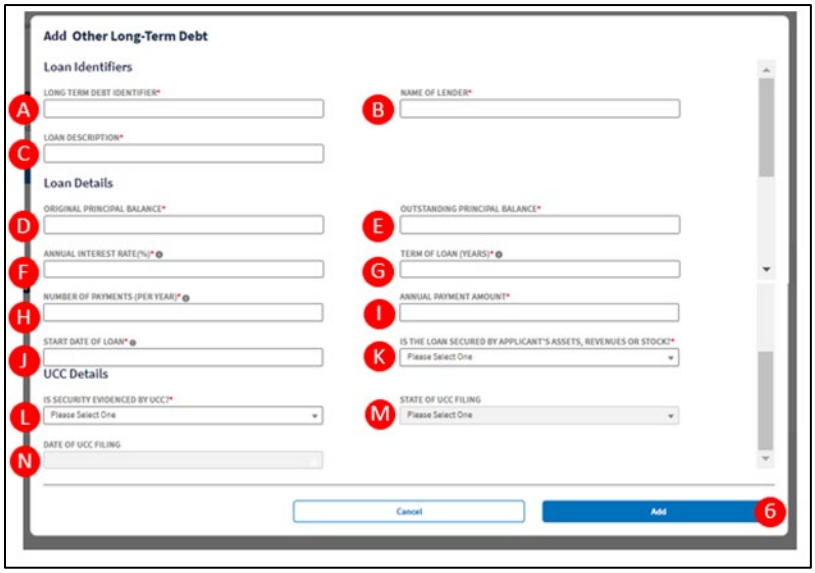
L. **Is Security Evidenced by UCC?** – Click the question **drop-down menu**, and then select the appropriate option.

M. **State of UCC Filing** – Click the State of UCC Filing **drop-down menu**, and then select the appropriate state.

N. **Date of UCC Filing** – Manually enter or select the date using the calendar functionality.

6. Click the **Add** button at the bottom right-hand side of the window to add the line item.

Figure 237: **Other Long-Term Debt – Long Term Debt Information Entry Fields**



7. A confirmation Notification Message appears at the top of the table. Continue adding and saving additional line items, as applicable.

8. An amortization table displays for each debt item added, as well as a Summary table, if there is more than one debt item.

9. For each amortization table, enter the appropriate information for the following line items. The remaining line items are calculated based on the inputs of this step:

A. **New Borrowing** – Enter the appropriate values for the Bridge Year and applicable Forecast Years.

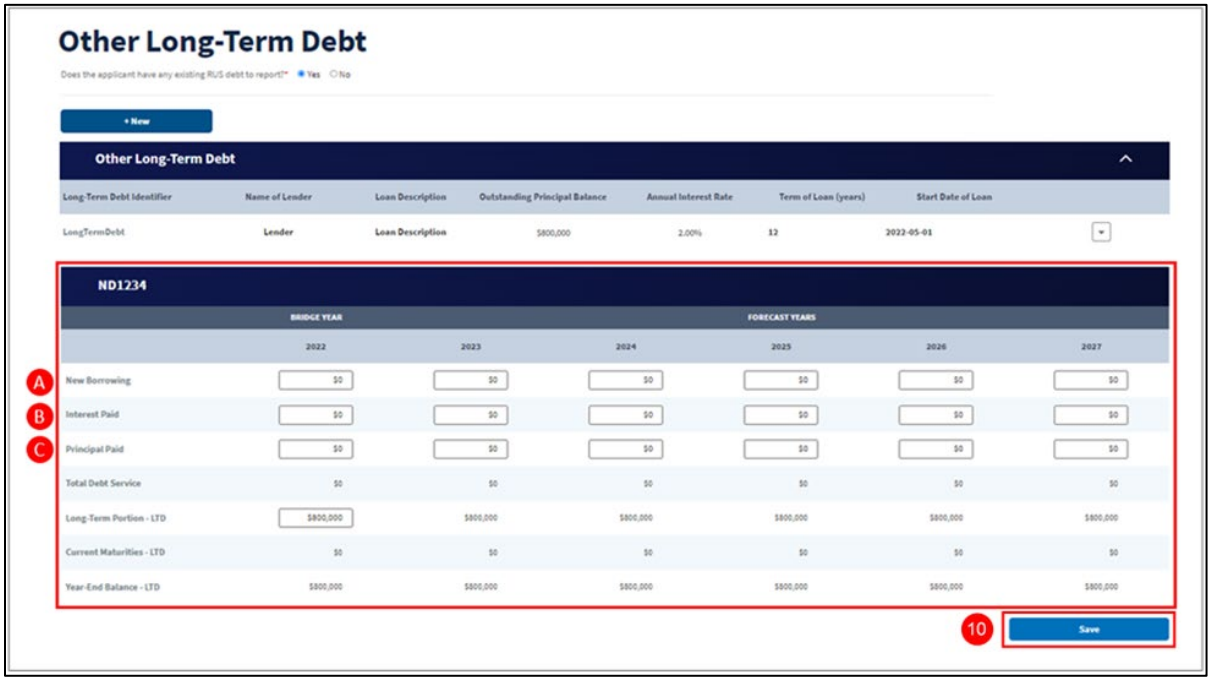
B. **Interest Paid** – Enter the appropriate values for the Bridge Year and applicable Forecast

Years.

C. **Principal Paid** – Enter the appropriate values for the Bridge Year and the Forecast Years.

10. Click **Save** at the bottom right-hand side of the screen. A save confirmation message appears at the top of the screen. Repeat for each available subsection under the Other Long-Term Debt Summary.

Figure 238: **Amortization Schedules – Other Long-Term Debt**

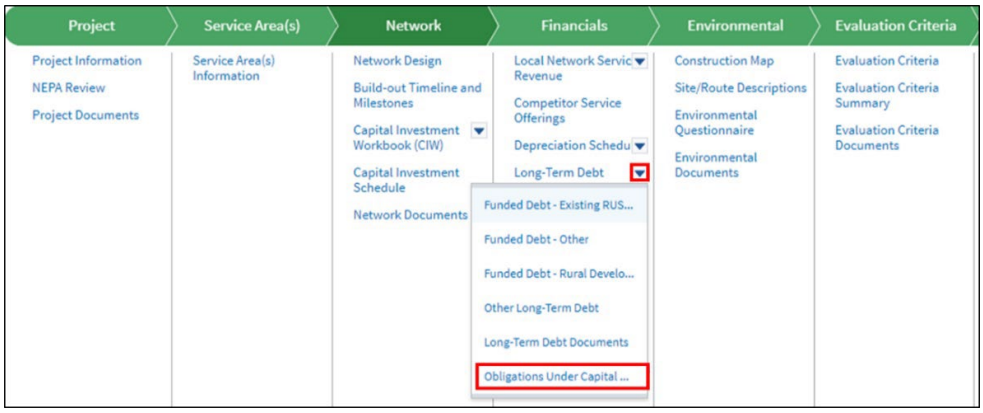


Obligations Under Capital Lease

In this subsection, applicants should enter information related to obligations under capital lease.

1. On the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **drop-down menu** next to the Long-Term Debt Schedule, and then select the **Obligations Under Capital Lease** hyperlink.

Figure 239: **Navigation Bar – Expanded – Long-Term Debt – Action Menu – Obligation Under Capital Lease Hyperlink**



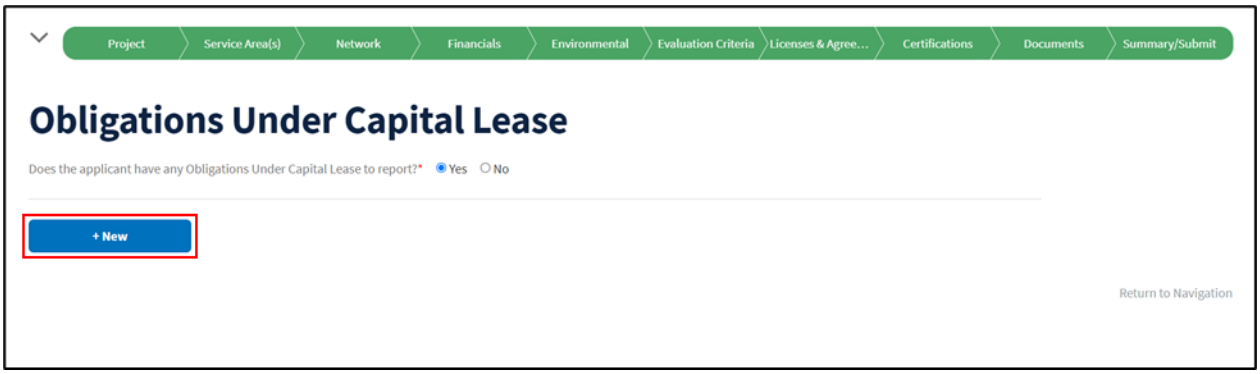
3. The Obligations Under Capital Lease page displays. Select the appropriate **radio button**.
    A. If **No**, proceed to the **Long-Term Debt Documents** section of this document.
    B. If **Yes**, a **+New** button appears. Proceed to step 4.

Figure 240: **Obligations Under Capital Lease Indication Radio Buttons**



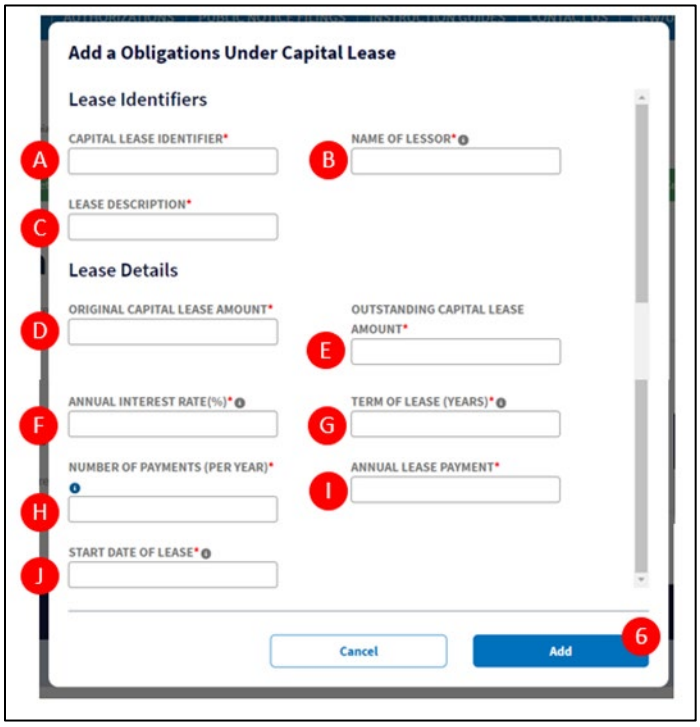
4. Click the **+New** button. A pop-up window opens.

Figure 241: **Obligations Under Capital Lease Page**



5. Enter the following information per each line item added to the table:
    A. **Capital Lease Identifier** – Enter the Capital Lease Identifier for the debt item.
    B. **Name of Lessor** – Enter the name of the lessor that provided the debt item.
    C. **Lease Description** – Enter a description of what the lease covers.
    D. **Original Capital Lease Amount** – Enter the appropriate dollar amount for the debt item.
    E. **Outstanding Capital Lease Amount** – Enter the appropriate dollar amount for the debt item.
    F. **Annual Interest Rate (%)** – Enter the appropriate interest rate value for the debt item in percent form (e.g., 2.00 = 2 percent)
    G. **Term of Lease (Years)** – Enter the appropriate numerical value for the debt item.
    H. **Number of Payments (per Year)** – Enter the appropriate numerical value for the debt item.
    I. **Annual Lease Payment** – Enter the appropriate dollar amount for the debt item.
    J. **Start Date of Lease** – Enter the date or select the date using the calendar functionality.
6. Click **Add** on the right side of the window.

Figure 242: **Obligations Under Capital Lease – Capital Lease Information Entry Fields**



7. A confirmation message appears at the top of the page. Continue adding and saving additional line items as applicable.
8. An amortization table displays for each debt item added, as well as a Summary table, if there is more than one debt item.
9. For each amortization table, enter the appropriate information for the following line items. The remaining line items are calculated based on the inputs of this step:
    a. **New Borrowing** – Enter the appropriate values for the Bridge Year and applicable Forecast Years.
    b. **Interest Paid** – Enter the appropriate values for the Bridge Year and applicable Forecast Years.
    c. **Principal Paid** – Enter the appropriate values for the Bridge Year and the Forecast Years.
10. Click **Save** at the bottom right-hand side of the screen. A save confirmation message appears at the top of the screen. Repeat for each available subsection under the Obligations Under Capital Lease Summary.

Figure 243: **Amortization Schedules – Obligations Under Capital Lease**

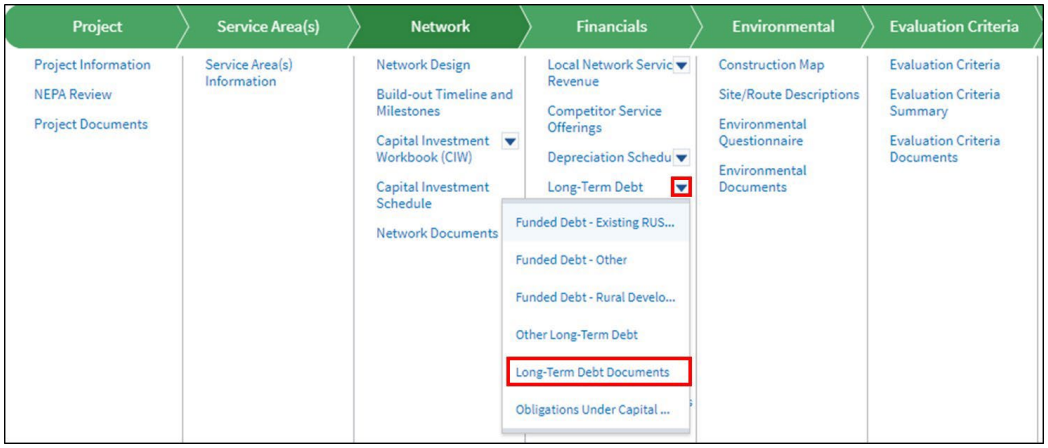


Long-Term Debt Documents

The applicant must complete this subsection if they have entered any information on the previous subsections of the Long-Term Debt Schedule. Here, applicants must upload documents related to long-term debt instruments and capital leases. These documents are described under the **Financial Documents** section of this guide.

1. On the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands. Click the **drop-down menu** next to the Long-Term Debt Schedule, and then select the **Long-Term Debt Documents** hyperlink.

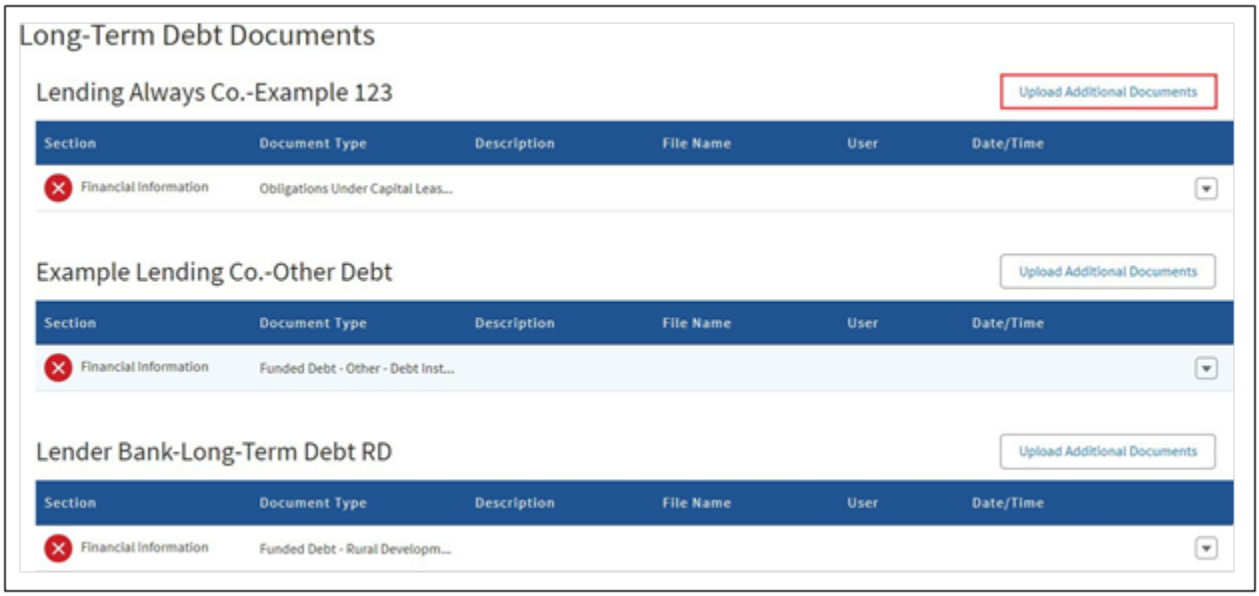
Figure 244: **Navigation Bar – Expanded – Long-Term Debt – Action Menu – Long-Term Debt Documents Hyperlink**



2. The Long-Term Debt Documents page displays a series of tables based upon the information

entered on the previous Long-Term Debt Schedule pages. Applicants should follow the directions described in the **Uploading Documents** section of this Guide to upload the appropriate documents.

Figure 245: **Long-Term Debt Documents Page – Upload Additional Documents Button**



Amortization Schedule

As a reminder, the CIW, CIS, the Annual Capital Investment Schedule, the Composite Economic Life Calculation, and the Long-Term Debt Schedule must be completed before beginning the Amortization Schedule. If any changes were made to these schedules, then the applicant must update all these pages and resave the pages.

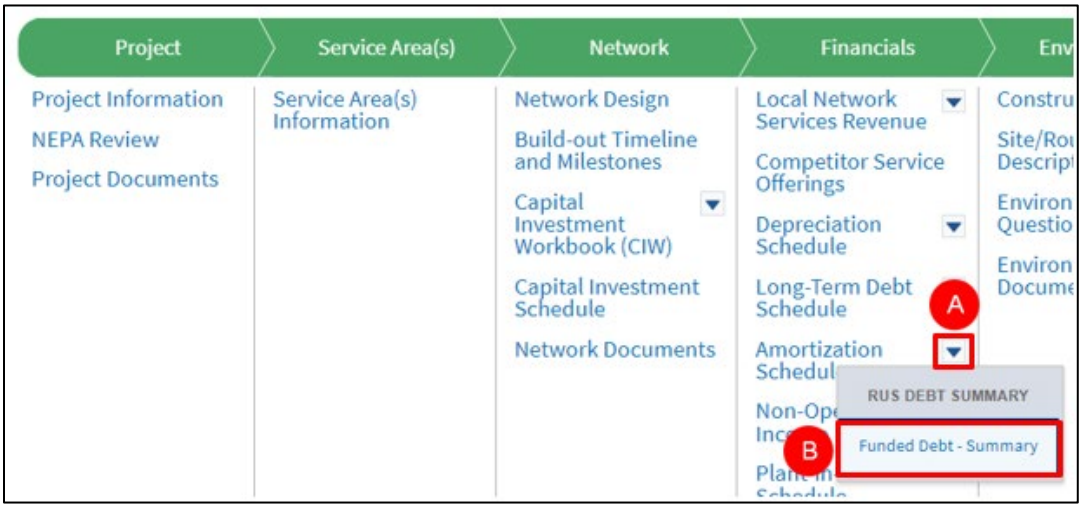
An Amortization Schedule MUST be generated before an application can be submitted when there is a loan component (50 Percent Loan/50 Percent Grant, and 100 Percent Loan).

New RUS Debt

In this subsection, enter loan information about the requested loan, so that the system 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. On the Application Navigation Bar, click the **Financials** header.
2. Click the **drop-down menu** (A) next to Amortization Schedule and select **New RUS Debt** (B).

Figure 246: **Navigation Bar – Expanded – Amortization Schedule – Action Menu – New RUS Debt**



3. The Amortization – New RUS Debt page displays. The page consists of a table that includes loan information. The following fields auto-populate:

    A. **Total Loan Amount –** This amount is drawn from the PFSA CIW Summary.

    B. **Loan Term (Years) –** This number amount is generated from the Composite Economic Life Calculation subsection and is based on the depreciation rates plus the deferral period.

    C. **Deferral Period –** This defaults to 3 years.

4. Enter the appropriate information into the following fields:

    A. **Interest Rate** – The interest rate for 100 Percent Loan is auto-populated as 2 percent. Input the appropriate Treasury Rate for a 50 Percent Loan/50 Percent Grant combo in percent form (e.g., 2.00 = 2 percent), based on the composite economic life of the loan. Use the Treasury rate for a security of comparable maturity to the ReConnect 50/50 Loan term. The Treasury rates are released daily on this website.

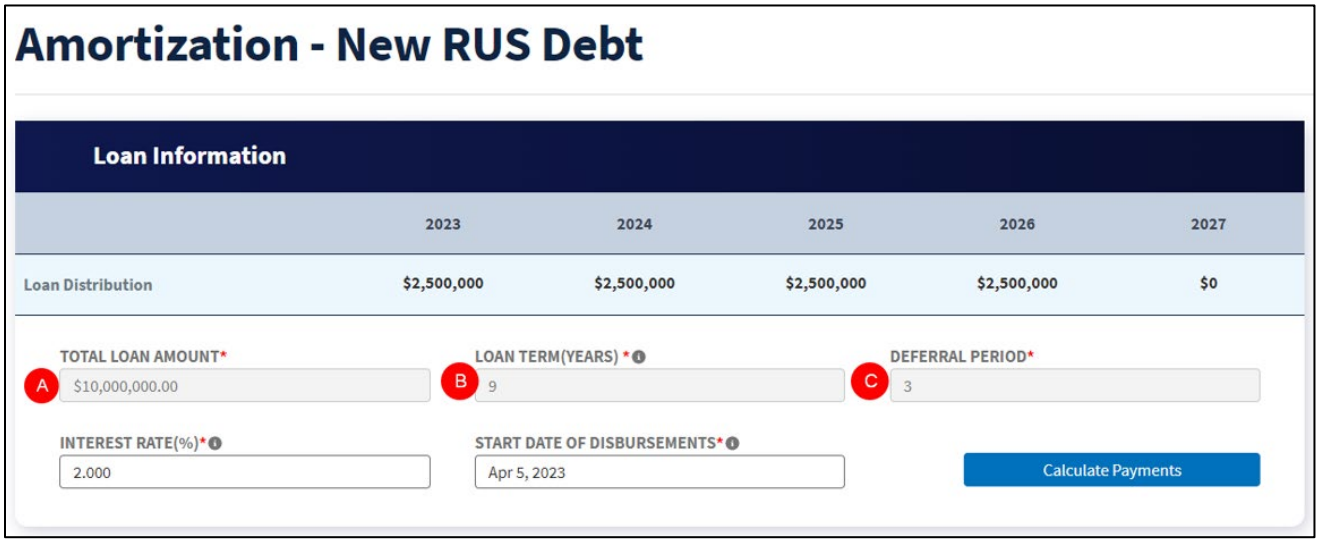
    B. **Start Date of Disbursements** – Type the start date or use the calendar to pick the date. The start date must be in the same year in which the Loan Distribution begins. The Loan Distribution fields cannot be edited and are derived from the Loan Amount distributed on the Annual Capital Investment page.

    You will receive an error if you try to enter a year that differs from the calendar year of the Loan Distribution. You will only see a drop-down value for that year in the calendar.

    If changes need to be made to update the Loan Distribution Start Date year, then update the Capital Investment Schedule for PFSA and Annual Capital Investment pages accordingly. Both of those pages are found under the Network Tab. Be sure to save changes there and return here to save changes as well.

5. Click the **Calculate Payments** button after the Start Date of Disbursements has been entered.

Figure 247: **Amortization Schedule Page – RUS Payments**



6. An Amortization Summary table displays, along with Amortization Monthly Payment Schedules for each Advance Year (2023 – 2027). Interest Rates in the tables and schedules are already in percent format (e.g., 0.1667 = 0.1667 percent). The Amortization Monthly Payment Schedules for the bridge and first forecast year do not populate due to the deferral period. To see the Amortization Details for any Advance Year, click the toggle to the left of the Amortization Monthly Payment Schedule for that year. The last table is the Funded Debt table for the new loan.

Figure 248: **Amortization Summary Section – RUS Payments**

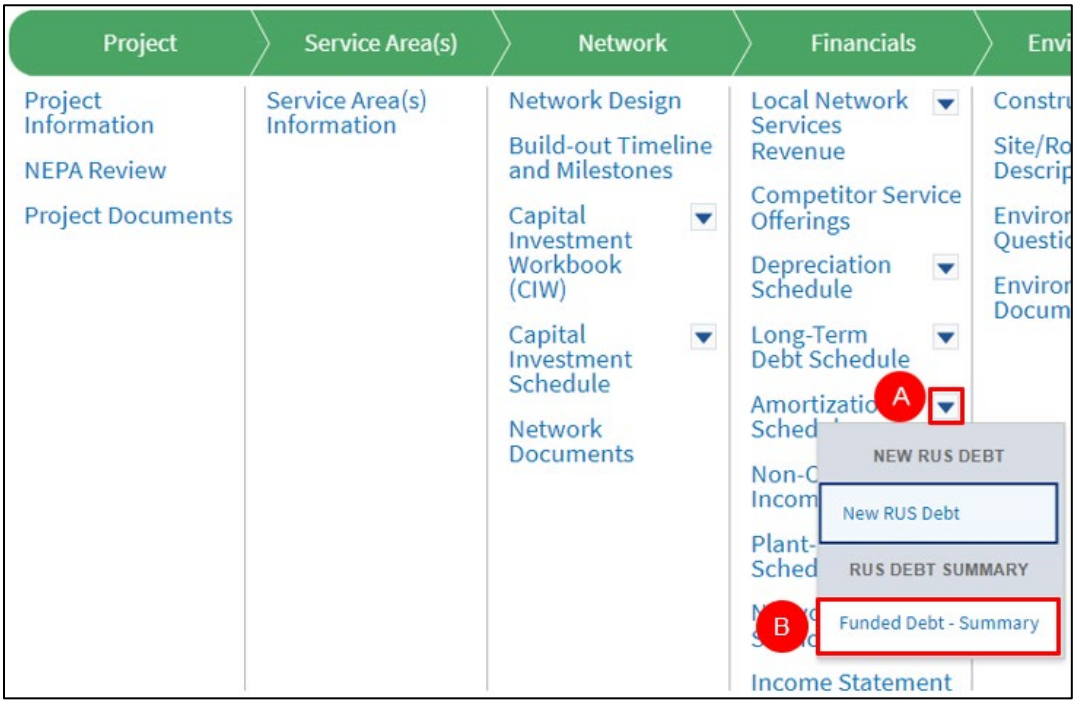


RUS Debt Summary - Funded Debt – Summary

In this subsection, applicants can view a summary Amortization Schedule that aggregates outstanding RUS, RTB and FFB Loans, UPLF, and requested loan funds.

1. From the Application Navigation Bar, select **Financials**. Click the **drop-down menu** next to the Amortization Schedule (A) and select **Funded Debt – Summary** (B).

Figure 249: **Navigation Bar – Expanded – Amortization Schedule – Action Menu – Funded Debt Summary Hyperlink**



2. The Funded Debt – Summary page displays. The page consists of an auto-populated table summarizing the breakdown of all RUS debt reported.

Figure 250: **Amortization Schedule Page – Funded Debt Summary**

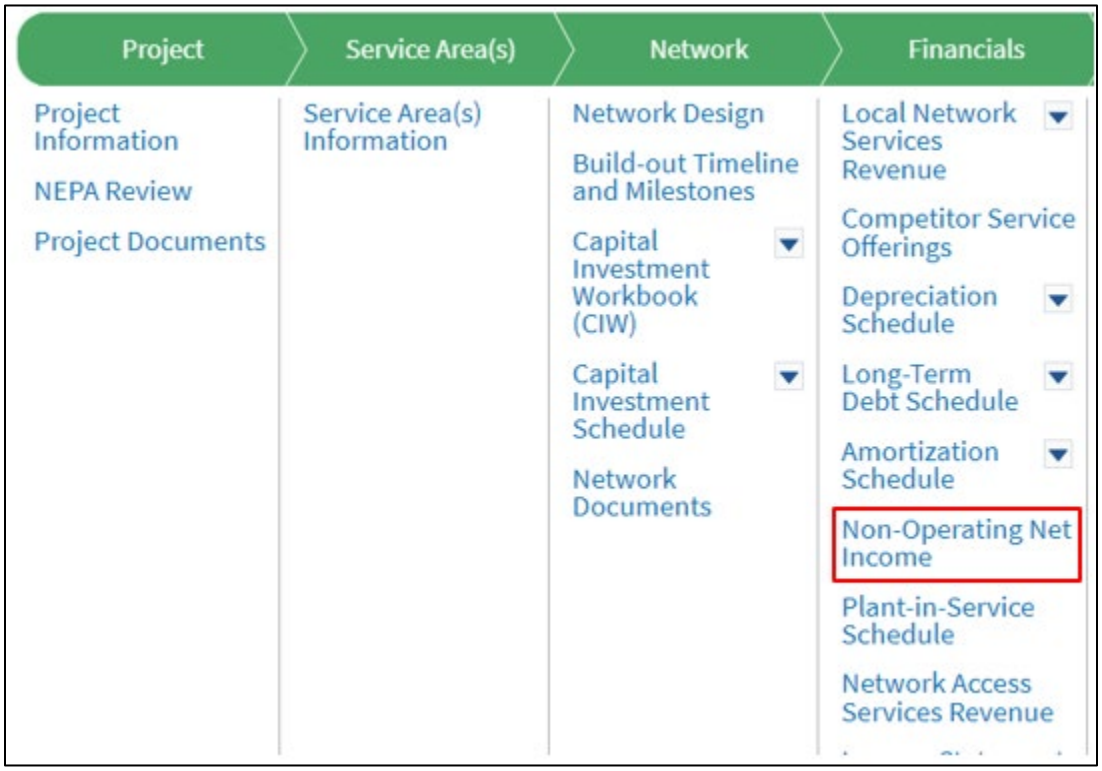


Non-Operating Net Income

In this section, applicants should input data for any Non-Operating Net Income, which then populates into the income statement. Examples of Non-Operating Net Income include gains or losses on the sale of equipment and capital gains.

1. On the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **Non-Operating Net Income** hyperlink.

Figure 251: **Navigation Bar – Expanded – Non-Operating Net Income Hyperlink**

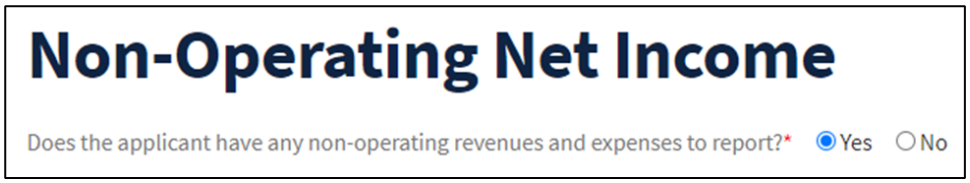


3. The Non-Operating Net Income page displays. Select the appropriate **radio button**.

    a. If **No**, proceed to the next section of this Application, which is the **Plant-in-Service Schedule.**

    b. If **Yes**, a table appears where the applicant can input either Non-Operating Revenue or Non-Operating Expense line items. Continue to step 4.

Figure 252: **Non-Operating Net Income Page – Section 1**



4. After clicking the **+New** button and adding a line item, a table including the applicant's financial statements will appear below.

Figure 253: **Non-Operating Net Income Page – New Entry Button**



5. Enter the following information for each line item added in the popup window. After a line is added, the table will show fields for the Historical, Bridge and Forecast years.

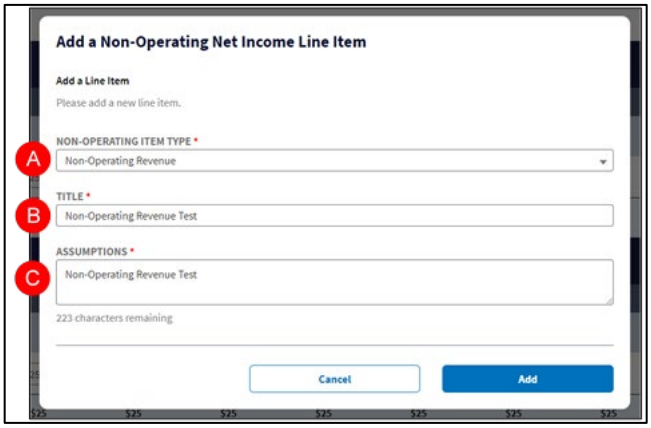
    A. **Non-Operating Item Type**: Click the Non-Operating Item Type drop down menu, and then select the appropriate option.

    B. **Title**: Enter a description with specific details regarding the source of the revenue or expense.

    C. **Assumptions**: This only appears in the Non-Operating Net Income Window. Enter an assumption for each line item where the entered value is different than zero (0). Provide comprehensive justifications for the amount entered in these line items, especially when they deviate from historical trends. It is highly recommended that applicants provide assumptions. Applicants may also reference supporting document uploads.

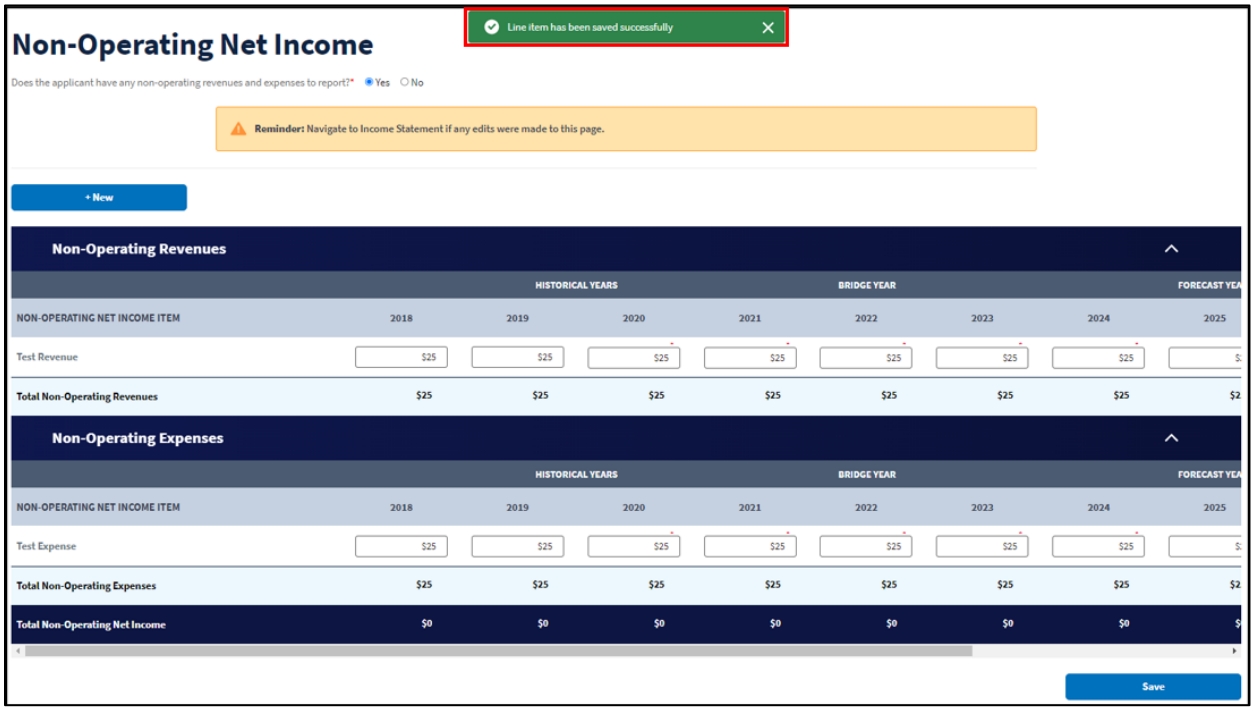
6. Click **Add** at the bottom right-hand corner of the popup window.

Figure 254: **Add a Non-Operating Net Income Line Item**



7. A confirmation message appears at the top of the page. Continue adding and saving additional line items, as applicable.

Figure 255: **Successfully Added Non-Operating Net Income Line Item Message**



8. After the Non-Operating Net Income Items have been added, fill out the fields for the Historical, Bridge, and Forecast Years.
    a. **Historical Years:** Enter the appropriate dollar amount for each Historical Year.
    b. **Bridge Year:** Enter the appropriate dollar amount for the Bridge Year
    c. **Forecast Years:** Enter the appropriate dollar amount for each Forecast Year.
9. Click on the **Save** button on the bottom right side of the page.
   You can now see a breakdown of the Non-Operating Net Income page including the new entry fields below.

    1. +New Button: Used to add a new line item

    A. **Non-Operating Revenues:** This is the portion of an organization's income that is derived from activities not related to its core business operations.

    B. **Non-Operating Expenses:** This is a business expense unrelated to core operations. The most common types of non-operating expenses are interest charges and losses on the disposition of assets.

    C. **Line Item:** Enter a description with specific details regarding the source of the revenue or expense.

Figure 256: **Non-Operating Net Income Page – New Entry Fields**



To Edit Non-Operating Net Income Line Items

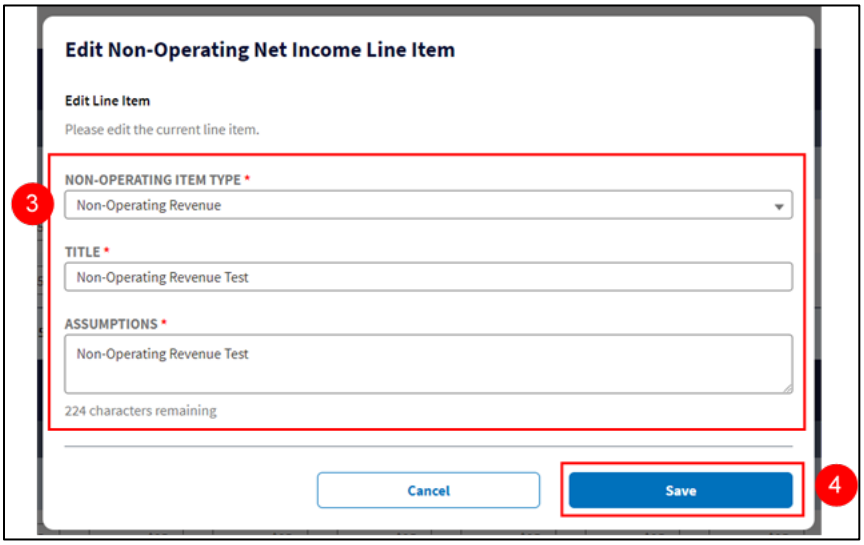
1. Click on the button on the right-hand side of the line item. A drop-down menu appears showing Edit and Delete options.
2. Click **Edit**. An Edit window opens.

Figure 257: **Edit Non-Operating Net Income Line Item**



3. All fields in the window are editable – Make all necessary changes.
4. Click **Save.**

Figure 258: **Edit Non-Operating Net Income Line Item Window**



To Delete the Non-Operating Net Income Line Item

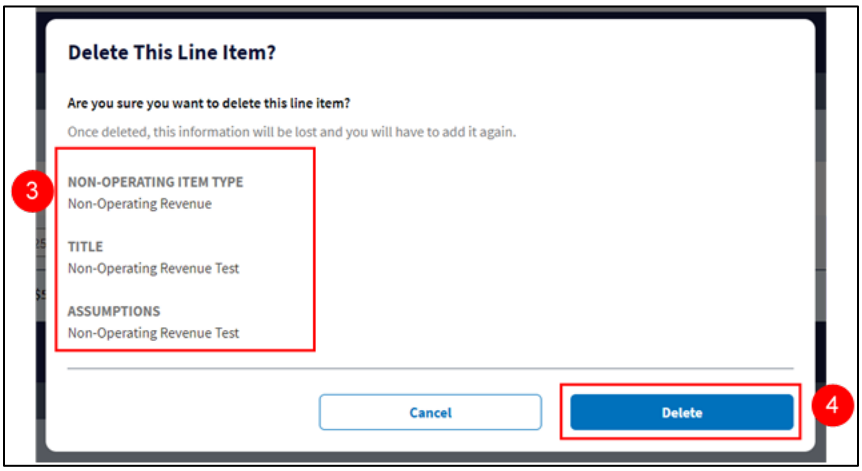
1. Click on the button on the right-hand side of the line item. A drop-down menu appears showing Edit and Delete options.
2. Click **Delete**. A Delete Window opens.

Figure 259: **Delete Non-Operating Net Income Line Item**



3. The fields in this window cannot be edited.
4. Click **Delete**.

Figure 260: **Delete Non-Operating Net Income Line Item Window**

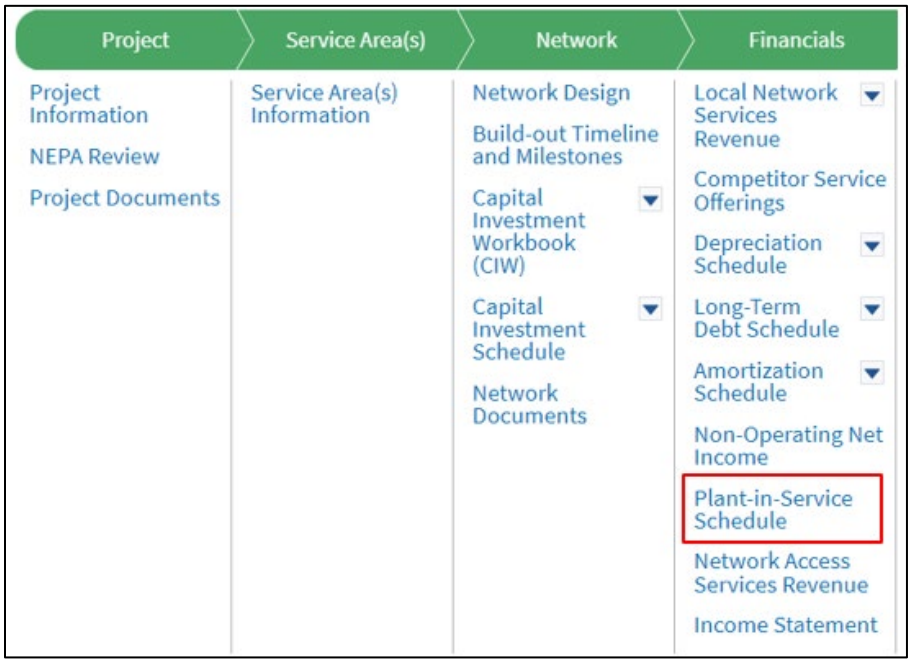


Plant-in-Service Schedule

In this section, applicants can enter information related to existing plant and non-telecommunications plant to be reflected in the balance sheet.

1. On the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **Plant-in-Service Schedule** hyperlink.

Figure 261: **Navigation Bar – Expanded – Plant-in-Service Schedule Hyperlink**



3. The Plant-in-Service Schedule page displays. The page displays a table which is pre-populated with amounts based on each CIS (PFSA, NFSA, and UPLF). Enter the following fields into the table:

    A. **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.

B. **Non-Telecommunications Plant Additions** – Enter the appropriate dollar amounts into the Bridge Year and Forecast Years.

C. **Less Plant Retirements** – Enter the appropriate dollar amounts into the Bridge Year and Forecast Years.

D. **Less Grant Funded Expenses or Less Capitalized Expenses (New)** – Enter the appropriate dollar amounts into the Bridge Year and Forecast Years. Refer to **Table 9** for relevant guidance.

   a. **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 Capital Investment Schedule.

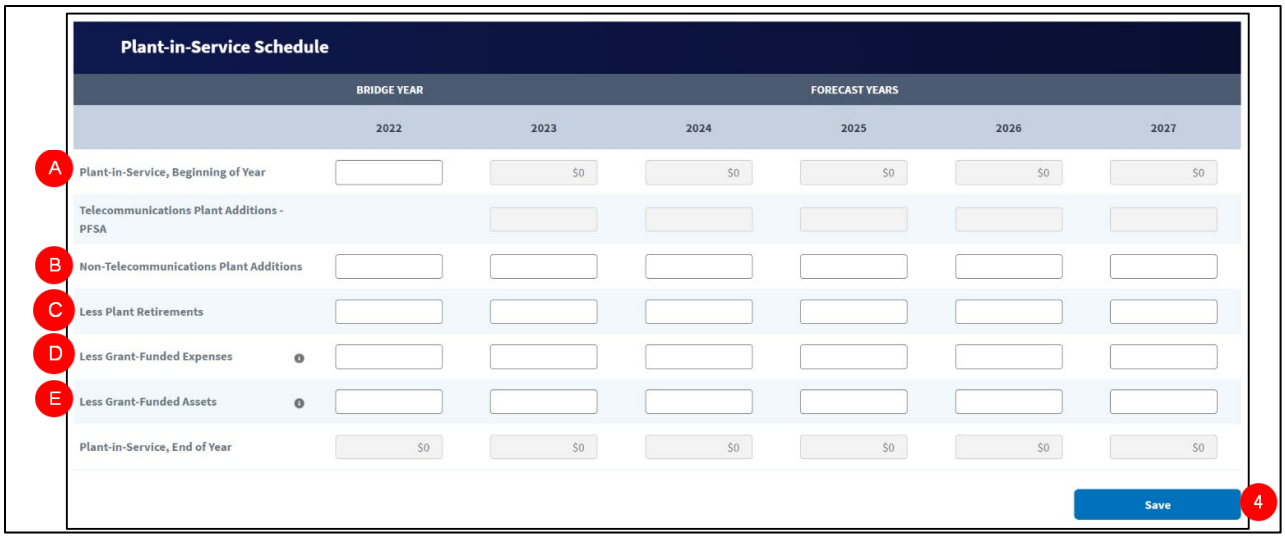
E. **Less Grant Funded Assets (New)** – Enter the appropriate dollar amounts into the Bridge Year and Forecast Years. Reference **Table 9** for relevant guidance.

   a. **Cooperatives:** Only Cooperatives can use the Contribution in Aid of Construction Method (CIAC). For the CIAC method, values should be provided for 'Less Grant Funded Assets' for projected plant-in-service. However, cooperatives using the Deferred Revenue Recognition method do not enter any 'Less Grant Funded Assets' in plant-in-service.

   b. **All Other Entities:** Do not enter any values for 'Less Grant Funded Assets (New) since the gross value of the plant assets will be recorded and depreciated over the economic life of the asset.

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

Figure 262: **Plant-in-Service Schedule Page**

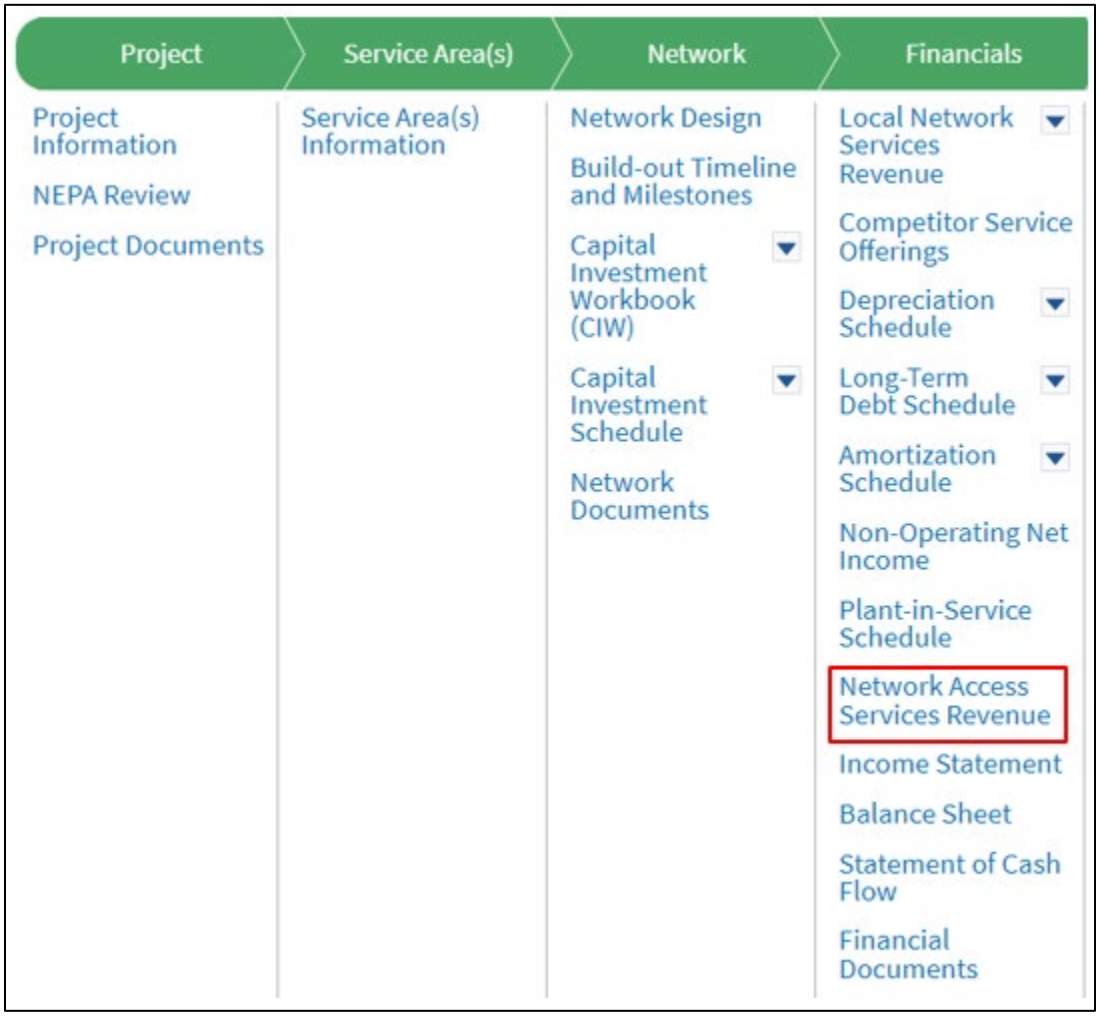


Network Access Services Revenue

In this section, applicants can enter information related to network access services revenues. 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 network access service revenues.

1. On the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **Network Access Services Revenue** hyperlink.

Figure 263: **Navigation Bar – Expanded – Network Access Services Revenue Hyperlink**



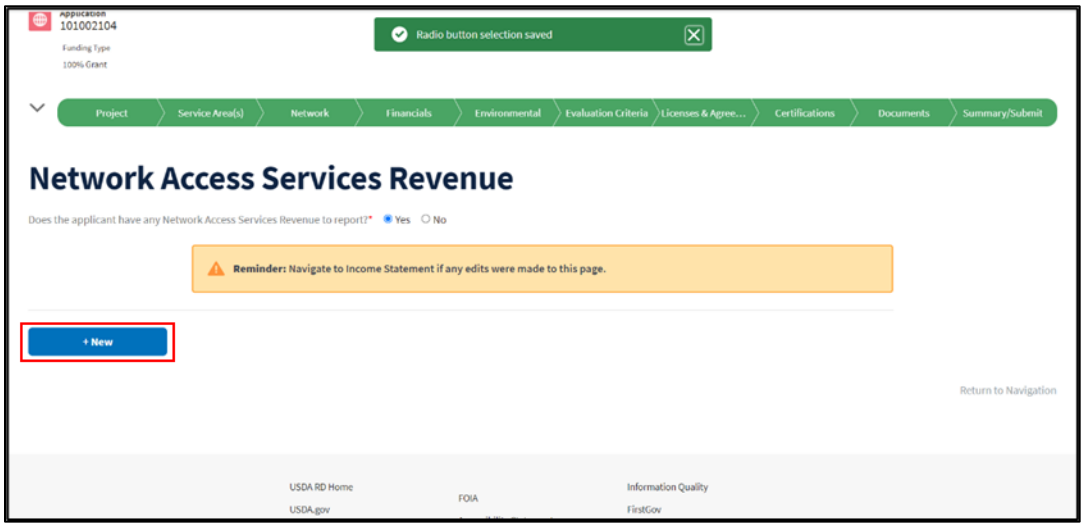
3. The Network Access Services Revenue page displays. Select the appropriate **radio button.**
   - If **No**, proceed to the next section of this Application, which is the **Income Statement** Section.
   - If **Yes**, a table appears in which applicants enter Network Access Services Revenue line items. Continue with to 4.

Figure 264: **Network Access Services Revenue Page**



4. For each source of Network Access Services Revenue, add a new line item by clicking **+ New**. A popup window will appear with fields for Statement Sub-Types, and Assumptions.

Figure 265: **New Network Access Services Revenue**

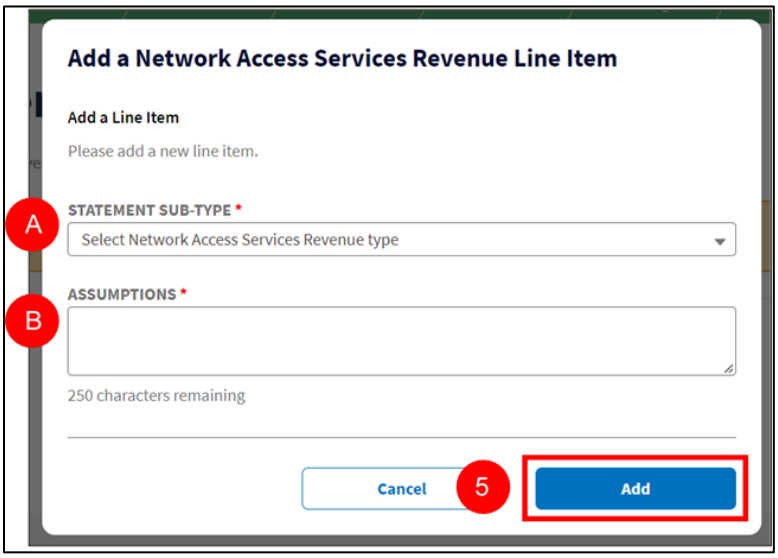


   a. **Statement Sub-Types:** Select the appropriate option from the drop-down menu.

   b. **Assumptions:** Enter an assumption for each line item for every non-zero value. In addition to describing assumptions, upload documents to support revenue forecasts. Lack of supporting documentation may cause RUS to find the application not financially feasible, particularly if these revenues represent a significant portion of the applicant's total revenues

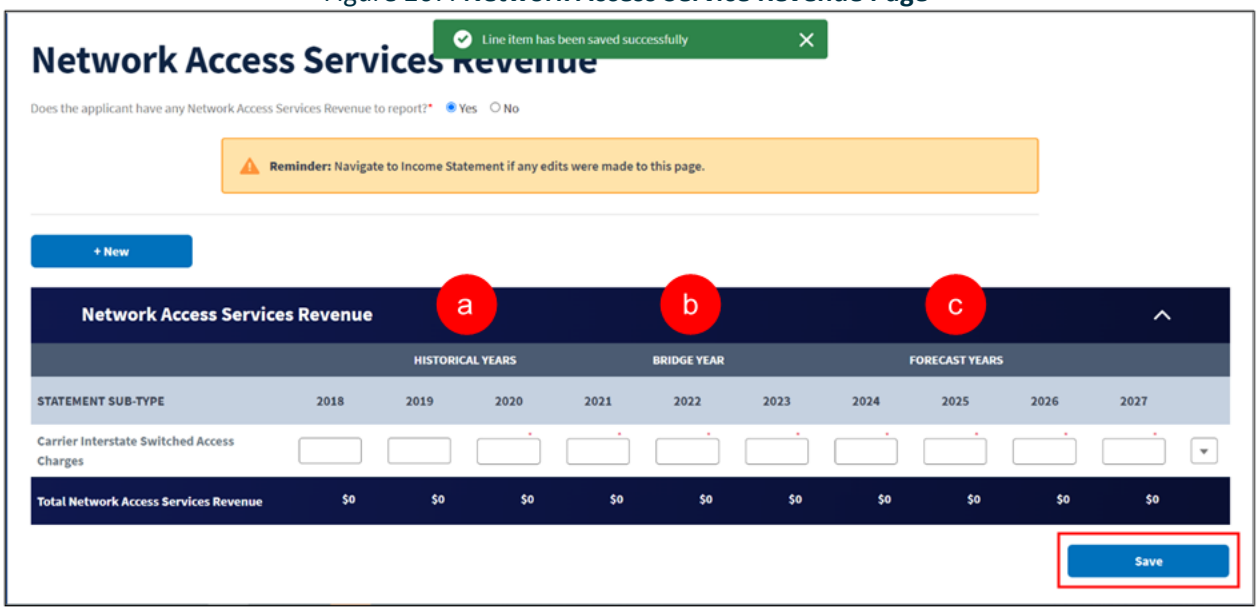
5. Click the **Add** button in the bottom right corner of the pop-up window.

Figure 266: **Add Network Access Service Revenue Line Item Window**



6. After adding the line time, the table will appear and show the editable fields including the Historical, Bridge, and Forecast Years.
    a. **Historical Years:** Enter the appropriate dollar amount for each Historical Year.
    b. **Bridge Year:** Enter the appropriate dollar amount for the Bridge Year
    c. **Forecast Years:** Enter the appropriate dollar amount for each Forecast Year.
7. Click the **Save** button on the bottom right of the screen.

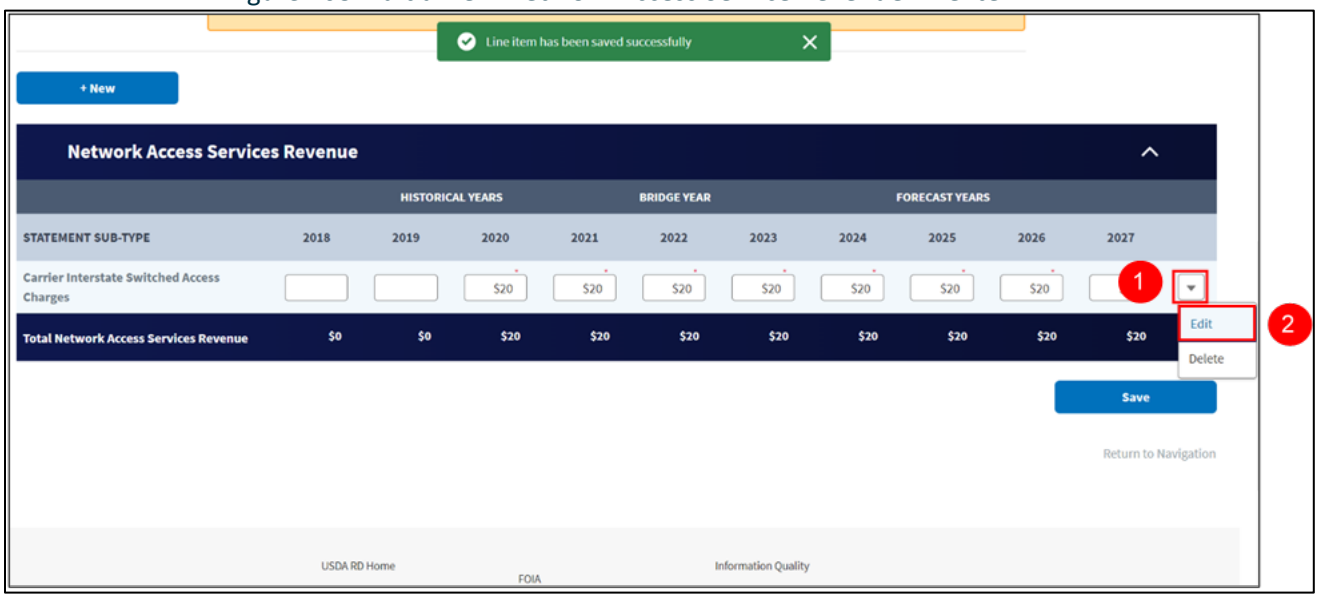
Figure 267: **Network Access Service Revenue Page**



To Edit Network Access Services Revenue Line Items

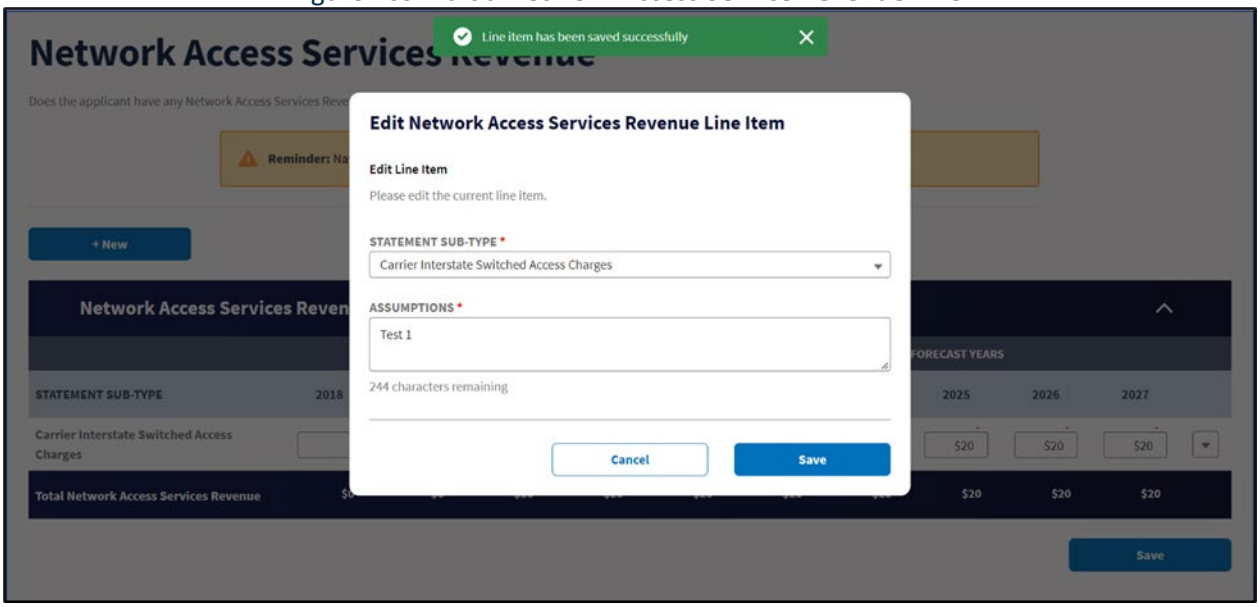
1. Click the button on the right-hand side of the line item. A drop-down menu appears showing Edit and Delete options.
2. Click **Edit**. An Edit Window opens.

Figure 268: **Edit a New Network Access Service Revenue Line Item**



3. All fields in the window are editable.
4. Make any necessary changes.
5. Click **Save.**

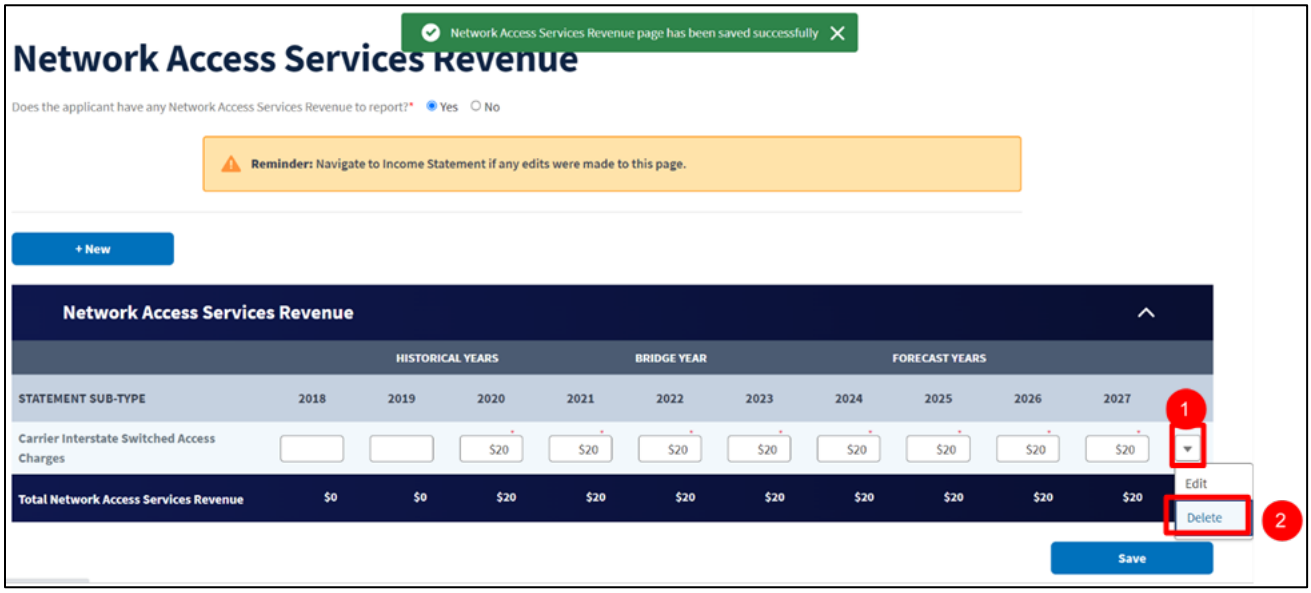
Figure 269: **Edit a Network Access Service Revenue Line**



Delete Network Access Services Revenue Line Items

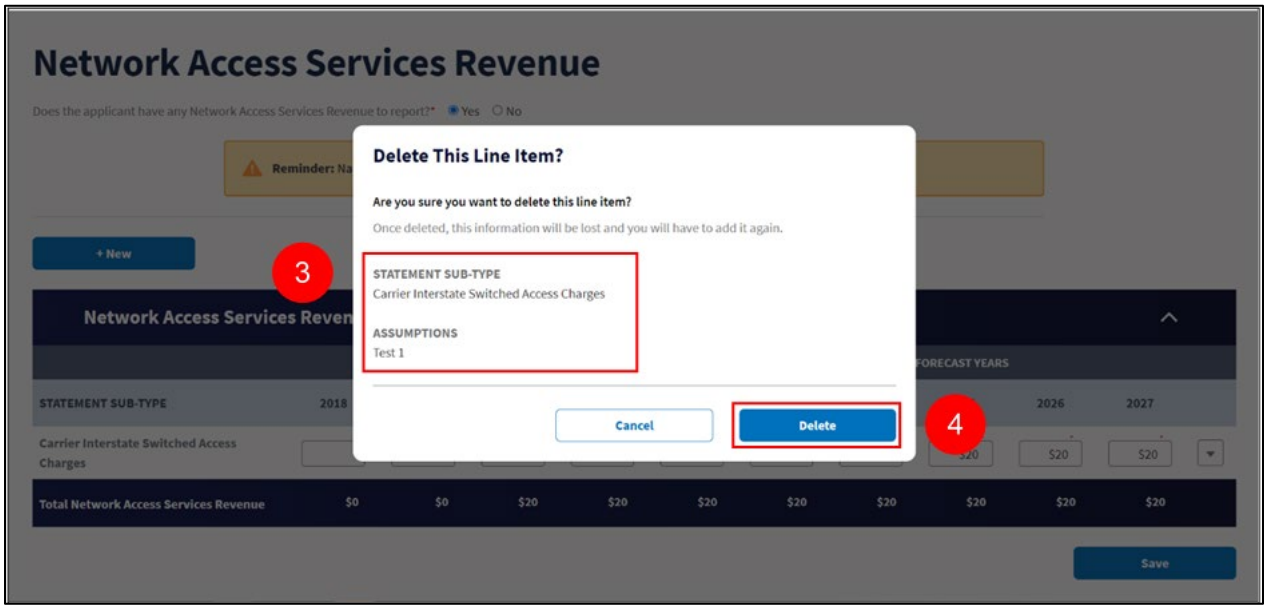
1. Click on the button on the right-hand side of the line item. A drop-down menu appears showing Edit and Delete options.
2. Click **Delete**. A Delete Window opens.

Figure 270: **Network Access Services Revenue Delete Button**



3. The fields in this window cannot be edited.
4. Click **Delete**.

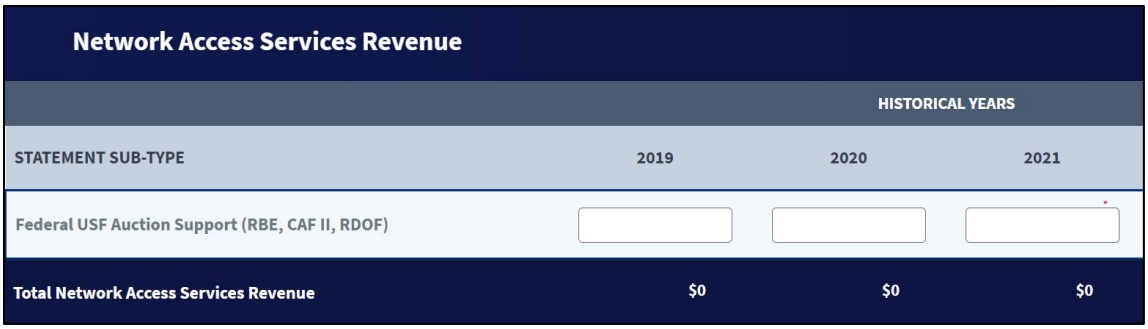
Figure 271: **Network Access Services Revenue Delete Window**



RDOF – NASR

One of the line items under Network Access Services Revenue is Federal USF Auction Support (RBE, CAF II, RDOF), where any declared RDOF funds should be reported. Within the Online Application System, applicants will enter total yearly amounts for each line item of Network Access Services Revenue.

Figure 272: **Network Access Services Revenue - RDOF**



If RDOF revenues are being reported in this line item and if those RDOF funds are intended to be used to finance capital expenditures within the ReConnect project, the applicant must document the breakdown of the RDOF costs under the Rural Digital Opportunity Funds (RDOF) section of the guide.

Income Statement

On this statement, there are pre-populated amounts based on the data entered on other sections of the application.

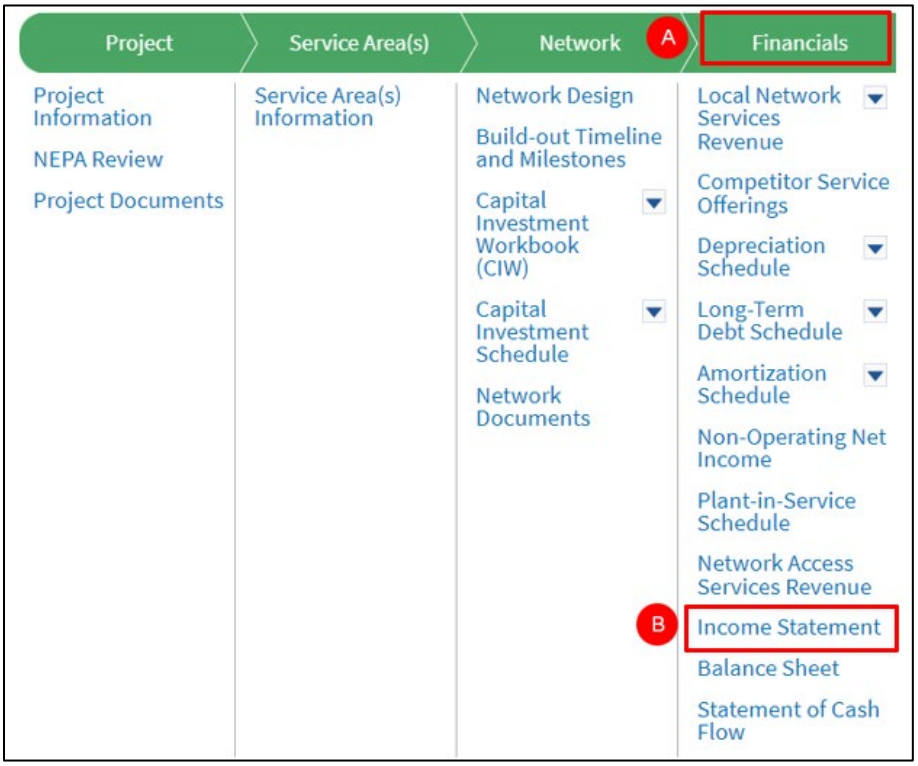
*If any changes are made in other sections of the application, the applicant should return to the Income Statement, review the table, and **SAVE** again. Failure to do so could result in validation errors when trying to submit the application.*

Save your work frequently while working on the Income Statement 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.

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

1. On the Application Navigation Bar (A), click **Financials**. The Application Navigation Bar expands. Click the **Income Statement** hyperlink (B).

Figure 273: **Navigation Bar – Expanded – Income Statement Hyperlink**



2. The Income Statement page displays. Enter the following information into the Income Statement table. All decimal values round to the nearest whole number. Applicants should enter information based on the calendar year or fiscal year methodology, consistent with what was entered in previous sections. Those who use non-calendar fiscal year financials must clearly identify and explain their assumptions.

    A. **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.

    B. **Long Distance Network Services Revenue** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

    C. **Carrier Billing and Collection Revenue** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

    D. **Other Operating Revenue** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

    E. **Amortized Grant Revenue** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years. Reference **Table 9** for relevant guidance. For an example of how to calculate amortized grant revenue for Round 3, refer to **Figure 274**.

Note: The example shown in Figure 278 is for applicants that will only have grant funds through FOA3 and those that are not using the CIAC Method. If grant funds have been received from prior projects (for instance, ReConnect Round 1, ReConnect Round 2, other grant programs), those will also need to be added to the calculation.

For-Profit: The grant funds should be amortizing 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).

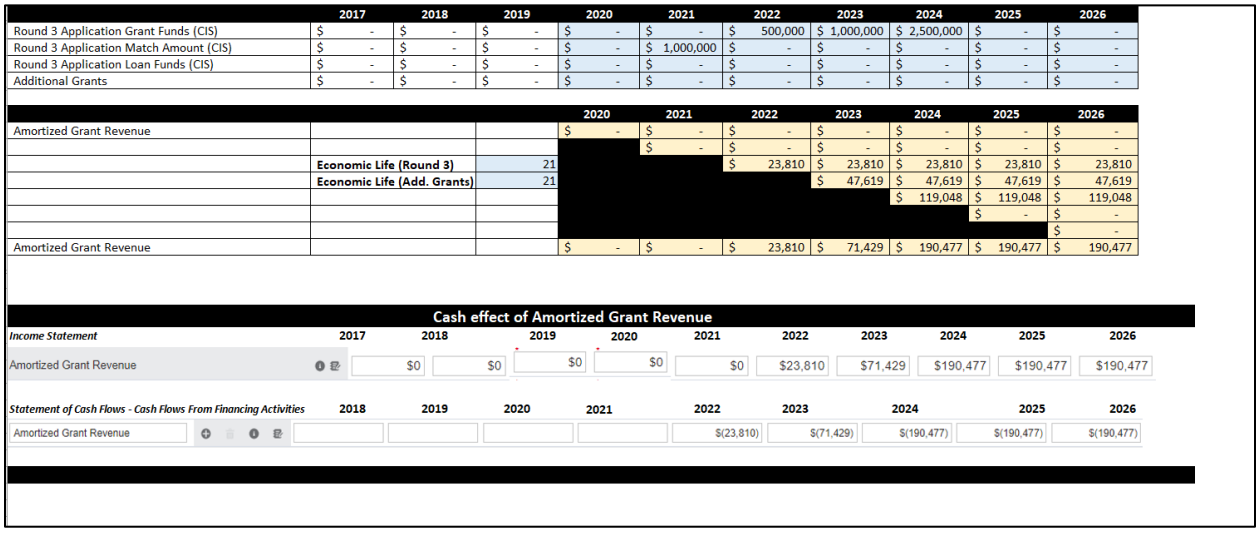
Cooperatives: Cooperatives that elect to use the deferred revenue recognition method for grants should use the same approach as For-Profit entities described above.

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. Applicants should treat this line item as "Grant Revenue" and insert the respective amounts in the applicable years.

For applicants that 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, applicants will need to use the 'Other' line item under Cash Flows from Financing Activities to back out the Amortized Grant amounts realized as operating cash in any given fiscal year. Applicants should title this addition as Amortized Grant Revenue, or otherwise make clear that this is the purpose of the 'Other' line item. Refer to **Figure 306** for an example.

Figure 274: **Amortized Grant Revenue example**



	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Round 3 Application Grant Funds (CIS)	$ -	$ -	$ -	$ -	$ -	$ 500,000	$ 1,000,000	$ 2,500,000	$ -	$ -
Round 3 Application Match Amount (CIS)	$ -	$ -	$ -	$ -	$ 1,000,000	$ -	$ -	$ -	$ -	$ -
Round 3 Application Loan Funds (CIS)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Additional Grants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

			2020	2021	2022	2023	2024	2025	2026
Amortized Grant Revenue			$ -	$ -	$ -	$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -	$ -	$ -
	Economic Life (Round 3)	21			$ 23,810	$ 23,810	$ 23,810	$ 23,810	$ 23,810
	Economic Life (Add. Grants)	21				$ 47,619	$ 47,619	$ 47,619	$ 47,619
							$ 119,048	$ 119,048	$ 119,048
								$ -	$ -
									$ -
Amortized Grant Revenue			$ -	$ -	$ 23,810	$ 71,429	$ 190,477	$ 190,477	$ 190,477

Cash effect of Amortized Grant Revenue

Income Statement	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Amortized Grant Revenue	$0	$0	$0	$0	$0	$23,810	$71,429	$190,477	$190,477	$190,477

Statement of Cash Flows - Cash Flows From Financing Activities	2018	2019	2020	2021	2022	2023	2024	2025	2026
Amortized Grant Revenue					$(23,810)	$(71,429)	$(190,477)	$(190,477)	$(190,477)

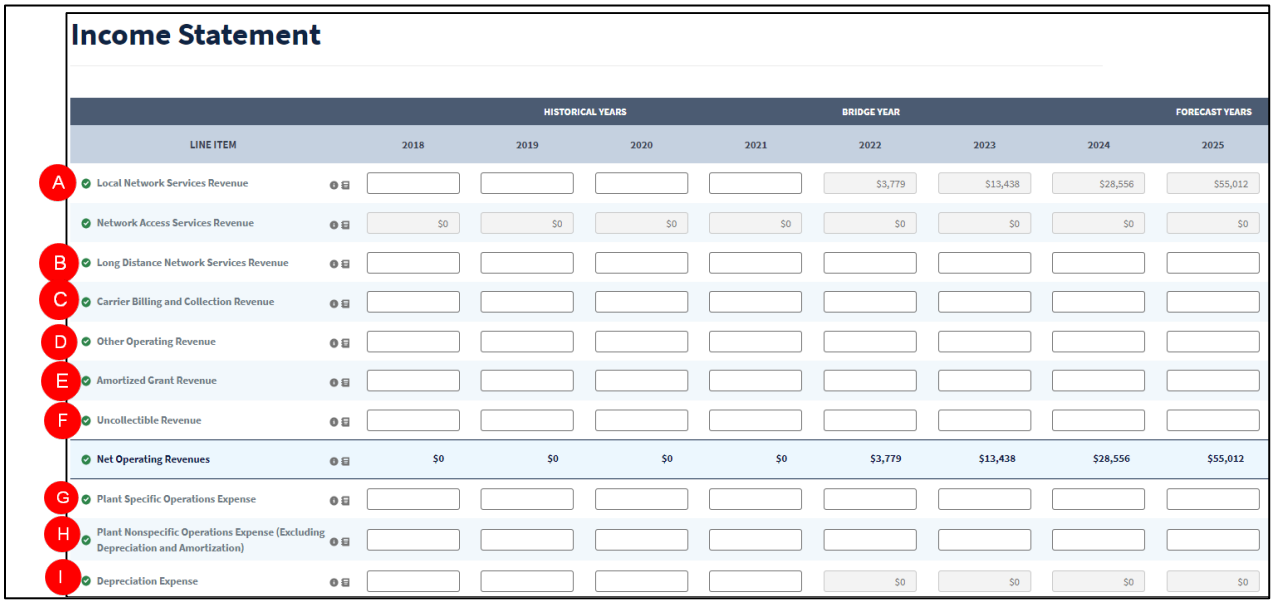
F. **Uncollectible Revenue** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

G. **Plant Specific Operations Expense** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

H. **Plant Nonspecific Operations Expense (Excluding Depreciation and Amortization)** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

I. **Depreciation Expense** – Enter the appropriate values for the Historical Years. The Bridge Year and the Forecast Years carry over from the Depreciation Expense Summary section.

Figure 275: **Income Statement Page – Line Items – Section 1**



J. **Amortization Expense** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

K. **Customer Operations and Corporate Operations Expenses** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

L. **Other Operating Expense** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

M. **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 section.

N. **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 section.

O. **Interest on Line(s) of Credit** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

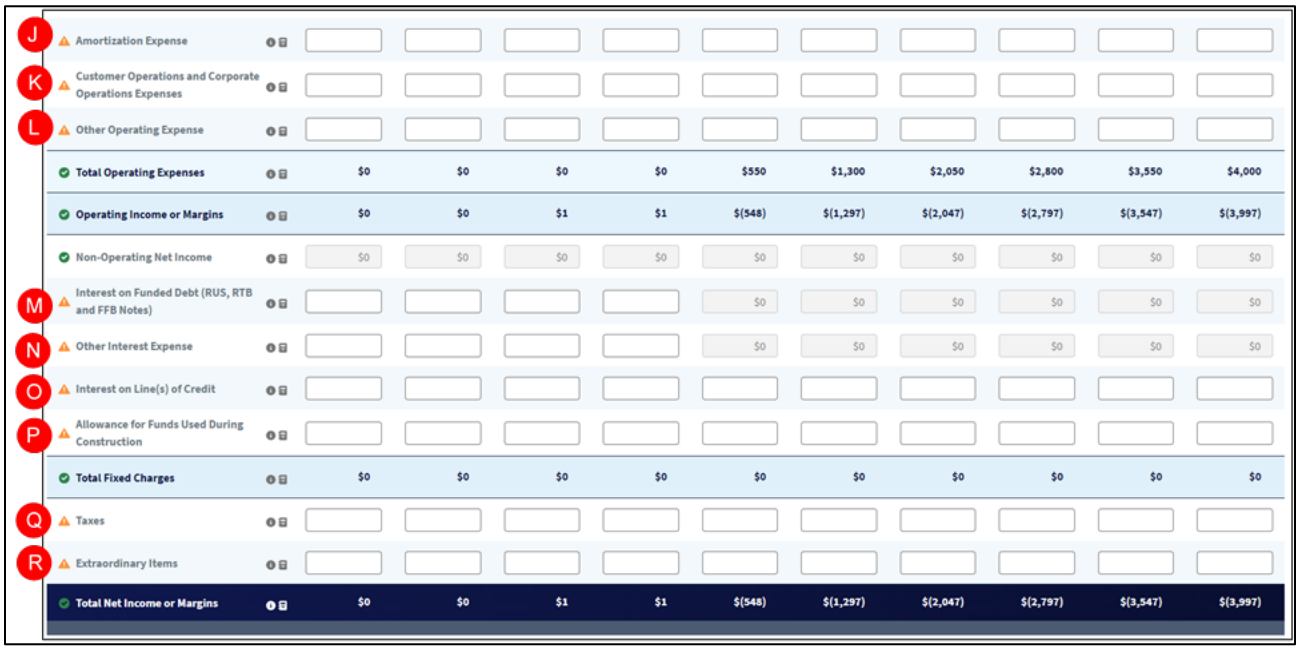
P. **Allowance for Funds Used During Construction** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

Q. **Taxes** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

R. **Extraordinary Items** – Enter the appropriate values for the Historical Years, the Bridge

Year, and the Forecast Years.

Figure 276: **Income Statement Page – Line Items – Section 2**



S. **Principal Payments on Long-Term Debt and Capital Leases** – Enter the appropriate values for the Historical Years. The Bridge Year and the Forecast Years carry over from the RUS Debt Summary and Other Debt Summary under the amortization schedule.

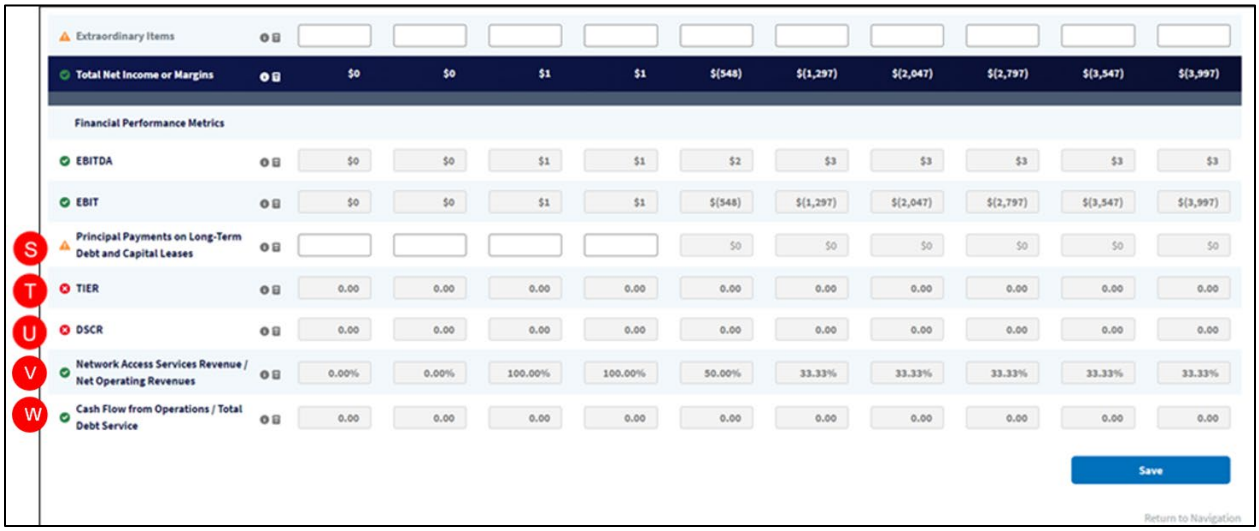
T. **TIER –** Time Interest Earned Ratio – Measures a company's ability to meet the interest payments on its debt and capital lease obligations.

U. **DSCR –** Debt Service Coverage Ratio – Indicates the amount of a company's earnings available for debt servicing, including interest, principal, and lease payments.

V. **Network Access Services Revenue/Net Operating Revenue –** Measures a company's reliance on Network Access Services Revenue as compared to total net operating revenues. Network Access Services Revenue divided by Net Operating Revenue.

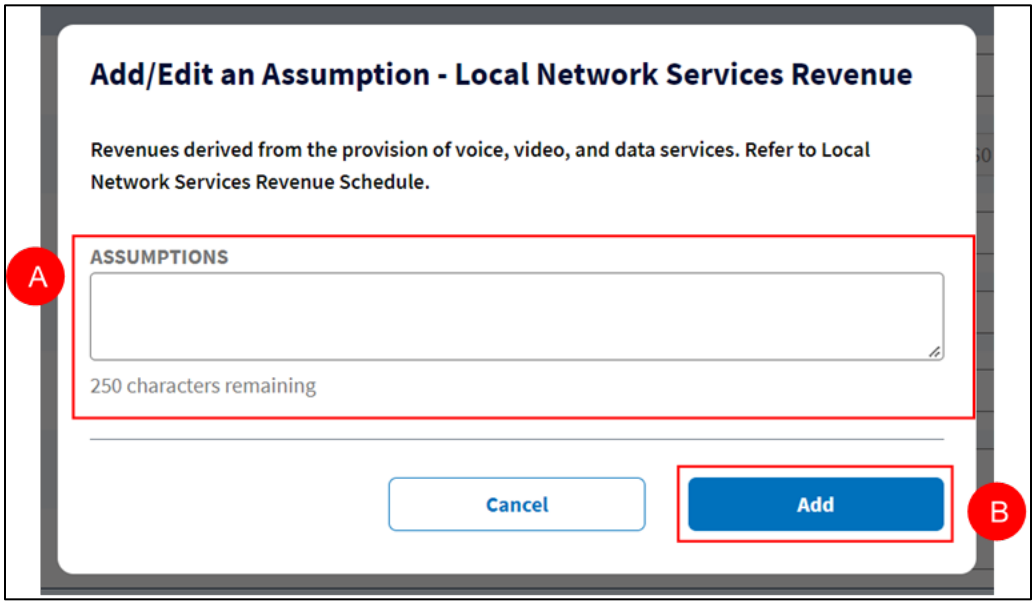
W. **Cash Flow from Operations/Total Debt Service –** Measures how much cash flow the company generated from its operating activities as compared to its total debt service payments in a fiscal year. (Net Cash Provided/(Used) by Operations) divided by ((Interest on Funded Debt (RUS, RTB, and FFB Notes) plus Other Interest Expense, Interest on Line(s) of Credit, and Principal Payments on Long-Term Debt and Capital Leases))

Figure 277: **Income Statement Page – Line Items – Section 3**



3. Click the **Assumptions** icon ( ) and input **Assumptions** (A) for **each** manual input line item that has a value greater than or less than zero (0) for the Forecast Years, and then click **Add** (B). Assumptions are required for any manual input line item that has a value greater than or less than 0 for the Forecast Years, although applicants are encouraged to input assumptions for all fields when appropriate. For example, financial losses in historical years should be fully explained. The assumptions will explain all of the relevant factors that were considered int eh development of the numbers used in the forecast.

Figure 278: **Assumption Window – Local Network Services Revenue**



4. Hover over the information icon to see a tool tip for each line item. Each tooltip contains more context about the line item and where it is in the application.

Figure 279: **Tooltip Icon – Local Network Service Revenue**



5. After all the required fields are accurately inputted, click **Save**, at the bottom right-hand corner of the page.

Figure 280: **Income Statement Financial Ratios**



The page refreshes and saves the inputted values. A message appears at the top of the page stating the entered data was saved successfully.

Warning Notification Message(s) (will appear to indicate items triangular warning icon on the left side of the screen and message at the top of the screen) that need to be reviewed and corrected, as shown below.

a. Notification Message
b. Warning Icon

Figure 281: **Income Statement – Warning Notification Message**

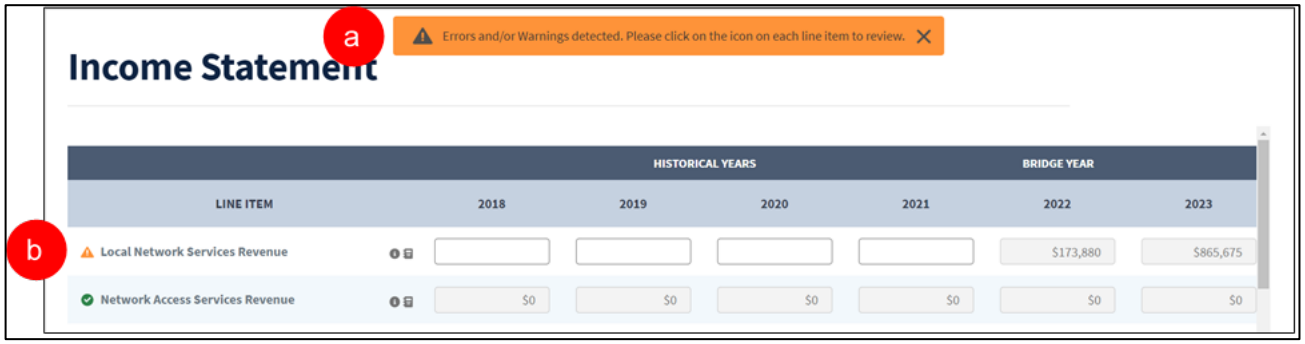
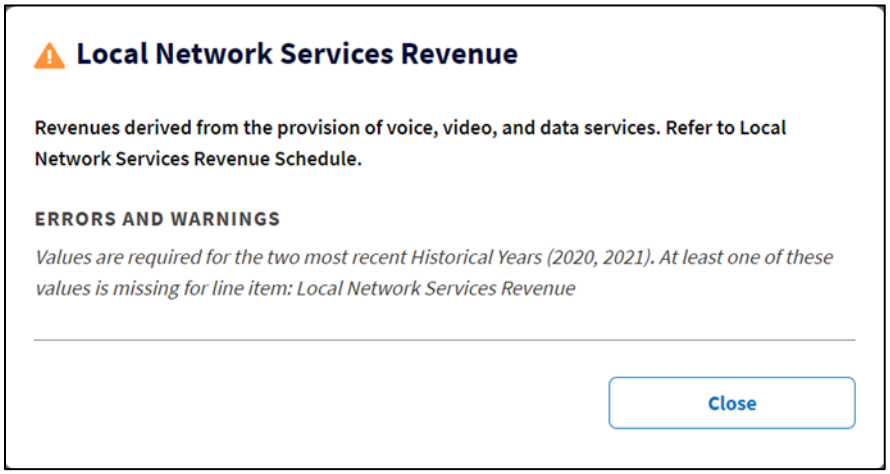


Figure 282: **Income Statement Warning Window for the Line Item – Local Network Services Revenue**



Balance Sheet

On this statement, there are pre-populated amounts based on the data entered in other sections of the application.

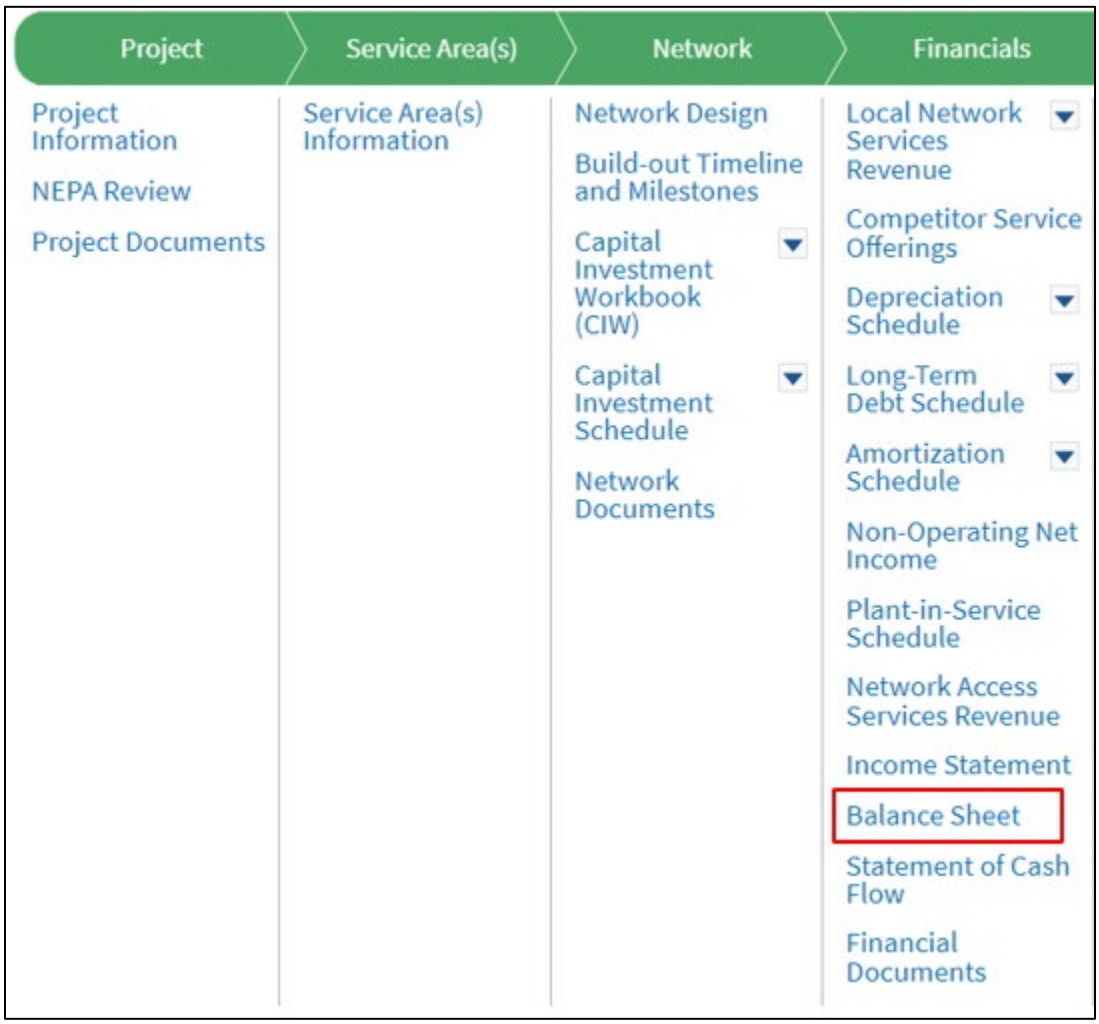
*If any changes are made to other sections of the application, the applicant should return to the Balance Sheet, review the table, and **save** again. Failure to do so could result in validation errors generated when trying to submit the application.*

Save your work frequently while working on the Balance Sheet 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.

Applicants should review the financial ratios at the bottom of the Balance Sheet as a minimum current ratio of 1.2 is required, if applicable.

1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click **Balance Sheet**.

Figure 283: **Navigation Bar – Expanded – Balance Sheet Hyperlink**



3. The Balance Sheet page displays. In the Balance Sheet table, enter the applicable information for the four Historical Years, Bridge Year, and Forecast Years.

4. Click **Save** to save progress on this page.

The next sub-sections provide additional details on the line items and assumptions included in the Balance Sheet table. Hover over the information icon to view more details and helpful tips about line items in the Balance Sheet.

Current Assets

Note: Assumption Icon (1) – Allows the applicant to describe the source of the numbers input into each line item.

A. **Cash & Equivalents** – All unrestricted funds derived from revenues and other sources which are available on demands, and other cash deposits of special natures.

B. **Cash-RUS Construction Fund** – All loan funds received from RUS, the Rural Telephone Bank, the Federal Financing Bank, CoBank, ACB, or the Rural Telephone Finance Cooperative, and all non-loan funds supplied under the terms of the loan contract or otherwise required by RUS.

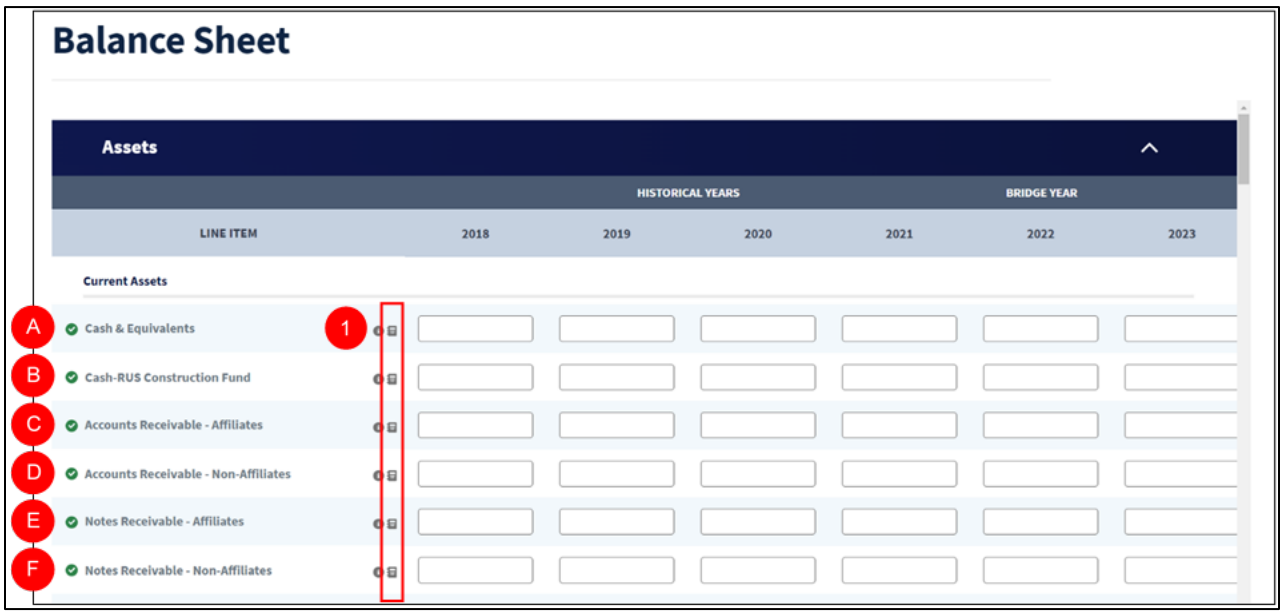
C. **Accounts Receivable – Affiliates** – Affiliates due from affiliate customers for services rendered or billed or for products sold.

D. **Accounts Receivable – Non-Affiliates –** Amounts due from non-affiliate customers for services rendered or billed or for products sold.

E. **Notes Receivable – Affiliates –** Cost of demand or time notes from affiliates evidencing money receivable on demand or within a time not exceeding one year from date of issue.

F. **Notes Receivable – Non-Affiliates –** Cost of demand or time notes from non-affiliates evidencing money receivable on demand or within a time not exceeding one year from date of issue.

Figure 284: **Balance Sheet Page – Line Items – Section 1**



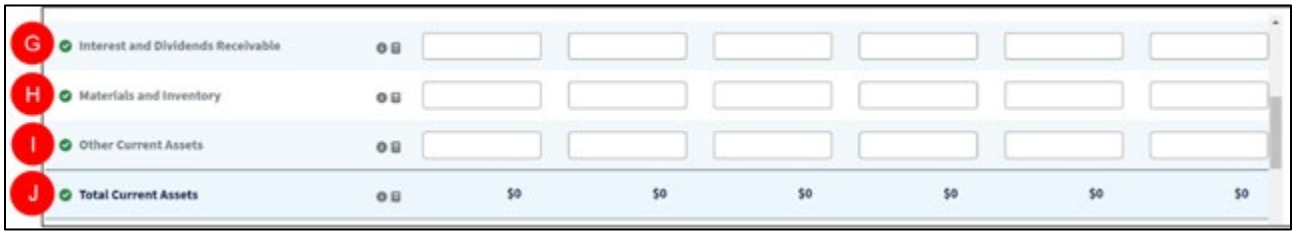
G. **Interest and Dividends Receivable** – Amount of interest accrued to the date of the balance sheet on bonds, notes, and other commercial paper owned, on loans made, and the amount of the dividends receivable on stocks owned.

H. **Materials and Inventory** – Cost of materials **and** supplies held in stock including plant supplies, motor vehicle supplies, tools, and fuel.

I. **Other Current Assets** – Amount of all current assets which are not includable above. Provide a breakdown of items included in this line.

J. **Total Current Assets –** Summation of: Cash & Equivalents, Cash-RUS Construction Fund, Accounts Receivables-Affiliates, Accounts Receivables - Non-Affiliates, Notes Receivable - Affiliates, Notes Receivable - Non-Affiliates, Interest and Dividends Receivable, Materials and Inventory, and Other Current Assets.

Figure 285: **Balance Sheet Page – Line Item – Section 2**



Non-Current Assets

A. **Investment in Affiliated Companies – Rural Development –** Sum of investments in equity or other securities of affiliates for Rural Development purposes only, and any advances to affiliates (for rural development) not subject to current settlement.

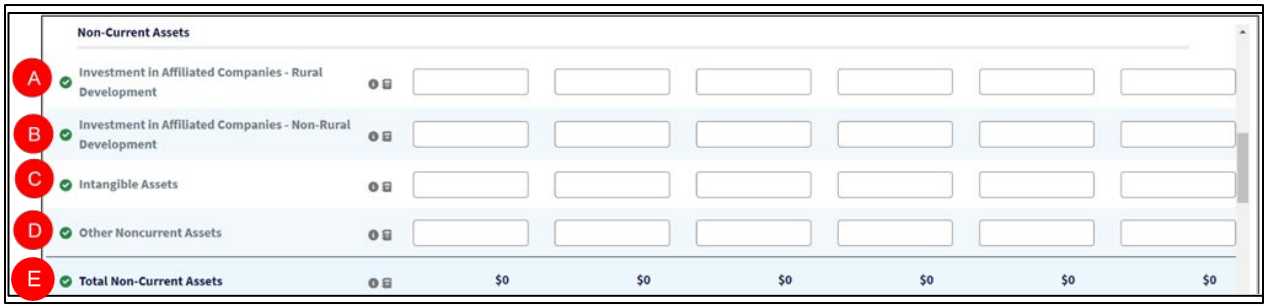
B. **Investment in Affiliated Companies – Non-Rural Development** – Sum of investments in equity or other securities of affiliates for non-Rural Development purposes. Also include any advances to affiliates not subject to current settlement.

C. **Intangible Assets** – the cost of non-plant related intangible assets.

D. **Other Noncurrent Assets** – Amount of all noncurrent assets which are not includable above. Provide a breakdown of items included in this line.

E. **Total Non-Current Assets –** Summation of: Investment in Affiliated Companies - Rural Development, Investment in Affiliated Companies - Non-Rural Development, Intangible Assets, and Other Noncurrent Assets.

Figure 286: **Balance Sheet Page – Line Items – Section 3**



Plant, Property and Equipment

A. **Plant-in-Service** – Sum of the book balances for cost of plant used to provide services, including land, buildings, central office equipment, outside plant, station equipment, furniture and office equipment, and vehicles and work equipment.

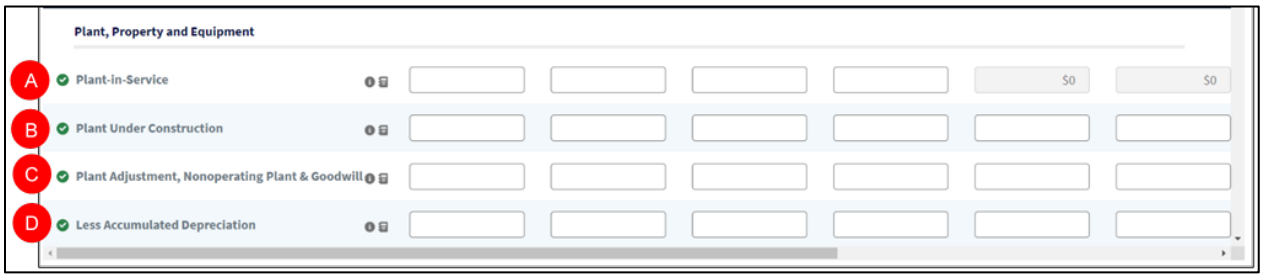
B. **Plant Under Construction** – All costs incurred in the construction of plant performed under contract, force account, or work orders. For Forecast Years, treat all plant investments as additions to plant-in-service and enter zero (0) on this line.

C. **Plant Adjustment, Nonoperating Plant and Goodwill –** Sum of: (a) Plant Adjustment: the difference between (i) the fair market value of plant acquired, plus preliminary expenses incurred in connection with the acquisition; and (ii) the original cost of such plant, less the amounts of reserve requirements for depreciation and amortization of the property acquired;

(b) Nonoperating plant: The investment in regulated property not includable in the plant accounts as operating plant; and (c) Goodwill: Any portion of the plant purchase that cannot be assigned to specifically identifiable property acquired.

D. **Less Accumulated Depreciation –** Accumulated depreciation associated with the Investment in Plant-in-Service.

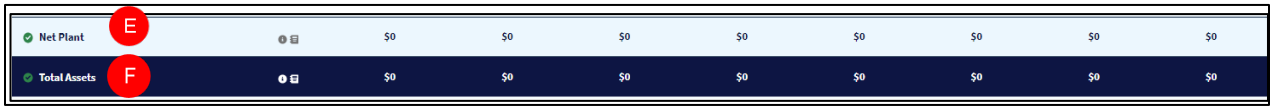
Figure 287: **Balance Sheet Page – Line Items – Section 4**



E. **Net Plant –** Summation of: Plant-in-Service, Plant Under Construction, Plant Adjustment Nonoperating Plant & Good will minus Less Accumulated Depreciation.

F. **Total Assets –** Summation of: Total Current Assets, Total Non-Current Assets, and Net Plant

Figure 288: **Balance Sheet Page – Line Items – Section 5**



Current Liabilities

A. **Accounts Payable – Affiliates** – Amounts currently due to affiliated companies for recurring trade obligations, and not provided for in other accounts.

B. **Accounts Payable – Non-Affiliates** – Amounts currently due to nonaffiliated companies for recurring trade obligations, and not provided for in other accounts

C. **Notes Payable – Affiliates –** Face amount of affiliate notes and other evidence of indebtedness issued or assumed by the company which are payable on demand or not more than one year or less from date of issue.

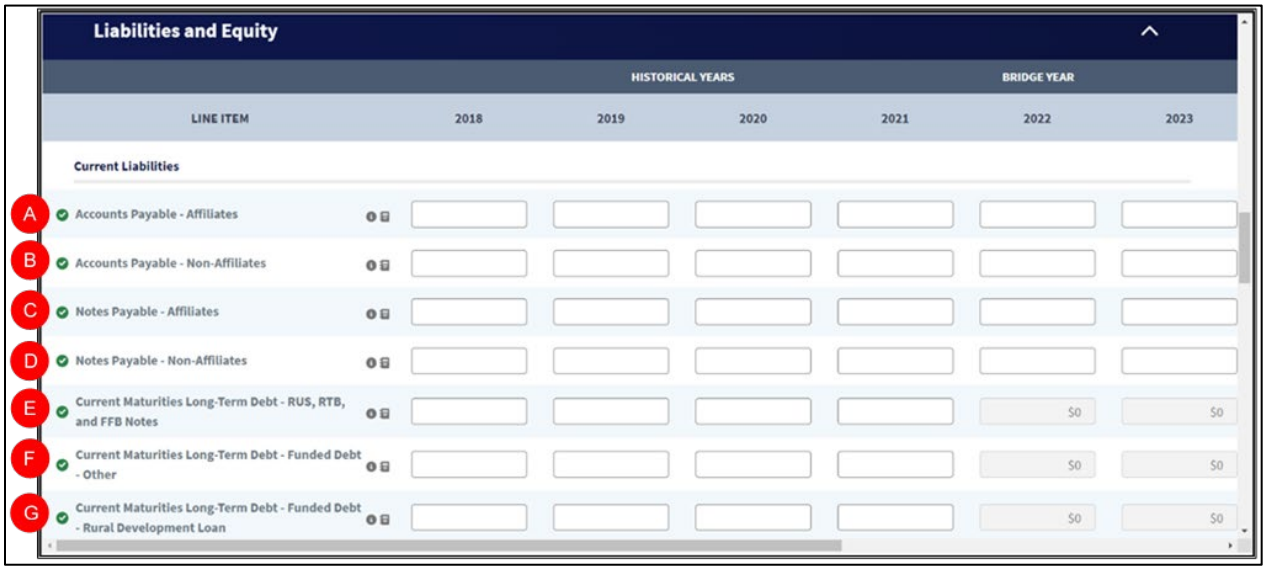
D. **Notes Payable – Non-Affiliates –** Face amount of nonaffiliate notes and other evidence of indebtedness issued or assumed by the company which are payable on demand or not more than one year or less from date of issue.

E. **Current Maturities Long-Term Debt – RUS, RTB, and FFB Notes –** Current portion of long-term RUS, RTB, and FFB debt (matured and unpaid).

F. **Current Maturities Long-Term Debt – Funded Debt - Other –** Current portion of long-term non-RUS, non-RTB, and non-FFB debt (matured or unpaid), made up of fixed-maturity types of borrowings that are funded by interest payments. Examples would include CoBank, ACB and RTFC debt and similar debt from other third-party institutions.

G. **Current Maturities Long-Term Debt – Funded Debt – Rural Development Loan –** Current portion of long-term debt issued under the USDA-RD Rural Economic Development Loan and Grant Program (matured or unpaid).

Figure 289: **Balance Sheet Page – Line Items – Section 6**



H. **Current Maturities Other Long-Term Debt** – Current portion of all other long-term debt (matured and unpaid) which is not includable above.

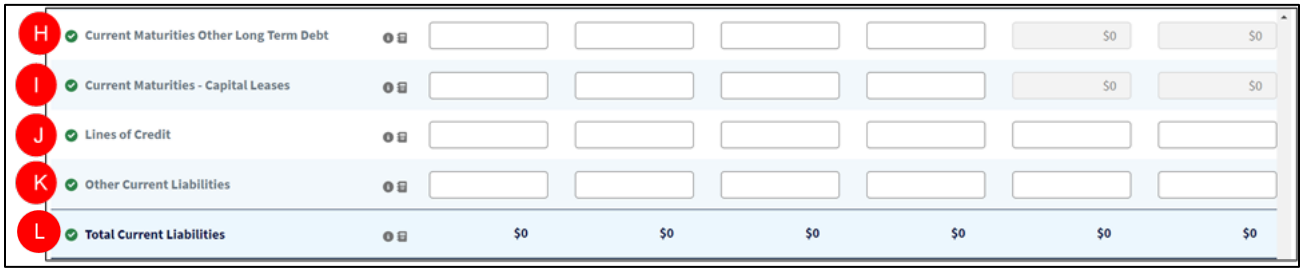
I. **Current Maturities – Capital Leases** – Current portion of obligations applicable to property obtained under capital leases.

J. **Lines of Credit –** Total amount of the balances outstanding, due and unpaid, for lines of credit.

K. **Other Current Liabilities** – Amount of all current liabilities which are not includable above. Provide a breakdown items included in the account.

L. **Total Current Liabilities –** Summation of: Accounts Payable - Affiliates, Accounts Payable - Non-Affiliates, Notes Payable - Affiliates, Notes Payable - Non-Affiliates, Current Maturities Long-Term Debt - RUS, RTB, and FFB Notes, Current Maturities Long-Term Debt - Funded Debt - Other, Current Maturities Long-Term Debt - Funded Debt - Rural Development Loan, Current Maturities Other Long-Term Debt, Current Maturities - Capital Leases, Lines of Credit, Other Current Liabilities.

Figure 290: **Balance Sheet Page – Line Items – Section 7**



Long-Term Debt

A. **Funded Debt – RUS, RTB, and FFB Notes –** Total outstanding balances remaining unpaid, less current maturities, of all unmatured RUS, RTB, and FFB mortgage notes.

B. **Less Unapplied Payments –** Cushion of Credit Balance maintained with RUS in the Cushion of Credit Account

C. **Funded Debt – Other –** Total outstanding balances remaining unpaid, less current maturities, of non-RUS, non-RTB, and non-FFB debt that is made up of long-term, fixed maturity types of borrowings that are funded by interest payments. Examples would include CoBank, ACB, and RTFC debt and similar debt from other third-party institutions.

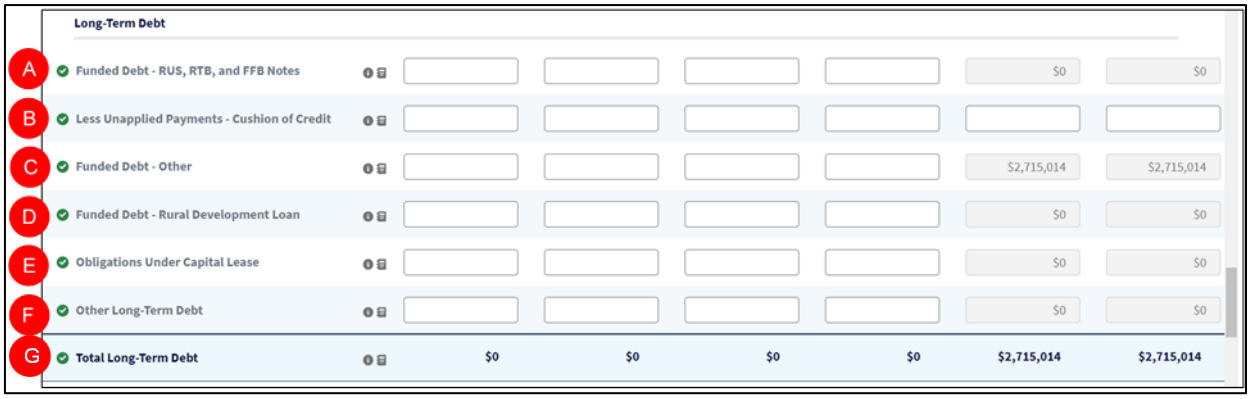
D. **Funded Debt – Rural Development Loan** – Total outstanding balances remaining unpaid, less current maturities, of long-term debt issued under the USDA-RD Rural Economic Development Loan and Grant Program.

E. **Obligations Under Capital Lease –** Obligations, less current portion, applicable to property obtained under capital leases.

F. **Other Long-Term Debt –** Total outstanding balances remaining unpaid, less current maturities, of all other long-term debt not includable above.

G. **Total Long-Term Debt** – Summation of: Funded Debt - RUS, RTB, and FFB Notes, Less Unapplied Payments - Cushion of Credit, Funded Debt - Other, Funded Debt - Rural Development Loan, Obligations Under Capital Lease, Other Long-Term Debt.

Figure 291: **Balance Sheet Page – Line Items – Section 8**



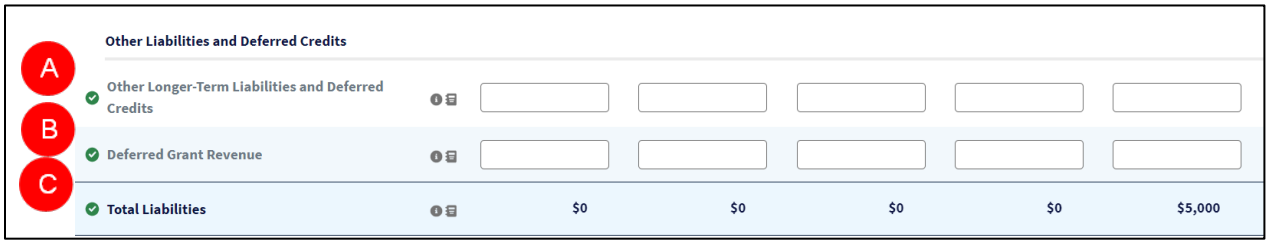
Other Liabilities and Deferred Credits

A. **Other Longer-Term Liabilities and Deferred Credits** – Include total long-term liabilities and deferred credits not includable above. Provide a breakdown of items included in this line.

B. **Deferred Grant Revenue –** Please refer to the **Grant Accounting Guidance** for more information.

C. **Total Liabilities –** Summation of: Total Current Liabilities, Total Long-Term Debt, and Other Long-Term Liabilities and Deferred Credits.

Figure 292: **Balance Sheet Page – Line Items – Section 9**



Equity

A. **Capital Stock Outstanding & Subscribed** – The par value, stated amount, or in the case of no-par stock, the amount received for capital stock issued and outstanding; the par value of capital stock for which legally enforceable subscriptions have been received but for which, at the date of the balance sheet, stock certificates have not been issued; and the amount of installments paid on capital stock on a partial or installment payment plan by subscribers against whom there is no legally enforceable subscription contract, and who are entitled to be reimbursed the principle amount of their payments, with or without interest, in the event they fail to complete payment for the stock and receive certificates therebefore.

B. **Additional Paid-in-Capital –** The difference between the net proceeds received from the issuance of capital stock and the par value of capital stock (unless such differences result in a debit balance for that class of stock, in which case the amount shall be charged to Retained Earnings).

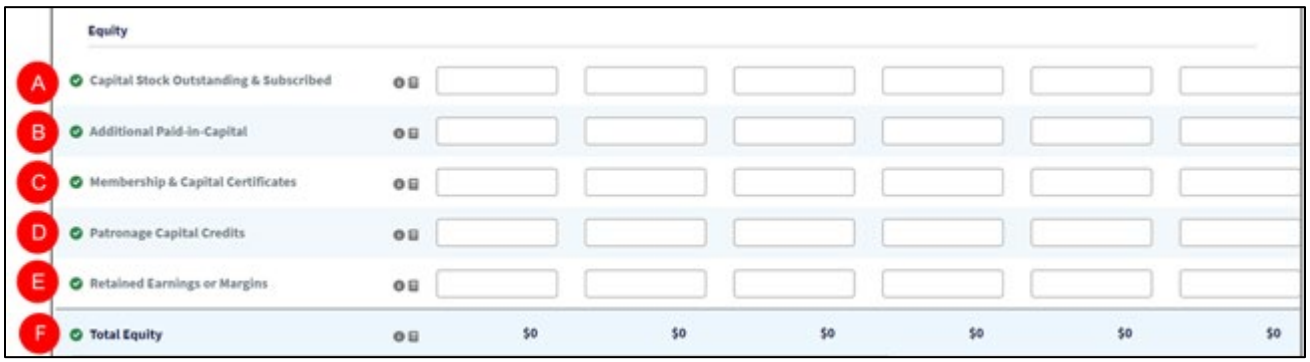
C. **Membership & Capital Certificates –** The face amount of: memberships subscribed but not issued members' equity certificates subscribed but not issued; membership certificates outstanding, and members' equity certificates outstanding.

D. **Patronage Capital Credits -** Include all amounts transferred from operating margins, nonoperating margins, and other margin accounts which are assignable to individual patrons.

E. **Retained Earnings or Margins –** Include the undistributed balance of retained earnings derived from the operations of the company and from all other transactions not includable in the other equity accounts.

F. **Total Equity –** Summation of: Capital Stock Outstanding & Subscribed, Additional Paid-in-Capital, Membership & Capital Certificates, Patronage Capital Credits, Retained Earnings or Margins.

Figure 293: **Balance Sheet Page Line Items – Section 10**



Financial Performance Metrics

A. **Total Equity / Total Assets –** Measures the amount of assets that are financed by owners' investments and not leveraged.

B. **Current Ratio –** Means how much liquidity is available to pay obligations due within one year. Total Current Assets divided by Total Current Liabilities.

C. **Quick Ratio –** Measures how well the applicant can meet their short-term financial liabilities.

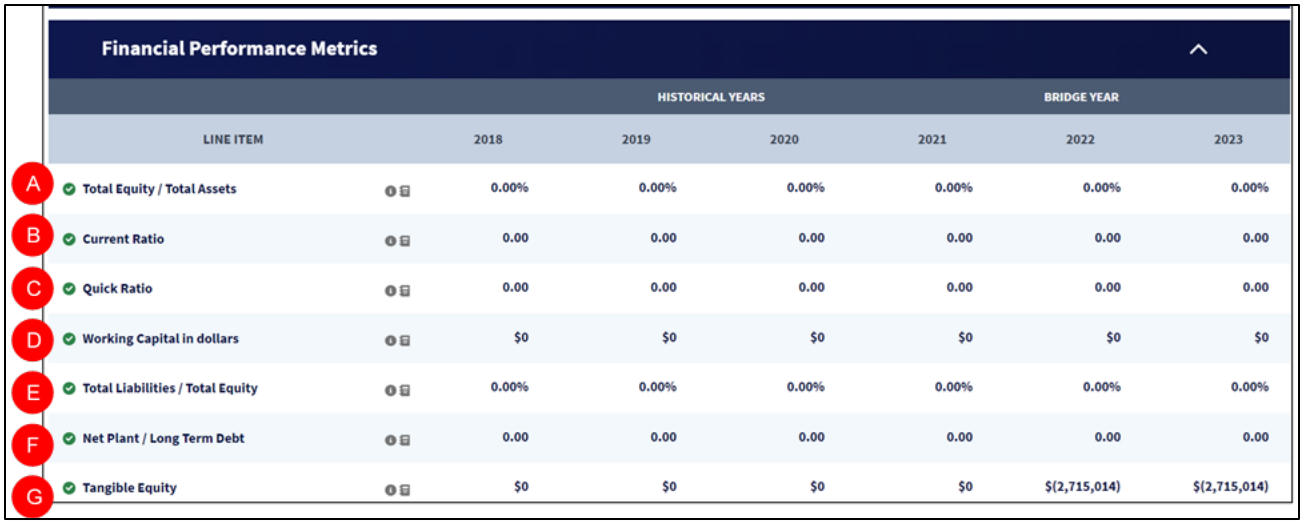
D. **Working Capital in dollars –** Similar to the Current Ratio, shows the ability to pay current liabilities with currents assets.

E. **Total Liabilities / Total Equity –** Measures how much debt the applicant is using to finance its assets relative to the amount of value represented in shareholder's equity.

F. **Net Plant / Long Term Debt –** Measures the extent to which long-term debt is covered by net plant.

G. **Tangible Equity –** A measure of a company's tangible capital; used in evaluating potential losses by eliminating intangible assets, goodwill and preferred stock from total equity.

Figure 294: **Balance Sheet Page – Line Items – Section 11**



H. **Tangible Equity / Total Assets –** The tangible percentage of a company's assets that are owned by investors and not leveraged.

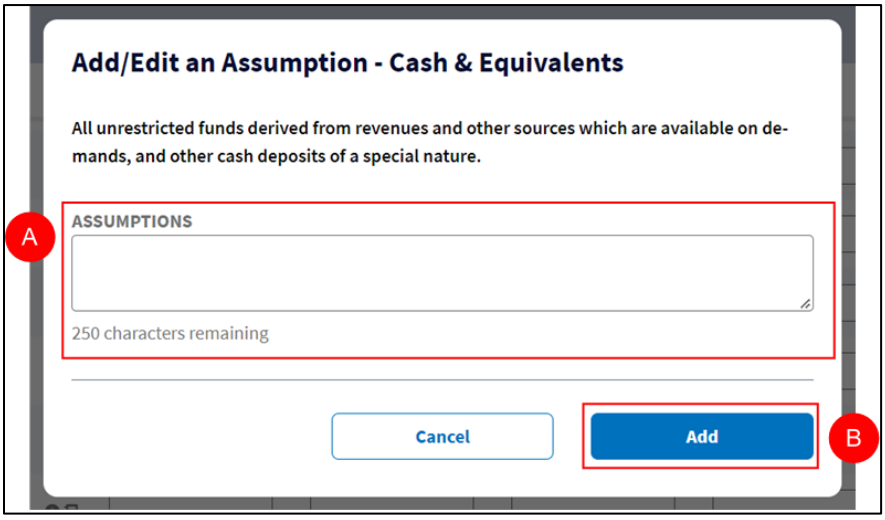
Figure 295: **Balance Sheet Page – Line Items – Section 10**



Assumptions

1. Click the **Assumptions icon** ( ) and input Assumptions (A) for **each** manual input line item that has a value greater than or less than 0 for the Forecast Years, and then click **Add** (B). Assumptions are required for any manual input line item that has a value greater than or less than 0 for the Forecast Years, though applicants are encouraged to input assumptions for all fields when appropriate.

Figure 296: **Assumption Window – Local Network Services Revenue**



2. After completing all required fields, click the **Save** button (located at the bottom right-hand corner of the page).

3. The page refreshes and saves the inputted values. Error messages may appear as on the Income

Statement section. **Applicants must resolve all error messages before they are able to submit an application.**

Figure 297: **Balance Sheet Information Icon**



Statement of Cash Flow

On this statement, most of the line item amounts are automatically generated as a result of changes to amounts on the Balance Sheet and Income Statement. Table 10 below describes the calculations underlying the Statement of Cash Flow. Where line items in the Statement of Cash Flow do not reflect all cash transactions, the applicant can manually enter amounts for additional line items using line items described as manual input.

Table 10: **Calculations Underlying Statement of Cash Flow**

Line Item	Calculation
Beginning Cash (Cash & Equivalents plus RUS Construction Fund from prior year Balance Sheet)	Cash Flow Statement → PRIOR YEAR Ending Cash
1. CASH FLOWS FROM OPERATING ACTIVITIES	
Net Income (Loss)	Income Statement → THIS YEAR Total Net Income or Margins
1a. ADJUSTMENTS TO RECONCILE NET INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES	
Add: Depreciation	Income Statement → THIS YEAR Depreciation Expense
Add: Amortization	Income Statement → THIS YEAR Amortization Expense
Other (Explain)	*Manual input*
1b. 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	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Interest and Dividends Receivable +

Line Item	Calculation
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
2. CASH FLOWS FROM INVESTING ACTIVITIES	
Capital Expenditures	*Manual input*
a. Plant Constructed Using Grant Proceeds	*Manual input*
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
Increase or (Decrease) in Intangible Assets	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: 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**
3. 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: Payable-Affiliates + Notes Payable-Non-Affiliates + Lines of Credit

Line Item	Calculation
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
Increase or (Decrease) 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
Proceeds from Grant Funds	*Manual input*
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**
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**

If any changes are saved to any of the sections on the other financial statements, the applicant should return to the Statement of Cash Flow, review the table, and save again. Failure to do so could result in validation errors within the Summary or Submit page. Next to any Other (Explain) fields, applicants can use the **+Line Item** button to add a new line item and capture additional information. Applicants can also use the **delete** icon to remove the line item and its associated data.

Figure 298: **+Line Item Button**

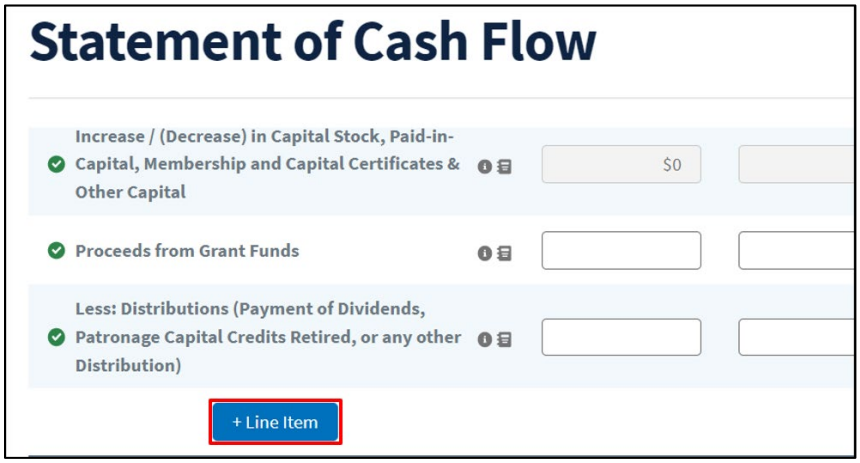


Figure 299: **Statement of Cashflow Line Item Delete Icon**



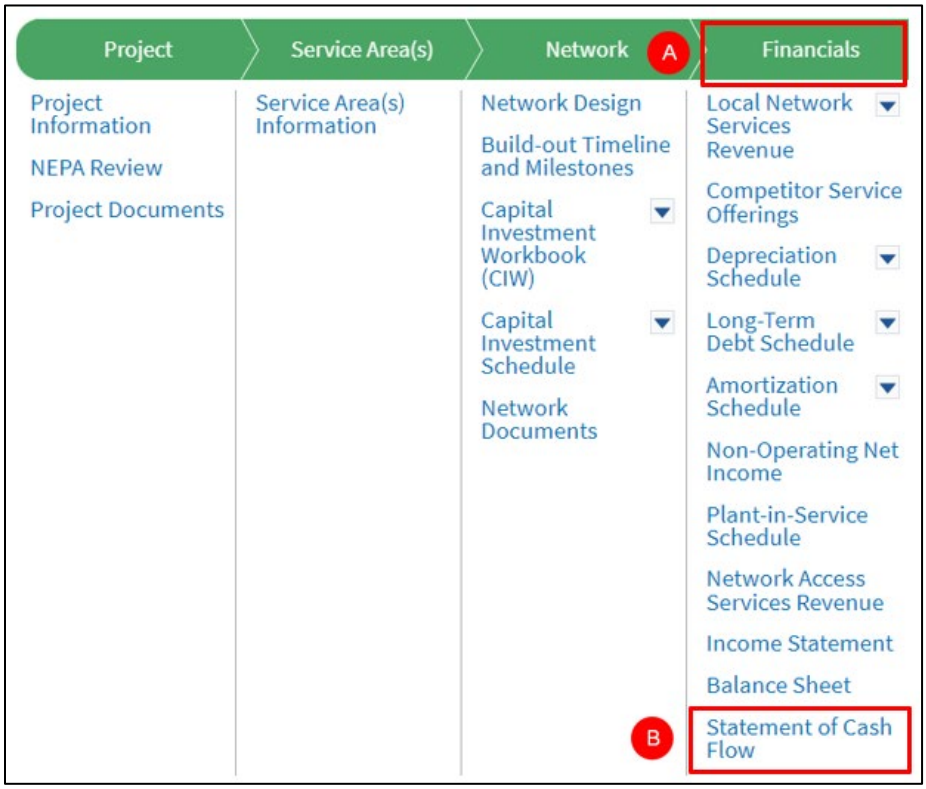
Save your work frequently while working on the Statement of Cash Flow to avoid data loss. You can click the Save button at any time; you do not have to wait until all data entry on the page is complete.

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.

Applicants should 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.

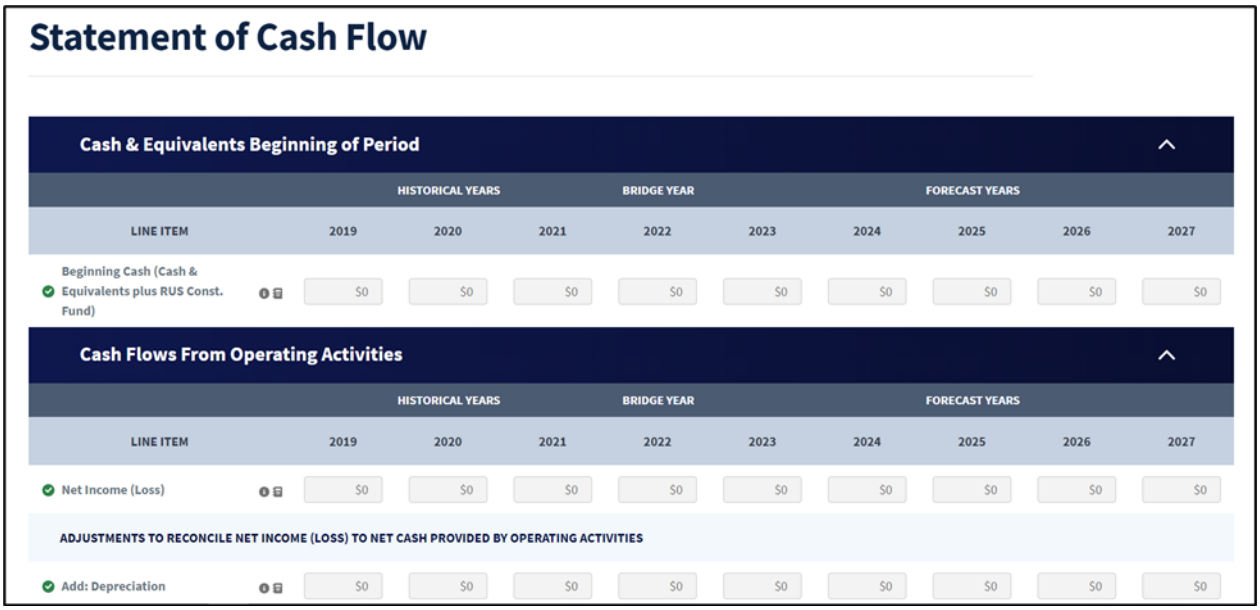
1. From the Navigation Bar, click the **Financials** header (A), and select **Statement of Cash Flow** (B).

Figure 300: **Navigation Bar – Expanded – Statement of Cash Flow Hyperlink**



2. The **Statement of Cash Flow** page displays. Enter the information into the Statement of Cash Flow tables listed below.

Figure 301: **Statement of Cash Flow Page – Line Items – Section 1**

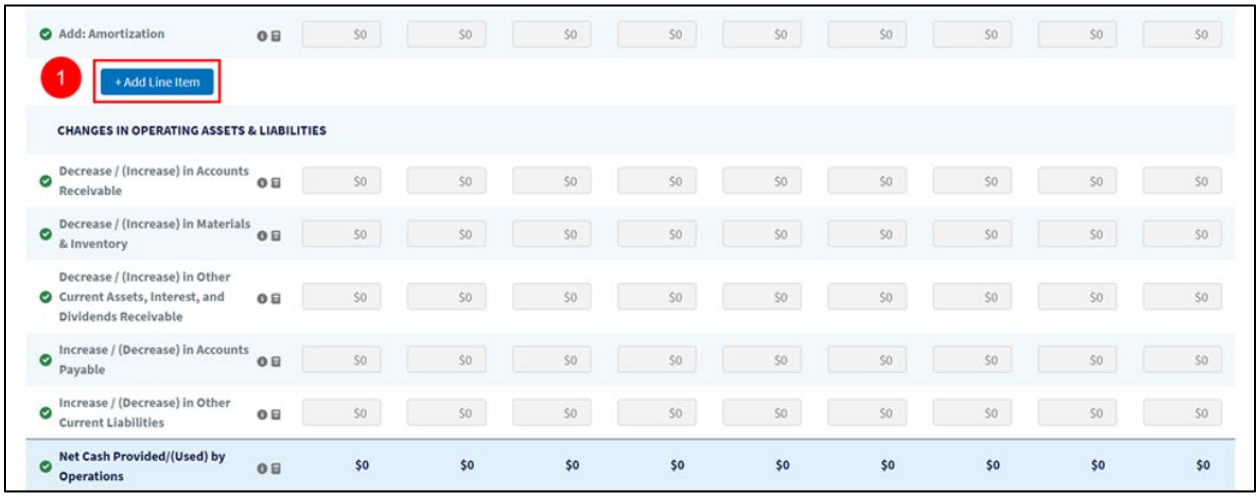


Cash Flows from Operating Activities section:

Add Line Items:

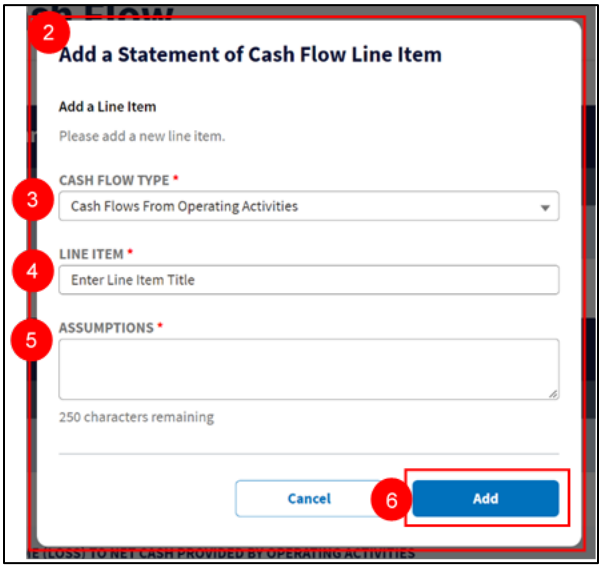
1. Click on the **+Add Line Item** button.

Figure 302: **Statement of Cashflow – Add Line Item**



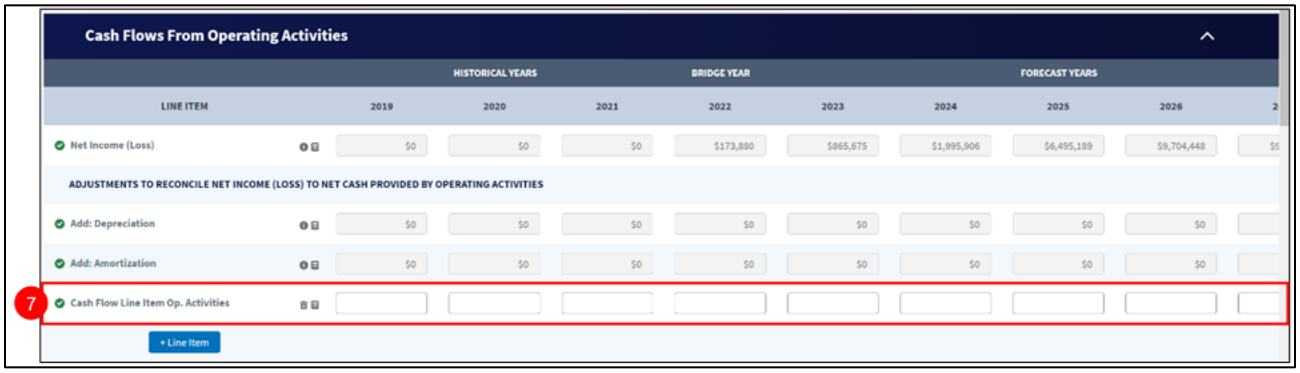
2. A pop-up window appears with Cash Flow Type, Line Item and Assumptions fields.
3. Choose the appropriate **Cash Flow Type** drop-down: Cash Flows from Operating Activities, Cash Flows from Investing Activities or Cash Flows from Financial Activities.
4. Enter the appropriate **Line Item.**
5. Enter an appropriate **Assumption** in the Assumptions field.
6. Click Add to add line item. The line appears on the table.

Figure 303: **Add a Statement of Cashflow Window**



7. Fill out the fields that appear to the right of the new line item.

Figure 304: **Statement of Cashflow – New Line Item (empty)**



8. After adding all necessary line items, click the **Save** button at the bottom right corner of the page.

Cash Flows from Investing Activities section:

A. **Capital Expenditures** (excluding plant constructed using grant proceeds) - Include the amount a company plans to spend on the acquisition, construction, upgrade, or maintenance of its property, plant, and equipment in one year by using RUS loan funds, prior RUS Telecom loan funds, and non-loan funds.

B. **Plant Constructed Using Grant Proceeds - 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 the applicant's 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. Reference **Table 9** for relevant guidance.

C. **+Add Line Item** – Click the **+Add Line Item** to enter a new line item and description.

Figure 305: **Statement of Cashflow Section 3**



Cash Flows from Financing Activities section:

A. Proceeds from Grant Funds - 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. For additional guidance, refer to Table 9.

B. **Less**: **Distributions** (Payment of Dividends, Patronage Capital Credits Retired, or any other Distribution)

C. **+Add Line Item** – Click the **+Add Line Item** to enter a new line item and description.

Figure 306: **Statement of Cashflow Section 4**

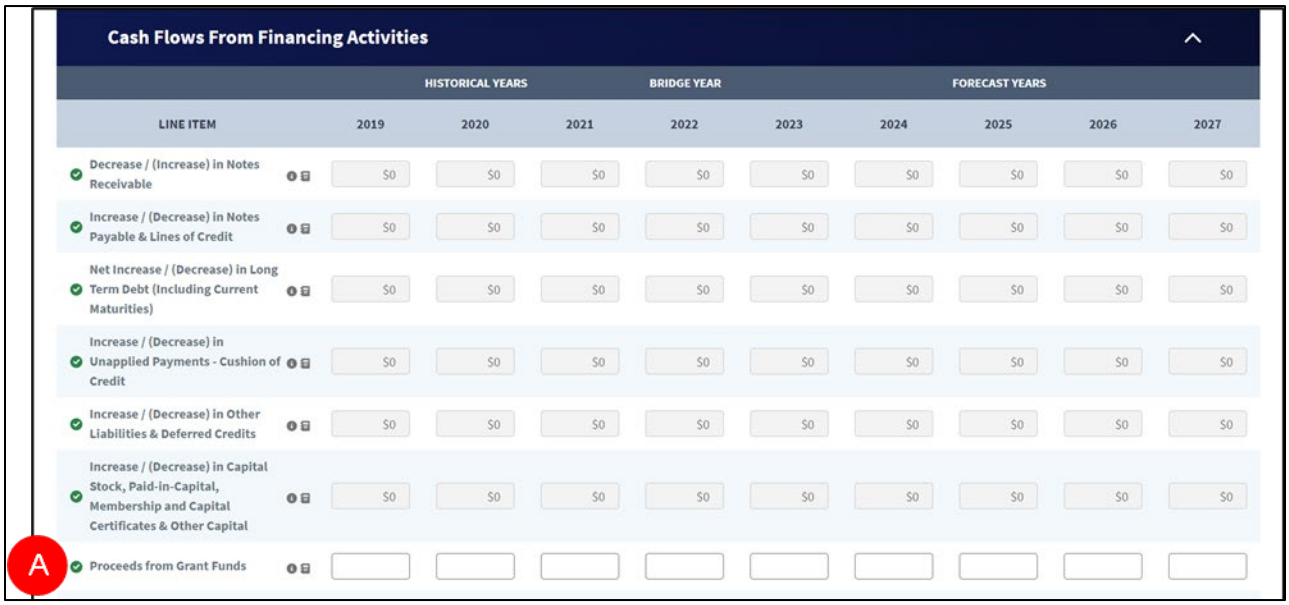


Figure 307: **Statement of Cashflow Section 5**



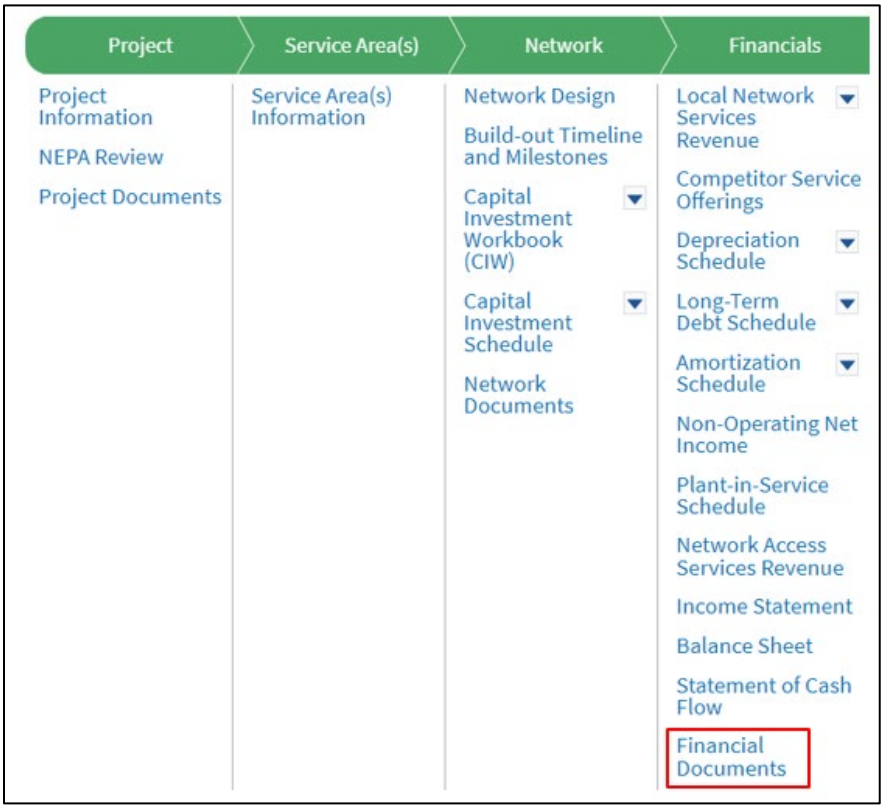
When all line items have been added and date updated, click **Save.**

The page refreshes and saves the inputted values. Error messages may appear as in the Income Statement. Applicants must resolve all error messages before they are able to submit an application.

Financial Documents

1. From the Application Navigation Bar, click the **Financials** section header. The Application Navigation Bar expands. Click the **Financial Documents** hyperlink.

Figure 308: **Financial Documents Link**



2. The Financial Documents page displays a table listing any uploaded documents.

Figure 309: **Financial Documents Page**

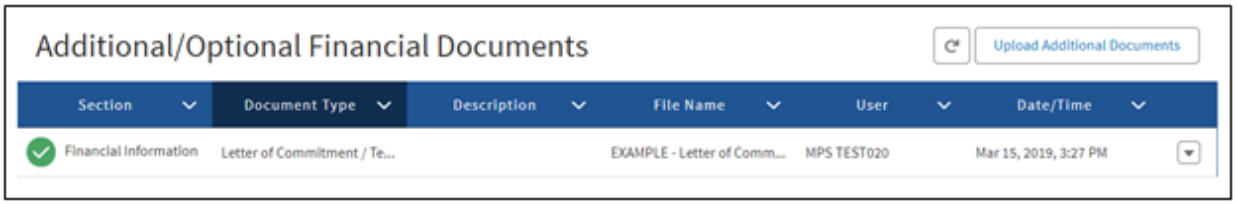


Table 11: **Financial Documents**

Document	Requirement
Alternate Households Supporting Data	Required if alternate household data is included for any of the service areas
Cost Consultant Certification	Applicable for all funding types if any requested funds will pay for consultants.
Evidence of Equity Infusion	Required if “Owner or Member Capital” is selected for "Capital Contributions Source" value

Evidence of Matching Contribution	Required for all 100% grant applications for which a matching contribution is required. Required if coming from an alternative source not from estimated cash flow.
Federal Grants – Grant Documents	Required if Federal Grant is selected for "Capital Contributions Source" value
Funded Debt – Other – Debt Instrument	Required for all loans entered in this section. Uploads should be identified by the Long-term Debt Identifier
Funded Debt – Rural Development Loan – Debt Instrument	Required for all loans entered in this section. Uploads should be identified by the Long-term Debt Identifier
Grant Documents	Required if State Grant or Federal Grant is selected for "Capital Contributions Source" value
Letter of Commitment or Term Sheet	Required if 'Investor Capital' is selected for "Capital Contributions Source" value
Line of Credit Documents	Applicable for all entity types
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 section. Uploads should be identified by the Long-term Debt Identifier
State Grants – Grant Documents	Applicable for all entity types
Statement of Affordability	Applicable for all entity types. Applicants can explain how the proposed service offerings are affordable
Supporting Documents	Applicable for all entity types
UCC-1	Applicable for all entity types

Environmental Tab

In this section, applicants provide information related to the environmental impact of their proposed project. Applicants use the Construction Map to indicate the locations of all proposed network sites and routes and to determine whether they overlap with any Federally regulated areas. Afterwards, applicants provide a detailed description of each reported site and route, including information on all facilities and activities at each location. Finally, applicants complete a series of questionnaires to determine the environmental impact of the proposed project. Additional environmental documentation, such as Heritage Reviews or Desktop Surveys, can be uploaded in the Other Environmental Documents section. While these items are not required at the time of application, applicants should make sure to include them in budgets as they may be required for final approval. This section is not required if applicants have identified a need for a more detailed environmental review process, such as an EA or an EIS. As previously stated, if uncertain of the level of review on the project, submit a question through the Contact Us link in the blue bar at the top of the application system.

Construction Map

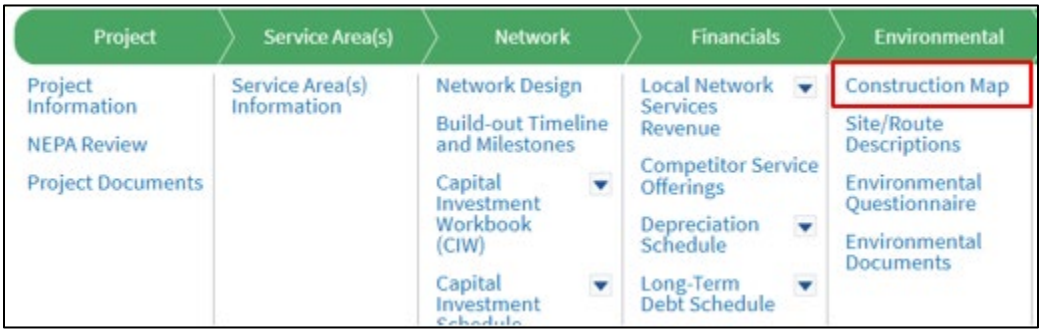
The Construction Map functions similarly to the Service Area Map; it is, however, used to draw actual construction routes and equipment placements as close to design as possible in order for RUS to complete an Environmental Review. Applicants can navigate around the Construction Map and either draw network site and route locations or upload Shapefiles that indicate the locations of proposed sites and routes. The Construction Map assists the applicant in identifying whether their construction plans overlap with environmental resources and subsequently require additional environmental review. Applicants use this information to complete the relevant Environmental Questionnaires (EQs). The mapping of each site and route must be completed before the applicant can complete the associated site or route description. These maps should be as detailed as possible to expedite the environmental review being completed by RUS. Also, RUS Regulation 1740.64 requires that the network design demonstrate that all premises in the PFSA can be offered broadband service, so be sure that the construction map is reflective of this requirement.

If the applicant has already captured the project sites and routes but wishes to edit or remove them, or to add additional ones, make sure that the checkbox in the Environmental Questionnaire section of the Application is **unchecked**. That checkbox locks the Construction Map, and no edits can be performed there. To resolve this, simply uncheck the checkbox on the Environmental Questionnaire page and click save. After you've completed your changes, return to the page, recheck the box to lock the maps, and click save again.

Navigating to the Construction Map

1. On the Application Navigation Bar, click the **toggle.** The Application Navigation Bar expands.
2. Under the Environmental header, click the **Construction Map** hyperlink.

Figure 310: **Navigation Bar – Expanded – Construction Map Hyperlink**

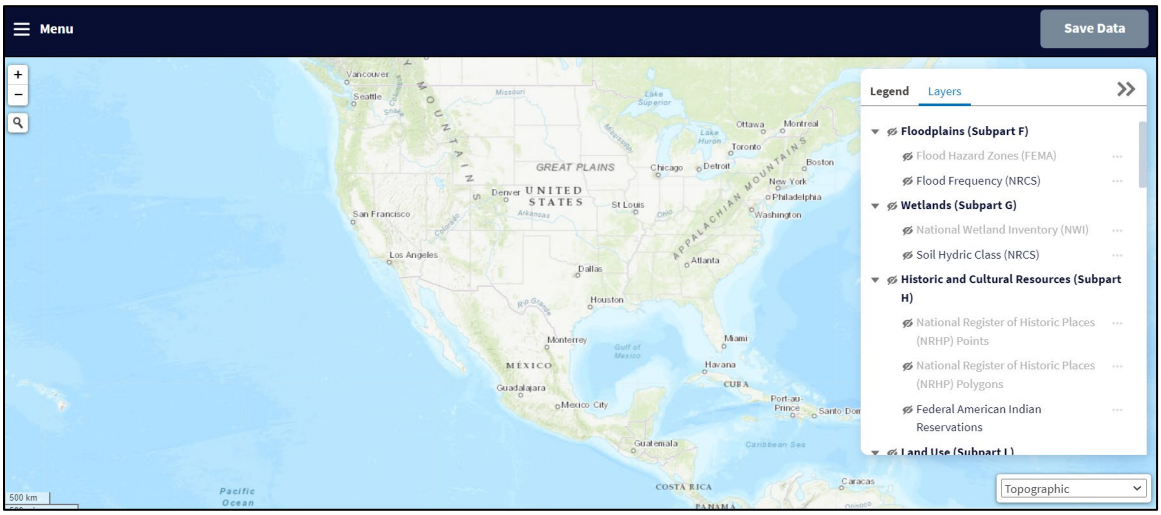


3. The Construction Map displays. When the map first loads, it will show a loading bar on the Layers Panel on the right. The Layers panel loads with all layers hidden by default, so that you can turn individual layers on as needed.

Figure 311: **Construction Map, Layers Loading**



Figure 312: **Construction Map – Layers Tab**



Construction Map Layers

The Construction Map includes the following layers so that applicants can validate the project construction's overlap with environmental resources that are part of the environmental review.

1. Floodplains (Subpart F)
    a. Flood Hazard Zones (FEMA)
    b. Flood Frequency (NRCS)
2. Wetlands (Subpart G)
    a. National Wetland Inventory (NWI)
    b. Soil Hydric Class (NRCS)
3. Historic and Cultural Resources (Subpart H)
    a. National Register of Historic Places (NRHP) Points
    b. National Register of Historic Places (NRHP) Polygons
    c. Federal American Indian Reservations
4. Land Use (Subpart L)
    a. Farmland Class (NRCS) (FFPA)
    b. Formally Classified Lands
    c. Wild and Scenic Rivers
5. Biological Resources (Subpart N)
    a. Coral Reef Ecosystem
        i. American Samoa (2005) Habitat Boundary
        ii. Commonwealth of the Northern Mariana Islands (2005) Habitat Boundary
        iii. Florida Keys (1998) Habitat Boundary
        iv. Guam (2005) Habitat Boundary
        v. Hawaii (2003) Habitat Boundary
        vi. Hawaii (2007) Habitat Boundary
        vii. Jobos PR (2010) Habitat Boundary
        viii. Majuro Marshall Islands (2012) Habitat Boundary
        ix. Palau (2007) Habitat Boundary
        x. Northeast Ecological Reserve, Puerto Rico (2014) Habitat Boundary
        xi. Puerto Rico (2002) Habitat Boundary
        xii. Southwest Puerto Rico (2012) Habitat Boundary
        xiii. St. Croix USVI, Buck Island (2011) Habitat Boundary
        xiv. St. Croix USVI, STEER, Fish Bay, Coral Bay (2013)
        xv. St. John USVI (2009) Habitat Boundary
            - Moderate Habitat Boundary
            - Shallow Habitat Boundary
        xvi. US Virgin Islands (2002) Habitat Boundary
        xvii. Vieques PR (2010) Habitat Boundary
        xviii. Critical Habitat
            - Critical Habitat Linear Features
            - Critical Habitat Polygon Features
6. Miscellaneous Resources (Subpart O)
    a. Air Quality
        i. Lead (2008 Standard)
        ii. Ozone 8-Hour
            - Ozone 8-Hour (2015 Standard)
            - Ozone 8-Hour (2008 Standard)

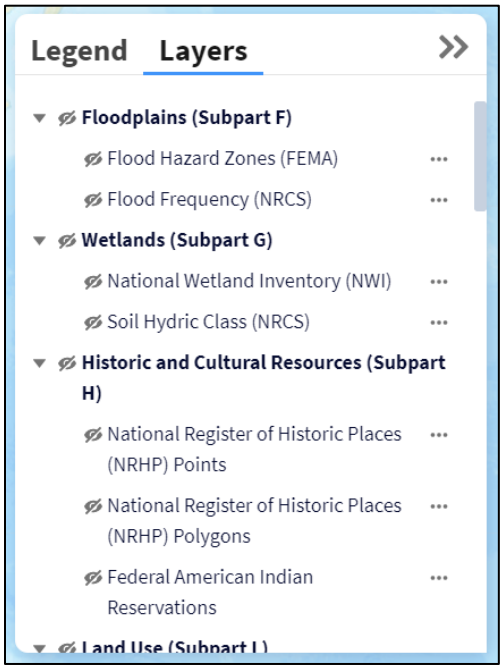
- Ozone 8-Hour (1997 Standard)

iii. Particulate Matter (PM 10)
iv. Particulate Matter (PM 2.5) 24-Hour
v. Particulate Matter (PM 2.5) Annual
- Particulate Matter (PM 2.5) Annual (1997 Standard)
- Particulate Matter (PM 2.5) Annual (2012 Standard)

vi. Sulfur Dioxide (SO2) 1-Hour

b. Coastal Zone
c. Coastal Barrier
d. Sole Source Aquifer

Figure 313: **Layers Tab**



Eye Visibility Toggle Functionality

The **Layers** Tab in the Construction Map is different from the Service Area Map. Every layer group and individual layer has an **eye toggle** which shows and hides layers on the Construction Map. The toggle has two states that control the display of layers.

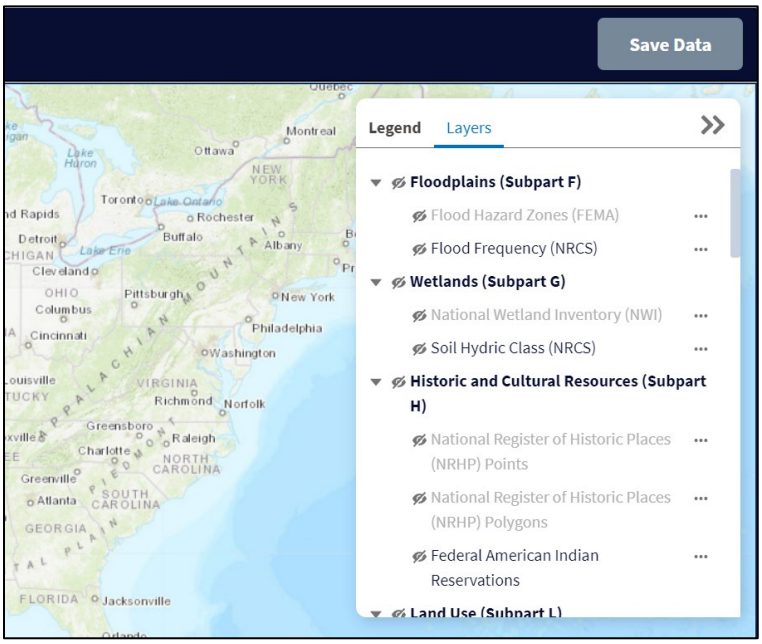
Table 12: **Group Layer Eye Toggle Visibility Icons**

Tool	Tool Name	Tool Description
Floodplains (Subpart F) Flood Hazard Zones (FEMA) Flood Frequency (NRCS)	Group Layer	The title of the group layer is in **bold (Floodplains (Subpart F)**. Individual layers are below the group layer title with an ellipsis to their right.

Tool	Tool Name	Tool Description
	Hidden Layer	The layer group or individual layer is hidden, not visible on the Construction Map.
	Show Layer	The layer group or individual layer is visible on the Construction Map.

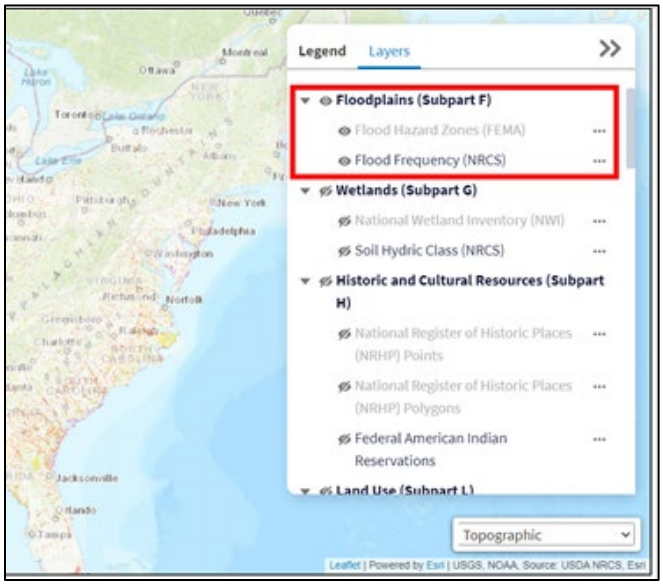
1. Click the **Layers** tab in the Construction Map to see the layers list.

Figure 314: **Construction Map, no layers visible by default**



2. Click the **eye toggle** for the layer group (bold text) to make all layers in the group visible on the map.
3. To see a single layer on the map, click on the **eye toggle** next to an **individual layer** name rather than the layer group to make the layer visible.

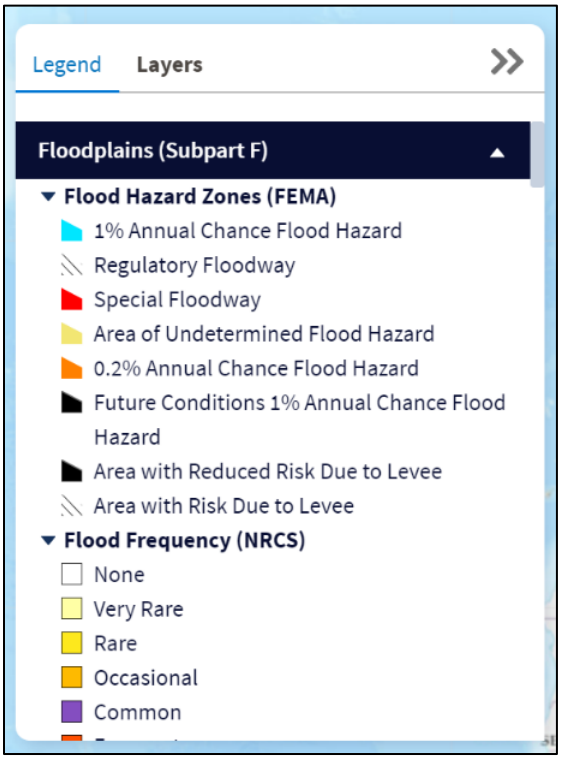
Figure 315: **Construction Map, layer group selected**



Legend Tab

The **Legend** Tab displays the color associated with each layer. Only layers toggled to be visible on the map are visible in the legend.

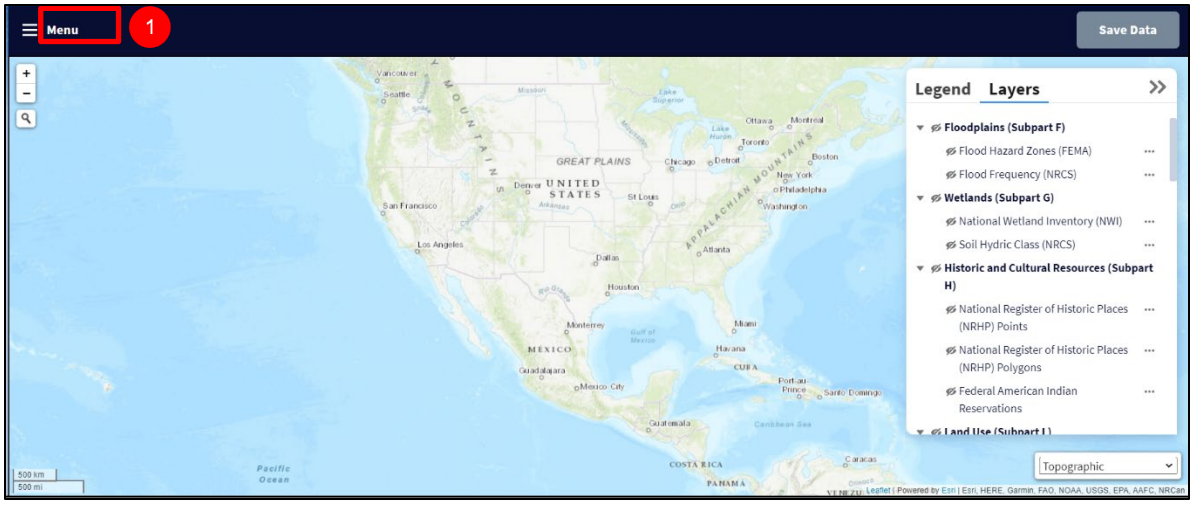
Figure 316: **Legend Tab**



Creating and Drawing Sites and Routes

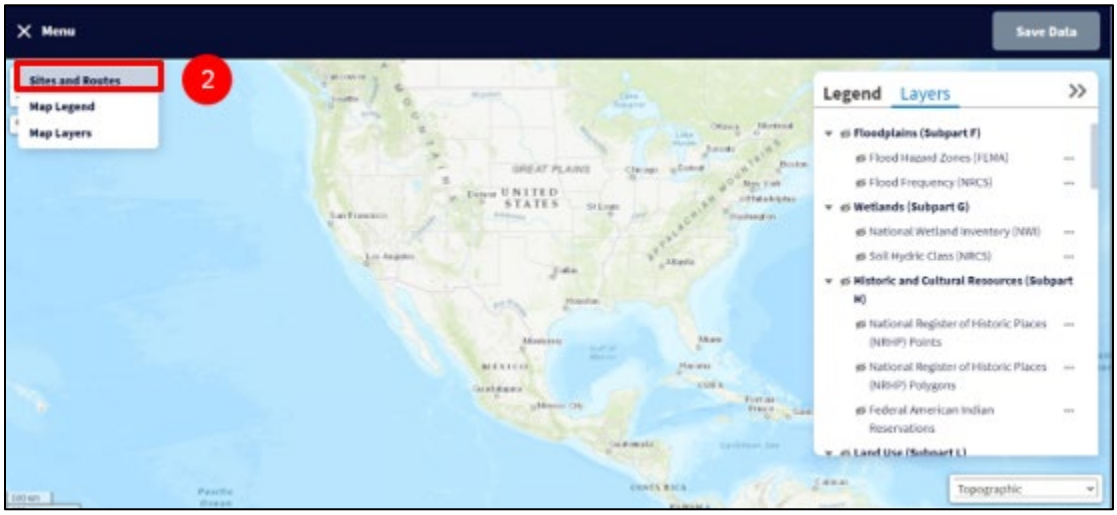
1. Click the **Menu** in the top left corner of the Construction Map

Figure 317: **Construction Map – Menu**



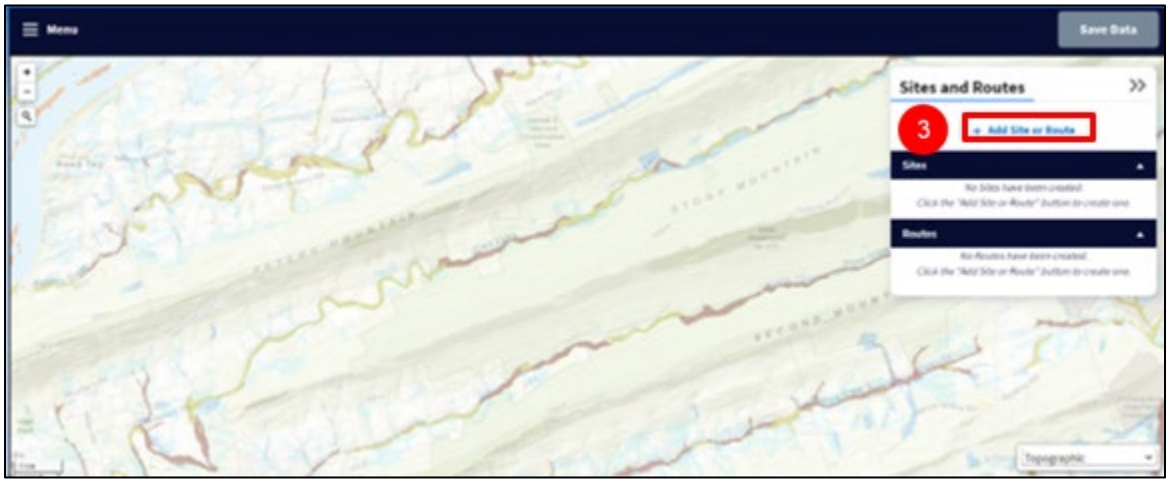
2. Click **Sites & Routes** on the menu to display the Sites and Routes tables.

Figure 318: **Construction Map – Menu Options – Sites and Routes Option**



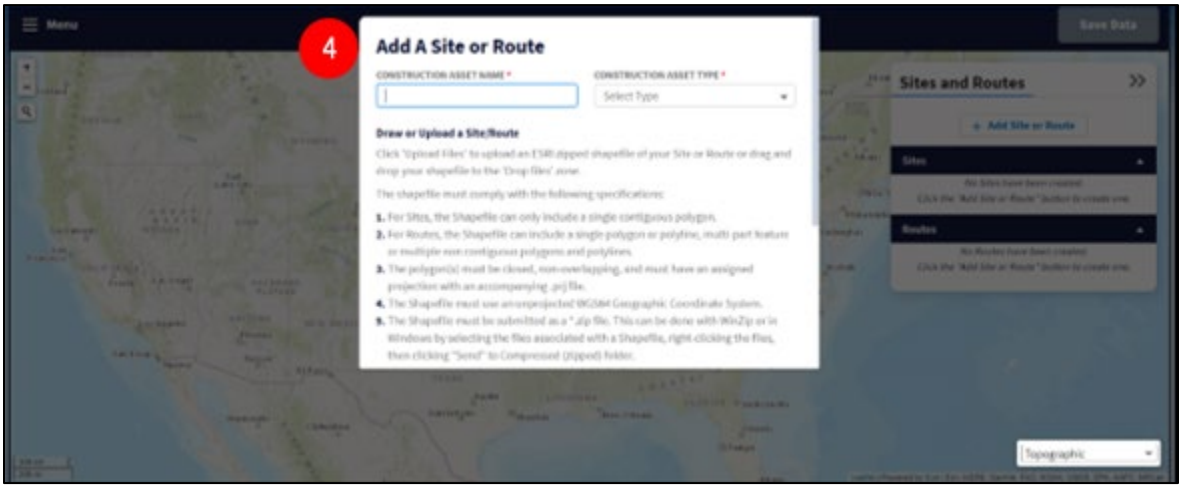
3. The Sites & Routes panel displays on the right side of the screen. To add a Site or a Route, click on the **+ Add Site or Route** button.

Figure 319: **Construction Map – Sites and Routes Panel**



4. Once selected, the Add A Site or Route window appears.

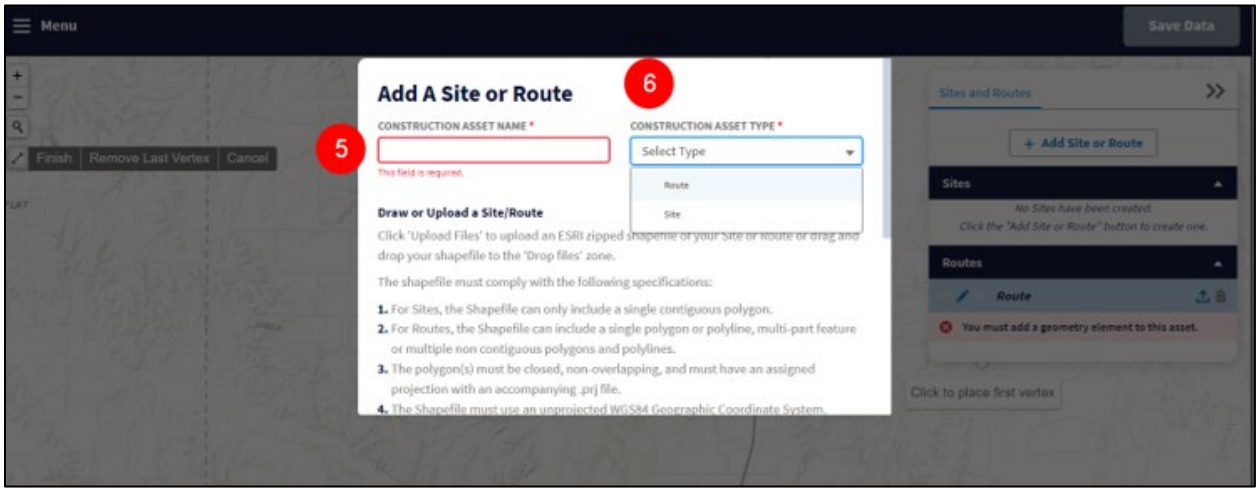
Figure 320: **Add A Site or Route Window**



5. In the **Construction Asset Name*** field, enter the applicable site or route name. Provide descriptive and concise names because the names are used throughout the Environmental section of the application. This will reduce the potential for error.

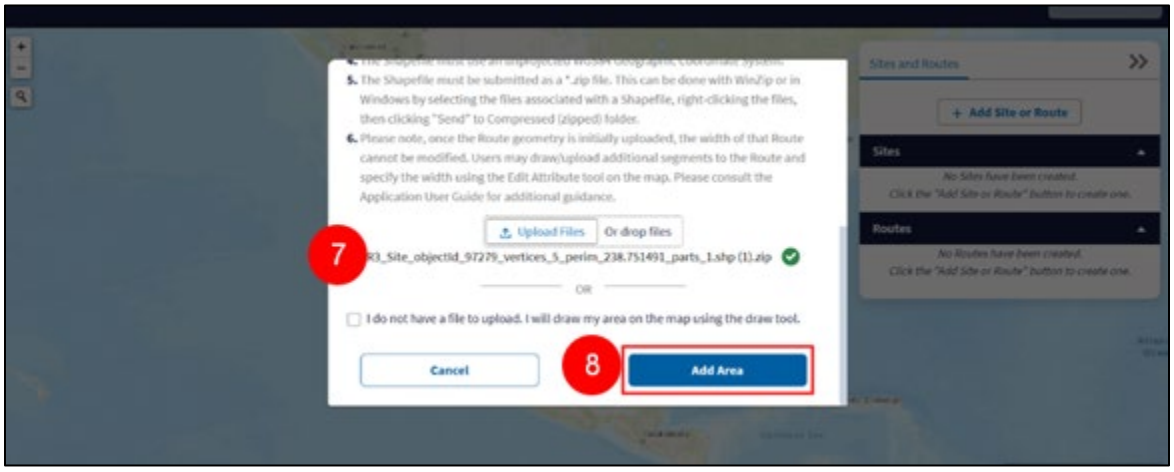
6. Click the **Construction Asset Type*** drop-down menu and select **Site** or **Route**.

Figure 321: **Add Site or Route Window - Construction Asset Type**



7. Upload the appropriate Shapefile for your Site or Route. The list below provides the requirements for Sites and Routes.
    - Only map Sites and Routes in your PFSAs. Do not map assets in NFSAs.
    - If **Route** is selected, then Please Specify the Width of the Route. This field defaults to 25 feet. Edit this field to a value between 25 and 500 feet if necessary
        - To edit the width of a previously drawn or **uploaded** route, select the Edit Site or Route tool next to the route created in the site and route panel.
        - 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.
        - For Routes, the Shapefile can include a single polygon, multi-part feature, or multiple non-contiguous shapes with an accompanying .prj file.
        - Draw or upload additional segments to the Route if needed and specify the width using the Edit Site or Route tool next to the route created in the site and route panel.
    - If **Site** is selected, the Shapefile can only include a single contiguous polygon.
    - All polygons must be closed, non-overlapping, and 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.
8. Click the **Add Area** button to add a shape to the Construction Map.

Figure 322: **Add Site or Route Window - Add Area Button**



9. Click **Save Data** to save the site or route and proceed to add additional sites or routes as necessary.

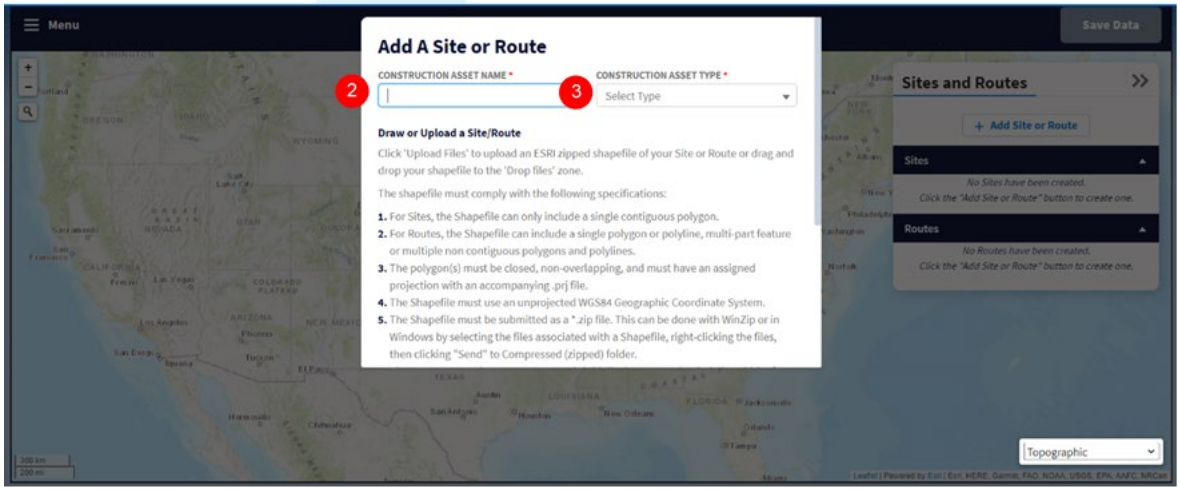
Figure 323: **Save Data Button**



To Draw a Site or Route

1. Once selected, the Add a Site or Route popup window appears.
2. In the **Construction Asset Name*** field enter the applicable site name. Use descriptive and concise names whenever possible because Site or Route names are referenced throughout this section of the application. This will reduce the potential for error.
3. Click the **Construction Asset Type*** drop-down menu, and then select **Site** or **Route**.

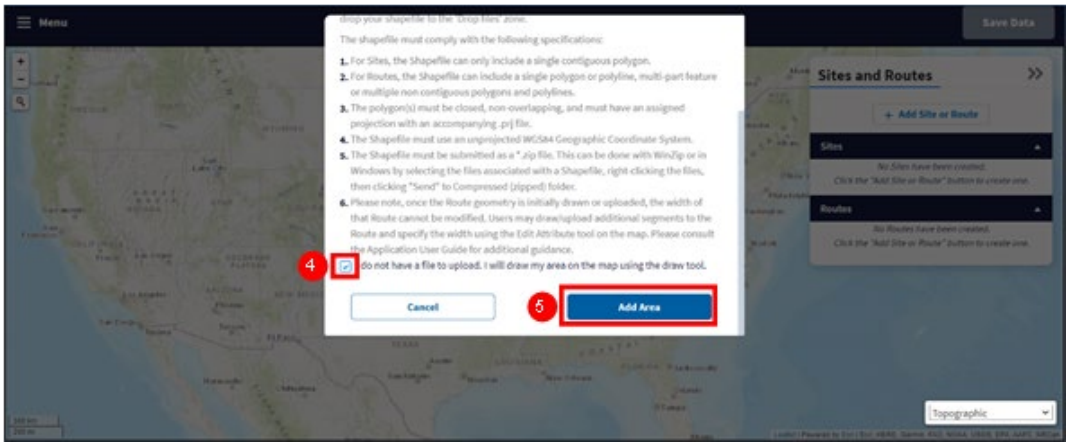
Figure 324: **Add a Site or Route Window - Blank**



4. To **draw** a **Site**, check the box that states “I do not have a file to upload. I will draw my area on the map using the draw tool”. The **Upload files or drop files** button disappears

5. Click on the **Add Area** button on the right. You are taken back to the map so that you can use the Map’s drawing tools (**Draw Rectangle**, **Draw Polygon**) to draw the site.

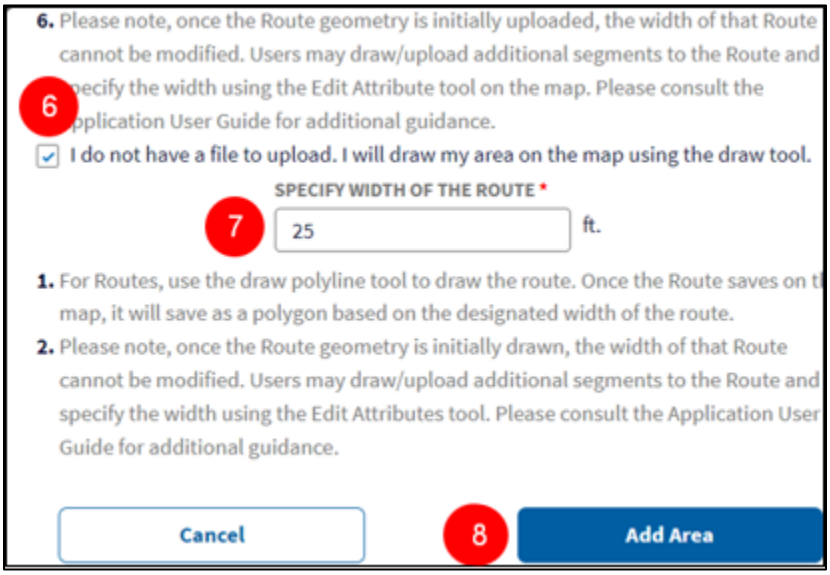
Figure 325: **Add a Site or Route Window – Site – Add Area**



6. To **draw** a **Route**, check the box that states “I do not have a file to upload. I will draw my area on the map using the draw tool”. The **Upload files or drop files** button disappears, and a “Specify Width of the Route” field appears.

7. Specify the width of the Route. The default and minimum width is 25 feet. You will receive an error if a width of less than 25 feet is entered.

Figure 326: **Add A Site or Route Window – Drawing Route Width Error**

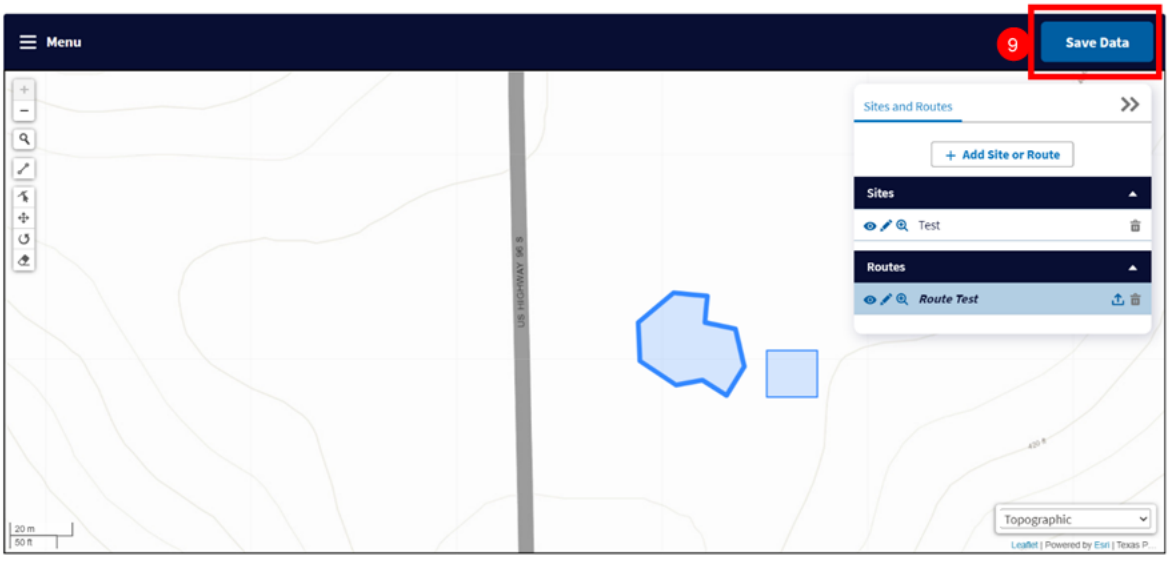


8. Click the **Add Area** button on the right. You are taken back to the map so that you can use the map's **Draw Polyline** to draw the route. Once the Route saves on the map it will save as a polygon based on the designated width of the route.

    a. You can draw or upload additional segments to the Route if needed and specify the width using the **Edit Site or Route** tool next to the route created in the site and route panel.

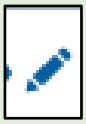
9. Click **Save Data** at the top right-hand side of the Construction Map to save the site or route.

Figure 327: **Save Progress of the Construction Map**



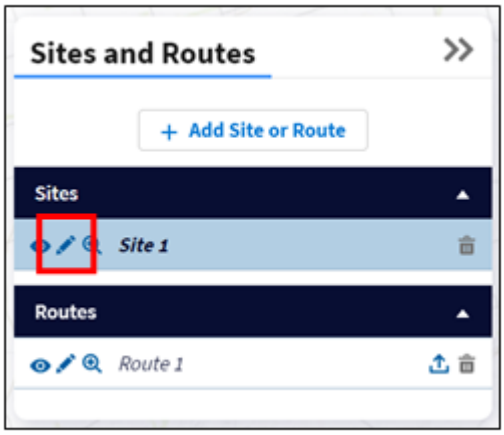
The Sites or Routes panel has several icons. Table 13 below contains a brief description of the function of each icon.

Table 13: **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 Site or Route	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.

Use the **Edit Site or Route** tool when you need to change an existing Site or Route on the map.

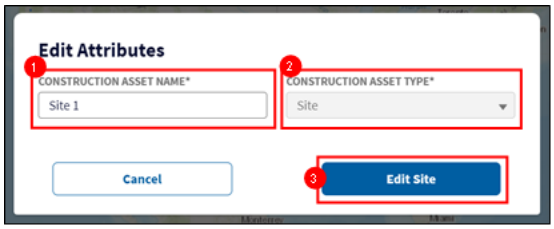
Figure 328: **Edit Site or Route Tool**



Edit Attributes pop-up Window for a Site:

1. The Construction Asset Name is an editable, required field.
2. Construction Asset Type is a non-editable field.
3. Click **Edit Site** button at the bottom-right corner of the map to finish your edits.
4. Click the **Save Data** button on the right side of the map to save progress.

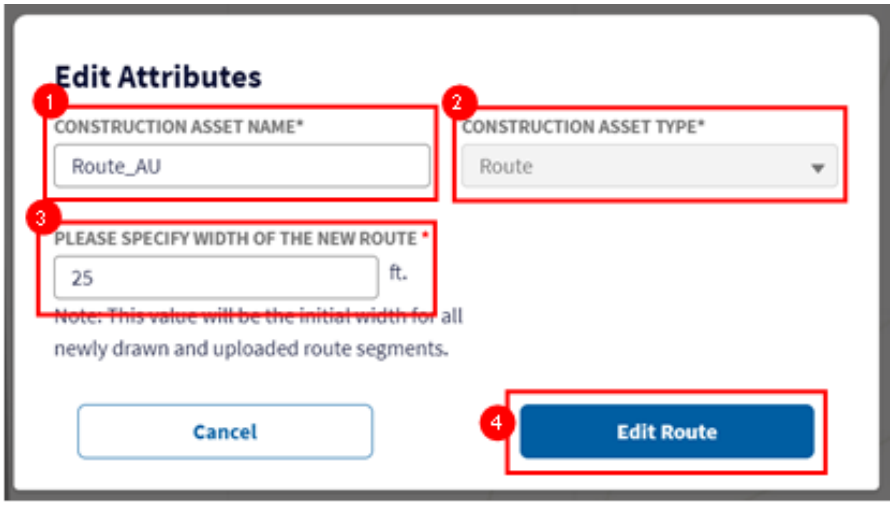
Figure 329: **Edit Attributes for Sites pop-up Window**



Edit Attributes pop-up Window for a Route:

1. Construction Asset Name: required field, editable.
2. Construction Asset Type: non-editable.
3. Specify Width of the New Route: mandatory entry field, editable.
4. Click **Edit Route** button at the bottom-right corner of the map to finalize edits.
5. Click the **Save Data** button on the right side of the map to save progress.

Figure 330: **Edit Attributes for Routes pop-up Window**



*Please Note: Changing the width in the Edit Attributes pop-up window will only change the width of new line segments**. Changing the width will not change the width of existing line segments***

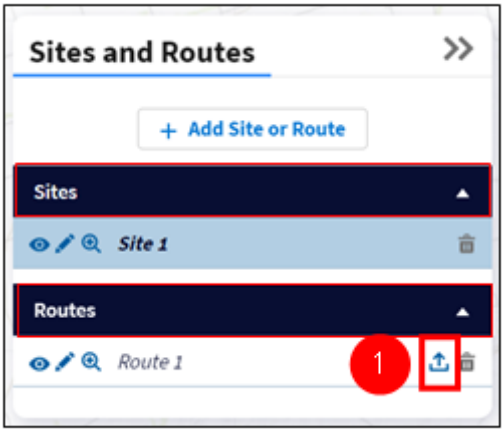
Adding Route Segments

Uploading a Route Segment

Route Segments can be made up of a single polygon or polyline, multi-part feature, or multiple non-contiguous polygons. You can upload Route Segments in the Construction Map using the Sites and Routes panel. After uploading an initial Route Segment, you can add additional Route Segments as needed.

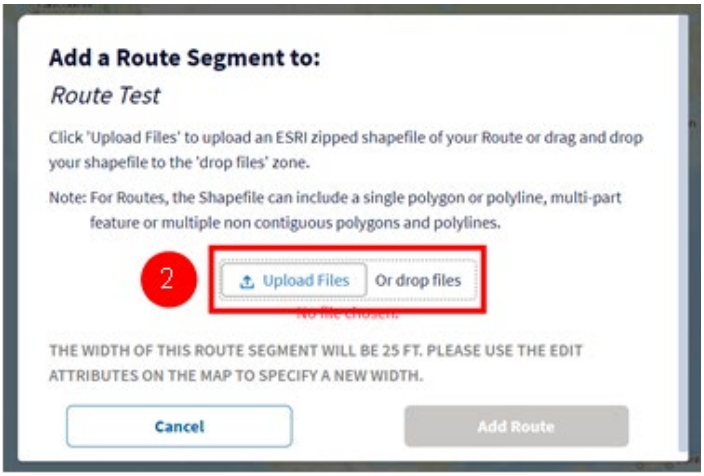
1. First, ensure that you have a created a Route. Then, click the **Upload** button next to the specific Route on the **Sites and Routes panel**.

Figure 331: **Upload Route Segments on Sites and Routes**



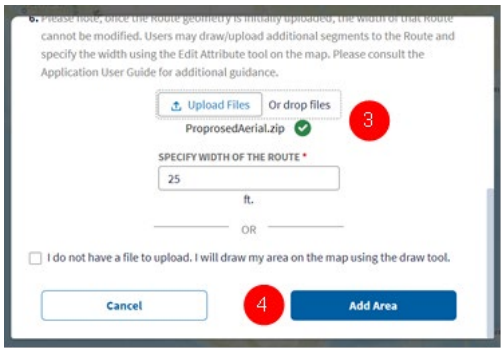
2. The upload window appears. Choose to upload single polygons or polylines, multi-part feature, or multiple noncontiguous polygons and polylines.

Figure 332: **Add a Route Segment pop-up window**



3. Upload the appropriate file. A green checkmark will appear beside the file name.
4. Click **Add Area.**
5. Click **Save Data** on the top right side of the map.

Figure 333: **Add a Route Segment pop-up window with Uploaded file**



Drawing a Route Segment with the Polyline tool

Draw a route using the Draw Polyline tool on the left side of the map. Follow the steps listed above in **Creating and Drawing** Sites **and Routes** to add a Route to the Construction Map.

Figure 334: **Draw Polyline Tool Icon**



- The route will buffer to the current width the user has set for that route segment (or the default of 25 feet)
- Routes can self-intersect. If they do, they will merge during buffering
- Adjust the width of the route by editing the width by using the Edit Site and Route tool next to the route created in the site and route panel window if necessary

Drawing a route using the Draw Polyline Tool

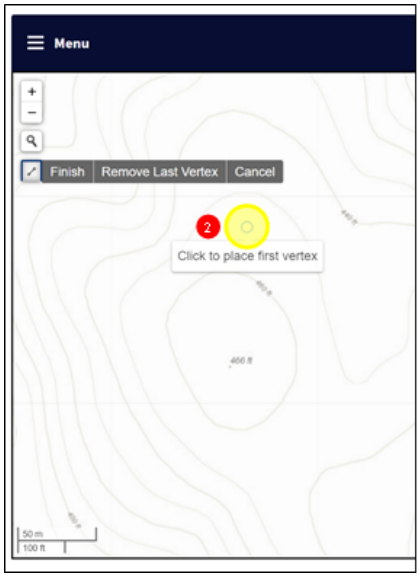
1. Select a Site on the Sites and Routes panel. The Draw Polyline tool appears on the left side of the map.

Figure 335: **Route Layer created and Draw Polyline tool present on the left**



2. Select the Draw Polyline tool and draw the first vertex of the route on the map.

Figure 336: **Drawing a Polyline, Placing first Vertex**



3. Continue to move your mouse and click to make new vertices as appropriate.

Figure 337: **Draw Polyline on Construction map, dashed line highlighted**



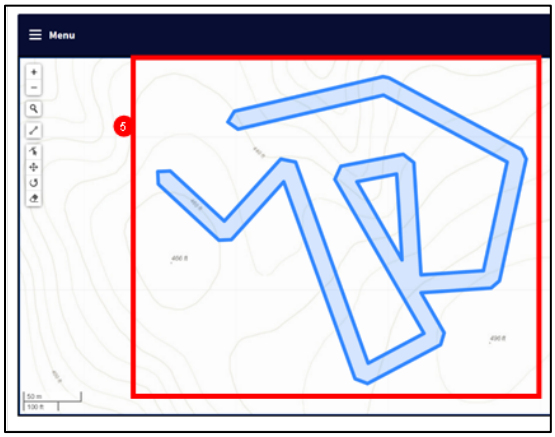
4. Complete the Route by clicking on any existing markers to finish the shape or click the **finish** button on the left, next to the Draw Polyline tool.

Figure 338: **Final Vertex from drawing the Route with the Draw Polyline tool**



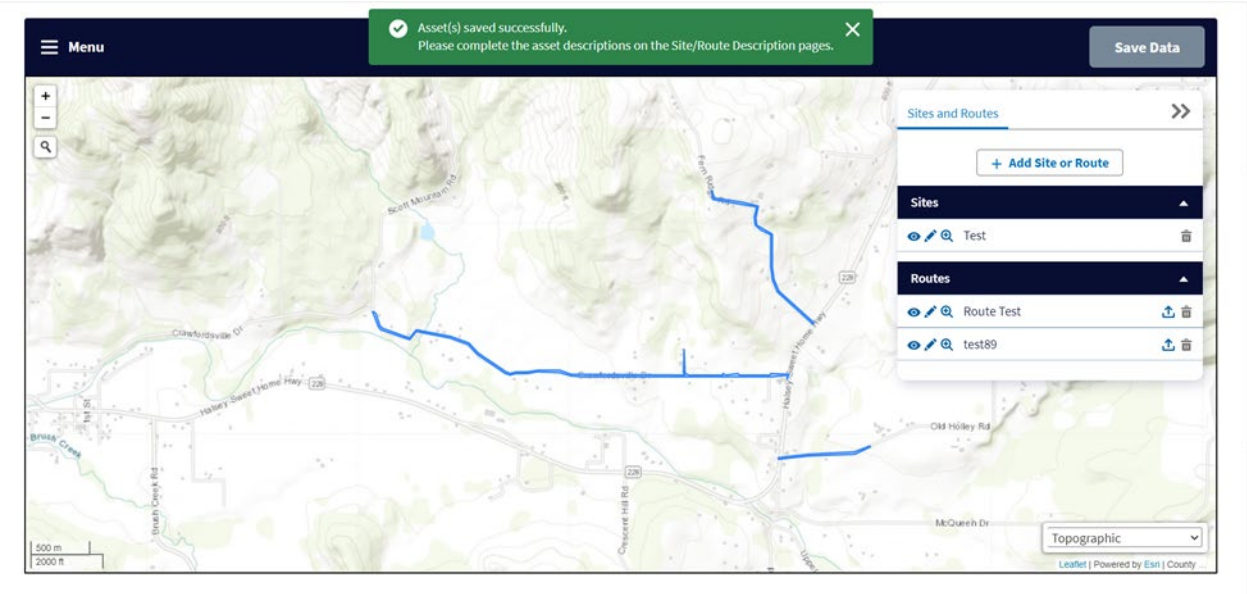
5. The Route will fill in with a lighter blue when it is complete.

Figure 339: **Construction Map, Route created**



6. Click **Save Data** at the top right side of the map.

Figure 340: **Notification Message Successful – Saved Asset**



Editing Site Shape on the Construction Map

1. Click on the Site you wish to edit in the **Sites and Routes Panel**.
2. The Edit Layer and Remove Layer tools appear on the left side of the screen. These tools have been explained in detail in the **5. Shape** Tools subsection in **the Service Area Map and the Construction Map** Section.
3. Finalize the edits.
4. Click **Save Data** to save progress on the map.

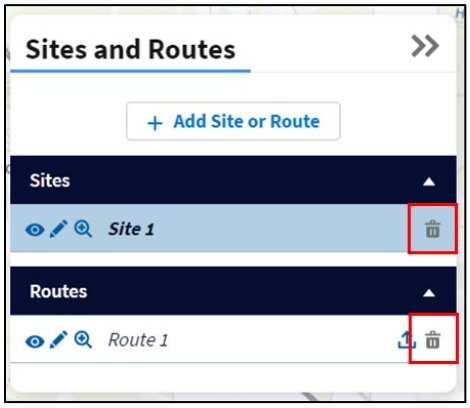
Editing Route Polyline on the Construction Map

1. Click the Route you wish to edit in the **Sites and Routes Panel**.
2. The Draw Polyline, Edit Layer and Remove Layer tools appear on the left side of the map. The Draw Polyline tool has been explained in detail in the **Drawing a Route Segment with the Polyline tool** subsection of this section**.**
3. Finalize the edits.
4. Click **Save Data** to save progress on the map.

Deleting a Site or Route and its Shape

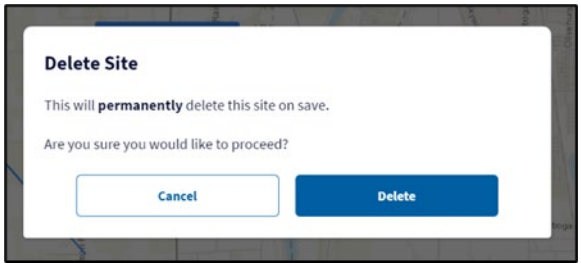
1. To delete a saved site or route and its associated shape (drawn or uploaded), select the trash can tool on the right of the line item for the site or route that the applicant wants to delete in the Sites and Routes layers panel.

Figure 341: **Sites and Routes Panel – Trash Can Icon**



2. Click Delete to confirm to delete the Site or Route, and its shape. This action cannot be undone.

Figure 342: **Deletion Confirmation Window**

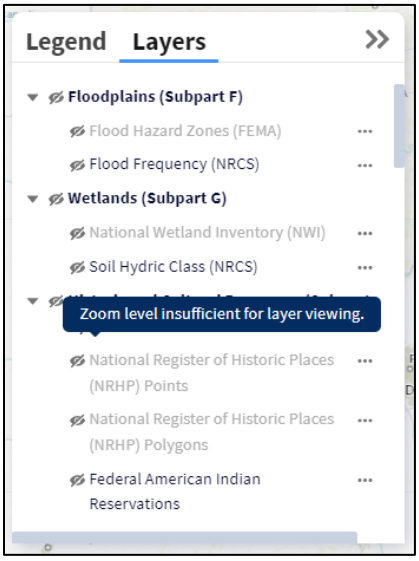


Zoom Layers

Invisible Layers

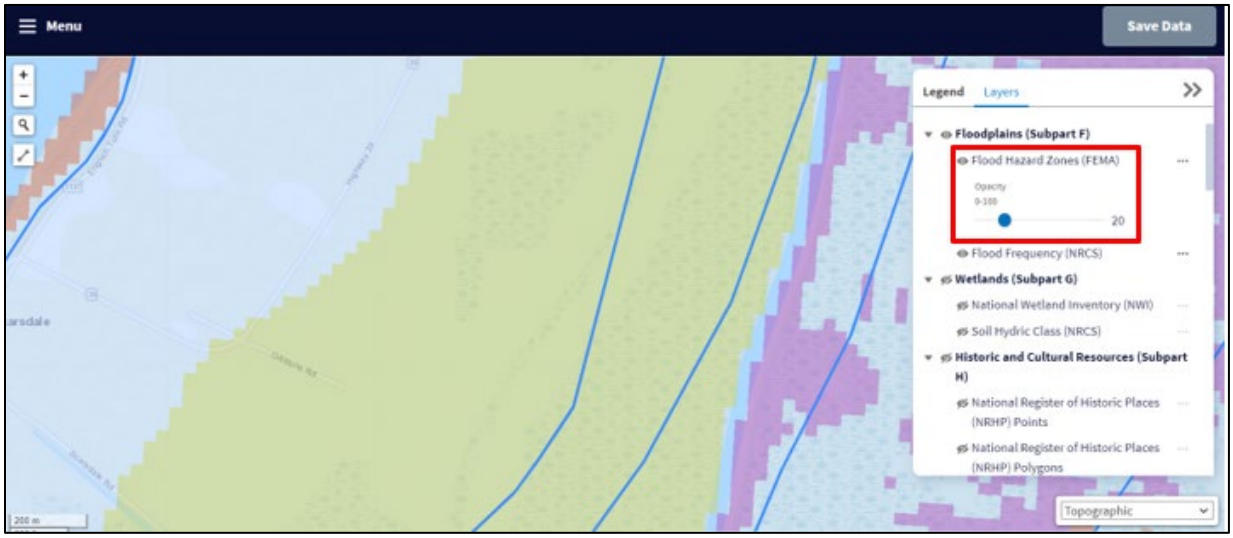
The layers on the Construction Map Layers panel will be greyed out until the map reaches the appropriate zoom level to be visible. While the layer is greyed out and invisible on the map, there will be a tooltip stating, “Zoom level insufficient for layer viewing.”

Figure 343: **Layers Tab Zoom level insufficient for layer viewing tool tip.**



After you have reached the appropriate zoom level, the layer becomes visible.

Figure 344: **Construction Map – Layers Tab – Flood Hazard Zones (FEMA) Layer Visible**



Site or Route Descriptions

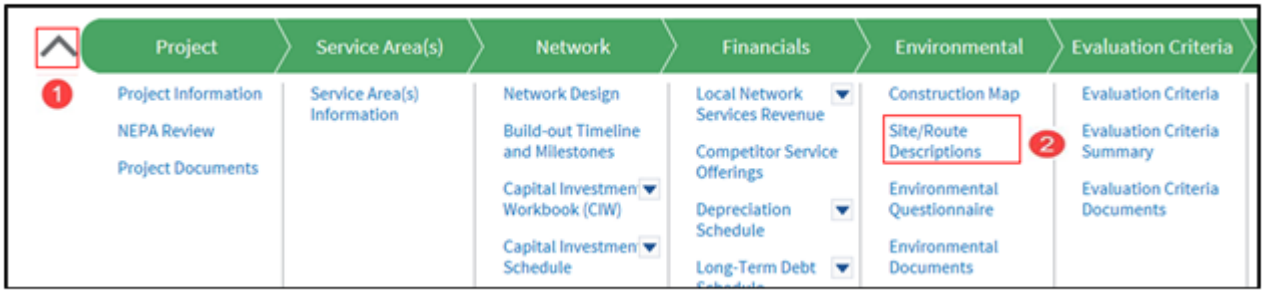
After all sites and routes and their respective shapes have been created on the Construction Map, applicants must enter descriptions for each site and route. Applicants cannot enter a description for a site or route before it is created in the Construction Map. Project site and route descriptions will specify the types of facilities to be built or upgraded at each location and the estimated environmental and regulatory impact from construction or installation activity. The description requirements will differ based on the type of site or route. All routes and sites should follow a distinct name designation system to avoid confusion with other routes during review.

This section must be completed before the applicant begins the Environmental Questionnaire section. The information provided in this section will determine the requirements for the Environmental Questionnaire section and will be locked during the completion of the Environmental Questionnaire section. It is imperative that the sites, routes, and descriptions include as much detail as possible to avoid delays in processing the environmental review of a project. Applicants should include methods of construction, buried depths, aerial height, existing or new right of ways, previously disturbed or new disturbance, distance, etc. Note that this information can be and is likely to be shared with other interested parties to enable them to understand how great an impact the project may have on their areas of interest. A project's construction techniques, location, and other characteristics can directly affect what these interested parties may ask for in the form of additional surveys and information.

Beginning Site Descriptions

1. From the Application Navigation Bar, click the **toggle**.
2. The Application Navigation Bar expands. Under the Environmental header, click the **Site/Route Descriptions** hyperlink.

Figure 345: **Navigation Bar – Expanded – Site or Route Descriptions Hyperlink**



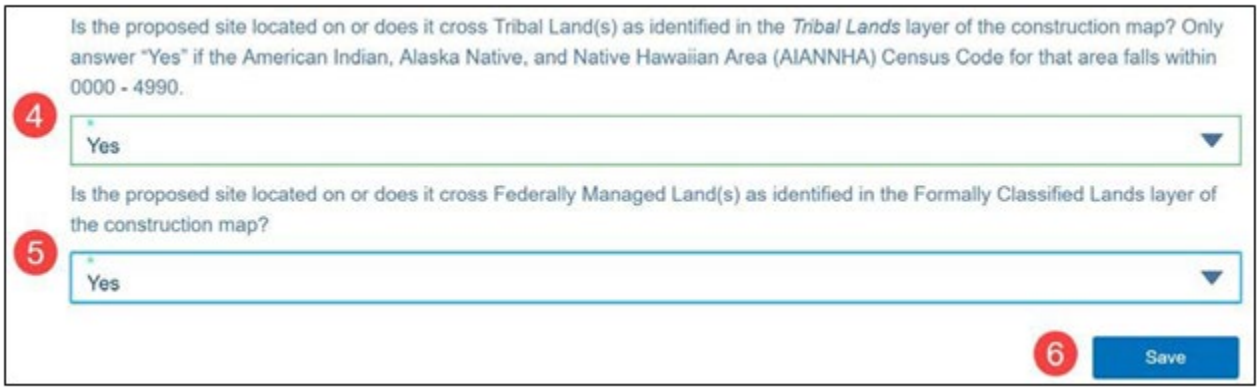
3. The Site Descriptions and Route Descriptions page displays. Any Sites or Routes previously drawn on the Construction Map are listed in the table. Click **Edit Description** next to the applicable Site to enter a description.

Figure 346: **Site Descriptions Table**



4. The Site Description page displays. Click the **drop-down menu** under the question: "Is the proposed site located on or does it cross Tribal Land(s) as identified in the *Tribal Lands* layer of the construction map? Only answer "Yes" if the American Indian, Alaska Native, and Native Hawaiian Area (AIANNHA) Census Code for that area falls within 0000 – 4990." Select the **applicable option**.
5. Click the **drop-down menu** under the question: "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?" Select the **applicable option**.
6. Click the **Save** button.

Figure 347: **Site or Route Descriptions Page – Question Section**



7. The responses are saved. Proceed to the next sections of this document for instructions on how to add New Assets to the Site. Refer to the applicable sections depending upon the Asset Type for which the applicant wishes to capture information. The Asset Types are Buildings, Towers, Access Roads, Parking Lots, and Large Enclosure Cabinets.

Completing Access Road(s), Parking Lot(s) Description

1. Within the Site Description page, scroll down to the New Asset Section. From here, click the **Name** field and enter the applicable name for the Access Road(s), Parking Lot(s).
2. Click the Type **drop-down menu**, and then select **Access Road/Parking Lot**.
3. Click the **Add and Continue** button.

Figure 348: **Site Description Page – New Asset Section**



4. The recently created Access Road/Parking Lot description page displays. Click the **drop-down menu** underneath the question and select the **applicable response**.
    - If the applicant selects: “Upgrade to an existing Access Road, Parking Lot,” no additional questions appear. Click the **Save and Continue** button and proceed to step 9.
    - If the applicant selects: “Construction of a new Access Road, Parking Lot,” proceed to steps 5-9.
    - If the applicant selects: “Expansion of an existing Access Road, Parking Lot,” proceed to steps 5-9.

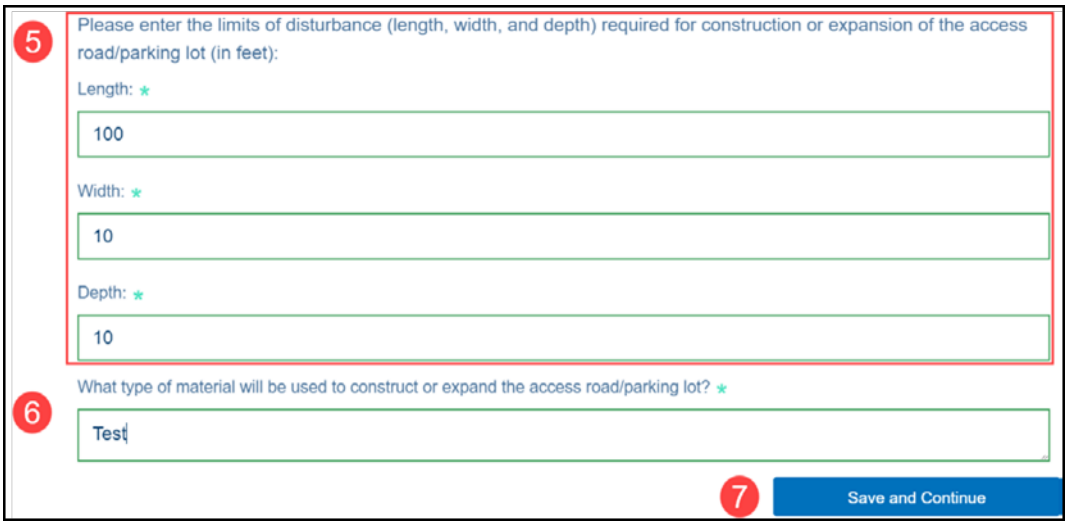
Figure 349: **Site Description Page**



5. The following message displays: “Please enter the limits of disturbance (length, width, and depth) required for construction or expansion of the access road, parking lot (in feet):”. Input the applicable **Length, Width,** and **Depth**.
6. The following question displays: “What type of material will be used to construct or expand the access road, parking lot?”. Input the **applicable response**.

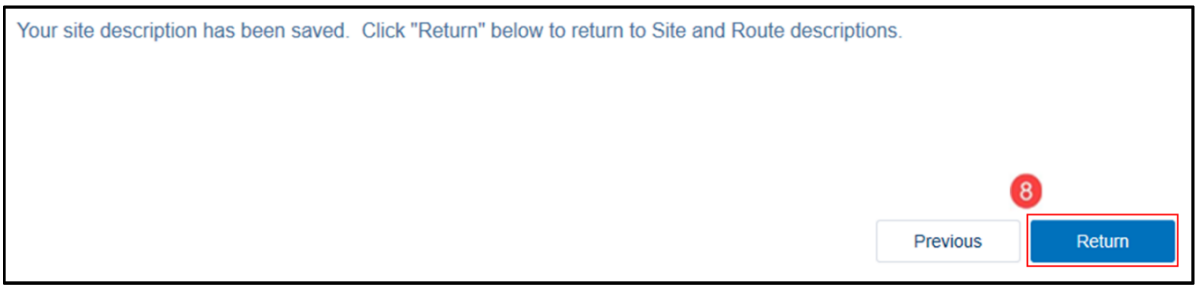
7. Click the **Save and Continue** button.

Figure 350: **Site Description Page – Ground Disturbance Entry Fields**



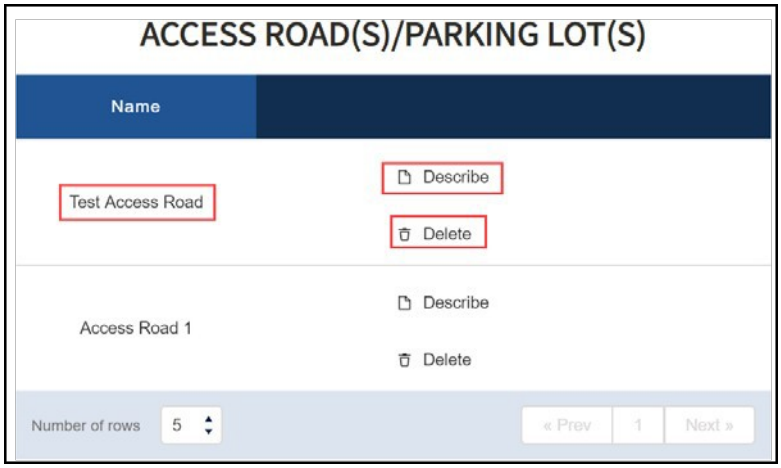
8. The Return to site page displays. Click the **Return** button.

Figure 351: **Site Description Page – Return to Site Button**



9. The Site or Route Description page displays. Repeat all the previous steps in this section, for all Access Road(s), Parking Lot(s) asset types. The recently added asset appears under the Access Road(s)/Parking Lot(s) table, where they can be edited and deleted.

Figure 352: **Site or Route Descriptions Page – Describe and Delete Buttons**

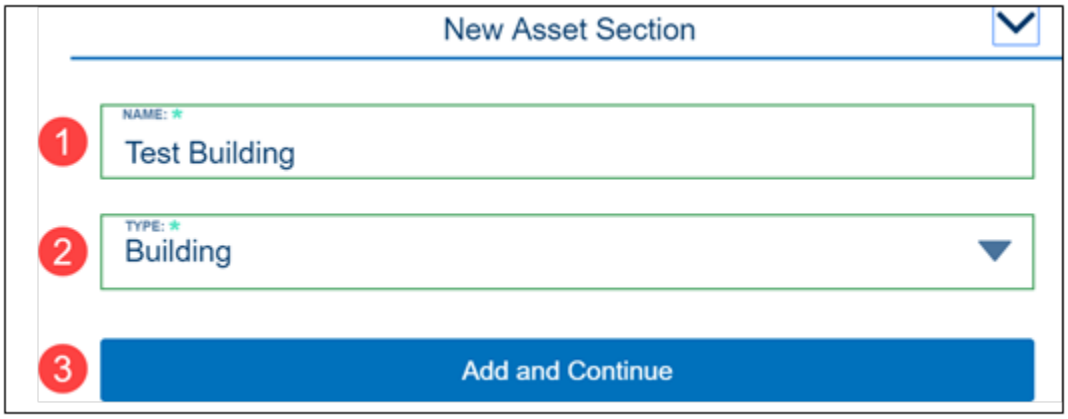


Completing Building Description

When selecting the "Type" (see Figure 353) for a Building asset, for purposes of this application, a building is an attended structure that is either existing or to be constructed. A building should not be selected for **Pre-Fabricated Building, Huts** where only equipment will be placed.

1. From the Site Description page, under the New Asset Section, if the applicant has any Building assets to add, enter the applicable name for the Building in the **Name** field.
2. Click the **Type** field and then select **Building** or **Pre-Fabricated Building, Hut**.
    a. If this is **Pre-Fabricated Building, Hut** that is going to be unattended, use the Large Enclosure Cabinet section, not Building
3. Click the **Add and Continue** button.

Figure 353: **Site Description Page – New Asset Section – Building**



4. The Building description page displays with the following question**:** "Is this an existing building or a building to be constructed?" Select the **applicable response**.
    - If **Existing**, proceed to the **Capturing the Existing Building Information** section of this document.
    - If **To Be Constructed**, proceed to the next section of this document.

Figure 354: **Site Description Page – Building – Section 1**



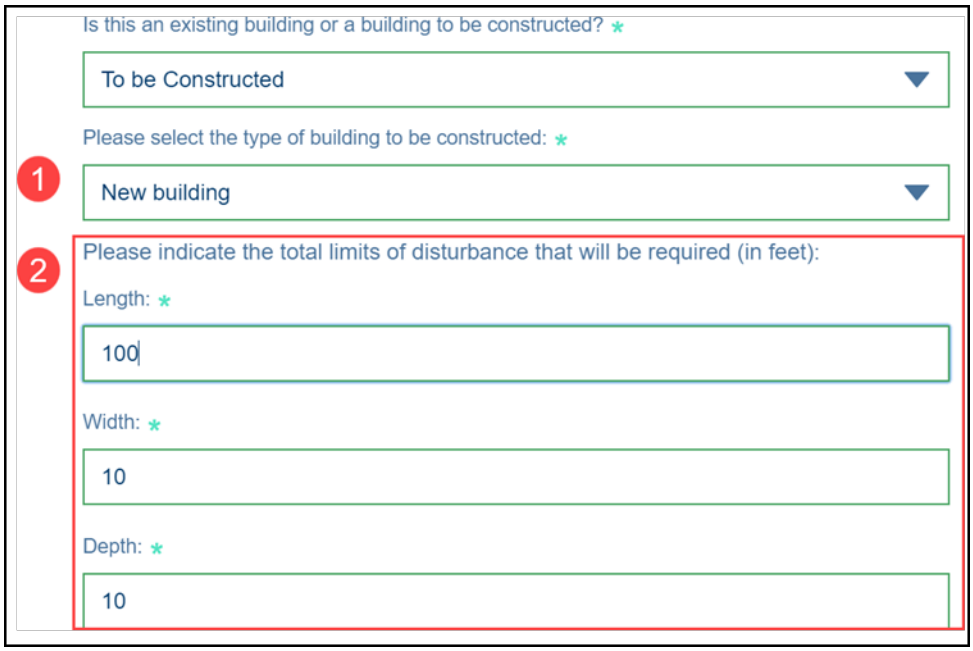
Capturing To Be Constructed Building Information

Before starting this section, go through all the steps from the **Completing Building Description** section of this document.

1. Upon selecting "To be Constructed", the following question displays: "Please select the type of building to be constructed". Select the **applicable response**.

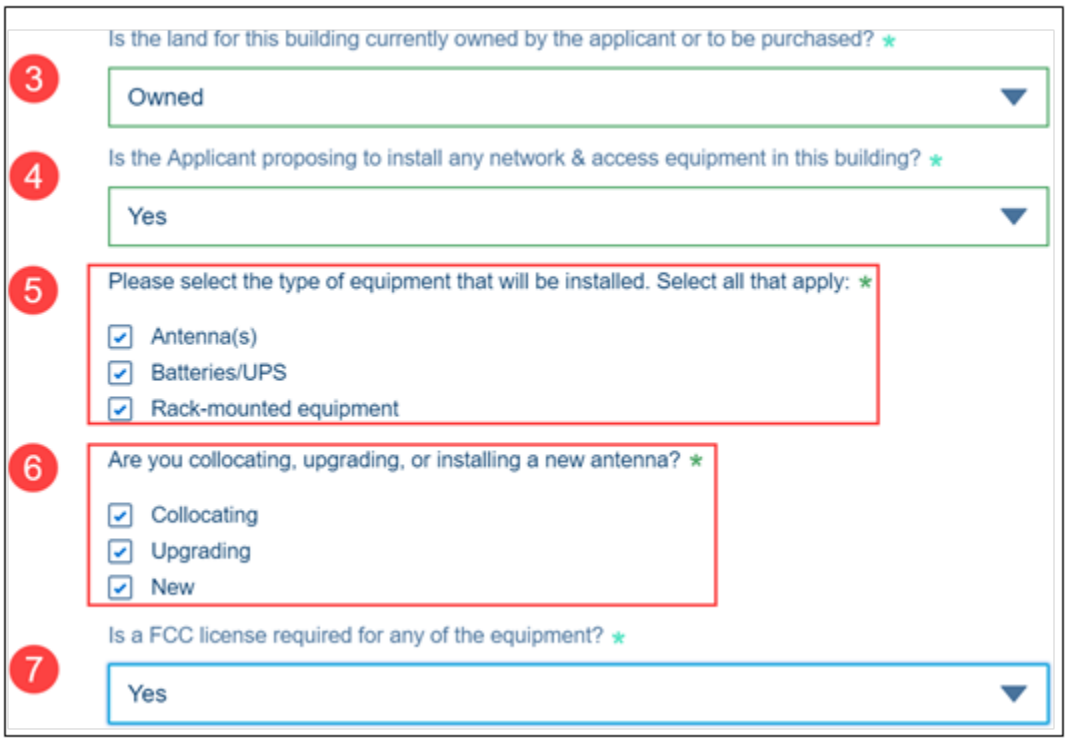
2. The following message displays: “Please indicate the total limits of disturbance that will be required (in feet)”. Input the applicable **Length, Width,** and **Depth** into the corresponding fields.

Figure 355: **Site Description Page – Building – Section 2**



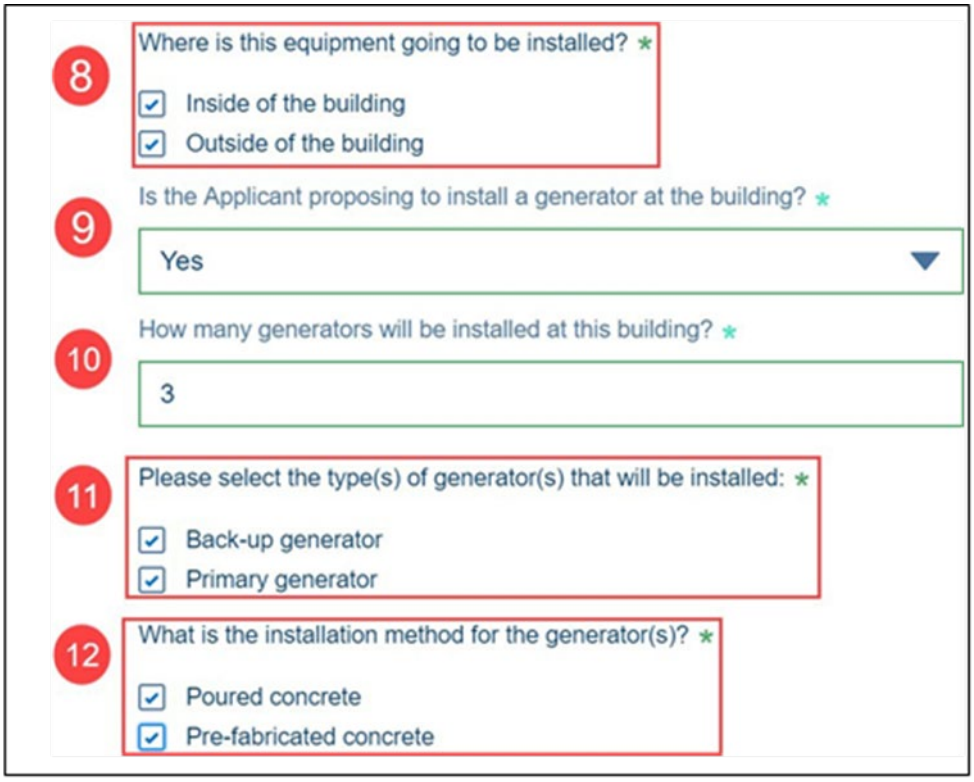
3. The following question displays: “Is the land for this building currently owned by the applicant or to be purchased?” Select the **applicable response**.
4. The following question displays: “Is the Applicant proposing to install any network & access equipment in this building?” Select the **applicable response**.
    - If **No**, proceed to step 9 that asks the following question: “Is the Applicant proposing to install a generator at the building?”
    - If **Yes**, proceed to the next step.
5. The following message displays: “Please select the type of equipment that will be installed. Select all that apply:” Click all the **applicable checkboxes**.
6. The following question displays: “Are you collocating, upgrading, or installing a new antenna?” Click all the **applicable checkboxes**.
7. The following question displays: “Is a FCC license required for any of the equipment?”. Select the **applicable response**.

Figure 356: **Site Description Page – Building – Section 3**



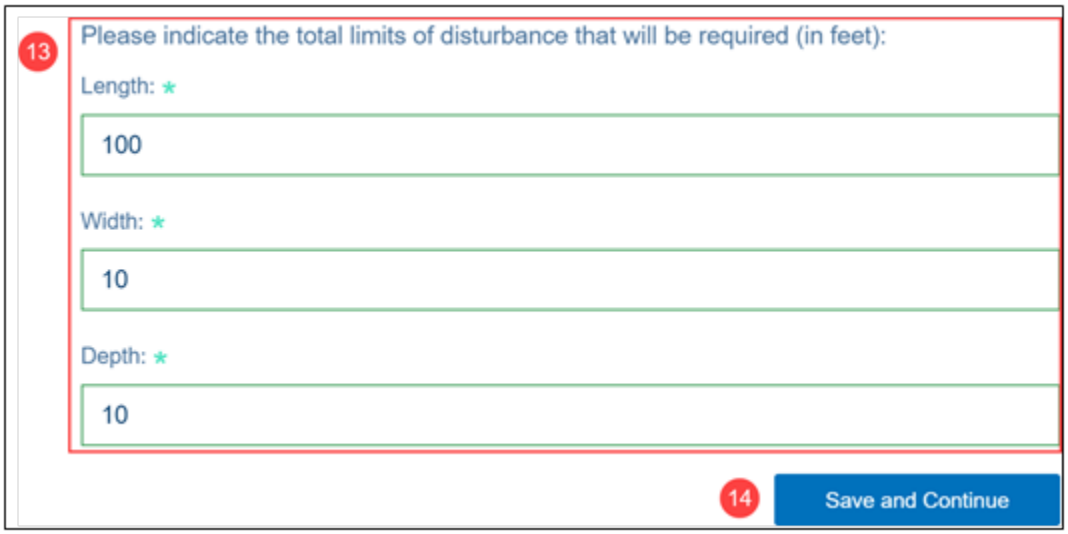
8. The following question displays: “Where is this equipment going to be installed?” Click all the applicable checkboxes.
9. The following question displays: “Is the Applicant proposing to install a generator at the building?” Select the **applicable response**.
    - If **No**, proceed to step 14 to save the entered information and return to the Site Description page.
    - If **Yes**, proceed to the next step.
10. The following question displays: “How many generators will be installed at this building?” Input the **applicable response**.
11. The following message displays: “Please select the type(s) of generator(s) that will be installed:” Click the **applicable checkbox(es)**.
12. The following question displays: “What is the installation method for the generator(s)?” Click the **applicable checkbox(es)**.

Figure 357: **Site Description Page – Building – Section 4**



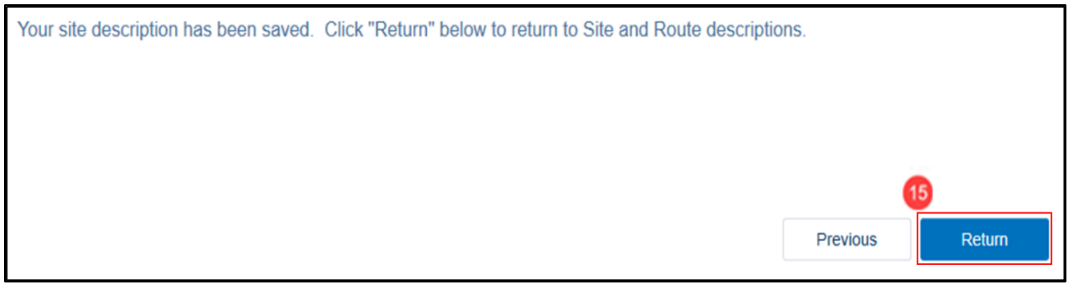
13. The following message displays: “Please indicate the total limits of disturbance that will be required (in feet):” Input the applicable **Length, Width,** and **Depth** in the corresponding fields.
14. Click the **Save and Continue** button.

Figure 358: **Site Description Page – Building – Section 5**



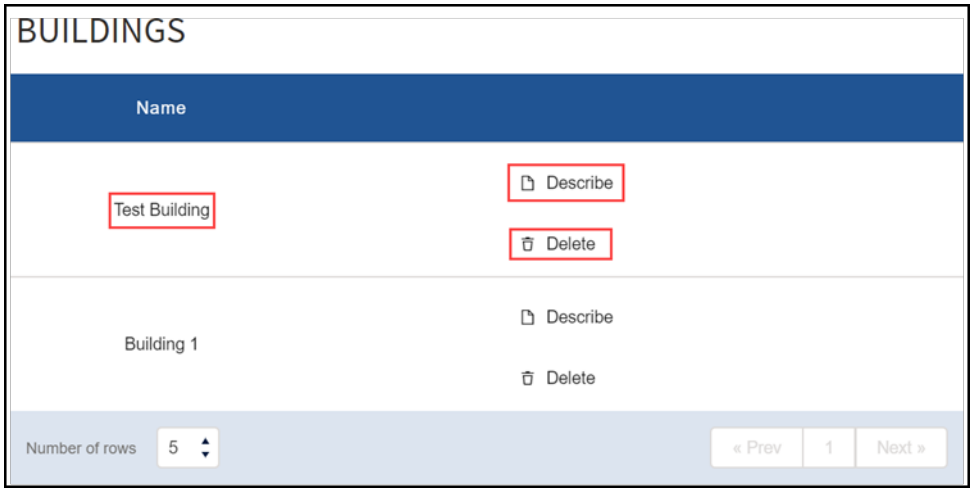
15. The Return to Site page displays. Click the **Return** button.

Figure 359: **Site and Route Description Page – Building – Return to Site**



16. The Site Description page displays. Repeat all the previous steps in this section for any other To Be Constructed Buildings asset types. The recently added asset appears under the Buildings table. The following options display: **Describe** to edit the previous answers or **Delete** to remove the asset.

Figure 360: **Site and Route Description Page – Buildings Table**

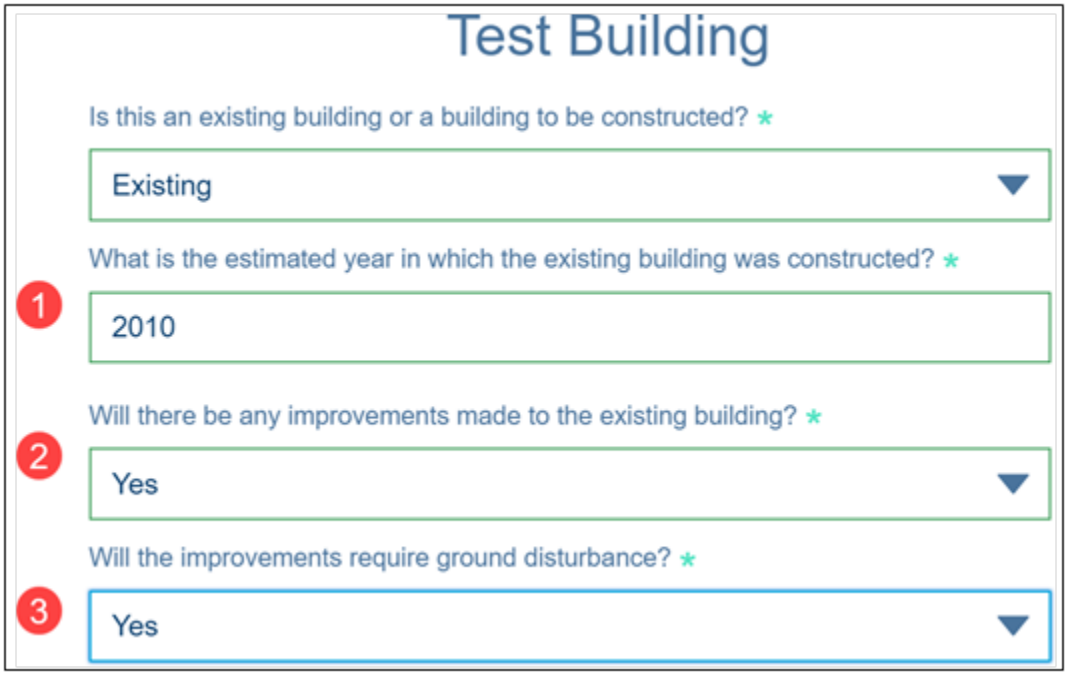


Capturing the Existing Building Information

Before starting this section, go through all the steps from the **Completing Building Description** section of this document.

1. Upon selecting “Existing”, the following question displays: “What is the estimated year in which the existing building was constructed?” Input the **applicable year response.**
2. The following question displays: “Will there be any improvements made to the existing building?” Select the **applicable response.**
    a. If **No**, proceed to step 5
    b. If **Yes**, proceed to the next step.
3. The following question displays: “Will the improvements require ground disturbance?” Select the **applicable response.**
    a. If **No**, proceed to step 5
    b. If **Yes**, proceed to the next step.

Figure 361: **Site Description Page – Building – Section 1**

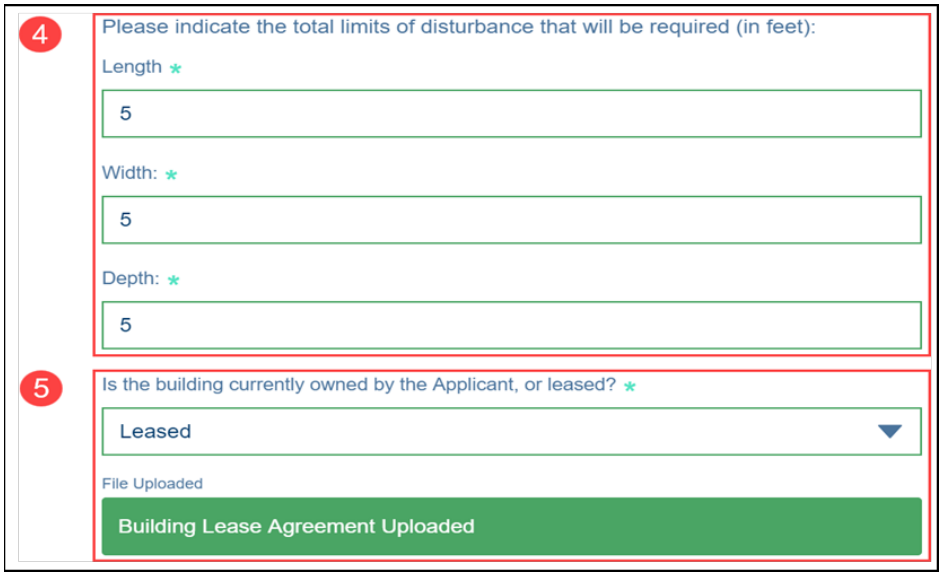


4. The following message displays: "Please indicate the total limits of disturbance that will be required (in feet):" Input the applicable **Length, Width,** and **Depth** in the corresponding fields.

5. The following question displays: "Is the building currently owned by the Applicant, or leased?" Select the **applicable response.**

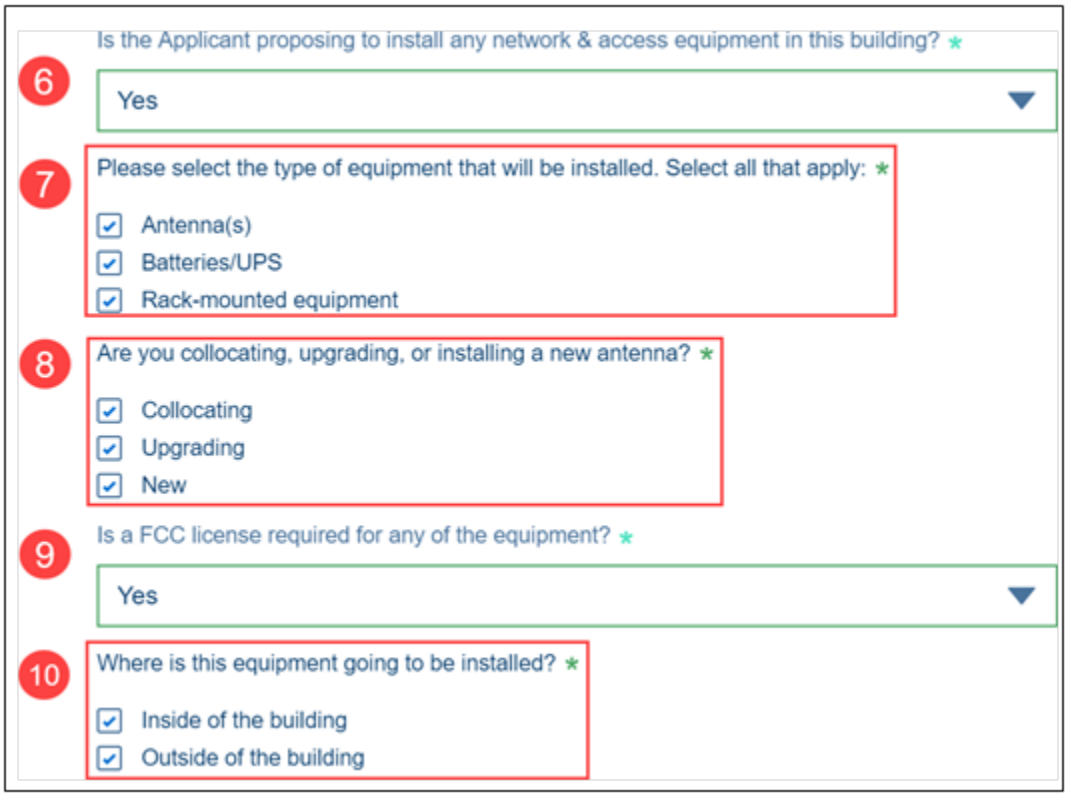
    - If "Leased", an upload field appears. Upload a Building Lease Agreement by following the guidance described in the **Uploading Documents** section of this Application Guide.
    - If "Owned", proceed to the next step.

Figure 362: **Site Description Page – Building – Section 2**



6. The following question displays: “Is the Applicant proposing to install any network & access equipment in this building?” Select the **applicable response**.
    - If **No**, proceed to step 11
    - If **Yes**, proceed to the next step.
7. The following message displays: “Please select the type of equipment that will be installed. Select all that apply:” Select the **applicable checkboxes**.
8. The following question displays: “Are you collocating, upgrading, or installing a new antenna?” Select the **applicable checkboxes**.
9. The following question displays: “Is a FCC license required for any of the equipment?” Select the **applicable response**.
10. The following question displays: “Where is this equipment going to be installed?” Select the **applicable checkboxes**.

Figure 363: **Site Description Page – Building – Section 3**

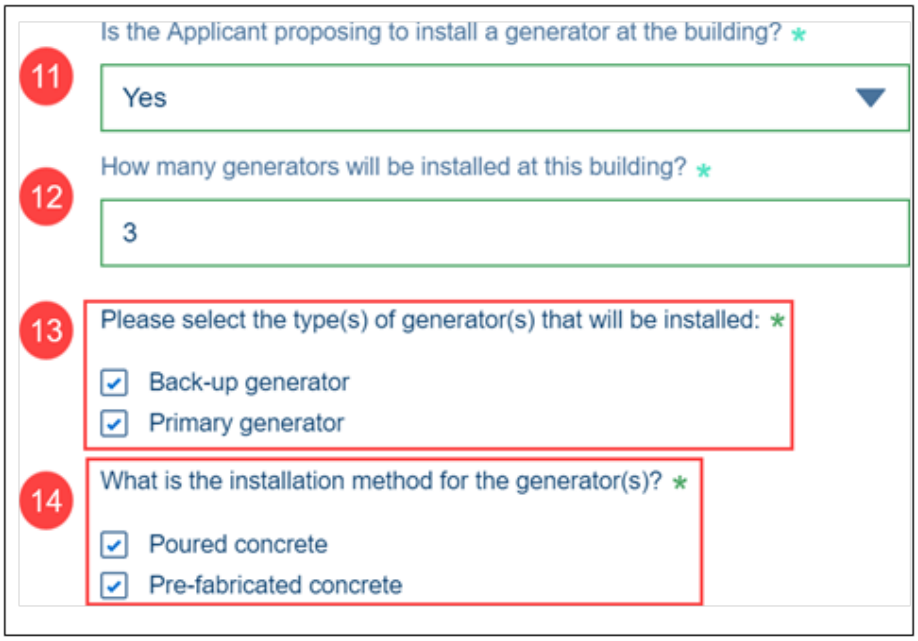


11. The following question displays: “Is the Applicant proposing to install a generator at the building?” Select the **applicable response**.
    - If **No**, proceed to step 16 to save the entered information and return to the Site Description page.
    - If **Yes**, proceed to the next step.
12. The following question displays: “How many generators will be installed at this building?” Input

the **applicable response**.

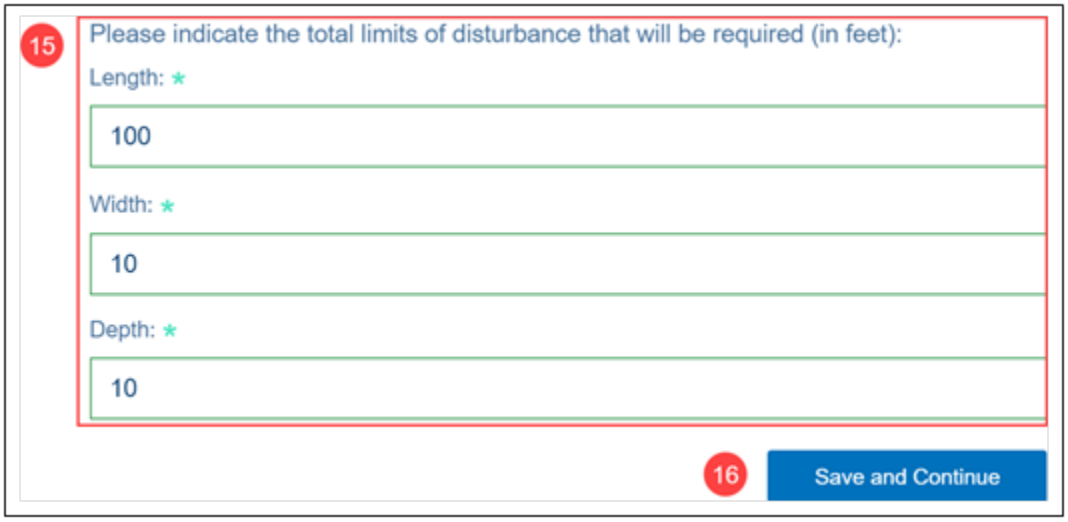
13. The following message displays: “Please select the type(s) of generator(s) that will be installed:” Select the **applicable checkboxes**.
14. The following question displays: “What is the installation method for the generator(s)?” Select the **applicable checkboxes**.

Figure 364: **Site Description Page – Building – Section 4**



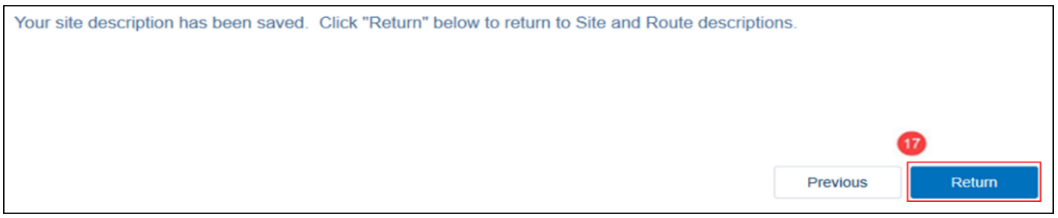
15. The following message displays: “Please indicate the total limits of disturbance that will be required (in feet):” Input the applicable **Length, Width,** and **Depth** in the corresponding fields.
16. Click the **Save and Continue** button.

Figure 365:**Site Description Page – Building – Section 5**



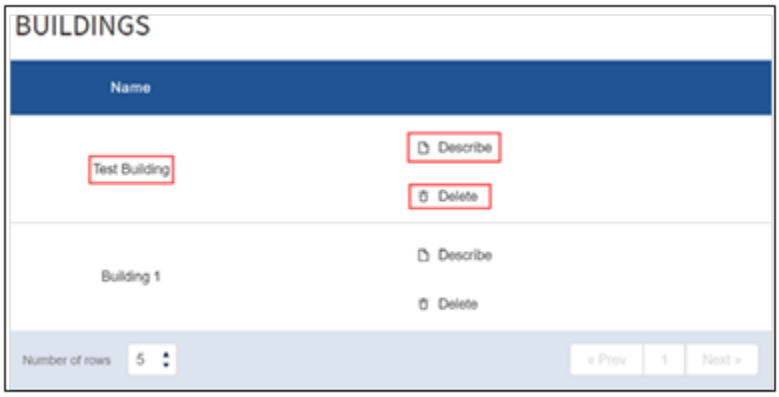
17. The Return to Site page displays. Click the **Return** button.

Figure 366: **Site Description Page – Return to Site Button**



18. The Site Description page displays. Repeat all the previous steps within this section for any other Existing Buildings assets. The recently added asset appears under the Buildings table. The following options display: **Describe** to edit the previous answers or **Delete** to remove the asset.

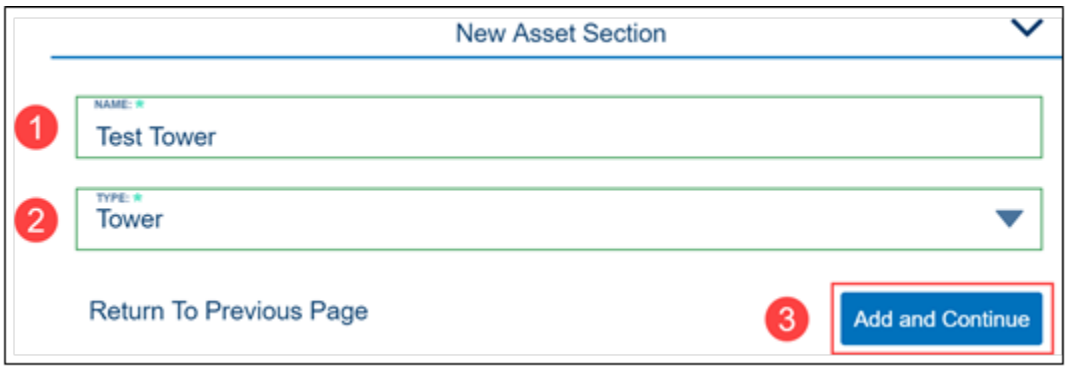
Figure 367: **Site Description Page – Buildings Table**



Completing Tower Description

1. From the Site Description page, if the applicant has any Towers to add, under the New Asset Section, click the Name field and enter the **applicable name** for the Tower.
2. Click the Type field **drop-down menu**, and then select **Tower**.
3. Click the **Add and Continue** button.

Figure 368: **Site Description Page – New Asset Section–Tower**



4. The Tower's Name description page displays. Select the **applicable response** to the following question: "Is this an existing tower or a tower to be constructed?" A new tower is a tower to be

constructed, and an existing tower is one already built. If the tower is already constructed, but new to the applicant, it is an existing tower.

Figure 369: **Site Description Page – Tower – Section 1**



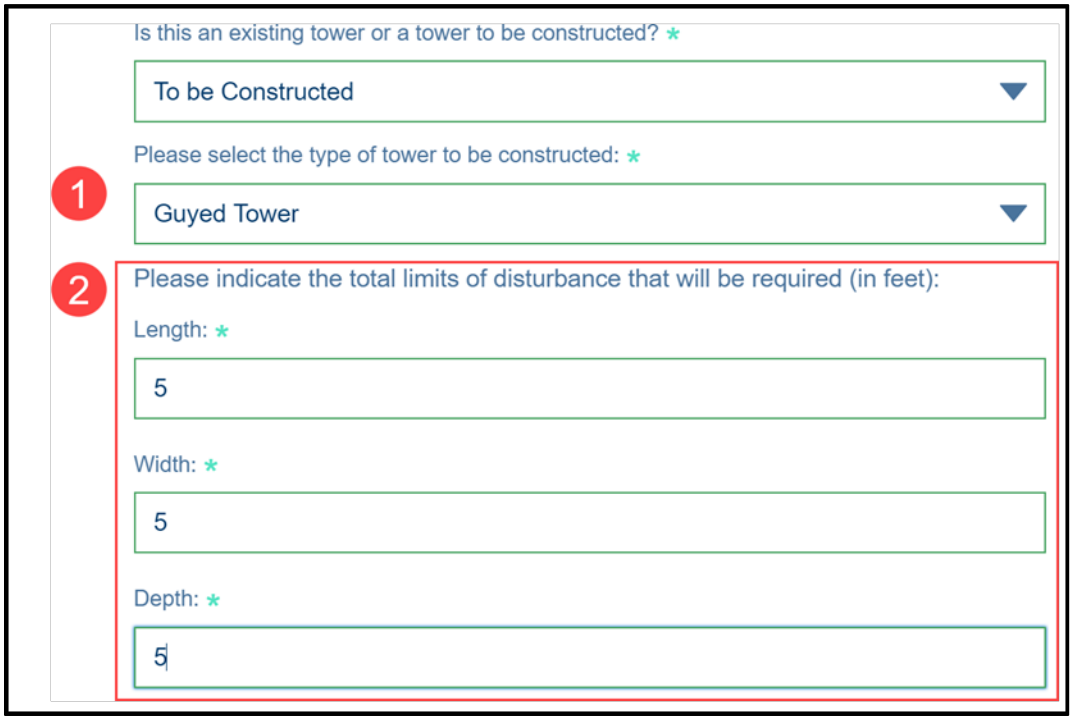
- If **Existing**, proceed to the **Capturing Existing Tower Information** in this document.
- If **To be Constructed,** proceed to the next section of this document.

Capturing To Be Constructed Tower Information

Before starting this section, go through all the steps from the **Completing Tower Description** section of this document.

1. Upon selecting "To be Constructed", the following question displays: "Please select the type of tower to be constructed". Select the **applicable response**.
2. The following message displays: "Please indicate the total limits of disturbance that will be required (in feet):" Input the applicable **Length, Width,** and **Depth** in the corresponding fields.

Figure 370: **Site Description Page – Tower – Section 2**



3. The following question displays: "Is the land or this tower or pole currently owned by the applicant, leased or to be purchased?" Select the **applicable response**.

a. If **Leased**, an upload field appears. Upload the applicable Tower Lease Agreement document.

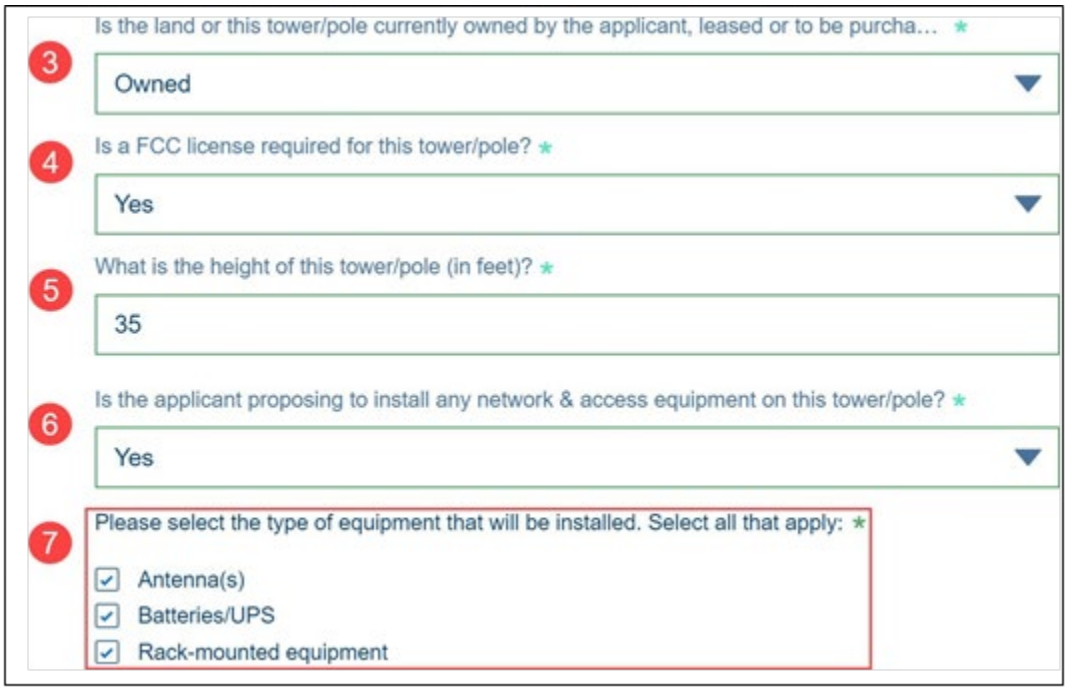
4. The following question displays: “Is a FCC license required for this tower or pole?” Select the applicable response.
5. The following question displays: “What is the height of this tower or pole (in feet)?” Select the applicable response.
6. The following question displays: “Is the applicant proposing to install any network & access equipment on this tower or pole?” Select the **applicable response**.

    a. If **No**, proceed to step 10 which asks the following question: “Is the Applicant proposing to install a generator at this tower or pole?”

    b. If **Yes**, proceed to the next step.

7. The following message displays: “Please select the type of equipment that will be installed. Select all that apply:” Select the **applicable checkboxes**.

Figure 371: **Site Description Page – Tower – Section 3**



8. The following question displays: “Are you collocating, upgrading, or installing a new antenna?” Select the **applicable checkbox(es)**.
9. The following question displays: “Is FCC license required for any of this equipment?” Select the applicable response.
10. The following question displays: “Is the Applicant proposing to install a generator at this tower or pole?” Select the **applicable response**.

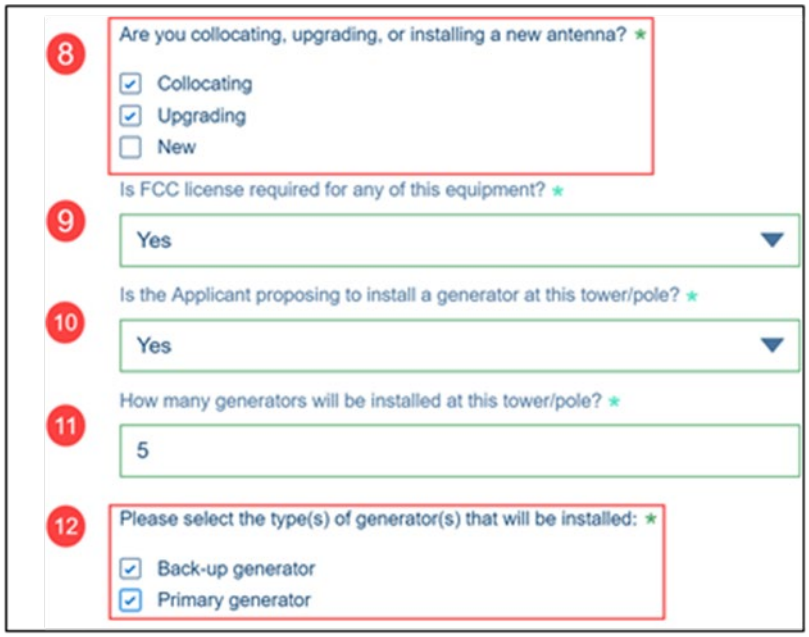
    a. If **No**, continue from step 15 to save the entered information and return to the Site

Description page.

b. If **Yes**, proceed to the next step.

11. The following question displays: “How many generators will be installed at this pole/tower?” Input the **applicable response**.
12. The following message displays: “Please select the type(s) of generator(s) that will be installed:”. Select the **applicable checkbox(es)**.

Figure 372: **Site Description Page – Tower – Section 4**



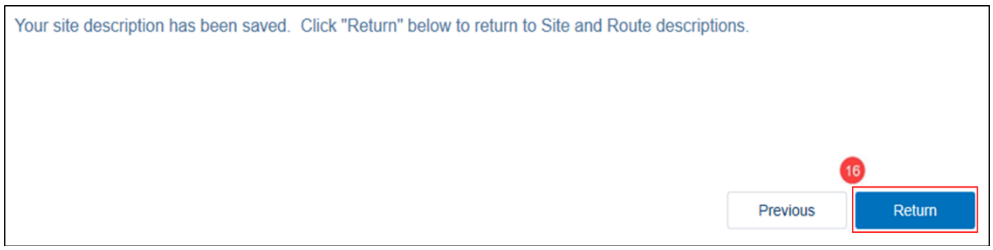
13. The following question displays: “What is the installation method for the generator(s)?” Select the **applicable checkbox(es)**.
14. The following message displays: “Please indicate the total limits of disturbance that will be required (in feet):”. Input the applicable **Length, Width,** and **Depth** in the corresponding fields.
15. Click the **Save and Continue** button.

Figure 373: **Site Description Page - Tower - Section 5**



The Return to Site page displays. Click the **Return** button.

Figure 374: **Site Description Page – Tower – Section 6**



16. The Site Description page displays. Repeat all the previous steps within this section for any other To be Constructed Towers asset types. The recently added asset appears under the Towers table. The following options display: **Describe** to edit the previous answers or **Delete** to remove the asset.

Figure 375: **Site Description Page – Towers Table**

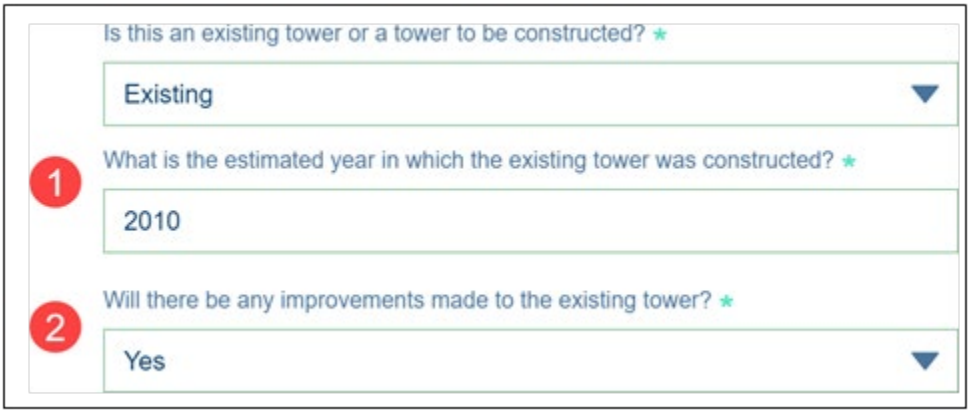


Capturing Existing Tower Information

Before starting this section, go through all the steps from the **Completing Tower Description** section of this document.

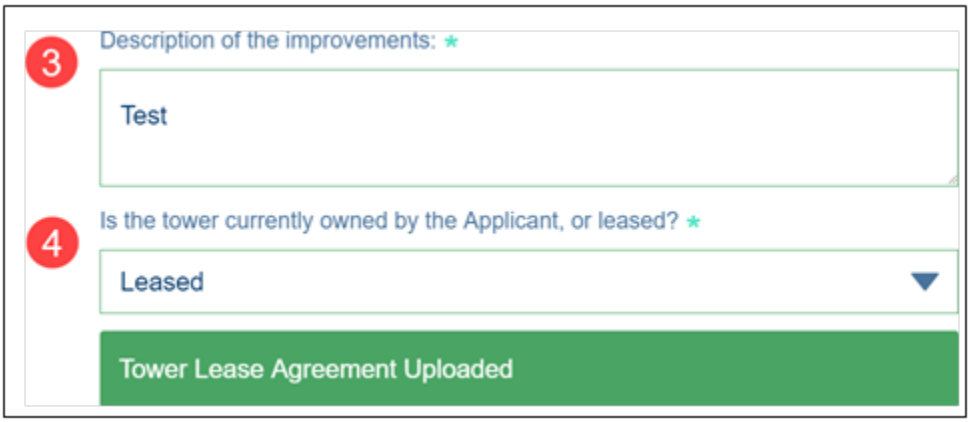
1. Upon selecting “Existing”, the following question displays: “What is the estimated year in which the existing tower was constructed?” Input the **applicable response**.
2. The following question displays: “Will there be any improvements made to the existing tower?” Select the **applicable response**.
    - If **No**, proceed to step 4
    - If **Yes**, proceed to the next step.

Figure 376: **Site Description Page – Tower – Section 1**



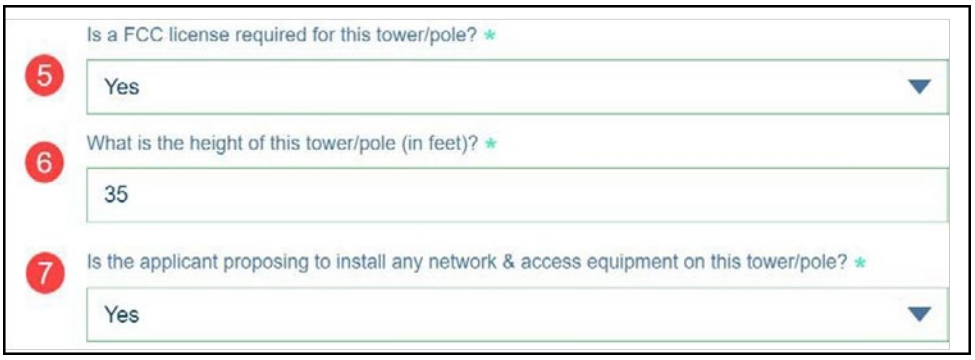
3. In the Description of the improvements field, enter the applicable description.
4. The following question displays: “Is the tower currently owned by the Applicant, or leased?” Select the **applicable response**. If **Leased**, an upload field appears. Upload the applicable Tower Lease Agreement document.

Figure 377: **Site Description Page – Tower – Section 2**



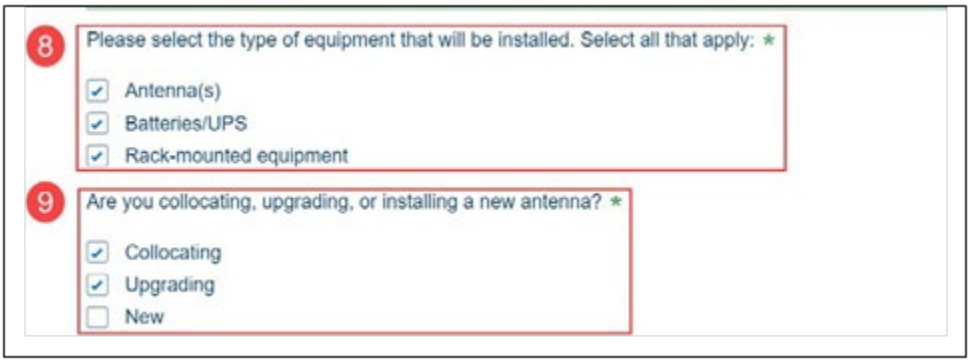
5. The following question displays: “Is a FCC license required for this tower or pole?” Select the applicable response.
6. The following question displays: “What is the height of this tower or pole (in feet)?” Input the applicable response.
7. The following question displays: “Is the applicant proposing to install any network & access equipment on this tower or pole?” Select the **applicable response**.
    - If **No**, proceed to step 11
    - If **Yes**, proceed to the next step.

Figure 378: **Site Description Page – Tower – Section 3**



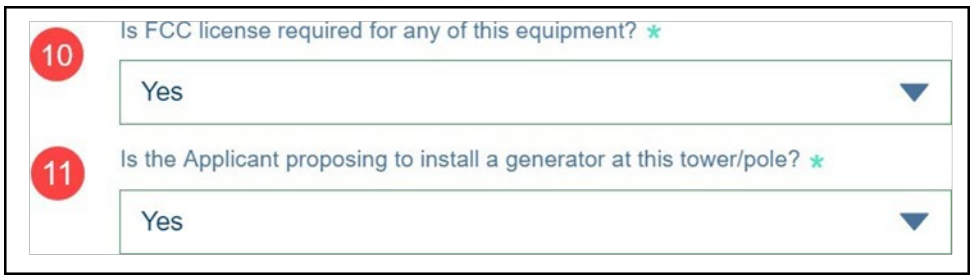
8. The following message displays: “Please select the type of equipment that will be installed. Select all that apply:”. Select the **applicable checkboxes**.
9. The following question displays: “Are you collocating, upgrading, or installing a new antenna?”. Select the **applicable checkbox(es)**.

Figure 379: **Site Description Page – Tower – Section 4**



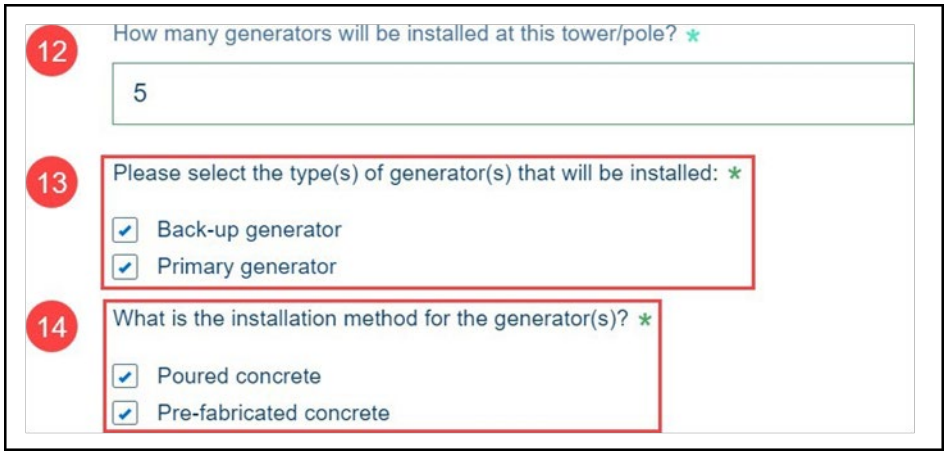
10. The following question displays: “Is a FCC license required for any of this equipment?” Select the **applicable response**.
11. The following question displays: “Is the Applicant proposing to install a generator at this tower or pole?” Select the **applicable response**.
    - If **No**, proceed to step 16 to save the information and return to the Site Description.
    - If **Yes**, proceed to the next step.

Figure 380: **Site Description Page – Tower – Section 5**



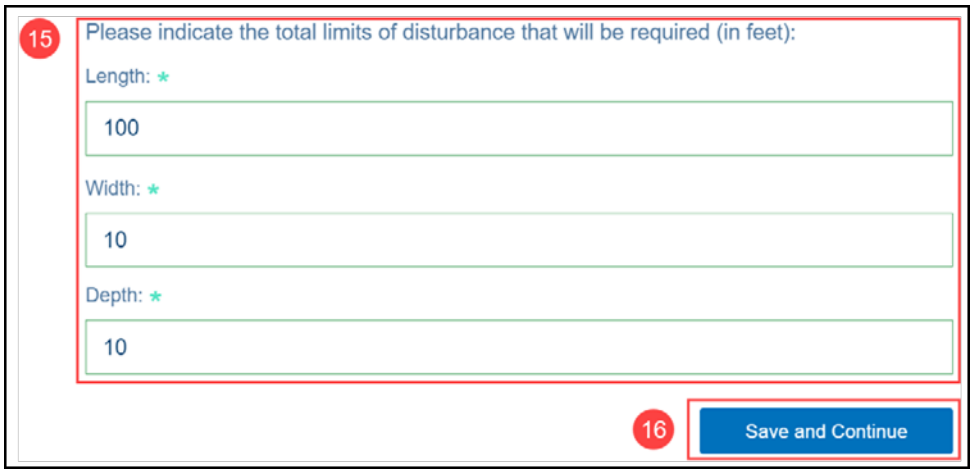
12. The following question displays: “How many generators will be installed at this tower or pole?” Input the **applicable response**.
13. The following message displays: “Please select the type(s) of generator(s) that will be installed:”. Select the **applicable checkbox(es)**.
14. The following question displays: “What is the installation method for the generator(s)?” Select the **applicable checkbox(es)**.

Figure 381: **Site Description Page – Tower – Section 6**



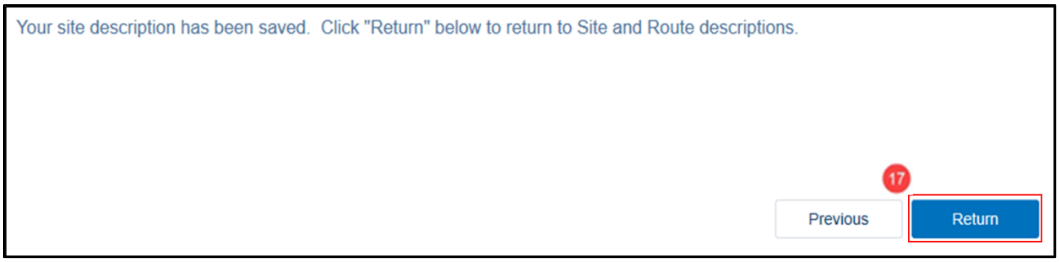
15. The following question displays: “Please indicate the total limits of disturbance that will be required (in feet):”. Input the applicable **Length, Width,** and **Depth** in the corresponding fields.
16. Click the **Save and Continue** button.

Figure 382: **Site Description Page – Tower – Section 7**



17. The Return to Site page displays. Click the **Return** button.

Figure 383: **Site Description Page – Tower – Return to Site Button.**



18. The Site Description page displays. Repeat all steps in this section for any other Existing Towers asset type. The recently added asset appears under the Towers table. The following options display: **Describe** to edit the previous answers or **Delete** to remove the asset.

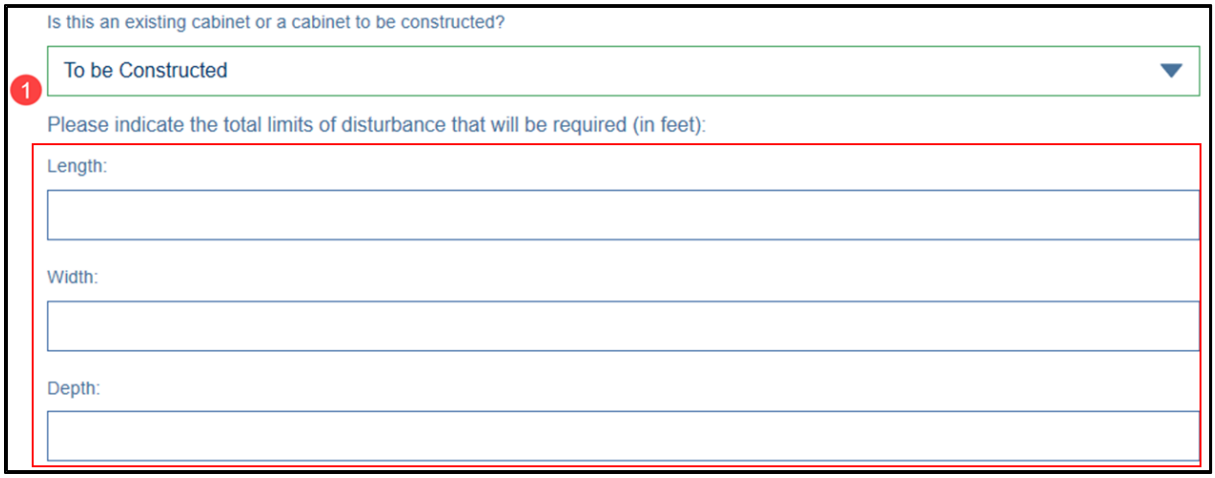
Completing Large Enclosure Cabinets Description

1. From the Site Description page, if the applicant has any Large Enclosure Cabinets or unattended pre-fab huts to add, under the New Asset Section, click the Name field and enter the **applicable name** for the Large Enclosure Cabinet.
2. Click the Type field **drop-down menu**, and then select **Large Enclosure Cabinet**.
3. The following question displays: "Is this an existing cabinet or a cabinet to be constructed?" Select the **applicable response**.
    a. If **Existing**, proceed to the **Completing Large Enclosure Cabinets Description** section of this document.
    b. If **To be Constructed,** proceed to the next section of this document.

Capturing To be Constructed Large Enclosure Cabinet Information

1. Upon selecting To be Constructed, the following question displays: "Please indicate the total limits of disturbance that will be required (in feet):". Input the applicable **Length, Width,** and **Depth** in the corresponding fields.
    - These Length, Width, and Depth dimensions refer to the disturbance limit, not the site dimensions.

Figure 384: **Site Description Page – Large Enclosure Cabinet – Section 1**



2. The following question displays: “Is the Applicant proposing to install any network & access equipment in this cabinet?” Select the **applicable response.**

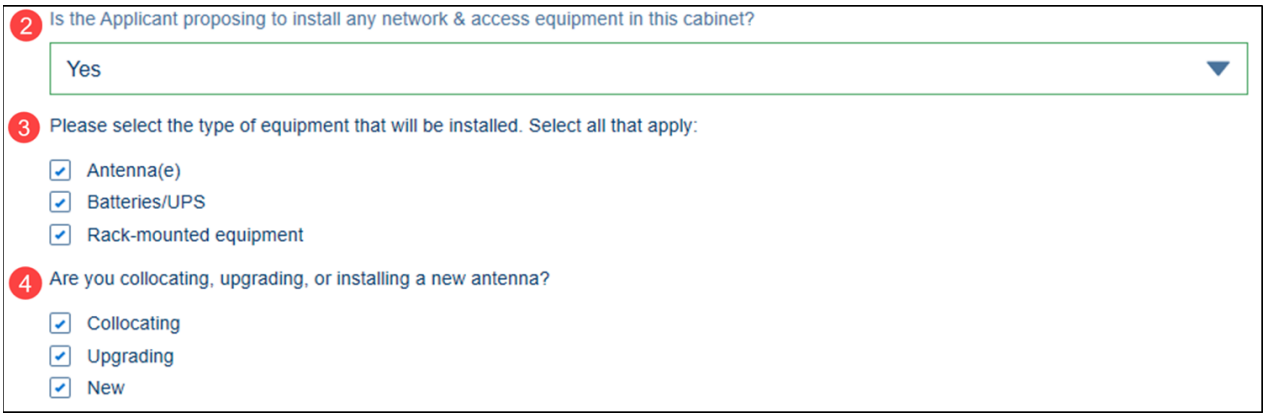
    a. If **No**, proceed to step 7 to save the information and return to the Site Description.

    b. If **Yes**, proceed to the next step.

3. The following message displays: “Please select the type of equipment that will be installed. Select all that apply:”. Select the **applicable checkbox(es)**.

4. The following message displays: “Are you collocating, upgrading, or installing a new antenna?” Select the **applicable checkbox(es)**.

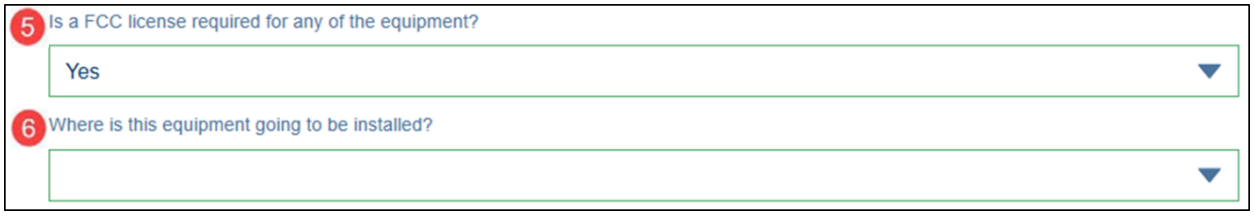
Figure 385: **Site Description Page – Large Enclosure Cabinet – Section 2**



5. The following question displays: “Is a FCC license required for any of the equipment?” Select the **applicable response**.

6. The following question displays: “Where is this equipment going to be installed?” Select the **applicable response**.

Figure 386: **Site Description Page – Large Enclosure Cabinet – Section 3**



7. The following question displays: “Is the Applicant proposing to install a generator at the cabinet?” Select the **applicable response**.

    a. If **No**, select “**Save and Continue”**.

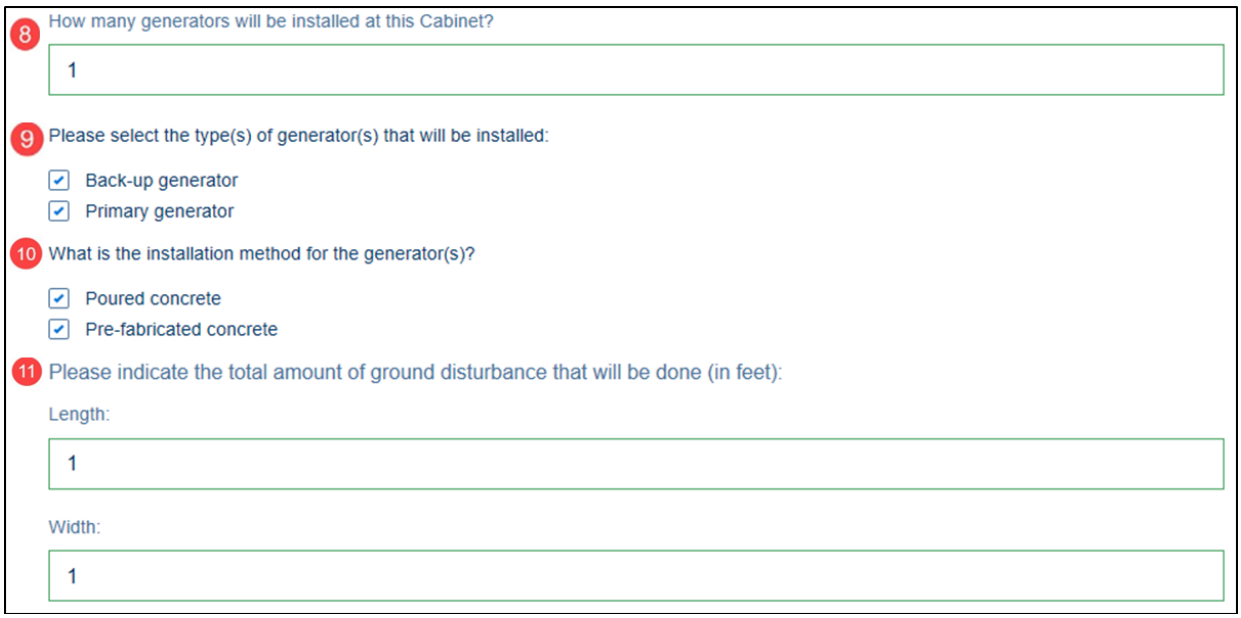
    b. If **Yes**, proceed to the next step.

Figure 387: **Site Description Page – Large Enclosure Cabinet – Section 4**



8. The following question displays: “How many generators will be installed at this Cabinet?” Insert the **number of generators to be installed**.
9. The following message displays: “Please select the type(s) of generator(s) that will be installed:”. Select the **applicable checkboxes**.
10. The following message displays: “What is the installation method for the generator(s)?” Select the **applicable checkboxes**.
11. The following question displays: “Please indicate the total amount of ground disturbance that will be done (in feet):” Input the applicable **Length** and **Width** in the corresponding fields.

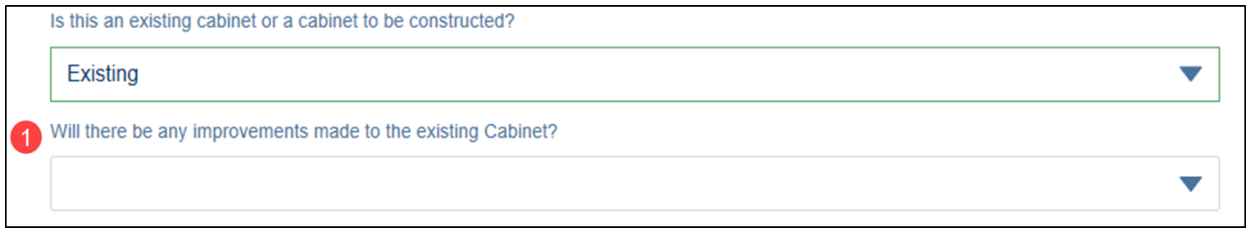
Figure 388: **Site Description Page – Large Enclosure Cabinet – Section 5**



Capturing Existing Large Enclosure Cabinet Information

1. Upon selecting Existing, the following question displays: “Will there be any improvements made to the existing Cabinet?” Select the **applicable response**.
    a. If selecting No, skip to step 3.
    b. If selecting Yes, proceed to the next step.

Figure 389: **Site Description Page – Large Enclosure Cabinet – Section 6**

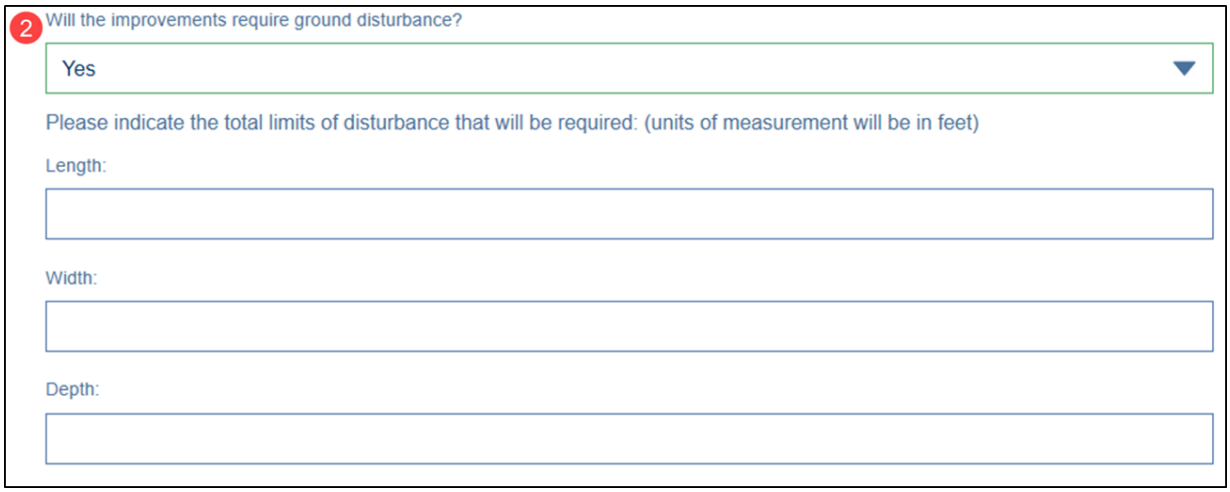


2. Upon selecting Yes, the following question displays: "Will the improvements require ground disturbance?" Select the **applicable response.**

    a. If **Yes**, the following question displays: "Please indicate the total limits of disturbance that will be required (in feet)." Input the applicable **Length, Width,** and **Depth** in the corresponding fields, as seen below.

    b. If **No**, the following message displays: "Please select the type of equipment that will be installed." Select the **applicable response** and skip to step 3**.**

Figure 390: **Site Description Page – Large Enclosure Cabinet – Section 7**

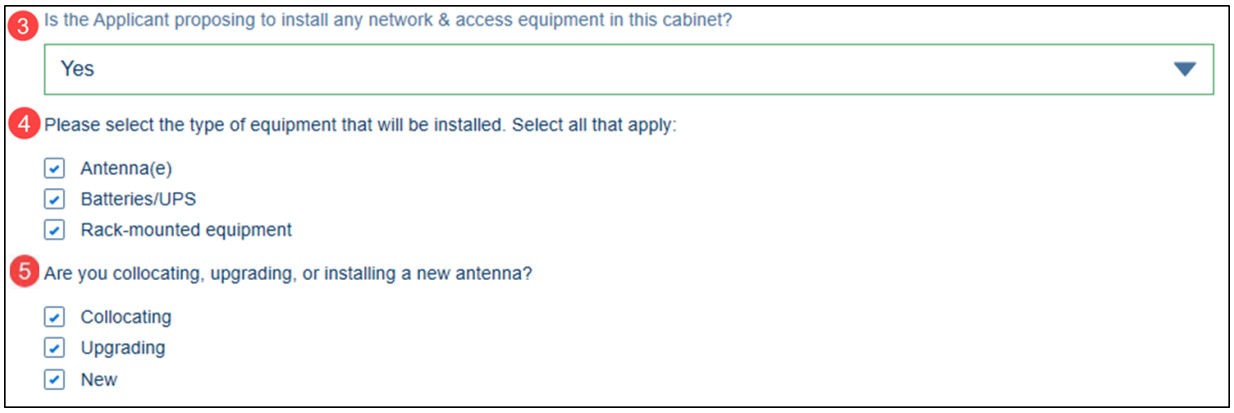


3. The following question displays: "Is the Applicant proposing to install any network & access equipment in this cabinet?" Select the **applicable response**.

4. The following message displays: "Please select the type of equipment that will be installed. Select all that apply:". Select the **applicable checkbox(es)**.

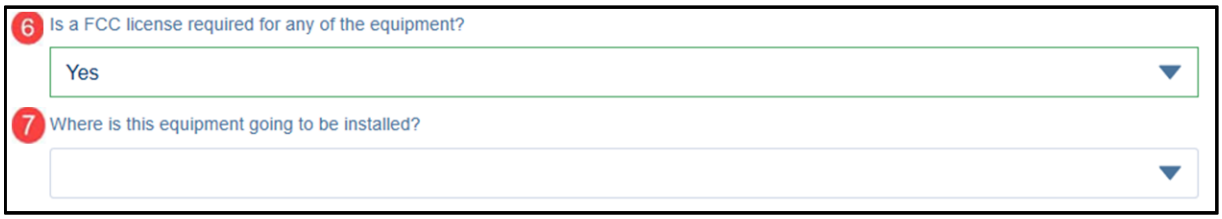
5. The following question displays: "Are you collocating, upgrading, or installing a new antenna?" Select the **applicable checkbox(es)**.

Figure 391: **Site Description Page – Large Enclosure Cabinet – Section 8**



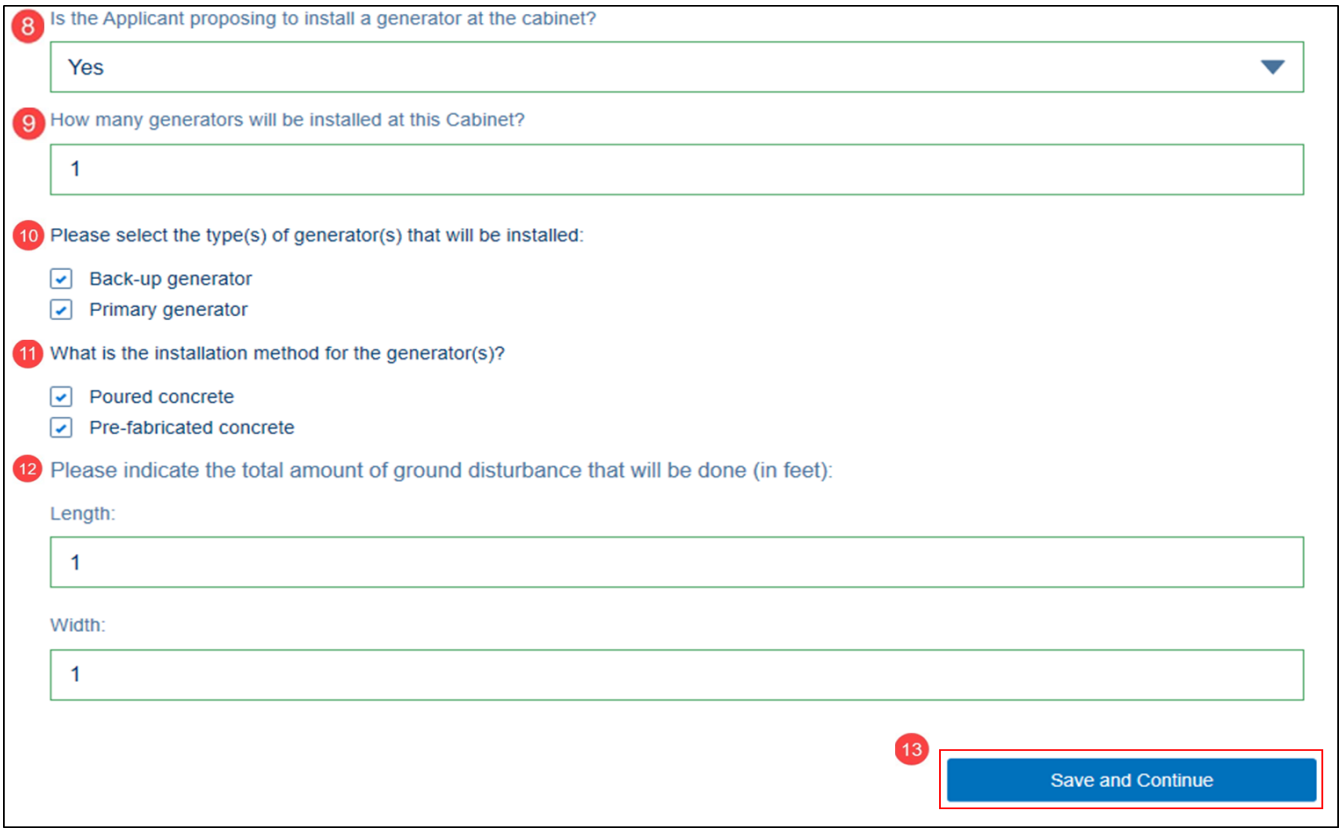
6. The following question displays: "Is a FCC license required for any of the equipment?" Select the **applicable response**.
7. The following question displays: "Where is this equipment going to be installed?" Select the **applicable response**.

Figure 392: **Site Description Page – Large Enclosure Cabinet – Section 9**



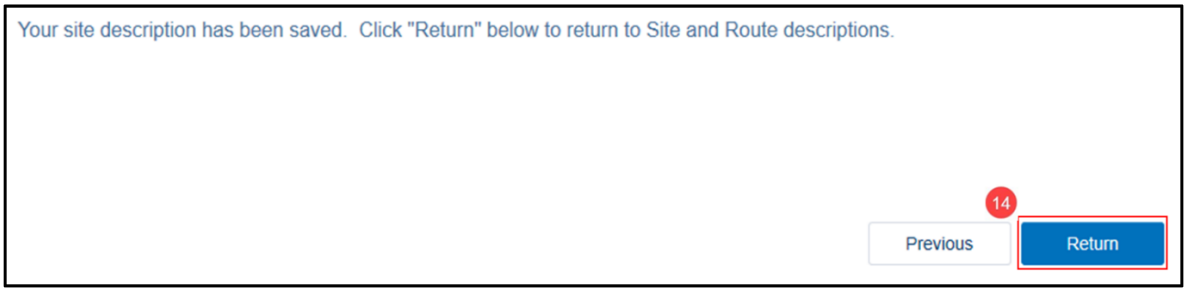
8. The following question displays: "Is the Applicant proposing to install a generator at the cabinet?" Select the **applicable response**.
    a. If No, select **Save and Continue**.
    b. If Yes, proceed to the next step.
9. The following question displays: "How many generators will be installed at this Cabinet?" Insert the **applicable number**.
10. The following message displays: "Please select the type(s) of generator(s) that will be installed:". Select the **applicable checkbox(es)**.
11. The following question displays: "What is the installation method for the generator(s)?" Select the **applicable checkbox(es)**.
12. The following message displays: "Please indicate the total amount of ground disturbance that will be done (in feet):". Input the applicable **Length and Width** in the corresponding fields.
13. Select **Save and Continue**.

Figure 393: **Site Description Page – Large Enclosure Cabinet – Section 10**



14. Upon saving, click **Return.**

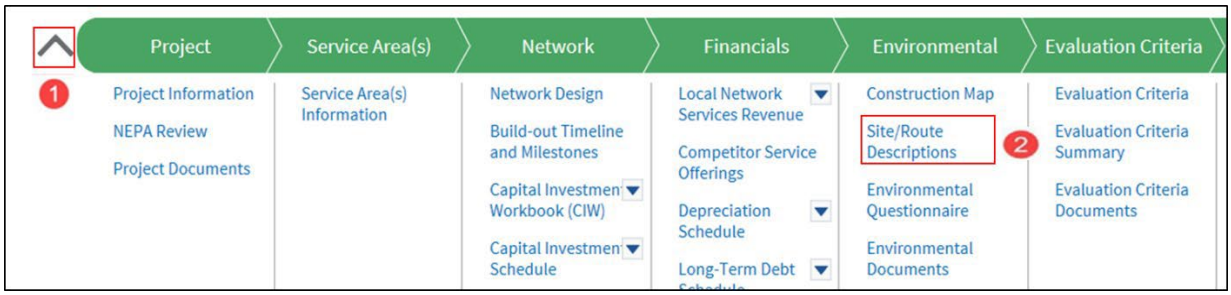
Figure 394: **Site Description Page – Large Enclosure Cabinet – Section 11**



Completing Route Descriptions

1. From the Application Navigation Bar, click the **toggle**.
2. The Application Navigation Bar expands. Under the Environmental header, click the **Site or Route Descriptions** hyperlink.

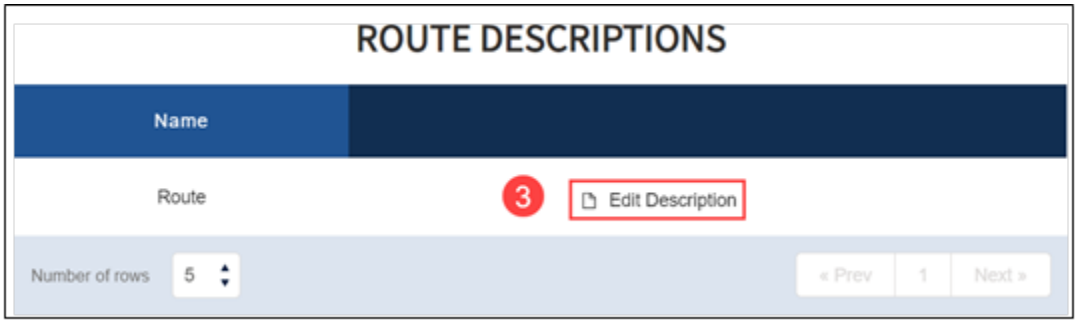
Figure 395: **Navigation Bar – Expanded – Site or Route Descriptions Hyperlink**



The **Site or Route Descriptions** page displays.

3. Click **Edit Description** next to the applicable Route to enter a description.

Figure 396: **Route Descriptions Table – Edit Description Button**



The **Route Description** page displays.

4. The following question displays: "Is the proposed route located on or does it cross Tribal Land(s) as identified in the Tribal Lands layer of the construction map? Only answer "Yes" if the American Indian, Alaska Native, and Native Hawaiian Area (AIANNHA) Census Code for that area falls within 0000-4990." Select the **applicable response**.

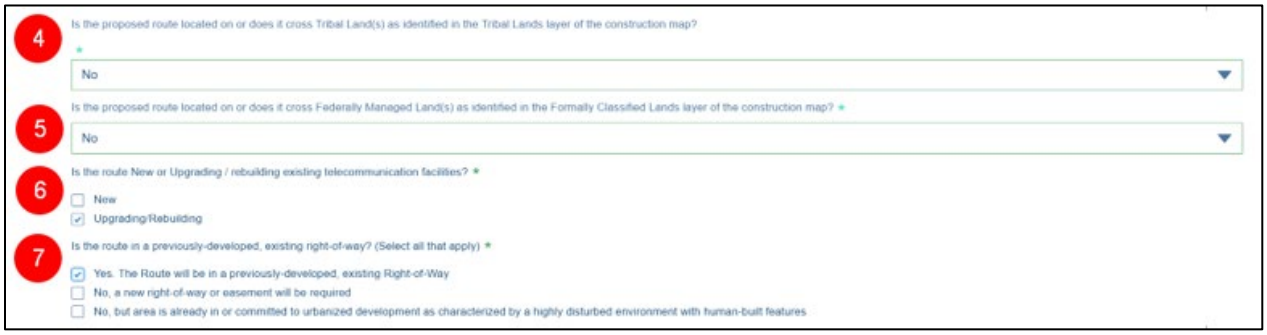
5. The following question displays: "Is the proposed route located on or does it cross Federally Managed Land(s) as identified in the Formally Classified Lands layer of the construction map?" Select the **applicable response**.

6. The following question displays: "Is the route New or Upgrading/ rebuilding existing telecommunication facilities?" Select the **applicable checkboxes**. A new route would be a route in a previously undisturbed area or a new right-of-way, not an existing right-of-way or previously disturbed corridor.

7. The following question displays: "Is the route in a previously developed, existing right-of- way? (Select all that apply)". Select the **applicable checkboxes**.

    - A new right-of-way or easement refers to ground disturbance, not ownership.

Figure 397: **Route Description Page**



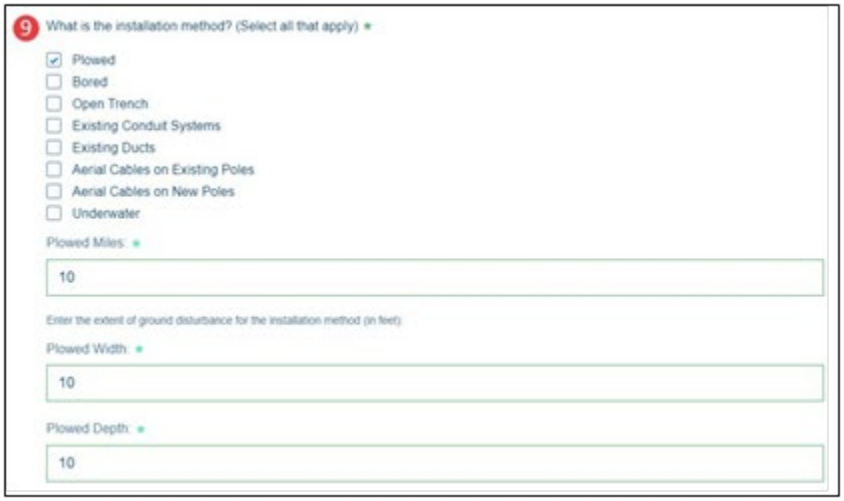
8. The following question displays: "What is the installation method? (Select all that apply)". Select the **applicable checkbox(es)**, follow the steps below that correspond to the selection(s) made, and skip the steps that do not correspond to these selections until step 18. If the applicant is not certain of the exact installation methods at the time of application submission, the applicant should select all plausible methods.

Figure 398: **Installation Method Checkboxes**



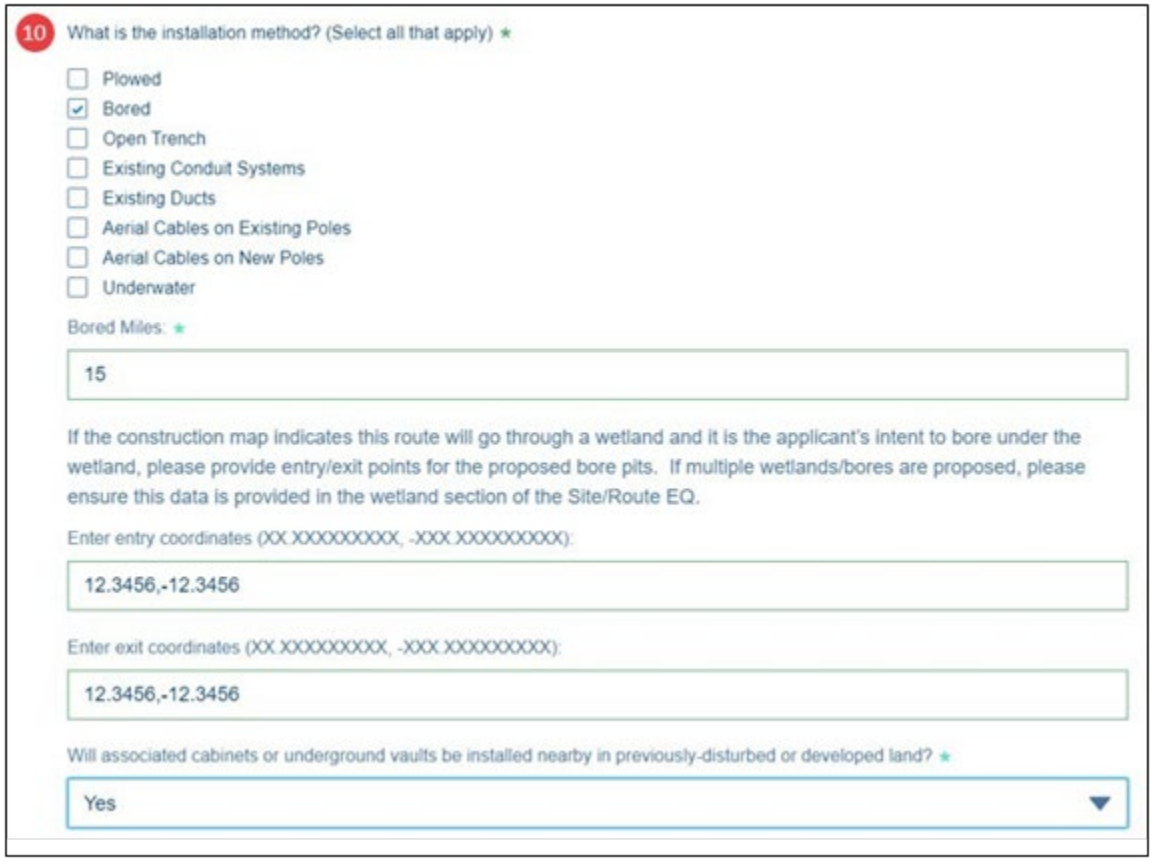
9. If **Plowed**, input the **applicable Plowed Miles, Plowed Width,** and **Plowed Depth**.

Figure 399: **Installation Method Description Entry Fields – Plowed**



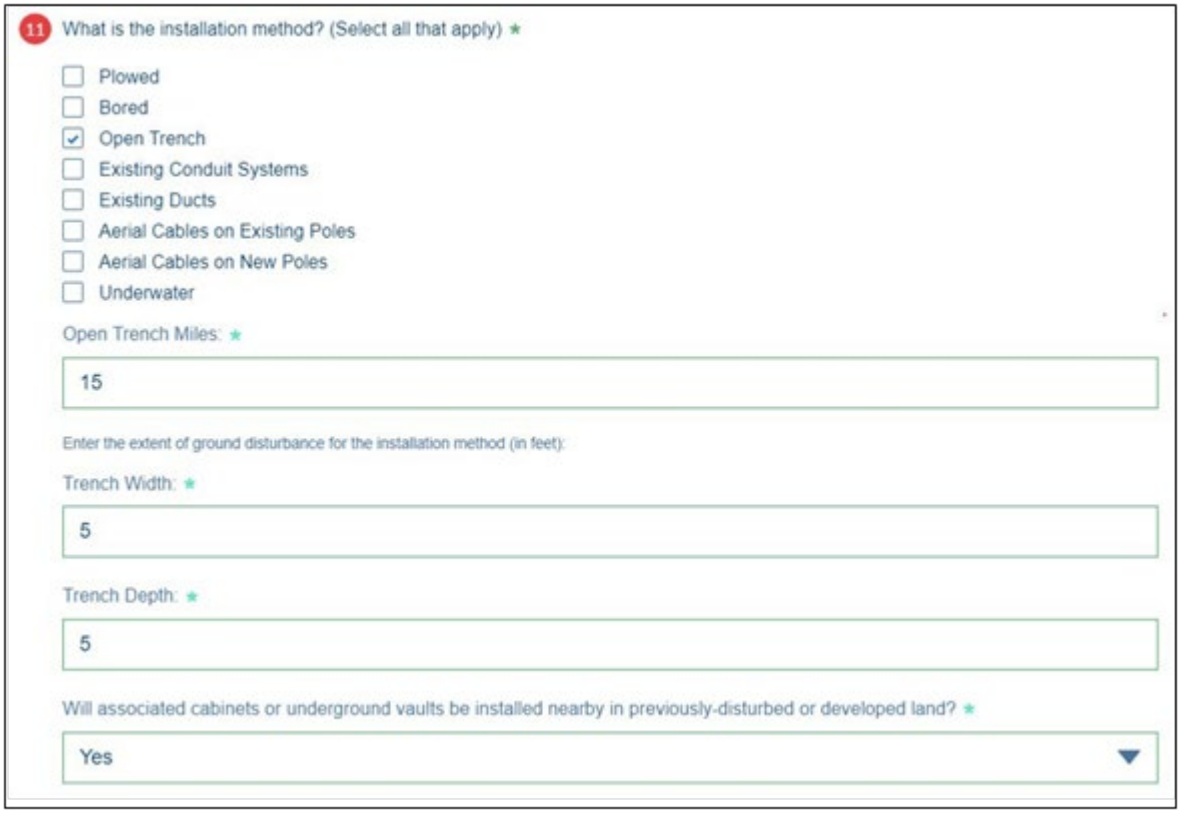
10. If **Bored**, input the **applicable Bored Miles, Enter entry coordinates,** and **Enter exit coordinates** if known. Also, applicants are strongly encouraged to describe what will be bored under (e.g., street, river).

Figure 400: **Installation Method Description Entry Fields – Bored**



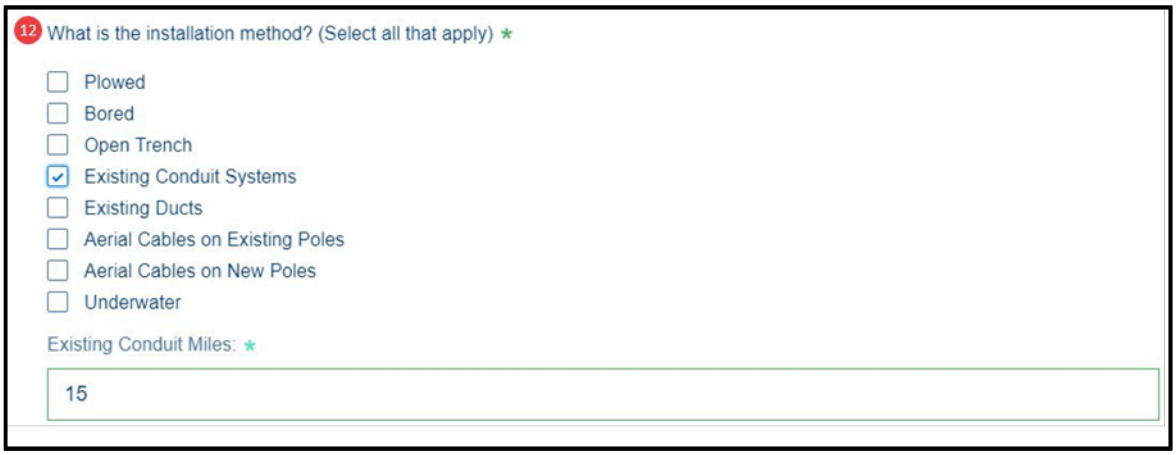
11. If **Open Trench**, input the applicable **Open Trench Miles, Trench Width,** and **Trench Depth**.

Figure 401: **Installation Method Description Entry Fields – Open Trench**



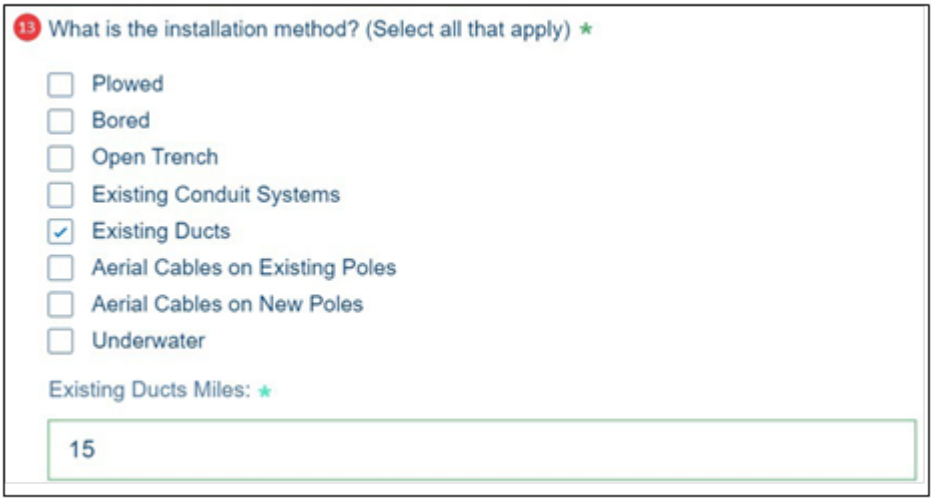
12. If **Existing Conduit Systems**, input the **applicable Existing Conduit Miles**.

Figure 402: **Installation Method Description Entry Fields – Existing Conduit Systems**



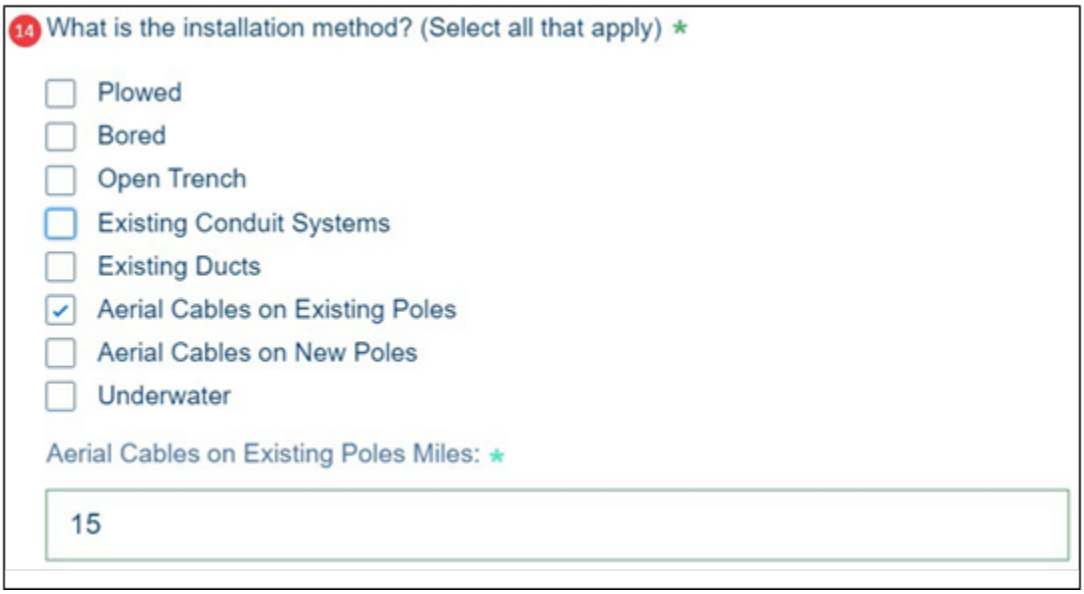
13. If **Existing Ducts**, input the **applicable Existing Ducts Miles**.

Figure 403: **Installation Method Description Entry Fields – Existing Ducts**



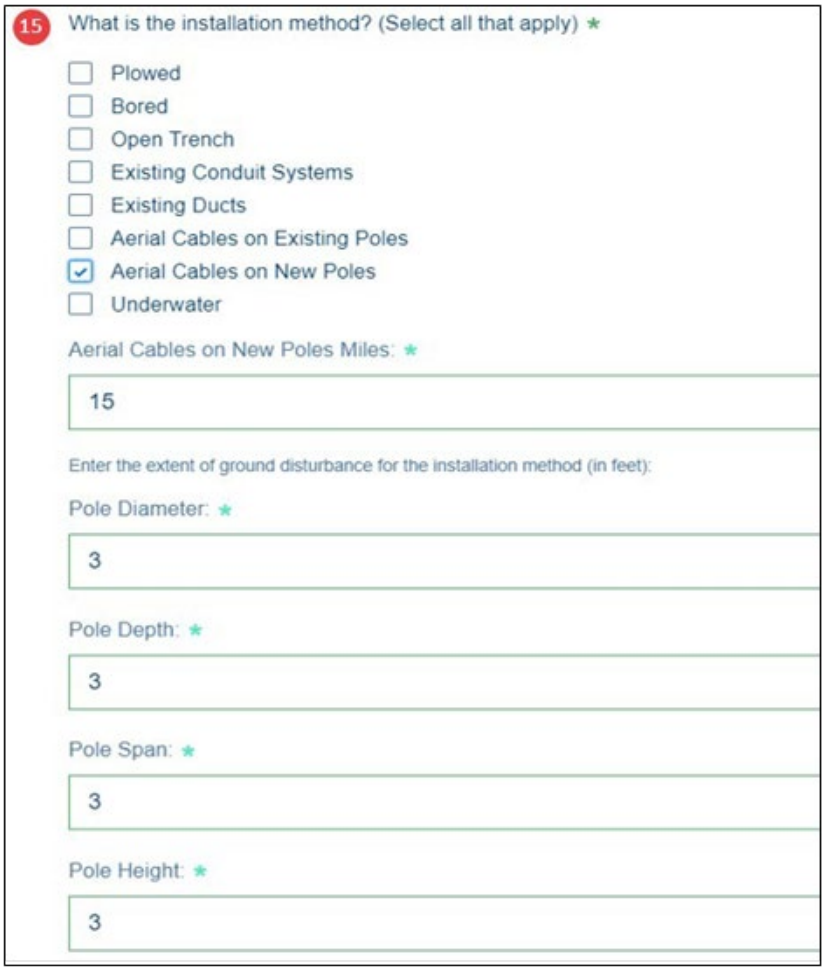
14. If **Aerial Cables on Existing Poles**, input the applicable **Aerial Cables on Existing Poles Miles**. Existing Poles can be any existing pole lines regardless of whether it is owned by the applicant or not.

Figure 404: **Installation Method Description Entry Fields – Aerial Cables on Existing Poles**



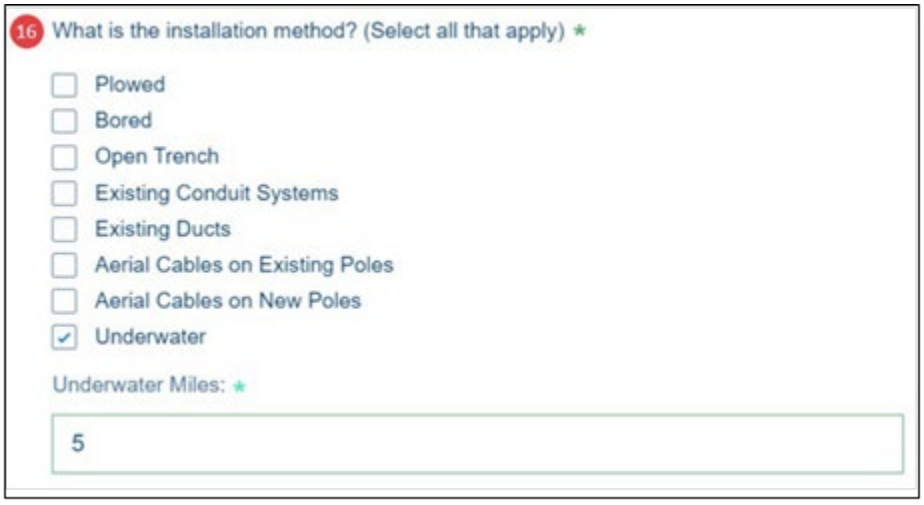
15. If **Aerial Cables on New Poles**, input the applicable **Aerial Cables on New Poles Miles, Pole Diameter, Pole Depth, Pole Span, and Pole Height.** "New" refers to ground disturbance in this context. Pole Diameters, Pole Depths, Pole Spans and Pole Heights can be entered as a range or maximum. Poles that are new to the applicant but are existing poles whether in the ROW or owned by someone else are not New Poles in this context.

Figure 405: **Installation Method Description Entry Fields – Aerial Cables on New Poles**



16. If **Underwater**, input the **Underwater Miles**.

Figure 406: **Installation Method Description Entry Fields – Underwater**

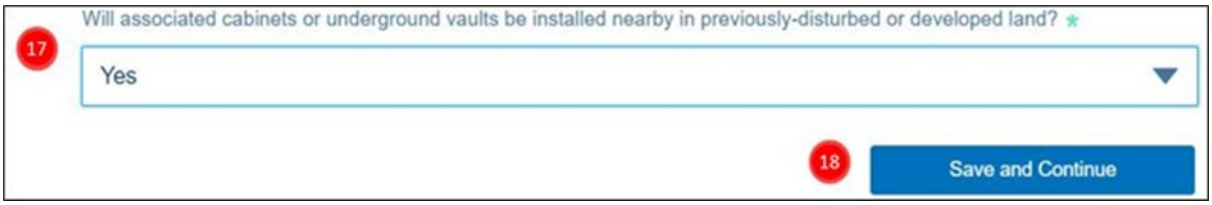


17. Select the **applicable response** to the following question: “Will associated cabinets or

underground vaults be installed nearby in previously-disturbed or developed land?"

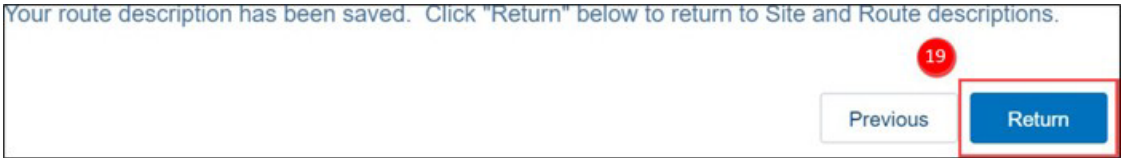
18. Click the **Save and Continue** button.

Figure 407: **Drop-down Field – Cabinets or Underground Vaults Installation**



19. The following message displays: "Your route description has been saved. Click **Return** below to return to Site and Route descriptions." Click the **Return** button.

Figure 408: **Route Description Page – Return Button**



20. The Site or Route Descriptions page displays. If applicable, repeat all steps starting from step 3 to capture the Description for any other Routes.

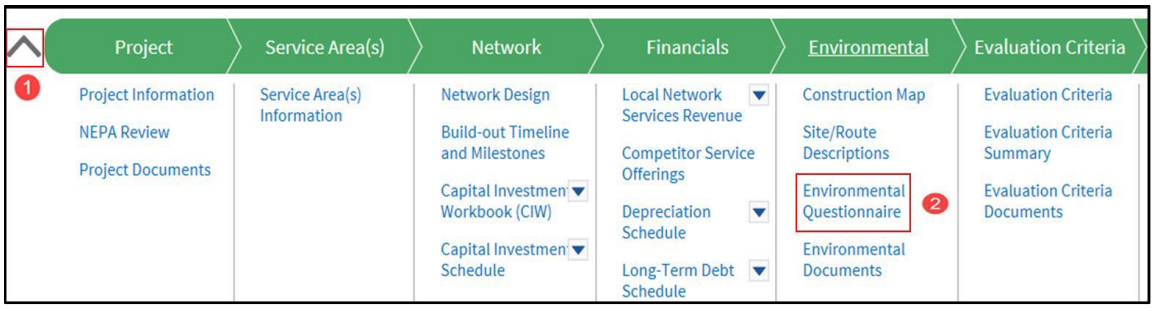
Environmental Questionnaire

In addition to the information submitted in the Construction Map and the site and route descriptions, applicants must complete up to three types of EQs—Site or Route Questionnaires, a Project Questionnaire, and a Section 106 Project Questionnaire. As the Construction Map and the site and route descriptions inform what types of questionnaires are required for the application, ***the applicant must not begin the EQs until the prior environmental sections are complete.*** The Service Area map and Construction map will lock, ***and no edits can be made on the maps while they are locked.*** The EQs will also identify whether additional uploads are necessary. Consequently, completing the EQs does not represent the completion of the environmental section of the application. Applicants may be contacted for additional information regarding the environmental compliance of the proposed project.

Accessing the Environmental Questionnaire Section

1. On the Application Navigation Bar, click the **toggle**.
2. The Application Navigation Bar expands. Under the Environmental header, click the **Environmental Questionnaire** hyperlink.

Figure 409: **Navigation Bar – Expanded – Environmental Questionnaire Hyperlink**



3. The Environmental Questionnaire page displays.

Validating If NHPA Section 106 Environmental Questionnaire is Required

The system includes several built-in validations that determine whether a NHPA Section 106 EQ is required based on the Construction Map and the site and route descriptions. Specifically, a 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 is saved on the Construction Map
- Not all site and route descriptions are complete

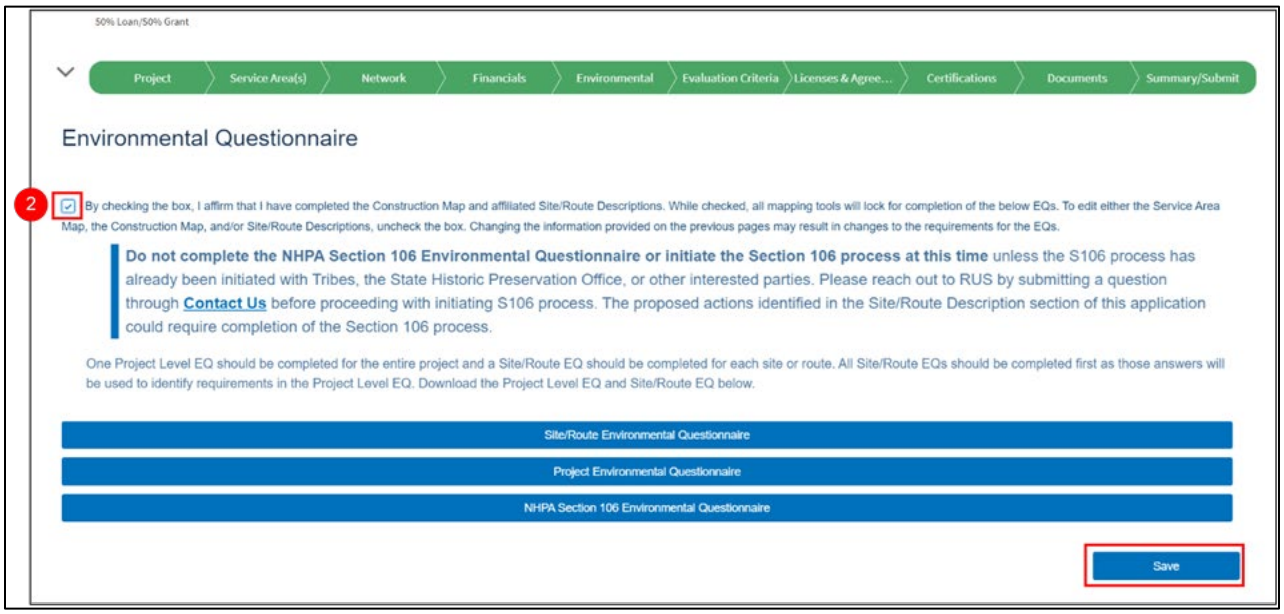
Applicants should use the Contact Us link to reach out to the agency prior to initiating Section 106. To validate whether the system requires a NHPA Section 106 EQ, complete the following steps.

1. On the Environmental Questionnaire page, a message displays next to the checkbox. **Read the message carefully before proceeding.**
2. Click the **checkbox** to verify that all the Sites and Routes have been drawn and the respective Site or Route Descriptions have been completed. This will allow the system to lock down the information and validate whether, based on that information, a NHPA Section 106 EQ is required.

Figure 410: **Environmental Questionnaire Unchecked Unlocked Maps**



Figure 411: **Environmental Questionnaire Page**



3. After the checkbox has been selected, one of three messages displays, informing the applicant whether a NHPA Section 106 EQ is required for the application.

    - If sites or routes have not been saved on the Construction Map or in the site or route descriptions, the system displays the following message: “No sites or routes have been drawn on the Construction Map. This application is ineligible for funding consideration until the proposed facilities to be funded have been drawn on the map.” If this message displays, return to the Construction Map and to add at least one site or route and to complete the site and route description(s).

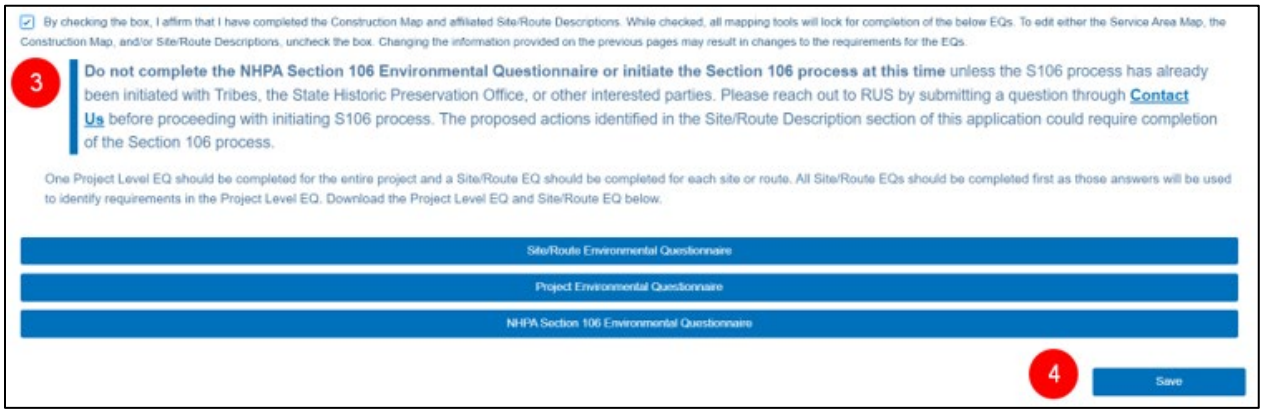
    - If the system determines that a NHPA Section 106 EQ is required based on the site or route descriptions, it displays the following message: “This application requires completion of the NHPA Section 106 Environmental Questionnaire.” Proceed to the

"Completion of NHPA Section 106 Environmental Questionnaire" section below for instructions on completing the NHPA Section 106 Environmental Questionnaire.

- If the system determines that a NHPA Section 106 EQ is not required based on the site or route descriptions, it displays the following message: "The actions identified in the Site or Route Description section of this application have been determined by Rural Development to have no potential to cause effects to historic properties. There is no need to complete the S106 EQ at this time unless the S106 process has already been initiated with Tribes, the State Historic Preservation Office or other interested parties." The application does not require the applicant to complete NHPA Section 106 EQ in order to submit the Application.

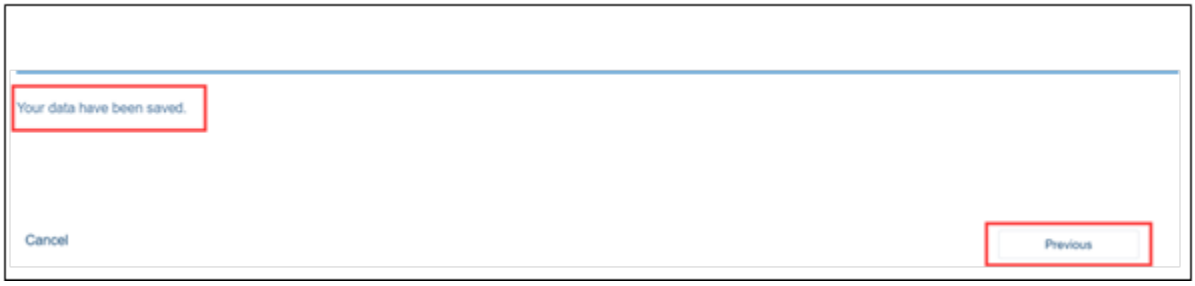
4. After the checkbox is selected, click **Save** to save the response in the system. **The Construction Map and the Site or Route Descriptions will not be editable after this response is saved.** To alter the Construction Map or descriptions after having saved them, applicants must uncheck the checkbox and then click Save. Once the changes to the Construction Map and the Site or Route Descriptions are complete, the applicant must select the checkbox again, and click Save again to submit an application.

Figure 412: **Environmental Questionnaire – Notice of NHPA Section 106 Requirement**



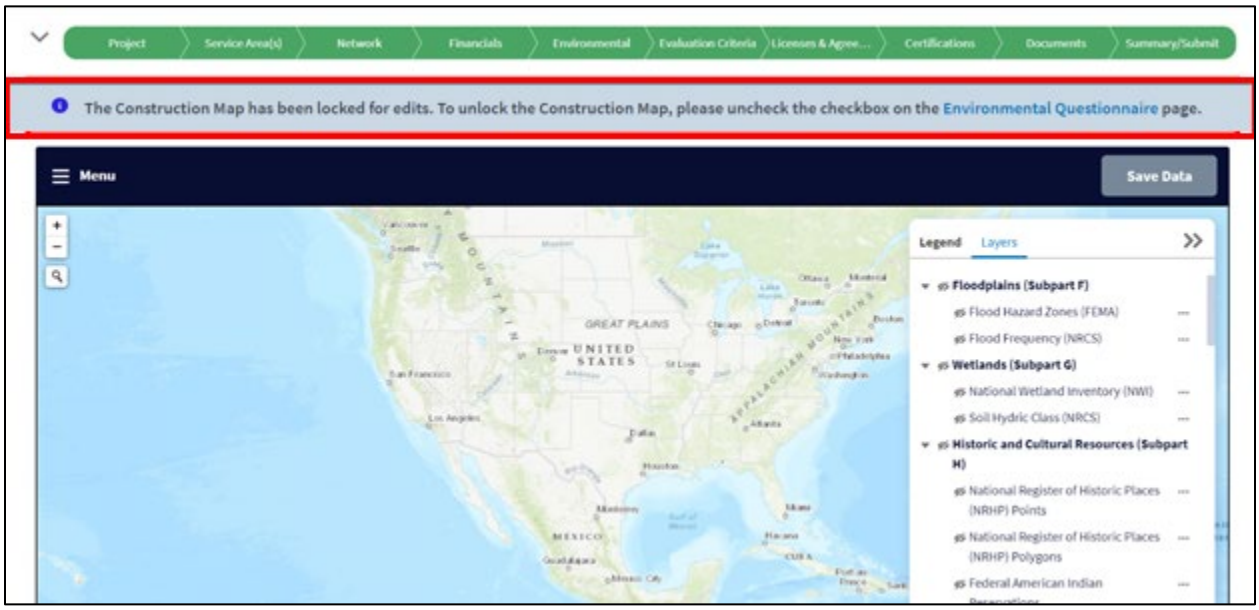
5. The confirmation message displays. To return to the Environmental Questionnaire page, click **Previous**.

Figure 413: **Environmental Questionnaire – Save Confirmation Page**



A similar informative banner will also pop up on the Service Area Map indicating that the Service Area Map and Construction Map are locked. To make additional Map Edits, click on the **Environmental Questionnaire** link in the banner to access the Environmental Questionnaire page. Uncheck the box and click Save.

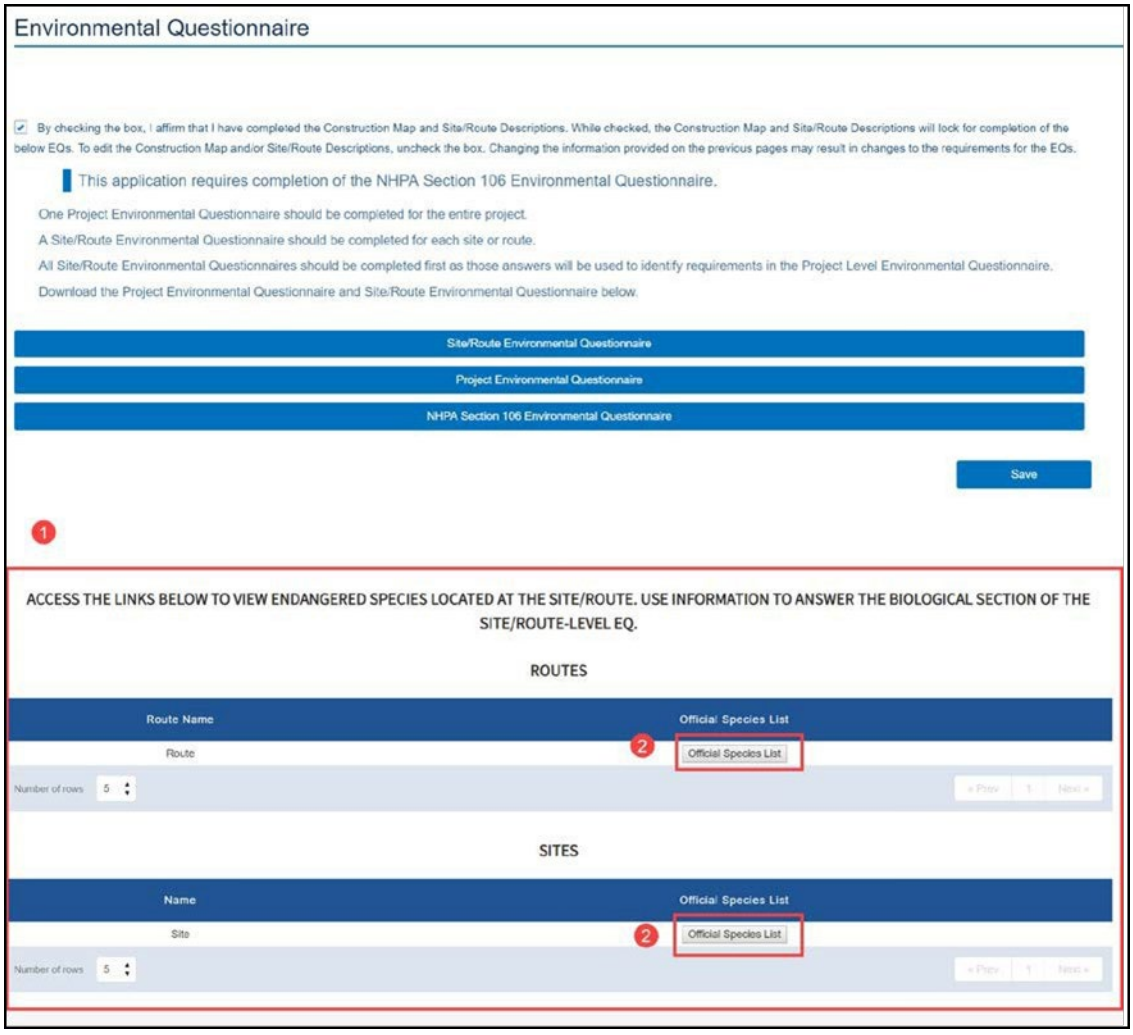
Figure 414: **Construction Map Locked Banner**



Accessing Endangered Species Information for Sites and Routes

1. After all sites and routes have been created on the Construction Map, scroll down on the Environmental Questionnaire page until you reach the tables listing the Site(s) and Route(s).
2. Click **Official Species List** for each site or route. This will access the Official List of Endangered Species present in a site or route to assist the applicant in completing the EQs.

Figure 415: **Environmental Questionnaire Page – Official Species List Links for Sites and Routes**



3. The U.S. Fish and Wildlife Service (USFWS) IPaC Planning Tool opens in another browser tab. A free account is needed to access the IPaC Planning Tool, as described in the Site or Route EQ. Listed marine species are managed by the National Oceanic and Atmospheric Administration (NOAA) Fisheries. Projects occurring in water or in proximity to water should obtain lists from the appropriate Fisheries office.

4. Once logged into IPaC, finish defining your Project and click **Request Species List**. Only complete actions required under step 1: Request an official species list, before exiting the review. Shortly after submitting this request, IPaC will generate a letter from the local USFWS office and store it under the documents section of your Project. Species lists are considered valid for 90 days. Do not complete steps 2 and 3 of the review without first consulting with RUS.

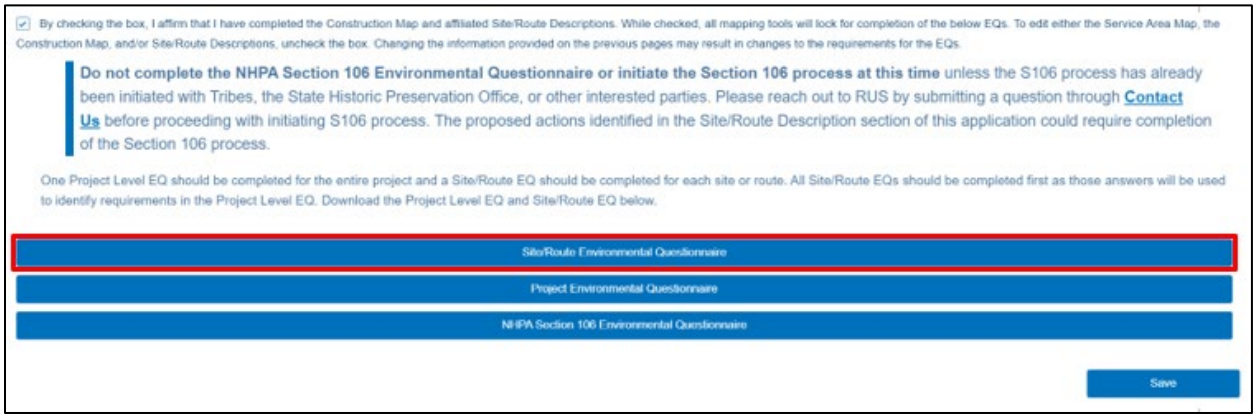
5. Repeat this process for each site and route.

Download and Complete the Site or Route Environmental Questionnaire

After the applicant has determined whether a NHPA Section 106 EQ is required, the next step is to download and 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.**

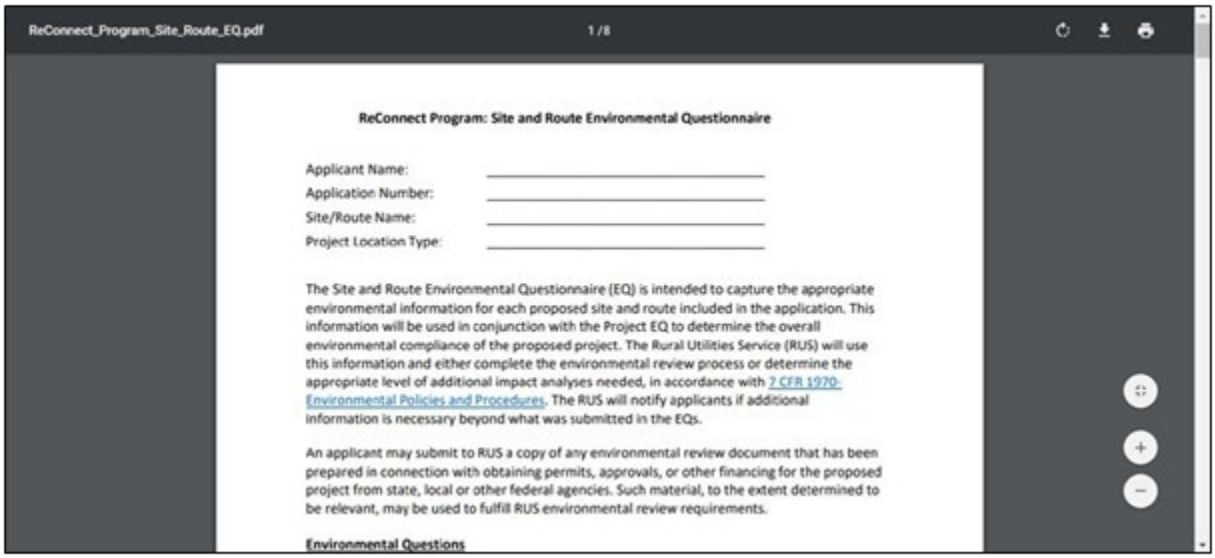
1. To download the EQ, on the Environmental Questionnaire page, scroll down the page until the blue button for Site or Route EQ is visible. Click the blue **Site or Route Environmental Questionnaire** button.

Figure 416: **Environmental Questionnaire – Site or Route Environmental Questionnaire Link**



2. Upon clicking the button, the Site or Route EQ template is opened in a new window. The EQs are fillable PDFs and must be completed in that format. Do not print the forms and fill them in manually. Download the form to begin completing it.

Figure 417: **Site or Route Environmental Questionnaire PDF**



3. The information contained in the Site or Route EQ must be consistent with the Construction Map and the site or route descriptions. Many of the responses to the questions in the Site or Route EQs are based on the different layers contained within the Construction Map. When completing the EQs, applicants should ensure that the appropriate features and options are selected in the Construction Map, as described under the **Service Area Map and the**

Construction Map section of the Application Guide. User errors in the Construction Map will likely cause the EQs to be completed incorrectly and may lead to RUS finding the application ineligible.

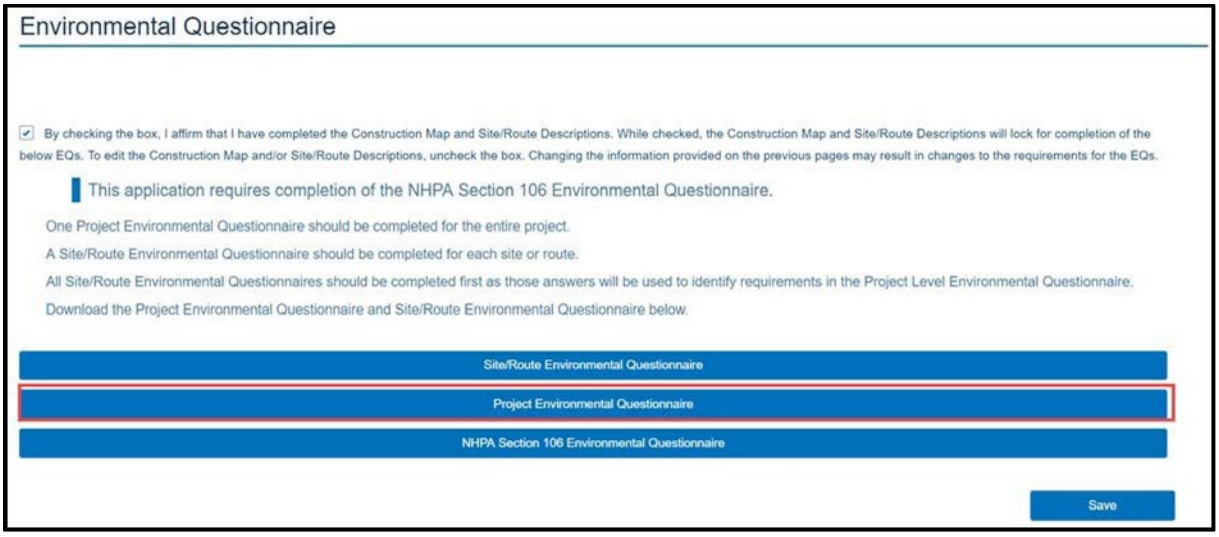
4. After a Site or Route EQ has been completed, save it to a local computer or network and complete the next Site or Route EQ. If all Site or Route EQs have been completed, download and complete the Project EQ.

Download and Complete the Project Environmental Questionnaire

Because the Site and Route EQs inform the answers to the Project EQ, applicants must first complete all Site and Route EQs before beginning the Project EQ. After all the Site or Route EQs have been completed, download and complete the Project EQ. Only one Project EQ is needed per project, although applicants may submit more than one under exceptional circumstances. For example, an additional Project EQ may be appropriate when a project proposes construction in two geographically unrelated areas, with environmental impacts that are different in each location, but which are included in the same application.

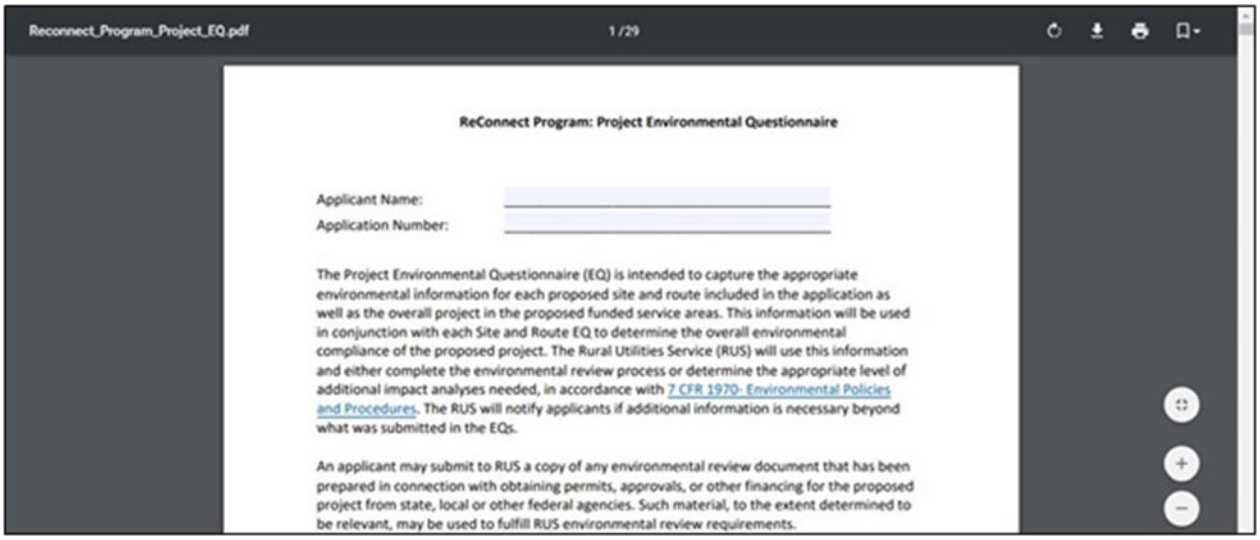
1. To download the Project EQ, on the Environmental Questionnaire page, scroll down the page and click the **Project Environmental Questionnaire** button.

Figure 418: **Environmental Questionnaire – Project Environmental Questionnaire Link**



2. Upon clicking the button, the Project EQ template is opened in a new window. The EQs are fillable PDFs and should be completed in that format. Do not print the forms and fill them in manually. Download the form to begin completing it.

Figure 419: **Project Environmental Questionnaire PDF**



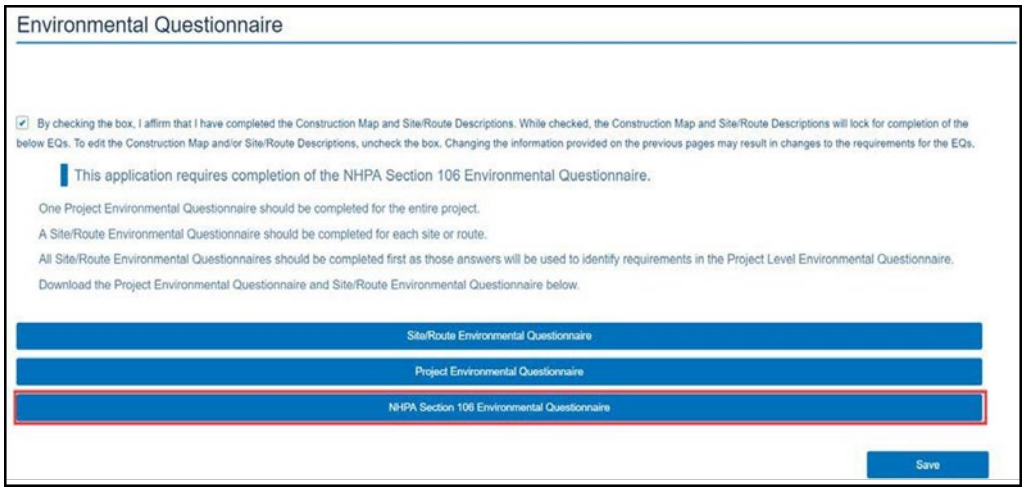
3. The information contained in the Project EQ must be consistent with the Site or Route EQs. Many of the responses to the questions in the Site or Route EQs are based on the different layers contained within the Construction Map. When completing the EQs, applicants should ensure that the appropriate features and options are selected in the Construction Map, as described under the **Service Area Map and the Construction Map** Section of the Application Guide. User errors in the Construction Map will likely cause the EQs to be completed incorrectly and may lead to RUS finding the application ineligible.

Once the Project EQ is complete, save it to a local computer or network, then download and complete the NHPA Section 106 EQ if required. If the system has determined that an NHPA Section 106 EQ is not required, upload all the EQs by following the directions in the **Environmental Documents** section of the Application Guide.

Download and Complete the NHPA Section 106 Environmental Questionnaire

If the system has determined that a NHPA Section 106 EQ is required for the application, download and complete the NHPA Section 106 EQ. Completion of the NHPA Section 106 EQ is only required if stated by the system, in the message that appears after the checkbox on the Environmental Questionnaire page has been selected.

Figure 420: **Environmental Questionnaire – NHPA Section 106 Environmental Questionnaire Link**

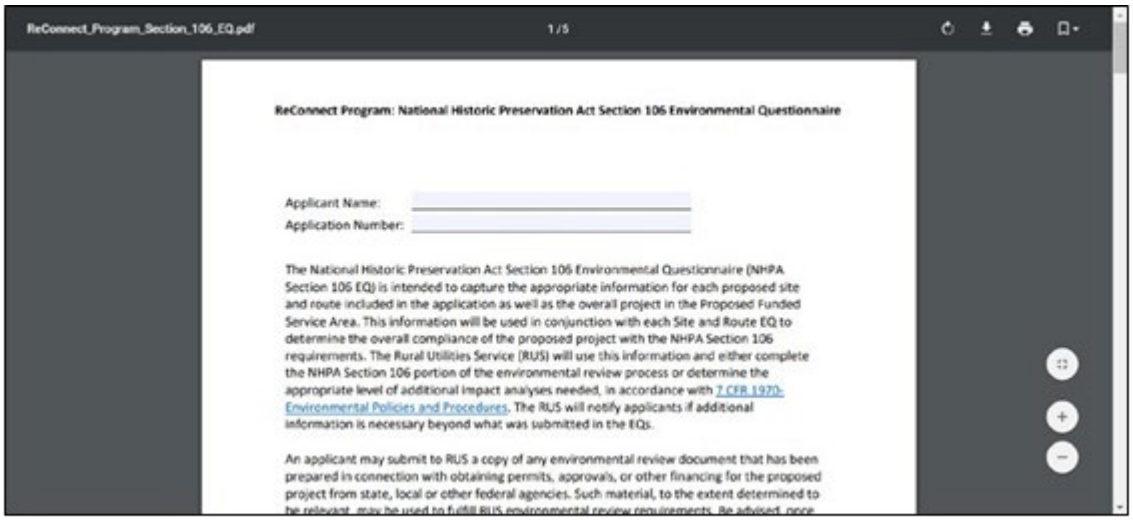


The NHPA Section 106 EQ will identify whether applicants need to initiate the consultation process with State Historic Preservation Officers (SHPOs) and (or) Tribal Historic Preservation Officers (THPOs). **Applicants should note that once the NHPA Section 106 consultation process has been initiated, it must be completed even if the applicant subsequently determines that the consultation is not necessary.** Consequently, applicants should follow the directions in the NHPA Section 106 EQ carefully to avoid any unnecessary burden. However, **PLEASE contact RUS through using the "Contact Us" link prior to initiating any Section 106** consultation process.

1. To download the NHPA Section 106 EQ, on the Environmental Questionnaire page, scroll down and click the **NHPA Section 106 Environmental Questionnaire** button.

2. Upon clicking the button, the NHPA Section 106 EQ template is opened in a new window. The EQs are fillable PDFs and should be completed in that format. Applicants should not print the forms and fill them in manually. Download the form to begin completing it.

Figure 421: **NHPA Section 106 Environmental Questionnaire PDF**



3. Once the NHPA Section 106 EQ is complete, save it to a local computer or network.
4. Upload all the EQs by following the directions in the **Environmental Documents** section of the

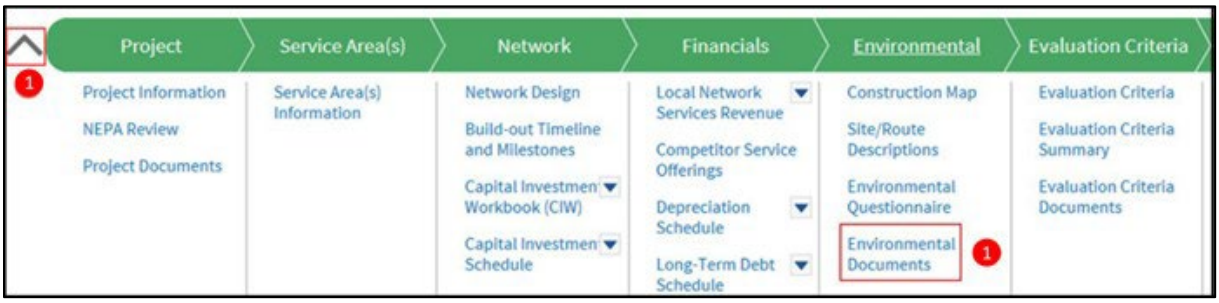
Guide.

Environmental Documents

This section allows applicants to upload environmental documents, including EQs, as part of the application. Applicants can also view, download, delete, and replace all documents previously uploaded within the Environmental sections of the Application on this page. Applicants should complete the Construction Map, the site or route descriptions, and the EQs before uploading environmental documents. Nevertheless, the system will allow applicants to upload environmental documents after creating at least one site or route.

1. On the Application Navigation Bar, click the **expand/collapse arrow**. The Application Navigation Bar expands. Under the Environmental header, click the **Environmental Documents** hyperlink.

Figure 422: **Navigation Bar – Expanded – Environmental Documents Hyperlink**



2. The Environmental Documents page displays with several tables:
    - A table for Environmental Documents displays at the top of the page. This table captures the Project EQ and the NHPA Section 106 EQ.
    - A table for each site created on the Construction Map displays under the header with the site names. This table is intended to capture each site EQ.
    - A table for each route created on the Construction Map displays under the header with the route names. This table is intended to capture each route EQ.
    - A table for Other Environmental Documents displays at the bottom of the page. This table is intended to capture other information identified by the EQs, such as evidence of consultations with the public or with other entities, and Endangered Species Act (ESA) Official Species Lists. For applicants that have identified a requirement for an EA or EIS, additional related documents can be uploaded in this section.
3. On the appropriate line item, click the Action Menu on the right side of the line item. Applicants can follow the guidance in the **Uploading Documents** section of this Guide to **Upload and Manage environmental documents.**

Figure 423: **Environmental Documents Page – Document Action Menu**

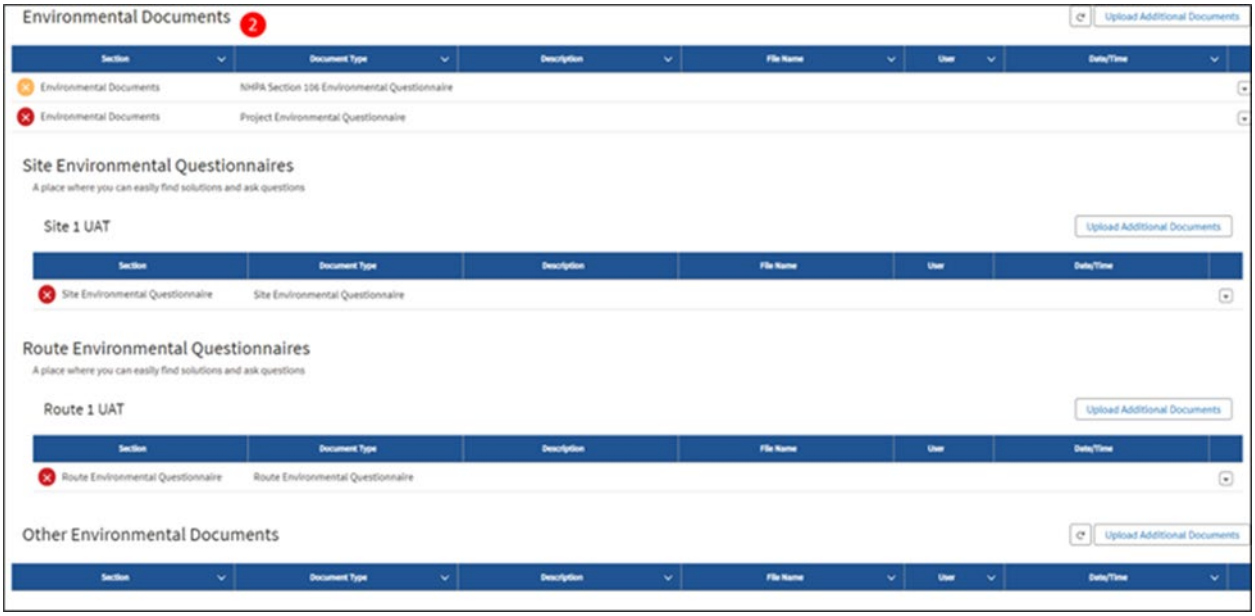


Table 14: **Environmental Information Section Document Uploads and Requirements**

Document	Required Entities
Draft Environmental Assessment	Required only if EA is selected compliance method
Draft Environmental Impact Statement	Required only if EIS is selected compliance method
Final Environmental Assessment	Required only if EA is selected compliance method
Draft Environmental Impact Statement	Required only if EIS is selected compliance method
EA Notice of Availability	Required only if EA is selected compliance method
EA Notice of Availability Affidavit of Publication	Required only if EA is selected compliance method
Draft FONSI	Required only if EA is selected compliance method
FONSI Notice of Availability	Required only if EA is selected compliance method
FONSI Notice of Availability Affidavit of Publication	Required only if EA is selected compliance method
Environmental Impact Statement Scoping Document	Required only if EIS is selected compliance method
Environmental Impact Statement Scoping Public Notices	Required only if EIS is selected compliance method
Draft Environmental Impact Statement Public Notices	Required only if EIS is selected compliance method
Final Environmental Impact Statement Public Notices	Required only if EIS is selected compliance method
Draft Record of Decision	Required only if EIS is selected compliance method
Floodplain Map	Not required
Wetland Map	Not required
Formally Classified Lands Map	Not required
FPPA Map	Not required
Official Species List	All applicants

Document	Required Entities
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

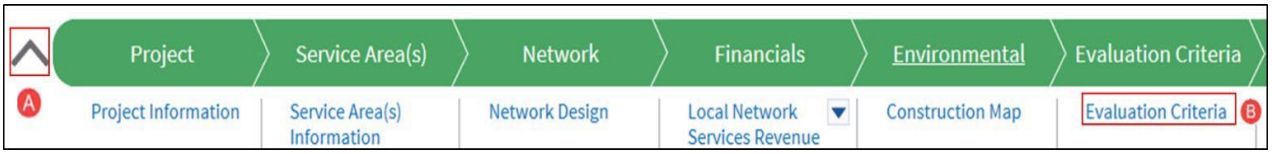
Evaluation Criteria

This tab allows applicants to provide information regarding the evaluation criteria. The Evaluation Criteria sections only appear if the applications are 100 Percent Grant, Loan / Grant Combination, 100% Grant for Alaska Native Corporations, Tribal Governments, Colonias, Persistent Poverty Areas and Socially Vulnerable Communities, or Projects serving areas where 90% of households lack sufficient access to broadband. 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.

Evaluation Criteria

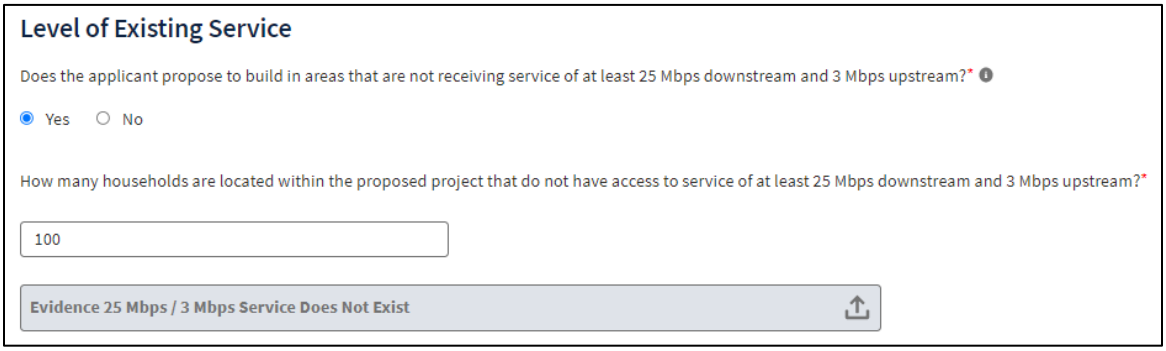
1. On the Application Navigation Bar click the **toggle** (A), and then click the **Evaluation Criteria** hyperlink (B).

Figure 424: **Navigation Bar – Expanded – Evaluation Criteria Hyperlink**



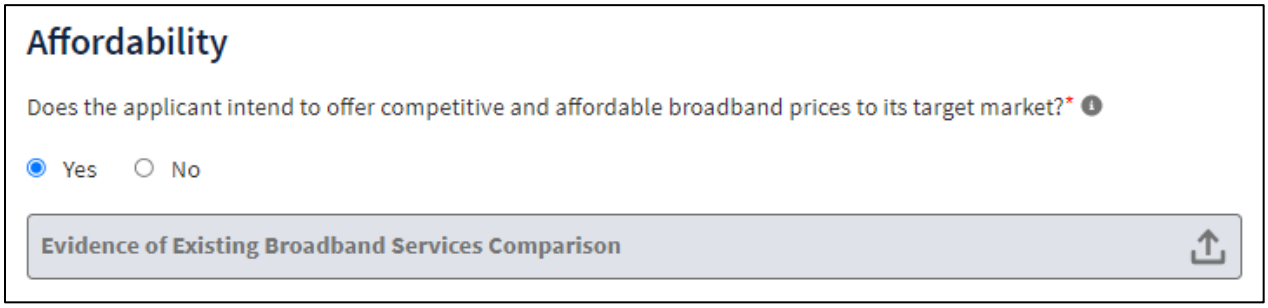
2. Under Level of Existing Service select the applicable radio button option. I
    a. If **No**, proceed to the next question.
    b. If **Yes**, enter the number of households located within the proposed project that do not have access to service of at least 25 Mbps downstream and 3 Mbps upstream. Additionally, an upload field appears. Upload supporting documentation for your assertion. Guidance for this documentation can be found in Table 15.

Figure 425: **Level of Existing Service**



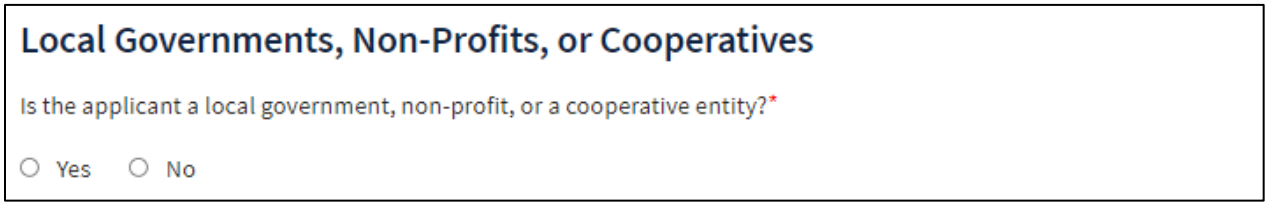
3. Under Affordability, select the applicable **radio button**.
    a. If **No**, proceed to the next question.
    b. If **Yes**, an upload field appears. Upload supporting documentation for your assertion. Guidance for this documentation can be found in Table 15.

Figure 426: **Affordability**



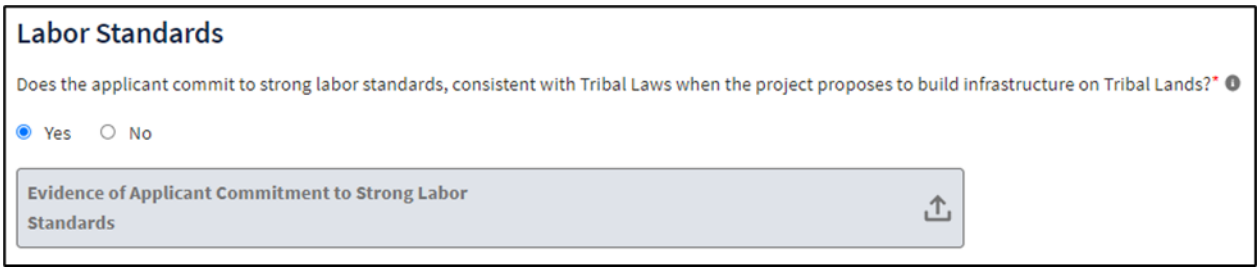
4. Under Local Governments, Non-Profits, or Cooperatives, select the applicable **radio button** option and proceed to the next question.

Figure 427: **Local Governments, Non-Profits, or Cooperatives**



5. Under Labor Standards select the applicable radio button option.
    a. If **No**, proceed to the next question.
    b. If **Yes**, an upload field appears. Upload supporting documentation for your assertion. Guidance for this documentation can be found in Table 15.

Figure 428: **Labor Standards**



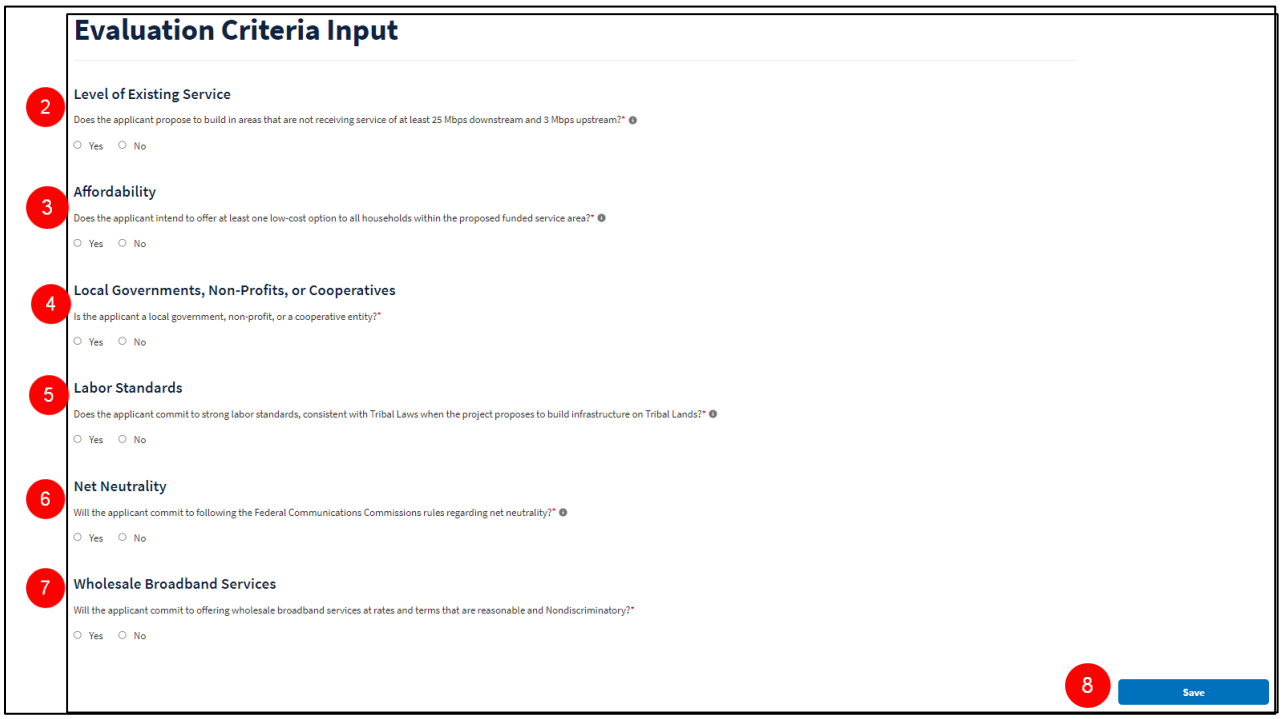
6. Under Net Neutrality, select the applicable radio button option.
    a. If **No**, proceed to the next question.
    b. If **Yes**, an upload field appears. Upload supporting documentation for your assertion. Guidance for this documentation can be found in Table 15.

Figure 429: **Net Neutrality**



7. Under Wholesale Broadband Services select the applicable radio button option.
8. Click **Save**.

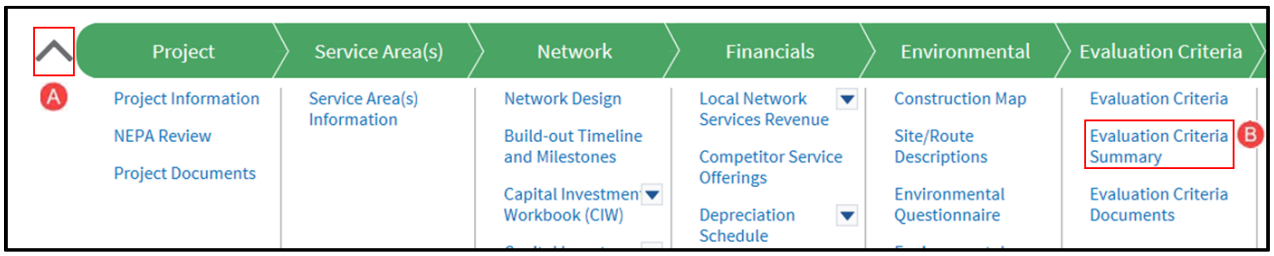
Figure 430: **Evaluation Criteria Input**



Evaluation Criteria Summary

1. Click the Application Navigation Bar **toggle**(A), and then click the **Evaluation Criteria Summary** hyperlink(B).

Figure 431: **Navigation Bar – Expanded – Evaluation Criteria Summary**

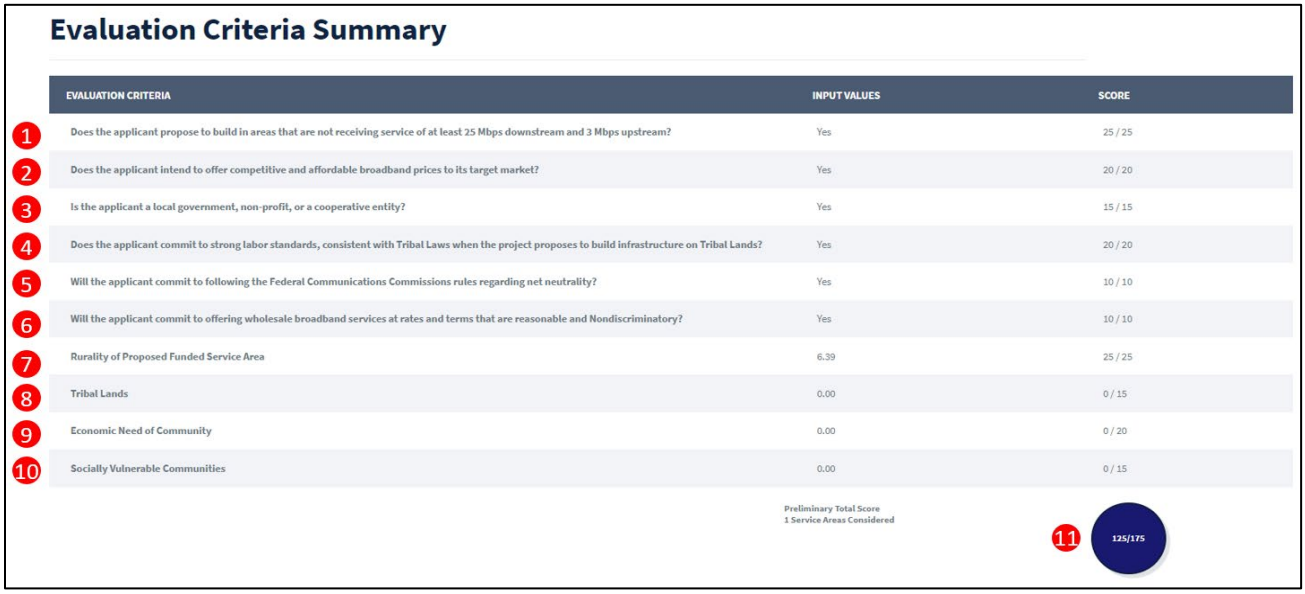


The Evaluation Criteria Summary page displays. The following rows appear under the Evaluation Criteria table. **Applications can score a maximum of 175 points**.

Evaluation Criteria:

1. **Level of Existing Service –**Value auto populates from the Evaluation Criteria input page.
2. **Affordability –**Value auto populates from the Evaluation Criteria input page.
3. **Local Governments, Non-Profits, or Cooperatives –**Value auto populates from the Evaluation Criteria input page.
4. **Labor Standards –**Value auto populates from the Evaluation Criteria input page.
5. **Net Neutrality –**Value auto populates from the Evaluation Criteria input page.
6. **Wholesale Broadband Services –**Value auto populates from the Evaluation Criteria input page.
7. **Rurality of Proposed Funded Service Areas –**Value auto populates based on the PFSA(s) drawn in the Service Area Mapping Tool.
8. **Tribal Lands –**Value auto populates based on the PFSA(s) drawn in the Service Area Mapping Tool.
9. **Economic Need of Community –**Value auto populates based on the PFSA(s) drawn in the Service Area Mapping Tool.
10. **Socially Vulnerable Communities –**Value auto populates based on the PFSA(s) drawn in the Service Area Mapping Tool.
11. **Total Score –** The Application's score displays at the bottom of the table.

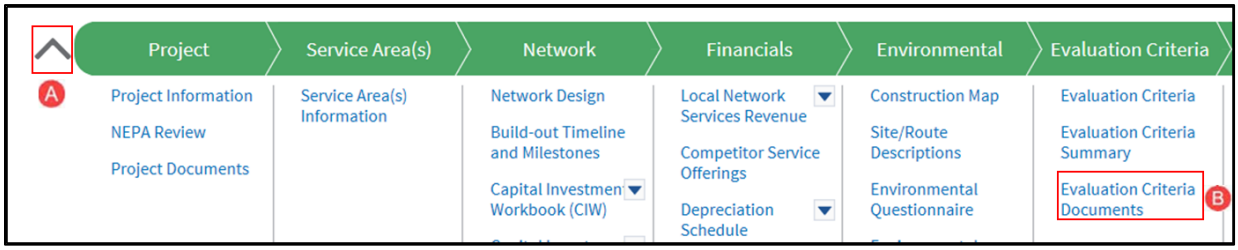
Figure 432: **Evaluation Criteria Summary Page**



Evaluation Criteria Documents

1. Click the Application Navigation Bar **toggle** (A), and then click the **Evaluation Criteria Documents** hyperlink (B).

Figure 433: **Evaluation Criteria Link**



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

Figure 434: **Evaluation Criteria Documents Page**



Table 15: **Evaluation Criteria Documents**

Document	Applicable or Required Entities	Description
Evidence from Tribal Leader	Applicants that are on Tribal Land substantiating points for essential community facilities located within the proposed PFSA.	An applicant that is proposing to provide service over or on Tribal lands must submit a certificate signed by the appropriate Tribal land officer showing their support for the proposed project.
Evidence that 25 Mbps downstream and 3 Mbps upstream Service Does Not Exist	Applicants proposing to build in areas that are not receiving service of at least 25 Mbps downstream and 3 Mbps upstream.	Provide supporting evidence that 25 Mbps downstream and 3 Mbps upstream service does not exist for those households. To the extent possible, identify all existing providers in the PFSA and indicate what level of service is actually being provided.

Document	Applicable or Required Entities	Description
Evidence that Applicant Commits to Net Neutrality	Applicants pledging to demonstrate their commitment to net neutrality.	Upload a board resolution or its equivalent The resolution must commit that the applicant's networks shall not (1) block lawful content, applications, services, or non- harmful devices, subject to reasonable network management; (2) impair or degrade lawful Internet traffic on the basis of Internet content, application, or service, or use of a non-harmful device, subject to reasonable network management; and (3) engage in paid prioritization, meaning the management of a broadband provider's network to directly or indirectly favor some traffic over other traffic, including through use of techniques such as traffic shaping, prioritization, resource reservation, or other forms of preferential traffic management, either (a) in exchange for consideration (monetary or otherwise) from a third-party or (b) to benefit an affiliated entity.

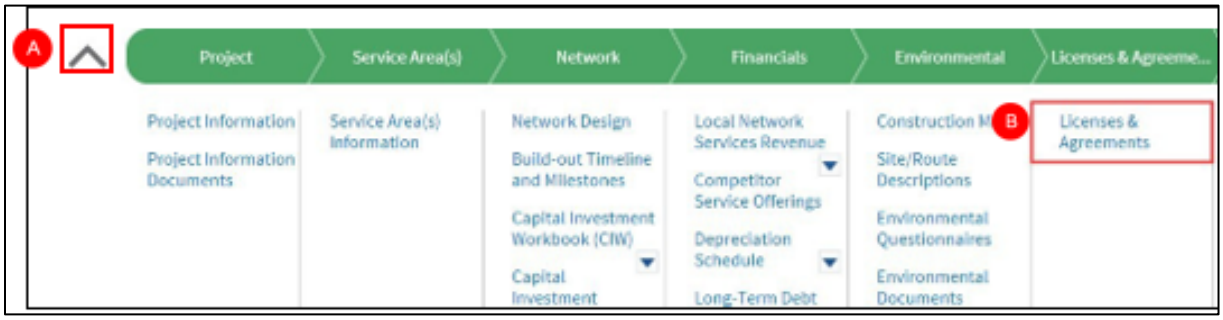
Document	Applicable or Required Entities	Description
Evidence of Applicant Commitment to Strong Labor Standards	Applicants pledging to demonstrate their strong labor standards.	This documentation should demonstrate how the project will incorporate strong labor standards, including whether workers (including contractors and subcontractors) will be paid wages at or above the prevailing rate; demonstrated compliance with plans for future compliance with labor and employment laws; A plan to recruit and support an appropriately skilled, trained and credentialed workforce (including by contractors and subcontractors). Consult the current FOA for full descriptions of these categories.

Licenses and Agreements Tab

This section requires applicants to address and upload all licenses and agreements necessary support the project. On this page, an applicant must address each license or agreement type, and can view, download, delete, or upload additional documents or newer versions of replace previously uploaded documents.

1. On the Application Navigation Bar, click the (A) **toggle**. The Application Navigation Bar expands, click the (B) **Licenses & Agreements** hyperlink.

Figure 435: **Navigation Bar – Expanded – Licenses & Agreements**



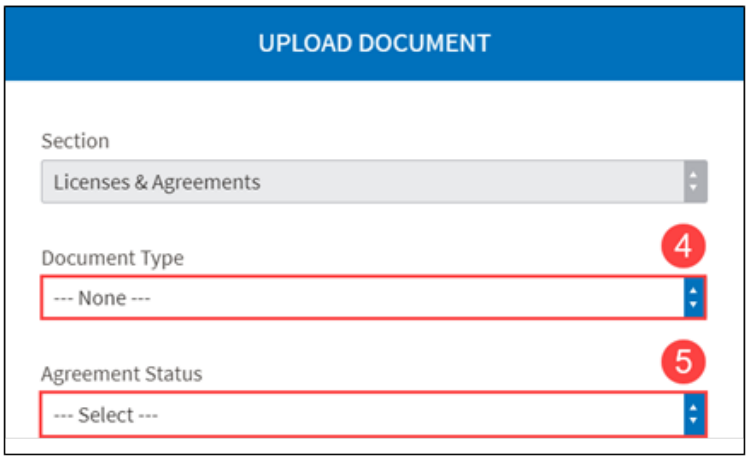
2. The Licenses & Agreements tab show all the required documents types to upload. To upload a documents click the (A) **toggle,** followed by the (B) **Upload** button.

Figure 436: **License & Agreements Page**



3. The Upload Documents popup window appears.
4. Click the Document Type **drop-down menu** and select the applicable option.
5. Click the Agreement Status **drop-down menu**, and then select the appropriate option.

Figure 437: **Upload Document Window – Drop-down Menus**



The following Agreement Status options require documents to be uploaded:

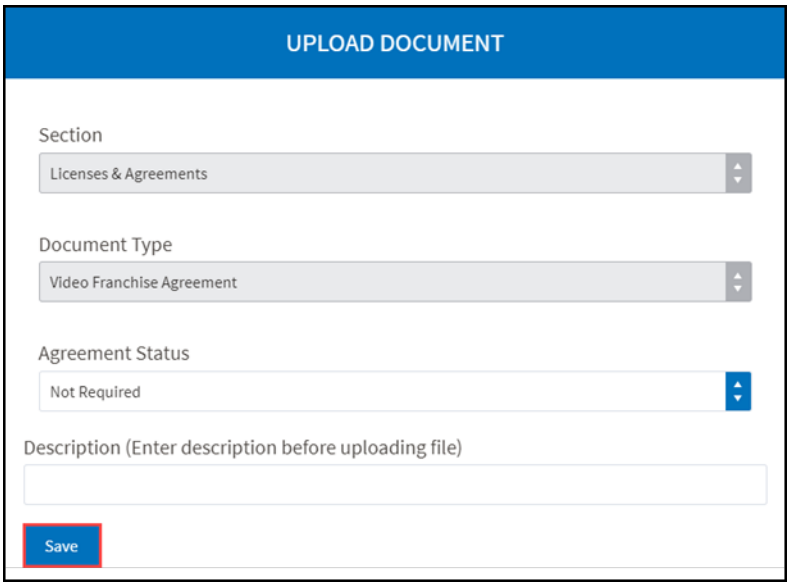
a. Draft

   i. Existing – No Amendment(s) needed

   ii. Existing – Amendment(s) needed

b. For the other Agreement Status options, documents do not need to be uploaded.

Figure 438: **Upload Document Window – Save Button**

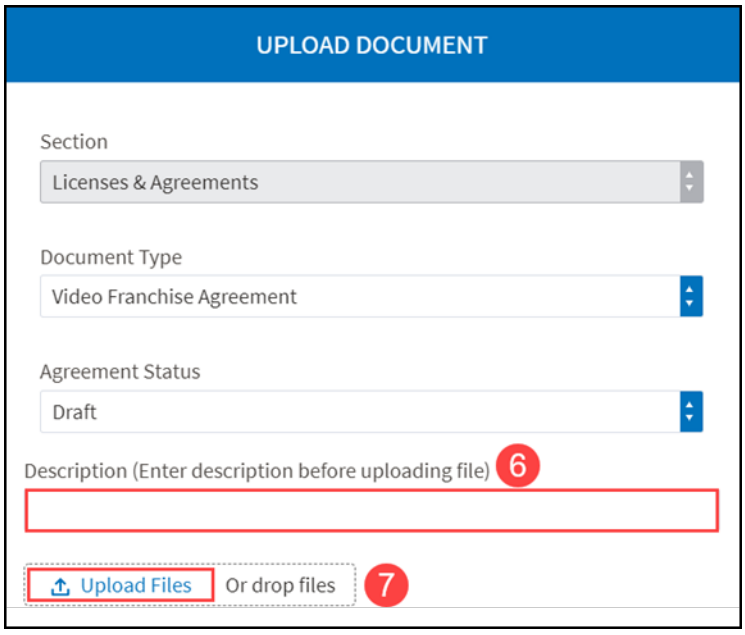


c. If the selected Agreement Status is Draft, Existing - No Amendment(s) Needed, or Existing - Amendment(s) Needed; proceed to step 6.

6. If appropriate, enter comments in the Description field.

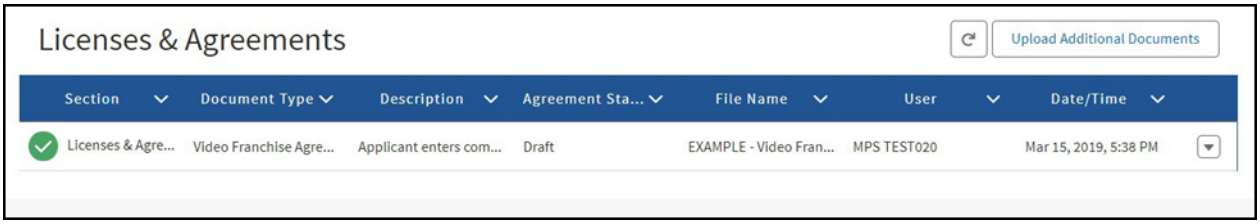
7. Upload the file as described in the **Uploading Documents** Section of the Application Guide.

Figure 439: **Upload Document Window – Description Field and Upload Files Button**



8. A successfully uploaded document will be marked with a green checkmark and document data. Continue uploading files for each applicable Document Type. Every Agreement type must be addressed even if the status is Not Required.

Figure 440: **Licenses & Agreements Page – Uploaded Documents**



9. After uploaded all listed documents, if the user has additional documents to upload, they can use the **Upload Additional Documents** button. The document upload process is the same as above.

Figure 441: **Licenses & Agreements Page – Upload Additional Documents**



Table 16: **Licenses and Agreements Section Document Uploads**

Document	Required Entities
Video Franchise Agreement	None are required to be uploaded, but an **agreement status must be provided** for each.
Internet Services Agreement	None are required to be uploaded, but an

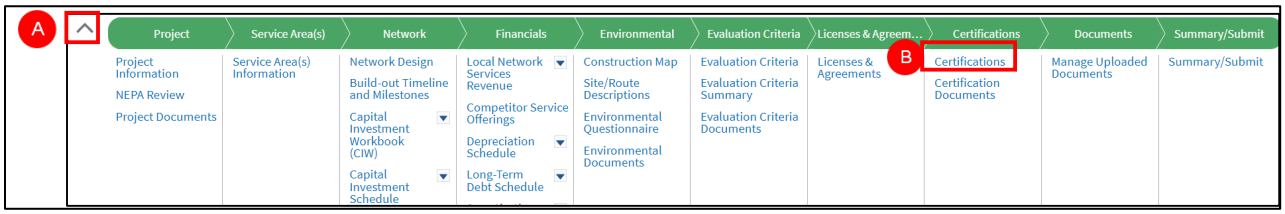
Document	Required Entities
	agreement status must be provided for each.
Pole Attachment Agreement	None are required to be uploaded, but an **agreement status must be provided** for each.
Spectrum Lease Agreement	None are required to be uploaded, but an **agreement status must be provided** for each.
Tower Lease Agreement	None are required to be uploaded, but an **agreement status must be provided** for each.
Building Lease Agreement	None are required to be uploaded, but an **agreement status must be provided** for each.
Video Services Agreement	None are required to be uploaded, but an **agreement status must be provided** for each.
Fiber Lease Agreement	None are required to be uploaded, but an **agreement status must be provided** for each.
Certificate of Public Convenience and Necessity (CPCN)	None are required to be uploaded, but an **agreement status must be provided** for each.
Wireless Spectrum License(s) for Backhaul	Required to be uploaded.
Wireless Spectrum License(s)	Required to be uploaded.
Special Permits (Federal, highway, bridge, etc.)	Generally contingent upon award.
Network Management Agreement	n/a

Certifications Tab

In this section, the applicant's Rep-Sign-Cert will acknowledge the certifications and provide any required supporting documentation to fully address a certification. Only the Rep-Sign-Cert can complete this section.

1. On the Application Navigation Bar, click the (A) **toggle**. The Application Navigation Bar expands click the (B) **Certifications** hyperlink.

Figure 442: **Navigation Bar – Expanded – Certifications Hyperlink**

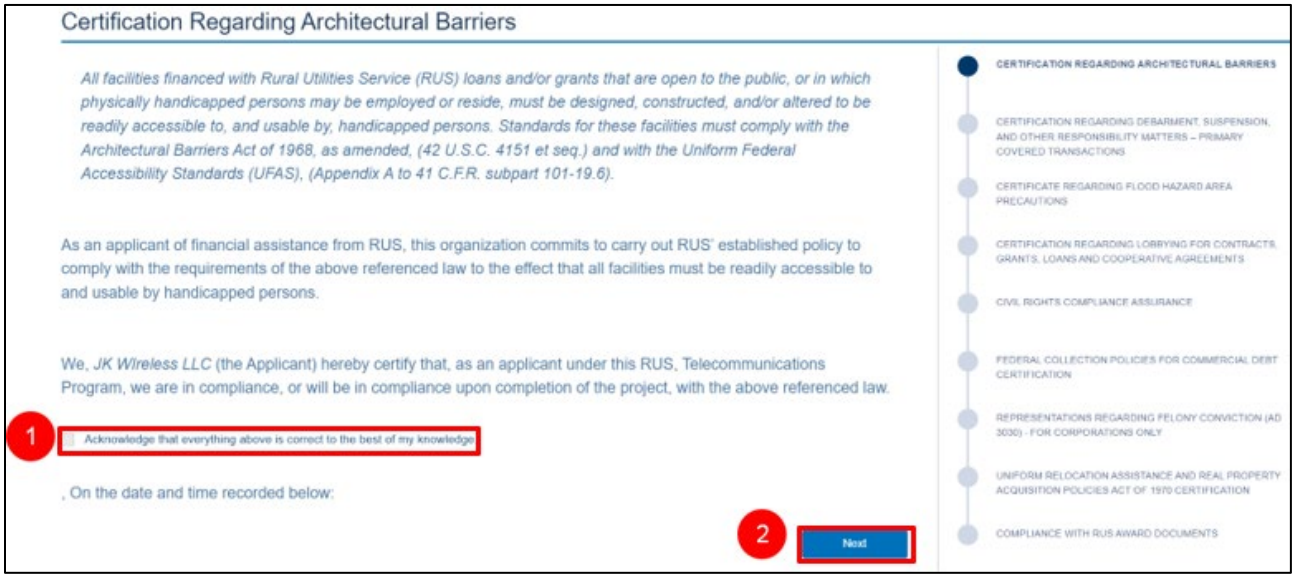


Certifications Regarding Architectural Barriers

The Certification Regarding Architectural Barriers page displays. Thoroughly read the certification statements.

1. Click the "Acknowledge that everything above is correct to the best of my knowledge" **checkbox.**
2. Click **Next**. Each Certification page displays the Rep-Sign-Cert's name and the current date and time (based upon the computer's time zone).

Figure 443: **Certifications Page – Certification Regarding Architectural Barriers**

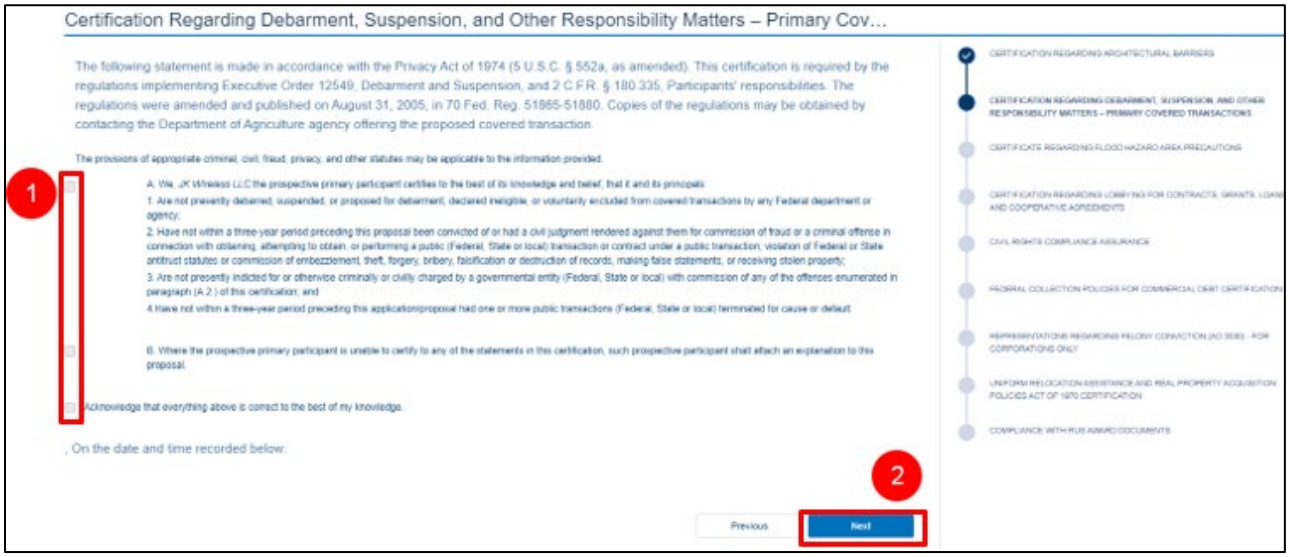


Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions page displays. Thoroughly read the certification statements.

1. Click the "Acknowledge that everything above is correct to the best of my knowledge" **checkbox.**
2. Click **Next**.

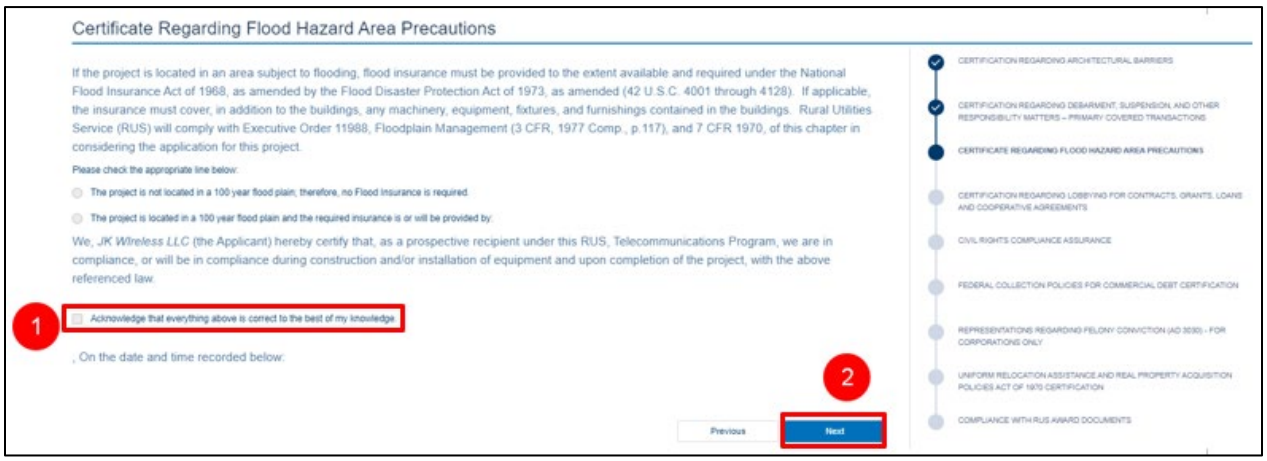
Figure 444: **Certifications Page – Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions**



Certificate Regarding Flood Hazard Area Precautions

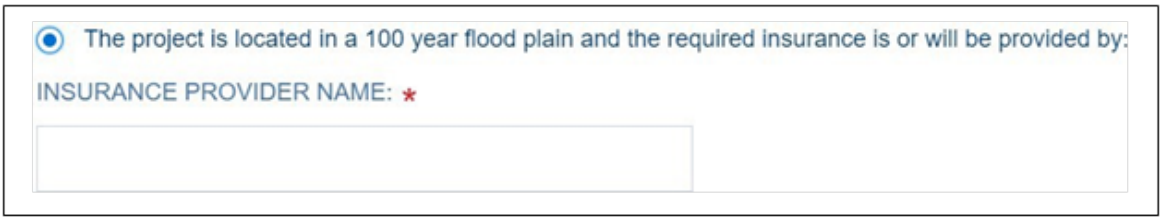
The Certificate Regarding Flood Hazard Area Precautions page displays. Thoroughly read the certification statements and select the appropriate **radio button**.

Figure 445: **Certifications Page – Certificate Regarding Flood Hazard Area Precautions**



If the project is located in a 100-year flood plain, a text entry field appears; enter the Insurance Provider Name.

Figure 446: **Flood Insurance Provider Name Field**

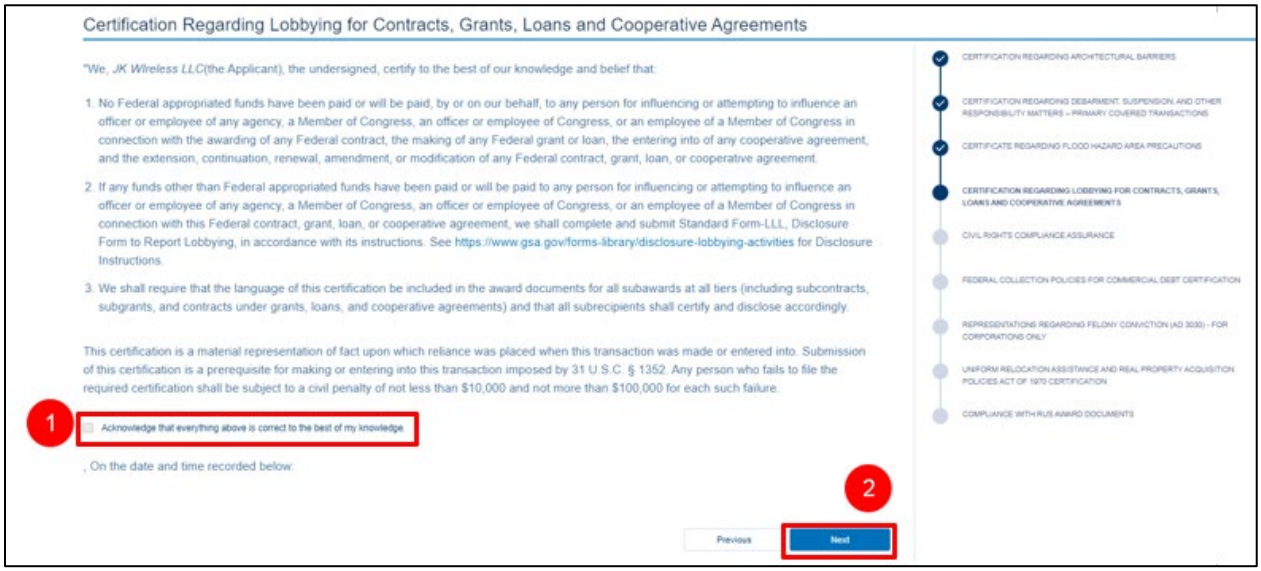


1. Click the “Acknowledge that everything above is correct to the best of my knowledge” **checkbox**.
2. Click **Next.**

Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

1. The Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements page displays. Thoroughly read the certification statements.
2. Click the “Acknowledge that everything above is correct to the best of my knowledge” **checkbox.**
3. Click **Next**.

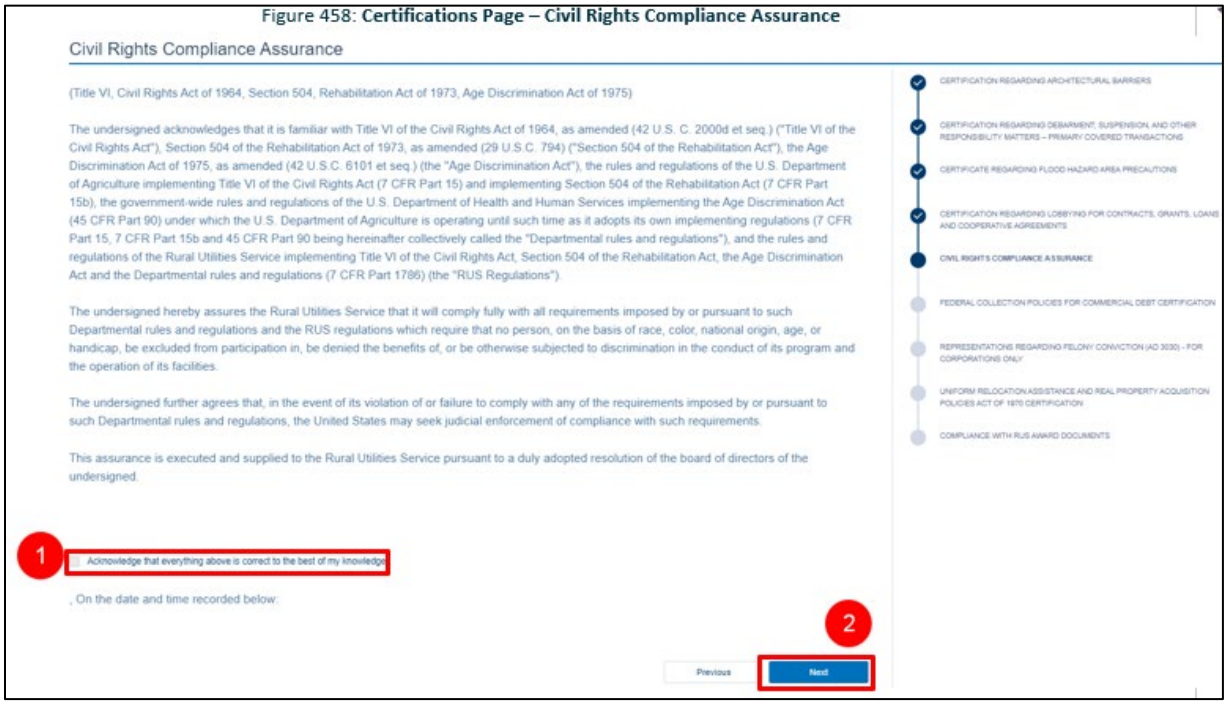
Figure 447: **Certifications Page – Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements**



Certifications Regarding Civil Rights Compliance Assurance

1. The Certification Page - Civil Rights Compliance Assurance page displays. Thoroughly read the certification statements.
2. Click the “Acknowledge that everything above is correct to the best of my knowledge” **checkbox**, then click **Next**.

Figure 448: **Certifications Page – Civil Rights Compliance Assurance**



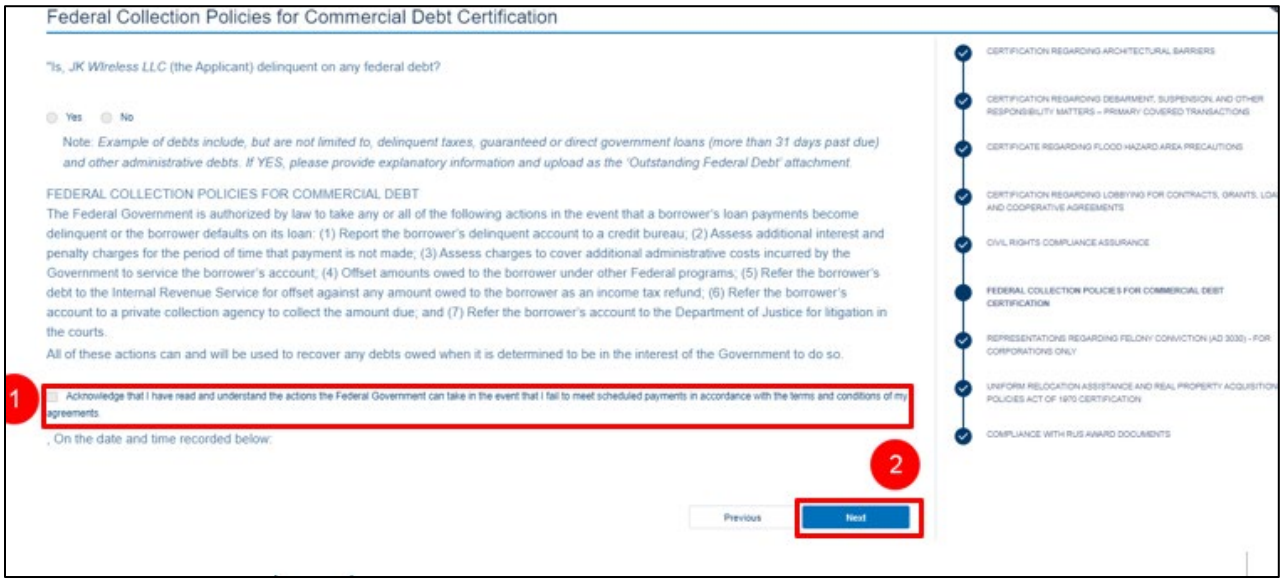
Federal Collection Policies for Commercial Debt Certification

The Federal Collection Policies for Commercial Debt Certification page displays. Thoroughly read the certification statements and select the appropriate **radio button**.

If **Yes**, an upload field appears. Upload the supporting document.

1. Click the "Acknowledge that I have read and understand the actions the Federal Government can take in the event that I fail to meet scheduled payments in accordance with the terms and conditions of my agreements" **checkbox.**
2. Click **Next**.

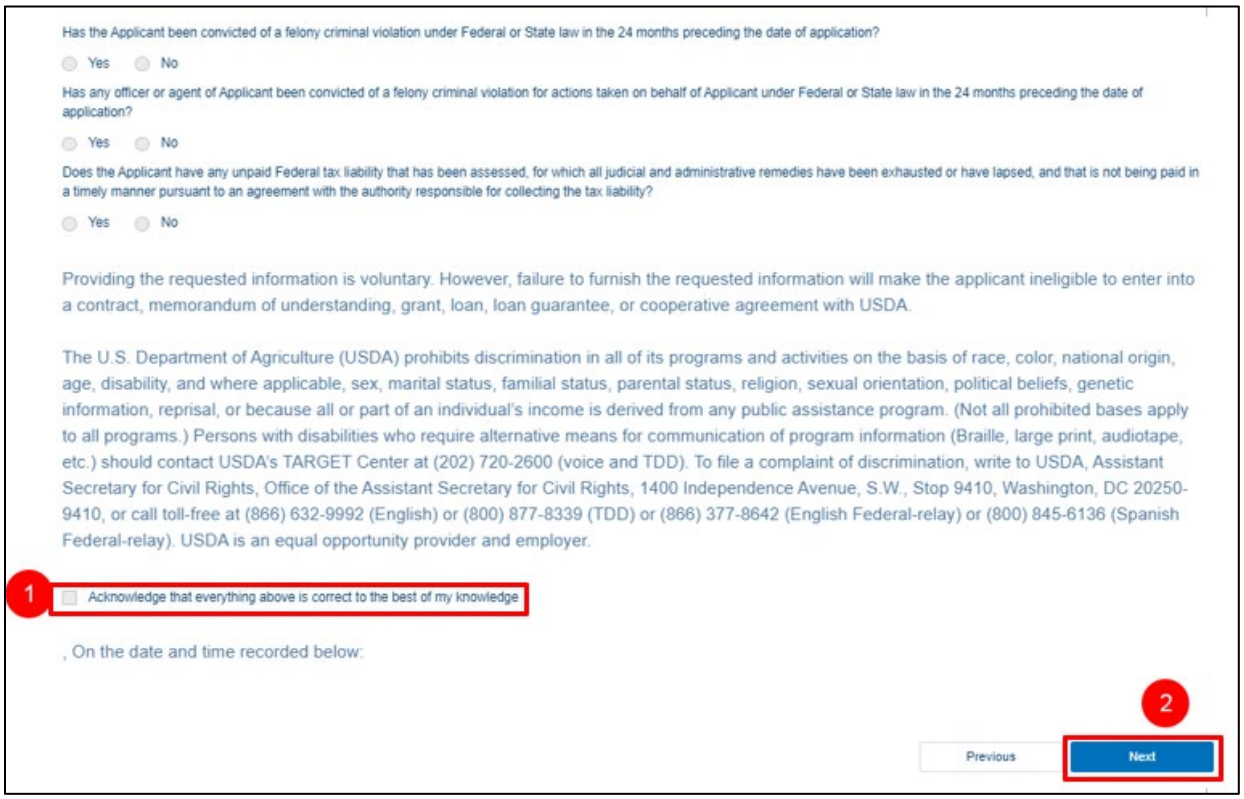
Figure 449: **Certifications Page – Federal Collection Policies for Commercial Debt Certification**



Representations Regarding Felony Conviction

The Representations Regarding Felony Conviction (AD 3030) – For Corporation Only page displays. Thoroughly read the certification statements. For each question, select the appropriate **radio button**. This certification only appears for the following entity types—non-profit entity, for-profit corporation, or a cooperative and mutual organization.

Figure 450: **Certifications Page – Representations Regarding Felony Conviction (AD 3030) – For Corporations Only**



1. Click the "Acknowledge that everything above is correct to the best of my knowledge" **checkbox.**
2. Click **Next**.

Certification Regarding Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Certification page appears. Thoroughly read the certification statements.

1. Click the “Acknowledge that everything above is correct to the best of my knowledge” **checkbox**
2. Click **Next**.

Figure 451: **Certifications Page – Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Certification**



Certification Regarding Compliance with RUS Award Documents

The Compliance with RUS Award Documents page appears. Thoroughly read the certification statements and select the appropriate **radio button**.

- If **Yes**, a text entry field appears. Enter a list of the agreement(s) and provision(s) within each agreement that will need to be amended.

Figure 452: **Certifications Page – Compliance with RUS Award Documents**

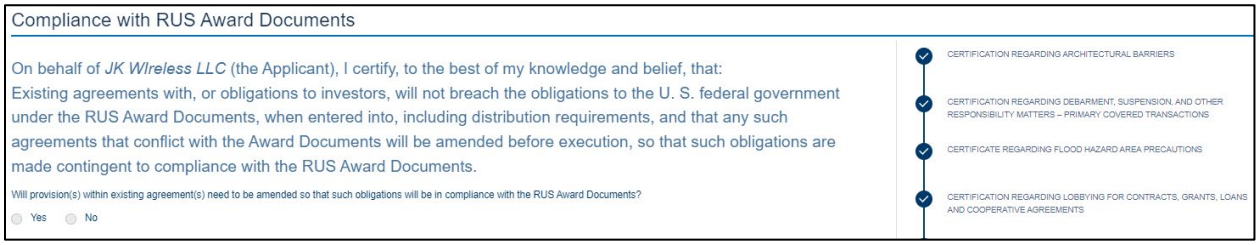


Figure 453: **Provision Amendments Specification Fields**



1. Click the "Sign that everything above is correct to the best of my knowledge" **checkbox.**
2. Click **Save and Finish**.

Figure 454: **Certifications Page – Legal Agreement Checkbox and Save and Finish Button**



3. The Finish page displays. Continue completing other sections of the Application.

Table 17: **Certifications Section Document Uploads**

Document	Required Entities	Description
Compliance with RUS Award Documents	Required if applicant selects "Yes" on the questions regarding any existing agreements that must be amended for compliance with RUS Award Documents	Upload the agreements that need to be amended.

Document	Required Entities	Description
Outstanding Federal Debt	Required if applicant selects "Yes" on the "Federal Collection Policies for Commercial Debt Certification".	Explain currently outstanding Federal Debt, including delinquent taxes, guaranteed or direct government loans, and other administrative debts.

Documents Tab

This section allows applicants to view and manage all documents previously uploaded within other sections of the application on this page. Applicants can upload, view, download, delete, and replace application files in this tab by following the guidance in the **Managing Documents** Section of this Application Guide.

1. On the Application Navigation Bar, click the **Documents** section header. The Application Navigation Bar expands. Click the **Manage Uploaded Documents** hyperlink.

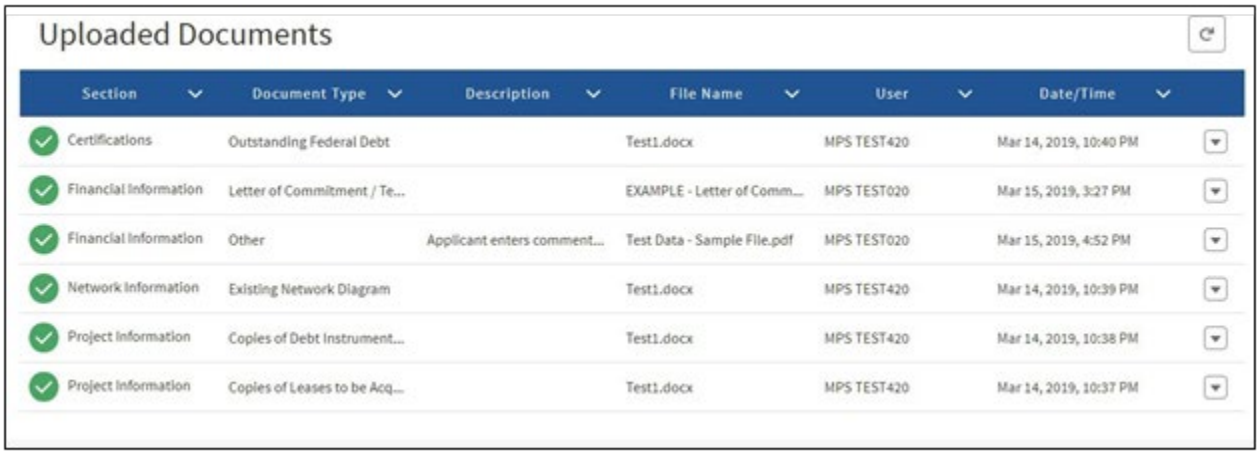
Figure 455: **Navigation Bar – Expanded – Manage Uploaded Documents Hyperlink**



2. The Uploaded Documents page displays a table listing uploaded documents in the Application. Any documents that were uploaded while completing the Documents section of any tab appear in this table, along with additional documents uploaded on this page. A green checkmark (✓) indicates the document has been uploaded successfully.

   See the section **Managing Documents** for more details.

Figure 456: **Uploaded Documents Page**

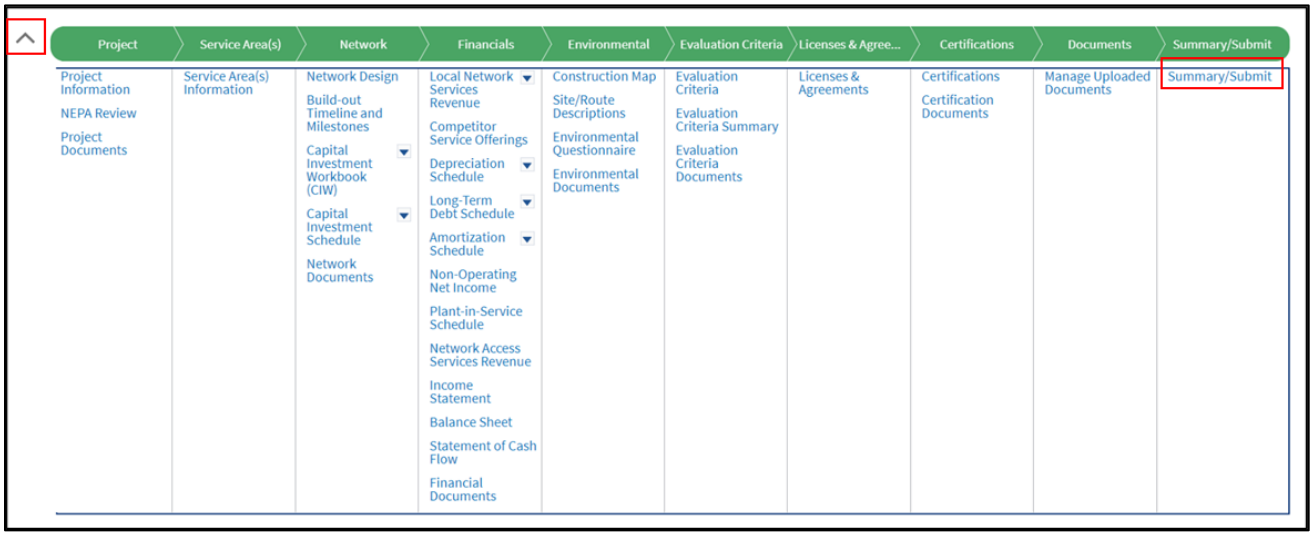


Summary/Submit Tab

In this tab, applicants can view a Summary of the application and submit the application after all information and documents required by the system have been provided. Only the Rep-Sign-Cert can submit the application. The Summary validates the entered information and indicates missing required items and data validation errors; it will not allow applicants to submit an application that is missing information required by the system. However, submission of an application does not constitute a finding that the application is eligible or acceptable. Applicants can use the validation feature at any time while compiling an application, as an aid to rectifying data errors or missing information.

1. On the Application Navigation Bar, click the **toggle.** The Application Navigation Bar expands. Click the **Summary/Submit** hyperlink.

Figure 457: **Summary or Submit Link**



2. The Application Requirement Detail page displays. To validate the application, click the **Validate Application** button. The applicant cannot navigate to other sections of the application while the validation is in progress.

Please Note: Use the Validate Application button at any time throughout the application process to check for errors and warnings that may preclude completion or submission of the application.

Figure 458: **Validate Application Button**



3. A table with the following headers displays to show the status of the missing information (fields) or data errors:

    A. **Section Header:** Identifies in which section of the application the field is located.

    NOTE: the toggle on the far-right side of the bar will toggle that section open or closed.

B. **Subsection Status:** Indicates the validation status for fields and sections within the application.

C. **Section Complete:** Displays for subsections that are complete.

D. **Section Incomplete:** Displays for subsections and sections that are missing applicant input or document uploads, or data errors.

E. **Warning:** Displays for subsections that are pending completion. Completion of the subsection is optional.

F. **Status Column:** Displays an icon to indicate the validation status.

   - An Error Icon (red X) identifies incomplete sections or subsections within the application for which information or documentation must be provided, or data errors rectified.
   - A Warning Icon (yellow triangle with an exclamation mark) identifies incomplete optional subsections within the application.
   - A Completed Icon (green checkmark) identifies complete subsections within the application.

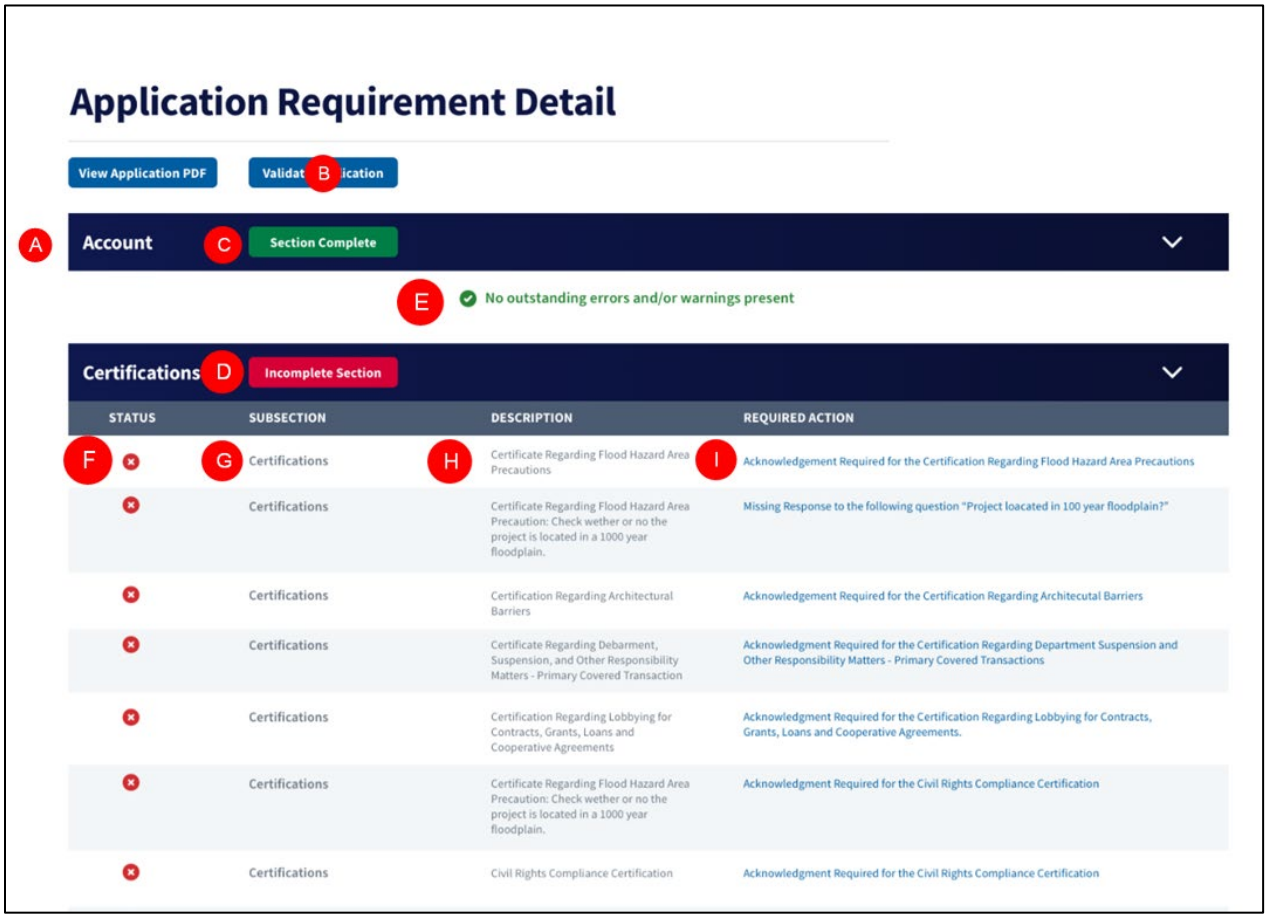
G. **Subsection:** Identifies in which sub-section of the application the field is located.

H. **Description:** Describes application field.

I. **Required Action:** Indicates the action the applicant needs to take to complete the required field and hyperlinked page.

   - Each required action includes a hyperlink to the appropriate section of the application, allowing easy access to complete the action that will clear the error or warning.
   - Applicants must clear errors on all required fields for each section before the application can be submitted.
   - After you have attempted 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 system will update the section status as necessary.

Figure 459: **Application Validation Table**



Please Note: Applicants should address validation errors/warnings in the same order as the application. For example, project validations should be addressed first followed by service area map issues the network issues and so on.

4. After all fields required by the system are complete, the table displays only warning icons for fields that are flagged as optional but without which RUS may find the application to be ineligible. The table displays a green banner for sections that the system considers complete. The **Submit Application** button only appears upon completion of all the required sub-sections within the application prior to the application deadlines. Only the Rep-Sign-Cert can click the **Submit Application** button.

Table 18: Summary and Submit Banners

Banner Label	Icon Name	Icon Description
Section Complete	Section Complete	Displays for sections that are complete.
Incomplete Section	Section Incomplete	Displays for sections that are not complete.

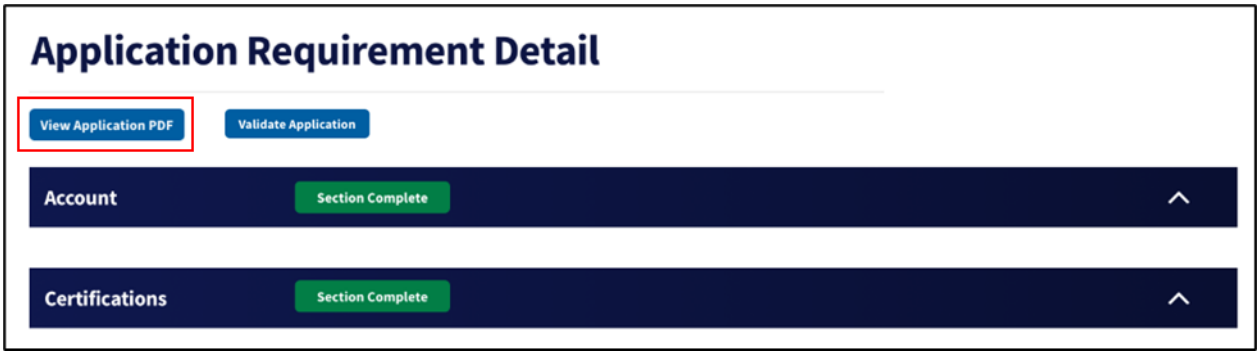
Table 19: Summary and Submit Icons

Icon	Icon Name	Icon Description
	Error Icon	Identifies data errors, data mismatches, incomplete sections or subsections within the application for which information or documentation must be provided.
	Warning Icon	Identifies incomplete optional subsections within the application. Review all warnings, as optional information may be important to your specific application but not to all applications. Applicants should review all sections with warnings prior to submitting the application
	Complete	Identifies complete sections within the application.

5. Click on the **View Application PDF** button to create and view a PDF of the application.

NOTE: you can create a PDF at any time during the application process. You may wish to create a PDF if you choose to change the requested Funding Type and need to start a new application, or if you need to review all data entered and calculated up to the point of PDF creation.

Figure 460: **Application Requirement Detail – View Application PDF**



6. After clicking the button, a message will appear at the top of the screen that says “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.”

   After the PDF is generated, a successful message will appear at the top of the screen stating that

the PDF has been generated and is ready to be viewed. “Applicant PDF has been generated and opened in a new tab.”

Figure 461: **Application Requirement Detail - View PDF - PDF Generated Message**

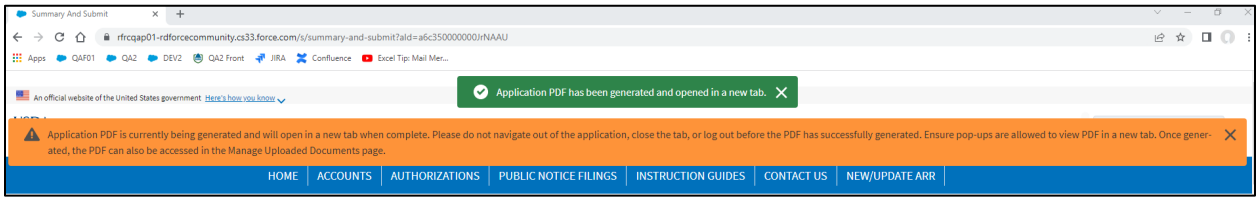
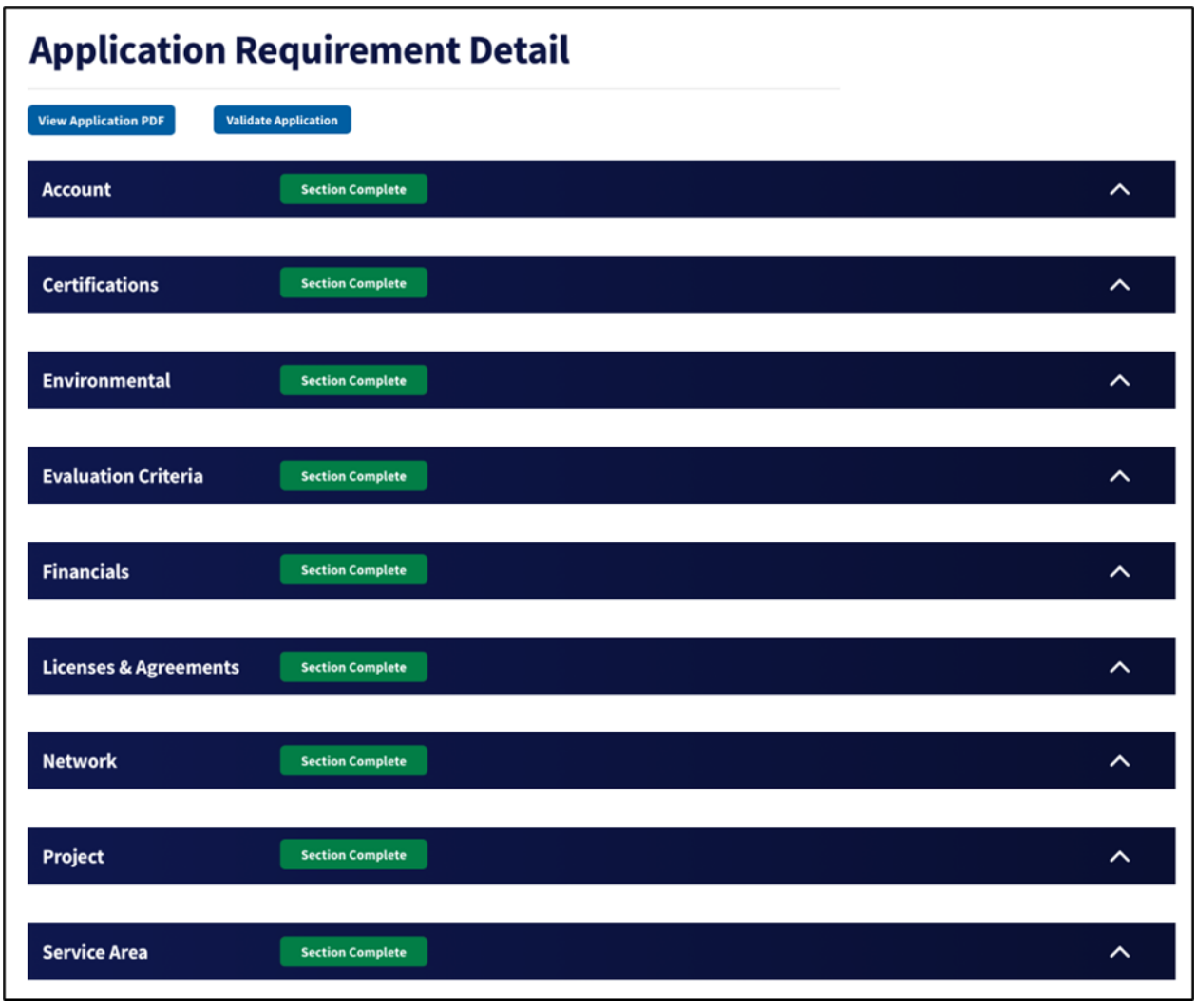
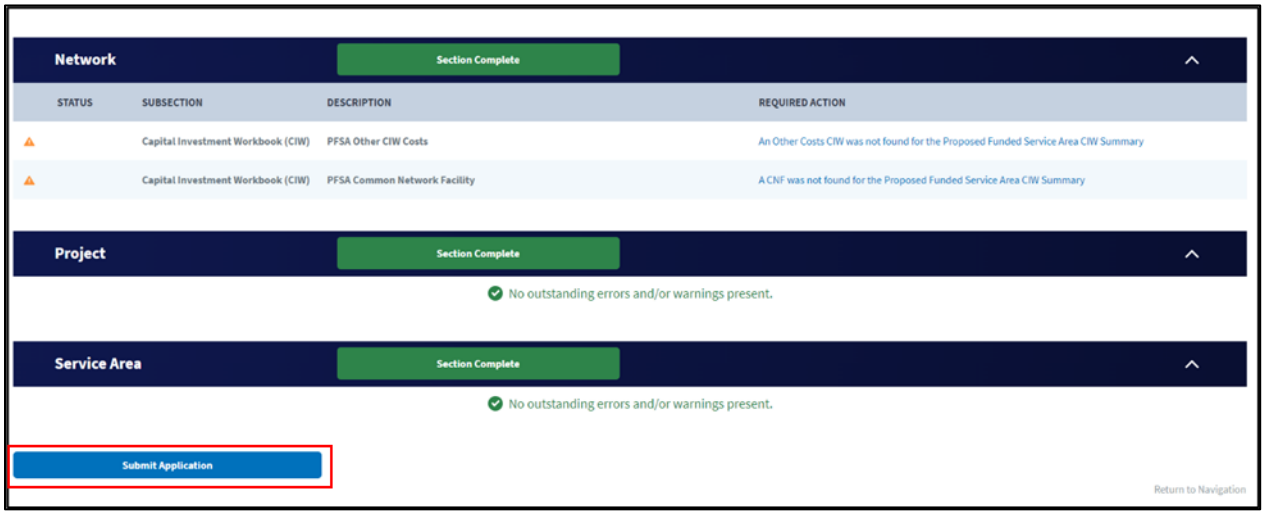


Figure 462: **Application Requirement Detail – All Sections Completed**



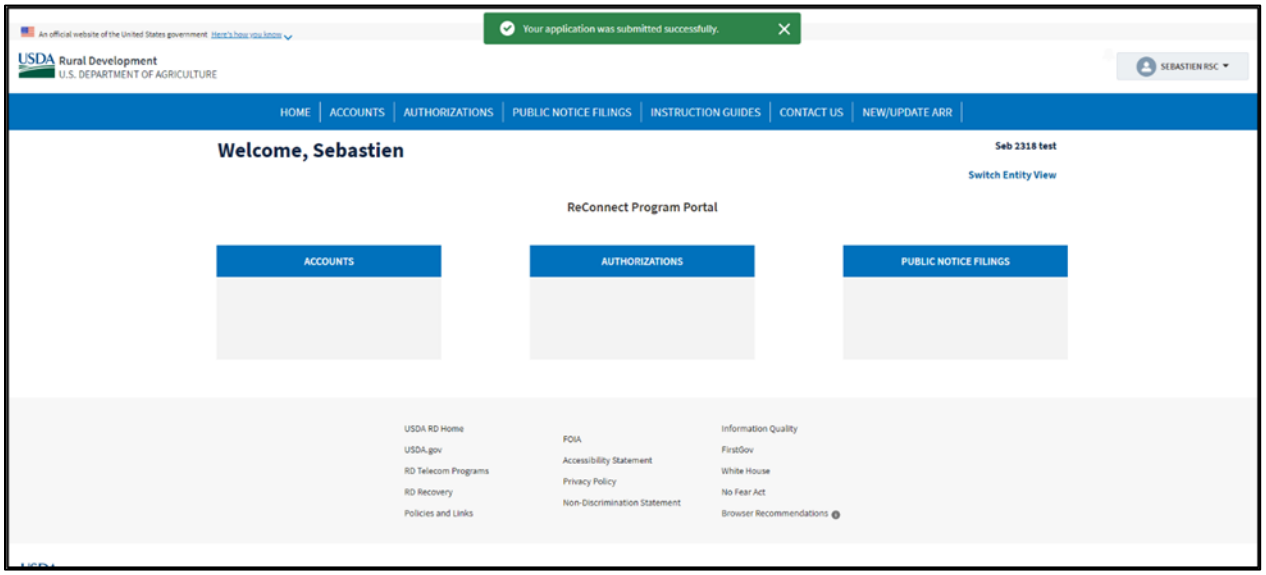
After all the Sections are complete, the **Submit Application** button appears on the bottom left corner of the page, only for the Rep-Sign-Cert. No other user can submit the application. Click on the **Submit Application** button to submit the application.

Figure 463: **Submit Application Button**



7. The application will go back to the Welcome page after a successful submission, and an Application Submitted Notification Message will appear at the top of the screen

Figure 464: **Application Submission Message**



Section IV: Appendices

Appendix A – Definitions

The following table defines relevant terms employed throughout this handbook.

Term	Definition
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 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.
Business	A commercial or mercantile activity engaged in as a means of livelihood
CALEA	The Communications Assistance for Law Enforcement Act, 47 U.S.C. 1001 et seq.
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)
Economic Life	The estimated useful service life of an asset as determined by RUS.
Eligible Service Area	Any PFSA where at least 50 percent of the households to be served do not have sufficient access to broadband. For eligibility purposes, if an applicant is applying for multiple PFSAs, each service area will be evaluated on a stand-alone basis.
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.
Grant	Any Federal assistance in the form of a grant.
Non-Funded Service Area	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.
Pre-Application Expenses	Any reasonable expenses, as determined by RUS, incurred after the release of the FOA to prepare an application or to respond to RUS inquiries about an

Term	Definition
	application, not to exceed 5% of requested award funds.
Premises	All structures occupied for personal, public, or business use.
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 category to be an eligible area.
RE Act	The Rural Electrification Act of 1936.
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.
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 0.75 or higher.
Sufficient Access to Broadband	Any rural area that has fixed, terrestrial broadband service delivering at least 100 Mbps downstream and 20 Mbps upstream. Mobile and satellite services are not considered in making the determination that households in the PFSA do not have sufficient access to broadband.
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	An Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C.

Term	Definition
	5130.
Tribal Land	Tribal Land means 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 Tribal Lands can be found on the RUS mapping tool located at https://www.usda.gov/reconnect

Appendix B – Acronyms

The table below defines acronyms that are commonly used throughout this handbook.

Acronym	Definition
AIANNHA	American Indian, Alaska Native, and Native Hawaiian Area
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
CALEA	Communications Assistance for Law Enforcement Act
CFR	Code of Federal Regulations
CIS	Capital Investment Schedule
CIW	Capital Investment Workbook
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
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
EQ	Environmental Questionnaire
ESA	Endangered Species Act of 1973
FAR-4	Frontier and Remote Area (FAR) Level 4
FCC	Federal Communications Commission
FFB	Federal Financing Bank
FOA	Funding Opportunity Announcement
FONSI	Finding of No Significant Impact
FPPA	Farmland Protection Policy Act
GAAP	Generally Accepted Accounting Principles
ILOC	Irrevocable Letter of Credit
IRU	Indefeasible Right of Use
LLC	Limited Liability Company
LLP	Limited Liability Partnership
MAP	Management Analysis Profile
MB	Megabyte
Mbps	Megabits per second
MHI	Median Household Income
NEPA	National Environmental Policy of 1969
NFSA	Non-Funded Service Area

Acronym	Definition
NHPA	National Historic Preservation Act
PE	Professional Engineer
PFSA	Proposed Funded Service Area
PNF	Public Notice Filing
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
SAIPE	Small Area Income and Poverty Estimates
SAM	System for Awards Management
SHPO	State Historic Preservation Officer
SUTA	Substantially Underserved Trust Area
THPO	Tribal Historic Preservation Officer
TIER	Times Interest Earned Ratio
UCC	Uniform Commercial Code
UFAS	Uniform Federal Accessibility Standards
UPLF	Unadvanced Prior Loan Funds
USC	United States Code
USDA	United States Department of Agriculture
USFWS	United States Fish and Wildlife Service