

# **Rural E-Connectivity Program Application Guide for Fiscal Year 2022 (Version 2.1)**

**Rural Utilities Service  
Telecommunications Program**

February 25<sup>th</sup>, 2022

# Executive Summary

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 infrastructure serving rural areas.

Since 2010, RUS Telecommunications Program has approved over \$8 billion in loan and grant funding for telecommunications or broadband infrastructure serving 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 appropriations bill (FY 2021), Congress provided another \$635 million in 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.

## 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 October 25, 2021, 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](#).

### Application Deadline for FY2022

March 9, 2022 for:

- 100 percent Grant
- Grant-Loan Combination
- 100 percent Loan
- 100 percent Grants for Tribal Governments and Socially Vulnerable Communities

## Funding Categories

As announced in the FOA, for Fiscal Year (FY) 2022, the third round of the ReConnect Program offers four different funding categories for interested applicants: 100 percent Grants, 50 percent Loan and 50 percent Grant Combinations, 100 percent Loans, and 100 percent Grants for Tribal Governments and Socially Vulnerable Communities. Up to \$350 million in program funds are available for both 100 percent Grants and 100 percent Grants for Tribal Governments and Socially Vulnerable Communities. Up to \$200 million and \$250 million in program funds are available for 100 percent Loans and Grant-Loan Combinations, respectively. These program funds have been made available for each of these funding opportunities, but RUS may divert funds from one funding category to another or add additional available funding to one or many funding opportunities, as appropriate.

For this funding round, applicants are limited to submitting only one application under any one of the funding opportunities available. 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, when appropriate. Additional terms and conditions may be added to individual awards based on the ReConnect Program's evaluation of those applications.

### Financial Structures

**100 percent Grants.** The maximum amount of a ReConnect Grant is \$25,000,000. However, if a Proposed Funding Service Area (PFSA) is comprised of an area classified as Frontier and Remote Area (FAR) Level 4 as defined by the USDA Economic Research Service, the applicant may request up to \$35,000,000. 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 at this [link](#) as well as in the Service Area Mapping Tool in the application portal. (See the discussion of “layers” in the **Service Area Mapping** 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. If a loan is obtained to meet the matching requirement, documentation explaining the terms and conditions must be submitted with the application. Matching funds must be available at the time of closing.

#### **100 percent Grants for Tribal Governments and Socially Vulnerable Communities.**

The maximum amount of a ReConnect Grant under this category is \$25,000,000. However, if the PFSA(s) are in 100 percent of locations within areas classified as FAR Level 4, as defined above, the maximum amount available increases to \$35,000,000.

*100 percent Grants for Tribal Governments* – If the applicant is a Tribal Government, or a corporation that is wholly-owned by a Tribal Government proposing to provide service on its own lands, there is no matching fund requirement.

*100 percent Grants for Socially Vulnerable Communities* – If at least 75 percent of the geographic area of an applicant's PFSA(s) consists of Socially Vulnerable Communities, there is no matching fund requirement. The FOA defines a Socially Vulnerable Community as a community or area identified in the Center for Disease Control's Vulnerability Index with a score of .75 or higher. Applicants can find a GIS layer that identifies Socially Vulnerable areas by clicking on this [link](#) as well as in the Service Area Mapping Tool in the application portal. (See the discussion of “layers” in the **Service Area Mapping** section below for additional information.)

**Grant-Loan Combinations.** The maximum award amount for this funding category is \$50,000,000. The maximum amount of a ReConnect Grant under this funding category is \$25,000,000 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 \$25,000,000), 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 for the remaining amortization period at the time of each advance of funds.

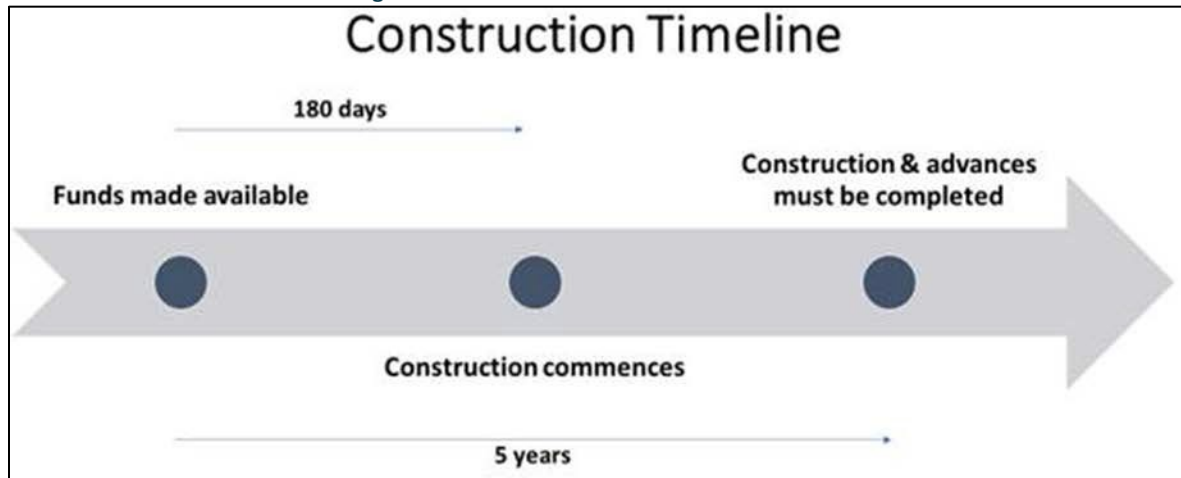


**100 percent Loans.** The maximum amount of a ReConnect Loan is \$50,000,000 or total eligible costs. There is no matching funds requirement, but in the application pro forma, the applicant will need to demonstrate tangible equity to total assets of at least 20 percent in the third year of the forecast period through the remainder of the forecast period. The interest rate for a 100 percent Loan will be set at a fixed 2 percent.

### General Terms and Conditions

**Build-out Period:** Build-out of the project must commence no later than 180 days after funds are made available. All proposed construction (including construction with matching and other funds) and all advance 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 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 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.

**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 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 Grant and Loan 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 sample rates in Figure 2: Excerpt of Sample Interest Rates H.15 Table.) 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 set at a fixed 2 percent.

Figure 2: Excerpt of Sample Interest Rates H.15 Table

Instruments	2021 Aug 25	2021 Aug 26	2021 Aug 27	2021 Aug 30	2021 Aug 31
U.S. government securities					
Treasury bills (secondary market) 3 4					
4-week	0.04	0.04	0.04	0.04	0.03
3-month	0.06	0.05	0.05	0.05	0.04
6-month	0.06	0.06	0.05	0.05	0.06
1-year	0.07	0.06	0.07	0.07	0.07
Treasury constant maturities					
Nominal 9					
1-month	0.04	0.04	0.04	0.04	0.03
3-month	0.06	0.05	0.05	0.05	0.04
6-month	0.06	0.06	0.05	0.05	0.06
1-year	0.07	0.07	0.07	0.08	0.07
2-year	0.23	0.25	0.22	0.20	0.20
3-year	0.47	0.46	0.41	0.40	0.40
5-year	0.84	0.84	0.79	0.77	0.77
7-year	1.13	1.13	1.09	1.07	1.08
10-year	1.35	1.34	1.31	1.29	1.30
20-year	1.88	1.87	1.84	1.82	1.85
30-year	1.96	1.94	1.91	1.90	1.92
Inflation indexed 10					
5-year	-1.67	-1.66	-1.74	-1.74	-1.71
7-year	-1.32	-1.32	-1.39	-1.39	-1.36
10-year	-1.00	-0.99	-1.08	-1.08	-1.03
20-year	-0.49	-0.50	-0.59	-0.58	-0.54
30-year	-0.26	-0.28	-0.35	-0.34	-0.30

**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 remain 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 grant and loan 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, or Bonds with a AAA rating from an accredited rating agency.

**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:

1. For the Grant and Loan Combinations, the Administrator may allow the interest rate to be as low as 2 , independent of the Treasury Rate at the time of the advance.
2. The Administrator may grant extended loan repayment terms.
3. 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:

1. A description of the applicant, documenting eligibility for the ReConnect Program.
2. A description of the community that is:
  - a) located in a trust land, and
  - b) eligible to be served by the ReConnect Program.
3. An explanation and documentation of the high need for the benefits of the ReConnect Program.
4. Which of the discretionary provisions listed above the applicant is requesting.
5. The impact of those discretionary provisions.

By policy of the ReConnect Program and statutory requirements, 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.

### 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 premise in the PFSA at the same time. The eligibility requirements for the ReConnect Program are published at 7 CFR 1740 Subpart B. Additional information regarding these requirements can also be found at 7 CFR 1740 Subpart E.

**Financial Feasibility and Sustainability:** Projects are only eligible if the 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 beginning one year after the date funds are made available. RUS must determine that by the end of the forecast period, the applicant will meet 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, and 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 an award. 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 5 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.

**Fully Funded:** The ReConnect Program can only make funds available to projects that are fully funded at the time of award. The application should demonstrate the availability of matching funds for 100 percent grant awards or cash used in lieu of loan funds or any other equity or funding sources required to complete the project. If this is not demonstrated at the time of application, these funds must be available at closing.

**Service Requirements:** Facilities funded with grant funds must provide 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 + 3 years).

**Timely Build-out Initiation and Completion:** Projects must be reasonably anticipated to begin construction within 180 days of funds being made available, and to complete construction 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. Applicants may validate compliance with some eligibility requirements by using the [Mapping Tool](#), which is described

in the **RECONNECT PROGRAM ELIGIBILITY AREA MAP TOOL** 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:

1. a city, town, or incorporated area with a population of more 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 as defined in the Agency Mapping Tool.

Areas that do not meet these requirements are identified by the “Not Eligible: Non-Rural Areas” layer within the Mapping Tool.

**Broadband Service Eligibility:** For all funding types, at least 90 percent of the households in the PFSA must lack sufficient access to broadband, defined as at least 100 Mbps downstream, and 20 Mbps upstream service.

**Rural Digital Opportunity Fund (RDOF):** Areas under consideration for an RDOF award may be eligible for funding under the current FOA. 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 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 that receive support from the FCC, but are without sufficient access to broadband, as defined in the current FOA, are eligible for funding under the FOA.

### 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 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. 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 judgement 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 Fiscal Year 2000 in the Telecommunications Infrastructure Program, Farm Bill Broadband Program, Broadband Initiatives Program or ReConnect). 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. BIP Grant recipients with sufficient access to broadband are ineligible for funding.

**Service Areas with other Funding:** Applicants are encouraged to work with the Governor’s office for states and Tribal governments for Tribal areas where they are proposing to provide broadband service and submit information detailing where state funding has been provided.

**Pending Applications:** Areas with pending applications. Pending Applications include all Farm Bill Broadband and Telecommunications Infrastructure loan applications that have been submitted to the RUS for consideration. Such areas are identified by the “Not Eligible: Pending Applications” layer within the Mapping Tool. If a Farm Bill Broadband and 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 Mapping Tool 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 get the 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

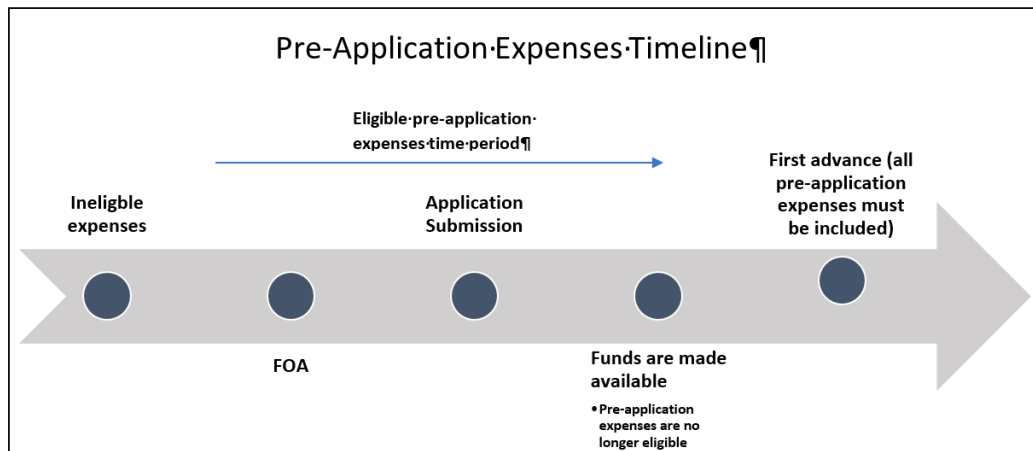
Award funds, matching funds, and cash substitution for loan funds may be used for the following purposes:

- **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.
- **Funding reasonable pre-application expenses up to 5 percent of the award.** Pre-application expenses are expenses incurred to prepare a Round 3 application or to respond to RUS inquiries about a Round 3 application. 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.

- **Monitoring Expenses.** if monitoring costs are considered part of the construction costs and are capitalized, the costs of the monitors are considered professional costs and are eligible to be funded with a ReConnect award. Up to 3 percent of the award can be requested to cover tribal monitoring costs. Costs above this amount must be covered by the awardee and are not eligible for reimbursement. The 3 percent for monitoring expenses is in addition to environmental review costs included in Pre-Award expenses. Awardees will be required to submit a copy of the agreement with the Tribal and State Historic Preservation Officer (THPO, SHPO) and the associated invoices when requesting funds.

Figure 3: 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 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 grant, matching, cash substitution, or loan funds, whether directly or indirectly as an offset for other funds, to support or oppose collective bargaining.
- Funding costs incurred prior to the application submission date other than eligible preapplication expenses.
- Funding operating 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 in 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, 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.

**Exception:** Spectrum that is part of an acquisition may be considered for funding.

## 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 Borrowers use 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 nondomestic.

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 nondomestic 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](#)

#### List of Eligible Countries:

- United States
- Canada
- Chinese Taipei
- European Union
- Hong Kong
- Iceland
- Israel
- Liechtenstein
- Mexico
- Norway
- Singapore

[CFR Part 1787.](#)

### 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, reach out to the agency through the “[Contact Us](#)” helpdesk. The ReConnect Program will not make funds available to applicants until the environmental review is completed. Be sure to anticipate the associated costs with completing an environmental review and include them in your 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 1: General Federal Requirements Description Table**

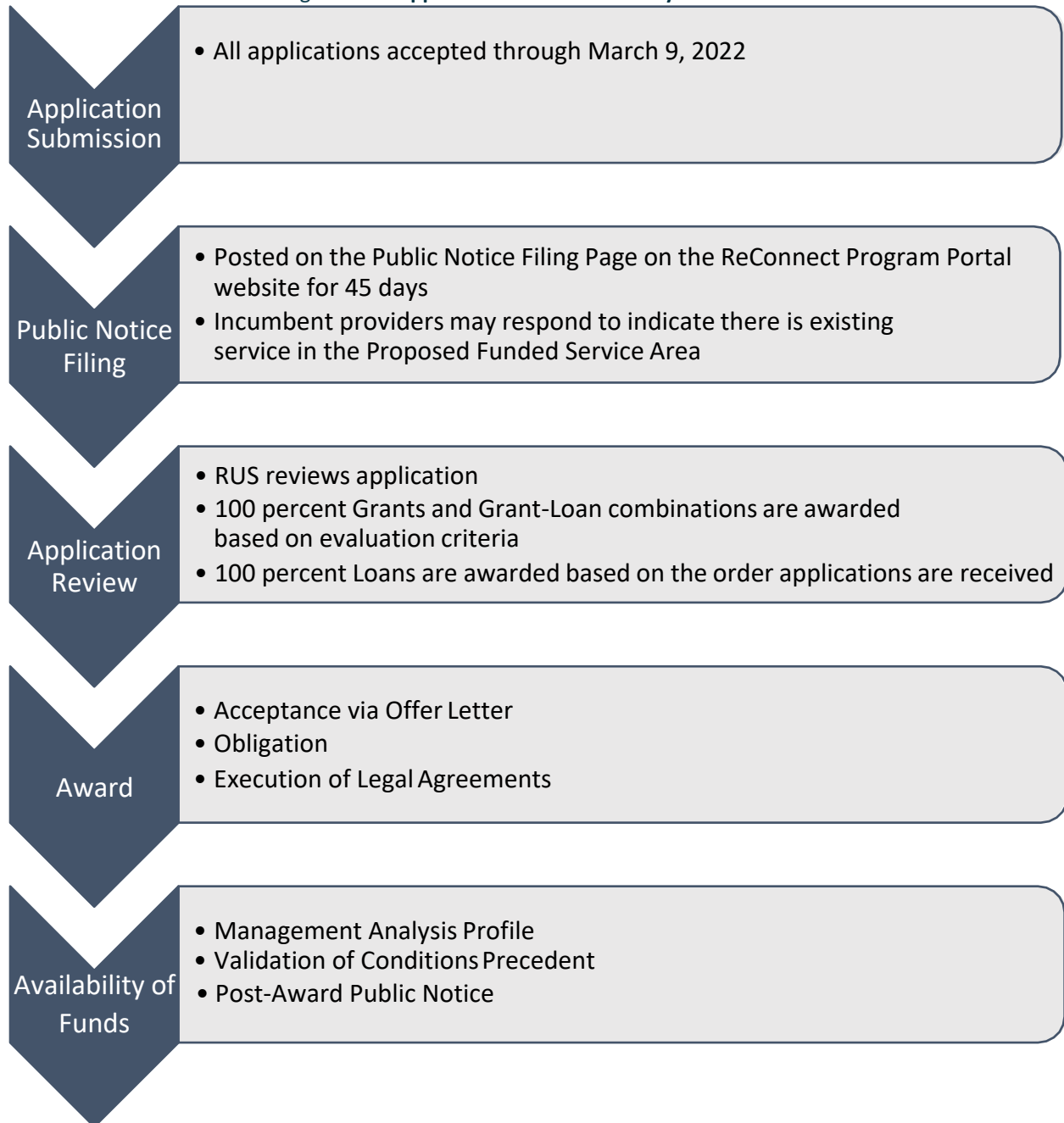
Federal Requirement	Description
2 CFR part 200	This regulation establishes the administrative requirements for the management of Federal grant programs, the principles for determining allowable costs incurred by Awardees, and the auditing requirements to establish consistency in the audit of potential 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 with the goal of promoting increased competition and expansion of telecommunications services. It details the regulations regarding telecommunications services, broadcast services, and cable services.
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.

Federal Requirement	Description
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](https://usda.gov/reconnect) and ends with funds being available to successful applicants.

Figure 4: **Application Process Summary**



## Application Submission

Applicants must submit an application using the Online Application System by the deadlines described for each funding category as outlined 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) and FOA describe the following requirements that must be satisfied by all applicants in order to be considered for a ReConnect award. Applications that do not comply with all of these requirements will be considered ineligible for an award.

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

**Dun and Bradstreet Universal Numbering System (DUNS) Number.** Applicants must have a DUNS number, or other Government non-proprietary identifier as part of the application. For more information on assignment of a DUNS number, go to <https://fedgov.dnb.com/webform>.

**System for Award Management (SAM).** Applicants must register in SAM at <https://www.sam.gov> and provide a Commercial and Government Entity (CAGE) number with their submitted application. 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 which are applying for or have 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.**

**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, discussion about key management, description of the workforce, 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 Mapping Tool in the application portal to render a geographical drawing of the PFSA and any Non-Funded Service Area (NFSA). NFSAs can be submitted individually or can be submitted as a single file through the Mapping Tool. NFSAs are not required for grant applicants using an ILOC or for publicly traded companies with an investment grade bond rating.

**PFSA Description.** An applicant 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, stating that the proposed network can be built within 5 years and deliver broadband service at the required 100 Mbps symmetrical speeds to all premises in the PFSA.

**Itemized budgets.** The applicant must provide an itemized budget that lists out all categories of anticipated future capital costs of the project (for example, professional services, environmental costs, pre-application expenses, equipment, outside plant construction, etc.). Non-capital project costs should be excluded from this budget.

**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 and any necessary 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 the 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 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. 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](#).

**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 that is in compliance 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.

**Environmental Information.** Applicants must submit all necessary documentation to suffice all applicable requirements of NEPA, the National Historic Preservation Act of 1966 (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 mapping tool](#).

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

**Legal Opinion.** The applicant must provide a legal opinion from their counsel that (i) addresses the applicant's ability to enter into award documents, (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 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 doing their due diligence before awarding funds. PNFs are created from the information received from the application and the map drawn by the applicant using the service area Mapping Tool.

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 give 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 at 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 consider the input of existing service providers before determining the eligibility of the PFSAs identified in application submissions.

Responses that come from the public 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 requires 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 met the requirements articulated in 7 CFR 1740 and the FOA and whether it has a reasonable prospect of complying with all other applicable requirements.

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 grant-loan combination) will be evaluated according to the following criteria for scoring and ranking. Scoring criteria are determined by objective measures including the service area Mapping Tool, when applicable. Additional detail can be found in the Evaluation Criteria section of this document.

- Rurality of PFSA – Points will be awarded for serving the least dense rural areas. Projects proposing PFSAs with populations densities of 6 or less or if the PFSA is 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 – For applications where PFSA(s) are currently lacking at least 25 Mbps downstream and 3 Mbps upstream, 25 points will be awarded based on the number of households lacking service that the project will serve. However, there is no scale based on the number of households. Applicants should identify what areas in their PFSA(s) are receiving service below the 25 Mbps Downstream and 3 Mbps Upstream service threshold and the total number of households in that area. Supporting information should be uploaded in the application system if the applicant is attempting to receive these points.
- Economic need of the community - Economic need is based on the county poverty percentage of the PFSA. For applications where 75 percent of the PFSA(s) are proposing to serve communities with a United States Census Small Area Income and Poverty Estimates (SAIPE) score of 20 percent or higher, 20 points will be awarded. If SAIPE data does not exist for the geographic area of a PFSA, the SAIPE poverty percentage will be determined at 30 percent.
- Affordability – The level of affordability of the proposed broadband prices, evaluated on the pricing of the broadband services applicants will offer compared to existing broadband services in the proposed service area or based on a state or national average.<sup>1</sup> To determine what an affordable rate is for the PFSA, applicants should review the medium household income for the PFSA, identify any potential competition in the PFSA and what rates they are proposing, and review the FCC’s Urban Rate Survey Data which can be found at [Urban Rate Survey Data & Resources | Federal Communications Commission \(fcc.gov\)](#). Applicants should use this information and justify why they believe their proposed rate packages are affordable. Applicants should also provide supporting information on the low-cost option they are proposing.
- Labor Standards – Projects that will incorporate strong labor standards in order to produce high-quality infrastructure, avert disruptive and costly delays, and promote efficiency will be awarded 20 points. To receive points, applicants must submit support demonstrating that they will include clauses in construction contracts requiring the contractors to implement 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”).
- Tribal Lands – Based on the GIS layer in the RUS Mapping Tool, for Tribal Governments and Tribal entities, where 50 percent of the geographical area of the PFSA(s) is to provide service on Tribal lands, 15 points will be awarded. For non-Tribal entities where at least 50 percent of the geographic area of the PFSA(s) is to provide service on Tribal lands, 10 points will be awarded.
- Local governments, non-profits and cooperatives – Applications submitted by local governments, non-profits or cooperatives (including 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 PFSA(s) to be served are Socially Vulnerable Communities, as defined in the current FOA, 15 points will be awarded.
- Net neutrality – For applicants that commit to net neutrality, 10 points will be awarded. To

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<sup>1</sup> Eligible applicants should also commit to applying to the FCC’s Lifeline Program or the Emergency Broadband Benefit Program, which provides low-income consumers with discounts on broadband services. For more information about FCC’s Lifeline Program or the Emergency Broadband Benefit Program see Appendix C – FCC’s Lifeline Program & the Emergency Broadband Benefit Program.



receive these points, the applicant must submit documentation with their application committing to the principles of network neutrality.

- Wholesale broadband services – Recipients that commit to offering wholesale broadband services at rates and terms that are reasonable and nondiscriminatory will receive 10 points. Wholesale broadband services are broadband services purchased for resale to end user customers. To receive these points, applicants must submit evidence that they are actively marketing wholesale broadband services.

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

A situation may arise where the geographic areas of two separate applications overlap. RUS will not fund more than one project that serves any specific geographic area; however, it is the agency's intent to make as many eligible applications viable for consideration as possible.

#### 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 that were deemed necessary as a product of the review process will be included in the package. 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

Once 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. Applicants may request reimbursement of approved pre-

**Pre-application expenses:** These expenses must be accounted in the submitted expenditure schedule for the five-year forecast.

application expenses upon 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.

1. Advance request for Pre-application Expenses accounted for in the application
2. Matching Funds or Cash Substitution for Loan Funds
3. Loan Funds
4. Grant Funds

The amount of matching funds, cash substitution for loan funds, or loan amounts that must be expended before grant funds are available are 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.

#### Post-Award Public Notice

In order to maintain public transparency through the award process, 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 and (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 Program Construction Procedures. The project build-out activities must commence within 180 days of funds being made available and must be completely constructed and operational within five years from the date funds are made available.

**Loan Servicing.** Awardees must make payments on the loan as required in the note and 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 is selected by the Awardee and must be satisfactory to RUS as set forth in 7 CFR 1773

subpart B – RUS Audit Requirements.

**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. These annual reports must be submitted for three (3) years starting the first January 31st after completion of the project, which must include the purpose of the financing, including new equipment and capacity enhancements.

**Service Reporting.** In accordance with 7 C.F.R part 1740, award recipients will be required to provide annual reports for three (3) years after the completion of construction so that RUS can track the effectiveness of the funding provided. At 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 location 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 Mapping Tool 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 be rescinded or paid back.

## Summary of Changes from FY2020 to FY2022

The material presented in Section I of this Application Guide outlines the scope of requirement for applying to the ReConnect Program in FY2022. While much of the scope is the same as FY2020, there are some changes and updates that have been implemented between FY2020 and FY2022. This section of the Application Guide highlights the most notable changes.

**Application Window.** In FY2022 of the ReConnect Program, the application window will open and close at the same time for all application types, including the new 100 percent Grant for Tribal Governments and Socially Vulnerable Communities application type, as seen to the right.

### Application Window

Opens on November 24, 2021  
Closes on March 9, 2022

**Definition or Application Type and Eligible Projects Additions.** A new definition or application type has been added for 100 percent Grant for Tribal Governments and Socially Vulnerable Communities. In FY2020, this application type was not available. Additionally, funding may now be offered in areas under consideration for a Rural Digital Opportunity Fund (RDOF) award and areas that receive support from the Federal Communications Commission (FCC). FY2020 also included a description of Ineligible Service Areas. These areas are not specifically identified in the FY2022 version.

**Sufficient Access to Broadband and System Requirements.** For standards of access to broadband, sufficient access is now defined as any rural area in which households have fixed, terrestrial broadband service of 100 Mbps downstream and 20 Mbps upstream. This was adjusted upward from the FY2020

standard of 10 Mbps downstream and 1 Mbps upstream service. Additionally, FY2020 required a speed of 25 Mbps downstream and 3 Mbps upstream, for networks proposed to be built with award funds. For FY2022, the current FOA states that facilities proposed to be constructed with award funds must be capable of delivering 100 Mbps symmetrical service to every premise in the proposed funded service area (PFSA) at the same time.

**Changes to Scoring Criteria in the Application Review.** A number of scoring criteria from FY2020 were removed, including Farms Served; Businesses Served; Healthcare Facilities Served; Educational Facilities Served; Essential Community Facilities Served; Performance of Service Offered; Existing Broadband Plan ROW or Utilities; and Opportunity Zones. While those criteria were removed, additions to the FY2022 scoring criteria include Level of Existing Service; Economic Need; Affordability; Labor Standards; Tribal Lands; Local Governments, Non-Profits, and Cooperatives; Socially Vulnerable Communities; Net Neutrality; and Wholesale Broadband Services.

**Eligible Entities and Eligibility Requirements.** Limited Liability Partnerships (LLP) have been added as eligible entities for awards. Additionally, eligibility requirements for the ReConnect Program are published at 7 CFR 1740 Subpart B.

**Certifications from the Appropriate State or Tribal Broadband Office.** In FY2020 of the ReConnect Program, an applicant could voluntarily submit certifications from Tribal broadband office as part of their application. In FY2022, there has been an update to this requirement. 7 CFR 1740.60(d)(19) states that 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. All applicants that do not provide a certification to provide service on the Tribal lands identified in the PFSA will not be considered for funding.

**Usability of Subsidiary Financial Information.** Under the 2020 FOA, a subsidiary could use the consolidated financial statements of the parent organization for eligibility purposes if the parent guarantees the award. The 7 CFR 1740 regulation retains this allowance while also requiring that, in cases where an applicant has more than one parent, each parent's audits must be submitted to meet audit requirements, and each parent must fully guarantee the award. The applicant must still provide only its stand-alone financial projections in the application, and these figures must be supported by consolidating tables in the parent's audit that break out the applicant's stand-alone financial statements.

**Security Considerations.** 100 percent Loan and 50 percent loan and 50 percent grant applicants may now propose new forms of collateral to secure their awards as long as the amount of the collateral is equal to the full amount of the loan. The collateral must be pledged to the Agency. Acceptable forms of substitute collateral are limited to Certificates of Deposit (with the Agency named as the beneficiary on the certificate), or Bonds with a AAA rating from an accredited rating agency. All other conditions of the standard loan documents will apply. A copy of the Substitution Documents can be found on the Agency's web page.

Grant-only applicants may request that standard grant security arrangements be replaced with an Irrevocable Letter of Credit (ILOC), to ensure that the project is completed. The ILOC must be for the full amount of funding requested and must remain in place until project completion. Although the ILOC will replace security for the grant security arrangements, all other requirements of the standard grant

agreement will remain the same. A copy of the ILOC award documents can be found on the Agency's web page.

**Pro Forma Requirements.** Pro forma financial projections are no longer required for grant applicants using an ILOC or for publicly traded companies with an investment grade bond rating. In addition, grant applicants using an ILOC do not need to meet financial ratio requirements. Projections remain required for all other applicants.

**NFSA Maps.** NFSA maps are no longer required for Grant applicants offering an ILOC as security or for publicly traded companies with an investment grade bond rating.

# Section II: Online Application System

To improve the process of applying for USDA initiatives, the ReConnect Program is using an Online Application System found within the ReConnect Program Portal 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, applicants must first obtain a Level II eAuthorization (eAuth) account with USDA. Subsequently, applicants create an account in the Online Application System that is initiated with the Authorized Representative Request (ARR) process. At a minimum, interested applicants should determine in advance of this step who will be the Representative-Signature-Certifier (Rep-Sign-Cert) and prepare a resolution to be uploaded. After receiving approval from the Agency on this initial step, applicants can complete account creation.

Returning applicants do not need to submit a new ARR or create a new account in order to begin a new application. Returning applicants should be able to view all existing account information and account documents that was entered 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 or submit. Applicants are encouraged to prepare all the necessary information and documents before beginning the process of applying to efficiently complete an application. Due to the interdependencies of the application, some subsections may or may not appear depending on the answers and selections made in other questions or sections. Additionally, changing answers to some questions can impact previously entered information and therefore delay the process of applying. This guide is designed to assist the applicants in completing an application and provides insight and additional guidance in information that applicants should consider including when answering certain questions. A deep dive with detailed instructions on how to complete the application is provided in a later section of this document.

- **Project:** In the Project section, the applicant summarizes and sets the framework for the application. This is where the applicant provides general information about the project (for example, description of the project, key management, pre-existing operations, etc.). Also included in this section, applicants specify the level of the environmental review process that is anticipated for the project.
- **Service Area(s):** In the Service Area(s) section, the applicant defines the proposed service area of the project. This step informs the structure of many of the subsequent sections in the Network, Financials, Environmental, and Evaluation Criteria sections and should be completed in the very early stages of filling out the application. For example, the information entered in the

Local Network Services Revenue subcomponent under Financials is directly related to the information entered in the Service Area section.

- **Network:** In the Network section, the applicant provides information about the proposed network design for the project. 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 the Financials section can be begun because information entered from all the subcomponents (network design, build-out timeline and milestones, capital investment workbook, and the capital investment schedule) feeds into different subcomponents of the Financials section.
- **Financials:** In the Financials section, the applicant uploads financial information for the project and the entity that is applying for financing. The applicant inputs annual financial information for both historical and forecast years in a manner similar to financial statements, such as the balance sheet, income statement, and statement of cash and supporting information. Some of the subcomponents in this section are prepopulated based on the information entered in the Service Area(s) and Network sections.
- **Environmental:** In the Environmental section, the applicant provides information about how the proposed project will affect the environment of the proposed area. Within this section, the applicant draws the construction map and completes all the necessary environmental questionnaires—Project, Site or Route, and NHPA Section 106—to assist in determining what sort of impact the project will have on the environment. Based on the design of the Environmental Section and how its data is captured, information from other sections of the application does not flow into or out of this section.
- **Evaluation Criteria:** The Evaluation Criteria section is where the applicant will answer questions prompted by the system or upload documents that assists in the scoring of the application. The map that applicants draw in the Service Area(s) section will feed into calculations performed by the system to calculate the result in the Evaluation Criteria Summary subsection.
- **Licenses & Agreements:** The Licenses & Agreements section is where the applicant can provide an assortment of uploads to demonstrate that the proper agreements are in place based on the proposed project.
- **Certifications:** In the Certifications section, the applicant will agree to adhere to the required compliance rules listed below.
  - 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 Certification
  - 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 the documents an applicant uploaded while filling out the different sections of the application.
  - **Summary or Submit:** The Summary or Submit section is where the applicant can review the application before submission. If no issues are encountered during validation, the applicant can then 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 field that the system considers mandatory or required 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.

1. The application is designed to display certain portions of the application based on the applicant's responses in preceding sections of the application.
2. When answering certain questions, the applicant will see a text prompt with further instructions or information about how that answer will affect the application.
3. 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 clicking the (i) icons that provide guidance on what the applicant should enter to adequately answer a question.

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

### Uploading Documents

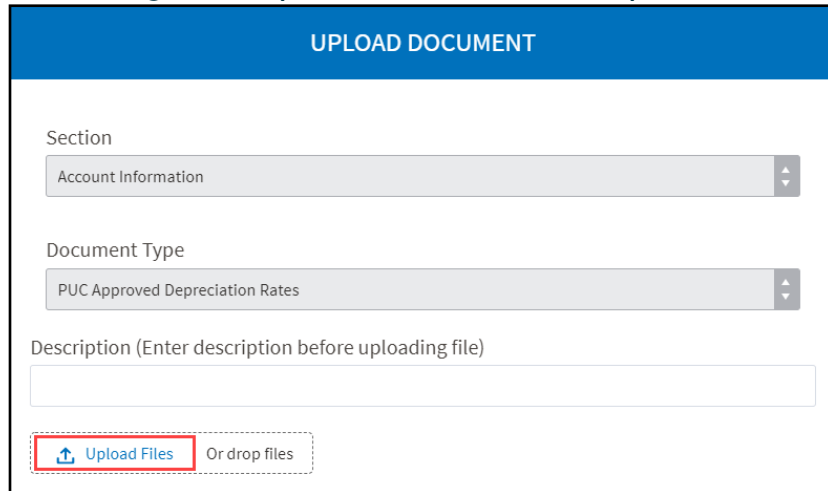
Various documents must be uploaded by the applicant as they complete the application. Applicants are able to easily upload documents by clicking the **upload icon** (📎) found next to all document upload



fields and following the instructions below:

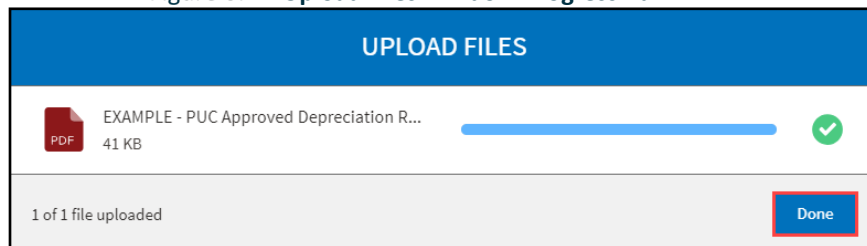
1. The Upload Document popup window appears. Applicants can enter a description, if appropriate, in the provided text box.
2. Click the Upload Files button. Alternatively, drag and drop the document into the dashed-border area within the popup window, and proceed to step 4.

Figure 5: 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 6: Upload Files Window Progress Bar



5. A banner displays indicating the file has been uploaded and a hyperlink appears next to it that 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 on the link to the right of the banner titled "Click here to view, update, or add additional documents," which appears once a document has been uploaded.

Figure 7: Uploaded File Banner and Hyperlink



## 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) and Licenses & Agreements, 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 information about the upload, such as: Section, Document Type, Description, File Name, Uploaded User, and Uploaded Date and Time. To the left of Section, icons display: a green checkmark (✓) indicates the document has been uploaded successfully; a yellow X (✗) indicates an optional document has not been uploaded; a red X (✗) indicates a required document has not been uploaded. If there is information in the Section and Document Type columns, but not under the File Name, Uploaded User and Uploaded Date and 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 8: Account Documents Page – Upload Additional Documents Button

Section	Document Type	Description	File Name	User	Date/Time	
✓ Account Information	EEO-1 Report	2019 EEO-1 Filed Report	Test Data - EEO-1 Report.pdf	MPS TEST020	Mar 14, 2019, 10:50 AM	⌵
✓ Account Information	PUC Approved Depreciation Ra...	Current Public Utilities Commis...	EXAMPLE - PUC Approved Depr...	MPS TEST020	Mar 14, 2019, 10:49 AM	⌵

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 9: 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 10: Account Documents Action Menu – Upload Option



## Viewing and Downloading an Account Document


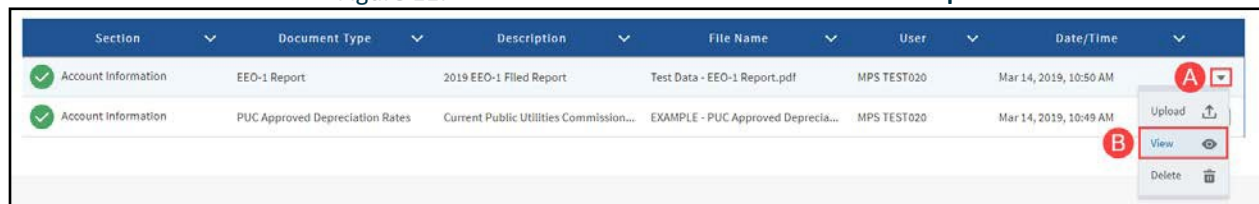
1. From the Section Documents page, locate the document the applicant wishes to preview, click the **ACTION MENU** (  ) to the right of the screen (A), and then select **VIEW** (B).

Figure 11: Account Documents Action Menu – View Option




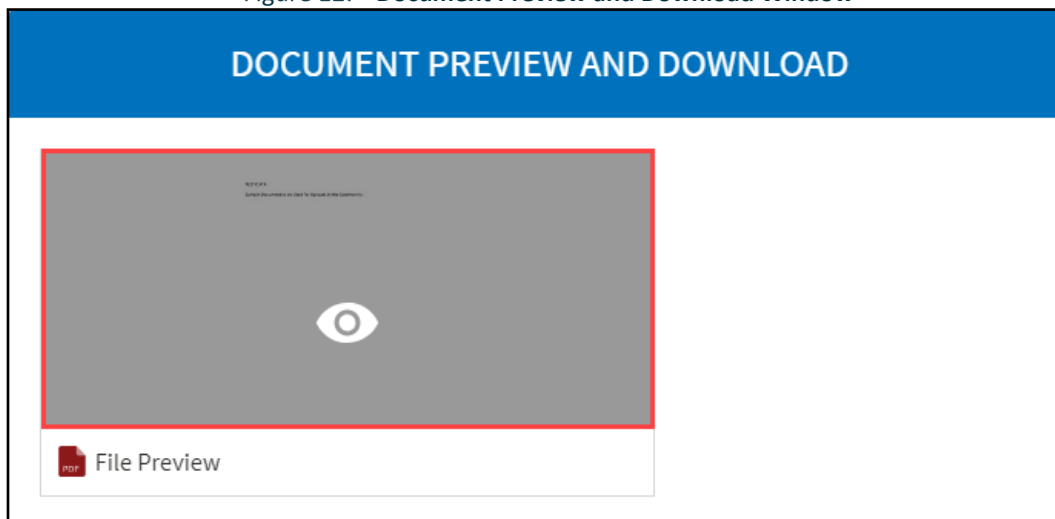
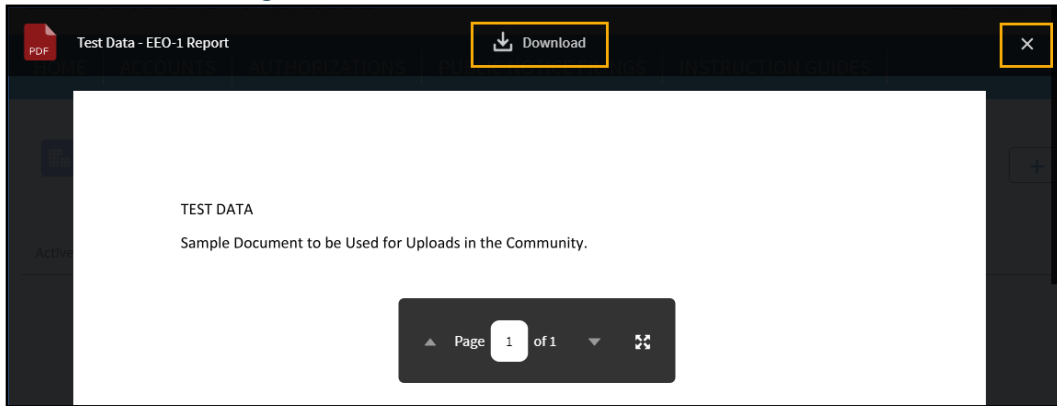
2. The Document Preview and Download popup window appears. Click the **document box** above File Preview. An eye-shaped icon (  ) appears when hovering over the document box

Figure 12: Document Preview and Download Window



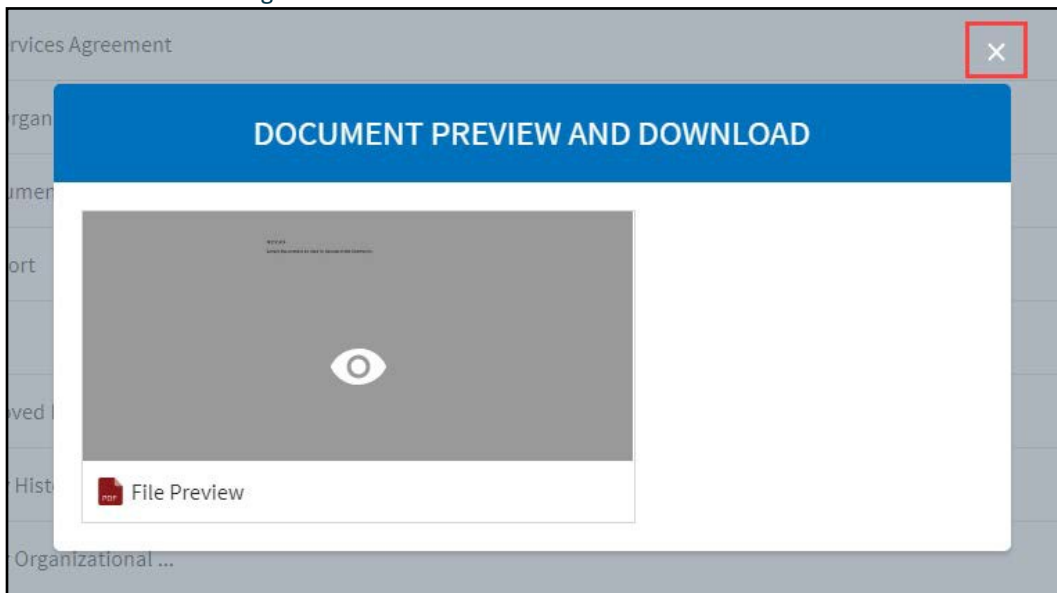
3. The File Preview page displays. To Download a document, click the Download icon .

Figure 13: Document Preview and Download Window



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

Figure 14: Document Preview and Download Window – Exit Box



### Deleting an Upload

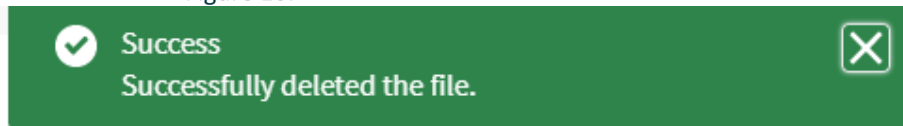
1. From the section Documents page, locate the document (or row) to be deleted, click the **ACTION MENU** (☐) to its right (**A**), and then select **DELETE** (**B**). As the system deletes the file immediately, applicants should employ caution when using this functionality.

Figure 15: Account Documents Action Menu – Delete Option

Section	Document Type	Description	File Name	User	Date/Time	Action
Account Information	EEO-1 Report	2019 EEO-1 Filed Report	Test Data - EEO-1 Report.pdf	MPS TEST020	Mar 14, 2019, 10:50 AM	<b>A</b> [Action Menu]
Account Information	PUC Approved Depreciation Rates	Current Public Utilities Commission...	EXAMPLE - PUC Approved Deprecia...	MPS TEST020	Mar 14, 2019, 10:49 AM	<b>B</b> [Delete]

- The section Documents page displays. A confirmation message appears top centered on the screen.

Figure 16: File Deletion Success Window



### Toggle Buttons

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

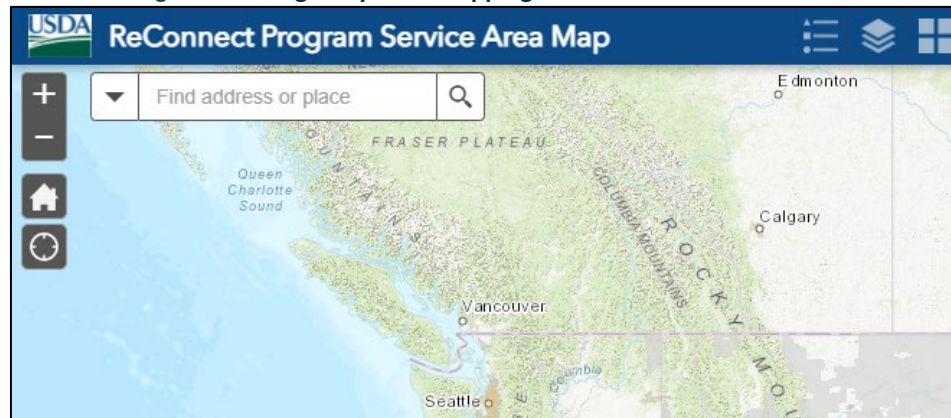
Figure 17: Navigation Bar Toggle Button Example



### ReConnect Program Eligibility Area Map Tool

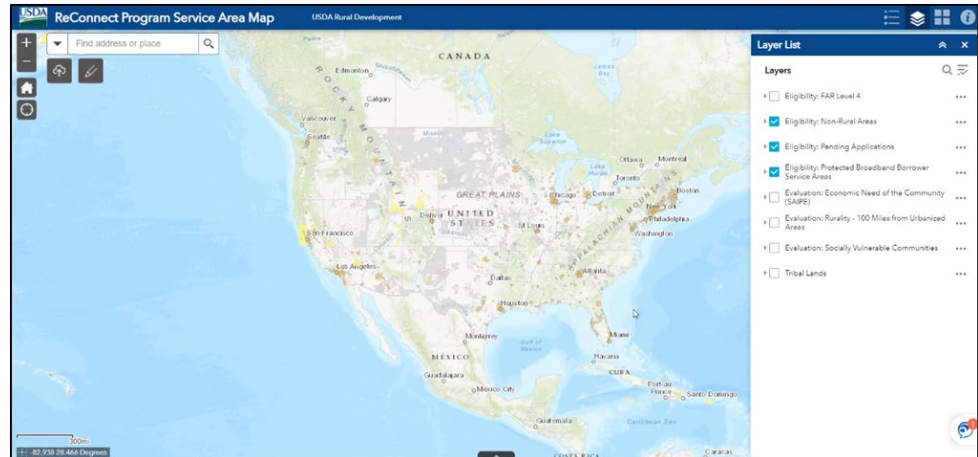
Before beginning an application, an applicant is encouraged to use the [ReConnect Program Eligible Area Map](#) tool to help determine the eligibility of a proposed service area. To begin, an applicant should use the address bar on the top left to enter the address for the PFSA, upload a shapefile of the PFSA, or the option to draw a polygon, as shown below.

Figure 18: Eligibility Area Mapping Tool



Upon generating the map, the mapping tool shows a legend consisting of eight different layers, which are depicted in Figure 19. The top right portion of the figure is zoomed in to show the different types of facilities that are part of the evaluation criteria for competitive funding categories. The remainder of the figure to shows areas that either have limited eligibility or are not eligible.

Figure 19: Mapping Tool - 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 mapping tool also includes layers to assist applicants and help them understand the eligibility of their proposed service areas. Service area eligibility is described under the **ELIGIBLE SERVICE AREA** section of this Application Guide:

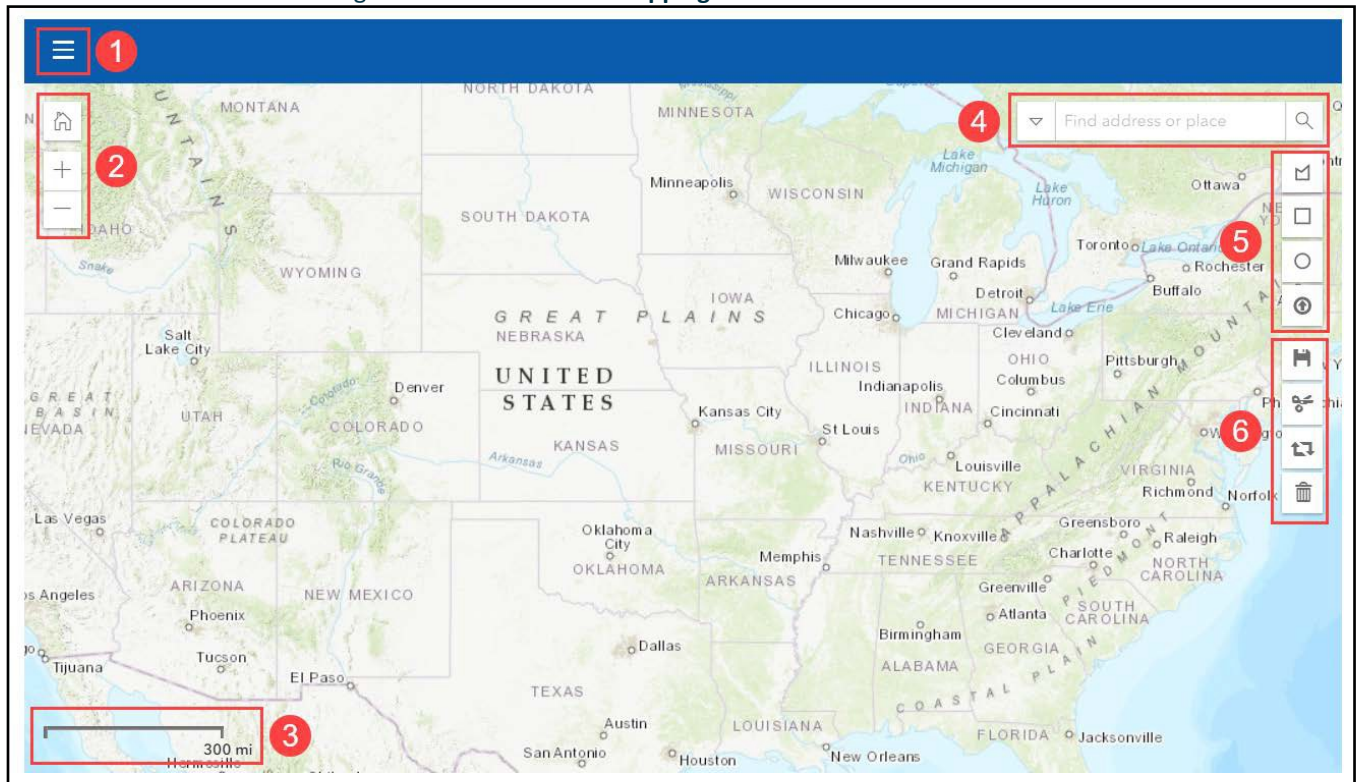
- FAR Level 4 – A measurement that assess how far away a PFSA(s) is from the closest urban area.
- Non-Rural Areas – If the proposed service area is in an area colored in orange, the proposed project is not rural.
- Pending Applications – If the proposed service area is in an area colored in yellow, the proposed project is in an area for which Farm Bill Broadband, Telecommunications Infrastructure, Community Connect, and 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 it is approved for funding, it will become a protected area. The mapping tool 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 get the 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 FOA 3. If the applicant has questions about this layer, reach out to the agency through the [“Contact Us”](#) helpdesk.

- Tribal Lands – any area identified by the United States Census Bureau as tribal land.


## Service Area Mapping Tool and the Construction Map

A key feature of the ReConnect Program Portal is the Mapping Tool that is used both for mapping PFSA and NFSAs as well as for the construction map. This section explains how to navigate this mapping functionality. Specific instructions for drawing the service areas and construction plans are provided in the **SERVICE AREA(S) INFORMATION** and **CONSTRUCTION MAP** sections of this Application Guide.




Figure 20: Service Area Mapping Tool



### 1. Menu

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

## 2. Zoom Control

- **Zoom control – Default Map View** (  ): By clicking this icon, applicants can zoom to the default level the map was in when it was first accessed.
- **Zoom control – Zoom In** (  ): Applicants can click this button or double-click the map to zoom in 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.

## 4. Search


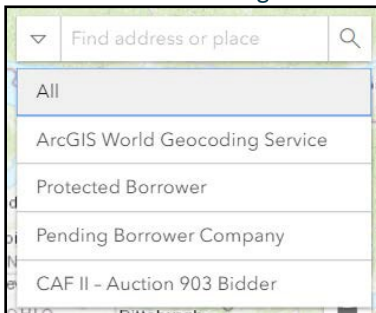
- **Search - Search In** (  ): This functionality allows applicants to specify within which layer the system should search for the entered search terms. By default, this is set to “All,” but a list of options is displayed upon clicking this icon, as shown below.

Figure 21: Search Bar




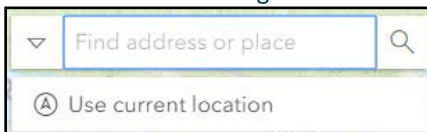
- **Search - Find Address or Place** (  **Search Bar**): The search bar can be used to target the map at a specific location. Acceptable entries include an exact address, city, county, zip code, coordinates, business name, award bidder companies, as well as the “Use Current Location” option, as shown below.


Figure 22: Search Bar



- **Search – Search Button** (  ): This button triggers the search process and displays all



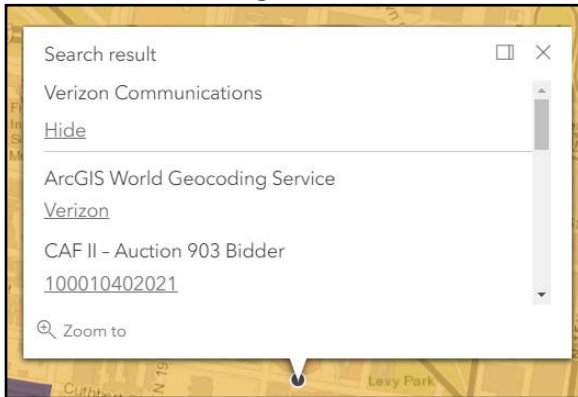
applicable findings in a Search Result popup window. Within the Search Result popup window, applicants may perform the following actions:

- a. Click the Show more results hyperlink
- b. Click the Hide hyperlink to hide additional results
- c. Click the Zoom to hyperlink to get to 20-mile scale on the map
- d. Click the other search results' hyperlink
- e. Click  to dock or to undock the search results
- f. Close the popup window

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.


Applicants may click the Search Bar to see a list of the Search Results, as shown below.

Figure 23: Search Result



## 5. Shape Tools

- **Shape Tools – General Guidelines:** When drawing shapes in the Mapping Tool, applicants should keep the following in mind:
  - a. Use the Menu > Legend to understand what the different colors on the map and shapes mean.
  - b. Use the Menu > Layers to control the visibility (for instance, opacity) of the Eligibility and Evaluation Criteria.
  - c. 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.
  - d. Avoid drawing shapes that are too complex or that self-intersect as these might not save.
  - e. 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.
  - f. If the shape self-intersects, the shape's fill becomes a red diagonal-cross pattern (indicating 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.
  - g. Existing shapes can be edited in the following manner:
    - i. To resize the shape, click the shape once to select the shape and resize using the corners.
    - ii. To rotate the shape, click the shape once to select the shape and rotate using the top-center dot.
    - iii. To move the shape around, click the shape once and click and hold the center.

- iv. To modify the shape's vertices, click once, wait a second, and click the shape again. Once blue dots appear on each vertex, click any of these to modify the shape's vertices.
- **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 that last segment of the line is drawn. Alternatively, applicants may click and hold, then move the cursor around to draw the polyline.
  - 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 draw line and saves as a polygon.



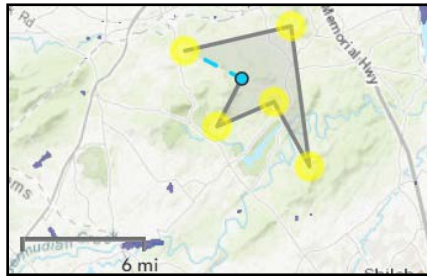
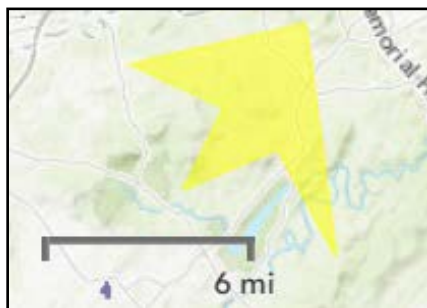
- **Shape Tools – Draw Polygon (  )**: By clicking this button, applicants can draw irregular shapes in the map.
  - a. Click the Draw Polygon button
  - b. The cursor becomes cross-like (  ). Click over the map to begin the shape, and move the cursor. Click again to create a new vertex (yellow dot). Repeat this process until the shape is complete. Alternatively, applicants may click and hold, then move the cursor around, though this creates more vertices.


Figure 24: Draw Polygon



- c. To close the shape, **double-click** on the blue dot's last location.

Figure 25: Draw Polygon Continued




- **Shape Tools – Draw Rectangle (  )**: This feature allows applicants to draw square and rectangle shapes in the map.

- a. Click the Draw Rectangle button
- b. The cursor becomes cross-like (  $\oplus$  ). On the desired location's starting point, click and hold, move the cursor to define the shape's size. Once the shape is complete, release. Alternatively, applicants may also click on the map to create a square of default dimensions.

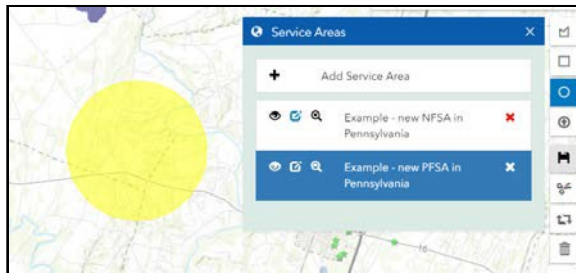
Figure 26: Draw Rectangle




- **Shape Tools – Draw Circle (  ):** This feature allows applicants to draw circle and oval shapes in the map.

- a. Click the Draw Circle button
- b. The cursor becomes cross-like (  $\oplus$  ). On the desired location's starting point, click and hold, move the cursor to define the shape's size. Once the shape is complete, release. Alternatively, applicants may also click on the map to create a circle of default dimensions.

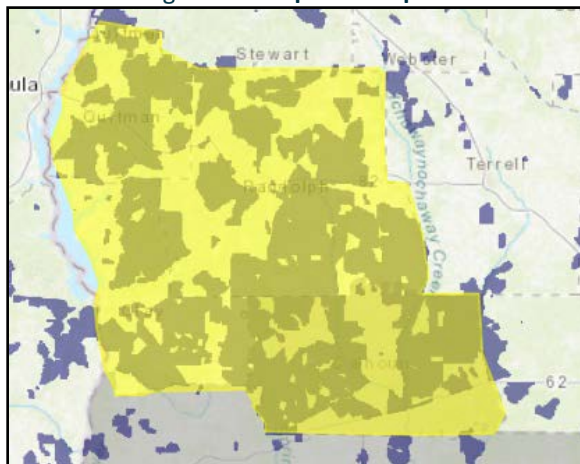
Figure 27: Draw Circle



- **Shape Tools – Upload Shapefile (  ):** This allows applicants to add a shapefile from their computer into the map.


- a. Click the Upload Shapefile button
- b. The file explorer popup window appears. Search for and select the applicable file, which must comply with 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 a WinZip or in Windows by selecting the files associated with a Shapefile, right-clicking the files, then clicking “Send” to Compressed (zipped) fold. 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 yellow shape is the recently uploaded shapefile for the selected Service Area. The other colors on the map represent eligibility Layers.

Figure 28: Upload Shape File



- d. Applicants can edit the uploaded shape file in the Mapping Tool, if appropriate.

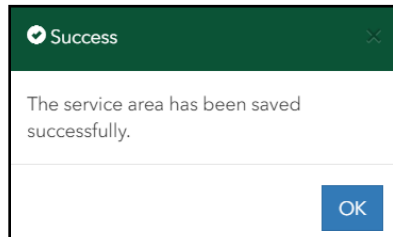
## 6. Other Tools

- **Other Tools – Save** (  ): Applicants can save shapes drawn or uploaded on the map one at a

time using this feature. **As the Mapping Tool does not include an auto-save feature, all unsaved work will be lost upon navigating away from the Mapping Tool.**

- a. Allow some time for the data to be saved.
- b. Shapes that are too complex or too big may cause issues while trying to save the data.
- c. An error message appears if the connection between the Mapping Tool and external services ended. Refresh the page, and try to save again.
- d. The Save button will be disabled if the applicant tries to save more than one shape, or if they have not made changes to the shape. Furthermore, a Service Area that does not contain a shape (drawn or uploaded) cannot be saved.
- e. For PFSA, applicants cannot save without first designating the percentage of households without sufficient access.
- f. For PFSA, a warning message appears if the shape overlaps an ineligible area.
- g. Once the shape is successfully saved, a confirmation message appears top centered in the map, indicating the data was successfully saved.

Figure 29: Save Successful Image



- h. The OK button or the "X" (top right) can be used to exit the popup.


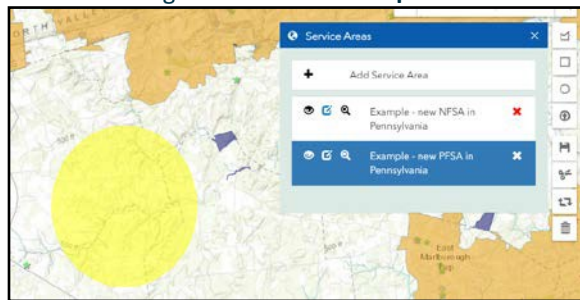
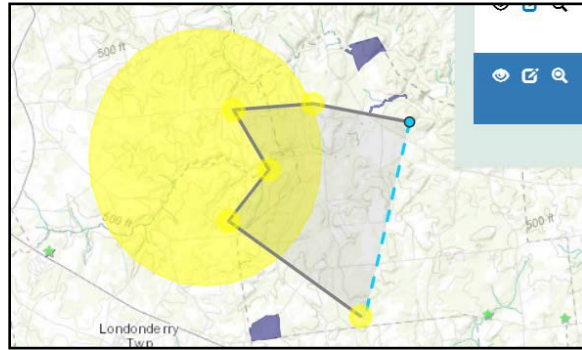
- **Other Tools – Cut** (): This option allows applicants to remove a portion of a shape by placing a secondary shape overlapping part of the original shape. The original shape is the shape that is intended to be saved, while the secondary shape is the shape that is being cut out of the original shape.
  - a. Create the original shape (drawn or upload)

Figure 30: Create Shape



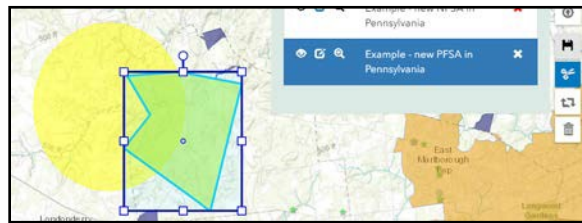
- b. Create a secondary shape that overlaps the original shape. Applicants can edit and moved the secondary shape as appropriate.

Figure 31: Secondary Overlapping Shape



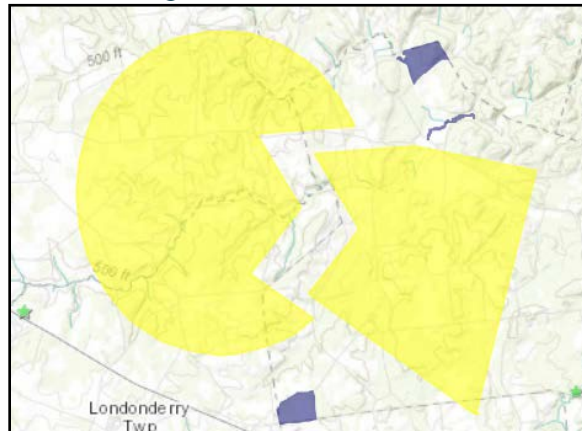
- c. Click the secondary shape and click the Cut button.

Figure 32: Cut



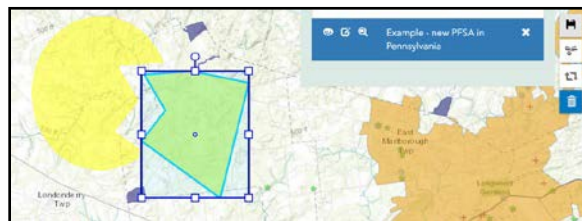
- d. The overlapping area is removed from the original shape. In the screenshot below, the secondary shape has been moved to the side to display how the original shape was cut.

Figure 33: Cut Result



- e. Click the secondary shape, and then click the Delete button to remove it from the map. Alternatively, applicants can move the secondary shape to overlap a different area of the original shape to continue cutting portions of the original shape.

Figure 34: Remove Secondary Image



- f. As only one shape can be saved at a time, the secondary shape must be deleted before

the original shape can be saved.


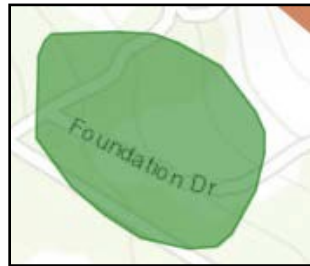
- **Other Tools – Households Without Sufficient Access to Broadband Indicator** (  **Only for the Service Area Mapping Tool**): This tool is used to mark the selected portion of the service area as households with insufficient access to broadband services. Applicants can designate an area to be without sufficient access to broadband by selecting a shape and clicking on the households without sufficient access to broadband indicator. This can be done in two ways:
  - a. To designate 100 percent of a shape area to be without sufficient access to broadband, select the shape and click the households without sufficient access to broadband indicator. The shape changes color.

Figure 35: **Area Marking**




- b. To designate only a portion of a shape area as households without sufficient access to broadband, create a secondary shape overlapping the original shape. Select the secondary shape and click the households without sufficient access to broadband indicator. The secondary shape changes color.

Figure 36: **Area Marking Continued**



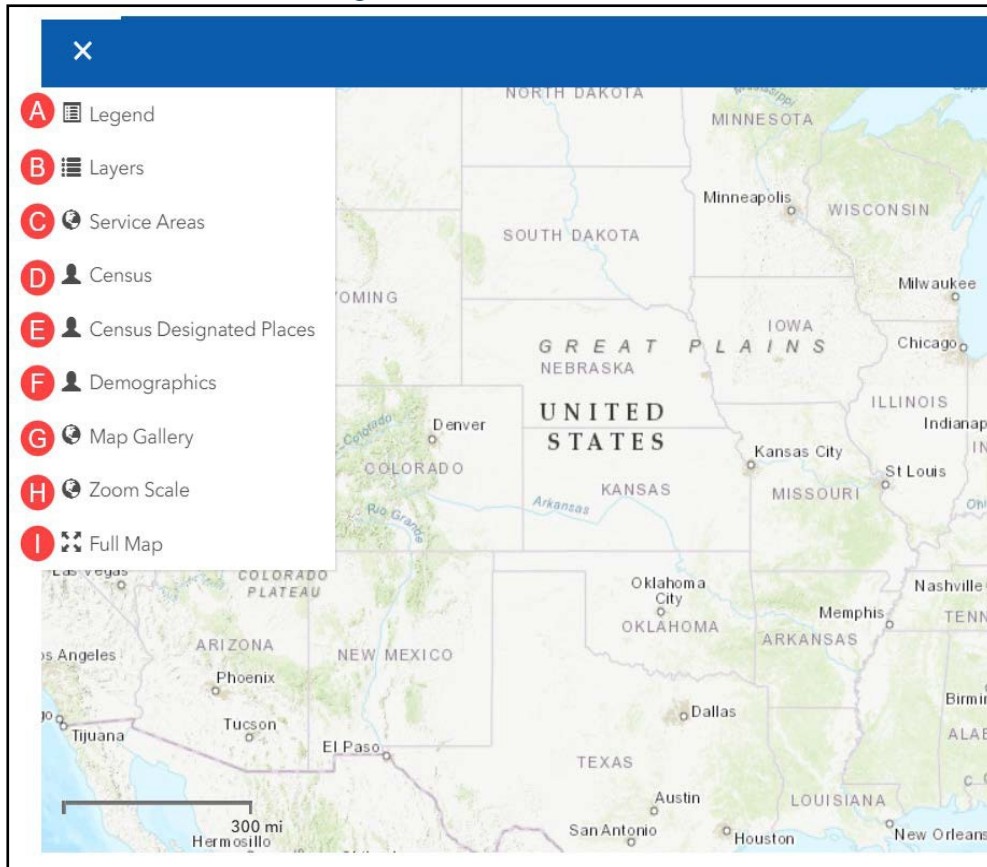
The secondary shape is automatically removed from the map upon saving.

- c. Selecting the shape a second time and clicking the households without sufficient access to broadband indicator button reverts and removes the households without sufficient access to broadband indication.
- **Other Tools – Delete** (  ): Applicants can use this button to remove a selected shape (drawn or uploaded).

## Mapping Tool Menu Options

This section describes the available options under the Menu for the Service Area Mapping Tool and the Construction Map, and a detailed description on how to access them 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 37: Service Area Mapping Tool Menu Options



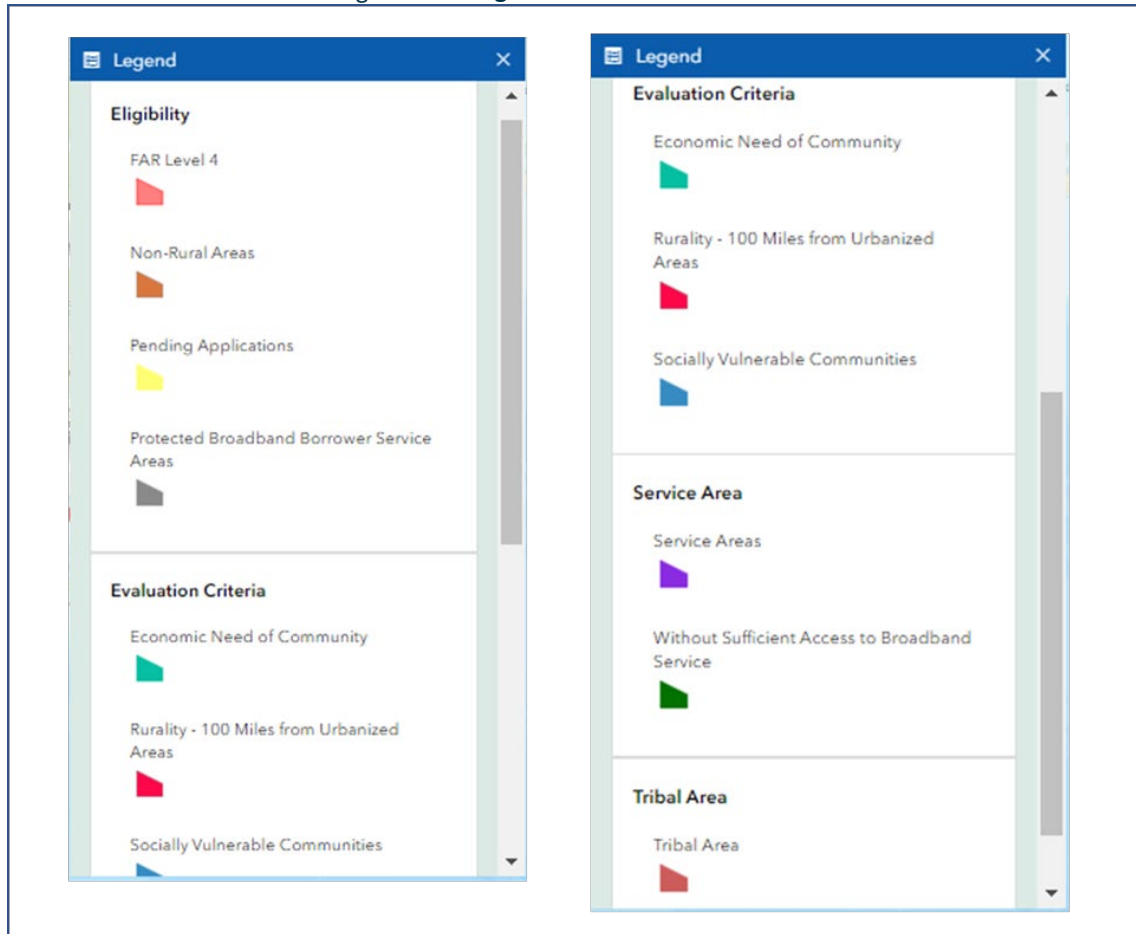
#### A. Legend

The Legend Displays the list of possible colored areas available in the map and what they represent. These include Eligibility layers, Evaluation Criteria and Environmental layers. The Eligibility and Evaluation Criteria layers are visible in the Service Area Mapping Tool while the Environmental layers are visible in the Construction Map. The Legend list updates based upon the Layers the map displays. 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 38: Legend



## B. 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, and the Layers panel displays on the right side of the map. An example from the Service Area Mapping Tool is shown below.

Figure 39: Layers



- Turn Visibility On or Off functionality: Click the layer or eye icon to turn the layer's visibility on (👁️) or off (👁️/👁️). By default, the Eligibility layer is on; the Evaluation Criteria layer is off.
- Layers and Sub-Layer list: click the toggle to the left of the Layer to access its sublayers.
- The sub-layer's visibility needs to 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.

Layers only start displaying once county lines appear in the map, which is approximately at a 20-mile zoom. 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.

### C. Service Areas (Only for Service Area Mapping Tool)

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 on and off, edit the service areas characteristics, and zoom in to view the service area.

- To make the Service Area's shape visible (👁️) or invisible (👁️/👁️) in the map, click the left-most

icon.



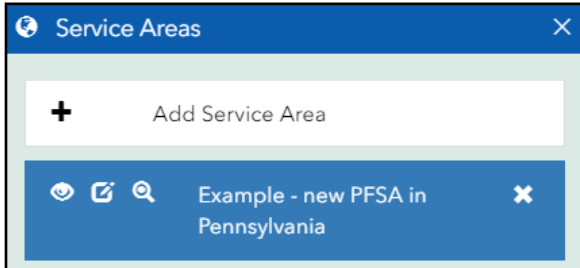
- To edit (  ) the information within the Add Service Area popup window, click the middle icon. The applicant may edit the Service Area Funding before clicking Save. However, once the Service Area has been saved, this field is locked and cannot be edited. If the wrong Service Area Funding was selected and saved, it must be deleted and a new one must be added with the appropriate Service Area Funding.
- To zoom (  ) to a 20-mile level around the location of the Service Area's shape, click the right-most icon.

Figure 40: Service Areas



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 41: Add Service Area

#### D. Census (Only for Service Area Mapping Tool)

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 42: Census

Non-Funded Service Areas						
Name	Type	Population	Square Miles	Housing Units	Households	Congressional Districts
NFSA 1	Existing	1,911	305.44	1,002	837	ND-00

Aggregated Totals: Non-Funded Service Areas			
Population	Square Miles	Housing Units	Households
1,911	305.44	1,002	837

Proposed Funded Service Areas								
Name	Type	Population	Square Miles	Housing Units	Households	Congressional Districts	Households Without Sufficient Access To Broadband	% HHs Without Sufficient Access To Broadband
PFSA 1	New	44	6.98	11	10	ND-00	10	100.00%

Aggregated Totals: Proposed Funded Service Areas					
Population	Square Miles	Housing Units	Households	Households Without Sufficient Access To Broadband	% HHs Without Sufficient Access To Broadband
44	6.98	11	10	10	100.00%

E. Census Designated Places (Only for Service Area Mapping Tool)

By using this option, applicants can view census information related to a selected service area, including 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 left 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 43: Census Designated Places

Counties				
County Name	County FIPS	State FIPS	Population	MHI
New Castle County, Delaware	003	10	521,325	\$62,474.00

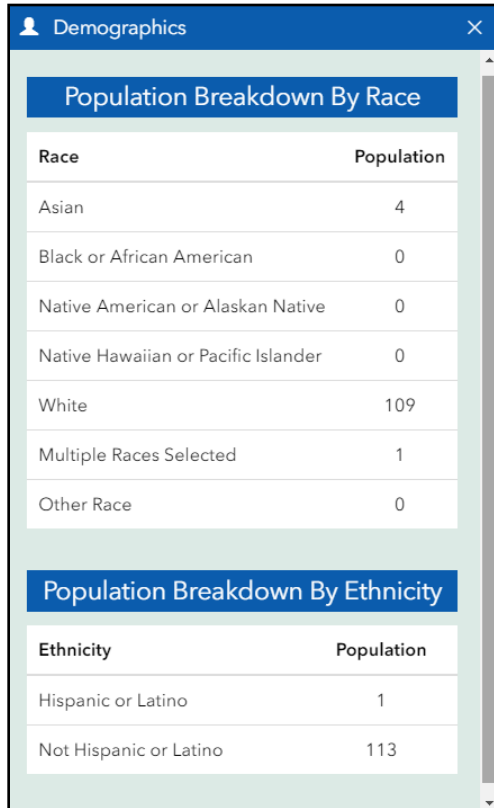
County Subdivisions/Townships				
Community Name	County FIPS	State FIPS	Population	MHI
Brandywine CCD, New Castle County, Delaware	003	10	34,275	\$72,837.00
Glasgow CCD, New Castle County, Delaware	003	10	14,987	\$84,823.00
New Castle CCD, New Castle County, Delaware	003	10	33,709	\$54,558.00

F. Demographics (Only for Service Area Mapping Tool)

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 left 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 44: **Demographics**



The screenshot shows a 'Demographics' panel with two tables. The first table, 'Population Breakdown By Race', lists various racial categories and their corresponding population counts. The second table, 'Population Breakdown By Ethnicity', lists ethnic categories and their population counts.

Race	Population
Asian	4
Black or African American	0
Native American or Alaskan Native	0
Native Hawaiian or Pacific Islander	0
White	109
Multiple Races Selected	1
Other Race	0

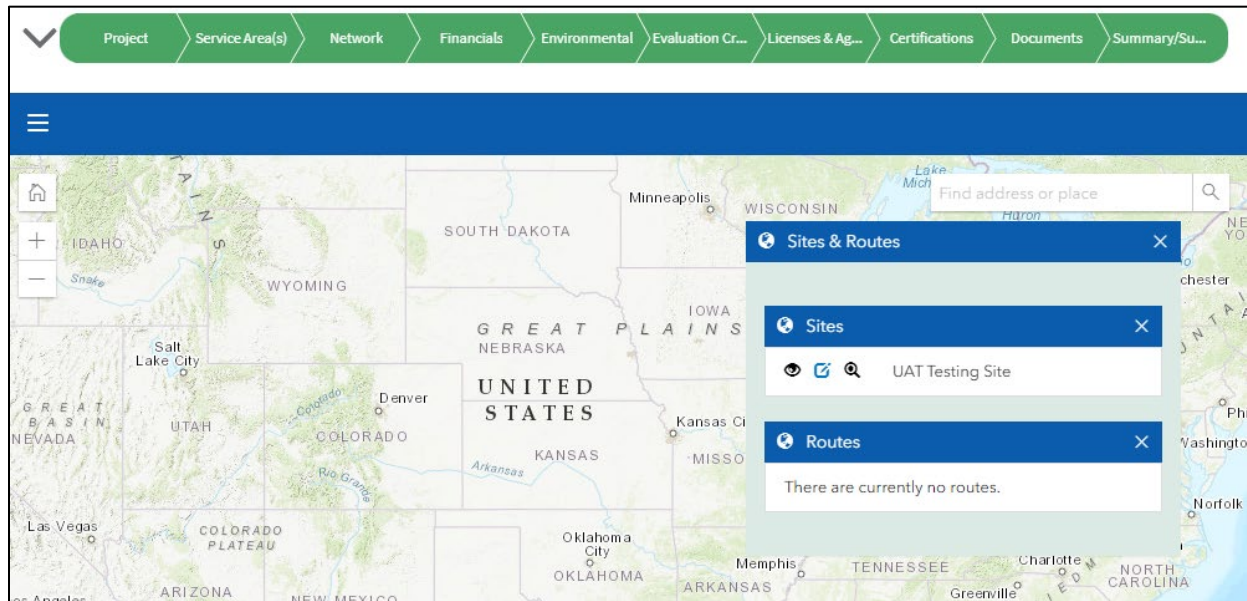
  

Ethnicity	Population
Hispanic or Latino	1
Not Hispanic or Latino	113

#### Site and Routes (Only for Construction Map)

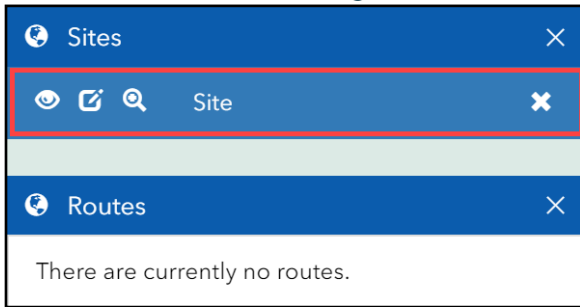
Applicants can manage the creation and deletion of site and routes and associated shapes by using this option. Upon clicking this option, the Sites and Routes panel displays on the right side of the map listing any previously created sites and routes. Using this panel, applicants can toggle the visibility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

Figure 45: **Sites and Routes Panel for Construction Maps**



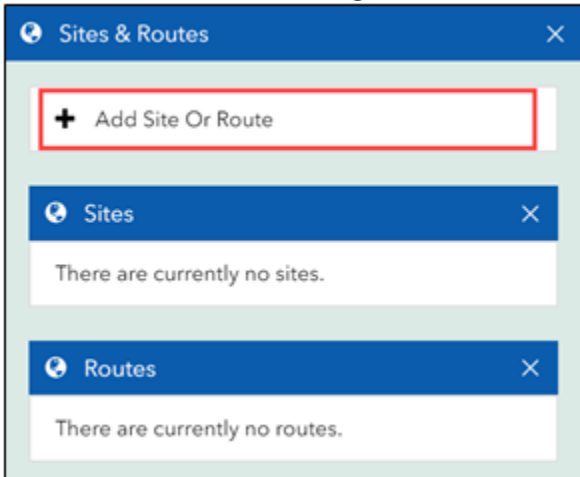
- To make the Site and Route's shape visible (👁️) or invisible (👁️) in the map, click on the left-most icon.
- To edit (✎) the information within the Add Site or Route popup window, click on the middle icon. While the applicant may edit the Project Location Type before it is drawn, this field is locked and cannot be changed afterwards. If the wrong Project option is selected and the Service Area is saved, the applicant must delete the Service Area and add a new one, selecting the appropriate Funding option.
- To zoom (📍) to a 20-mile level, click on the right-most icon.

Figure 46: Sites



Applicants may also 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 Project Location Type drop-down.

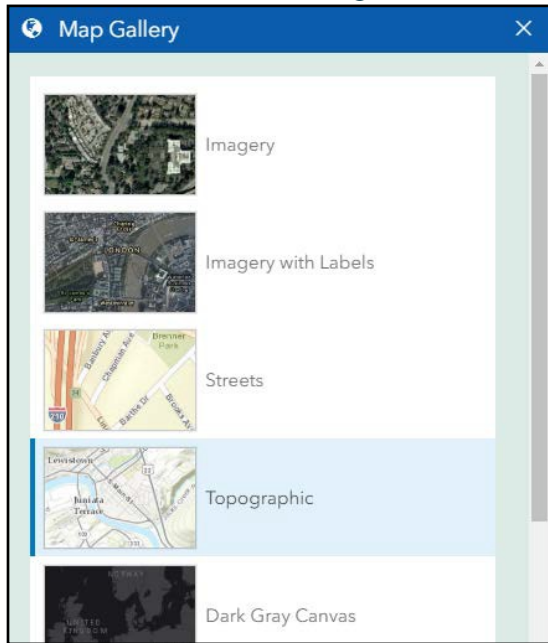
Figure 47: Add Site Or Route



### G. Map Gallery

This option allows the applicant to select the type of map that is displayed. The Topographic option is selected by default.

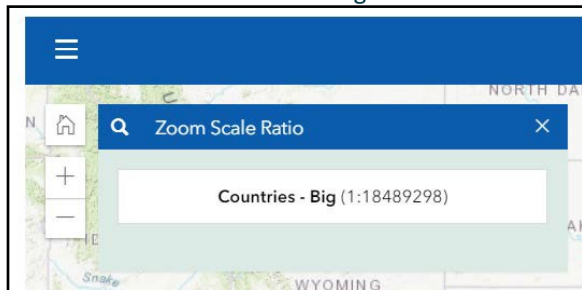
Figure 48: Map Gallery



#### H. Zoom Scale

This option displays the current zoom scale ratio of the map in a Zoom Scale Ratio popup window on the top left of the map. This can be particularly useful in the Environmental section, as layers display at specific zoom levels.

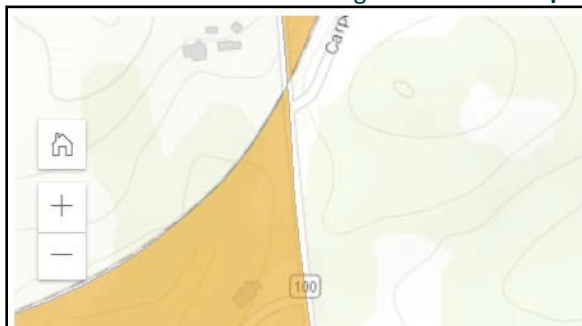
Figure 49: Zoom Scale



#### I. Full Map

By clicking this option, applicants can hide and show the top blue banner and view an extended map. The Menu will still be accessible in the top left corner of the screen.

Figure 50: Full Map





# 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 in FY2019 and FY2020, they may use the same account to submit an application for FY2022.

Prior to creating an account, an applicant must have a Data Universal Numbering System (DUNS) number and current System for Award Management (SAM) identification number. To register with SAM, click this [link](#). A Commercial and Government Entity (CAGE) Code number will automatically be assigned as part of the entity's registration in SAM.

After registering in SAM, the applicant must provide their CAGE number with their submitted application. 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 which are applying for or have 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. Failure to do so will result in rejection of the application.** To complete this section of the application, provide the SAM Cage Code assigned when you registered. **For this schedule, please provide a printout of your organization's SAM registration, which clearly identifies the CAGE code assigned by SAM.gov and confirms the registration was active before the application was submitted.** In addition, please address that yours is an eligible organization. Only entities legally organized as one of the following are eligible for funding:

- i. An incorporated organization;
- ii. An Indian tribe or tribal organization, as defined in 25 U.S.C. 5304;
- iii. A State;
- iv. A unit of local government;
- v. Any other legal entity, including a cooperative, private corporation, or limited liability company organized on a for-profit or not-for-profit basis.

**To support this, 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, DUNS Number 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 is legally eligible to receive the award and take legal ownership over items acquired under the grant.

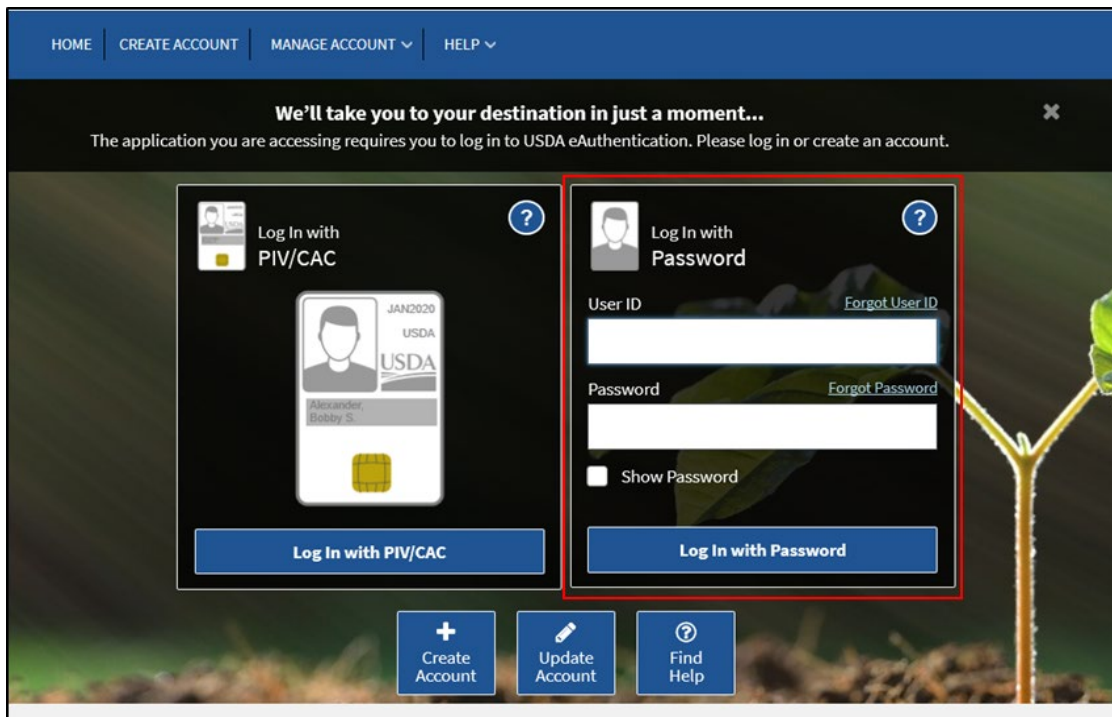
**Applications that do not demonstrate both the applicant's legal existence as an entity that is eligible to apply for a grant and its legal authority to contract with the United States Government will be returned as ineligible.**

Accessing the ReConnect Program Portal  
Applicants can log in to the [ReConnect Program Portal](#), by following the steps below. All Online Application System users are required to have a [Level II eAuthentication ID](#). The application is best viewed when working in one of the following internet browsers—Google Chrome, Mozilla Firefox, or Microsoft Edge.

All Online Application System users are required to have a Level II eAuthentication ID, which can be obtained using this [link](#).

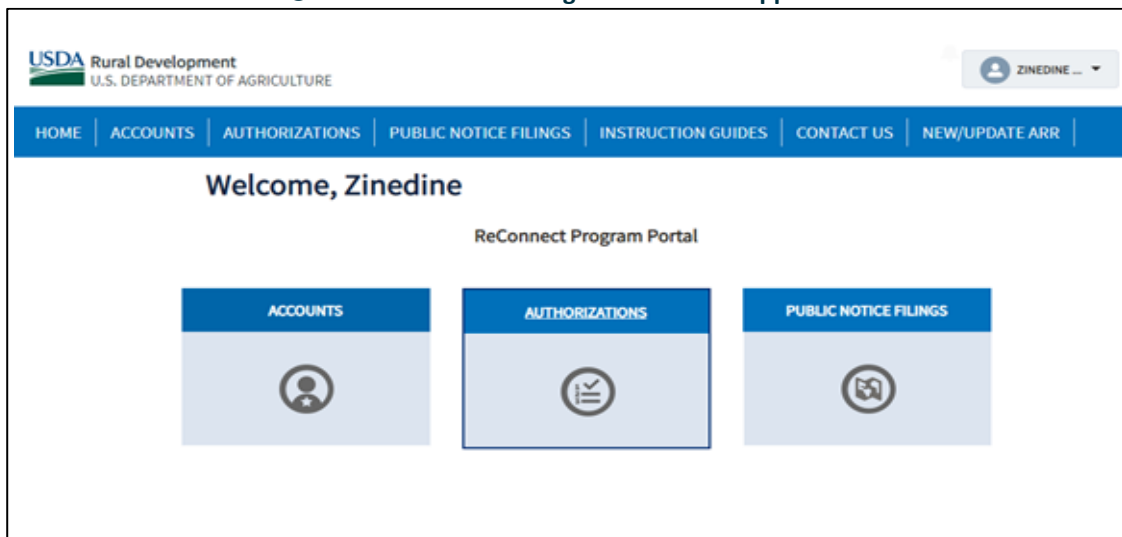
1. The eAuthentication Login page opens. Under the User ID & Password section, enter the applicant’s eAuth credentials (User ID and Password) and then click the **Login** button.

Figure 51: eAuthentication Login Page



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

Figure 52: ReConnect Program Website – Applicant Profile Name



## Applicant Roles

The Online Application System within the ReConnect Program Portal was enhanced to allow a user with a single 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 Program Portal, Community Connect Program Portal, and Reporting & Compliance (R&C). A user's permissions to the ReConnect Program Portal 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 Program Portal, the role assigned to the user will only allow access to the ReConnect Program Portal. 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 Program Portal, Community Connect Program Portal, or R&C) but an update to a user's role in one system will not automatically be assigned to 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 Administrators 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:

- o submit the ARR on behalf of the applicant;
- o create, view, and update all account and application sections;
- o add, edit, and remove users from the account;
- o authorize Certifications on behalf of the applicant; and
- o submit applications under both the ReConnect and Community Connect Program
- o if awarded, the Rep-Sign-Cert will also have the authority 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, the 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. However, unlike user management of the Rep-Sign-Cert role, even after the automatic role assignment occurs, a Rep Sign Cert can further modify an Administrator’s role within different systems on the platform, if they so choose.

The Administrator role allows the user to perform the following actions:

- 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, except for the Rep-Sign-Cert, from the account; and
- if awarded, the Rep-Sign-Cert will also have the authority to enter and update compliance reports in R&C.

For applicants that have existing accounts in the Community Connect portal or R&C, the Rep-Sign-Cert and any Administrators listed on the ARR, will have automatically been assigned these same roles in the ReConnect Portal. If the user assigned the the Rep-Sign-Cert role needs to be changed, the Rep-Sign Cert or Administrator must go through the **Updating the Rep-Sign-Cert** process and wait for RUS to approve the Update ARR before the new Rep-Sign-Cert is assigned in the system. The Rep-Sign-Cert can manage user access within the ReConnect Program Portal under the Contacts section of the account . Additional information on this process is located under the **Adding and Managing Security Roles** section of the guide.

- **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.

**Do not assign the consultants to any other user roles as this could restrict the consultants’ access to other applicant accounts.**

### 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, applicants 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.

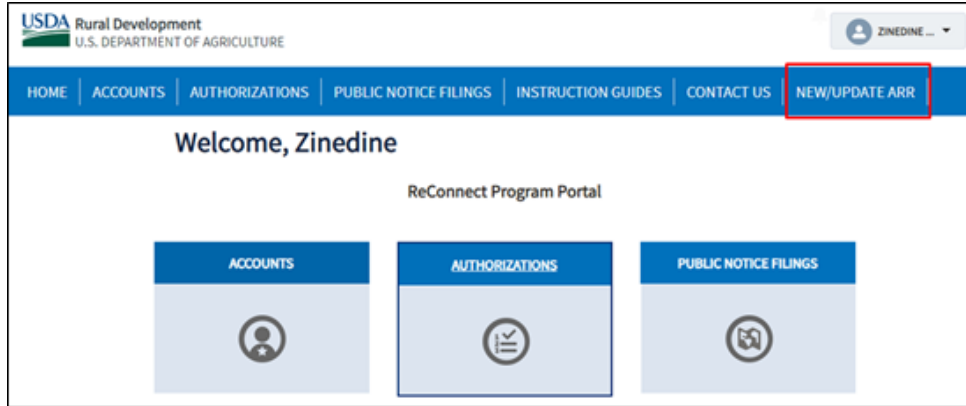
Returning applicants (i.e., those who had existing accounts prior to the current application round) logging into the updated Online Application System will be prompted to **submit an Updated ARR** (Appendix D) and a new signed resolution, which can only be completed by the Rep-Sign-Cert or an Administrator.

Existing applicants that need to **Update ARR** (Appendix D) 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 53: ReConnect Program Website – New/Update ARR Tab



2. The Authorized Representative Request page displays. Enter the applicable information in the following fields:

Figure 54: Authorized Representative Request Page

The image shows a screenshot of the "Authorized Representative Request" form. The title "Authorized Representative Request" is at the top. Below it is a sub-header "Entity Information". There are two input fields: "TAX IDENTIFICATION NUMBER" and "DUNS NUMBER". A red circle with the letter "A" is next to the Tax Identification Number field, and a red circle with the letter "B" is next to the DUNS Number field. At the bottom of the form, there are two buttons: "Return to Home" and "Add Entity". A red circle with the letter "C" is above the "Add Entity" button.

- A. **Tax Identification Number** – enter the entity’s 9-digit Taxpayer Identification Number.
- B. **DUNS Number** – enter the entity’s 9-digit Data Universal Numbering System Number.
- C. **Add Entity**

## Entity Information Section

### Entity Information

LEGAL NAME OF ENTITY ⓘ

D

HEADQUARTERS OF ENTITY ⓘ

E

- 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.

### Add Representative Signature Certifier section

3. If more than one individual (Rep-Sign-Cert or Administrator) will be included in the ARR, click **Add** to add that person, who should have a Level 2 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, complete the following fields.

Figure 55: Authorized Representative-Signature-Certifier

**Add Representative Signature Certifier**

Entities must designate a single Representative Signature Certifier. The person in this role must be employed by the Entity and have the authority to authorize certifications and submit information to the USDA on behalf of the Entity.

USDA EAUTHENTICATION ID \* ⓘ

F

FIRST NAME \* MIDDLE NAME

G  H

LAST NAME \*

I

EMAIL ADDRESS \* PHONE NUMBER \*

J  K

- 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.
4. 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 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:

- The resolution must include the exact legal name of the applicant as shown in the organizational documents filed with the respective Secretary of State’s (SOS) office.
- If an entity conducts business under a DBA, do not include DBA as part of the legal name of the entity.
- The legal name stated in the resolution must match the legal name stated in the ARR.
- The names of the Rep-Sign-Cert and Administrator(s) identified on the ARR must be clearly specified in the resolution.



- An applicant can assign only one individual as a Rep-Sign-Cert and one or more individuals as Administrators.
- All individuals listed on the ARR must be employed by the applicant, and have a USDA Level 2 e-Authentication account.
- At a minimum, applicants will have to identify a Rep-Sign-Cert on the ARR. The role of an Administrator(s) and other roles can be added in the system by the Rep-Sign-Cert at a later date once the ARR has been approved.
- The individual identified as the Rep-Sign-Cert will have the authority to provide signatures, authorize certifications, submit applications for consideration, and assign access to new users. If awarded, the Rep-Sign-Cert will also have the authority to enter, update, and submit compliance reports, and assign access to new users.
- The individual(s) identified as Administrator(s) will have the authority to enter or update applications in the Online Application System, enter, update, or submit compliance reports in the financial reporting and compliance system, and assign access to new users in both the online application and financial reporting and compliance systems.
- 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 as to the authenticity of the electronic document. An electronic signature that is not encrypted will not be accepted.

Figure 56: Resolution Submission Section

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

Figure 57: 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.

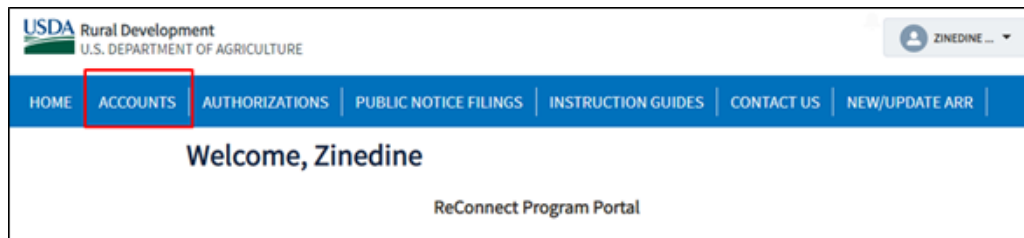
## Adding and Managing Security Roles

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

### Accessing the Contacts Page

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

Figure 58: **Accounts Header Tab**



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

Figure 59: **Accounts Page**

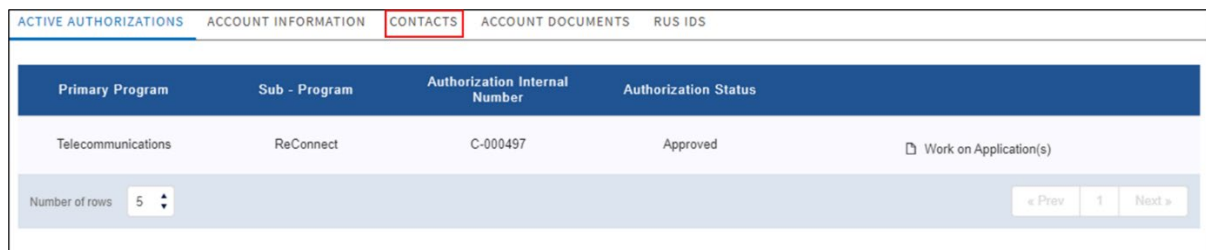


The screenshot shows the 'All Accounts' page. The 'ACCOUNTS' tab is highlighted in the navigation bar. Below the navigation bar, the text 'All Accounts' is displayed. A table with the following columns is shown: Account Name, Physical Street Address, Physical City, and Physical Zip Code. The first row of the table is highlighted with a red box.

Account Name	Physical Street Address	Physical City	Physical Zip Code
<a href="#">Knopo Telecommunications</a>	12345 Main Street	Sarasota	34243

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

Figure 60: **Contacts Tab**



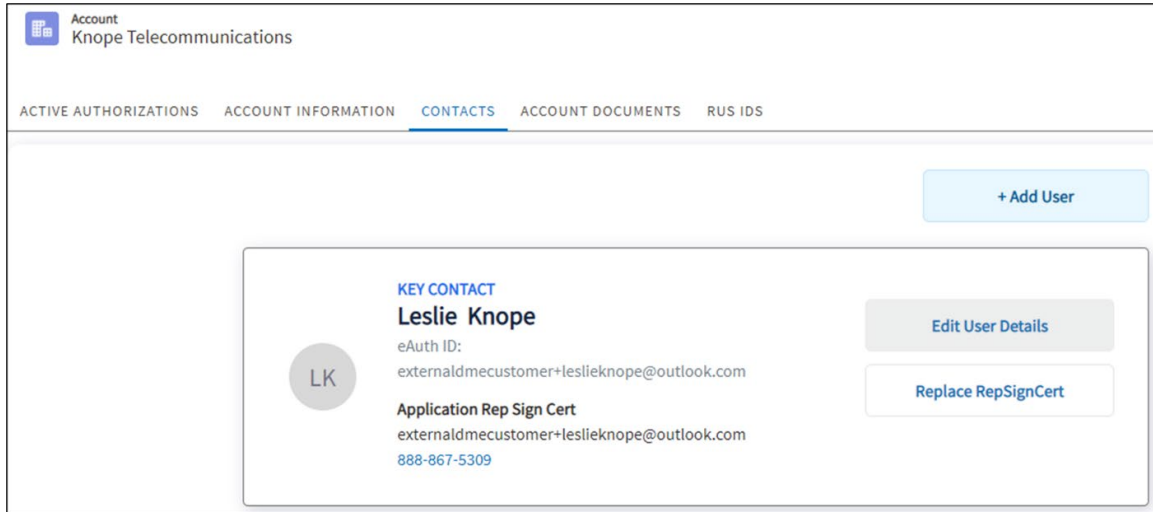
The screenshot shows the 'Contacts' tab selected in the navigation bar. Below the navigation bar, a table with the following columns is displayed: Primary Program, Sub - Program, Authorization Internal Number, and Authorization Status. The first row of the table is highlighted with a red box.

Primary Program	Sub - Program	Authorization Internal Number	Authorization Status
Telecommunications	ReConnect	C-000497	Approved

Below the table, there is a 'Number of rows' dropdown set to 5 and a pagination control showing '< Prev 1 Next >'.

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

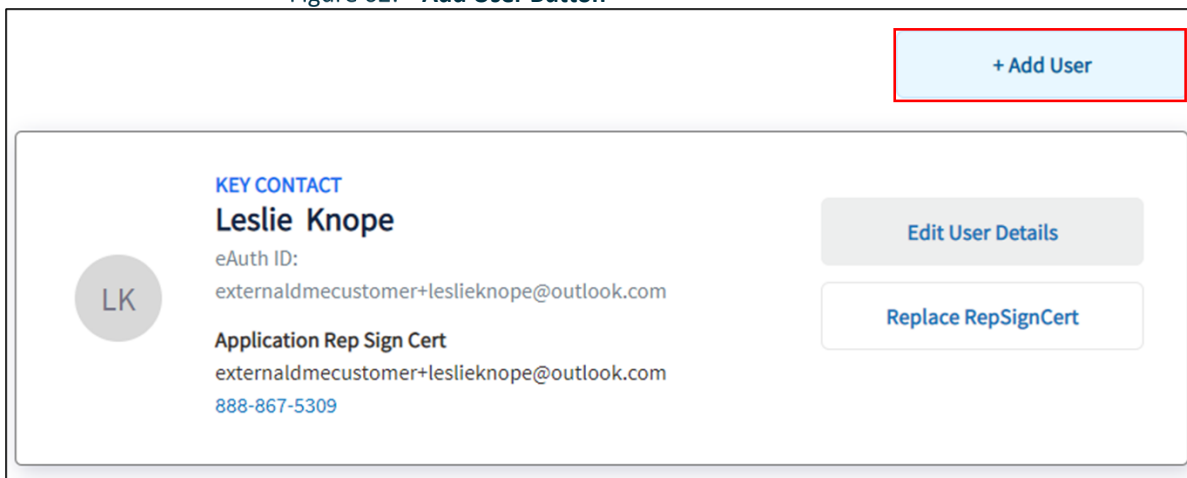
Figure 61: **Contacts Page**



### Adding New Users

5. From the Contacts page, click **Add User**

Figure 62: **Add User Button**



6. The **Add User** popup window appears. Enter the following information:
  - A. USDA eAuthentication ID** – enter the authorized representative’s level II eAuthentication ID.
    - *Please note: once this step has been completed, authorized representative’s First and Last Name is populated automatically.*
  - B. Email** – Enter the authorized representative’s email address. This email address must match the email address associated with the authorized representative’s level II eAuthentication ID.
  - C. Business Phone** – Enter the contact’s phone number.
  - D. Security Role** – Assign the applicable security role to the contact by selecting the applicable role from the drop-down list.

Figure 63: Security Roles

The screenshot shows a dropdown menu titled "SECURITY ROLE" with "Application Administrator" selected. The dropdown list is open, showing the following options: "Application Administrator" (checked), "Application Rep Update Data", "Application Viewer", and "Consultant".

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

7. Click **Add**.

Figure 64: Add User Popup

The screenshot shows the "ADD USER" popup form. It contains the following fields and controls:

- A**: \* USDA EAUTHENTICATION ID (text input)
- B**: FIRST NAME (text input)
- C**: MIDDLE NAME (text input)
- D**: LAST NAME (text input)
- E**: EMAIL ADDRESS (text input)
- F**: \* PHONE NUMBER (text input)
- G**: \* SECURITY ROLE (dropdown menu with "Please select role" selected)
- H**:  ASSIGN AS A KEY CONTACT

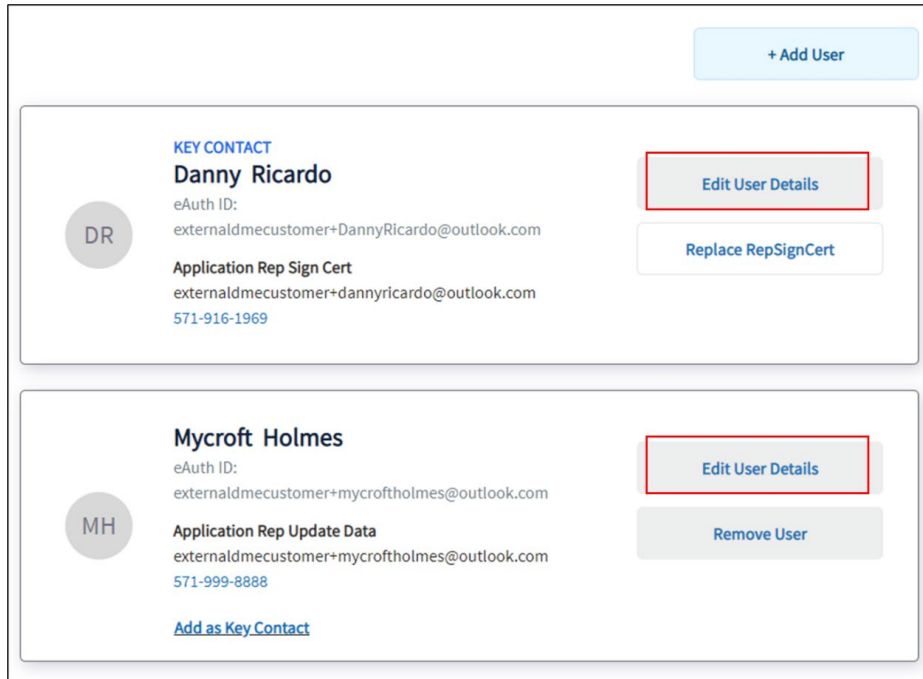
Below the checkbox, there is a note: "Key contacts may be contacted by USDA for clarifications and/or requests related to the entity's reporting."

At the bottom, there are two buttons: "Cancel" and "Add". The "Add" button is highlighted with a red box and a red circle containing the number 3.

### Editing Existing Contacts

1. To edit an existing contact, from the Contacts page, click **Edit User Details**.
2. The Edit Contact popup window appears. As necessary, update all the necessary information in the contact record.
3. Click **Save**.

Figure 65: Existing 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 (see figure below).
  - 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 is 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.

The screenshot shows a popup window titled 'UPDATE REPRESENTATIVE SIGNATURE CERTIFIER'. It contains several input fields: a text field for 'USDA EAUTHENTICATION ID', three text fields for 'FIRST NAME' (Rachel), 'MIDDLE NAME', and 'LAST NAME' (Green), a text field for 'EMAIL ADDRESS', and a text field for 'PHONE NUMBER'. Below these fields is a section titled 'Upload New Resolution' with a text area for the resolution. At the bottom of the popup are two buttons: 'Cancel' and 'Submit'.

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

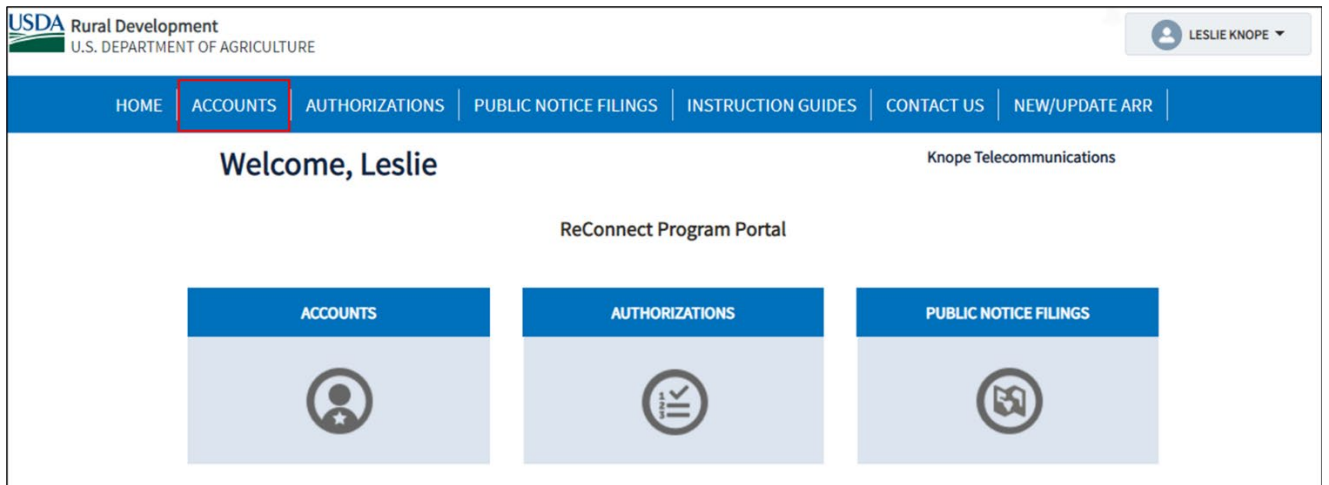
## Account Information

After the ARR is approved, applicants must create an account in the system and provide all the necessary organizational information. **The Account Information must be complete before an application for the ReConnect Program can be started.** 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 the applicant's 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 66: ReConnect Program Website – Accounts Tab



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

Figure 67: All Accounts Page – Account Name Hyperlink

The screenshot shows the 'All Accounts' page. The 'ACCOUNTS' tab is highlighted with a red box. Below the navigation bar, the page title is 'All Accounts'. A table displays account information with the following columns: Account Name, Physical Street Address, Physical City, and Physical Zip Code. The 'Knop Telecommunications' account name is highlighted with a red box.

Account Name	Physical Street Address	Physical City	Physical Zip Code
<a href="#">Knop Telecommunications</a>	12345 Main Street	Sarasota	34243

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

Figure 68: Account Page – Account Information Tab

The screenshot shows the 'Account Page' with the 'ACCOUNT INFORMATION' tab highlighted with a red box. The page displays a table with the following columns: Primary Program, Sub - Program, Authorization Internal Number, and Authorization Status. The 'Telecommunications' account is highlighted with a red box.

Primary Program	Sub - Program	Authorization Internal Number	Authorization Status
Telecommunications	ReConnect	C-000497	Approved

Work on Application(s)

Number of rows: 5

« Prev 1 Next »

## Completing Account Information

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

Figure 69: Account Information Page – Section 1

ACTIVE AUTHORIZATIONS ACCOUNT INFORMATION KEY CONTACTS ACCOUNT DOCUMENTS RUS IDS

### Account Information

LEGAL NAME OF APPLICANT  
Smith Wireless

APPLICANT'S TAX IDENTIFICATION NUMBER  
230983423

APPLICANT'S CAGE CODE

APPLICANT'S DUNS NUMBER

Physical Address of Applicant

STREET 1 \* STREET 2

CITY \* STATE \* ZIP CODE \*

Correspondence Address of Applicant

STREET 1 \* STREET 2

CITY \* STATE \* ZIP CODE \*

Steps

- ACCOUNT INFORMATION
- ORGANIZATIONAL DOCUMENTS
- PARENT INFORMATION
- AFFILIATE INFORMATION
- SUBSIDIARY INFORMATION
- FINISH

- Applicant's Cage Code** – Enter the 5-character ID number. To receive a CAGE Code, visit this [website](#).
- Applicant's DUNS Number** – Enter the 9-digit Dun & Bradstreet numeric identifier. An applicant can apply for a DUNS Number at the [Dun & Bradstreet website](#).
- Physical Address of Applicant** – Fill out the Street, City, State, and Zip Code for the location of the Headquarters.
- Correspondence Address of Applicant** – Fill out the Street, City, State, and Zip Code of the address used for mailing correspondence.

Figure 70: Account Information Page – Section 2

APPLICANT'S BUSINESS PHONE NUMBER \*

ELIGIBLE ENTITY TYPE: \*

Civil Rights Status \*

Not Applicable  Minority-Owned Business  Disability-Owned Business  Women-Owned Business

APPLICANT'S HEADQUARTERS CONGRESSIONAL DISTRICT \*

- Applicant's Business Phone Number** – Enter the 10-digit phone number.
- 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.
- Civil Rights Status** – Click one or more checkbox(es) that represent the applicant's entity.
- Applicant's Headquarters Congressional District** – Enter the two-digit number

that corresponds to the applicant's Congressional District.



Figure 71: Account Information Page – Section 3

IS THE APPLICANT REGULATED BY A PUBLIC UTILITIES COMMISSION? \*

IS THE APPLICANT REQUIRED TO FILE AN EEO-1 REPORT? \*

Is applicant a start-up operation formed from partnerships of existing utility providers? \*

Yes  No

PRIMARY BORROWER ID

Exit Without Saving

Save and Continue

- I. **Is the Applicant Regulated by a Public Utilities Commission?** – Click the **drop-down menu**, then select the applicable option.
  - a. 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. **Is 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.
  - a. If **No**, proceed to Step 5.
  - b. If **Yes**, the “List the Partner(s) Name and upload the required documents for each listed Partner” section appears.

Figure 72: Account Information Page – Start-Up Operation Section

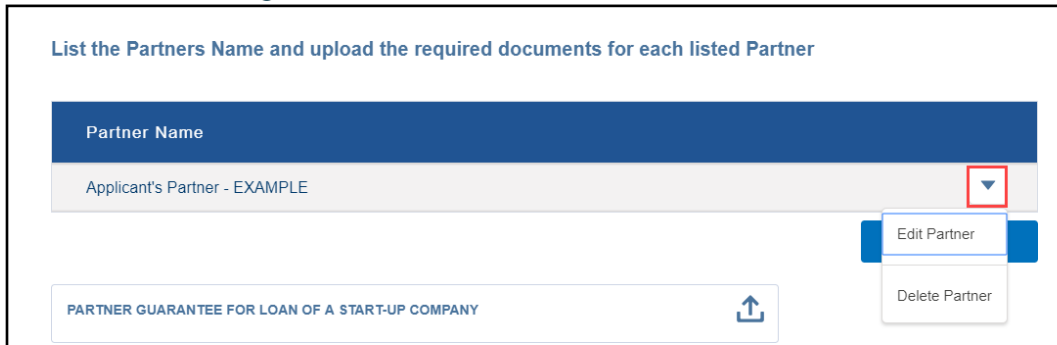
- L. **List the Partner(s) Name and upload the required documents for each listed Partner** – Click **Add Partner** to input the Partner’s Name and attach the required documentation.
- Upon clicking the Add Partner button, a popup window appears. Click the Partner Name field, enter the applicable information, and then click **Save**.

Figure 73: Add Partner Window - Partner Name Field

Sample for Reconnect Website

- a. If needed, use the Action Menu to Edit Partner or Delete Partner.
- b. Upload the supporting documents for each Partner by clicking the **upload icon** (📁).

Figure 74: Partner Name Table – Action Menu



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

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

#### Uploading Organizational Documents

6. 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 once the applicant has selected the entity type on the first screen. If there is an upload required by the system, but the applicant believes it not to be applicable, the applicant must contact the ReConnect Program through the email address or the "[Contact Us](#)" link within the ReConnect Program Portal. Uploading documents for this section is the same process as detailed in the **GENERAL FEATURES** section of this guide. **TABLE 2** lists the documents and the entities to which they apply.

Figure 75: Organizational Documents Page – Upload Fields

The screenshot shows the 'Organizational Documents' page with a list of upload fields on the left and a 'Steps' progress bar on the right. The 'Steps' bar indicates that 'ACCOUNT INFORMATION' is complete and 'ORGANIZATIONAL DOCUMENTS' is the current step. The upload fields are:

- RESUMES OF KEY MANAGEMENT
- BROADBAND OPERATIONS EXPERIENCE
- ARTICLES OF INCORPORATION
- AMOUNTS OF COMMON AND PREFERRED STOCK ISSUED AND OUTSTANDING
- LEGAL OPINION
- EVIDENCE OF GOOD STANDING WITH THE SECRETARY OF STATE
- ORGANIZATIONAL CHART
- MANAGEMENT EXPERIENCE AND COMPENSATION
- BOARD OF DIRECTORS
- BYLAWS

At the bottom, there are buttons for 'Exit Without Saving', 'Previous', and 'Save and Continue'. The 'Save and Continue' button is highlighted with a red box.

7. Click **Save and Continue**.

Figure 76: Organizational Documents Page - Save and Continue Button

The screenshot shows the 'Organizational Documents' page with a list of upload status bars on the left and a 'Steps' progress bar on the right. The 'Steps' bar indicates that 'ACCOUNT INFORMATION' is complete and 'ORGANIZATIONAL DOCUMENTS' is the current step. The upload status bars are:

- Resumes of Key Management Uploaded
- Broadband Operations Experience Uploaded
- Articles of Incorporation Uploaded
- Amounts of Common and Preferred Stock Issued and Outstanding Uploaded
- Legal Opinion Uploaded
- Evidence of Good Standing with the Secretary of State Uploaded
- Organizational Chart Uploaded
- Management Experience and Compensation Uploaded
- Board of Directors Uploaded
- Bylaws Uploaded

Each status bar has a link to 'Click here to view or update this document'. At the bottom, there are buttons for 'Exit Without Saving', 'Previous', and 'Save and Continue'. The 'Save and Continue' button is highlighted with a red box.

## Completing Parent Company Information

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

Figure 77: Parent Company Information Page - Collapsed

- Does the applicant have a Parent Company?** – Click the applicable **radio button**.
  - If No, proceed to STEP 9 below.
  - If Yes, continue filling out the parent company's information.

Figure 78: Parent Company Information Page

Click **Add Parent** to input the Parent's Name(s) and applicable information.

Figure 79: Parent Company Information Page - Expanded

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

#### Completing Affiliate Information

10. 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 11 below.
  - b. If **No**, click **Save and Continue**. (STEP 16).

Figure 80: Affiliate Information Page – Collapsed

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

Figure 81: **Affiliate Information Page – Expanded**

The screenshot shows the 'Affiliate Information' page. At the top, there is a question: 'Does the applicant have any financial or operational relationship with any other affiliated companies? These dealings could be in the form of the sharing of assets or staff or providing services to and/or relying on services from an affiliated company. \*'. Below this question are two radio buttons: 'Yes' (selected) and 'No'. A dark blue bar contains two input fields: 'Affiliate Name:' and 'Services Provided:'. To the right of this bar is a blue button labeled 'Add Affiliate', which is highlighted with a red border. Below the bar, there is a prompt: 'Please upload financial statements for the affiliate company and the organizational chart.' This is followed by three upload fields: 'AFFILIATE COMPANY'S HISTORICAL FINANCIAL STATEMENTS', 'AFFILIATE'S ORGANIZATIONAL CHART', and 'AFFILIATE'S SERVICES AGREEMENT', each with an upload icon. At the bottom left is a link 'Exit Without Saving'. At the bottom right are two buttons: 'Previous' and 'Save and Continue'.

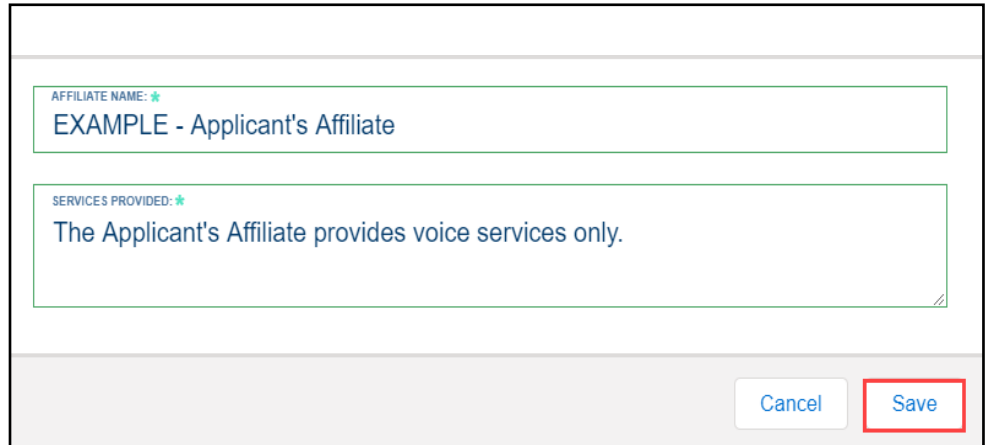
12. A popup window appears. Enter the applicable information in the **Affiliate Name** and in the **Services Offered** fields.

Figure 82: **Add Affiliate Window – Affiliate Name and Services Provided Fields**

The screenshot shows a popup window with two text input fields. The first field is labeled 'AFFILIATE NAME: \*' and the second field is labeled 'SERVICES PROVIDED: \*'. Both fields are empty. At the bottom right of the popup are two buttons: 'Cancel' and 'Save'.

13. Click **Save**.

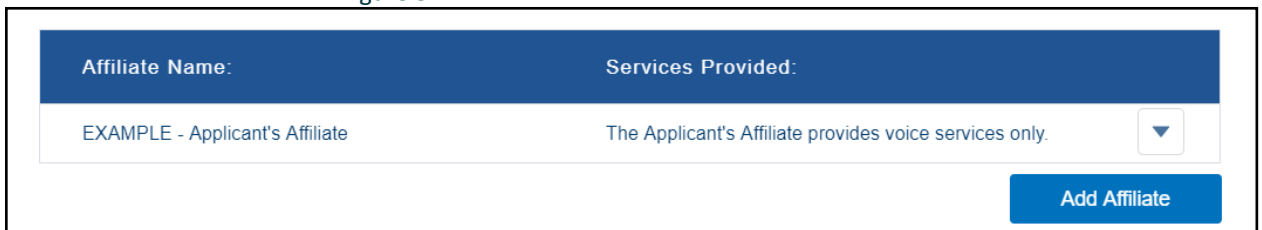
Figure 83: **Add Affiliate Window – Save Button**



The screenshot shows a form with two text input fields. The first field is labeled "AFFILIATE NAME: ★" and contains the text "EXAMPLE - Applicant's Affiliate". The second field is labeled "SERVICES PROVIDED: ★" and contains the text "The Applicant's Affiliate provides voice services only." At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.

14. The Affiliate Information page displays. The recently added Affiliate Name and Services Provided information displays within the table. To add additional Affiliates, repeat STEPS 11 to 13. Use the Action Menu ( ▾ ) to Edit Affiliate or Delete Affiliate information.

Figure 84: **Affiliate Name Table**



Affiliate Name:	Services Provided:	▾
EXAMPLE - Applicant's Affiliate	The Applicant's Affiliate provides voice services only.	▾

**Add Affiliate**

15. **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 85: **Affiliate Information Page - File Upload Fields**



Please upload financial statements for the affiliate company and the organizational chart.

AFFILIATE COMPANY'S HISTORICAL FINANCIAL STATEMENTS	⬆
AFFILIATE'S ORGANIZATIONAL CHART	⬆
AFFILIATE'S SERVICES AGREEMENT	⬆

16. Click **Save and Continue**.

### Completing Subsidiary Information

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

- If Yes, proceed to STEP 18 to enter the name of the Subsidiary, the services offered, and upload supporting documentation.
- If No, proceed to STEP 23.



Figure 86: **Subsidiary Information Page – Collapsed**

Subsidiary Information

Does the applicant have a subsidiary? \*

Yes  No

Exit Without Saving Previous Save and Continue

Steps

- ACCOUNT INFORMATION
- ORGANIZATIONAL DOCUMENTS

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

Figure 87: **Subsidiary Information - Add Subsidiary Button**

Subsidiary Information

Does the applicant have a subsidiary? \*

Yes  No

Subsidiary Name:	Services Provided:

Add Subsidiary

Please upload financial statements, organizational chart and service agreements for each subsidiary listed above

SUBSIDIARY'S HISTORICAL FINANCIAL STATEMENTS

SUBSIDIARY'S ORGANIZATIONAL CHART

Does the applicant rely on services and/or employees of the above subsidiary? \*

Yes  No

Exit Without Saving Previous Save and Continue

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

Figure 88: **Add Subsidiary Window - Subsidiary Name and Services Provided Fields**

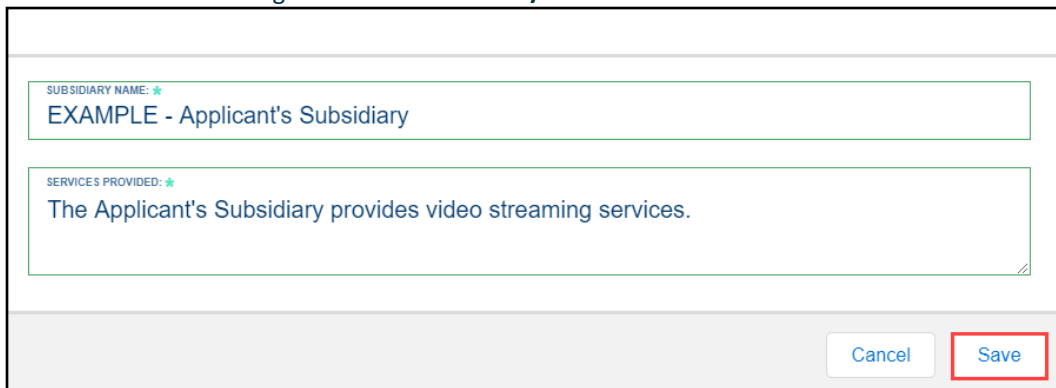
SUBSIDIARY NAME: \*

SERVICES PROVIDED: \*

Cancel Save

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

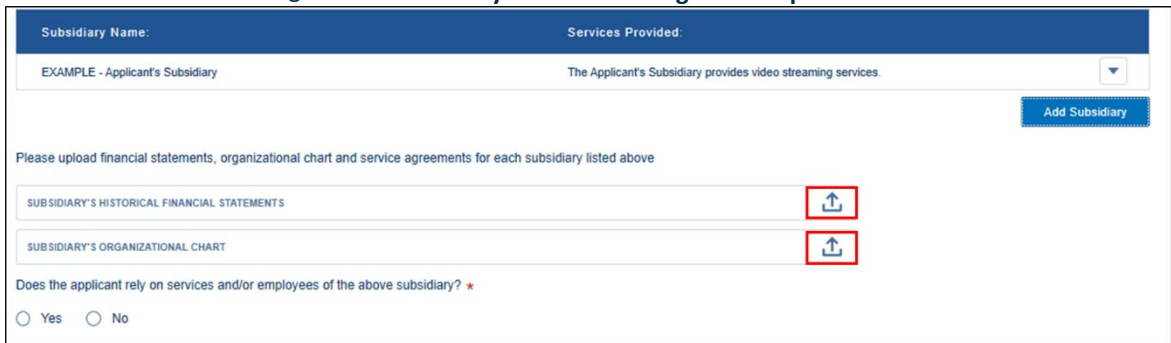
Figure 89: **Add Subsidiary Window - Save Button**



The screenshot shows a form with two input fields. The first field is labeled "SUBSIDIARY NAME: \*" and contains the text "EXAMPLE - Applicant's Subsidiary". The second field is labeled "SERVICES PROVIDED: \*" and contains the text "The Applicant's Subsidiary provides video streaming services.". At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.

21. The Subsidiary Information page displays. Upload supporting documentation for **each subsidiary** for the previous year. These include the Subsidiary's Historical Financial Statements and Subsidiary's Organizational Chart. 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.

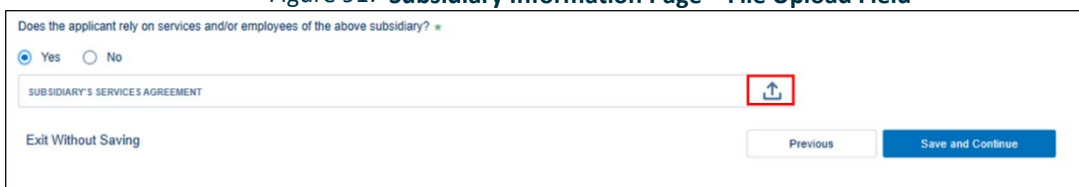
Figure 90: **Subsidiary Information Page – File Upload Fields**



The screenshot shows the Subsidiary Information Page. At the top, there are two tabs: "Subsidiary Name:" and "Services Provided:". Below the tabs, there are two input fields: "EXAMPLE - Applicant's Subsidiary" and "The Applicant's Subsidiary provides video streaming services.". To the right of the second field is a dropdown arrow. Below the input fields is a blue button labeled "Add Subsidiary". Below this button is a section titled "Please upload financial statements, organizational chart and service agreements for each subsidiary listed above". There are two input fields: "SUBSIDIARY'S HISTORICAL FINANCIAL STATEMENTS" and "SUBSIDIARY'S ORGANIZATIONAL CHART". Each field has a red box around an upload icon. Below these fields is a question: "Does the applicant rely on services and/or employees of the above subsidiary? \*". There are two radio buttons: "Yes" (selected) and "No".

22. 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 91: **Subsidiary Information Page – File Upload Field**

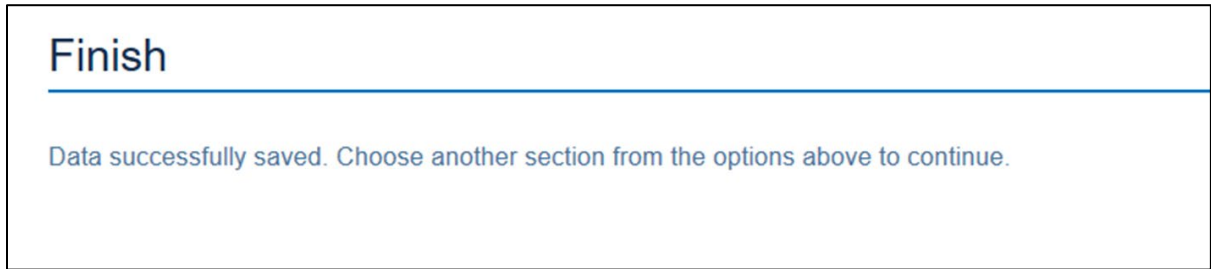


The screenshot shows the Subsidiary Information Page. At the top, there is a question: "Does the applicant rely on services and/or employees of the above subsidiary? \*". There are two radio buttons: "Yes" (selected) and "No". Below the question is an input field labeled "SUBSIDIARY'S SERVICES AGREEMENT". To the right of the field is a red box around an upload icon. Below the field is a link labeled "Exit Without Saving". At the bottom right, there are two buttons: "Previous" and "Save and Continue".

23. Click **Save and Continue**.

24. The Finish page displays. Continue by managing the Account Documents or by starting to complete the application.

Figure 92: **Account Information Completion Page**

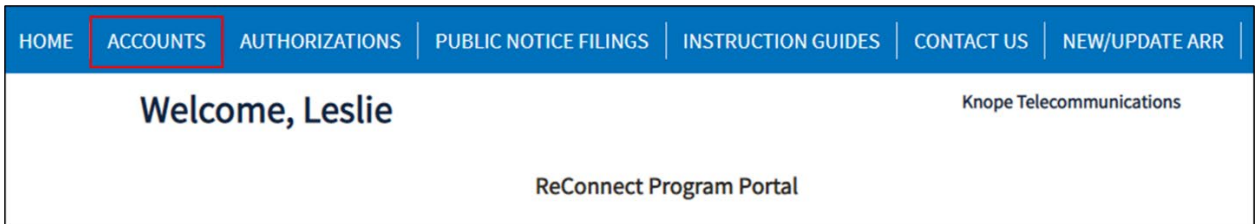


## Account Documents

Any returning ReConnect applicant with an existing account created in FY2019 and FY2020 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 93: **ReConnect Program Accounts Tab**



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

Figure 94: **All Accounts Account Name Hyperlink**



Account Name	Physical Street Address	Physical City	Physical Zip Code
<a href="#">Knope Telecommunications</a>	12345 Main Street	Sarasota	34243

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

Figure 95: **Account Documents Tab**

Account  
Knope Telecommunications

ACTIVE AUTHORIZATIONS ACCOUNT INFORMATION CONTACTS **ACCOUNT DOCUMENTS** RUS IDS

Primary Program	Sub - Program	Authorization Internal Number	Authorization Status
Telecommunications	ReConnect	C-000497	Approved

Work on Application(s)

Number of rows: 5

« Prev 1 Next »

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

Figure 96: Account Documents Table

Account Documents Upload Additional Documents

Section	Document Type	Description	File Name	User	Date/Time
Account Information	EEO-1 Report	2019 EEO-1 Filed Report	Test Data - EEO-1 Report.pdf	MPS TEST020	Mar 14, 2019, 10:50 AM
Account Information	PUC Approved Depreciation Ra...	Current Public Utilities Commis...	EXAMPLE - PUC Approved Depr...	MPS TEST020	Mar 14, 2019, 10:49 AM

**Table 2: Account Documents by Entity Type**

<b>Document</b>	<b>Required Entities</b>	<b>Description</b>
<b>501(c)(3) - Tax-Exempt Status</b>	Non-profit entities	A document providing evidence of the entity's tax-exempt status.
<b>Affiliate Company's Historical Financial Statements</b>	If 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.
<b>Affiliate's Organizational Chart</b>	If yes to above.	Organizational chart(s) showing key personnel who manage the affiliate, and the number of employees in each division or department managed by those personnel. An affiliate's organizational chart(s) should reflect both the company structure and key staff.
<b>Affiliate's Services Agreement</b>	If 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.
<b>Amounts of Common and Preferred Stock Issued and Outstanding</b>	For-profit corporations	Company record that details the amounts of common and preferred stock issued and outstanding.
<b>Applicant's Audited Financial Statements</b>	All applicants	Financial Statement must be Audited and Unqualified. The audited financial statements should be from the previous year.
<b>Articles of Incorporation</b>	<ul style="list-style-type: none"> <li>• Non-profit entities</li> <li>• For-profit corporations</li> <li>• Cooperative or mutual organizations</li> </ul>	A copy of the company's Articles of Incorporation.
<b>Articles of Organization</b>	Limited Liability Company or Limited Liability Partnership	A copy of the company's Articles of Organization.
<b>Board of Directors</b>	<ul style="list-style-type: none"> <li>• Non-profit entities</li> <li>• For-profit corporations</li> <li>• Cooperative or mutual organizations</li> </ul>	A list of the company's board members with brief biographies highlighting each member's professional experience and qualifications.

Document	Required Entities	Description
<b>Broadband Operations Experience</b>	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.
<b>Bylaws</b>	<ul style="list-style-type: none"> <li>• Non-profit entities</li> <li>• For-profit corporations</li> <li>• Limited Liability companies or limited liability partnerships</li> <li>• Cooperative or mutual organizations</li> </ul>	A copy of the applicant's Bylaws.
<b>Copies of Real Estate Deeds and Real Property Schedule</b>	If applicant owns real property	A copy of the company's real estate deeds or any real property schedules.
<b>EEO-1 Report</b>	If applicant has 100 or more employees	Equal Employment Opportunity survey report. State or local governments may submit an EEO-4.
<b>Evidence of Good Standing with the Secretary of State</b>	<ul style="list-style-type: none"> <li>• Territory or possession of the United States</li> <li>• Non-profit entities</li> <li>• For-profit entities</li> <li>• Limited Liability companies or limited liability partnerships</li> <li>• Cooperative or mutual organizations</li> </ul>	
<b>Evidence of Legal Existence</b>	<ul style="list-style-type: none"> <li>• Local governments, or any agency, subdivision instrumentality, or political subdivision thereof</li> <li>• An Indian tribe (as defined in section 4 of the Indian Self-Determination and Education Assistance Act)</li> </ul>	
<b>Legal Opinion</b>	All applicants	The legal opinion should be prepared according to the sample format available on the <a href="#">ReConnect website</a> .
<b>List of Members and Corresponding Membership Units</b>	Limited Liability Company or Limited Liability Partnership	A document listing the members of the company and their corresponding ownership.
<b>Managing Members</b>	Limited Liability Company or Limited Liability Partnership	A list of managing members.
<b>Operating Agreements</b>	Limited Liability Company or Limited Liability Partnership	
<b>Organizational Chart</b>	All applicants	
<b>Parent Company's Debt Instruments</b>	If applicant has a parent company	

<b>Document</b>	<b>Required Entities</b>	<b>Description</b>
<b>Parent Company's Historical Financial Statements</b>	If applicant has a parent company	The audited financial statements should be from the previous year.
<b>Parent Company's Organizational Chart</b>	If applicant has a parent company	
<b>Parent Company's Services Agreement with Applicant</b>	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.
<b>Partner's Guarantee for Loan of a Start-up Company</b>	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.
<b>Partner's Historical Financial Statements</b>	If application is a start-up operation formed from partnerships of existing utility providers	The audited financial statements should be from the previous year.
<b>PUC-approved depreciation rates</b>	If applicant is regulated by a Public Utilities Commission	Applicants should provide PUC-approved depreciation rates, if available. If the PUC has does not publish approved depreciation rates, the applicant should upload a statement to that effect.
<b>Resolution of Utility Authority</b>	An Indian tribe (as defined in section 4 of the Indian Self-Determination and Education Assistance Act)	
<b>Resumes of Key Management</b>	All applicants	These resumes should explain how key management is qualified for undertaking the project and managing the network.
<b>RUS Form 87 – Mail List Data</b>	All applicants	Request for Mail List Data.
<b>Subsidiary's Historical Financial Statements</b>	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.
<b>Subsidiary's Organizational Chart</b>	If applicant has a subsidiary	

Document	Required Entities	Description
<b>Subsidiary’s Services Agreement with Applicant</b>	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

Once the applicant’s account has been set up and all relevant information is entered, authorized users for that applicant can create a project-specific application under “Active Authorizations.” Applicants may create any number of applications for any funding category. However, only a single application may be submitted by an applicant for the purposes of this FOA. Once an applicant submits an application, the action cannot be undone, and all applications that were not submitted will be deleted from the system once the deadline for the 100 percent funding category 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**.

Figure 97: **Accounts Page**

Account Name	Physical Street Address	Physical City	Physical Zip Code
Knope Telecommunications	12345 Main Street	Sarasota	34243

3. After clicking on a specific account name, the updated intake system takes you to “**Account Information**” page

Figure 98: **Accounts Information Page**

Account Knope Telecommunications

ACTIVE AUTHORIZATIONS | **ACCOUNT INFORMATION** | CONTACTS | ACCOUNT DOCUMENTS | RUS IDS

### Account Information

LEGAL NAME OF APPLICANT  
Knope Telecommunications

APPLICANT'S TAX IDENTIFICATION NUMBER  
438351151

APPLICANT'S CASE CODE  
12345

APPLICANT'S DUNS NUMBER  
267224493

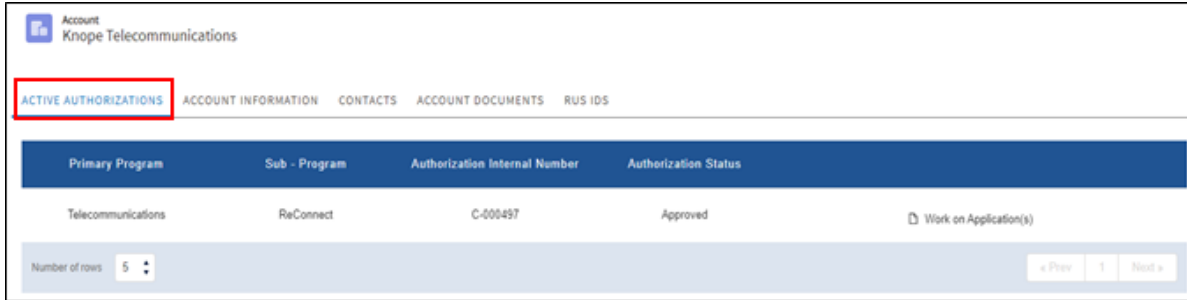
Steps

- ACCOUNT INFORMATION
- ORGANIZATIONAL DOCUMENTS

4. From the ReConnect Program Portal, click the Active Authorizations header tab.

Figure 99: **Active Authorizations**





The selected Account page displays. 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 100: **Start New Application Button**



2. The **Select Funding Type and Application Year** page displays. Click the **Funding Type** field, then select the applicable option. **This cannot be changed once the application is created.** If the wrong funding category is selected, the applicant will need to begin a new application selecting the appropriate funding category.

Figure 101: **Select Funding Type and Application Year Page**

The screenshot shows the 'Select Funding Type and Application Year' page. It includes a search bar for 'FUNDING TYPE' and a dropdown menu for 'APPLICATION YEAR'. Below these are two additional dropdown menus: 'IS THE APPLICANT A PUBLICLY TRADED COMPANY?' and 'IS THE APPLICANT REPLACING THE STANDARD GRANT SECURITY ARRANGEMENTS WITH AN ILOC?'. A 'Next' button is located at the bottom right.

3. Click the **Application Year** drop-down menu, then select the applicable option. Click **Next**. Throughout the application, Application Year is used interchangeably with Bridge Year. Upon clicking **Next**, the new application gets created. Once an application is created, it cannot be deleted.
4. **Is the Applicant a Publicly Traded Company?** – Click the **drop-down menu**, then select the applicable option.
5. **Is the Applicant Replacing The Standard Grant Security Arrangements With an ILOC?** - 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 102: **Application Navigation Bar**

Application  
101000370

Funding Type  
50% Loan/50% Grant

Project > Service Area(s) > Network > Financials > Environmental > Evaluation Criteria > Licenses & Agreements > Certifications > Documents > Summary/Submit

## Navigating Applications

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

1. From the ReConnect Program Community portal website, click the **Accounts** header tab.
2. The **All Accounts** page displays. Click the applicable **Account Name**. If the applicant is working on behalf of more than one applicant, multiple Account Names will appear.
3. The selected account's **Account Information** page displays. Within the **Active Authorizations** tab, click **Work on Application(s)**.
4. The **Authorizations** page displays the **Active Applications** tab. Click **Edit Application** next to the desired application.

Figure 103: **Edit Application Button**

Application Number	Funding Type	Status	Last Edited	
101000027	50% Loan/50% Grant	In Progress	Apr 10, 2019 6:12 PM	<a href="#">Edit Application</a>
101000049	100% Grant	In Progress	Apr 12, 2019 2:37 PM	<a href="#">Edit Application</a>
101000016	100% Grant	In Progress	Apr 11, 2019 12:11 PM	<a href="#">Edit Application</a>
101000032	100% Loan	In Progress	Apr 12, 2019 12:03 PM	<a href="#">Edit Application</a>

5. 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 should 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 when project information is updated.** 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 104: **Navigation Bar – Expanded**

Project	Service Area(s)	Network	Financials	Environmental	Licenses & Agreements	Certifications	Documents	Summary/Submit
<a href="#">Project Information</a> <a href="#">NEPA Review</a> <a href="#">Project Documents</a>	<a href="#">Service Area(s) Information</a>	<a href="#">Network Design</a> <a href="#">Build-out Timeline and Milestones</a> <a href="#">Capital Investment</a>	<a href="#">Local Network Services Revenue</a> <a href="#">Competitor Service Offerings</a>	<a href="#">Construction Map</a> <a href="#">Site/Route Descriptions</a> <a href="#">Environmental Questionnaire</a>	<a href="#">Licenses &amp; Agreements</a>	<a href="#">Certifications</a> <a href="#">Certification Documents</a>	<a href="#">Manage Uploaded Documents</a>	<a href="#">Summary/Submit</a>

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

Figure 105: Project Information Page

The screenshot shows the 'Project Information' page with the following elements:

- Header:** 'Project Information' with a blue underline.
- Progress Indicator:** A vertical bar on the right with three steps: 'PROJECT INFORMATION' (active, dark blue), 'EXECUTIVE SUMMARY' (grey), and 'FINISH' (grey).
- Field A:** A large text area labeled 'HIGH-LEVEL DESCRIPTION OF THE PROJECT: \*' with a red 'A' in a circle and an informational icon 'i' in a blue circle.
- Field B:** A section titled 'Technology Type (Select all that apply): \*' with a red 'B' in a circle. It contains five checkboxes:
  - Fiber-to-the-Premises
  - Hybrid-Fiber-Coax
  - Fixed Wireless - Licensed
  - Fixed Wireless - Unlicensed
  - Other (Specify)
- Field C:** A question 'Does the applicant have any unadvanced prior loans made under the RUS Telecommunications Program that will be expended during the 5-year build-out period? \*' with a red 'C' in a circle and a 'required' label. It has two radio buttons: 'Yes' and 'No'.
- Field D:** A question 'Is the applicant planning on investing any funds to construct broadband facilities in the NFSA during the 5-year forecast period? \*' with a red 'D' in a circle. It has two radio buttons: 'Yes' and 'No'.
- Field E:** A question 'Will any part of the loan funds be used for an Acquisition?' with a red 'E' in a circle. It has two radio buttons: 'Yes' and 'No'.
- Field F:** A question 'Is the applicant requesting SUTA consideration? \*' with a red 'F' in a circle. It has two radio buttons: 'Yes' and 'No'.
- Field G:** A question 'Is the applicant proposing services on a Tribal Land? \*' with a red 'G' in a circle. It has two radio buttons: 'Yes' and 'No'.

- 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.
- 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.

Figure 106: Project Information Page – Technology Type Checkboxes

This close-up shows the 'Technology Type: \*' section with the following details:

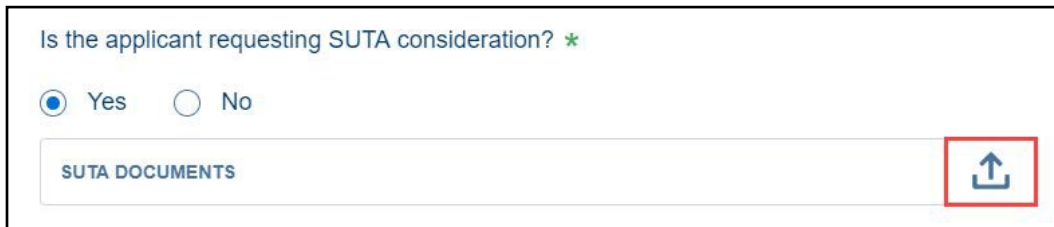
- Five checkboxes are listed:
  - Fiber-to-the-Premises
  - Hybrid-Fiber-Coax
  - Fixed Wireless - Licensed
  - Fixed Wireless - Unlicensed
  - Other (Specify)
- Below the checkboxes is a text area labeled 'OTHER TECHNOLOGY TYPE SPECIFICATION: \*' with a red asterisk.

- Does 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

being updated 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 Non-Funded Service Areas (NFSA) will be deleted.” If the Project Information section is being updated after entering information in other sections of the application, then 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.
- 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**, as this is not an eligible cost for other funding categories.
- 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 107: Project Information Page – SUTA Consideration Radio Buttons and File Upload Field




The screenshot shows a form titled "Is the applicant requesting SUTA consideration? \*". Below the title are two radio buttons: "Yes" (which is selected) and "No". Below the radio buttons is a text input field labeled "SUTA DOCUMENTS". To the right of the input field is a red-bordered box containing an upload icon (a blue square with a white arrow pointing up).

- Only a single document can be uploaded here. This document should consist of a written request from the applicant requesting SUTA consideration 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.
- 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.

Figure 108: Project Information Page – Tribal Land Services Radio Buttons and File Upload Field


Is the applicant proposing services on a Tribal Land? \*


Yes  No


TRIBAL GOVERNMENT RESOLUTION OF CONSENT 

- 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. If additional documents need to be uploaded, click on the “Click here to view, update, or add additional documents” hyperlink.

Figure 109: Project Information Fields – File Upload Fields

 Please upload the funding request resolution.

FUNDING REQUEST RESOLUTION 

- 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.
3. Once 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 (or) questions:

Figure 110: Acquisition Information Page – Section 1

**Acquisition Information**

**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? \*

Yes  No

**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? \*

Yes  No

**C** Is the system that the applicant is proposing to acquire previously funded by the Rural Utilities Service? \*

Yes  No

**D** Required upload for submission:

APPRaisal OF PHYSICAL STATUS OF PLANT TO BE ACQUIRED

**E** Optional uploads if applicable:

COPIES OF LEASES TO BE ACQUIRED

COPIES OF DEBT INSTRUMENTS AND SECURITY AGREEMENTS

COPIES OF REAL ESTATE DEEDS

ACQUISITION AGREEMENT

OPTIONS, BILLS OF SALE, OR DEEDS

**Steps**

- PROJECT INFORMATION
- ACQUISITION INFORMATION
- EXECUTIVE SUMMARY
- FINISH

- 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**.
  - a. 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**.
  - a. 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**.
  - a. 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 111: Acquisition Information Page – Section 2

Additional Required Information

**F** SELLING COMPANY NAME \*

Physical Address of Selling Company

**G** STREET \*

**H** CITY \*      **I** STATE \* ▼

**J** ZIP CODE \*

**K** \$ PROPOSED PURCHASE PRICE TO BE FUNDED BY RUS: \*

**L** SYSTEM DESCRIPTION: \*

**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 on the Capital Investment Workbook – Other Costs (PFSA). This amount should not 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.
2. Once the applicant has entered all the required information and file upload(s), click **Save and Continue**.

Figure 112: Acquisition Information Page – Save and Continue Button

Exit Without Saving      Previous      **Save and Continue**

## Executive Summary

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

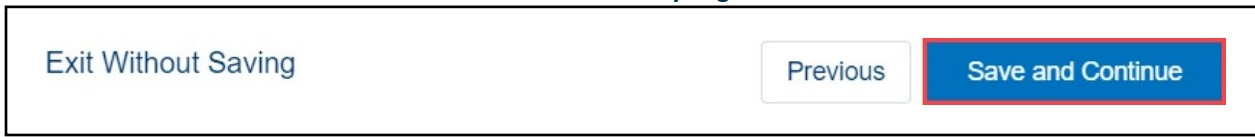
Figure 113: Executive Summary Page

The screenshot shows a web form titled "Executive Summary". On the left side, there are five text input fields, each with a red circular label (A through E) and a red asterisk indicating a required field. The labels and their corresponding text are: A: DETAILED DESCRIPTION OF EXISTING OPERATIONS: \*, B: DISCUSSION ABOUT KEY MANAGEMENT: \*, C: DESCRIPTION OF COMPANY'S WORKFORCE: \*, D: DESCRIPTION OF INTERACTIONS BETWEEN ANY PARENT, AFFILIATED OR SUBSIDIARY OPERATION: \*, and E: DETAILED DESCRIPTION OF THE PROPOSED PROJECT: \*. On the right side, there is a "Steps" progress indicator with four items: PROJECT INFORMATION (checked), ACQUISITION INFORMATION (checked), EXECUTIVE SUMMARY (selected), and FINISH (unselected). At the bottom left, there is a link "Exit Without Saving". At the bottom center, there are two buttons: "Previous" and "Save and Continue".

- 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.
- Discussion About Key Management:** This should describe experience and qualifications of key management for undertaking this project, its 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.
- 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 include if the applicant is planning to use affiliate organization workforce to maintain service.
- Description of Interactions between any Parent, Affiliated or Subsidiary Operation:** This information should be sufficient for RUS to understand the full organization structure and relationships between the applicant and related entities, including but not limited to services agreements, parent or subsidiary support, and liabilities.
- 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.

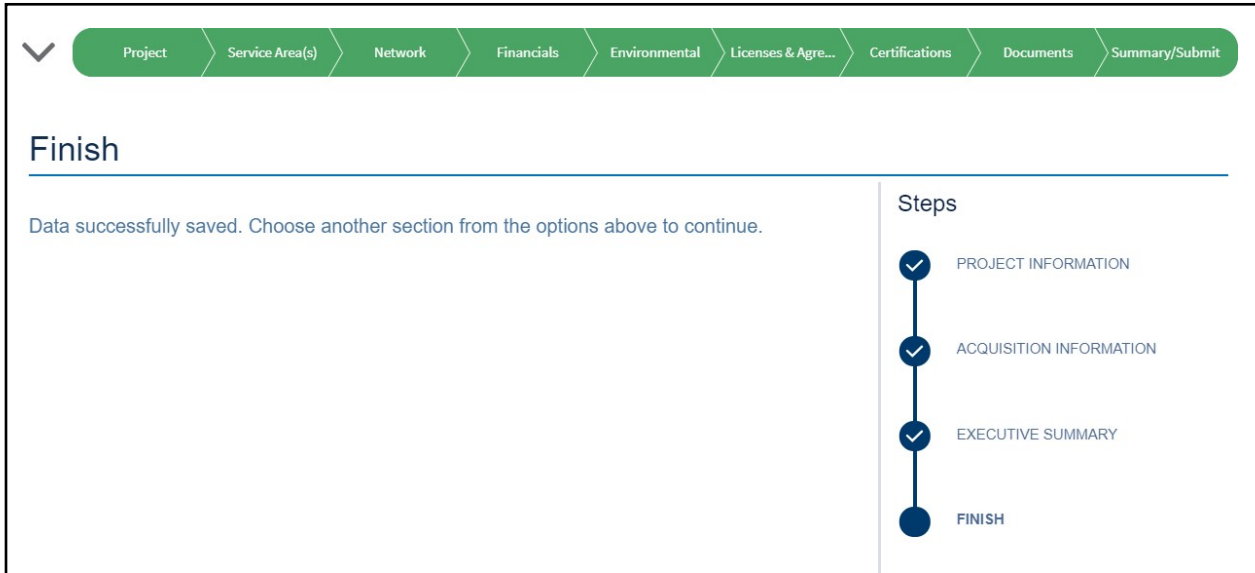
- Once all the required information has been entered, click **Save and Continue**.

Figure 114: **Executive Summary Page – Save and Continue Button**



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

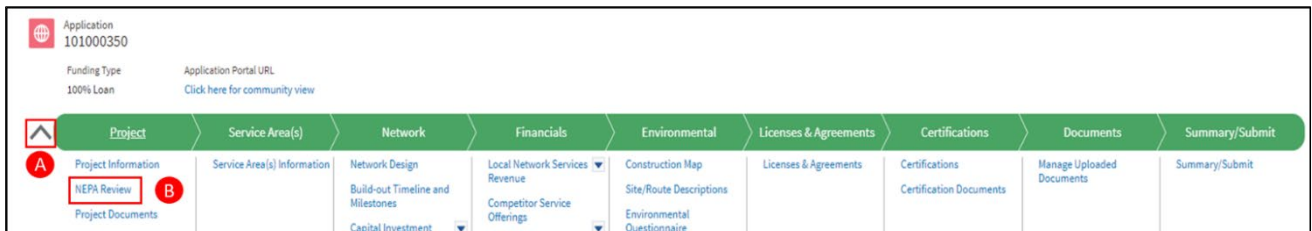
Figure 115: **Project Information Section – Completion Page**



## NEPA Review

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

Figure 116: **NEPA Review**



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

Figure 117: NEPA Review Page

The screenshot shows the 'Environmental Policy Act (NEPA) Review' section. It contains two questions, each with a red asterisk and a 'required' label. The first question asks if the proposed action requires an EIS or if one has been prepared by another agency. The second question asks if the proposed action requires an EA or if one has been prepared by another agency. Both questions have empty dropdown menus. Red circles with the numbers 3 and 4 are placed to the right of the dropdown menus.

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

- a. It is important that these following sections are completed correctly. If applicants are uncertain of the answers to these questions, they should reach out to the agency through the [“Contact Us”](#) helpdesk.
- b. If **No**, proceed to next step.
- c. If **Yes**, an optional upload field appears. If appropriate, upload a document and proceed to the next step. If an Environmental Impact Statements (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 the [“Contact Us”](#) helpdesk.

Figure 118: EIS Question

The screenshot shows the 'EIS Question' section. It contains a question asking if the proposed action requires an EIS or if one has been prepared by another agency. The dropdown menu is set to 'Yes'. Below the dropdown is an upload field labeled 'ENVIRONMENTAL IMPACT STATEMENT' with an upload icon.

3. 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 6.
  - 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](mailto:ReConnectEnvironmental@usda.gov).

Figure 119: EA Question

Is the proposed action one that Rural Development has identified as requiring an Environmental Assessment (EA) (see 7CFR1970.101) or has an EA been prepared due to the involvement of another federal agency?

\*

Yes

ENVIRONMENTAL ASSESSMENT

4. Answer the additional question that appears if Yes was selected for either of the previous two questions.
  - a. It is important to complete the following sections correctly. If uncertain of the answers to these questions, reach out to the agency through the [“Contact Us”](#) helpdesk.
  - b. 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.**
  - c. If **Yes** is selected, a required upload field appears and the applicant should reach out to the agency through the [“Contact Us”](#) helpdesk.

Figure 120: RUS EA or EIS Consultation

If a response of "Yes" is selected for either of the above questions, please contact the Rural Utilities Service (RUS) at [ReConnectEnvironmental@usda.gov](mailto:ReConnectEnvironmental@usda.gov) for further guidance. Have you contacted RUS?

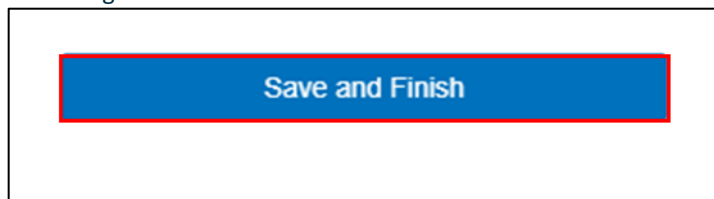
\*

Yes

RUS EA/EIS CONSULTATION

5. Click the **Save and Continue** button

Figure 121: Save and Finish Button



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

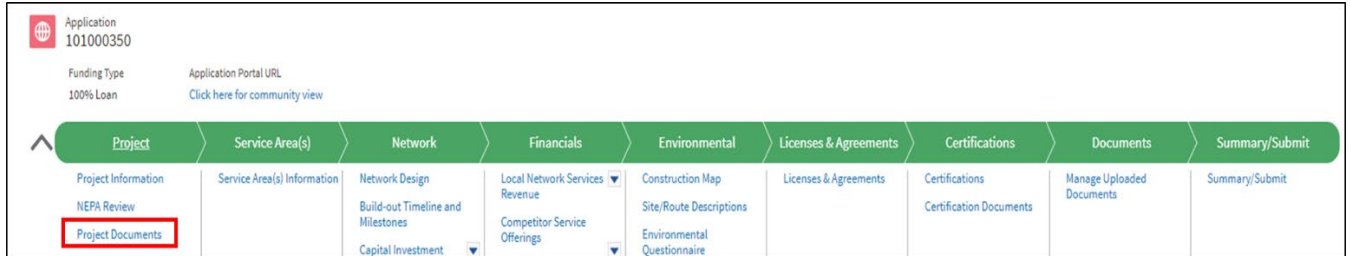
Extraordinary Circumstances (for example, adverse effect on historic property; threatened/endangered species; wetlands; floodplains; formal Federal/state designation -- parks, refuges, etc.; special sources of water; coastal barrier resources; coral reefs) may require an EA or EIS.

- Categorical Exclusions are listed in Subpart B -- 7 CFR 1970.53(d)
- Environmental Assessments are listed in Subpart C -- 7 CFR 1970.101 determines whether a FONSI (finding of no significant impact) or an EIS is required
- Environmental Impact Statement is listed in Subpart D -- 7 CFR 1970.151 provides a discussion of significant environmental impacts and informs the Agency and the public of reasonable alternatives to the project

## Project Documents

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

Figure 122: **Project Documents**



The Project Documents page displays a table listing uploaded documents.

Figure 123: **Project Documents Page**

The screenshot shows the 'Project Documents' page. At the top right, there is a button labeled 'Upload Additional Documents'. Below this is a table with the following columns: Section, Document Type, Description, File Name, User, and Date/Time. The table contains one row of data.

Section	Document Type	Description	File Name	User	Date/Time
Project Information	Funding Request Resolution		Upload Test.docx	Michael Scott	Jan 14, 2020, 11:04 AM

**Table 3: Project Documents**

Document	Required Entities	Description
Acquisition Agreement	Applicants proposing to acquire an existing plant as part 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 the project.	
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.
Certification Allowing Construction on Tribal Land	Projects occurring on Tribal land	Applicants proposing to provide service on Tribal land must submit a certificate signed by the appropriate Tribal land officer showing their support for the proposed project and stating that the project construction may occur on the Tribal land as identified on the RUS mapping tool.
Environmental Assessment	If EA is selected compliance method	
Environmental Impact Statement	If EIS is selected compliance method	
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	<p>Applicants must provide a written request detailing all of the following information:</p> <ol style="list-style-type: none"> <li>1. A description of the applicant, documenting eligibility for the ReConnect Program.</li> <li>2. A description of the community that 1) is located in a trust land and 2) is eligible to be served by the ReConnect Program.</li> <li>3. An explanation and documentation of the high need for the benefits of the ReConnect Program.</li> <li>4. Which discretionary provisions listed above the applicant is requesting to have applied to the application.</li> <li>5. The impact of those discretionary provisions.</li> </ol>

## Service Area(s) Information

In this section, applicants input information related to PFSAs and NFSAs using the Service Area Mapping Tool. Applicants should ensure they are familiar with the functionality described in the **SERVICE AREA MAPPING TOOL AND THE CONSTRUCTION MAP** section of this Application Guide before completing this section of the application.

### Accessing the Service Area Mapping Tool

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

Figure 124: Navigation Bar – Expanded – Service Area(s) Information Hyperlink



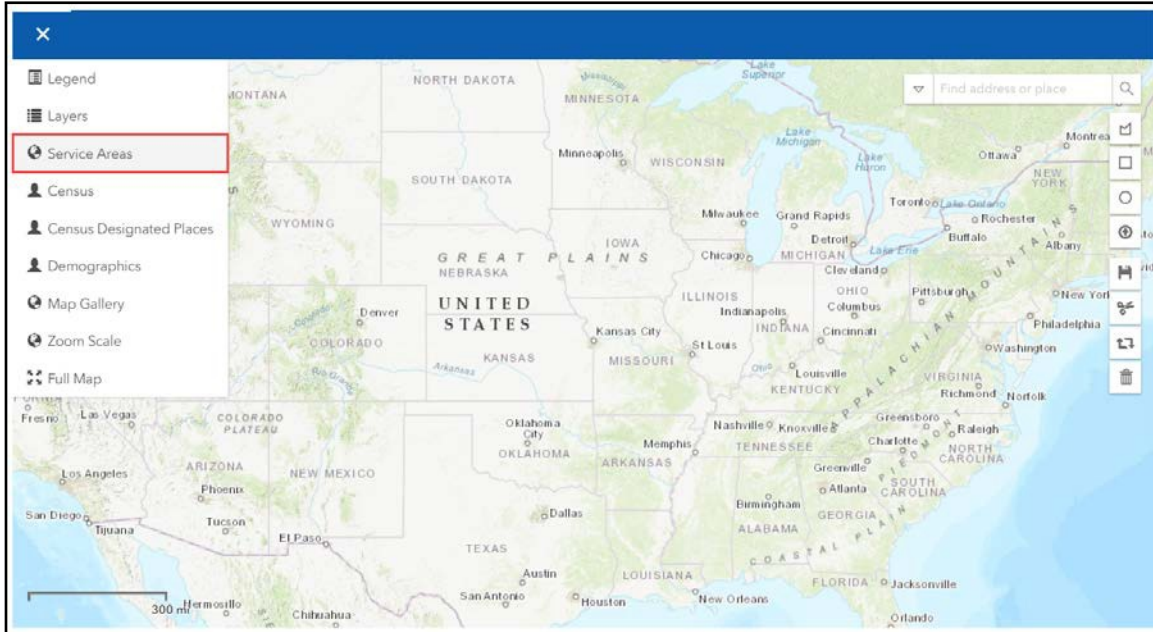
2. The Service Area Mapping Tool page displays a zoomed-out map of the United States of America. Refer to the **SERVICE AREA MAPPING TOOL AND THE CONSTRUCTION MAP** section of this Application Guide to learn more about the various general features, elements, and functions of the Mapping Tool. Features specific to the Service Area Information Tool are described below. If the applicant has previously entered a Service Area, that shape (or area) may be visible on the map (depending on the shape's size). To move around the map, click and hold, then move the cursor to get to the desired location.

### Defining a Service Area

1. After navigating and selecting the Service Area Information hyperlink within the Service Area section, the Mapping Tool displays. Click the **Menu** (☰) and then select **Service Areas**.

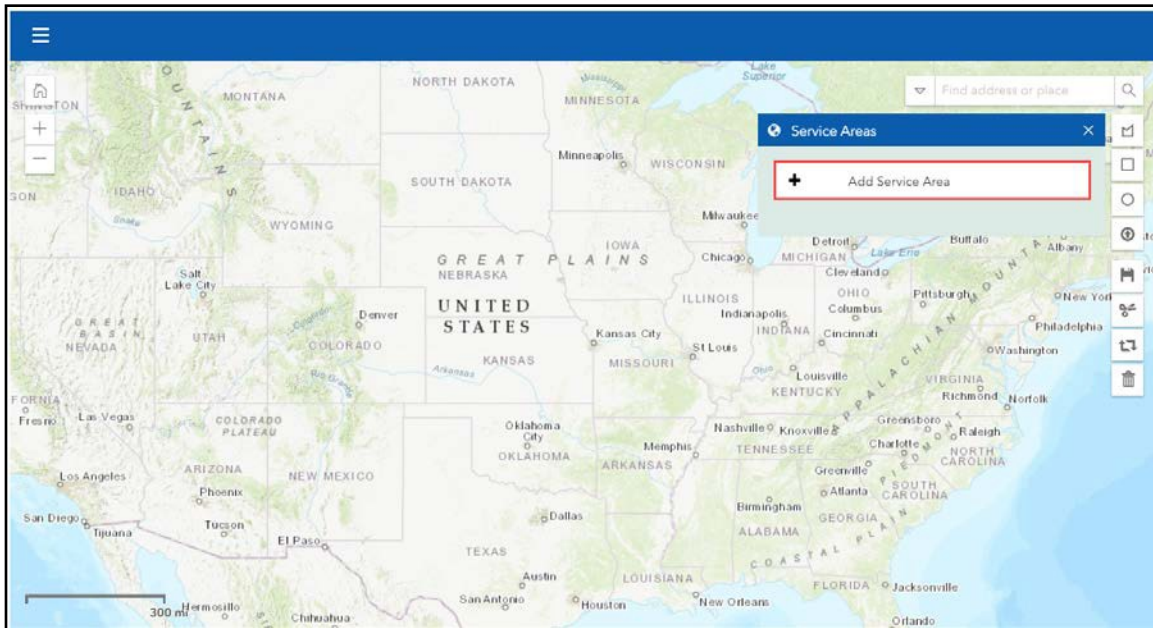


Figure 125: Service Area Mapping Tool – Menu Options – Service Areas Option



2. The Service Areas panel displays. Any previously drawn Service Area(s) appears in this window. **Applicants must add all service areas where it is offering voice, video, and data services, or planning to offer those services during the forecast period. To add a service area, click + Add Service Area.**

Figure 126: Service Area Mapping Tool – Service Areas Panel – Empty



#### Add Service Area Popup Window

1. The Add Service Area popup window displays. Click the **Service Area Funding** drop-down menu, then select the applicable option. If the drop-down menu options appear blank, try setting the browser to its default zoom level (110 percent for Chrome) and refresh the page. Once the Service Area is saved, the system does not allow changes to the Service Area Funding. If the wrong Service Area Funding option was saved, applicants must delete that

- Service Area, and create a new one.
2. Select the applicable service area type from the **Service Area Type** drop-down menu.
  3. In the **Service Area Name** field, enter the applicable service area name. As these Service Area Names are referenced throughout the remainder of the application, applicants should use descriptive and concise names whenever possible. This will reduce the potential for error on the applicant's part.
  4. **Is this service area located in any of the following territories or possessions of the United States: Palau, Marshall Islands, Federated States of Micronesia, or Guam?** – Click the applicable **radio button**.
  5. Click **Add**.

Figure 127: **Add Service Area Window**






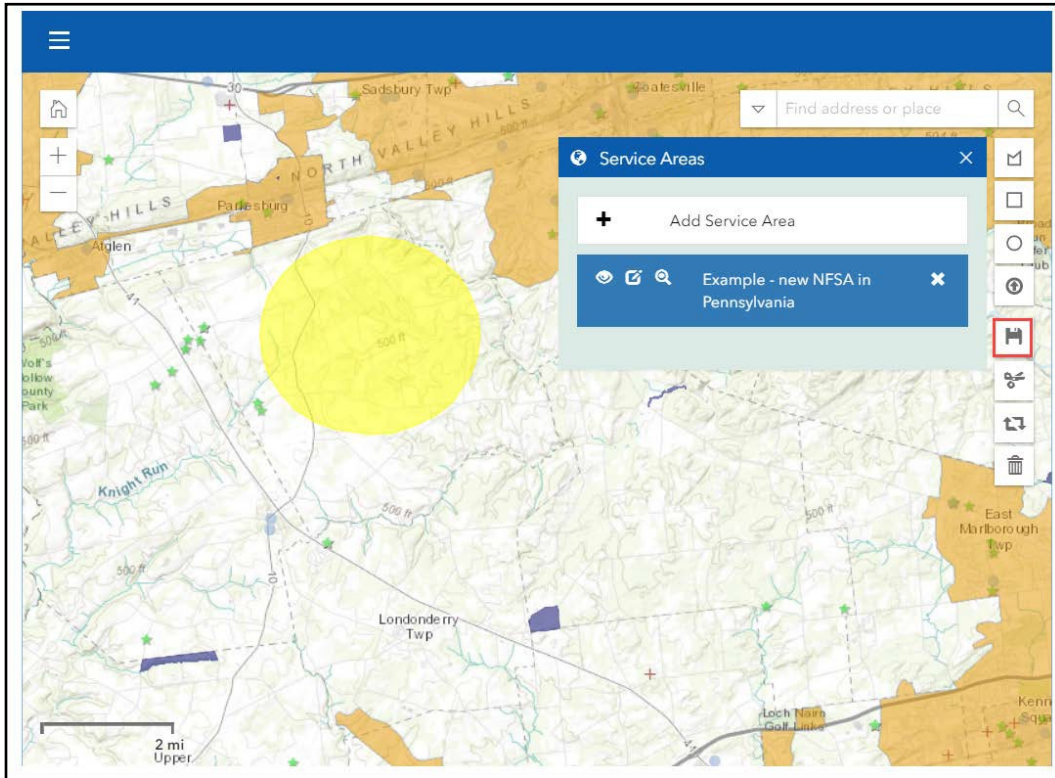
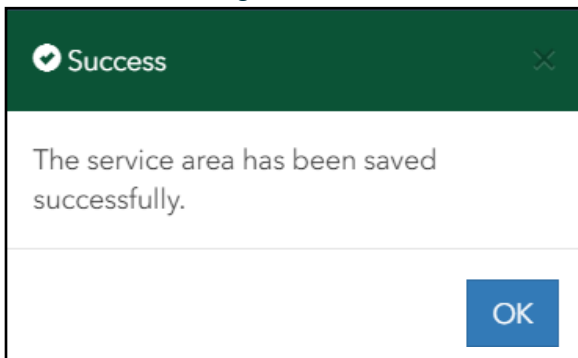
6. The recently created Service Area appears in the Service Area popup window. Select the service area and use the drawing tools to draw a polygon ( , rectangle ( , circle ( , or the upload shapefile button ( ) to add a shape to the Service Area, as described in the **SERVICE AREA MAPPING TOOL AND THE CONSTRUCTION MAP** Section of this Application Guide. If the PFSA Service Area shape overlaps an ineligible area, the shape's fill becomes an orange diagonal-cross pattern (indicating warning). The shape may need to be adjusted to ensure it is located over an eligible service area.
7. If the Service Area is a PFSA, indicate the percentage of households without sufficient broadband access by using the households without sufficient access to broadband button ( ) and secondary shapes, as appropriate. An error message will appear if the households without sufficient access to broadband layer is not drawn or does not cover at least 90 percent of the PFSA. The error message is generated based on the area covered by the shape drawn by the applicant to indicate the unserved area. This message does not mean that the system has made a determination on whether the area has sufficient access to broadband.
8. The recently added shape appears on the map. Click **Save**. Applicants may add multiple shapes to the Service Area, but can only save one shape, which indicates the area without sufficient access to broadband. Upon clicking Save, a popup window appears indicating the system is working to save the Service Area, its associated shape, and any other relevant data (such as the Census data), so allow a moment for this process to complete.

Figure 128: Service Area Mapping Tool – Saved



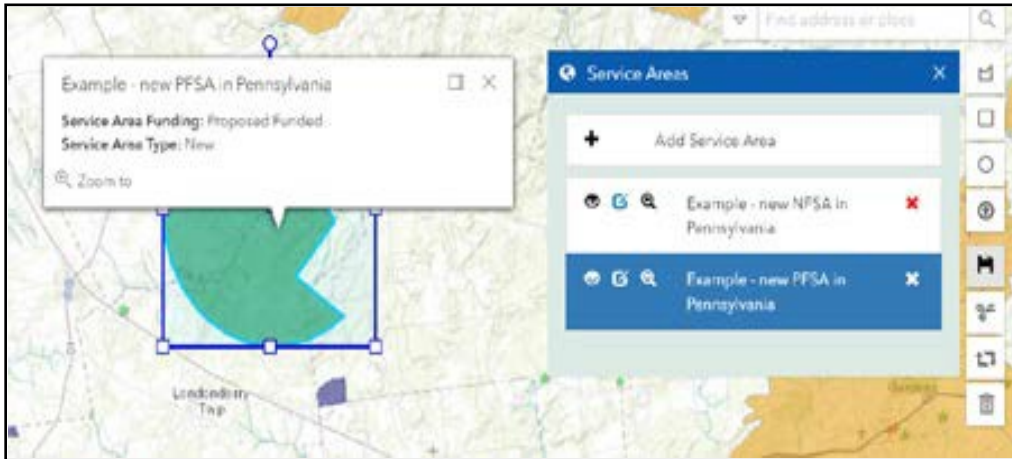
9. Once the data is saved, the Success popup window appears. Click **OK** or the "X" on the top right side to close the popup window

Figure 129: Success Window – Service Area Saved



10. After the Service Area is saved, click the shape and an informational popup window appears, of that particular Service Area. The applicant may also click **Zoom To** which zooms to a 20-mile zoom level.

Figure 130: Service Area Informational Popup Window

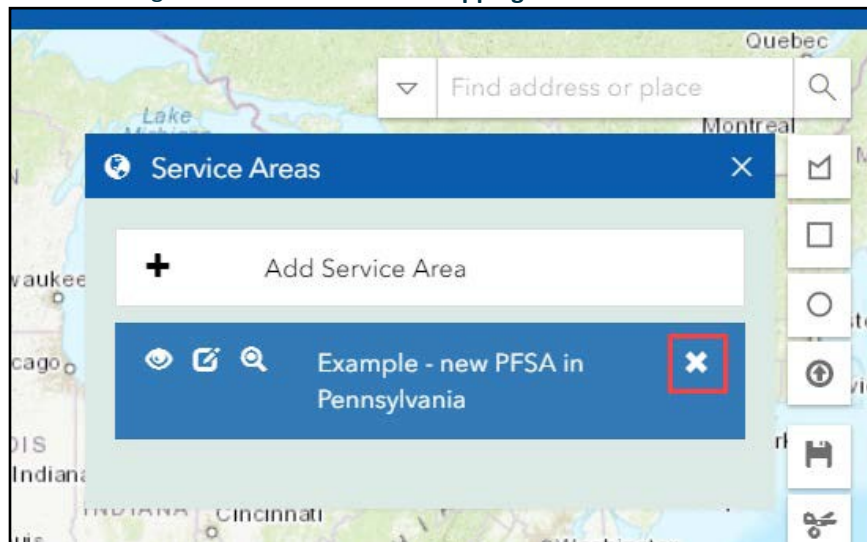


### Removing a Service Area from the Mapping Tool

Whenever possible, applicants should avoid removing service areas once subsequent sections of the application have been completed. If a service area record is deleted, any data that is entered on the Capital Investment Workbook (CIW), service offerings, and subscriber projections will also be deleted

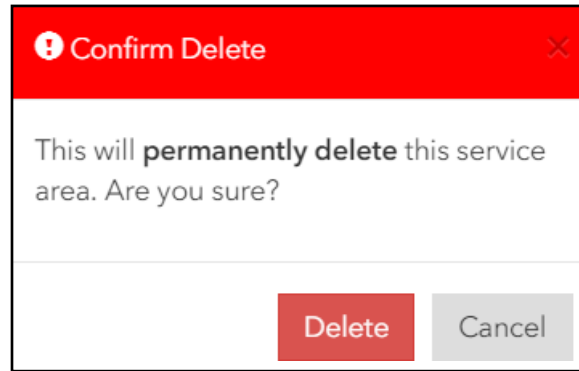
1. From the Service Area panel, click the **X** next to the Service Area the applicant wishes to remove.

Figure 131: Service Area Mapping Tool – Service Areas Panel – Deletion



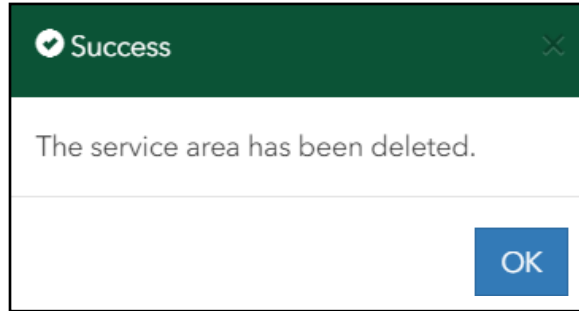
2. The Confirm Delete popup window appears. Click **Delete**.

Figure 132: Delete Window – Service Area



3. The Service Area is removed from the map. The recent deletion is automatically saved. The Success popup window appears. Click **OK**.

Figure 133: Success Window – Service Area Deletion



## Network Tab

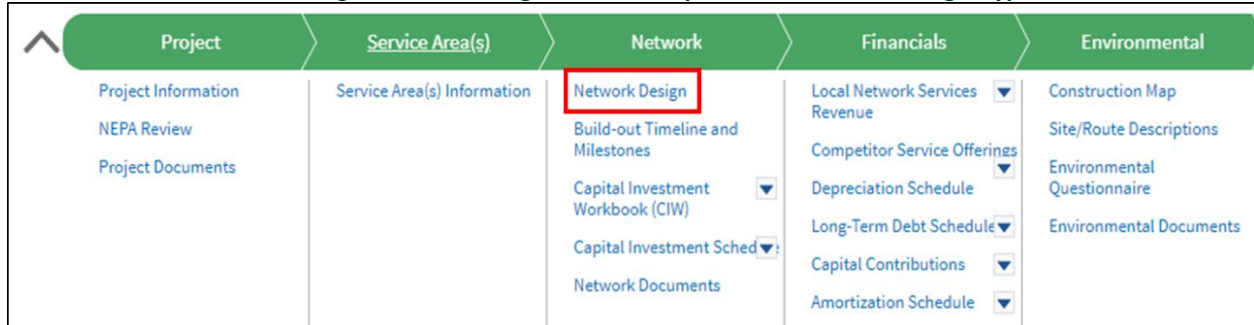
In this section, applicants provide information on the proposed network design, the timeline of the build-out, the costs of all required assets, and a schedule of investments in the required capital.

### Network Design

In this section of the application, applicants must provide a network design per the requirements of the FOA. The network design must be certified by a professional engineer currently certified in at least one of the states where the project construction is taking place. The certification must state that facilities proposed to be constructed with award funds must be capable of delivering 100 Mbps symmetrical service to every premise 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 134: Navigation Bar – Expanded – Network Design Hyperlink



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

Figure 135: Network Design Page

- 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. Example of these references include standards bodies, white papers, 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 (for example, 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 (for example, speeds, coverages, subscriber counts, services, premises, etc.), 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 (for example, 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 (for example, speeds, coverages, subscriber counts, services, premises, etc.) 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 and 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.

Figure 136: **Network Design Page – File Upload Fields**

The screenshot shows three file upload fields stacked vertically. Each field has a red circular icon with a white letter on the left, a text label in the center, and a blue upload icon on the right. The fields are:
 

- D** UPLOAD EXISTING NETWORK DIAGRAM
- E** UPLOAD PROPOSED NETWORK DIAGRAM
- F** UPLOAD NETWORK DESIGN PE CERTIFICATION

- 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 (fiber, copper, microwave, etc.) 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, major farms.

- F. **Upload Network Design PE Certification** – The certification from the Professional Engineer (PE) must clearly state that the proposed network can deliver the 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 directly at the [hyperlink](#).

The professional engineer must be currently certified in at least one of the states where the project construction is taking place.

- 3. Click **Save and Continue**.

Figure 137: 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

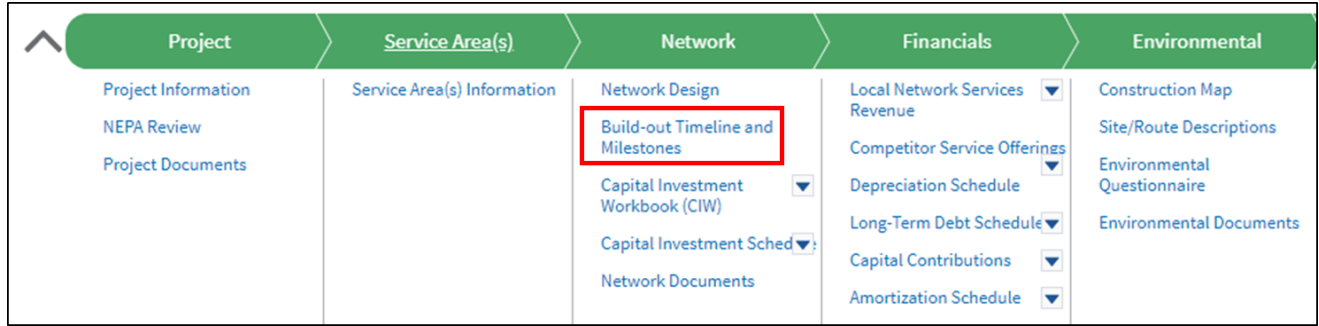
In this section, applicants provide a timeline of milestones for the five-year build-out period. Each proposed milestone must include an explanation that supports the reasonability of the milestone, including any technical information or data points. Reasonableness refers to satisfying interdependencies which support the desired requirements (for example, speeds, coverages, subscriber counts, services, premises, etc.) 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.

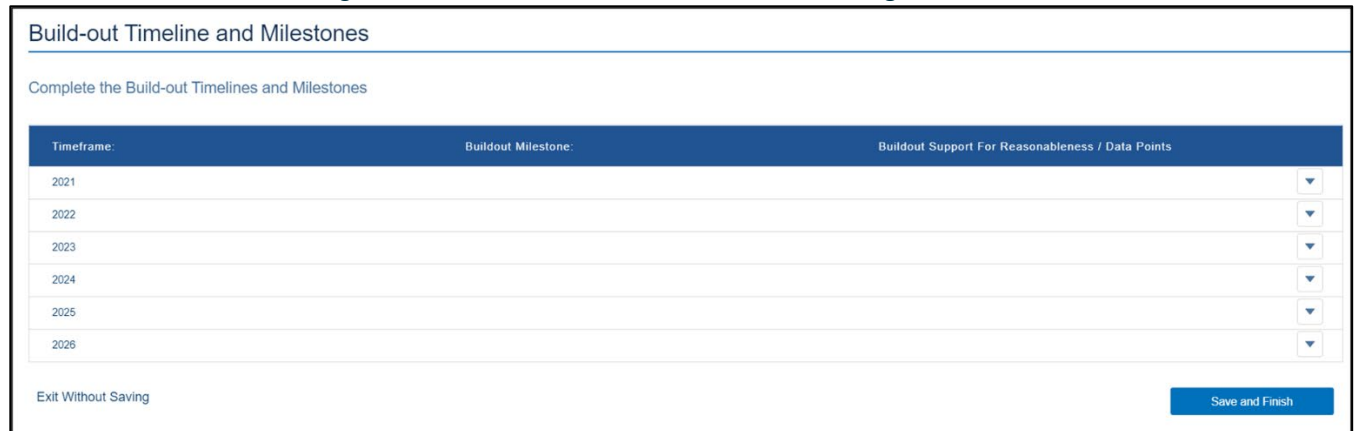


Figure 138: Navigation Bar – Expanded – Build-out Timeline and Milestones Hyperlink



2. The Build-out Timeline and Milestones page displays a table listing the Timeframe, Build-out Milestone and Build-out Support for Reasonableness and (or) Data Points. The Timeframe includes a yearly or quarterly breakdown depending on the Technology Type check box(es) selected in 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 139: 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 is deleted.**

Figure 140: **Build-out Timeline and Milestones Page – Action Menu**

Timeframe:	Buildout Milestone:	Buildout Support For Reasonableness / Data Points
2021		
2022		
2023		
2024		
2025		
2026		

4. A popup window for the corresponding Timeframe appears. Enter the following information:
  - A. **Build-out Milestone** – List all relevant Build-out Milestone for the chosen Timeframe.
  - B. **Build-out Support for Reasonableness and (or) Data Points** – Capture the Build-out Support for Reasonableness and (or) Data Points for the chosen Timeframe.
5. Upon entering the applicable information within the popup window, click **Save**.

Figure 141: **Build-out Timeline and Milestones Page – Edit Window**

TIMEFRAME:  
2021

Buildout Milestone **A**

Buildout Support for Reasonableness / Data Points **B**

**6** Cancel Save

The Build-out Timeline and Milestones page displays. Repeat **STEP 3 to 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.

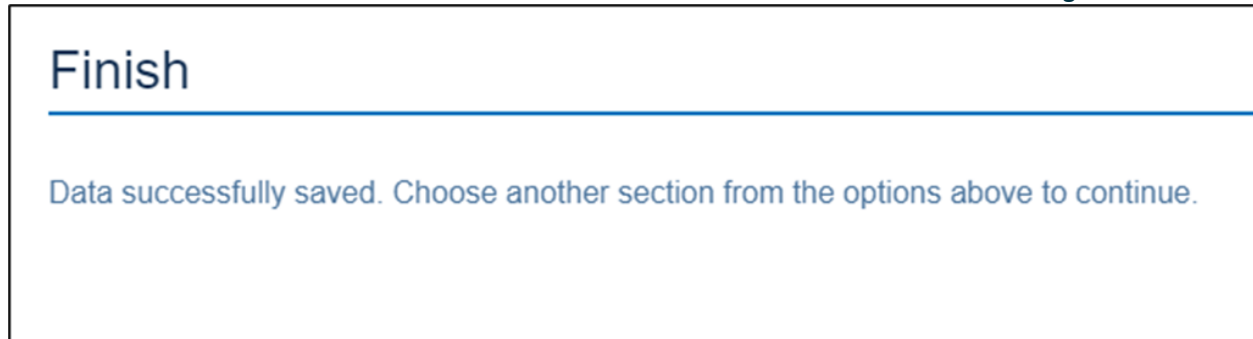
Figure 142: **Build-out Timeline and Milestones Page – Save and Finish Button**

Exit Without Saving

Save and Finish

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

Figure 143: 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 capital assets to be constructed during the forecast period, limited not only to the PFSA. Such information includes the costs, quantities, and descriptions of the equipment, materials, and facilities. Whenever assets are entered into the CIW, applicants should include a brief narrative description of the assets and cost justification, particularly when costs may deviate from industry standards due to project-specific circumstances. **Due to the comprehensive nature of the CIW, it is expected to be a time-intensive effort for applicants. Applicants should plan ahead to ensure that the CIW is completed in time for the other sections of the application to be completed before the applicable deadlines.**

Applicants can enter CIWs for PFSAs, NFSAs, and (or) Unadvanced Prior Loan Funds (UPLF). 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 for applicants that state that they have UPLF in the Project Information section. **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. On any of the CIW tables, when a new line item is added, it appears on the top row and the previously added line items are pushed down.

#### CIW – Service Area Costs

In this subsection, applicants list all 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). The system categorizes service area costs in the following manner. **Capital assets to be funded with UPLF from RUS Electric programs should be listed under the “other” categories within each section.**

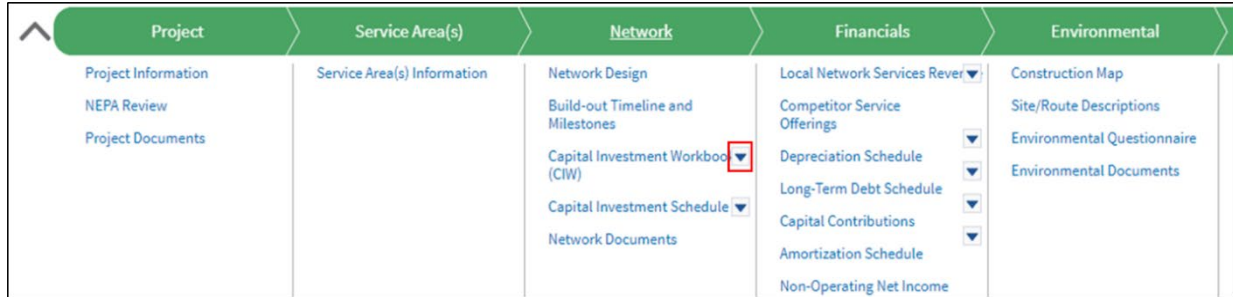
**Table 4: Service Area Costs Categories**

<b>Service Area Costs Categories</b>	
<b>Network &amp; Access Equipment</b>	<ul style="list-style-type: none"> <li>• Switching Equipment</li> <li>• Routing Equipment</li> <li>• Transport Equipment</li> <li>• Access Equipment (including ONTs)</li> <li>• Video Equipment</li> <li>• Power Equipment</li> <li>• Satellite Equipment</li> <li>• Other (specify)</li> </ul>
<b>Outside Plant</b>	<ul style="list-style-type: none"> <li>• Copper Cable – Aerial</li> <li>• Copper Cable – Buried</li> <li>• Copper Cable – Underground</li> <li>• Coaxial Cable – Aerial</li> <li>• Coaxial Cable – Buried</li> <li>• Coaxial Cable – Underground</li> <li>• Fiber Cable – Aerial</li> <li>• Fiber Cable – Buried</li> <li>• Fiber Cable – Underground</li> <li>• Fiber – Submarine Cable</li> <li>• Conduit Systems</li> <li>• Ducts (Vacant)</li> <li>• Drops</li> <li>• Cabinets or underground vaults</li> <li>• Poles</li> <li>• Make-ready</li> <li>• Other (specify)</li> </ul>
<b>Buildings</b>	<ul style="list-style-type: none"> <li>• New Construction</li> <li>• Pre-Fab Huts</li> <li>• Improvements</li> <li>• Other (specify)</li> </ul>
<b>Towers</b>	<ul style="list-style-type: none"> <li>• Guyed Towers</li> <li>• Lattice Towers</li> <li>• Monopole or Self-Supporting Tower</li> <li>• Wood Poles</li> <li>• Improvements</li> <li>• Other (specify)</li> </ul>
<b>Customer Premises Equipment</b>	<ul style="list-style-type: none"> <li>• Video Set Top Boxes</li> <li>• Modems and Routers</li> <li>• Inside Wiring</li> <li>• Multi-Terminal Adapter (VoIP)</li> <li>• Smart Meters</li> <li>• Other (Specify)</li> </ul>
<b>Non-Depreciable Assets</b>	<ul style="list-style-type: none"> <li>• Land</li> <li>• Right-of-way Procurement</li> <li>• Other (specify)</li> </ul>

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 144: **Navigation Bar – Expanded – Capital Investment Workbook Action 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 – 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 145: **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.

Figure 146: **Capital Investment Workbook Page – Selection Box**

CIW - Service Area Costs (PFSA):

\* Which service area would you like to work on? Select Service Area ▼

For each capital asset expected to be funded during the forecast period, create a new entry by clicking the **New** button and enter the required information. For the PFSA CIW, all costs must be eligible costs as defined in the **ELIGIBLE COSTS** section of this Application Guide. The Total appears for each Asset Type, for all entries within each Asset Category and for the sum of all the items.

Figure 147: **Capital Investment Workbook Page – Project Asset Table**

+ New	Save	Refresh	Delete	B	C	D	E	F	G
Asset Category	Asset Type	Description	Quantity	Unit	Unit Cost	Total Cost			
A	B	C	D	E	F	G			
--None--	--None--			--None--	\$				

- 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 once a Project Asset Category has been selected.
  - C. **Description** – Enter a short description.
  - D. **Quantity** – Enter the appropriate value.
  - E. **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 Measure Unit **drop-down menu** and then select the applicable option. This drop-down menu is only accessible once a Project Asset Type has been selected.
  - F. **Unit Cost** – Enter the appropriate amount.
  - G. **Total Cost** – System generated value that appears upon clicking the Save button. It reflects the Quantity multiplied by the associated Project Asset Cost per unit.
6. Save the information frequently, as any unsaved information will be lost upon navigating away from this section.
  7. A confirmation message appears on the top right side of the screen after the applicant clicks **Save**.

Figure 148: Capital Investment Workbook Page Save Confirmation Window

Asset Category	Asset Type	Description	Quantity	Unit	Unit Cost	Total Cost
Asset Category: Network and Access Equipment	Routing Equipment	UAT Testing	250	Unit	\$ 4,000	\$1,000,000
Total Routing Equipment						\$1,000,000
Total Network and Access Equipment						\$1,000,000

- If the applicant attempts to save this information without filling out all required fields, the applicant will see the error message shown below.

Figure 149: Capital Investment Workbook Page – Error Window

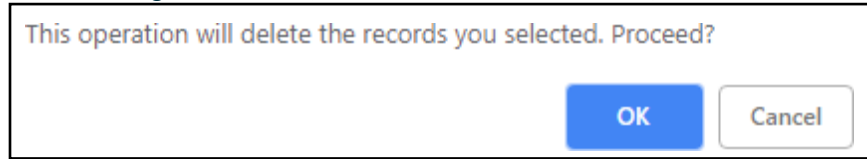
- Applicants can edit an existing entry by clicking the field or drop-down menu selection the applicant wishes to edit and perform the desired changes. Edited fields display in a yellow background up until the moment the applicant clicks Save.
- Click the **Save** button.
- To delete an entry, click the applicable **check box(es)** (A), then click the **Delete** button (B).

Figure 150: Capital Investment Workbook Page – Checkbox

Asset Category	Asset Type	Description	Quantity	Unit
Asset Category: Outside Plant	Fiber - Buried	test	2	Route Mile

- A confirmation popup window appears, click **OK** to proceed with the immediate deletion of the selected record(s).

Figure 151: Capital Investment Workbook Page – Deletion Confirmation Window

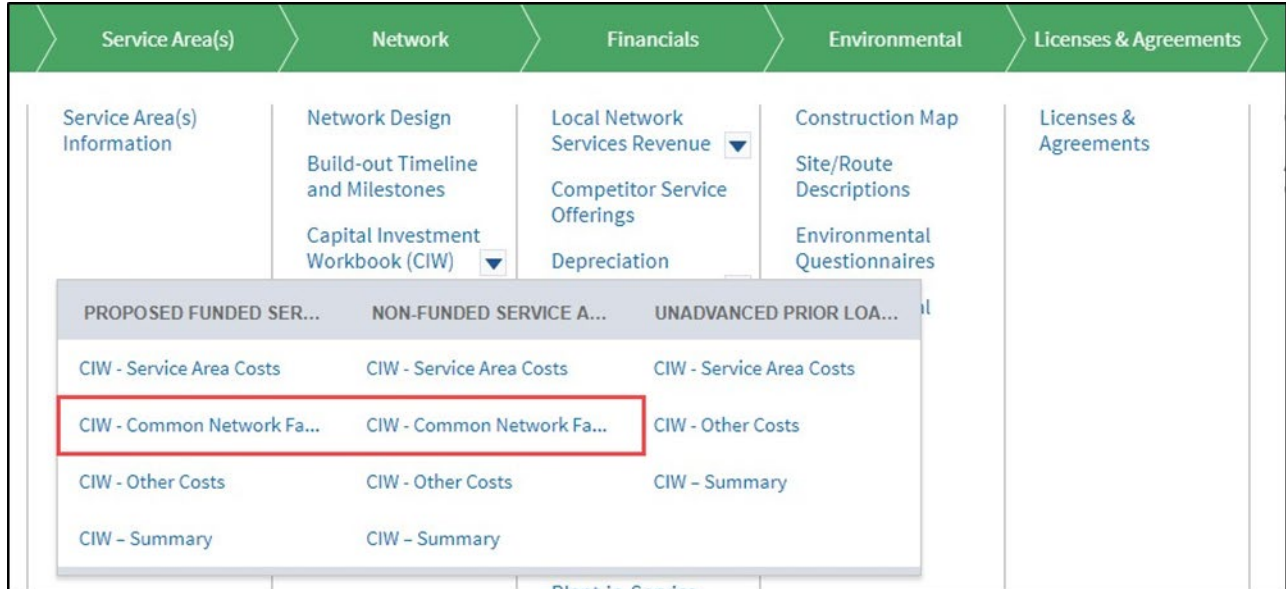


### CIW – Common Network Facilities Costs

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, even if it includes the PFSA, these costs are considered Common Network Facility Costs. Common Network Facilities Costs are categorized in the same manner as Service Area Costs. This CIW must be completed for the Proposed Funded Service Area and any Non-Funded Service Areas.

- From the Application Navigation Bar, click the **Network** section header.
- The Application Navigation Bar expands. Next to the Capital Investment Workbook (CIW), click the **drop-down menu**.
- A table displays hyperlinks under the Proposed Funded Service Area, and Non-Funded Service Area. Under the applicable header, click the **CIW – Common Network Facilities Costs**.

Figure 152: Navigation Bar – Expanded – Capital Investment Workbook Action Menu – Common Network Facilities Hyperlinks



- 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 PFSA(s). 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.

### 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:

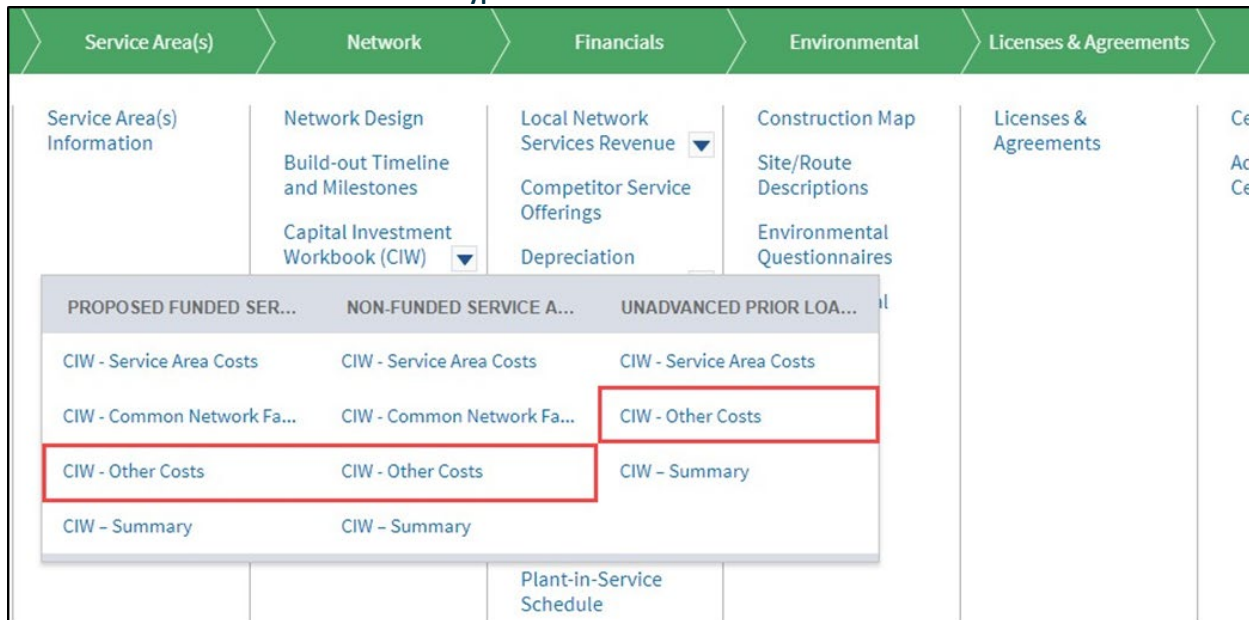
- Support Assets
  - Construction Vehicles
  - Construction Equipment
  - Special Purpose Vehicles
  - Office Equipment
  - Office Furniture
  - Billing System
  - Test Equipment
  - Portable Generators
  - Tools
  - Other (Specify)
- Other Expenditures
  - Pre-application Expenses
  - Acquisition
  - 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 this category. Up to 3 percent of the requested award funds can be used for this purpose. Note that any environmental expenses will count as part of the overall 5 percent that is allowable for pre-application expenses. The 3 percent for monitoring expenses is in addition to environmental review costs included in Pre-Award expenses. Awardees will be required to submit a copy of the agreement with the Tribal or State Historic Preservation Officer (THPO, SHPO) and the associated invoices when requesting funds.

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 153: Navigation Bar – Expanded – Capital Investment Workbook Action Menu – Other Costs Hyperlinks



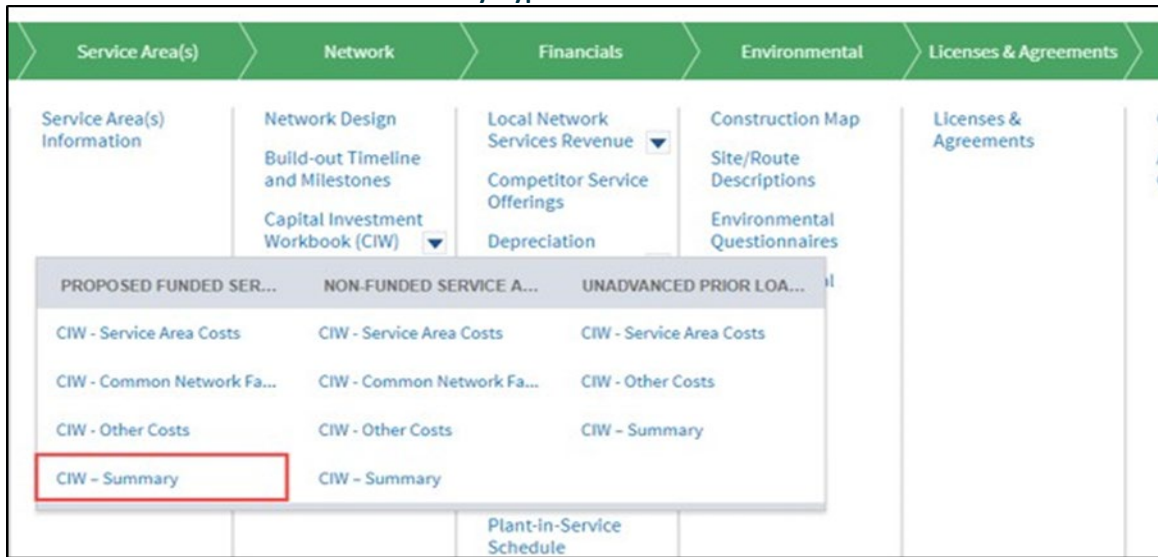
4. The selected Capital Investment Workbook – Common Network Facility page displays a table. For each service area, applicants should complete the information in the same manner as the CIW – Service Area Costs section.

#### 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 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 154: Navigation Bar – Expanded – Capital Investment Workbook Action Menu – Summary Hyperlink



- The Capital Investment Workbook Summary page displays the Project Cost information, which was entered within 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 the loan amount is allocated to acquisition costs. Scroll down and review the information for accuracy.

Figure 155: CIW Summary Page

Proposed Funded Service Area(s)   Cost Summary	
<b>Network and Access Equipment</b>	<b>Total Cost</b>
Routing Equipment	\$1,000,000.00
<b>Total Network and Access Equipment</b>	<b>\$1,000,000.00</b>
<b>Outside Plant</b>	<b>Total Cost</b>
<b>Buildings</b>	<b>Total Cost</b>
<b>Customer Premises Equipment</b>	<b>Total Cost</b>
Modems and Routers	\$25,000.00
<b>Total Customer Premises Equipment</b>	<b>\$25,000.00</b>

- If the CIW – Summary is for the PFSA, the Funding Type table can be found at the bottom of this page. Enter the requested award amounts as follows:
  - For a 100 percent Loan, enter the value in the **Loan amount requested** field. The loan amount requested cannot exceed total project costs, or \$50M, whichever is less.
  - For a 100 percent Grant, enter the value in the **Grant amount requested** field. The matching funds is 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 \$35M, whichever is less.
  - For a 50 percent Loan and 50 percent Grant combination, enter the values in the

**Grant amount requested, Loan amount requested, and Cash substitution Amount for Loan Portion** fields. The grant amount requested cannot exceed 50 percent of total project costs, the sum of requested loan amount and cash substitution amount, or \$25M, whichever is less.

- For a 100 percent Grant for Tribal Governments and Socially Vulnerable Communities, enter the values in the **Grant amount requested** field. The grant amount requested cannot exceed total project costs, or \$35M, whichever is less.
- Other Funds is the difference between “Total Project Costs” and the sum of loanfunds, grant funds, matching funds, and cash substitution.

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 amounts, and that acquisition costs are consistent with the amount entered in the project information and do not exceed 40 percent of requested loans amounts.

6. Click **Save**.

Figure 156: CIW Summary Page – Funding Type and Amount Input Fields

Funding Type	Funding Amount
Grant amount requested	<input type="text"/>
Loan amount requested	<input type="text"/>
Cash substitution Amount for Loan Portion ⓘ	<input type="text"/>
Other Funds	\$8,568,250
Total Project Costs	\$8,568,250

**6**

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

Figure 157: CIW Page – Save Success Message Window

✔ Success Message
✕

Successfully updated Loan Amounts on Application.

Funding Type	Funding Amount
Grant amount requested	\$2,005,000
Loan amount requested	\$2,000,000
Cash substitution Amount for Loan Portion ⓘ	\$5,000
Other Funds	\$4,558,250
Total Project Costs	\$8,568,250

## Capital Investment Schedule

In the Capital Investment Schedule (CIS), applicants enter information describing the timing of capital investments. The CIW must be completed before beginning this section of the application, as it is the information in the CIW that 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 Loan Funds. 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 line items entered in the CIW appear in the Capital Investment Schedule (PFSA) table. 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 is by default set to “No” with a red background. If the total amounts in the CIS reconcile with those in the CIW, this changes to “Yes” with a white background. 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 to be submitted.

Figure 158: Capital Investment Schedule Page – Amounts Fully Distributed

Capital Investment Schedule (PFSA)

Save Refresh

Project Asset Category	Project Asset Type	CIW Summary Amounts	Bridge Year	Forecast Years						Total	Amounts Fully Distributed?	
				2021	2022	2023	2024	2025	2026			
<b>Project Asset Category: Network and Access Equipment</b>												
<input type="checkbox"/>	Network and Access Equipment	Switching Equipment	500		500	0	0	0	0	0	500.00	Yes
<input type="checkbox"/>	Network and Access Equipment	Routing Equipment	5,000		5,000	0	0	0	0	0	5,000.00	Yes
<b>Project Asset Category: Outside Plant</b>												
<input type="checkbox"/>	Outside Plant	Copper Cable - Aerial	100,000		100,000	0	0	0	0	0	100,000.00	Yes
<input type="checkbox"/>	Outside Plant	Coaxial Cable - Buried	6,000,000		500,000	1,500,000	1,000,000	3,500,000	0	0	6,000,000.00	Yes
<b>Project Asset Category: Buildings</b>												
<input type="checkbox"/>	Buildings	New Construction	100,000		0	50,000	0	50,000	0	0	100,000.00	Yes
<b>Project Asset Category: Towers</b>												
<input type="checkbox"/>	Towers	Guyed Towers	105,000		0	0	0	105,000	0	0	105,000.00	Yes
<input type="checkbox"/>	Towers	Lattice Towers	250,000		0	0	125,000	125,000	0	0	250,000.00	Yes
<b>Project Asset Category: Customer Premises Equipment</b>												
<input type="checkbox"/>	Customer Premises Equipment	Inside Wiring	15,000		0	0	6,000	6,000	1,000	0	13,000.00	No
<b>Project Asset Category: Support Assets</b>												
<input type="checkbox"/>	Support Assets	Construction Vehicles	10,000		1,000	1,000	3,000	1,000	4,000	0	10,000.00	Yes
<input type="checkbox"/>	Support Assets	Construction Equipment	5,000		0	2,500	0	2,500	0	0	5,000.00	Yes
<b>Project Asset Category: Non-Depreciable Assets</b>												
<input type="checkbox"/>	Non-Depreciable Assets	Land	10,000		0	0	0	0	0	10,000	10,000.00	Yes
<input type="checkbox"/>	Non-Depreciable Assets	Right-of-way Procurement	10,000		10,000	0	0	0	0	0	10,000.00	Yes
<b>Total Proposed Funded Service Area Costs</b>					<b>616,500</b>	<b>1,573,500</b>	<b>1,145,000</b>	<b>3,294,500</b>	<b>15,000</b>	<b>6,648,500</b>		

1-13 of 13 Investment and Depreciation Schedules Page 1 of 1 Investment and Depreciation Schedules per page: 200

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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 159: Navigation Bar – Expanded – Capital Investment Schedule – Action Menu – Proposed Funded Service Area Hyperlink

The screenshot shows a navigation bar with the following sections: Project, Service Area(s), Network, Financials, Environmental, Evaluation Criteria, and Licenses & Agreements. The 'Network' section is expanded, showing a list of options. A dropdown menu is open under 'Capital Investment Schedule', with 'Proposed Funded Service Area' highlighted by a red box labeled 'B'. A red circle labeled 'A' is positioned next to the dropdown arrow.

3. For each service area entered in the Service Area Mapping Tool, 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. As the applicant may distribute the Professional Services Cost across multiple Project Asset Categories, the CIW Summary Amount displays as ‘0’. **Consequently, applicants must keep track of the total amounts entered under Professional Services to ensure that they are consistent with the amounts included in the CIW.** If the applicant does not recall the total amount entered, they may go back to the CIW Summary page to review the total Professional Services amount.

Figure 160: **Capital Investment Schedule Page**

Capital Investment Schedule (PFSA)											
<input type="button" value="Save"/>		<input type="button" value="Refresh"/>									
			Bridge Year	Forecast Years							
<input type="checkbox"/>	Project Asset Category	Project Asset Type	CIW Summary Amounts	2021	2022	2023	2024	2025	2026	Total	Amounts Fully Distributed?
<input checked="" type="checkbox"/> Project Asset Category: Network and Access Equipment											
<input type="checkbox"/>	Network and Access Equipment	Access Equipment	75,000	<input type="text"/>	<input type="text" value="15,000"/>	<input type="text" value="15,000"/>	<input type="text" value="15,000"/>	<input type="text" value="15,000"/>	<input type="text" value="15,000"/>	75,000.00	Yes
<input checked="" type="checkbox"/> Project Asset Category: Outside Plant											

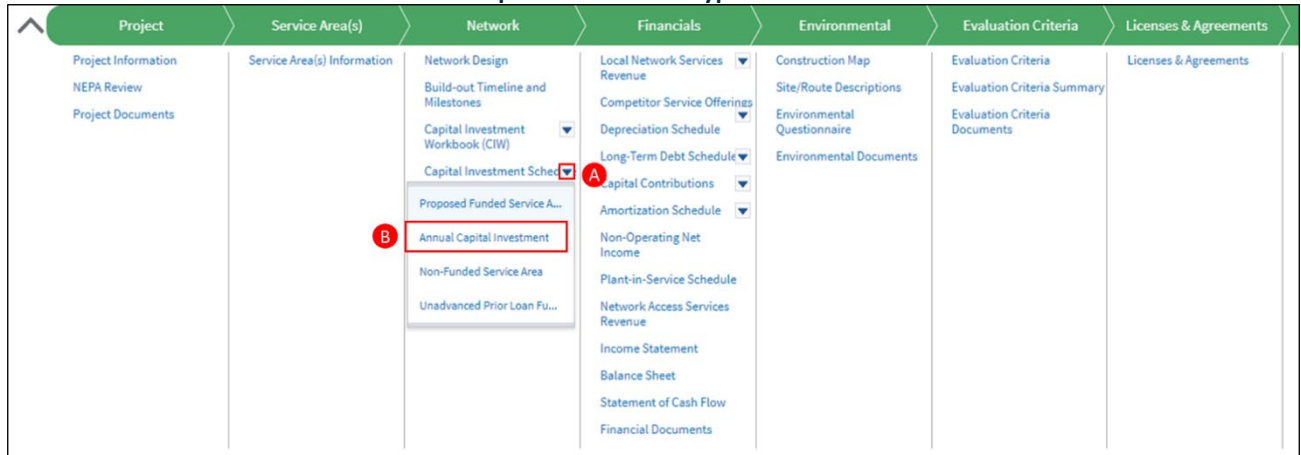
- 4. Click **Save** located at the top of the table, once the CIS has been successfully completed.

### Annual Capital Investment

In this section, applicants can view the sequencing and timing of award funds and 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 161: Navigation Bar – Expanded – Capital Investment Schedule – Action Menu – Annual Capital Investment Hyperlink



- 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 (2022 – 2026) 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.

Figure 162: Annual Capital Investment Page (For 100 Percent Grant for Tribal Governments and Socially Vulnerable Communities)

Annual Capital Investment

**Reminder**  
 Navigate to Depreciation Rates when this page is complete

Total Proposed Funded Services Area Costs		\$305,000.00	\$305,000.00	\$305,000.00	\$305,000.00	\$305,000.00	\$1,525,000.00
Total Project Costs		2022	2023	2024	2025	2026	Total
Total Loan Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Grant Amount	\$1,525,000.00	\$305,000.00	\$305,000.00	\$305,000.00	\$305,000.00	\$305,000.00	\$1,525,000.00
Other Funds <span style="font-size: small;">🔍</span>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$1,525,000.00</b>	<b>\$305,000.00</b>	<b>\$305,000.00</b>	<b>\$305,000.00</b>	<b>\$305,000.00</b>	<b>\$305,000.00</b>	<b>\$1,525,000.00</b>



**Figure 163: Annual Capital Investment Page (For 100 Percent Loan)**

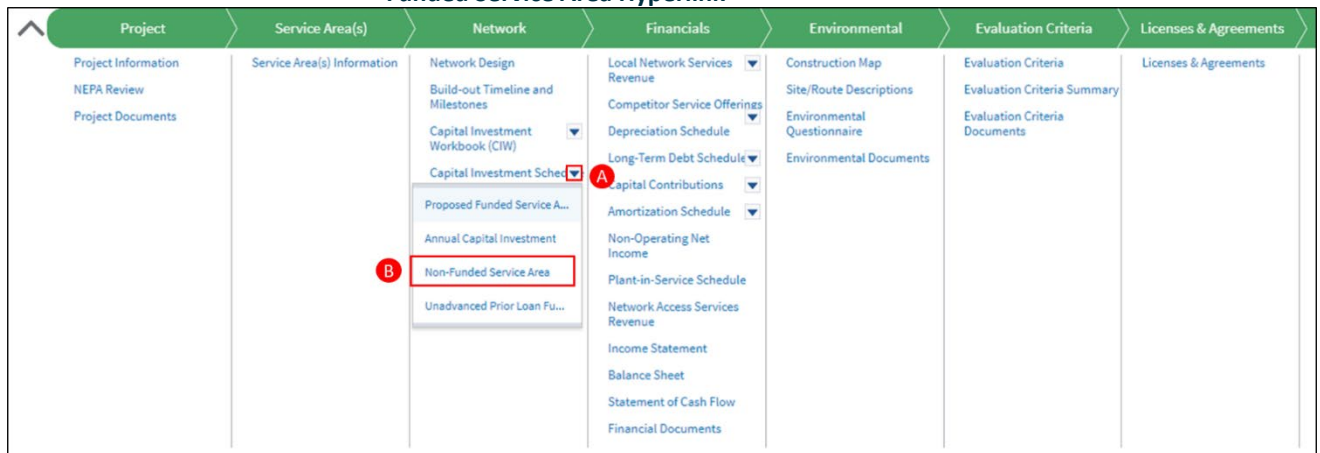
Annual Capital Investment							
<div style="border: 1px solid black; background-color: #ffffcc; padding: 2px; display: inline-block;"> <b>Reminder</b>                      Navigate to Depreciation Rates when this page is complete                 </div>							
Total Proposed Funded Services Area Costs	\$319,000.00	\$319,000.00	\$319,000.00	\$319,000.00	\$319,000.00	\$319,000.00	\$1,595,000.00
Total Project Costs	2022	2023	2024	2025	2026	Total	
Total Match Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Loan Amount	\$1,500,000.00	\$319,000.00	\$319,000.00	\$319,000.00	\$319,000.00	\$224,000.00	\$1,500,000.00
Total Grant Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Funds	\$95,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95,000.00	\$95,000.00
<b>Total</b>	<b>\$1,595,000.00</b>	<b>\$319,000.00</b>	<b>\$319,000.00</b>	<b>\$319,000.00</b>	<b>\$319,000.00</b>	<b>\$319,000.00</b>	<b>\$1,595,000.00</b>

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

**Non-Funded Service Area**

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 **Non-Funded Service Area (B)**.

**Figure 164: Navigation Bar – Expanded – Capital Investment Schedule – Action Menu – Non-Funded Service Area Hyperlink**

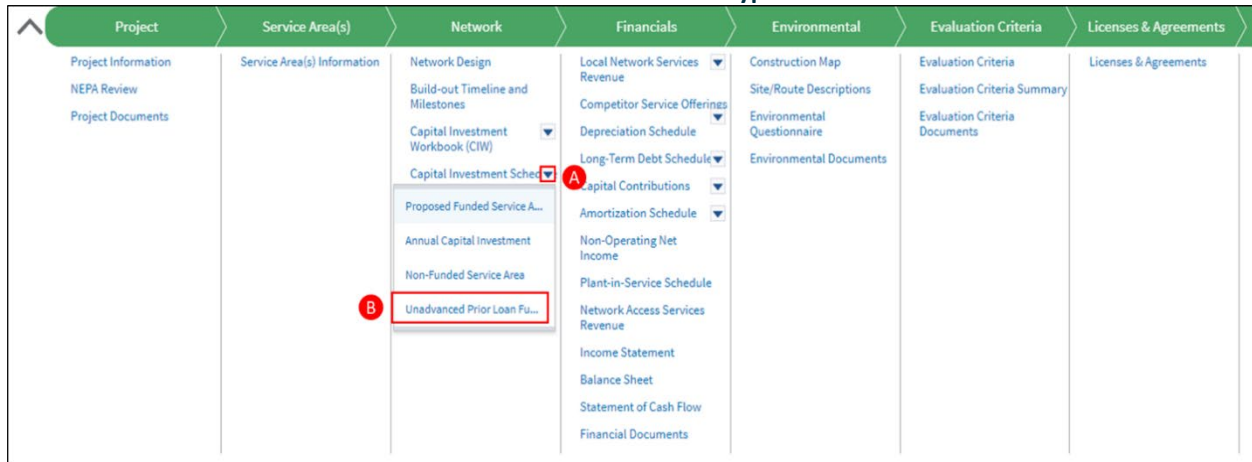


3. The Non-Funded Service Area Capital Investment Schedule page displays. Enter the appropriate values into the table, following the same guidance described for the Proposed Funded Service Area subsection.
4. Click **Save**, located at the top of the table, once the CIS has been successfully completed.

**Unadvanced Prior Loan Funds**

1. From the Application Navigation Bar, click the **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 165: **Navigation Bar – Expanded – Capital Investment Schedule – Action Menu – Unadvanced Prior Loan Funds Hyperlink**

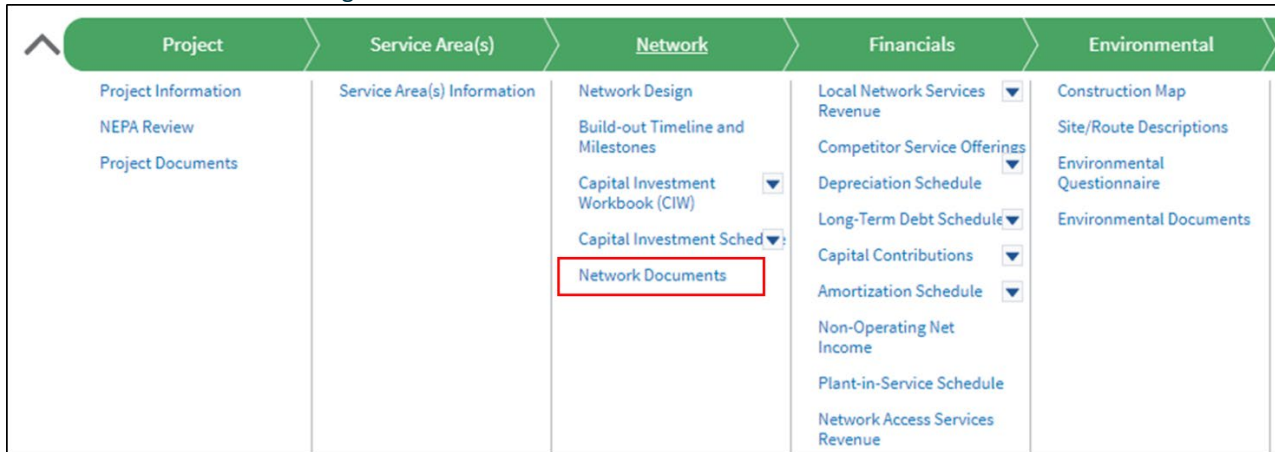


2. The Unadvanced Prior Loan Funds CIS page displays. Enter the appropriate values into the table following the same guidance described for the Proposed Funded Service Area subsection. As UPLFs should be used before the last forecast year, applicants cannot enter values for that year.
3. Click **Save**, located at the top 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 166: **Network Documents Link**



2. The Network Information Documents page displays a table listing uploaded documents

Figure 167: **Network Documents Page**

Network Documents							<a href="#">Upload Additional Documents</a>
Section	Document Type	Description	File Name	User	Date/Time		
✓ Network Information	Existing Network Diagram		Existing Network Diagram.docx	Jim Halpert	Jan 07, 2020, 03:30 PM	⌵	
✓ Network Information	Network Design PE Certification		Network Design PE certification .docx	Jim Halpert	Jan 07, 2020, 03:34 PM	⌵	
✓ Network Information	Proposed Network Diagram	Description of Proposed Network	Proposed Network Diagram .docx.pdf	Jim Halpert	Jan 07, 2020, 03:31 PM	⌵	

## Financials Tab

In this section, applicants provide information related to historical and forecast financial performance of the applicant. 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 financials, rather than a calendar year, the assumptions need to be clearly defined.

In addition to four years (2017 – 2020) of historical data, applicants shall provide the bridge year financials (2021 for the purposes of this FOA), and projected financial statements for the next five years (2022 – 2026 ). If a 100 percent Grant applicant uses an Irrevocable Letter of Credit (ILOC) as a security, the applicant does not have to submit financial projections nor meet the FOA 3's financial ratio requirements. Publicly traded companies with an investment grade bond rating also do not need to submit financial projections.

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

### Grant Accounting Guidance

While filling out the requested information within the Financial Tab, applicants must be mindful that the entity type they are reporting as will affect how grant revenue is reported. The following four primary entity types follow unique accounting requirements, and each report the grant revenue slightly differently in their audited financial statements, which may require them to report the required quarterly and (or) annual financial reporting to RUS slightly differently.

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 501(c)(12) would follow the guidance allowed under the USOA and Generally Accepted Accounting Principles for regulated entities (ASC 980). The USOA allows for 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 at 2 CFR Part 200.70, means any corporation, trust, association, cooperative, or other organization, not including Institutions of

Higher Learning (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 recognize 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 (LLCs, LLPs, Corporations, S Corporations, individually owned and publicly traded corporations, etc.). 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 it over the course of 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 5: 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	<b>All Entities:</b> 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	<b>Cooperatives using the Contribution in Aid of Construction Method:</b> Will use this line item to account for projected plant assets to be constructed using grant funds. <b>All Other Entities:</b> 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.
Income Statement	Amortized Grant Revenue	All Entities	Not Applicable	<b>For-Profit:</b> Amortization method should be amortizing over the composite economic life of facilities constructed using grant funds. <b>Cooperatives:</b> 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. <b>Cooperatives:</b> Cooperatives using the Contribution In Aid of Construction (CIAC) method would not use this account. <b>Not-For-Profit or Governmental Entities:</b> 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.

Section	Line Item	Applicable Entities	Non-Applicable Entities	Guidance or Comments
Balance Sheet	Deferred Grant Revenue	For-Profit	Cooperatives Not-For-Profit Government Entities	<b>For-Profit:</b> Will use this line item to insert grant revenue that has been deferred. <b>Cooperatives:</b> Cooperatives that elect to use the deferred revenue recognition method for grants will use this line item to insert grant revenue that has been deferred. <b>Cooperatives-CIAC, Not-For-Profit or Government Entities:</b> 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	<b>All Entities:</b> Will use this line item to designate plant assets constructed using grant funds. This is the cash outflow from grant proceeds used to plant asset.
Cash Flow	Proceeds from Grant Funds	All Entities	Not Applicable	<b>All Entities:</b> Will use this line item to account for grant funds received to construct plant assets. This excludes grant proceeds to reimburse pre-application expenses.
Depreciation Expense	Less Grant-Funded Plant	Cooperatives Using CIAC	Cooperatives using Deferred Revenue Method, For-Profit Entities, Not-For-Profit, Government Entities	<b>Cooperatives using the Contribution in Aid of Construction Method:</b> Will use this line item to deduct depreciation calculations related to grant-funded plants. <b>All Other Entities:</b> Would not be applicable.

### Local Network Services Revenue

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

**If the applicant is proposing an open access network project, a data service offering 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.

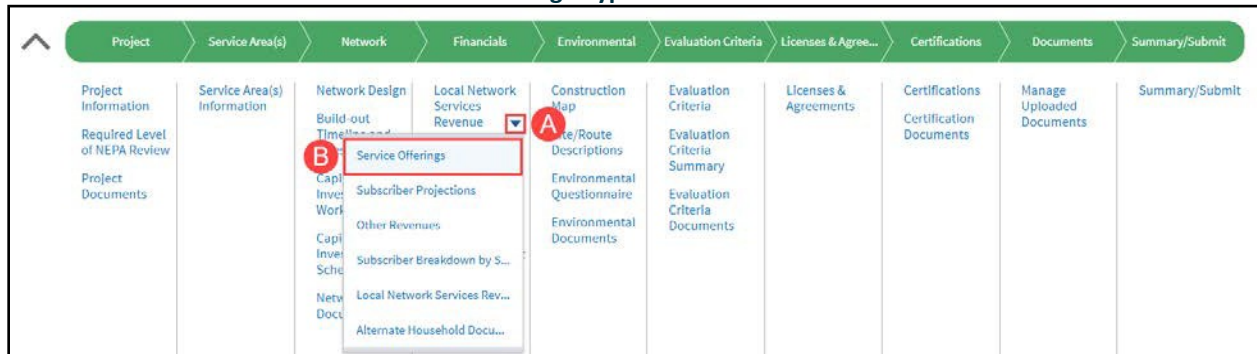
### Service Offerings

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. From 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 168: Navigation Bar – Expanded – Local Network Services Revenue – Action Menu – Service Offerings Hyperlink



2. The Service Offering Summary View page displays. For each service offering that will be offered during the forecast period, enter the requested information in the Create New Service Offering section below the Summary View table.

Figure 169: Service Offerings Page

The screenshot shows the 'Create New Service Offering' form. It includes several input fields and dropdown menus, each with a red letter label:
 

- A**: SERVICE OFFERING (Voice/Video/Data)
- B**: SERVICE OFFERING DESCRIPTION \*
- C**: SERVICE OFFERING STATUS \*
- D**: BROADBAND DOWNLOAD SPEED \*
- E**: BROADBAND UPLOAD SPEED \*
- F**: CUSTOMER TYPE \*
- G**: PRICE \*
- H**: Services Areas table

 Below the form, there is a note: 'Subscriber projections must be provided for the applicant's entire operations; existing and new. Please select all of the service areas in which each service offering type is available or will become available.'

Select	Service Area	Service Area Funding	Service Area Type
<input type="checkbox"/>	PFSA 1	Proposed Funded	New
<input type="checkbox"/>	PFSA 2	Proposed Funded	New

- Service Offering** – Click the Service Offering **drop-down menu**, and then select the appropriate option from the list.
- Service Offering Description** – Enter a concise description of the Service Offering.
- Service Offering Status** – Click the Service Offering Status **drop-down menu**, and then select the applicable option.
- Broadband Download Speed** – If applicable, click the Broadband Download Speed **drop-down menu**, and then select the appropriate option from the list. This field only appears if the selected Service Offering includes **Data**.
- Broadband Upload Speed** – If applicable, click the Broadband Upload Speed **drop-down**

**menu**, and then select the appropriate option from the list. This field only appears if the selected Service Offering includes **Data**.

- F. **Customer Type** – Click the Customer Type **drop-down menu**, and then the applicable option.
  - G. **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 the applicant is proposing an open access network project, the price entered should be \$0.
  - H. **Service Areas** – Select the appropriate check box(es) for the applicable Service Areas to indicate within which service area(s) the service is offered. Select one or more check box(es) per Service Offering.
3. Once the Service Area(s) is (are) selected, click the **Save** button (located at the bottom right-side of the page).
  4. The Service Offerings page displays with the newly created Service Offering aggregated to the Service Offerings Summary View table. Applicants can edit and delete the service offerings by using the options at the far-right of the table. New PFSA's and new NFSAs can only have new service offerings.

Figure 170: **Service Offerings – Summary View**

Service Area	Service Offering	Service Offering Description	Service Offering Status	Broadband Download Speed	Broadband Upload Speed	Customer Type	Price	
UAT Testing	Data	UAT Tier 1 Resi...	New	50 Mbps	50 Mbps	Residential	\$50.00	<a href="#">Delete</a> <a href="#">Edit Service Offering</a>

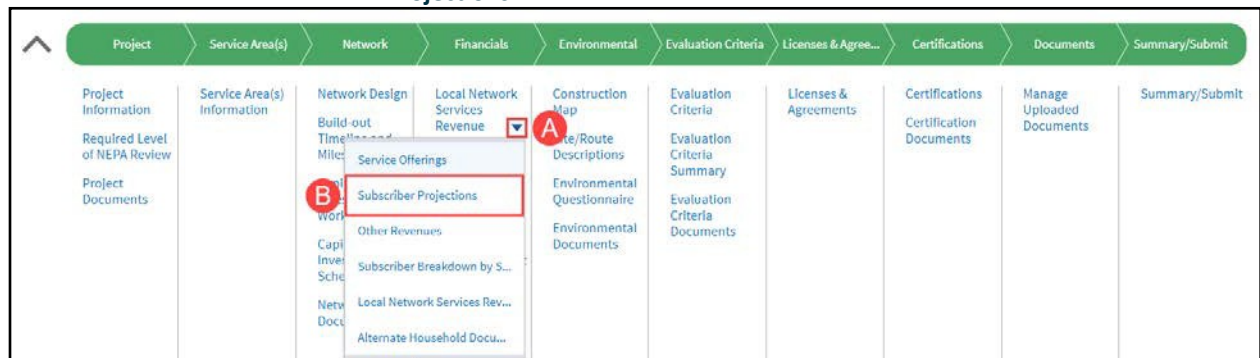
Number of rows: 5 « Prev 1 Next »

### Subscriber Projections

In this section, applicants provide subscriber projections for each service offering for each PFSA and NFSAs. Applicants can 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).

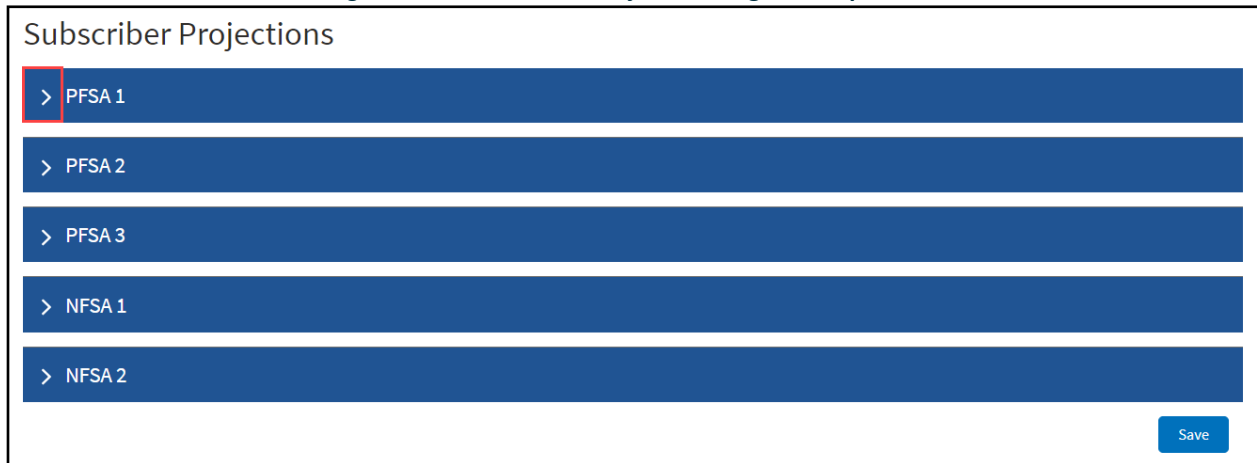
Figure 171: **Navigation Bar – Local Network Services Revenue – Action Menu – Subscriber Projections**





2. The Subscriber Projections page displays. Click the **toggle** next to the specific Service Area.

Figure 172: **Subscriber Projections Page - Collapsed**



3. Information regarding the Service Area displays, including table(s) with auto-populated fields that pull from the Service Offerings page. As only existing service offerings can have information related to historical years, New Service Offering contains only years 2021 – 2026, while Existing Service Offering contains years 2017 – 2026. Enter the following applicable line items:
  - A. **Price** – Enter the dollar values for each year in the table (2018 and 2021 - 2026). This is pre-populated with the price information entered in the Service Offerings subsection. If the applicant forecasts price increases, supporting documents or narratives should be provided.
  - B. **New Subscribers** – Enter the number of new subscribers for the applicable years. Subscriber projections should be realistic, justifiable, and consistent with the CIS and construction plan.
  - C. **Cancellations** – Enter the number of cancellations for the applicable years. Significant deviations from historical churn rates should be explainable.
4. Existing subscribers carry forward based on ending subscribers from the previous period, while net additions, ending subscribers, and churn rate are calculated by user inputs in the given fiscal year.
5. Click **Save** located in the lower right-hand corner of the screen.

Figure 173: Subscriber Projections Page – Expanded

Subscriber Projections

Page Number: 1

Non-Funded - New

Service Offering	Service Offering Description	Bandwidth Download Speed	Bandwidth Upload Speed	Customer Type
Voice	30/30			Residential

		Bridge Year		Forecast Years			
		2021	2022	2023	2024	2025	2026
Price	0	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Existing Subscribers	0	0	0	0	0	0	0
New Subscribers	0	0	0	0	0	0	0
Cancellations	0	0	0	0	0	0	0
Net Additions	0	0	0	0	0	0	0
Ending Subscribers	0	0	0	0	0	0	0
Churn Rate	0	0%	0%	0%	0%	0%	0%

Service Offering	Service Offering Description	Bandwidth Download Speed	Bandwidth Upload Speed	Customer Type
Data	100/100	100 Mbps	100 Mbps	Business

		Bridge Year		Forecast Years			
		2021	2022	2023	2024	2025	2026
Price	0	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Existing Subscribers	0	0	0	0	0	0	0
New Subscribers	0	0	0	0	0	0	0
Cancellations	0	0	0	0	0	0	0
Net Additions	0	0	0	0	0	0	0
Ending Subscribers	0	0	0	0	0	0	0
Churn Rate	0	0%	0%	0%	0%	0%	0%

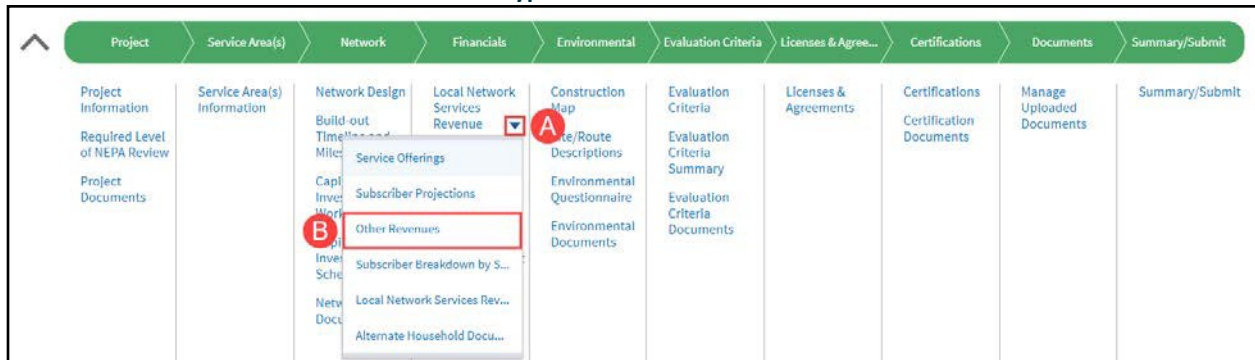
5 Save

Other Revenues

In this section, applicants enter other revenue 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 174: Navigation Bar – Local Network Services Revenue – Action Menu – Other Revenues Hyperlink



3. The Other Revenues page displays. Select or enter information in the following question fields:
  - A. **Do you charge an Installation or Setup Fee when connecting new subscribers?** – Click the question **drop-down menu**, and then select the appropriate option.

- If **Yes**, proceed to B.
  - If **No**, proceed to C.
- 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, video conferencing fees, etc....** – Click the question **drop-down menu**, and select either **Yes** or **No**. If the applicant is proposing an open access network project, revenues should be captured under this question.

Figure 175: **Other Revenue Page**

**Other Revenue**

**A** \* Do you charge an Installation or Setup Fee when connecting new subscribers?

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

**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, video conferencing fees, etc....

**Save**

4. If **No**, proceed to STEP 6. If **Yes**, a table appears for dollar values to be entered into the applicable years (2018 – 2026). If applicable, enter the appropriate aggregate dollar amounts. There is only one Other Local Network Services line item which 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 on the bottom right-hand corner of the screen.

Figure 176: **Other Revenues Page – Financial Table**

**Other Revenue**

\* Do you charge an Installation or Setup Fee when connecting new subscribers?  
 **+**

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

\* Do you have any Other Local Network Services Revenues to report? These revenues may be generated from broadcast network fees, monthly cable modem rental fees, video conferencing fees, etc....

	Historical Years				Bridge Year	Forecast Years				
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Other Local Network Services Revenue	\$100,000.00	\$200,000.00	\$300,000.00	\$400,000.00	\$500,000.00	\$600,000.00	\$700,000.00	\$800,000.00	\$900,000.00	\$1,000,000.00

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

**Save**

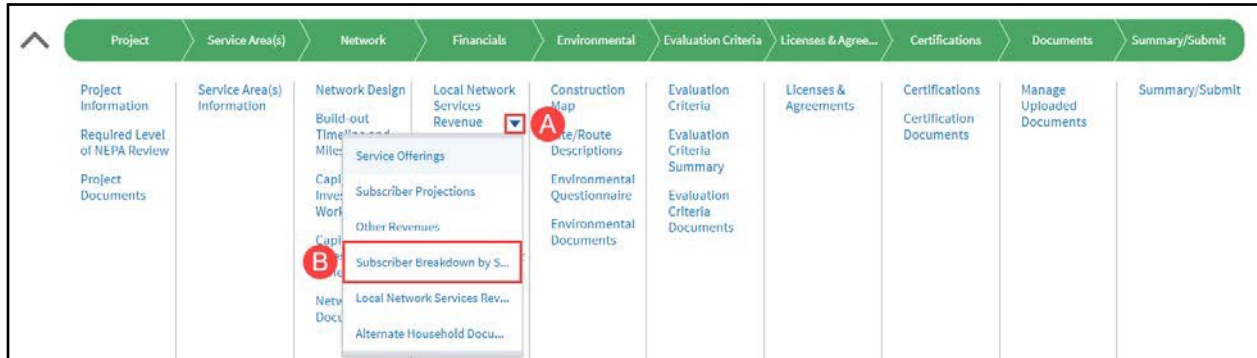
### Subscriber Breakdown by Service Area

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.

- 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 177: Navigation Bar – Local Network Services Revenue – Action Menu – Subscriber Breakdown By Service Area Hyperlink



- 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:

Figure 178: Subscriber Breakdown By Service Area Page – PFSA

Subscriber Breakdown By Service Area

Non-Funded - New Input Alternate Household Data  hidden

Service Offering	Customer Type	Historical Years			Bridge Year	Forecast Years						
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
Data	Business	0	0	0	0	0	0	0	0	0	0	0
Voice	Residential	0	0	0	0	0	0	0	0	0	0	0
Total Business Subscribers		0	0	0	0	0	0	0	0	0	0	0
Total Residential Subscribers		0	0	0	0	0	0	0	0	0	0	0
Households		999	999	999	999	999	999	999	999	999	999	999
Household Penetration Rates		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Oklahoma PFSA Input Alternate Household Data  hidden

Service Offering	Customer Type	Historical Years			Bridge Year	Forecast Years						
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
Data	Business	0	0	0	0	0	0	0	0	0	0	0
Voice	Residential	0	0	0	0	0	0	0	0	0	0	0
Total Business Subscribers		0	0	0	0	0	0	0	0	0	0	0
Total Residential Subscribers		0	0	0	0	0	0	0	0	0	0	0
Households		44	44	44	44	44	44	44	44	44	44	44
Household Penetration Rates		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

- Service Offering(s):** This displays the number of subscribers for a given service offering.
- Total Residential Subscribers:** This displays the total number of subscribers across all residential service offerings in a service area.
- Total Business Subscribers:** This displays the total number of subscribers across all business service offerings in a service area.
- Households:** This displays the number of total households in the service area based on census data.
- Household Penetration Rates:** The system calculates this field by dividing the number of subscribers by the number of households in the service area.

- 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.

- 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.
- 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-hand corner of the screen, and a Save Successful message appears at the top of the screen.

Figure 179: **Subscriber Breakdown By Service Area Page – NFSA**

Service Offering	Customer Type	Historical Years				Bridge Year	Forecast Years				
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Data	Residential	0	0	0	0	0	0	0	0	0	0
Total Residential Subscribers		0	0	0	0	0	0	0	0	0	0
Alternate Households		0	0	0	0	0	0	0	0	0	0
Alternate Household Penetratio...		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Summary											
Total Residential Subscribers		0	0	0	0	0	2	4	6	6	9

### Viewing Local Network Services Revenue

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 select **Local Network Services Revenue** (B).

Figure 180: **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 Set-up 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 represents the applicant's operating revenue, and is calculated as the sum of Residential Local Network Services Revenue, Business Local Network Services Revenue, One-time Set-up Fees, and Other Local Network Services Revenue.

Figure 181: Local Network Services Revenue Page

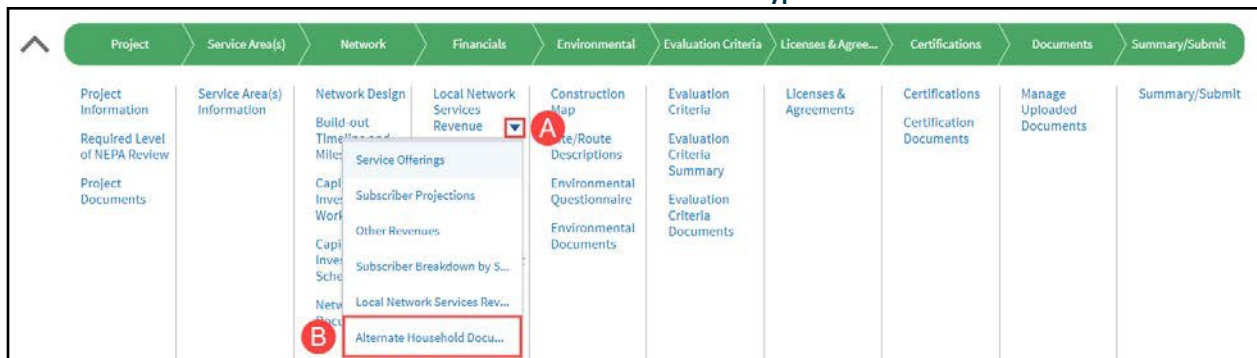
		Bridge Year			Forecast Years		
Service Offering	Customer Type	2021	2022	2023	2024	2025	2026
Data	Residential	\$11,400	\$39,060	\$82,140	\$133,350	\$191,280	\$256,320
Residential Local Network Services Revenue		\$11,400	\$39,060	\$82,140	\$133,350	\$191,280	\$256,320
Residential Average Revenue per User (ARPU)		\$326	\$460	\$486	\$540	\$545	\$573
One-time Set-up Fees		\$980	\$1,400	\$2,380	\$2,268	\$2,968	\$2,744
Other Local Network Services Revenue		\$780	\$1,200	\$2,400	\$2,800	\$2,600	\$2,500
Total Local Network Services Revenue		\$13,160	\$41,660	\$86,920	\$138,418	\$196,848	\$261,564

### 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 182: 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 183: 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 included in the Service Area Mapping Tool. Applicants must complete this section of the application whether or not competitors exist.

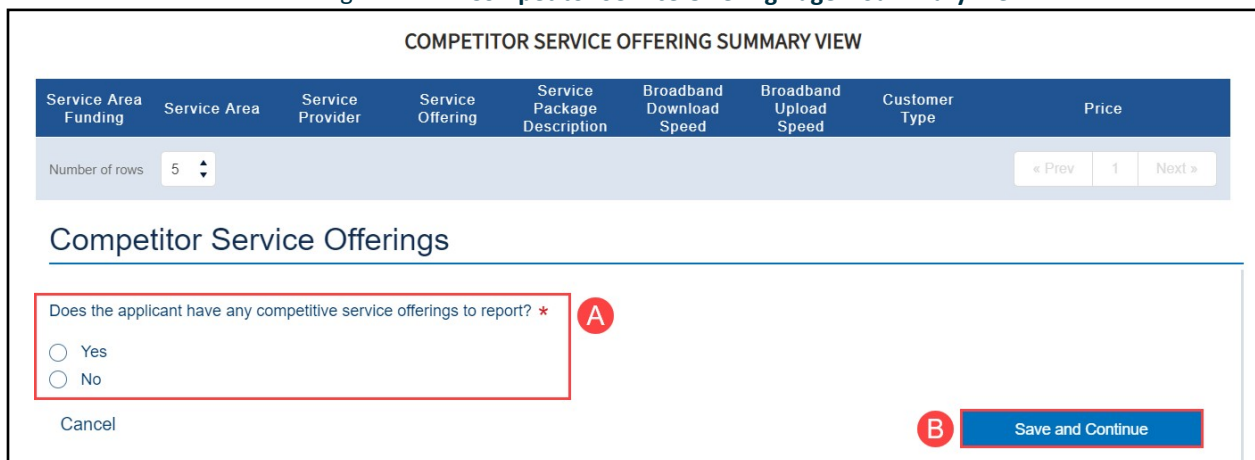
1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands, click **Competitor Service Offerings**.

Figure 184: Navigation Bar – Expanded – Competitor Service Offerings Hyperlink



2. The Competitor Service Offering Summary View table displays. Scroll down to reach the Competitor Service Offerings section. For the “Does the applicant have any competitive service offerings to report?” question, select the applicable **radio button (A)** and then click **Save and Continue (B)**. If the applicant is aware of any other entities offering service offerings of the same type as the applicant (for example, voice, video, or data), whether or not it qualifies as broadband service, that information must be included in this section.

Figure 185: Competitor Service Offering Page – Summary View



- If **No**, a Response Saved page appears, prompting the applicant to continue filling out another section of the application.
  - If **Yes**, proceed to the next step to capture information about the Competitor Service Offerings.
  - If applicable, click Previous to change a selection.
3. Below the Competitor Service Offering Summary View table, enter the applicable information in the following fields:



Figure 186: **Competitor Service Offering Page**

### Competitor Service Offering

---

**A** SERVICE PROVIDER \*

SERVICE OFFERINGS \*  
Voice/Video/Data **B**

**C** SERVICE PACKAGE DESCRIPTION \* **i**

BROADBAND DOWNLOAD SPEED **i** **D**

**E** BROADBAND UPLOAD SPEED **i**

CUSTOMER TYPE **F**

**G** \$ PRICE: \* **i**

**H** Service Area(s)

Select	Service Area	Service Area Funding	Service Area Type
<input type="checkbox"/>	Example 4- Existing NFSA	Non-Funded	Existing
<input type="checkbox"/>	Example 1: new PFSA in western PA	Proposed Funded	New
<input type="checkbox"/>	Example 2: existing PFSA in western PA	Proposed Funded	Existing

- A. **Service Provider** – Enter the name of the competitor supplying the service offering.
- B. **Service Offerings** – Click the Service Offerings **drop-down menu**, and select the appropriate option.
- C. **Service Package Description** – Enter a concise description of the service package the competitor offers.
- D. **Broadband Download Speed** – Click the Broadband Download Speed **drop-down menu**, and then select the appropriate option from the list. This field **only** appears if the Services selected includes Data.
- E. **Broadband Upload Speed** – Click the Broadband Upload Speed **drop-down menu**, and then select the appropriate option from the list. This field **only** appears if the Services selected includes Data.
- F. **Customer Type** – Click the Customer Type **drop-down menu**, and then select either **Residential** or **Business**.
- G. **Price** – Enter a monthly dollar price amount for the Service Offering. Dollar amount is filled in from left to right with the decimal staying in place.
- H. **Service Areas** – Select the appropriate check box(es) for the applicable Service Areas to indicate within which service areas the service is offered. More than one check box may be selected per Competitor Service Offering.

4. Once the applicant enters or selects all the required information, click **Save**.

Figure 187: Competitor Service Offering Page – Save Button

The screenshot shows a form titled "Competitor Service Offering". It contains several input fields: "SERVICE PROVIDER" (The Other Telco), "SERVICE OFFERING" (Voice/Video/Data), "SERVICE PACKAGE DESCRIPTION" (The Competitor offers data, voice and video services in rural America.), "BROADBAND DOWNLOAD SPEED" (<1 Mbps), "BROADBAND UPLOAD SPEED" (<1 Mbps), "PRICE" (\$ 109.99), and "CUSTOMER TYPE" (Residential). Below these fields is a table for "Service Area(s)".

Select	Service Area	Service Area Funding	Service Area Type
<input type="checkbox"/>	Example 4- Existing NFSA	Non-Funded	Existing
<input checked="" type="checkbox"/>	Example 1: new PFSA in western PA	Proposed Funded	New
<input type="checkbox"/>	Example 2: existing PFSA in western PA	Proposed Funded	Existing

A "Save" button is located at the bottom right of the form.

The Competitor Service Offerings Summary View page displays, with the newly created Service Offering aggregated to the table. By default, the page displays 5 rows. To change the Number of Rows to 10 or 20, click the drop-down menu on the left lower side of the table and select the applicable option. To sort the entered information, click any of the column headers. Repeat **STEPS 3** and **4** as necessary to input all competitor service offerings.

Figure 188: Competitor Service Offering Page – Summary View

The screenshot shows a table titled "COMPETITOR SERVICE OFFERING SUMMARY VIEW". The table has the following columns: Service Area Funding, Service Area, Service Provider, Service Offering, Service Package Description, Broadband Download Speed, Broadband Upload Speed, Customer Type, Price, and Custom Action.

Service Area Funding	Service Area	Service Provider	Service Offering	Service Package Description	Broadband Download Speed	Broadband Upload Speed	Customer Type	Price	Custom Action
Proposed Fu...	Example 1: ...	Other Comp...	SO-0000145	The Other C...	<1 Mbps	<1 Mbps		\$50.00	<input type="button" value="Delete"/> <input type="button" value="Edit Service Offering"/>

At the bottom of the table, there is a "Number of rows" dropdown menu set to 5, and navigation buttons: "« Prev", "1", "2", "3", "Next »".

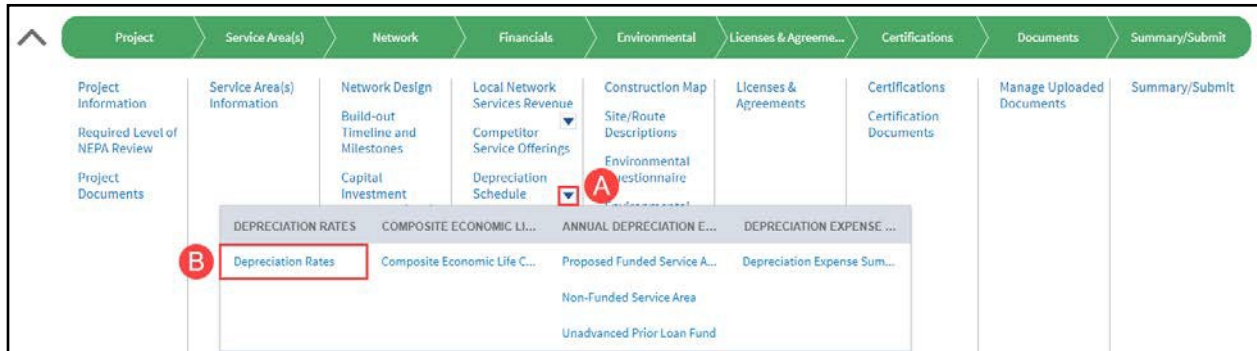
## Depreciation Schedule

In the depreciation schedule, applicants provide information that the system uses to calculate annual depreciation expenses for each year of the forecast period. As this section is populated based on the CIW and CIS, this section should only be completed after the Network Tab has been finalized.

## Depreciation Rates

1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands. Click the **drop-down menu** next to the Depreciation Schedule (A) and select **Depreciation Rates (B)**.

Figure 189: Navigation Bar – Expanded – Depreciation Rates Hyperlink



2. 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.
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 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 supporting document unless deviations are due to compliance with PUC-approved rates.
4. Click **Save** after entering the appropriate Depreciation Rates.

Figure 190: Depreciation Rates Page

Depreciation Rates

**4** Save Refresh

**Reminder**  
Navigate to Depreciation Expense Summary if any edits were made on this page

CIW Project Asset Type	Depreciation Rate (%)*
<b>Project Asset Type: Network and Access Equipment (9)</b>	
<input type="checkbox"/> Others (Specify)	19.00
<input type="checkbox"/> Switching Equipment	-25.00
<input type="checkbox"/> Access Equipment	25.00
<input type="checkbox"/> Video Equipment	14.00
<input type="checkbox"/> Power Equipment	12.00
<input type="checkbox"/> Routing Equipment	14.00
<input type="checkbox"/> Transport Equipment	34.00
<input type="checkbox"/> Professional Services	6.00
<input type="checkbox"/> Satellite Equipment	30.00
<b>Project Asset Type: Outside Plant (15)</b>	
<input type="checkbox"/> Coaxial Cable - Aerial	14.00

**3**

Composite Economic Life Calculation

1. From 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 191: Navigation Bar – Expanded – Depreciation Schedule – Action Menu – Composite Economic Life Calculation Hyperlink

Project Service Area(s) Network Financials Environmental Licenses & Agreements Certifications Documents Summary/Submit

Project Information Required Level of NEPA Review Project Documents

Service Area(s) Information

Network Design Build-out Timeline and Milestones Capital Investment

Local Network Services Revenue Competitor Service Offerings Depreciation Schedule **A**

Construction Map Site/Route Descriptions Environmental Questionnaire

Licenses & Agreements Certifications Certification Documents

Manage Uploaded Documents Summary/Submit

DEPRECIATION RATES COMPOSITE ECONOMIC LI... ANNUAL DEPRECIATION E... DEPRECIATION EXPENSE ...

Depreciation Rate **B** Composite Economic Life C... Proposed Funded Service A... Depreciation Expense Sum...

Non-Funded Service Area Unadvanced Prior Loan Fund

Non-Operating Net Income

2. The Composite Economic Life Calculation page displays. The page consists of a table summarizing the investment amount for each asset included in the PFSA CIW and its respective depreciation rates. Composite Economic life means the weighted (by dollar amount of each class of facility in the Award) average economic life of all classes of facilities in the Award. RUS

uses the Composite Economic Life to determine the service obligation of awards and the maximum tenor of loans.

Figure 192: Composite Economic Life Page

Composite Economic Life										
<a href="#">Refresh</a>										
Project Asset	Depreciation Rate (%)	Economic Life (Years)	2022	2023	2024	2025	2026	Total Investment Amount	Economic Life Value	
<b>CIW Asset Type: Network and Access Equipment</b>										
<input type="checkbox"/> Access Equipment	8.00%	12.50	15,000	15,000	15,000	15,000	15,000	75,000.00	937,500.00	
<b>Total Network and Access Equipment</b>			<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>75,000</b>	<b>937,500</b>	
<b>CIW Asset Type: Outside Plant</b>										
<input type="checkbox"/> Fiber - Buried	6.00%	16.67	200,000	200,000	200,000	200,000	200,000	1,000,000.00	16,666,666.67	
<input type="checkbox"/> Drops			0	0	0	0	0	0.00	0.00	
<b>Total Outside Plant</b>			<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,000,000</b>	<b>16,666,666.67</b>	
<b>CIW Asset Type: Towers</b>										
<input type="checkbox"/> Guyed Towers	11.00%	9.09	100,000	100,000	100,000	100,000	100,000	500,000.00	4,545,454.55	
<b>Total Towers</b>			<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>	<b>4,545,454.55</b>	
<b>CIW Asset Type: Customer Premises Equipment</b>										
<input type="checkbox"/> Modems and Routers	4.00%	25.00	25,000	30,000	20,000	25,000	5,000	105,000.00	2,625,000.00	
<b>Total Customer Premises Equipment</b>			<b>25,000</b>	<b>30,000</b>	<b>20,000</b>	<b>25,000</b>	<b>5,000</b>	<b>105,000</b>	<b>2,625,000</b>	
1-5 of 5 Investment and Depreciation Schedules Page 1 of 1 Investment and Depreciation Schedules per page: 200										

### 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. From 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 193: Navigation Bar – Expanded – Depreciation Schedule – Action Menu – Annual Depreciation Expense Hyperlinks

The screenshot shows the application navigation bar with the following tabs: Project, Service Area(s), Network, Financials, Environmental, Licenses & Agreee..., Certifications, Documents, and Summary/Submit. The 'Financials' tab is expanded, showing sub-sections: Local Network Services Revenue, Competitor Service Offerings, Depreciation Schedule, Construction Map, Site/Route Descriptions, Environmental Questionnaire, Licenses & Agreements, Certifications, and Manage Uploaded Documents. A dropdown menu is open under 'Depreciation Schedule', with a red circle 'A' around the dropdown arrow. The menu options are: DEPRECIATION RATES, COMPOSITE ECONOMIC LI..., ANNUAL DEPRECIATION E..., and DEPRECIATION EXPENSE ... The 'ANNUAL DEPRECIATION E...' option is expanded, showing three sub-options: Proposed Funded Service A..., Non-Funded Service Area, and Unadvanced Prior Loan Fund. A red box 'B' highlights these three sub-options.

- The Annual Depreciation Expense for the corresponding service area type (PFSA, NFSA, UPLF) page displays. The page consists of table summarizing the CIW’s Project Asset Types, its corresponding Sub Types, and showing the depreciation expense of each asset across a 5-year time period.

Figure 194: Annual Depreciation Expense Page

Annual Depreciation Expense (PFSA)									
<input type="button" value="Refresh"/>									
Project Asset Type ^	Depreciation Rate (%)	Economic Life (Years)	2021	2022	2023	2024	2025	2026	
<input type="checkbox"/> CIW Asset Type: Network and Access Equipment (1)				1,200	2,400	3,600	4,800	6,000	
<input type="checkbox"/> Access Equipment	8.00%	12.50		1,200	2,400	3,600	4,800	6,000	
<input type="checkbox"/> Total CIW Asset Type: Network and Access Equipment (1)				1,200	2,400	3,600	4,800	6,000	
<input type="checkbox"/> CIW Asset Type: Outside Plant (2)				12,000	24,000	36,000	48,000	60,000	
<input type="checkbox"/> Fiber - Buried	6.00%	16.67		12,000	24,000	36,000	48,000	60,000	
<input type="checkbox"/> Drops							0		
<input type="checkbox"/> Total CIW Asset Type: Outside Plant (2)				12,000	24,000	36,000	48,000	60,000	
<input type="checkbox"/> CIW Asset Type: Towers (1)				11,000	22,000	33,000	44,000	55,000	
<input type="checkbox"/> Guyed Towers	11.00%	9.09		11,000	22,000	33,000	44,000	55,000	
<input type="checkbox"/> Total CIW Asset Type: Towers (1)				11,000	22,000	33,000	44,000	55,000	
<input type="checkbox"/> CIW Asset Type: Customer Premises Equipment (1)				1,000	2,200	3,000	4,000	4,200	
<input type="checkbox"/> Modems and Routers	4.00%	25.00		1,000	2,200	3,000	4,000	4,200	
<input type="checkbox"/> Total CIW Asset Type: Customer Premises Equipment (1)				1,000	2,200	3,000	4,000	4,200	

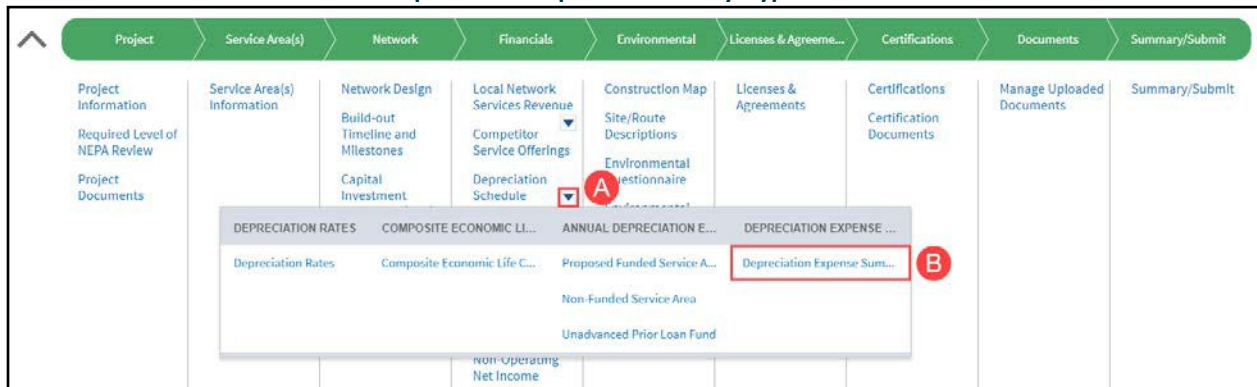
1-5 of 5 Investment and Depreciation Schedules Page 1 of 1 Investment and Depreciation Schedules per page: 200

### Depreciation Expense Summary

In this section, applicants can enter depreciation expense for existing Plant, Property, and Equipment (PPE) and Non-telecommunications plants planned to be added during the forecast period. This information is combined with the previous tab in a table displaying total depreciation expense for the applicant over the forecast period.

- From 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 195: 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-telecommunication plants added during the bridge year or forecast period. Click Save to complete the depreciation schedule. Reference Table 5 for guidance on “Less Grant-Funded Plant” line item.
  - **Cooperatives using the Contribution in Aid of Construction Method:** Will use this line item to deduct depreciation calculations related to grant-funded plants.
  - **All Other Entities:** Would not be applicable.

Figure 196: Depreciation Expense Summary Page

Depreciation Expense Summary

**Reminder** ×

Navigate to Income Statement if any edits were made on this page

Save Refresh

Statement Sub-Type	2021	2022	2023	2024	2025	2026
<input type="checkbox"/> Existing Property, Plant and Equipment	\$	\$	\$	\$	\$	\$
<input type="checkbox"/> Non-telecommunications plant added during forecast period	\$	\$	\$	\$	\$	\$
<input type="checkbox"/> Telecommunications Plant - PFSA	\$	\$	\$	\$	\$	\$
<input type="checkbox"/> Less Grant-Funded Plant	\$	\$	\$	\$	\$	\$
<b>Total Depreciation Expense</b>	0	0	0	0	0	0

### Long-Term Debt Schedule

In this section, applicants provide information related to long-term debt and equivalents that are currently outstanding or planned during the forecast period. As this information is used to calculate the amortization schedules, this section should be complete before moving onto subsequent sections of the application. Supporting documentation is required to be uploaded for each source of long-term debt.

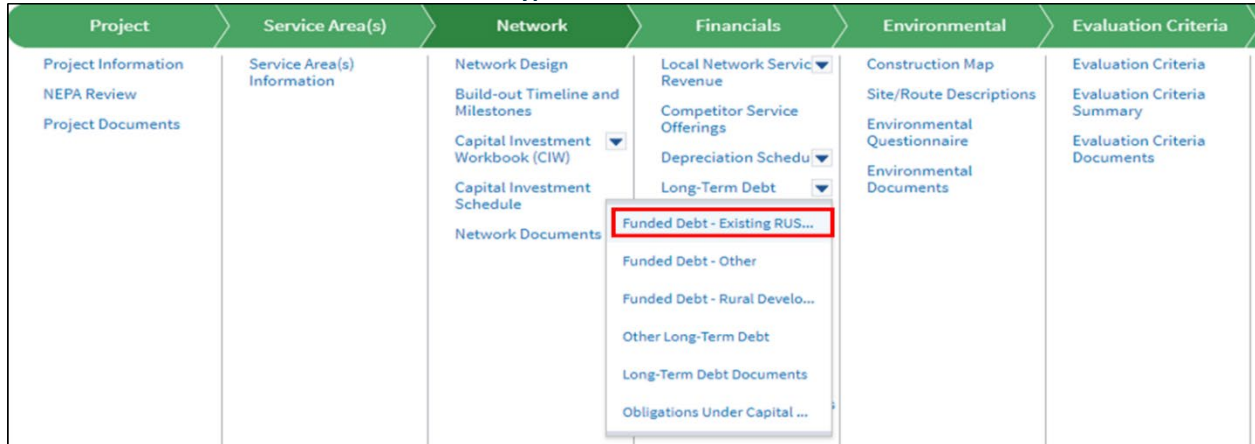
#### Funded Debt – Existing RUS, RTB, or FFB Notes

In this subsection, applicants should enter 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. From the Application Navigation Bar, click **Financials**.
2. The Application Navigation Bar expands. Click the **drop-down menu** next to the Long-Term Debt

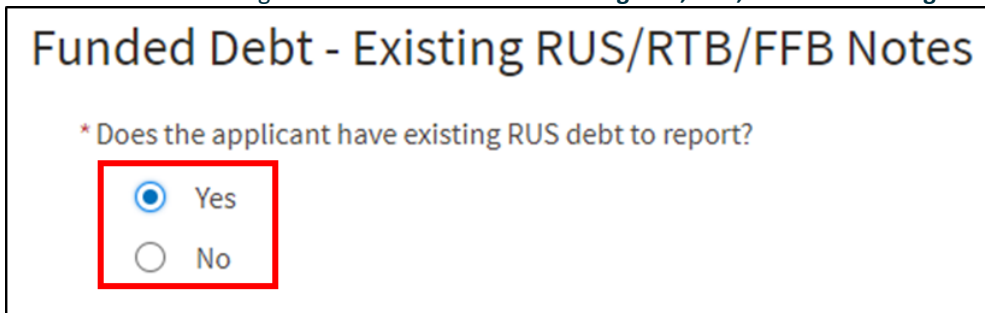
Schedule, and then select the **Funded Debt – Existing RUS, RTB, or FFB Notes** hyperlink.

Figure 197: **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**.

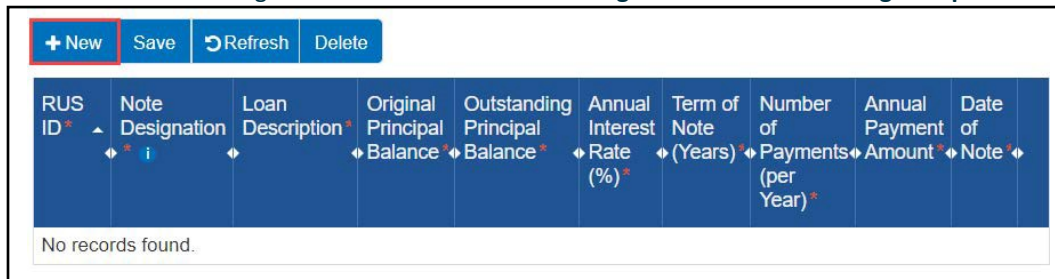
Figure 198: **Funded Debt – Existing RUS, RTB, or FFB Notes Page - Collapsed**



- If **No**, proceed to the **FUNDED DEBT – OTHER** section of this document.
- If **Yes**, a table appears where the applicant can input Debt items; proceed to STEP 4.

4. The table appears. For each RUS ID debt item, click **New**.

Figure 199: **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. 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 described above in “A”.



- 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 (percent)** – Enter the appropriate interest rate value for the debt item in percent form (for example, 2.00 = 2 percent). Even though multiple advances may have been made under each Note (with each advance having its own interest rate), the average interest rate should be entered on 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 **Save** located on the top left-hand corner of the application.

Figure 200: **Funded Debt – Existing RUS RTB FFB Notes Page – Expanded – Add New Debt Item**

RUS ID	Note Designation	Loan Description	Original Principal Balance	Outstanding Principal Balance	Annual Interest Rate (%)	Term of Note (Years)	Number of Payments (per Year)	Annual Payment Amount	Date of Note
		--None--	\$	\$				\$	

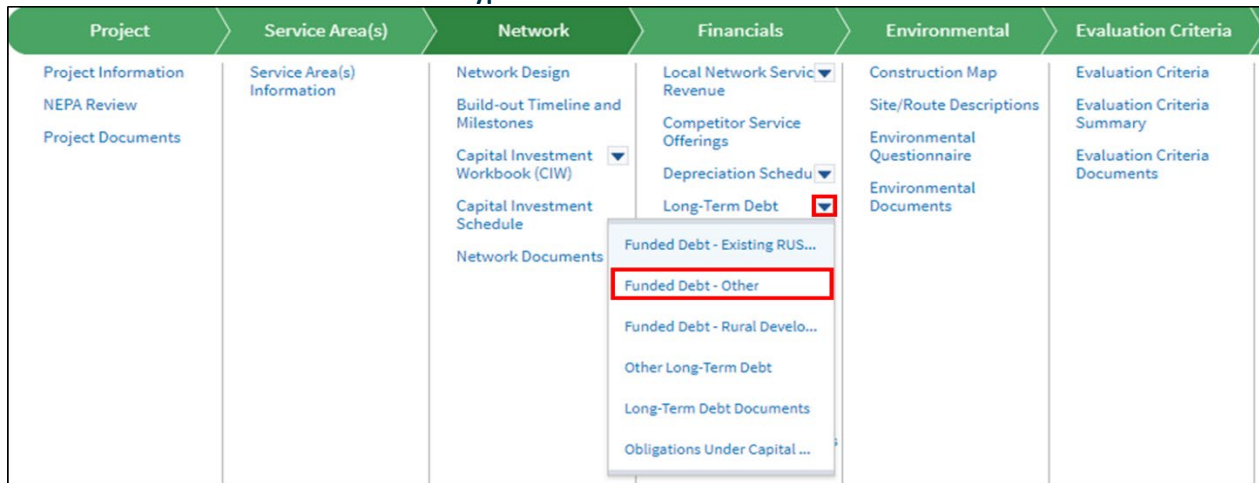
7. A confirmation message appears on the top-right side of the table. Continue adding and saving additional line items, as applicable.

#### 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, -RTB, and -FFB debt, made up of fixed-maturity types of borrowings that are funded by interest payments. Examples would include CoBank, ACB and Rural Telephone Finance Cooperative (RTFC) debt and similar debt from other third-party institutions. **The Outstanding Principal balance should be the balance that will be outstanding as of the end of the bridge year (2021).**

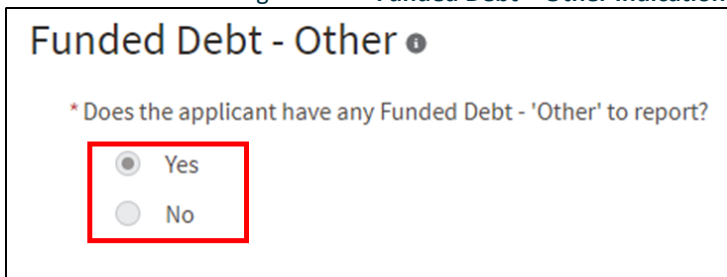
1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **drop-down menu** next to the Long-Term Debt Schedule, and then select the **Funded Debt – Other** hyperlink.

Figure 201: 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 202: Funded Debt – Other Indication Radio Buttons



- If **No**, proceed to the **FUNDED DEBT – RURAL DEVELOPMENT** section of this document.
- If **Yes**, a table appears to input Debt items; proceed to STEP 4.

4. The table appears. Click **New**.

Figure 203: Funded Debt – Other Page – New Entry Button



5. Enter the following information per each line item added to the table:
- Long-Term Debt Identifier** – Enter the Long-Term Debt Identifier for the debt item.
  - Name of Lender** – Enter the name of the lender that funded the debt.
  - Loan Description** – Enter a description of what the loan covers.
  - Original Principal Balance** – Enter the appropriate dollar amount for the debt item.
  - 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 (2021).**

- F. **Annual Interest Rate (percent)** – Enter the appropriate interest rate value for the debt item in percent form (for example, 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** – Manually 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. Click **Save** located on the top left-hand corner of the application.

Figure 204: **Funded Debt – Other Page – Entry Fields**

7. A confirmation message appears on the top-right side of the table. Continue adding and saving additional line items, as applicable.

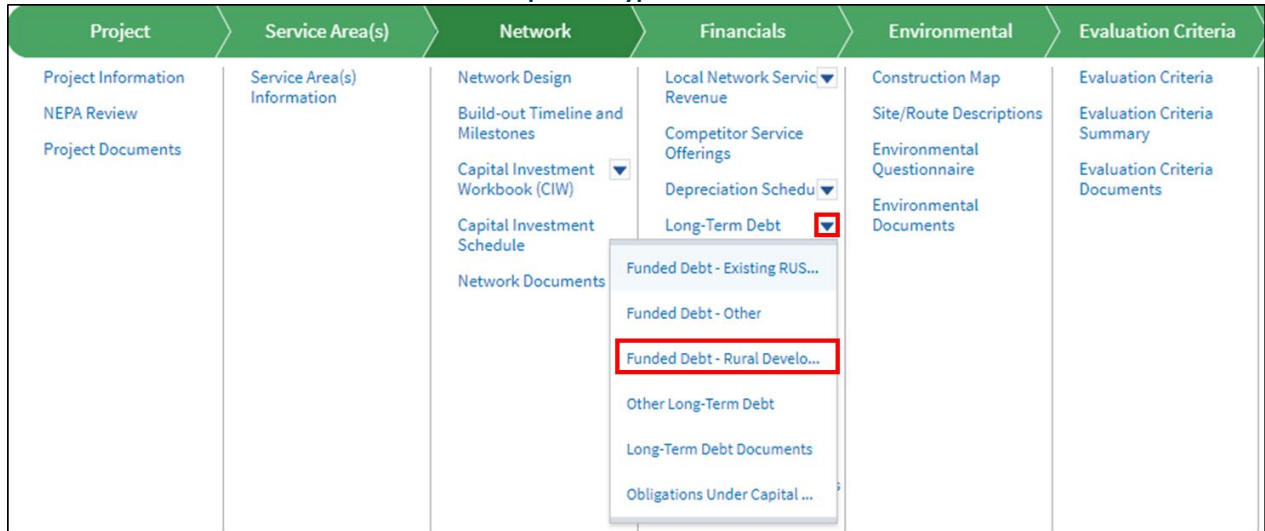
Figure 205: **Funded Debt – Other Page – Line Item Summary and Reminder Window**

### 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 (2021).**

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 206: 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 207: Funded Debt Rural Development Indication Radio Buttons

**Funded Debt Rural Development**

\* Does the applicant have any Rural Development Funded Loan(s) to report?

Yes  
 No

- If **No**, proceed to the **OTHER LONG-TERM DEBT** section of this document.
- If **Yes**, a table appears where the applicant can input Debt items; proceed to **STEP 4**.

4. The table appears. Click **New**.

Figure 208: Funded Debt Rural Development Page

Long-Term Debt Identifier *	Name of Lender *	Loan Description *	Original Principal Balance *	Outstanding Principal Balance *	Annual Interest Rate (%) *	Term of Loan (Years) *	Number of Payments (per Year) *	Annual Payment Amount *	Start Date of Loan *	Is the Loan Secured by Applicant's Assets, Revenues or Stock? *	Is Security Evidenced by UCC? *	State of UCC Filing	Date of UCC Filing
No records found.													

5. Enter the following information per each line item added to the table:
- Long-Term Debt Identifier** – Enter the Long-Term Debt Identifier for the debt item.
  - Name of Lender** – Enter the name of the lender that funded the debt.
  - Loan Description** – Enter a description of the 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 (2021).**
- F. **Annual Interest Rate (percent)** – Enter the appropriate interest rate value for the debt item in percent form. (for example, 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** – Manually 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 **Save** located on the top left-hand corner of the table.

Figure 209: **Funded Debt Rural Development – Long-Term Debt Information Entry Fields**

Long-Term Debt Identifier	Name of Lender	Loan Description	Original Principal Balance	Outstanding Principal Balance	Annual Interest Rate (%)	Term of Loan (Years)	Number of Payments (per Year)	Annual Payment Amount	Start Date of Loan	Is the Loan Secured by Applicant's Assets, Revenues or Stock?	Is Security Evidenced by UCC?	State of UCC Filing	Date of UCC Filing
			\$	\$				\$		--None--	--None--		

7. A confirmation message appears on the top-right side of the table. Continue adding and saving additional line items, as applicable.

Figure 210: **Funded Debt Rural Development Line Item Summary and Reminder Window**

1 of 1 Debt and Obligations Line Item Page 1 of 1 Debt and Obligations Line Items per page: 20 Copyright © 2010-2018 Primal Cause, Inc. All rights reserved.

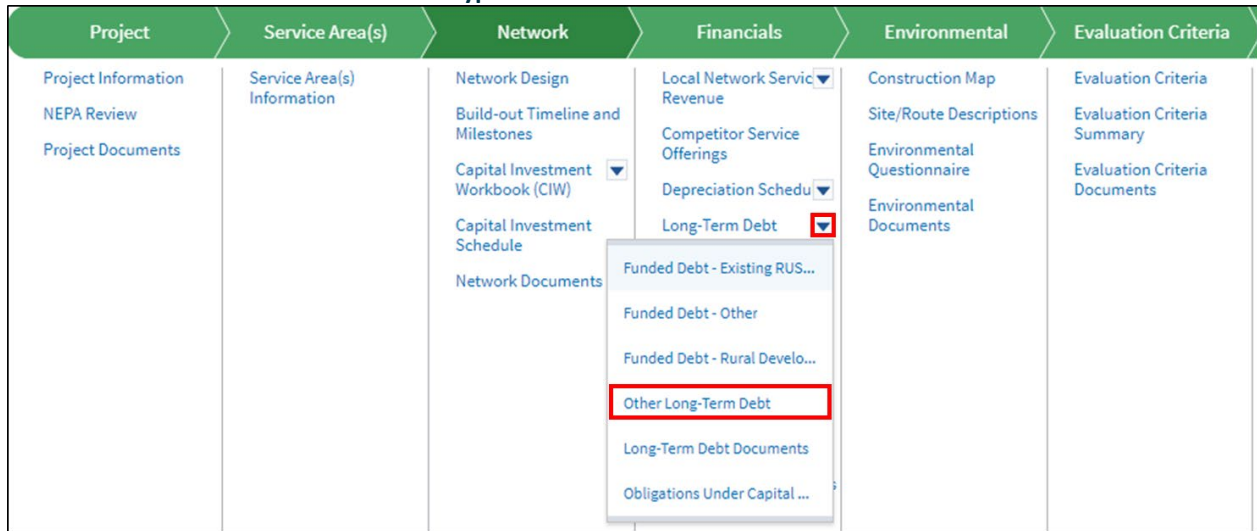
**Reminder**  
Please upload debt instrument documentation for each of the Funded Debt Rural Development Loan entries listed above on the Long-Term Debt Documents page.

### Other Long-Term Debt

In this subsection, applicants should enter information related to outstanding amounts of other long-term debt. This subsection should capture all long-term debt that is not includable in the previously covered long-term debt items. 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 (2021).**

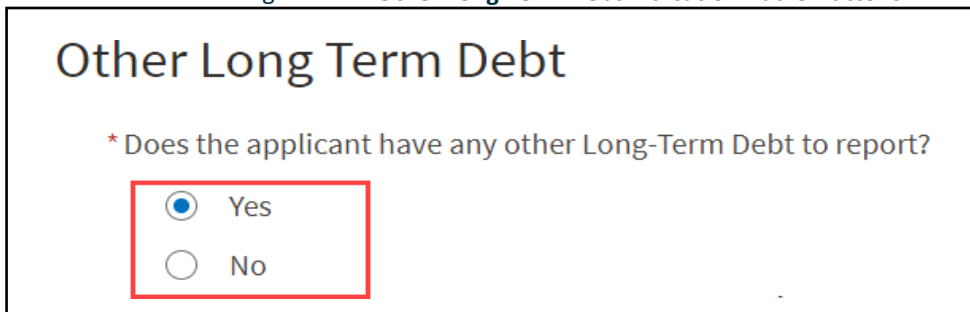
1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **drop-down menu** next to the Long-Term Debt Schedule, and then select the **Other Long-Term Debt** hyperlink.

Figure 211: 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**.

Figure 212: Other Long Term Debt Indication Radio Buttons



- If **No**, proceed to the **OBLIGATIONS UNDER CAPITAL LEASE** section of this document.
- If **Yes**, a table appears where the applicant can input Debt items; proceed to STEP 4.

4. The table appears. Click **New**.

Figure 213: Other Long-Term Debt Page



5. Enter the following information per each line item added to the table:
- 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 (2021).**
- F. **Annual Interest Rate (percent)** – Enter the appropriate interest rate value for the debt item in percent form (for example 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** – Manually 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.
- 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 **Save** located on the top left-hand corner of the application.

Figure 214: **Other Long Term Debt – Long Term Debt Information Entry Fields**

Long-Term Debt Identifier	Name of Lender	Loan Description	Original Principal Balance	Outstanding Principal Balance	Annual Interest Rate (%)	Term of Loan (Years)	Number of Payments (per Year)	Annual Payment Amount	Start Date of Loan	Is the Loan Secured by Applicant's Assets, Revenues or Stock?	Is Security Evidenced by UCC?	State of UCC Filing	Date of UCC Filing
			\$	\$				\$		--None--	--None--		

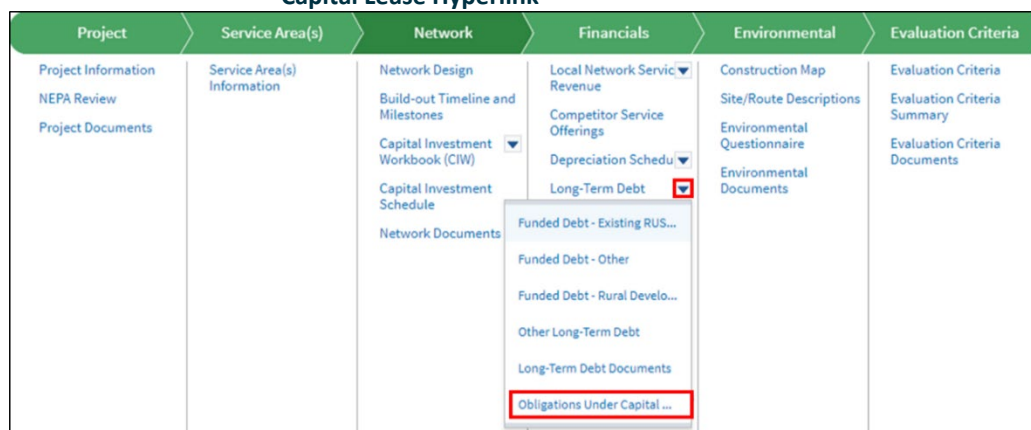
7. A confirmation message appears on the top-right side of the table. Continue adding and saving additional line items, as applicable.

## Obligations Under Capital Lease

In this subsection, applicants should enter information related to obligations under capital lease.

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 **Obligations Under Capital Lease** hyperlink.

Figure 215: **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**.

Figure 216: **Obligations Under Capital Lease Indication Radio Buttons**

### Obligations Under Capital Lease

\* Does the applicant have any Obligations Under Capital Lease to report?

Yes
 No

- If **No**, proceed to the **LONG-TERM DEBT DOCUMENTS** section of this document.
- If **Yes**, a table appears where the applicant can input Debt items, continue from STEP 4.

4. The table appears. To add a new line item, click **New**.

Figure 217: **Obligations Under Capital Lease Page**

Capital Lease Identifier*	Name of Lessor*	Lease Description*	Original Capital Lease Amount*	Outstanding Capital Lease Amount*	Annual Interest Rate (%)*	Term of Lease (Years)*	Number of Payments (per Year)*	Annual Lease Payment*	Start Date of Lease*
No records found.									

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 (percent)** – Enter the appropriate interest rate value for the debt item in percent form (for example 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** – Manually enter or select the date using the calendar functionality.

6. Click **Save** located on the top left-hand corner of the application.

Figure 218: **Obligations Under Capital Lease – Capital Lease 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.

### 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 section of the application. Here, applicants must upload documents related to long-term debt instruments and capital leases. These documents are described under the **FINANCIAL DOCUMENTS** section of the Application Guide.

1. From 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 219: **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 the Application Guide to upload the appropriate documents.

Figure 220 Long-Term Debt Documents Page – Upload Additional Documents Button

Long-Term Debt Documents

Lending Always Co.-Example 123 Upload Additional Documents

Section	Document Type	Description	File Name	User	Date/Time
Financial Information	Obligations Under Capital Leas...				

Example Lending Co.-Other Debt Upload Additional Documents

Section	Document Type	Description	File Name	User	Date/Time
Financial Information	Funded Debt - Other - Debt Inst...				

Lender Bank-Long-Term Debt RD Upload Additional Documents

Section	Document Type	Description	File Name	User	Date/Time
Financial Information	Funded Debt - Rural Developm...				

## Capital Contributions

In this section, applicants enter information related to capital contributions expected during the bridge year and forecast period. Supporting documentation must be uploaded for each capital contribution.

### Capital Contribution Schedule

1. From the Application Navigation Bar, click on the **Financials** section header. The Application Navigation Bar expands. Click the **drop-down menu** next to the Capital Contributions and select **Capital Contribution Schedule**.

Figure 221: Navigation Bar – Expanded – Capital Contribution Schedule Hyperlink

Project Service Area(s) Network Financials Licenses & Agreements

Project Information  
Project Information Documents

Service Area(s) Information

Network Design  
Build-out Timeline and Milestones  
Capital Investment Workbook (CIW)  
Capital Investment Schedule  
Network Documents

Local Network Services Revenue  
Competitor Service Offerings  
Depreciation Schedule  
Long-Term Debt Schedule  
Capital Contributions  
Capital Contribution Sched...  
Capital Contribution Docu...  
Network Access Services Revenue

Licenses & Agreements

2. The Capital Contribution Schedule page displays a table. Applicants must enter information for each capital contribution expected during the bridge year or forecast period. This includes matching funds required, cash substitution for loan funds, and additional capital necessary to

cover project costs. To enter this information, click **New**.

Figure 222: Capital Contributions Schedule Page – New Contribution Button

The screenshot shows the 'Capital Contributions Schedule' page. At the top, there are four buttons: '+ New', 'Save', 'Refresh', and 'Delete'. Below these buttons is a table with the following structure:

Capital Contributions Source *	Description *	Bridge Year	Forecast Years				
		2021 *	2022 *	2023 *	2024 *	2025 *	2026 *
No records found.							

3. A new blank line item appears in the table. Fill in the following information:

Figure 223: Capital Contributions Schedule Page – New Contribution Entry

The screenshot shows the 'Capital Contributions Schedule' page with a new contribution entry form. The table structure is as follows:

Capital Contributions Source	Description *	Bridge Year	Forecast Years				
		2021 *	2022 *	2023 *	2024 *	2025 *	2026 *
A --None--	B	\$	\$	\$	\$	\$	\$
Total		0	0	0	0	0	0

Red circles A, B, C, and D are placed over the Source, Description, Bridge Year, and Forecast Years columns respectively.

- A. **Capital Contributions Source** – Click the Capital Contributions Source **drop-down menu**, and then select the appropriate option from the list. The applicant must provide supporting documentation for the following Capital Contribution Sources—Owner and (or) Member Capital, Investor Capital, State Grant, Federal Grant, Matching Contribution, and Other.
- B. **Description** – Enter a concise and clear description of the Capital Contributions Source. The text entered in the Description field appears as the title for each Document Upload table within the Capital Contributions Documents page.
- C. **Bridge Year (2021)** – Enter the appropriate capital contribution value for the Bridge Year (2021) of the Capital Contributions Source.
- D. **Forecast Years (2022 – 2026)** – Enter the appropriate capital contribution value for each of the Forecast Years (2022 – 2026).

4. Once the Capital Contributions Source(s) is (are) added, click **Save**.

Figure 224: Capital Contributions Schedule Page – Save Button

Capital Contributions Schedule

+ New Save Refresh Delete

Capital Contributions Source *	Description *	Bridge Year		Forecast Years			
		2021 *	2022 *	2023 *	2024 *	2025 *	2026 *
Investor Capital	Investor provides a Capital	\$ 500000	\$ 400000	\$ 300000	\$ 200000	\$ 100000	\$ 0
<b>Total</b>		SUM \$500,000	SUM \$400,000	SUM \$300,000	SUM \$200,000	SUM \$100,000	SUM \$0

- Once saved, a confirmation message appears on the top right of the screen. A reminder to upload supporting documentation also appears on the bottom of the screen.

Figure 225: Capital Contributions Schedule Page – Save Successful Window

Capital Contributions Schedule

+ New Save Refresh Delete

Save successful. X

Capital Contributions Source *	Description *	Bridge Year		Forecast Years			
		2021 *	2022 *	2023 *	2024 *	2025 *	2026 *
Investor Capital	Investor provides a Capital C	\$ 500,000.00	\$ 400,000.00	\$ 300,000.00	\$ 200,000.00	\$ 100,000.00	\$ 0.00
<b>Total</b>		\$500,000	\$400,000	\$300,000	\$200,000	\$100,000	\$0

### Capital Contribution Documents

For any of the Capital Contributions Sources listed in the schedule, **the applicant must upload documentation supporting and evidencing the sources of capital.** If the applicant is proposing to provide any owner or member capital, evidence of equity infusion must be uploaded. If the applicant is proposing to provide investor capital or debt, a letter of commitment or term sheet must be uploaded. If the applicant is proposing to contribute through a state grant, grant documents must be uploaded.

- From the Application Navigation Bar, click the **Financials** section header. The Application Navigation Bar expands. Click the **drop-down menu** next to the Capital Contributions and then select **Capital Contribution Documents**.

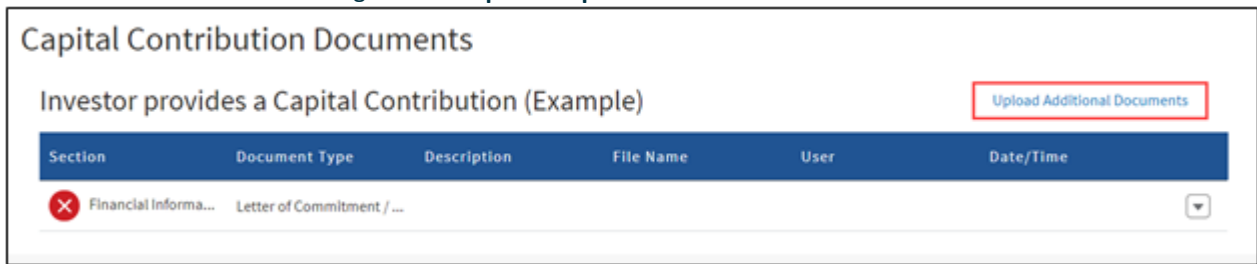
Figure 226: Capital Contribution Documents Link

The screenshot shows a navigation bar with five main sections: Project, Service Area(s), Network, Financials, and Licenses & Agreements. The 'Financials' section is expanded, showing a list of items: Local Network Services Revenue, Competitor Service Offerings, Depreciation Schedule, Long-Term Debt Schedule, Capital Contributions, and a dropdown menu. The dropdown menu is open, showing 'Capital Contribution Sched...' and 'Capital Contribution Docu...' with the latter highlighted by a red box.

- The Capital Contribution Documents page displays. Click **Upload Additional Documents** on the

right-hand corner of the table for the corresponding Capital Contribution Source(s).

Figure 227: Upload Capital Contribution Documents



### Amortization Schedule

As a reminder, the CIW, CIS, the Annual Capital Investment Schedule, and the Composite Economic Life Calculation should have been 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.

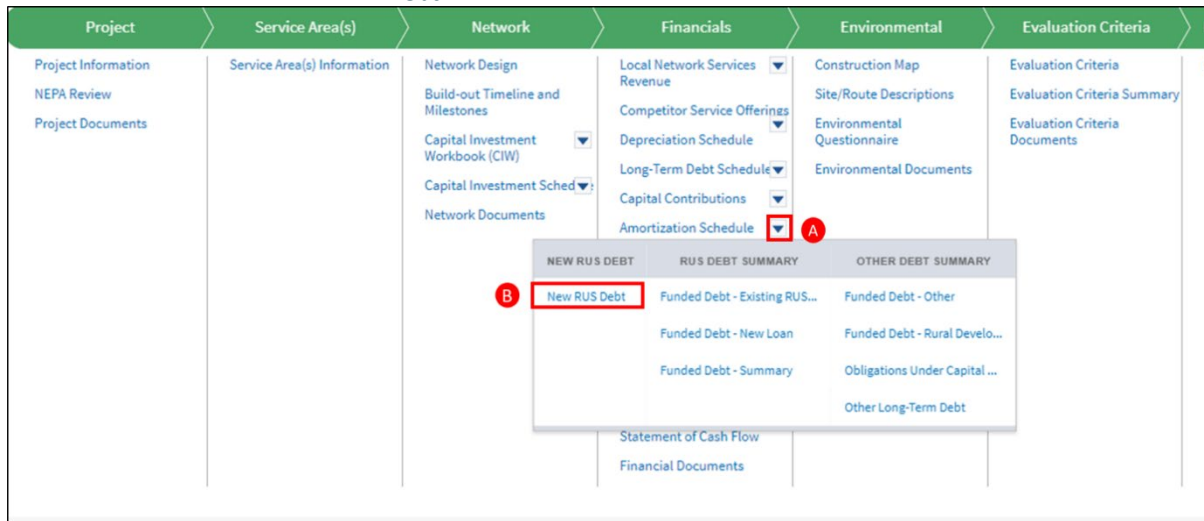
An Amortization Schedule **MUST** be generated before an application can be submitted when there is a loan component (50 percent Loan and 50 percent Grant, and 100 percent Loan).

### New RUS Debt

In this subsection, applicants input loan information, 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 and 50 percent Loan applications.

1. From 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 228: Navigation Bar – Expanded – Amortization Schedule – Action Menu – New RUS Debt



3. The Amortization - RUS Payments 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 Economic Life

- Calculation subsection which is based on the depreciation rates plus 3 years.
- C. **Deferral Period** – This amount defaults to the number 3.
4. Enter the appropriate information into the following fields:
    - A. **Interest Rate** – The interest rate for 100 percent loan is auto-populated as 2percent. Input the appropriate Treasury Rate for a 50 percent loan and 50 percent grant combo in percent form (for example 2.00 = 2 percent), based on the composite economic life of the loan. The Treasury rates are released daily on this [website](#).
    - B. **Start Date** – Enter the appropriate start date by typing in the date or using the calendar. The start date year cannot be the same as the Bridge Year.
  5. Click the **Calculate Payments** button once the Start Date has been entered.

Figure 229: Amortization Schedule Page – RUS Payments

Amortization Schedule - New RUS Debt

Loan Information	
* Total Loan Amount	* Loan Term (Years)
\$700,000.00	18
* Interest Rate (%) <b>A</b>	* Start Date <b>B</b>
2.000	02/15/2022
* Deferral Period	
3	

[Calculate Payments](#)

6. An Amortization Summary table displays, along with Amortization Monthly Payment Schedules for each Advance Year (2022 – 2026). Interest Rates in the tables and schedules are already in percent format (for example 0.1667 = 0.1667 percent). The Amortization Monthly Payment Schedules for 2021 and 2022 do not populate due to the deferral period. To see the Amortization Details for any Advance Year, applicants may click the toggle to the left of the Amortization Monthly Payment Schedule for that year.

Figure 230: Amortization Summary Section – RUS Payments

	2022	2023	2024	2025	2026	2027
Monthly Payment	\$1,637.09	\$2,308.91	\$754.84	\$0.00	\$0.00	\$0.00
Annual Payment	\$19,645.03	\$27,706.91	\$9,058.03	\$0.00	\$0.00	\$0.00
Monthly Interest Rate (%)	0.1667	0.1667	0.1667	0.1667	0.1667	0.1667
Annual Interest Rate (%)	2.00	2.00	2.00	2.00	2.00	2.00
Future Year Advance Amount	\$240,000.00	\$345,000.00	\$115,000.00	\$0.00	\$0.00	\$0.00
Deferral Period (Years)	3	2	1	0	0	0
Future Value After Deferral Period	\$254,400.00	\$358,800.00	\$117,300.00	\$0.00	\$0.00	\$0.00
Number Of Repayment Months	0	0	0	10	12	12

1-6 of 6 Amortization Summaries Page 1 of 1 Amortization Summaries per page: 20

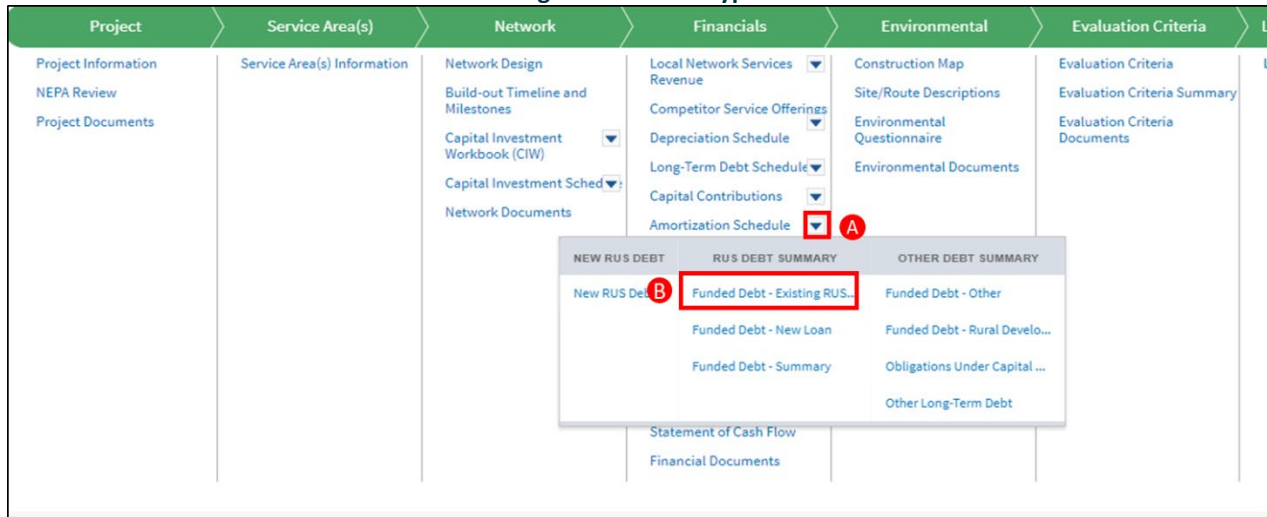
- > Amortization Monthly Payment Schedule for Advance Year: 2022
- > Amortization Monthly Payment Schedule for Advance Year: 2023
- > Amortization Monthly Payment Schedule for Advance Year: 2024
- > Amortization Monthly Payment Schedule for Advance Year: 2025
- > Amortization Monthly Payment Schedule for Advance Year: 2026

RUS Debt Summary - Funded Debt – RUS RTB FFB

In this subsection, applicants can input amortization information regarding outstanding RUS, RTB, and FFB Loans, if appropriate.

1. From the Application Navigation Bar, select **Financials**.
2. Click the **drop-down menu** next to the Amortization Schedule (A) and select **Funded Debt – Existing RUS RTB FFB (B)**.

Figure 231: Navigation Bar – Expanded – Amortization Schedule – Action Menu – Funded Debt – Existing RUS RTB FFB Hyperlink



3. The Funded Debt – Existing RUS RTB FFB page displays, which displays amortization tables for each item added in the Long-Term Debt Schedule section of the application, tables for each debt item added, as well as a Summary table if there is more than one debt item.
4. For each debt table, enter the forecast payment information for the following line items. The remaining line items are calculated off of 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.
5. Click **Save** at the bottom right-hand side of the screen. A save confirmation message appears at the top of the screen.

Figure 232: Amortization Schedules – Funded Debt – RUS RTB FFB

Funded Debt - Existing RUS/RTB/FFB Notes

AR0182-A70

	Bridge Year		Forecast Years				
	2021	2022	2023	2024	2025	2026	2027
<b>A</b> New Borrowing							
<b>B</b> Interest Paid	\$500	\$475	\$440	\$410	\$390	\$360	\$320
<b>C</b> Principal Paid	\$19,500	\$19,250	\$20,000	\$21,240	\$21,650	\$21,990	\$22,300
Total Debt Service	\$20,000	\$19,725	\$20,440	\$21,650	\$22,040	\$22,350	\$22,620
<b>D</b> Long-Term Portion - LTD	\$168,000	\$148,000	\$126,760	\$105,110	\$83,120	\$60,820	\$60,820
Current Maturities - LTD	\$19,250	\$20,000	\$21,240	\$21,650	\$21,990	\$22,300	\$0
Year-End Balance - LTD	\$187,250	\$168,000	\$148,000	\$126,760	\$105,110	\$83,120	\$60,820

**Save**

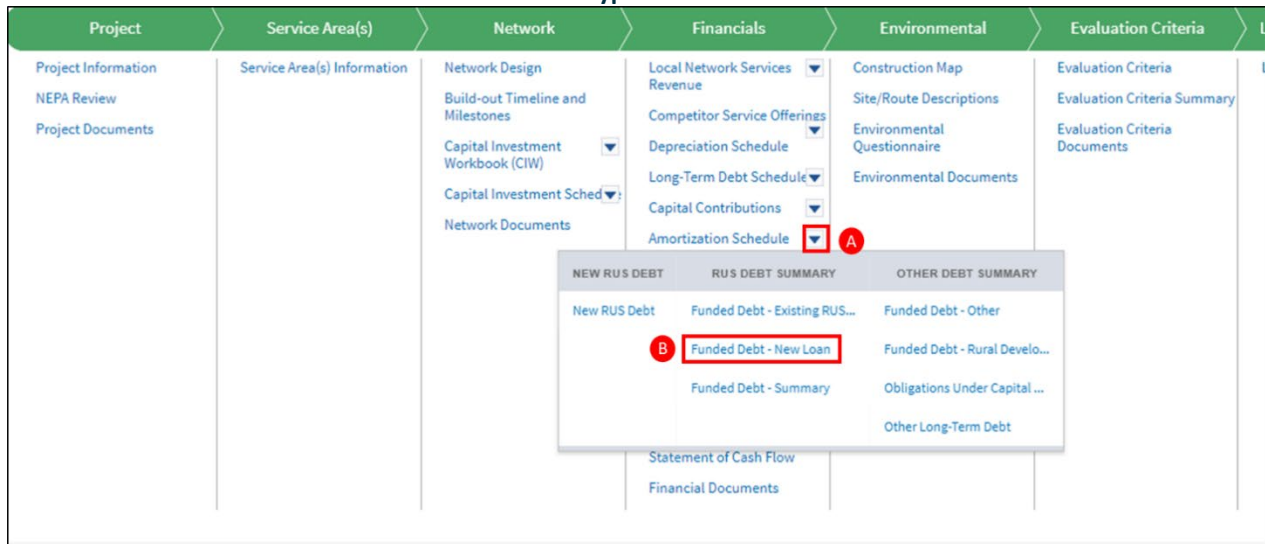


## RUS Debt Summary - Funded Debt – New Loan

In this subsection, applicants can view a summary of the Amortization Schedule for requested loan funds if the funding category is 100 percent Loan or a 50 percent Loan and 50 percent Grant Combination.

1. If the funding category is 100 percent Loan or 50 percent Loan and 50 percent Grant Combination., from the Application Navigation Bar, select **Financials**. Click the **drop-down menu** next to the Amortization Schedule (A), and click **Funded Debt – New Loan** (B).

Figure 233: **Navigation Bar – Expanded – Amortization Schedule – Action Menu – Funded Debt – New Loan Hyperlink**



2. The Funded Debt – New Loan page displays. The page consists of an auto-populated table summarizing the breakdown of the new loan requested, based on the information entered in the New RUS Debt subsection.

Figure 234: **Amortization Schedules – Funded Debt – New Loan**

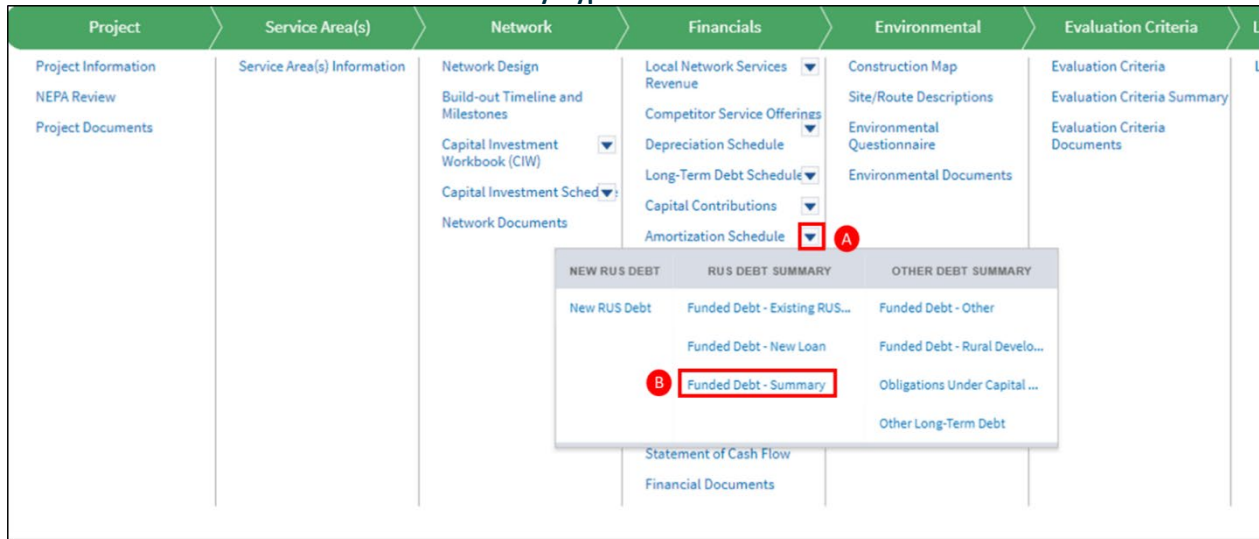
Funded Debt - New Loan							
Forecast Years							
	2022	2023	2024	2025	2026	2027	
Interest Paid	\$0	\$0	\$0	\$11,913	\$13,516	\$12,651	
Principal Paid	\$0	\$0	\$0	\$35,096	\$42,894	\$43,759	
Total Debt Service	\$0	\$0	\$0	\$47,009	\$56,410	\$56,410	
Long-Term Portion - LTD	\$240,000	\$585,000	\$664,904	\$622,010	\$578,251	\$533,608	
Current Maturities - LTD	\$0	\$0	\$35,096	\$42,894	\$43,759	\$44,643	
Year-End Balance - LTD	\$240,000	\$585,000	\$700,000	\$664,904	\$622,010	\$578,251	

## 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 235: **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 the all RUS debt reported.

Figure 236: **Amortization Schedule Page – Funded Debt Summary**

Funded Debt Summary

Summary

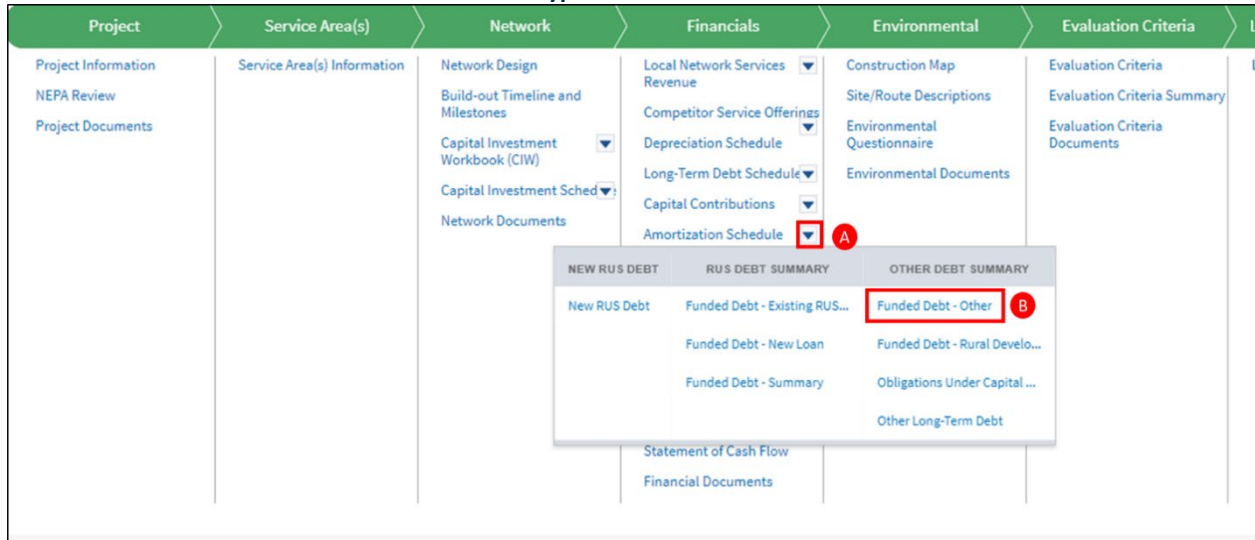
	Forecast Years					
	2022	2023	2024	2025	2026	2027
Interest Paid	\$0	\$0	\$0	\$0	\$0	\$0
Principal Paid	\$0	\$0	\$0	\$0	\$0	\$0
Total Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Long-Term Portion - LTD	\$0	\$0	\$0	\$0	\$0	\$0
Current Maturities - LTD	\$0	\$0	\$0	\$0	\$0	\$0
Year-End Balance - LTD	\$0	\$0	\$0	\$0	\$0	\$0

### Other Debt Summary

In these subsections, applicants can enter information related to other long-term debt and equivalents described in the Funded Debt – Other, Funded Debt – Rural Development Loan, Obligations Under Capital Lease and Other Long-Term Debt Subsections under the Long-Term Debt Schedules section of the application.

1. From the Application Navigation Bar, select **Financials**.
2. Click the **drop-down menu** next to the Amortization Schedule (A) and select the appropriate type of other funded debt. In this example, that is **Funded Debt – Other** (B).

Figure 237: Navigation Bar – Expanded – Amortization Schedule – Action Menu – Funded Debt - Other Hyperlink



3. Based on the number of debt items added in the specific Long-Term Debt Schedule section of the application, a corresponding number of tables displays for each debt item added, as well as a Summary table, if there is more than one debt item.
4. For each 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.
5. 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 Other Debt Summary.

Figure 238: Amortization Schedules – Funded Debt - Other

Funded Debt - Other							
893040056	Bridge Year		Forecast Years				
	2021	2022	2023	2024	2025	2026	2027
<b>A</b> New Borrowing							
<b>B</b> Interest Paid	\$500	\$490	\$340	\$220			
<b>C</b> Principal Paid	\$12,500	\$12,500	\$12,500	\$11,000			
Total Debt Service	\$13,000	\$12,990	\$12,840	\$11,220	\$0	\$0	\$0
Long-Term Portion - LTD	\$23,500	\$11,000	\$0	\$0	\$0	\$0	\$0
Current Maturities - LTD	\$12,500	\$12,500	\$11,000	\$0	\$0	\$0	\$0
Year-End Balance - LTD	\$36,000	\$23,500	\$11,000	\$0	\$0	\$0	\$0

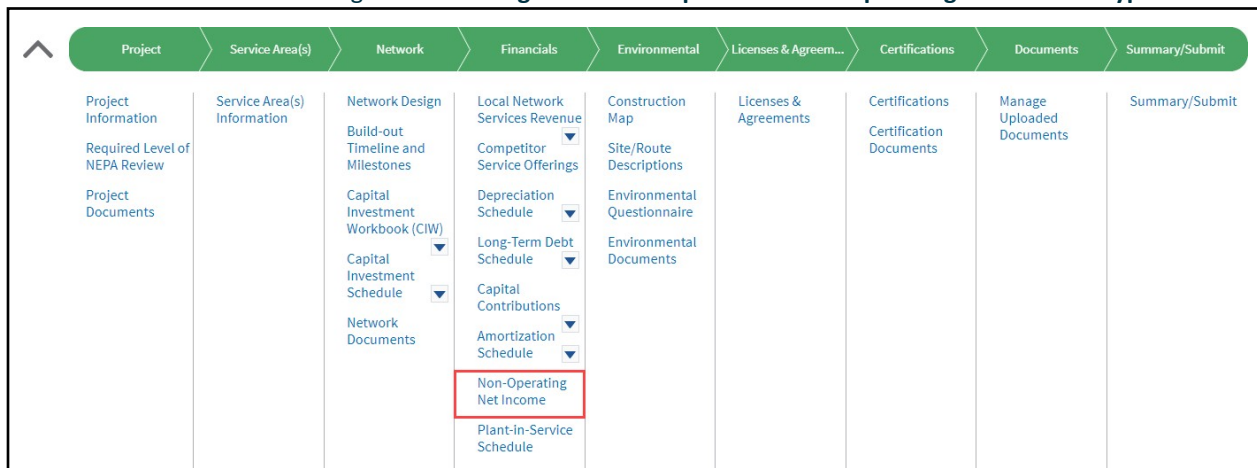
[Save](#)

### Non-Operating Net Income

In this section, applicants should input data for any Non-Operating Net Income, which is populated into the income statement. Examples of Non-Operating Net Income include gains or losses on sale of equipment and capital gains.

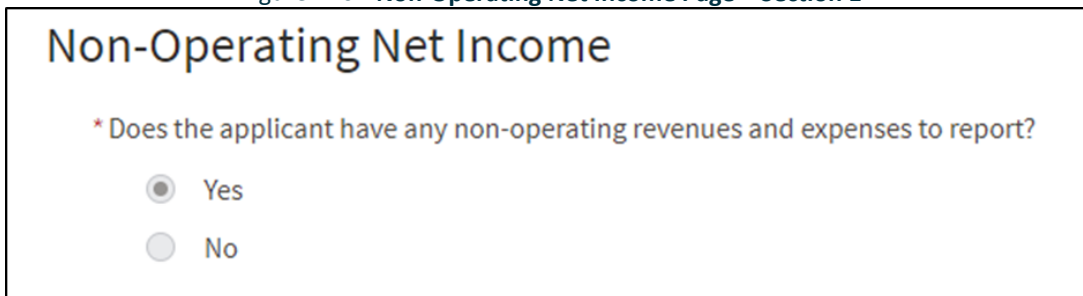
1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **Non-Operating Net Income** hyperlink.

Figure 239: Navigation Bar – Expanded – Non-Operating Net Income Hyperlink



3. The Non-Operating Net Income page displays. Select the appropriate **radio button**.

Figure 240: Non-Operating Net Income Page – Section 1



- If **No**, proceed to the next section of this Application, which is the **PLANT-IN-SERVICE SCHEDULE** section.
  - If **Yes**, a table appears where the applicant can input either Non-Operating Revenue or Non-Operating Expense line items. Continue with STEP 4.
4. The table appears. Add the appropriate line items included in the applicant’s financial statements by clicking **New**.

Figure 241: Non-Operating Net Income Page – New Entry Button

The screenshot shows a '+ New' button highlighted with a red box, along with 'Save', 'Refresh', and 'Delete' buttons. Below these is a table with the following structure:

		Historical Years				Bridge Year	Forecast Years					
Non-Operating Item Type *	Item *	2017	2018 *	2019 *	2020 *	2021 *	2022 *	2023 *	2024 *	2025 *	2026 *	Assumptions
No records found.												

5. Enter the following information per each line item added to the table:
  - A. **Non-Operating Item Type** – Click the Non-Operating Item Type **drop-down menu**, and then select the appropriate option.
  - B. **Item** – Enter a description with specific detail regarding the source of the revenue or expense.
  - C. **Historical Years** – Enter the appropriate dollar amount for each historical year.

- D. **Bridge Year** – Enter the appropriate dollar amount for the Bridge Year.
- E. **Forecast Years** – Enter the appropriate dollar amount for each Forecast Year.
- F. **Assumptions** – Enter an assumption for each line item for which the entered value is different than 0. **Applicants should provide comprehensive justifications for the amounts 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 documents uploads.

6. Click **Save** at the top left-hand corner of the table.

Figure 242: **Non-Operating Net Income Page – New Entry Fields**

Non-Operating Item Type*	Item*	Historical Years				Bridge Year	Forecast Years				Assumptions	
		2017	2018*	2019*	2020*	2021*	2022*	2023*	2024*	2025*		2026*
-None-		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	

7. A confirmation message appears. Continue adding and saving additional line items, as applicable

### Plant-in-Service Schedule

In this section, applicants can enter information related to existing plants and non-telecommunications plants to be reflected in the balance sheet.

1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **Plant-in-Service Schedule** hyperlink.

Figure 243: **Navigation Bar – Expanded – Plant-in-Service Schedule Hyperlink**

Project	Service Area(s)	Network	Financials	Environmental	Licenses & Agreements	Certifications	Documents	Summary/Submit
Project Information	Service Area(s) Information	Network Design	Local Network Services Revenue Competitor Service Offerings Depreciation Schedule Long-Term Debt Schedule Capital Contributions Amortization Schedule Non-Operating Net Income <b>Plant-in-Service Schedule</b> Network Access Services Revenue Income Statement Balance Sheet Statement of Cash Flow Financial Documents	Construction Map Site/Route Descriptions Environmental Questionnaire Environmental Documents	Licenses & Agreements	Certifications Certification Documents	Manage Uploaded Documents	Summary/Submit

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. The applicant is only able to enter the dollar amount for the Bridge Year. 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. Reference Table 5 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 5 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:** Will 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 244: **Plant-in-Service Schedule Page**

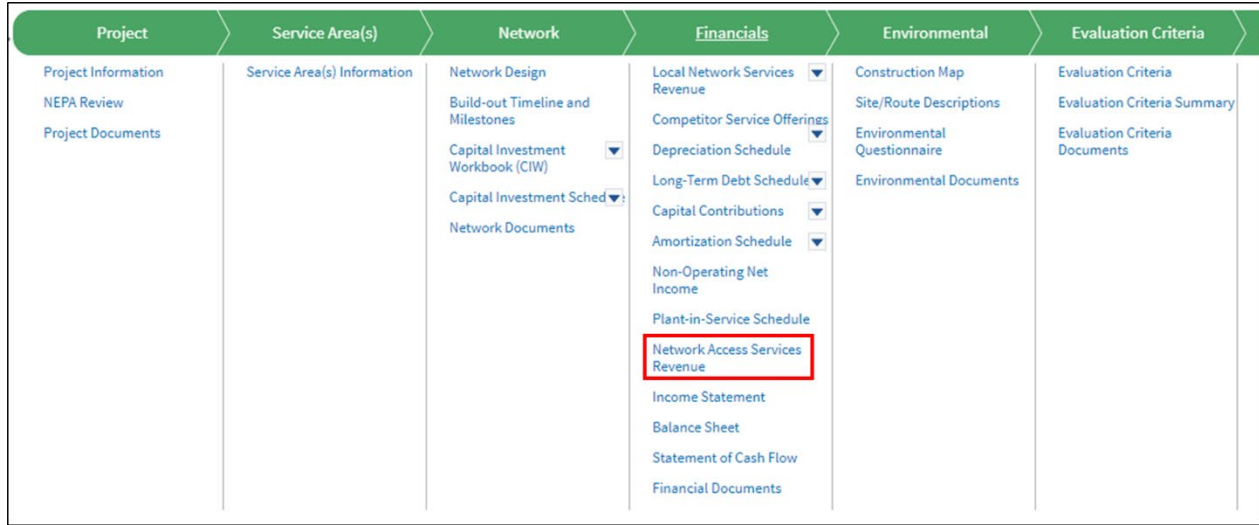
	Bridge Year	Forecast Years				
	2021	2022	2023	2024	2025	2026
<b>A</b> Plant-in-Service, Beginning of Year	\$0	\$83,000	\$511,000	\$946,500	\$1,379,500	\$1,795,500
Telecommunications Plant Additions - PFSA		\$340,000	\$345,000	\$335,000	\$340,000	\$320,000
Telecommunications Plant Additions - NFSA	\$83,000	\$83,000	\$83,000	\$83,000	\$72,000	\$61,000
<b>B</b> Non-Telecommunications Plant Additions	\$0	\$5,000	\$7,500	\$15,000	\$4,000	\$2,500
<b>C</b> Less Plant Retirements	\$0	\$0	\$0	\$0	\$0	\$0
<b>D</b> Less Grant-Funded Expenses	\$0	\$0	\$0	\$0	\$0	\$0
<b>E</b> Less Grant-Funded Assets	\$0	\$0	\$0	\$0	\$0	\$0
Plant-in-Service, End of Year	\$83,000	\$511,000	\$946,500	\$1,379,500	\$1,795,500	\$2,179,000

### Network Service Access Revenue

In this section, applicants can enter information related to network service access revenues.

1. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands.
2. Click the **Network Access Services Revenue** hyperlink.

Figure 245: Navigation Bar – Expanded – Network Access Services Revenue Hyperlink



3. The Network Access Services Revenue page displays. Select the appropriate **radio button**

Figure 246: Network Access Services Revenue Question

**Network Access Services Revenue**

\* Does the applicant have any Network Access Services Revenue to report?

Yes  
 No

- 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 STEP 4.

4. For each source of Network Access Services Revenue, add a new line item by clicking **New**

Figure 247: New Network Access Services Revenue

<span style="border: 1px solid red; padding: 2px;">+ New</span> <span>Save</span> <span>Refresh</span> <span>Delete</span>											
	Historical Years				Bridge Year	Forecast Years					
Statement Sub-Type*	2017	2018*	2019*	2020*	2021*	2022*	2023*	2024*	2025*	2026*	Assumptions
No records found.											

5. Enter the following information per each line item added to the table:
- A. **Statement Sub-Type** – A list of options displays from a drop-down menu. Select the appropriate option.

- B. **Historical Years** – Enter the appropriate dollar amount for each historical year.
  - C. **Bridge Year** – Enter the appropriate dollar amount for the Bridge Year.
  - D. **Forecast Years** – Enter the appropriate dollar amount for each Forecast Year.
  - E. **Assumptions** – Enter an assumption for each line item for which the entered value is different than 0. In addition to describing assumptions, **applicants should upload documents to support forecasted revenues**. If applicants fail to provide appropriate evidence of forecasted network service access revenues, RUS may find the application not financially feasible, particularly if these revenues represent a significant portion of the applicant’s total revenues.
6. Click **Save** at the top left-hand corner of the table.

Figure 248: **Network Access Services Revenue Page**

Statement Sub-Type*	Historical Years				Bridge Year	Forecast Years				Assumptions	
	2017	2018*	2019*	2020*	2021*	2022*	2023*	2024*	2025*		2026*
-None-	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	

7. A confirmation message “Save Successful” appears on the right-hand corner.

### Income Statement

On this statement, there are several pre-populated amounts based on the data entered on other sections of the application. If any changes are made on 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 generated when trying to submit the application.

Applicants should save frequently while working on the Income Statement to avoid losing work. The applicant may enter values and (or) Assumptions and then click the Save button at any time. If some of the data is missing, a pop-up window labeled Income Statement Error(s) appears listing all items that must be entered or corrected prior to the submission of the Application. Click **Ok**. However, the entered information will still have been saved.

**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. From the Application Navigation Bar, click **Financials**. The Application Navigation Bar expands, click the **Income Statement** hyperlink.



Figure 249: Navigation Bar – Expanded – Income Statement Hyperlink

Project	Service Area(s)	Network	Financials	Environmental	Evaluation Criteria
Project Information NEPA Review Project Documents	Service Area(s) Information	Network Design Build-out Timeline and Milestones Capital Investment Workbook (CIW) Capital Investment Sched Network Documents	Local Network Services Revenue Competitor Service Offerings Depreciation Schedule Long-Term Debt Schedule Capital Contributions Amortization Schedule Non-Operating Net Income Plant-in-Service Schedule Network Access Services Revenue <b>Income Statement</b> Balance Sheet Statement of Cash Flow Financial Documents	Construction Map Site/Route Descriptions Environmental Questionnaire Environmental Documents	Evaluation Criteria Evaluation Criteria Summary Evaluation Criteria Documents

- The Income Statement page displays. Enter the following information to 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, to be consistent with what was entered in previous sections. Those who use non-calendar fiscal year financials must clearly identify and explain their assumptions.

Figure 250: Income Statement Page – Line Items – Section 1

Income Statement											
Line Item	Historical Years				Bridge Year	Forecast Years					
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
<b>A</b> Local Network Services Revenue					\$0	\$0	\$0	\$0	\$0	\$0	
Network Access Services Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>B</b> Long Distance Network Services Revenue											
<b>C</b> Carrier Billing and Collection Revenue											
<b>D</b> Other Operating Revenue											
<b>E</b> Amortized Grant Revenue											
<b>F</b> Uncollectible Revenue											
<b>Net Operating Revenues</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>G</b> Plant Specific Operations Expense											
<b>H</b> Plant Nonspecific Operations Expense (Excluding Depreciation and ...											
<b>I</b> Depreciation Expense					\$0	\$0	\$0	\$0	\$0	\$0	
<b>J</b> Amortization Expense											
<b>K</b> Customer Operations and Corporate Operations Expenses											
<b>L</b> Other Operating Expense											
<b>Total Operating Expenses</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

- Local Network Services Revenue** – Enter the appropriate values for the Historical Years. The information under the Bridge Year and Forecast Years carry over from the Local Network Services Revenue schedule.
- Long Distance Network Services Revenue** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.
- Carrier Billing and Collection Revenue** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

- 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 5 for relevant guidance. For an example of how to calculate amortized grant revenue for Round 3, refer to Figure 253. Note: The example 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 from 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 253 for an example of what it should look like in Salesforce.

Figure 251: 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.
- 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.

Figure 252: Income Statement Page – Line Items – Section 2

Operating Income or Margins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Nonoperating Net Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>M</b> Interest on Funded Debt (RUS, RTB and FFB Notes)						\$0	\$0	\$0	\$0	\$0
<b>N</b> Other Interest Expense						\$0	\$0	\$0	\$0	\$0
<b>O</b> Interest on Line(s) of Credit										
<b>P</b> Allowance for Funds Used During Construction										
<b>Total Fixed Charges</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Q</b> Taxes										
<b>R</b> Extraordinary Items										
<b>Total Net Income or Margins</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EBITDA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EBIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>S</b> Principal Payments on Long-Term Debt and Capital Leases						\$0	\$0	\$0	\$0	\$0

- 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.



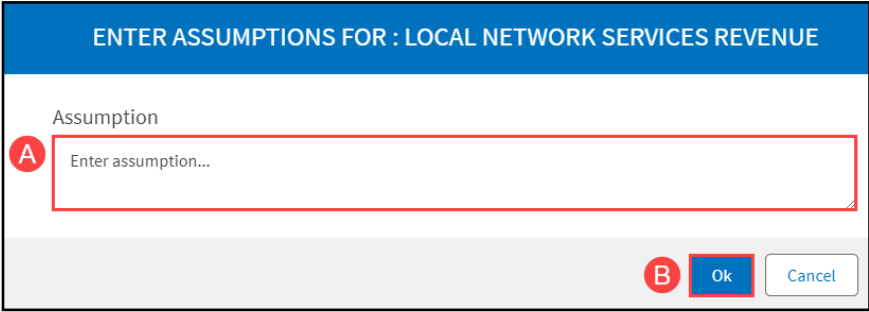
- N. **Other Interest Expense** – Enter the appropriate values for the Historical Years. The Bridge Year and the Forecast Years carry over from the Other Debt Summary section.
  - O. **Interest on Line(s) of Credit** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast 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.
  - 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.
3. 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 **Ok** (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. For example, financial losses in historical years should be fully explained.
  4. Click on the **Information icon** (  ) to utilize helpful tips for completing each line item.


Figure 253: Assumption Window – Local Network Services Revenue



5. Once all the required fields are accurately inputted, click **Save**, located at the bottom right-hand corner of the page.

Figure 254: Income Statement Financial Ratios

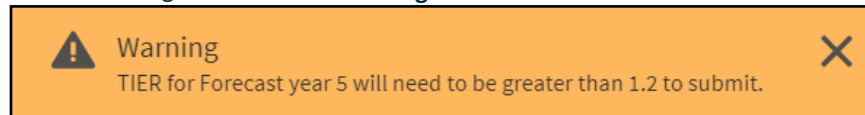
Principal Payments on Long-Term Debt and Capital Leases			\$0	\$0	\$0	\$0	\$37,000	\$37,000	\$32,000	\$27,000	\$73,606	\$76,419
TIER			0.00	0.00	0.00	0.00	0.01	45.39	82.47	152.73	10.46	0.01
DSCR			0.00	0.00	0.00	0.00	3.05	5.00	8.05	12.33	4.10	4.45
Network Access Services Revenue / Net Operating Revenues			33.33%	50.00%	60.00%	66.67%	34.48%	21.66%	17.11%	14.79%	13.37%	12.42%
Cash Flow from Operations / Total Debt Service			0.00	0.00	0.00	0.00	1.14	0.07	(1.22)	(3.03)	(1.68)	(6.44)



The page refreshes and saves the inputted values. A message appears at the top of the page stating the entered data was saved successfully.

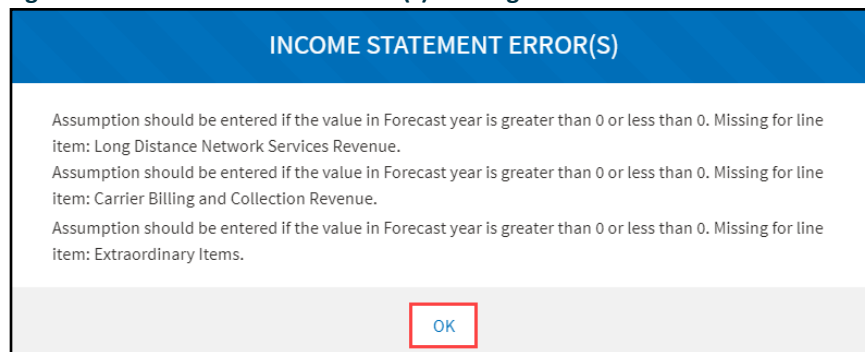
- Warning message(s) may appear to indicate items that need review and correction—as the one shown below. Those items must be addressed before submitting the application.

Figure 255: TIER Warning Window



- If there is a validation error in the Income Statement, the Income Statement Error(s) pop-up window appears. Click **OK**. The applicant may still proceed completing other sections of the application before correcting the errors, but the errors must be fixed before trying to submit the application. **Note: This error will only populate if the applicant has debt payments. If the applicant does not have any debt, then the TIER will be 0 and an error message will not appear.**

Figure 256: Income Statement Error(s) Message



## Balance Sheet

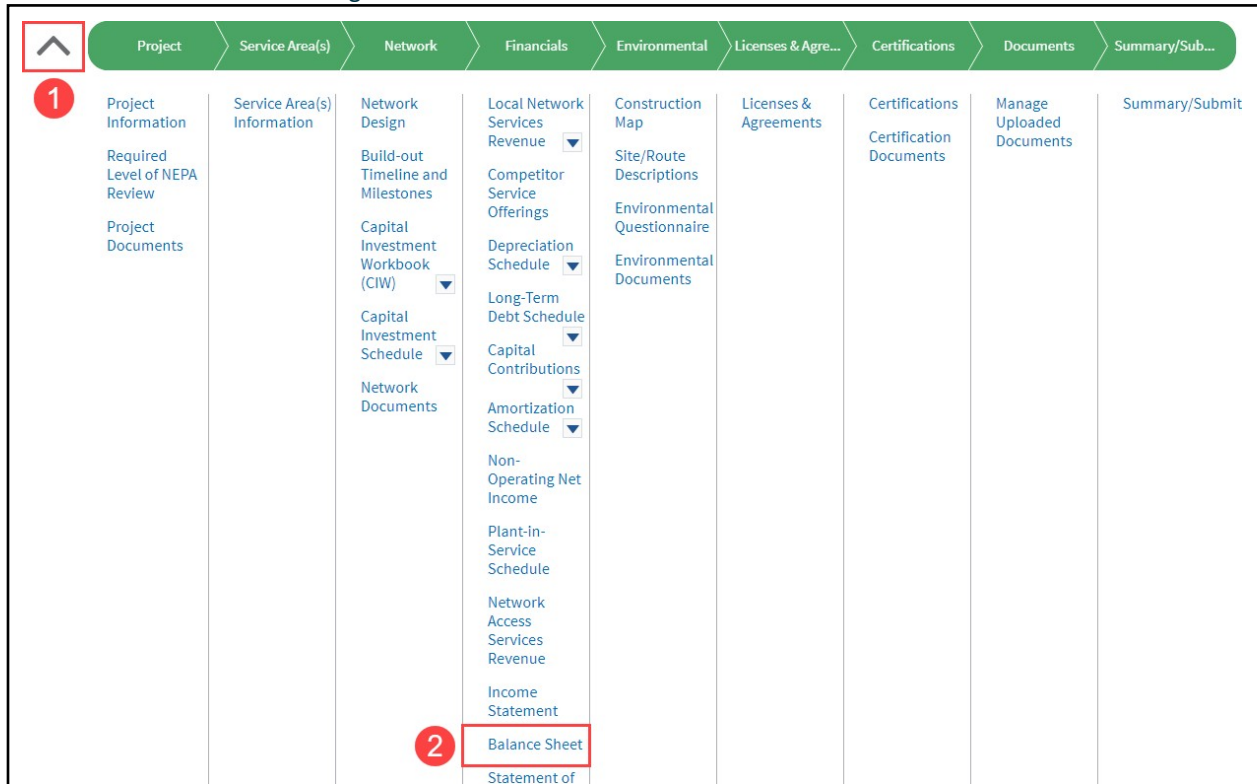
On this statement, there are several pre-populated amounts based on the data entered on other sections of the application. If any changes are made on other sections of the application, the applicant should return to the Balance Sheet, review the table, and SAVE again. Failure to do so could result in validation errors generated when trying to submit the application.

Applicants should save frequently while working on the Balance Sheet to avoid losing work. The applicant may enter values and (or) Assumptions and click the Save button at any time. If some of the data is missing, a pop-up window, labeled Balance Sheet Error(s), appears listing all items that need to be entered or corrected prior to the submission of the Application. Click **OK**. However, the entered information will still have been saved.

**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 257: 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.

Figure 258: Balance Sheet Page – Line Items – Section 1

Balance Sheet		Historical Years			Bridge Year	Forecast Years					
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Current Assets</b>											
A	Cash And Equivalents										
B	Cash-RUS Construction Fund										
C	Accounts Receivable - Affiliates										
D	Accounts Receivable - Non-Affiliates										
E	Notes Receivable - Affiliates										
F	Notes Receivable - Non-Affiliates										
G	Interest and Dividends Receivable										
H	Materials and Inventory										
I	Other Current Assets										
<b>Total Current Assets</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Current Assets section**

- A. **Cash & Equivalents**
- B. **Cash-RUS Construction Fund**
- C. **Accounts Receivable – Affiliates**
- D. **Accounts Receivable – Non-Affiliates**

- E. **Notes Receivable – Affiliates**
- F. **Notes Receivable – Non-Affiliates**
- G. **Interest and Dividends Receivable**
- H. **Materials and Inventory**
- I. **Other Current Asset**

Figure 259: Balance Sheet Page – Line Items – Section 2

Non Current Assets											
A	Investment in Affiliated Companies - Rural Develo...										
B	Investment in Affiliated Companies - Non-Rural D...										
C	Intangible Assets										
D	Other Noncurrent Assets										
	<b>Total Non-Current Assets</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Plant, Property, and Equipment											
A	Plant-in-Service					\$2,913,444	\$8,506,458	\$11,073,...	\$14,599,...	\$15,333,...	\$16,271,...
B	Plant Under Construction										
C	Plant Adjustment, Nonoperating Plant and Goodwill										
D	Less Accumulated Depreciation										
	<b>Net Plant</b>	\$0	\$0	\$0	\$0	\$2,913,444	\$8,506,458	\$11,073,...	\$14,599,...	\$15,333,...	\$16,271,...
Total Assets											
	<b>Total Assets</b>	\$0	\$0	\$0	\$0	\$2,913,444	\$8,506,458	\$11,073,...	\$14,599,...	\$15,333,...	\$16,271,...

**Non Current Assets section**

- A. **Investment in Affiliated Companies – Rural Development**
- B. **Investment in Affiliated Companies – Non-Rural Development**
- C. **Intangible Assets**
- D. **Other Noncurrent Assets**

**Plant, Property, and Equipment section**

- A. **Plant-in-Service:** The Bridge Year, and the Forecast Years amounts carry over from the Plant-in-Service schedule.
- B. **Plant Under Construction**
- C. **Plant Adjustment, Nonoperating Plant and Goodwill**
- D. **Less Accumulated Depreciation:** Fill in as a positive number as this line item gets subtracted from the Net Plant line item.

Figure 260: Balance Sheet Page – Line Items – Section 3

Current Liabilities															
A	Accounts Payable - Affiliates														
B	Accounts Payable - Non-Affiliates														
C	Notes Payable - Affiliates														
D	Notes Payable - Non-Affiliates														
E	Current Maturities Long-Term Debt - RUS, RTB, a...					\$48,390	\$77,214	\$116,735	\$120,617	\$121,828	\$123,052				
F	Current Maturities Long-Term Debt - Other					\$0	\$0	\$0	\$0	\$0	\$0				
G	Current Maturities Long-Term Debt - Rural Develo...					\$0	\$0	\$0	\$0	\$0	\$0				
H	Current Maturities Other Long-Term Debt					\$0	\$0	\$0	\$0	\$0	\$0				
I	Current Maturities - Capital Leases					\$0	\$0	\$0	\$0	\$0	\$0				
J	Lines of Credit														
K	Other Current Liabilities														
<b>Total Current Liabilities</b>						\$0	\$0	\$0	\$0	\$48,390	\$77,214	\$116,735	\$120,617	\$121,828	\$123,052

**Current Liabilities section**

- A. **Accounts Payable – Affiliates**
- B. **Accounts Payable – Non-Affiliates**
- C. **Notes Payable – Affiliates**
- D. **Notes Payable – Non-Affiliates**
- E. **Current Maturities Long-Term Debt – RUS, RTB, and FFB Notes:** The Bridge and the Forecast Years values carry over from the Amortization – RUS Debt Summary section.
- F. **Current Maturities Long-Term Debt – Other:** The Bridge and the Forecast Years values carry over from the Amortization – Other Debt Summary section.
- G. **Current Maturities Long-Term Debt – Rural Development Loan:** The Bridge Year, and the Forecast Years values carry over from the Amortization – Other Debt Summary section.
- H. **Current Maturities Other Long-Term Debt:** The Bridge and the Forecast Years values carry over from the Amortization – Other Debt Summary section.
- I. **Current Maturities – Capital Leases:** The Bridge and the Forecast Years values carry over from the Amortization – Other Debt Summary section.
- J. **Lines of Credit**
- K. **Other Current Liabilities**



Figure 261: Balance Sheet Page – Line Items – Section 4

Long Term Debt											
A	Funded Debt - RUS, RTB, and FFB Notes					\$0	\$0	\$0	\$0	\$0	\$0
B	Less Unapplied Payments – Cushion of...										
C	Funded Debt - Other					\$0	\$0	\$0	\$0	\$0	\$0
D	Funded Debt - Rural Development Loan					\$0	\$0	\$0	\$0	\$0	\$0
E	Obligations Under Capital Lease					\$0	\$0	\$0	\$0	\$0	\$0
F	Other Long-Term Debt					\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Long-Term Debt</b>						\$0	\$0	\$0	\$0	\$0	\$0
Other Liabilities and Deferred Credits											
A	Other Long-Term Liabilities and Deferre...										
B	Deferred Grant Revenue										
<b>Total Liabilities</b>						\$0	\$0	\$0	\$0	\$0	\$0

**Long-Term Debt section:**

- A. **Funded Debt – RUS, RTB, and FFB Notes:** The Bridge Year and the Forecast Years values carry over from the Amortization – RUS Debt Summary section.
- B. **Less Unapplied Payments – Cushion of Credit**
- C. **Funded Debt – Other:** The Bridge and the Forecast Years values carry over from the Amortization – Other Debt Summary section.
- D. **Funded Debt – Rural Development Loan:** The Bridge and the Forecast Years values carry over from the Amortization – Other Debt Summary section.
- E. **Obligations Under Capital Lease:** The Bridge and the Forecast Years values carry over from the Amortization – Other Debt Summary section.
- F. **Other Long-Term Debt:** The Bridge and the Forecast Years values carry over from the Amortization – Other Debt Summary section.

**Other Liabilities and Deferred Credits section:**

- A. **Other Long-Term Liabilities and Deferred Credits**
- B. **Deferred Grant Revenue:** Deferred Grant Revenue represents the amount of unearned grant revenue that has not been incurred but will be used at a later time.
  - **For-Profit or Cooperatives using the Deferred Revenue Recognition accounting method:** Deferred Grant Revenue for any fiscal year equals the Deferred Grant Revenue amount from the previous fiscal year plus the grant amount anticipated in the current fiscal year less the amount of amortized grant revenue recognized on the Income Statement in the current fiscal year. The grant amount anticipated should be the grant amount indicated in the Capital Investment Schedule.

**Example equation:** Deferred Grant Revenue (FY23) = Deferred Grant Revenue (FY22) + Grant Amount anticipated (FY23) – Amortized Grant Revenue (FY23).

- **Cooperatives using CIAC accounting method:** Cooperative using this method will not enter any values for Deferred Grant Revenue as they do not recognize

grant revenue as income.

- **Not-For-Profit, Government, or Tribal Entities:** These entities will not enter any values for Deferred Grant Revenue as grant revenue is recognized at the time it was received.

Reference Table 5 for relevant guidance.

Figure 262: Balance Sheet Page – Line Items – Section 5

Equity											
<b>A</b>	Capital Stock Outstanding and Subscribed										
<b>B</b>	Additional Paid-in-Capital										
<b>C</b>	Membership and Capital Certificates										
<b>D</b>	Patronage Capital Credits										
<b>E</b>	Retained Earnings or Margins										
	<b>Total Equity</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Liabilities and Equity</b>	\$0	\$0	\$0	\$0	\$269,304	\$1,905,308	\$2,814,523	\$4,046,467	\$4,020,154	\$3,898,328
	<b>Total Equity / Total Assets</b>					0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	<b>Current Ratio</b>					0.00	0.00	0.00	0.00	0.00	0.00
	<b>Quick Ratio</b>					0.00	0.00	0.00	0.00	0.00	0.00
	<b>Working Capital in dollars</b>	\$0	\$0	\$0	\$0	\$(48,390)	\$(77,214)	\$(116,735)	\$(120,617)	\$(121,828)	\$(123,052)
	<b>Total Liabilities/Total Equity</b>										
	<b>Net Plant / Long Term Debt</b>					10.82	4.46	3.93	3.61	3.81	4.17
	<b>Tangible Equity</b>	\$0	\$0	\$0	\$0	\$2,644,140	\$6,601,150	\$8,268,634	\$10,552,...	\$11,313,...	\$12,373,...
	<b>Tangible Equity / Total Assets</b>					90.76%	77.60%	74.58%	72.28%	73.78%	76.04%

**Equity section:**

- A. **Capital Stock Outstanding and Subscribed**
- B. **Additional Paid-in-Capital**
- C. **Membership and Capital Certifications**
- D. **Patronage Capital Credits**
- E. **Retained Earnings or Margins**


4. 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 **Ok** (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 263: Assumption Window – Local Network Services Revenue

ENTER ASSUMPTIONS FOR : LOCAL NETWORK SERVICES REVENUE

Assumption

Enter assumption...

Ok Cancel

5. Once the applicant inputs all the required fields, click the **Save** button (located at the bottom right-hand corner of the page).
6. 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.

### 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 6 below describes the calculations underlying the Statement of Cash Flow. Where the line items shown 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 6: Calculations Underlying Statement of Cash Flow**

<b>Line Item</b>	<b>Calculation</b>
<b>Beginning Cash (Cash &amp; Equivalents plus RUS Construction Fund from prior year Balance Sheet)</b>	Cash Flow Statement → PRIOR YEAR Ending Cash
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
<b>Net Income (Loss)</b>	Income Statement → THIS YEAR Total Net Income or Margins
<b>ADJUSTMENTS TO RECONCILE NET INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	
<b>Add: Depreciation</b>	Income Statement → THIS YEAR Depreciation Expense
<b>Add: Amortization</b>	Income Statement → THIS YEAR Amortization Expense
<b>Other (Explain)</b>	<i>Manual input</i>
<b>CHANGES IN OPERATING ASSETS &amp; LIABILITIES</b>	
<b>Decrease or (Increase) in Accounts Receivable</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>• Accounts Receivable-Affiliates +</li> <li>• Accounts Receivable-Non-Affiliates</li> </ul>
<b>Decrease or (Increase) in Materials and Inventory</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>• Materials and Inventory</li> </ul>
<b>Decrease or (Increase) in Other Current Assets &amp; Interest and Dividends Receivable</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>• Interest and Dividends Receivable +</li> <li>• Other Current Assets</li> </ul>
<b>Increase or (Decrease) in Accounts Payable</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>• Accounts Payable-Affiliates +</li> <li>• Accounts Payable-Non-Affiliates</li> </ul>
<b>Increase or (Decrease) in Other Current Liabilities</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>• Other Current Liabilities</li> </ul>
<b>Net Cash Provided or (Used) by Operations</b>	<b>Sum of items in Operating Activities</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
<b>Capital Expenditures</b>	<i>Manual input</i>
<b>a. Plant Constructed Using Grant Proceeds</b>	<i>Manual input</i>
<b>Other Long-Term Investments</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>• Investment in Affiliated Companies-Rural Development +</li> <li>• Investment in Affiliated Companies-Non-Rural Development</li> </ul>
<b>Increase or (Decrease) in Intangible Assets</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>• Intangible Assets</li> </ul>
<b>Other Noncurrent Assets</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:

Line Item	Calculation
	<ul style="list-style-type: none"> <li>Other Noncurrent Assets</li> </ul>
<b>Other (Explain)</b>	<i>Manual input</i>
<b>Net Cash Provided or (Used) by Investing Activities</b>	<b>Sum of items in Investing Activities</b>
CASH FLOWS FROM FINANCING ACTIVITIES	
<b>Decrease or (Increase) in Notes Receivable</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>Notes Receivable-Affiliates +</li> <li>Notes Receivable-Non-Affiliates</li> </ul>
<b>Increase or (Decrease) in Notes Payable &amp; Line of Credit</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>Payable-Affiliates +</li> <li>Notes Payable-Non-Affiliates +</li> <li>Lines of Credit</li> </ul>
<b>Net Increase or (Decrease) in Long- Term Debt (including current maturities)</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>Current Maturities Long-Term Debt: RUS, RTB, and FFB Notes +</li> <li>Current Maturities Long-Term Debt: Other +</li> <li>Current Maturities Long-Term Debt: Rural Development Loan +</li> <li>Current Maturities Other Long-Term Debt +</li> <li>Current Maturities: Capital Leases +</li> <li>Funded Debt: RUS, RTB, and FFB Notes +</li> <li>Funded Debt: Other +</li> <li>Funded Debt: Rural Development Loan +</li> <li>Obligations Under Capital Leases +</li> <li>Other Long-Term Debt</li> </ul>
<b>Increase or (Decrease) in Unapplied Payments – Cushion of Credit</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>Unapplied Payments – Cushion of Credit</li> </ul>
<b>Increase or (Decrease) in Other Liabilities &amp; Deferred Credits</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>Other Long-Term Liabilities and Deferred Credits</li> </ul>
<b>Increase or (Decrease) in Capital Stock, Paid-in-Capital, Membership and Capital Certificates and Other Capital</b>	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: <ul style="list-style-type: none"> <li>Capital Stock Outstanding and Subscribed +</li> <li>Additional Paid-in-Capital +</li> <li>Membership and Capital Certificates</li> </ul>
<b>Proceeds from Grant Funds</b>	<i>Manual input</i>
<b>Less: Distributions (Payments of Dividends, Patronage Capital Credits Retired, or any other Distribution)</b>	<i>Manual input</i>
<b>Other (Explain)</b>	<i>Manual input</i>
<b>Net Cash Provided or (Used) by Financing Activities</b>	<b>Sum of items in Financing Activities</b>
<b>Net Increase or (Decrease) in Cash</b>	<b>Sum of Net Cash from Operating, Investing, and Financing Activities</b>
<b>Ending Cash</b>	<b>Sum of Beginning Cash and Net Increase or (Decrease) in Cash</b>

If any changes are saved to any of these sections, 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 **plus icon** (+) 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.

Applicants should save frequently while working on the Statement of Cash Flow to avoid losing work. The applicant may enter values and (or) Assumptions and then click the Save button at any time. If some of the data is missing, a pop-up window, labeled Statement of Cash Flow Error(s), appears listing all items that need to be entered or corrected prior to the submission of the application. Click **Ok**. However, the entered information will still have been saved.

**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 264: Navigation Bar – Expanded – Statement of Cash Flow Hyperlink



2. The **Statement of Cash Flow** page displays. Enter the following information to the Statement of Cash Flow table:

Figure 265: Statement of Cash Flow Page – Line Items – Section 1

Line Item	Historical Years			Bridge Year	Forecast Years					
	2018	2019	2020	2021	2022	2023	2024	2025	2026	
Beginning Cash (Cash & Equivalents plus RUS Const. Fund)	\$0	\$29,501	\$68,503	\$115,705	\$714,119	\$867,819	\$1,368,865	\$1,621,320	\$1,739,227	
<b>Cash Flows From Operating Activities</b>										
Net Income (Loss)	\$29,500	\$39,000	\$47,200	\$48,250	\$(43,595)	\$(139,815)	\$(91,806)	\$(115,200)	\$(2,022,016)	
ADJUSTMENTS TO RECONCILE NET INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES										
Add. Depreciation	\$0	\$0	\$0	\$16,910	\$139,040	\$283,355	\$316,494	\$349,845	\$2,316,204	
Add. Amortization	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
RCT-151	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700,000	
Regression 1	\$1	\$2	\$3	\$4	\$5	\$6	\$7	\$8	\$9	
Regression 2	\$1	\$2	\$2	\$4	\$5	\$6	\$7	\$8	\$9	
Other (Explain)										
CHANGES IN OPERATING ASSETS & LIABILITIES										
Decrease / (Increase) in Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$(700,000)	
Decrease / (Increase) in Materials & Inventory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Decrease / (Increase) in Other Current Assets, Interest, and Divid...	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Increase / (Decrease) in Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Increase / (Decrease) in Other Current Liabilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Net Cash Provided/(Used) by Operations	\$29,502	\$39,004	\$47,205	\$65,168	\$85,455	\$143,552	\$224,702	\$234,661	\$294,206	

**Cash Flows from Operating Activities section:**

A. **Other (Explain)** – Click the Other (Explain) field to enter a description for the activity.

Figure 266: Statement of Cash Flow Page – Line Items – Section 2

Cash Flows From Investing Activities										
A	Capital Expenditures (excluding pla...	\$8,000,000	\$(10,000,000)	\$5,000,000	\$16,000,000	\$(10,000,000)	\$(4,000,000)	\$10,000,000	\$(20,000,000)	\$(6,000,000)
B	a. Plant Constructed Using Grant P...	\$4,000,000	\$(7,000,000)	\$4,000,000	\$15,000,000	\$2,000,000	\$(3,000,000)	\$5,000,000	\$(20,000,000)	\$(4,000,000)
	Other Long-Term Investments	\$380,000	\$(80,000)	\$(150,000)	\$(150,000)	\$(150,000)	\$(150,000)	\$(150,000)	\$(100,000)	\$(100,000)
	Intangible Assets	\$(50,000)	\$(50,000)	\$(50,000)	\$(10,000)	\$(10,000)	\$(30,000)	\$(50,000)	\$(50,000)	\$(50,000)
	Other Noncurrent Assets	\$(50,000)	\$(50,000)	\$(10,000)	\$(20,000)	\$(20,000)	\$(50,000)	\$(20,000)	\$(30,000)	\$(100,000)
C	Other (Explain)									
	<b>Net Cash Provided/(Used) by Inv...</b>	<b>\$12,280,000</b>	<b>\$(17,180,0...</b>	<b>\$8,790,000</b>	<b>\$30,820,000</b>	<b>\$(8,180,000)</b>	<b>\$(7,230,000)</b>	<b>\$14,780,000</b>	<b>\$(40,180,0...</b>	<b>\$(10,260,0...</b>
Cash Flows From Financing Activities										
	Decrease / (Increase) in Notes Rec...	\$(40,000)	\$(4,575)	\$(52,282)	\$(39,112)	\$(89,881)	\$(111,835)	\$(99,110)	\$(101,880)	\$520,005
	Increase / (Decrease) in Notes Pay...	\$(75,000)	\$(8,025,000)	\$(1,000,000)	\$(1,000,000)	\$(2,167,007)	\$(1,989,413)	\$(1,000,204)	\$(2,998,328)	\$(997,909)
	Net Increase / (Decrease) in Long T...	\$(1,680,000)	\$(1,660,000)	\$(5,441,000)	\$(21,850,966)	\$(11,202,403)	\$(11,236,765)	\$(10,895,727)	\$(8,136,742)	\$(8,212,123)
	Increase / (Decrease) in Unapplie...	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Increase / (Decrease) in Other Liab...	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Increase / (Decrease) in Capital St...	\$0	\$8,085,000	\$(5,000,000)	\$(15,000,000)	\$1,000,000	\$(500,000)	\$(16,500,000)	\$15,000,000	\$(4,000,000)
A	Proceeds from Grant Funds	\$2,640,000	\$(3,000,000)	\$4,000,000	\$10,000,000	\$1,000,000	\$500,000	\$6,000,000	\$(3,000,000)	\$(2,500,000)
B	Less: Distributions (Payment of Divi...	\$45,000	\$1,512,359	\$885,481	\$17,301,708	\$10,882,048	\$8,342,298	\$10,238,769	\$6,585,989	\$6,448,718
C	Other (Explain)									
	<b>Net Cash Provided/(Used) by Fin...</b>	<b>\$890,000</b>	<b>\$(3,092,216)</b>	<b>\$(6,607,801)</b>	<b>\$(10,688,3...</b>	<b>\$(677,243)</b>	<b>\$(4,995,715)</b>	<b>\$(12,266,2...</b>	<b>\$7,349,039</b>	<b>\$(8,741,309)</b>
	<b>Net Increase / (Decrease) in Cash</b>	<b>\$10,300,000</b>	<b>\$(9,413,182)</b>	<b>\$9,557,621</b>	<b>\$26,875,369</b>	<b>\$(173,414)</b>	<b>\$(82,266)</b>	<b>\$17,564,045</b>	<b>\$(15,502,5...</b>	<b>\$811,525</b>
	<b>Ending Cash</b>	<b>\$74,300,000</b>	<b>\$64,886,818</b>	<b>\$74,444,439</b>	<b>\$101,319,808</b>	<b>\$101,148,394</b>	<b>\$101,064,128</b>	<b>\$118,628,173</b>	<b>\$103,125,661</b>	<b>\$103,937,186</b>

**Cash Flows from Investing Activities section:**

A. **Capital Expenditures (excluding plant constructed using grant proceeds)**

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 5 for relevant guidance.

C. **Other (Explain)** – Click the Other (Explain) field to enter a description for the activity.

**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 5.

B. **Less: Distributions (Payment of Dividends, Patronage Capital Credits Retired, or any other Distribution)**

C. **Other (Explain)** – Click the Other (Explain) field to enter a description for the activity.

3. Once the applicant inputs all the required fields, click the **Save** button (located at the bottom right-hand corner of the page).

- 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

- From the Application Navigation Bar, click the **Financials** section header. The Application Navigation Bar expands, click the **Financial Documents** hyperlink.

Figure 267: **Financial Documents Link**

Project	Service Area(s)	Network	Financials	Environmental	Evaluation Criteria
Project Information NEPA Review Project Documents	Service Area(s) Information	Network Design Build-out Timeline and Milestones Capital Investment Workbook (CIW) Capital Investment Sched▼ Network Documents	Local Network Services Revenue▼ Competitor Service Offerings▼ Depreciation Schedule▼ Long-Term Debt Schedule▼ Capital Contributions▼ Amortization Schedule▼ Non-Operating Net Income Plant-in-Service Schedule Network Access Services Revenue Income Statement Balance Sheet Statement of Cash Flow <b>Financial Documents</b>	Construction Map Site/Route Descriptions Environmental Questionnaire Environmental Documents	Evaluation Criteria Evaluation Criteria Summary Evaluation Criteria Documents

- The Financial Documents page displays a table listing any uploaded documents.

Figure 268: **Financial Documents Page**

Additional/Optional Financial Documents						Upload Additional Documents
Section	Document Type	Description	File Name	User	Date/Time	
Financial Information	Letter of Commitment / Te...	EXAMPLE - Letter of Comm...	MPS TEST020	MPS TEST020	Mar 15, 2019, 3:27 PM	



**Table 7: Financial Documents**

<b>Document</b>	<b>Required Entities</b>
<b>Alternate Households Supporting Data</b>	Required if alternate households data is included for any of the service areas
<b>Applicant’s Audited Financial Statements</b>	Audited financial statements from the previous year are required for all applicants
<b>Bank Statements</b>	
<b>Competitive Analysis</b>	
<b>Cost Consultant Certification</b>	
<b>Evidence of Equity Infusion</b>	Required if ‘Owner or Member Capital’ is selected for "Capital Contributions Source" value
<b>Evidence of Matching Contribution</b>	
<b>Federal Grants – Grant Documents</b>	
<b>Funded Debt – Other – Debt Instrument</b>	Required for all loans entered in this section. Uploads should be identified by the Long-term Debt Identifier
<b>Funded Debt – Rural Development Loan – Debt Instrument</b>	Required for all loans entered in this section. Uploads should be identified by the Long-term Debt Identifier
<b>Grant Documents</b>	Required if State Grant or Federal Grant is selected for "Capital Contributions Source" value
<b>Letter of Commitment or Term Sheet</b>	Required if 'Investor Capital' is selected for "Capital Contributions Source" value
<b>Line of Credit Documents</b>	Applicable for all entity types
<b>Obligations Under Capital Leases – Lease Agreement</b>	Required for all obligations under capital lease. Uploads should be identified by the Capital Lease Identifier
<b>Other Long-Term Debt – Debt Instrument</b>	Required for all loans entered in this section. Uploads should be identified by the Long-term Debt Identifier
<b>State Grants – Grant Documents</b>	Applicable for all entity types
<b>Statement of Affordability</b>	Applicable for all entity types. Applicants can explain how the proposed service offerings are affordable
<b>Supporting Documents</b>	
<b>UCC-1</b>	

## Environmental Tab

In this section, applicants provide information related to the environmental impact of their proposed project. Applicants use the RUS Construction Map to indicate the locations of all proposed network sites and routes and 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. In the event of additional environmental documentation, such as a Heritage Reviews or Desktop Surveys, this can be uploaded in the Other Environmental Documents section. While these items are not required at 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 on 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 Mapping Tool, however it is 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 world 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 should 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.

If the applicant has already captured the project sites and (or) routes but wish to edit or remove them, or 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 in the Environmental Questionnaire page.

The following section includes detailed instructions and screenshots for using the Construction Map to capture network sites and routes.

### Navigating to the Construction Map

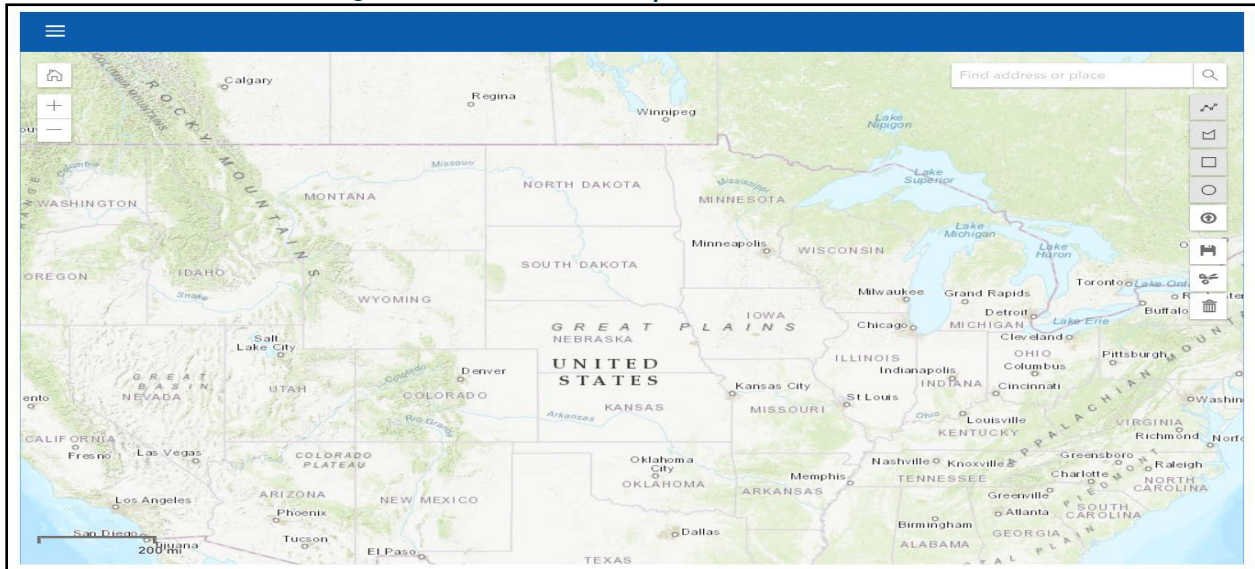
1. From the Application Navigation Bar, click the **toggle**. The Application Navigation Bar expands.
2. Under the Environmental header, click the **Construction Map** hyperlink.

Figure 269: Navigation Bar – Expanded – Construction Map Hyperlink



3. The Construction Map page displays.

Figure 270: Construction Map



### Construction Map Layers

The construction map includes the following layers, so applicants can validate the project construction's overlap with environmental resources that are part of the environmental review.

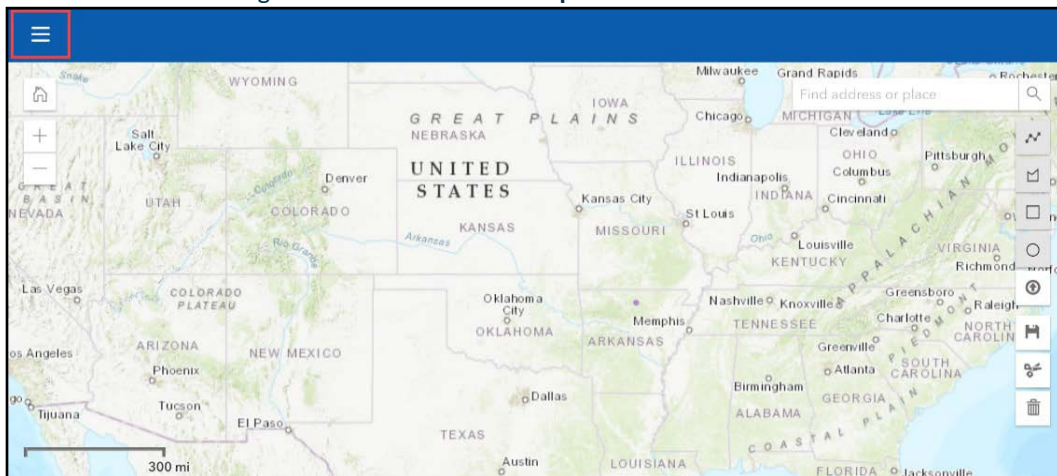
- a. Service Areas
- b. Floodplains (Subpart F)
  - i. Flood Hazard Zones (FEMA)
  - ii. Flood Frequency (NRCS)
- c. Wetlands (Subpart G)
  - i. National Wetland Inventory (NWI)
  - ii. Soil Hydric Class (NRCS)
- d. Historic and Cultural Resources (Subpart H)
  - i. National Register of Historic Places (NRHP)
  - ii. Tribal Lands
- e. Land Use (Subpart L)
  - i. Farmland Class (NRCS) (FFPA)
  - ii. Formally Classified Lands
  - iii. Wild and Scenic Rivers
- f. Biological Resources (Subpart N)
  - i. Coral Reef Ecosystem
    1. American Samoa (2005) Habitat Boundary
    2. Commonwealth of the Northern Mariana Islands (2005) Habitat Boundary
    3. Florida Keys (1998) Habitat Boundary
    4. Guam (2005) Habitat Boundary
    5. Hawaii (2003) Habitat Boundary
    6. Hawaii (2007) Habitat Boundary
    7. Majuro Marshall Islands (2012) Habitat Boundary
    8. Palau (2007) Habitat Boundary
    9. Puerto Rico (2002) Habitat Boundary
    10. Jobos PR (2010) Habitat Boundary

11. Northeast Ecological Reserve, Puerto Rico (2014) Habitat Boundary
12. Southwest Puerto Rico (2012) Habitat Boundary
13. Vieques PR (2010) Habitat Boundary
14. US Virgin Islands (2002) Habitat Boundary
15. St. Croix USVI, Buck Island (2011) Habitat Boundary
16. St. Croix USVI, STEER, Fish Bay, Coral Bay (2013)
17. St. John USVI (2009) Habitat Boundary
  - a. Moderate Habitat Boundary
  - b. Shallow Habitat Boundary
- ii. Critical Habitat
- g. Miscellaneous Resources (Subpart O)
  - i. Air Quality
    1. Lead (2008 Standard)
    2. Ozone 8-Hour
      - a. Ozone 8-Hour (1997 Standard)
      - b. Ozone 8-Hour (2008 Standard)
      - c. Ozone 8-Hour (2015 Standard)
    3. Particulate Matter (PM 2.5) 24-Hour
    4. Particulate Matter (PM 2.5) Annual
      - a. Particulate Matter (PM 2.5) Annual (2012 Standard)
      - b. Particulate Matter (PM 2.5) Annual (1997 Standard)
    5. Sulfur Dioxide (SO<sub>2</sub>) 1-Hour
  - ii. Coastal Zone
  - iii. Coastal Barrier
  - iv. Sole Source Aquifer

### Creating and Drawing Sites and Routes

1. Click the **menu** in the top left corner of the Construction Map (three horizontal lines).

Figure 271: Construction Map – Menu Button



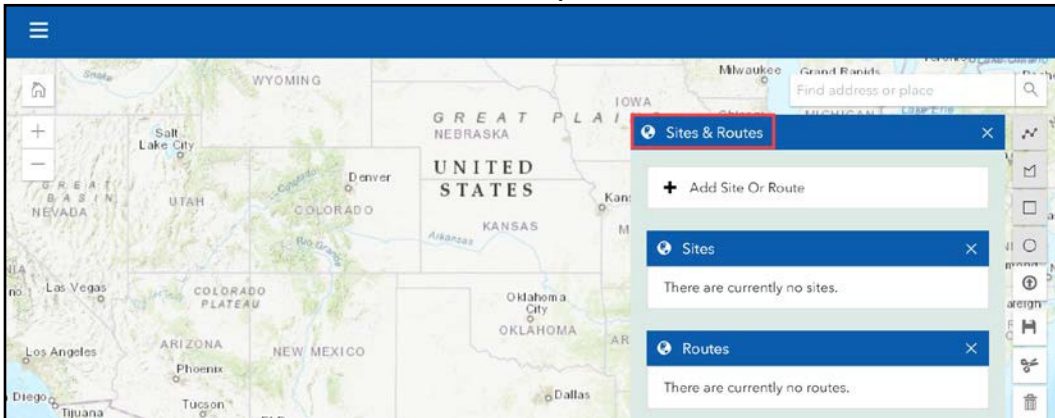
2. Click **Sites & Routes** on the menu to display the Sites and Routes tables.

Figure 272: Construction Map – Menu Options – Sites and Routes Option



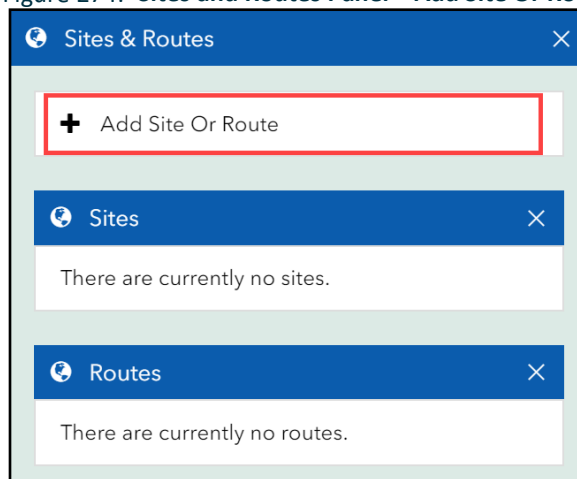
3. The Sites & Routes table displays in the top right of the screen. The Sites & Routes header is collapsible when it is selected, meaning the table shrinks to the top right corner of the map and displays a globe icon. To expand the table, click the **globe icon** (🌐).

Figure 273: Construction Map – Sites and Routes Panel



4. To add a Site, click **+ Add Site Or Route** under the Sites & Routes heading.

Figure 274: Sites and Routes Panel – Add Site Or Route



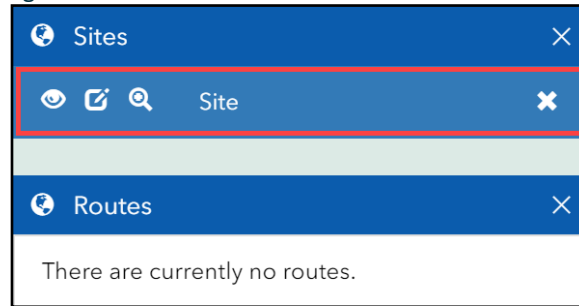
5. Once selected, the Add A Site Or Route popup window appears.
6. Click the **Site or Route Name** field and enter the applicable site name. As these Site or Route Names are referenced throughout this section of the application, applicants should use descriptive and concise names whenever possible. This will reduce the potential for error on the applicant's part.
7. Click the **Project Location Type** drop-down menu, and then select **Site or Route** depending on the project location type.
  - If Route is selected, upon selecting Route, then Please Specify The Width Of The Route field appears with a default value of 25 ft. Applicants can edit this field for a value between 25 and 500 ft.
  - Make sure that the default buffer is adjusted as applicable.
  - Only map RUS funded assets. Non-funded assets should not be included in the ER construction maps.
  - RUS understands that these routes are as accurate as possible during the application phase. Applicants should submit as such with the understanding that route changes can be addressed as the need arises with a scope change request and further review by RUS.
8. Click **Save** to save the site or route and proceed to drawing its location on the map. Alternatively, applicants can create all the sites and routes before drawing them on the Construction Map. For example, if an application will consist of three routes, the applicant can add the three routes at this juncture, and then draw the three routes later.

Figure 275: **Add Site or Route Window**

The screenshot shows a modal window titled "Add A Site Or Route". It features a blue header bar with a close button (X) on the right. The main content area is white and contains two required fields, each marked with a red circle containing a number. The first field, labeled "6 Site/Route Name\*", is a text input box with the placeholder text "Enter a name for the site or route...". The second field, labeled "7 Project Location Type\*", is a dropdown menu with the text "Select one...". At the bottom right of the window, there are two buttons: a grey "Cancel" button and a green "Save" button. A red circle with the number "8" is positioned next to the "Save" button, indicating the next step in the process.

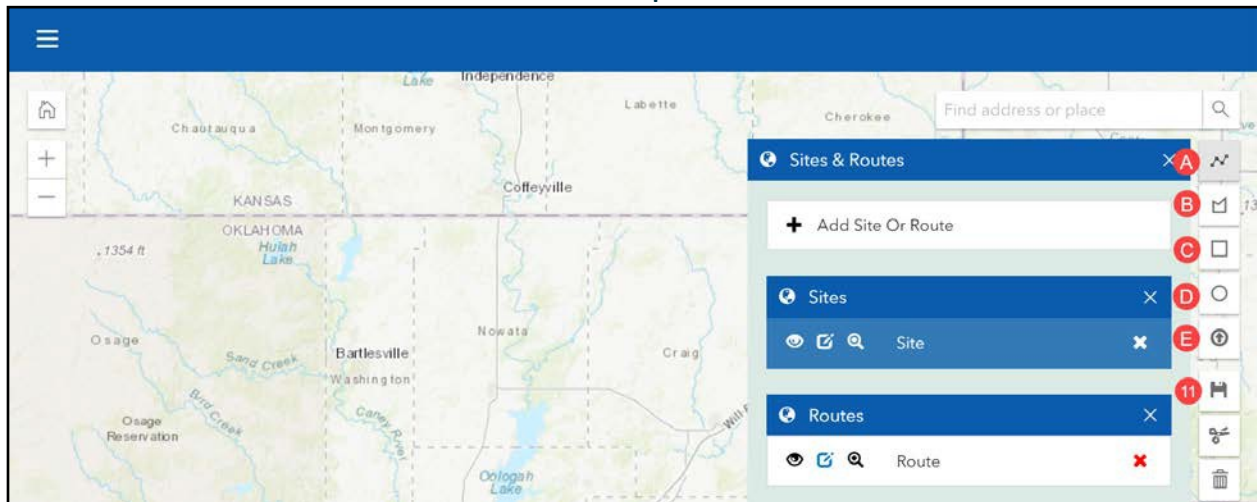
9. To draw a site or route, first select the **Site or Route's Name** under the Sites & Routes table. Once selected, the site line item in the list of Sites appears highlighted in blue. Before beginning the drawing, applicants may want to zoom in to the portion of the map where the site or route will be located to optimize precision.

Figure 276: Created Site Banner



10. After choosing the Site or Route, use the **drawing tools** on the right side of the map to draw the site. **The polyline tool will not be available for drawing sites, and the draw polygon, draw rectangle, and draw circle tools will not be available for drawing routes.** Refer to the **SHAPE TOOLS** section of this Application Guide for detailed guidance on using the drawing tools.
11. To save the drawn site or route, click the **Save** button on the right side of the Construction Map. Selecting this button saves the most recent drawing to the selected site (or route).

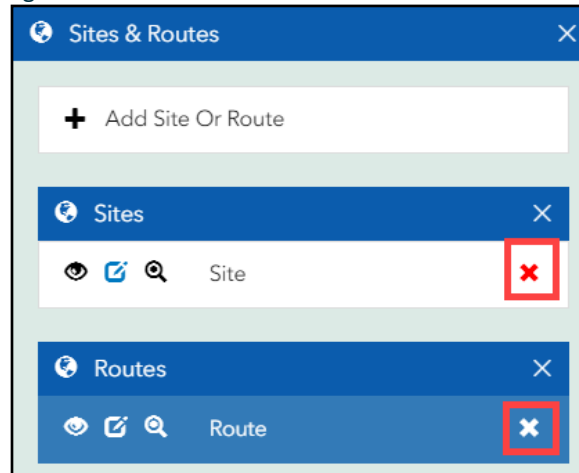
Figure 277: Construction Map – Tool Icons



#### Deleting a Site or Route and its Drawing

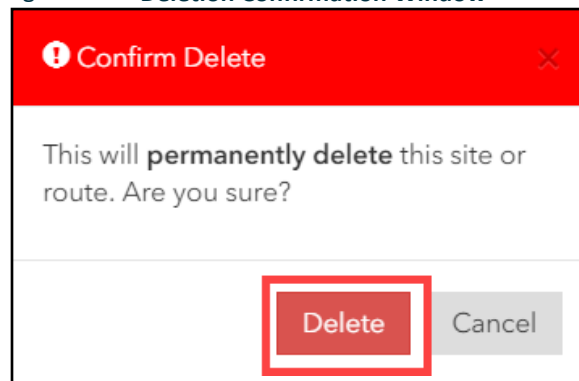
1. To delete a saved site or route and its associated shape (drawn or uploaded), select the **X** on the right of the line item for the site or route that the applicant wishes to delete.

Figure 278: Sites and Routes Panel – Delete Boxes



2. The Confirm Delete popup window appears. Click **Delete** to confirm that the applicant wishes to delete that site or route, and its associated shapes (drawn or uploaded).

Figure 279: Deletion Confirmation Window



### 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 through this section of the Environmental Tab. 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.

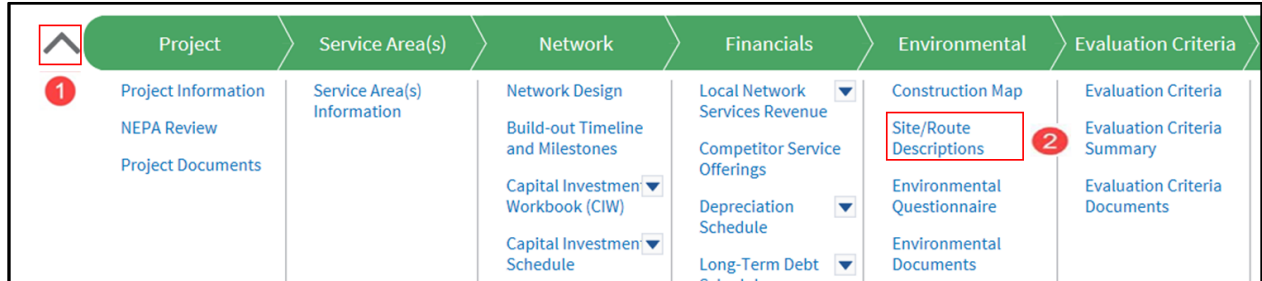
This section must be completed before the applicant begins the Environmental Questionnaire section. The information provided in this section will determine the requirements for the Environmental Questionnaire section and will be locked during the completion of the Environmental Questionnaire section. 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 method(s) of construction, buried depths, aerial height, existing or new right of ways, previously disturbed or new disturbance, distance, etc. Note that this information can 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

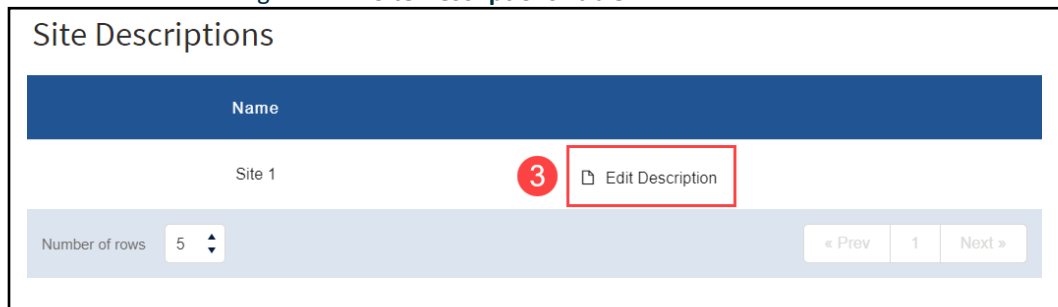
1. From the Application Navigation Bar, click the **toggle**.
2. The Application Navigation Bar expands. Under the Environmental header, click the **Site or Route Descriptions** hyperlink.

Figure 280: **Navigation Bar – Expanded – Site or Route Descriptions Hyperlink**



3. The Site Descriptions and Route Descriptions page displays. Any Site(s) and (or) Route(s) previously drawn on the Construction Map are listed in the table. Click **Edit Description** next to the applicable Site to enter a description.

Figure 281: **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 282: Site or Route Descriptions Page – Question Section

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.

4 Yes

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?

5 Yes

6 Save

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 Road(s), Parking Lot(s), 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(s), Parking Lot(s)**.
3. Click the **Add and Continue** button.

Figure 283: Site Description Page – New Asset Section

New Asset Section

1 NAME: \*  
Test Access Road

2 TYPE: \*  
Access Road/Parking Lot

Return To Previous Page 3 Add and Continue

4. The recently created Access Road(s), Parking Lot(s) description page displays. Click the **drop-down menu** underneath the question, and then 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 from STEPS 5 - 9.
  - If the applicant selects: "Expansion of an existing Access Road, Parking Lot," proceed to STEPS 5 - 9.

Figure 284: Site Description Page

Test Access Road

Is this an upgrade to an existing access road/parking lot, construction of a new access road/parking lot, or expansion of a new access road/parking lot? \*

4

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** for the asset in the corresponding fields.
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 285: Site Description Page – Ground Disturbance Entry Fields

5 Please enter the limits of disturbance (length, width, and depth) required for construction or expansion of the access road/parking lot (in feet):

Length: \*

100

Width: \*

10

Depth: \*

10

6 What type of material will be used to construct or expand the access road/parking lot? \*

Test

7 Save and Continue

8. The Return to site page displays. Click the **Return** button.

Figure 286: Site Description Page – Return to Site Button

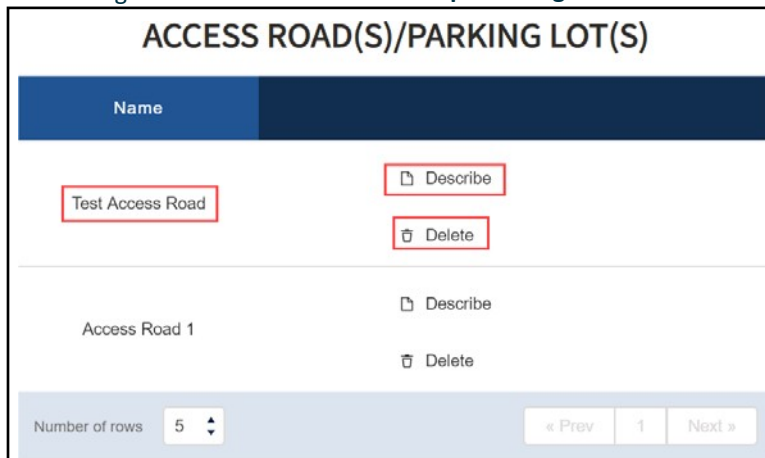
Your site description has been saved. Click "Return" below to return to Site and Route descriptions.

8

Previous Return

9. The Site 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 287: Site or Route Descriptions Page – Describe and Delete Buttons

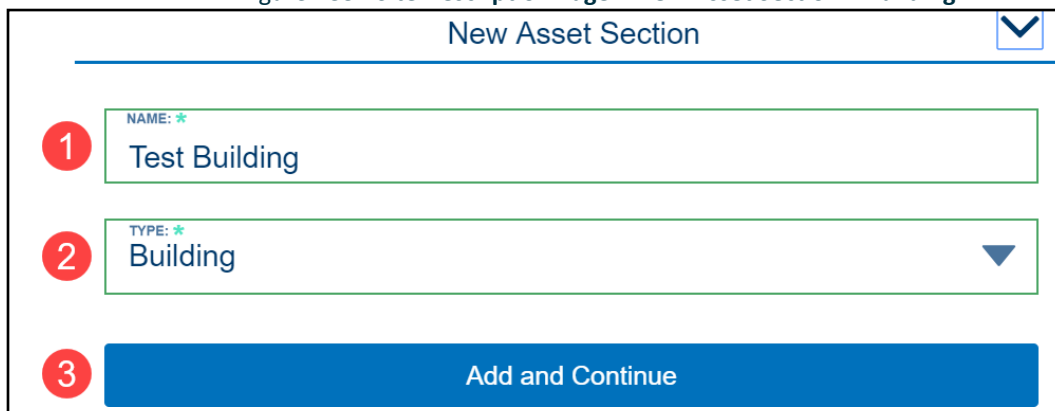


### Completing Building Description

When selecting the “Type” (2 in Figure 292) for a Building asset, for purposes of this application, a building is for attended structures that are 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**.
  - If this is pre-fabricated building, hut that is going to be unattended, use the large enclosure cabinet section.
3. Click the **Add and Continue** button.

Figure 288: 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 EXISTING BUILDING INFORMATION** section of this document.
  - If **To Be Constructed**, proceed to the next section of this document.

Figure 289: Site Description Page – Building – Section 1

Test Building

Is this an existing building or a building to be constructed? \*

4

### 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** in the corresponding fields.

Figure 290: Site Description Page – Building – Section 2

Is this an existing building or a building to be constructed? \*

To be Constructed

Please select the type of building to be constructed: \*

1

New building

2

Please indicate the total limits of disturbance that will be required (in feet):

Length: \*

100

Width: \*

10

Depth: \*

10

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 checkbox(es)**.
6. The following question displays: “Are you collocating, upgrading, or installing a new antenna?” Click all the **applicable checkbox(es)**.

7. The following question displays: “Is a FCC license required for any of the equipment?”. Select the **applicable response**.

Figure 291: Site Description Page – Building – Section 3

3 Is the land for this building currently owned by the applicant or to be purchased? \*

Owned

4 Is the Applicant proposing to install any network & access equipment in this building? \*

Yes

5 Please select the type of equipment that will be installed. Select all that apply: \*

Antenna(s)

Batteries/UPS

Rack-mounted equipment

6 Are you collocating, upgrading, or installing a new antenna? \*

Collocating

Upgrading

New

7 Is a FCC license required for any of the equipment? \*

Yes

8. The following question displays: “Where is this equipment going to be installed?” Click all the **applicable checkbox(es)**.
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 292: Site Description Page – Building – Section 4

8 Where is this equipment going to be installed? \*

Inside of the building

Outside of the building

9 Is the Applicant proposing to install a generator at the building? \*

Yes

10 How many generators will be installed at this building? \*

3

11 Please select the type(s) of generator(s) that will be installed: \*

Back-up generator

Primary generator

12 What is the installation method for the generator(s)? \*

Poured concrete

Pre-fabricated concrete

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 293: Site Description Page – Building – Section 5

13 Please indicate the total limits of disturbance that will be required (in feet):

Length: \*

100

Width: \*

10

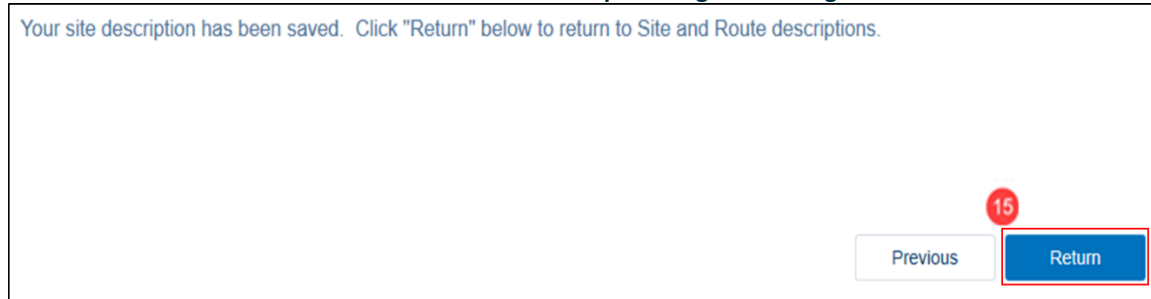
Depth: \*

10

14 Save and Continue

15. The Return to Site page displays. Click the **Return** button.

Figure 294: **Site 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 295: **Site Description Page – Buildings Table**

BUILDINGS	
Name	
Test Building	<a href="#">Describe</a> <a href="#">Delete</a>
Building 1	<a href="#">Describe</a> <a href="#">Delete</a>

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

### 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**.
  - If No, proceed to STEP 5 that asks the following question: “Is the building currently owned by the Applicant, or leased?”
  - If Yes, proceed to the next step.
3. The following question displays: “Will the improvements require ground disturbance?” Select the **applicable response**.
  - If No, proceed to STEP 5 that asks the following question: “Is the building currently owned by the Applicant, or leased?”
  - If Yes, proceed to the next step.



Figure 296: Site Description Page – Building – Section 1

## Test Building

Is this an existing building or a building to be constructed? \*

Existing▼

What is the estimated year in which the existing building was constructed? \*

1 2010

Will there be any improvements made to the existing building? \*

2 Yes▼

Will the improvements require ground disturbance? \*

3 Yes▼

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 297: Site Description Page – Building – Section 2

The screenshot shows a web form with two main sections, each enclosed in a red border. Section 4, marked with a red circle containing the number 4, contains the instruction "Please indicate the total limits of disturbance that will be required (in feet):". It has three input fields: "Length \*", "Width: \*", and "Depth: \*", each with the number "5" entered. Section 5, marked with a red circle containing the number 5, contains the question "Is the building currently owned by the Applicant, or leased? \*". A dropdown menu is set to "Leased". Below this is a "File Uploaded" section with a green button labeled "Building Lease Agreement Uploaded".

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 which displays the following question: "Is the Applicant proposing to install a generator at the building?"
  - 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 checkbox(es)**.
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 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 checkbox(es)**.

Figure 298: Site Description Page – Building – Section 3

6 Is the Applicant proposing to install any network & access equipment in this building? \*

Yes

7 Please select the type of equipment that will be installed. Select all that apply: \*

Antenna(s)

Batteries/UPS

Rack-mounted equipment

8 Are you collocating, upgrading, or installing a new antenna? \*

Collocating

Upgrading

New

9 Is a FCC license required for any of the equipment? \*

Yes

10 Where is this equipment going to be installed? \*

Inside of the building

Outside of the building

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 checkbox(es)**.
14. The following question displays: “What is the installation method for the generator(s)?” Select the **applicable checkbox(es)**.

Figure 299: Site Description Page – Building – Section 4

11 Is the Applicant proposing to install a generator at the building? \*

Yes

12 How many generators will be installed at this building? \*

3

13 Please select the type(s) of generator(s) that will be installed: \*

Back-up generator

Primary generator

14 What is the installation method for the generator(s)? \*

Poured concrete

Pre-fabricated concrete

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 300: Site Description Page – Building – Section 5

15 Please indicate the total limits of disturbance that will be required (in feet):

Length: \*

100

Width: \*

10

Depth: \*

10

16 Save and Continue

17. The Return to Site page displays. Click the **Return** button.

Figure 301: Site Description Page – Return to Site Button

Your site description has been saved. Click "Return" below to return to Site and Route descriptions.

Previous Return

- The Site Description page displays. Repeat all the previous steps within this section for any other Existing 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 302: Site Description Page – Buildings Table

BUILDINGS	
Name	
Test Building	<input type="button" value="Describe"/> <input type="button" value="Delete"/>
Building 1	<input type="button" value="Describe"/> <input type="button" value="Delete"/>

Number of rows 5  1

### Completing Tower Description

- 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.
- Click the Type field **drop-down menu**, and then select **Tower**.
- Click the **Add and Continue** button.

Figure 303: Site Description Page – New Asset Section–Tower

New Asset Section ▼

1

2

Return To Previous Page
3

- 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, an existing tower is one already built. If the tower is already constructed, but new to the applicant, it is an existing tower.

Figure 304: Site Description Page – Tower – Section 1

## Test Tower

Is this an existing tower or a tower to be constructed? \*

4

- If **Existing**, proceed to the **CAPTURING EXISTING TOWER INFORMATION** section of 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 305: Site Description Page – Tower – Section 2

Is this an existing tower or a tower to be constructed? \*

To be Constructed

Please select the type of tower to be constructed: \*

1 Guyed Tower

2 Please indicate the total limits of disturbance that will be required (in feet):

Length: \*

5

Width: \*

5

Depth: \*

5

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**.
  - 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**.
  - If **No**, proceed to STEP 10 which asks the following question: “Is the Applicant proposing to install a generator at this tower or pole?”
  - 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 checkbox(es)**.

Figure 306: Site Description Page – Tower – Section 3

The screenshot shows a web form with seven numbered steps:

- 3** Is the land or this tower/pole currently owned by the applicant, leased or to be purcha... \*  
Owned
- 4** Is a FCC license required for this tower/pole? \*  
Yes
- 5** What is the height of this tower/pole (in feet)? \*  
35
- 6** Is the applicant proposing to install any network & access equipment on this tower/pole? \*  
Yes
- 7** Please select the type of equipment that will be installed. Select all that apply: \*
  - Antenna(s)
  - Batteries/UPS
  - Rack-mounted equipment

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**.
  - If **No**, continue from STEP 15 to save the entered information and return to the Site Description page.
  - If **Yes**, proceed to the next step.
11. The following question displays: “How many generators will be installed at this tower or pole?” 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 307: Site Description Page – Tower – Section 4

8 Are you collocating, upgrading, or installing a new antenna? \*

Collocating  
 Upgrading  
 New

9 Is FCC license required for any of this equipment? \*

Yes

10 Is the Applicant proposing to install a generator at this tower/pole? \*

Yes

11 How many generators will be installed at this tower/pole? \*

5

12 Please select the type(s) of generator(s) that will be installed: \*

Back-up generator  
 Primary generator

13 What is the installation method for the generator(s)? \*

Poured concrete  
 Pre-fabricated concrete

14 Please indicate the total limits of disturbance that will be required (in feet):

Length: \*

5

Width: \*

5

Depth: \*

5

15 Save and Continue

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.
16. The Return to Site page displays. Click the **Return** button.

Figure 308: Site Description Page – Tower – Section 5

Your site description has been saved. Click "Return" below to return to Site and Route descriptions.

Previous Return

16

17. 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 309: Site Description Page – Towers Table

TOWERS	
Name	
Tower 1	<input type="button" value="Describe"/> <input type="button" value="Delete"/>
Test Tower	<input type="button" value="Describe"/> <input type="button" value="Delete"/>

Number of rows 5   
 1

### 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**.
  - a. If **No**, proceed to STEP 4 which asks the following question: “Is the tower currently owned by the Applicant, or leased?”
  - b. If **Yes**, proceed to the next step.

Figure 310: Site Description Page – Tower – Section 1

Is this an existing tower or a tower to be constructed? \*

Existing ▼

1 What is the estimated year in which the existing tower was constructed? \*

2010

2 Will there be any improvements made to the existing tower? \*

Yes ▼

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 311: Site Description Page – Tower – Section 2

3 Description of the improvements: \*

Test

4 Is the tower currently owned by the Applicant, or leased? \*

Leased

Tower Lease Agreement Uploaded

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**.
  - a. If No, proceed to STEP 11 in which the following question appears: “Is the Applicant proposing to install a generator at this tower or pole?”
  - b. If Yes, proceed to the next step.

Figure 312: Site Description Page – Tower – Section 3

5 Is a FCC license required for this tower/pole? \*

Yes

6 What is the height of this tower/pole (in feet)? \*

35

7 Is the applicant proposing to install any network & access equipment on this tower/pole? \*

Yes

8. The following message displays: “Please select the type of equipment that will be installed. Select all that apply:” Select the **applicable checkbox(es)**.
9. The following question displays: “Are you collocating, upgrading, or installing a new antenna?”. Select the **applicable checkbox(es)**.

Figure 313: Site Description Page – Tower – Section 4

8 Please select the type of equipment that will be installed. Select all that apply: \*

- Antenna(s)
- Batteries/UPS
- Rack-mounted equipment

9 Are you collocating, upgrading, or installing a new antenna? \*

- Collocating
- Upgrading
- New

- The following question displays: “Is FCC license required for any of this equipment?” Select the **applicable response**.
- 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 314: Site Description Page – Tower – Section 5

10 Is FCC license required for any of this equipment? \*

Yes

11 Is the Applicant proposing to install a generator at this tower/pole? \*

Yes

- The following question displays: “How many generators will be installed at this tower or pole?” Input the **applicable response**.
- The following message displays: “Please select the type(s) of generator(s) that will be installed:” Select the **applicable checkbox(es)**.
- The following question displays: “What is the installation method for the generator(s)?” Select the **applicable checkbox(es)**.

Figure 315: Site Description Page – Tower – Section 6

12 How many generators will be installed at this tower/pole? \*

5

13 Please select the type(s) of generator(s) that will be installed: \*

- Back-up generator
- Primary generator

14 What is the installation method for the generator(s)? \*

- Poured concrete
- Pre-fabricated concrete

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 316: **Site Description Page – Tower – Section 7**

15 Please indicate the total limits of disturbance that will be required (in feet):

Length: \*

100

Width: \*

10

Depth: \*

10

16 Save and Continue

17. The Return to Site page displays. Click the **Return** button.

Figure 317: **Site Description Page – Tower – Return to Site Button.**

Your site description has been saved. Click "Return" below to return to Site and Route descriptions.

17

Previous Return

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 and (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**.
  - If **Existing**, proceed to the **Capturing Existing Large Enclosure Cabinet Information** section of this document.
  - 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.

- This Length, Width, and Depth dimensions refer to the disturbance limit, not the site dimensions.

Figure 318: **Site Description Page – Large Enclosure Cabinet – Section 1**

Is this an existing cabinet or a cabinet to be constructed?

1 To be Constructed

Please indicate the total limits of disturbance that will be required (in feet):

Length:

Width:

Depth:

2. The following question displays: “Is the Applicant proposing to install any network & access equipment in this cabinet?” Select the **applicable response**.
  - If No, proceed to Step 7 to save the information and return to the Site Description.
  - 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 319 **Site Description Page – Large Enclosure Cabinet – Section 2**

2 Is the Applicant proposing to install any network & access equipment in this cabinet?

Yes

3 Please select the type of equipment that will be installed. Select all that apply:

Antenna(e)

Batteries/UPS

Rack-mounted equipment

4 Are you collocating, upgrading, or installing a new antenna?

Collocating

Upgrading

New

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 320: Site Description Page – Large Enclosure Cabinet – Section 3

5 Is a FCC license required for any of the equipment?  
Yes

6 Where is this equipment going to be installed?

7. The following question displays: “Is the Applicant proposing to install a generator at the cabinet?” Select the **applicable response**.
- If **No**, select **Save and Continue**.
  - If **Yes**, proceed to the next step.

Figure 321: Site Description Page – Large Enclosure Cabinet – Section 4

7 Is the Applicant proposing to install a generator at the cabinet?

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 checkbox(es)**.
10. The following message displays: “What is the installation method for the generator(s)?” Select the **applicable checkbox(es)**.
11. The following question displays: “Please indicate the total amount of ground that will be done (in feet):” Input the applicable **Length and Width** in the corresponding fields.

Figure 322: Site Description Page – Large Enclosure Cabinet – Section 5

8 How many generators will be installed at this Cabinet?  
1

9 Please select the type(s) of generator(s) that will be installed:  
 Back-up generator  
 Primary generator

10 What is the installation method for the generator(s)?  
 Poured concrete  
 Pre-fabricated concrete

11 Please indicate the total amount of ground disturbance that will be done (in feet):  
Length:  
1  
Width:  
1

#### 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 323: Site Description Page – Large Enclosure Cabinet – Section 6

Is this an existing cabinet or a cabinet to be constructed?

Existing ▼

1 Will there be any improvements made to the existing Cabinet?

▼

- 2. Upon selecting Yes, the following question displays: “Will the improvements require ground disturbance?” Select the **applicable response**.
  - a. If selecting 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 selecting 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 324: Site Description Page – Large Enclosure Cabinet – Section 7

2 Will the improvements require ground disturbance?

Yes ▼

Please indicate the total limits of disturbance that will be required: (units of measurement will be in feet)

Length:

Width:

Depth:

- 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 325: Site Description Page – Large Enclosure Cabinet – Section 8

3 Is the Applicant proposing to install any network & access equipment in this cabinet?

Yes

4 Please select the type of equipment that will be installed. Select all that apply:

- Antenna(e)
- Batteries/UPS
- Rack-mounted equipment

5 Are you collocating, upgrading, or installing a new antenna?

- Collocating
- Upgrading
- New

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 326: Site Description Page – Large Enclosure Cabinet – Section 9

6 Is a FCC license required for any of the equipment?

Yes

7 Where is this equipment going to be installed?

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 327: Site Description Page – Large Enclosure Cabinet – Section 10

8 Is the Applicant proposing to install a generator at the cabinet?  
Yes

9 How many generators will be installed at this Cabinet?  
1

10 Please select the type(s) of generator(s) that will be installed:  
 Back-up generator  
 Primary generator

11 What is the installation method for the generator(s)?  
 Poured concrete  
 Pre-fabricated concrete

12 Please indicate the total amount of ground disturbance that will be done (in feet):  
Length:  
1  
Width:  
1

13 Save and Continue

14. Upon saving, click **Return**.

Figure 328: Site Description Page – Large Enclosure Cabinet – Section 11

Your site description has been saved. Click "Return" below to return to Site and Route descriptions.

14 Previous Return

### 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.

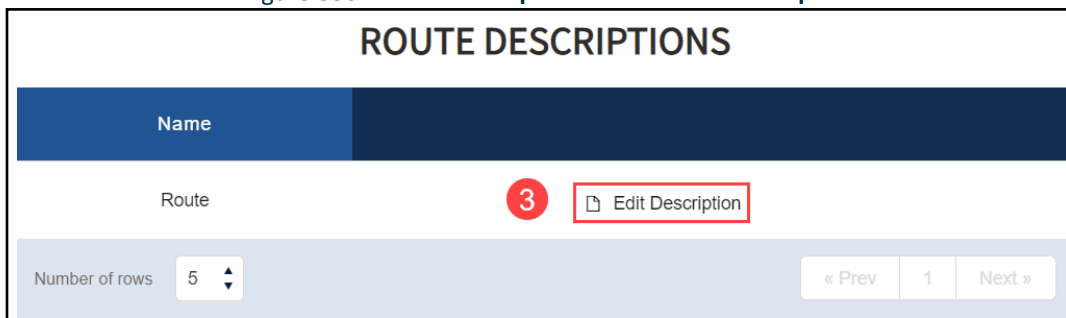
Figure 329: Navigation Bar – Expanded – Site or Route Descriptions Hyperlink



The **Site or Route Descriptions** page displays.

3. Click **Edit Description** next to the applicable Route to enter a description.

Figure 330: 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 00–0 - 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, or rebuilding existing telecommunication facilities?” Select the **applicable checkbox(es)**. 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 checkbox(es)**.
  - A new right-of-way or easement refers to ground disturbance, not ownership.

Figure 331: **Route Description Page**

4 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. \*

No

5 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? \*

No

6 Is the route New or Upgrading / rebuilding existing telecommunication facilities? \*

New

Upgrading/Rebuilding

7 Is the route in a previously-developed, existing right-of-way? (Select all that apply) \*

Yes. The Route will be in a previously-developed, existing Right-of-Way

No, a new right-of-way or easement will be required

No, but area is already in or committed to urbanized development as characterized by a highly disturbed environment with human-built features

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 that can be envisioned.

Figure 332: **Installation Method Checkboxes**

8 What is the installation method? (Select all that apply) \*

- Plowed
- Bored
- Open Trench
- Existing Conduit Systems
- Existing Ducts
- Aerial Cables on Existing Poles
- Aerial Cables on New Poles
- Underwater

9. If **Plowed**, input the **applicable Plowed Miles, Plowed Width, and Plowed Depth**.

Figure 333: Installation Method Description Entry Fields – Plowed

9 What is the installation method? (Select all that apply) \*

- Plowed
- Bored
- Open Trench
- Existing Conduit Systems
- Existing Ducts
- Aerial Cables on Existing Poles
- Aerial Cables on New Poles
- Underwater

Plowed Miles: \*

Enter the extent of ground disturbance for the installation method (in feet):

Plowed Width: \*

Plowed Depth: \*

10. If **Bored**, input the **applicable Bored Miles**, add **Enter Entry Coordinates**, and **Enter Exit Coordinates** it known. Also, highly encourage the applicant to include narrative describing what (street, river, etc.) will be bored under.

Figure 334: Installation Method Description Entry Fields – Bored

10 What is the installation method? (Select all that apply) \*

- Plowed
- Bored
- Open Trench
- Existing Conduit Systems
- Existing Ducts
- Aerial Cables on Existing Poles
- Aerial Cables on New Poles
- Underwater

Bored Miles: \*

If the construction map indicates this route will go through a wetland and it is the applicant's intent to bore under the wetland, please provide entry/exit points for the proposed bore pits. If multiple wetlands/bores are proposed, please ensure this data is provided in the wetland section of the Site/Route EQ.

Enter entry coordinates (XX.XXXXXXXXXX, -XXX.XXXXXXXXXX):

Enter exit coordinates (XX.XXXXXXXXXX, -XXX.XXXXXXXXXX):

Will associated cabinets or underground vaults be installed nearby in previously-disturbed or developed land? \*

11. If **Open Trench**, input the applicable **Open Trench Miles**, **Trench Width**, and **Trench Depth**.

Figure 335: Installation Method Description Entry Fields – Open Trench

11 What is the installation method? (Select all that apply) \*

- Plowed
- Bored
- Open Trench
- Existing Conduit Systems
- Existing Ducts
- Aerial Cables on Existing Poles
- Aerial Cables on New Poles
- Underwater

Open Trench Miles: \*

Enter the extent of ground disturbance for the installation method (in feet):

Trench Width: \*

Trench Depth: \*

Will associated cabinets or underground vaults be installed nearby in previously-disturbed or developed land? \*

12. If **Existing Conduit Systems**, input the applicable **Existing Conduit Miles**.

Figure 336: Installation Method Description Entry Fields – Existing Conduit Systems

12 What is the installation method? (Select all that apply) \*

- Plowed
- Bored
- Open Trench
- Existing Conduit Systems
- Existing Ducts
- Aerial Cables on Existing Poles
- Aerial Cables on New Poles
- Underwater

Existing Conduit Miles: \*

13. If **Existing Ducts**, input the **applicable Existing Ducts Miles**.

Figure 337: **Installation Method Description Entry Fields – Existing Ducts**

13 What is the installation method? (Select all that apply) \*

- Plowed
- Bored
- Open Trench
- Existing Conduit Systems
- Existing Ducts
- Aerial Cables on Existing Poles
- Aerial Cables on New Poles
- Underwater

Existing Ducts Miles: \*

14. If **Aerial Cables on Existing Poles**, input the **applicable Aerial Cables on Existing Poles**. Existing Poles can be any existing pole lines no matter if it is owned or not by the applicant.

Figure 338: **Installation Method Description Entry Fields – Aerial Cables on Existing Poles**

14 What is the installation method? (Select all that apply) \*

- Plowed
- Bored
- Open Trench
- Existing Conduit Systems
- Existing Ducts
- Aerial Cables on Existing Poles
- Aerial Cables on New Poles
- Underwater

Aerial Cables on Existing Poles Miles: \*

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**.

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 either in the ROW or owned by someone else are not New Poles. "New" refers to ground disturbance in this context.

Figure 339: **Installation Method Description Entry Fields – Aerial Cables on New Poles**

15 What is the installation method? (Select all that apply) \*

- Plowed
- Bored
- Open Trench
- Existing Conduit Systems
- Existing Ducts
- Aerial Cables on Existing Poles
- Aerial Cables on New Poles
- Underwater

Aerial Cables on New Poles Miles: \*

Enter the extent of ground disturbance for the installation method (in feet):

Pole Diameter: \*

Pole Depth: \*

Pole Span: \*

Pole Height: \*



16. If **Underwater**, input the **Underwater Miles**.

Figure 340: **Installation Method Description Entry Fields – Underwater**

16 What is the installation method? (Select all that apply) \*

- Plowed
- Bored
- Open Trench
- Existing Conduit Systems
- Existing Ducts
- Aerial Cables on Existing Poles
- Aerial Cables on New Poles
- Underwater

Underwater Miles: \*

17. Select the **applicable response** to the following question: “Will associated cabinets or underground vaults be installed nearby in previously-disturbed or developed land?”

A cabinet is akin to [this hand-holes](#). If the equipment is more similar to a pre-fab hut or [this structure](#), it should be identified as a site.

18. Click the **Save and Continue** button.

Figure 341: **Drop-down Field – Cabinets or Underground Vaults Installation**

17 Will associated cabinets or underground vaults be installed nearby in previously-disturbed or developed land? \*

Yes

18 Save and Continue

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 342: **Route Description Page – Return Button**

Your route description has been saved. Click "Return" below to return to Site and Route descriptions.

19

Previous Return

20. The Site or Route Descriptions page displays. If applicable, repeat all steps starting from STEP 3 to capture the Description for the other Routes.

## Environmental Questionnaire

In addition to the information submitted in the Construction Map and the site or 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 or route descriptions inform what types of questionnaires are required for the application, the applicant should not begin the EQs until the prior environmental sections are complete. 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. From the Application Navigation Bar, click the **toggle**.
2. The Application Navigation Bar expands. Under the Environmental header, click the **Environmental Questionnaire** hyperlink.

Figure 343: Navigation Bar – Expanded – Environmental Questionnaire Hyperlink

	Project	Service Area(s)	Network	Financials	Environmental	Evaluation Criteria
1	<a href="#">Project Information</a> <a href="#">NEPA Review</a> <a href="#">Project Documents</a>	<a href="#">Service Area(s) Information</a>	<a href="#">Network Design</a> <a href="#">Build-out Timeline and Milestones</a> <a href="#">Capital Investment Workbook (CIW)</a> <a href="#">Capital Investment Schedule</a>	<a href="#">Local Network Services Revenue</a> <a href="#">Competitor Service Offerings</a> <a href="#">Depreciation Schedule</a> <a href="#">Long-Term Debt Schedule</a>	<a href="#">Construction Map</a> <a href="#">Site/Route Descriptions</a> <a href="#">Environmental Questionnaire</a> 2 <a href="#">Environmental Documents</a>	<a href="#">Evaluation Criteria</a> <a href="#">Evaluation Criteria Summary</a> <a href="#">Evaluation Criteria Documents</a>

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 reach out to the agency through the “Contact Us” helpdesk 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 check box. Read the message thoroughly before proceeding.
2. Click the **checkbox** to verify that all the Site(s) and (or) Route(s) 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 344: **Environmental Questionnaire Page**

3. Once the checkbox has been selected, one of three messages display, 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 and 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, the applicant is required to return to the Construction Map and add at least one site or route and 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.

- Once the check box 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 check box, and click Save in order to submit an application.

Figure 345: **Environmental Questionnaire – Notice of NHPA Section 106 Requirement**

The screenshot shows the 'Environmental Questionnaire' page. At the top, there is a checked checkbox with the text: 'By checking the box, I affirm that I have completed the Construction Map and Site/Route Descriptions. While checked, the Construction Map and Site/Route Descriptions will lock for completion of the below EQs. To edit the Construction Map and/or Site/Route Descriptions, uncheck the box. Changing the information provided on the previous pages may result in changes to the requirements for the EQs.' Below this, a red box highlights a message: 'This application requires completion of the NHPA Section 106 Environmental Questionnaire.' Underneath, there are three instructions: 'One Project Environmental Questionnaire should be completed for the entire project.', 'A Site/Route Environmental Questionnaire should be completed for each site or route.', and 'All Site/Route Environmental Questionnaires should be completed first as those answers will be used to identify requirements in the Project Level Environmental Questionnaire. Download the Project Environmental Questionnaire and Site/Route Environmental Questionnaire below.' Three blue buttons are listed: 'Site/Route Environmental Questionnaire', 'Project Environmental Questionnaire', and 'NHPA Section 106 Environmental Questionnaire'. At the bottom right, a red box highlights a 'Save' button, with a red circle containing the number '4' next to it.

- The confirmation message displays. To return to the Environmental Questionnaire page, click **Previous**.

Figure 346: **Environmental Questionnaire – Save Confirmation Page**

The screenshot shows the 'Save Confirmation Page'. At the top, there is a message in a red box: 'Your data have been saved.' Below this, there is a 'Cancel' button on the left and a 'Previous' button on the right, both highlighted with red boxes.

#### Accessing Endangered Species Information for Sites and Routes

- Once sites and routes have been created on the Construction Map, scroll down in the Environmental Questionnaire page until you reach the tables listing the Site(s) and Route(s).
- To access the Official List of Endangered Species present in a site or route in order to complete the EQs, click **Official Species List** for each site(s) or route(s).

Figure 347: Environmental Questionnaire Page – Official Species List Links for Sites and Routes

The screenshot shows the 'Environmental Questionnaire' page. At the top, there is a checkbox for affirming completion of the Construction Map and Site/Route Descriptions. Below this, there are three blue buttons for downloading questionnaires: 'Site/Route Environmental Questionnaire', 'Project Environmental Questionnaire', and 'NHPA Section 106 Environmental Questionnaire'. A 'Save' button is also present. A red circle with the number '1' is placed above the 'Official Species List' links in the tables below. The 'ROUTES' table has columns for 'Route Name' and 'Official Species List'. The 'SITES' table has columns for 'Name' and 'Official Species List'. Both tables have a 'Number of rows' dropdown set to 5 and pagination controls.

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

Once 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 in 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 348: Environmental Questionnaire – Site orRoute Environmental Questionnaire Link

Environmental Questionnaire

By checking the box, I affirm that I have completed the Construction Map and Site/Route Descriptions. While checked, the Construction Map and Site/Route Descriptions will lock for completion of the below EQs. To edit the Construction Map and/or Site/Route Descriptions, uncheck the box. Changing the information provided on the previous pages may result in changes to the requirements for the EQs.

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

One Project Environmental Questionnaire should be completed for the entire project.

A Site/Route Environmental Questionnaire should be completed for each site or route.

All Site/Route Environmental Questionnaires should be completed first as those answers will be used to identify requirements in the Project Level Environmental Questionnaire.

Download the Project Environmental Questionnaire and Site/Route Environmental Questionnaire below.

Site/Route Environmental Questionnaire

Project Environmental Questionnaire

NHPA Section 106 Environmental Questionnaire

Save

2. Upon clicking the button, the Site or Route EQ template is opened in a new window. The EQs are fillable PDFs, and should be completed within that format. Applicants should not print the forms and fill them in manually. From here, download the form to begin completing it.

Figure 349: Site or Route Environmental Questionnaire PDF

ReConnect Program: Site and Route Environmental Questionnaire

Applicant Name: \_\_\_\_\_

Application Number: \_\_\_\_\_

Site/Route Name: \_\_\_\_\_

Project Location Type: \_\_\_\_\_

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

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

Environmental Questions

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 MAPPING TOOL 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 to be ineligible.
4. Once a Site or Route EQ has been completed for a site or route, 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

As the Site or Route EQs inform the answers to the Project EQs, applicants should first complete the Site or Route EQs before beginning the Project EQs. Once all the Site or Route EQs have been completed, download and complete the Project EQ. Only one Project EQ is needed per project, though applicants may submit more than one when appropriate. An example of an exceptional circumstance where that may be appropriate is a project with construction in two geographically unrelated areas, with environmental impacts that are different in each location, but which are included in the same application.

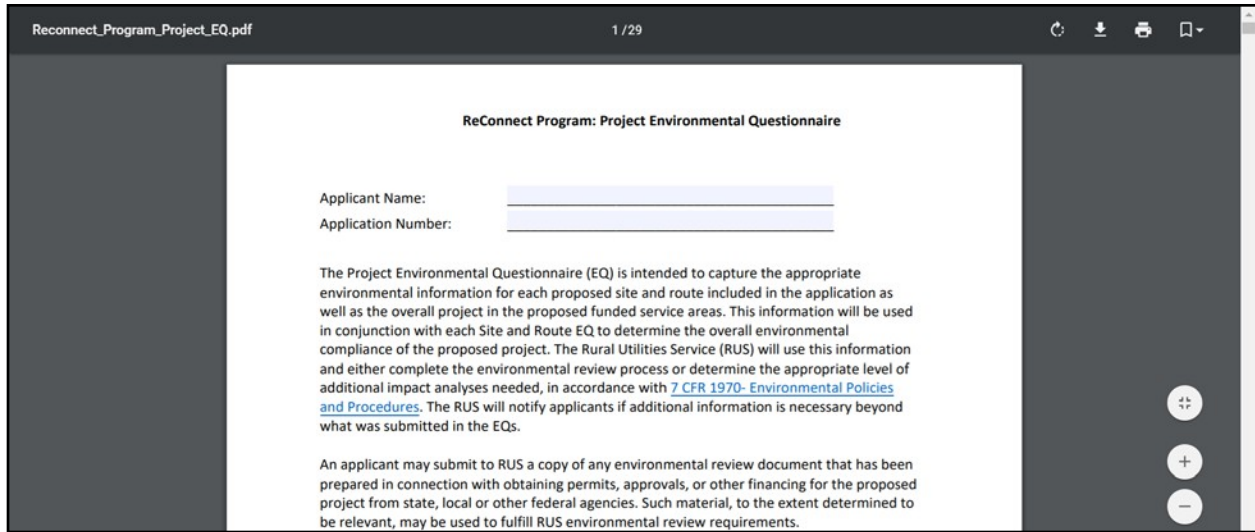
1. To download the Project EQ, on the Environmental Questionnaire page, scroll down the page and click the **Project Environmental Questionnaire** button.

Figure 350: **Environmental Questionnaire – Project Environmental Questionnaire Link**

The screenshot shows a web page titled "Environmental Questionnaire". At the top, there is a checkbox that is checked, with the text: "By checking the box, I affirm that I have completed the Construction Map and Site/Route Descriptions. While checked, the Construction Map and Site/Route Descriptions will lock for completion of the below EQs. To edit the Construction Map and/or Site/Route Descriptions, uncheck the box. Changing the information provided on the previous pages may result in changes to the requirements for the EQs." Below this is a blue bar with a white icon and the text: "This application requires completion of the NHPA Section 106 Environmental Questionnaire." Underneath are three lines of text: "One Project Environmental Questionnaire should be completed for the entire project.", "A Site/Route Environmental Questionnaire should be completed for each site or route.", and "All Site/Route Environmental Questionnaires should be completed first as those answers will be used to identify requirements in the Project Level Environmental Questionnaire." Below the text are three blue buttons with white text: "Site/Route Environmental Questionnaire", "Project Environmental Questionnaire" (which is highlighted with a red border), and "NHPA Section 106 Environmental Questionnaire". At the bottom right of the page is a blue "Save" button.

2. Upon clicking the button, the Project EQ template is opened in a new window. The EQs are fillable PDFs, and should be completed within that format. Applicants should not print the forms and fill them in manually. From here, download the form to begin completing it.

Figure 351: 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 MAPPING TOOL 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 to be 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 once the checkbox on the Environmental Questionnaire page has been selected.



Figure 352: **Environmental Questionnaire – NHPA Section 106 Environmental Questionnaire Link**

Environmental Questionnaire

By checking the box, I affirm that I have completed the Construction Map and Site/Route Descriptions. While checked, the Construction Map and Site/Route Descriptions will lock for completion of the below EQs. To edit the Construction Map and/or Site/Route Descriptions, uncheck the box. Changing the information provided on the previous pages may result in changes to the requirements for the EQs.

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

One Project Environmental Questionnaire should be completed for the entire project.  
A Site/Route Environmental Questionnaire should be completed for each site or route.  
All Site/Route Environmental Questionnaires should be completed first as those answers will be used to identify requirements in the Project Level Environmental Questionnaire.  
Download the Project Environmental Questionnaire and Site/Route Environmental Questionnaire below.

Site/Route Environmental Questionnaire

Project Environmental Questionnaire

NHPA Section 106 Environmental Questionnaire

Save

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 unnecessary burden. However, **PLEASE contact RUS through the “Contact Us” helpdesk 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 within that format. Applicants should not print the forms and fill them in manually. From here, download the form to begin completing it.

Figure 353: **NHPA Section 106 Environmental Questionnaire PDF**

ReConnect Program: National Historic Preservation Act Section 106 Environmental Questionnaire

Applicant Name: \_\_\_\_\_

Application Number: \_\_\_\_\_

The National Historic Preservation Act Section 106 Environmental Questionnaire (NHPA Section 106 EQ) is intended to capture the appropriate information for each proposed site and route included in the application as well as the overall project in the Proposed Funded Service Area. This information will be used in conjunction with each Site and Route EQ to determine the overall compliance of the proposed project with the NHPA Section 106 requirements. The Rural Utilities Service (RUS) will use this information and either complete the NHPA Section 106 portion of the environmental review process or determine the appropriate level of additional impact analyses needed, in accordance with [7 CFR 1970- Environmental Policies and Procedures](#). The RUS will notify applicants if additional information is necessary beyond what was submitted in the EQs.

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

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 Application 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. From the Application Navigation Bar, click the **toggle**. The Application Navigation Bar expands. Under the Environmental header, click the **Environmental Documents** hyperlink.

Figure 354: **Navigation Bar – Expanded – Environmental Documents Hyperlink**



The screenshot shows a navigation bar with six main sections: Project, Service Area(s), Network, Financials, Environmental, and Evaluation Criteria. Each section has a list of sub-items. The 'Environmental' section is highlighted with a green header, and the 'Environmental Documents' sub-item is highlighted with a red box and a red circle containing the number 1. A red circle with the number 1 is also present in the top left corner of the navigation bar.

Project	Service Area(s)	Network	Financials	Environmental	Evaluation Criteria
Project Information NEPA Review Project Documents	Service Area(s) Information	Network Design Build-out Timeline and Milestones Capital Investment Workbook (CIW) Capital Investment Schedule	Local Network Services Revenue Competitor Service Offerings Depreciation Schedule Long-Term Debt Schedule	Construction Map Site/Route Descriptions Environmental Questionnaire <b>Environmental Documents</b>	Evaluation Criteria Evaluation Criteria Summary Evaluation Criteria Documents

2. The Environmental Documents page displays with several tables
  - A table for Environmental Documents displays at the top of the page. This table is intended to capture 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 name. 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 name. 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 and 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 the Application Guide to **Upload and Manage environmental documents**.

Figure 355: Environmental Documents Page – Document Action Menu

**Environmental Documents** 2
[Upload Additional Documents](#)

Section	Document Type	Description	File Name	User	Date/Time
<span style="color: orange;">✘</span> Environmental Documents		NHFA Section 106 Environmental Questionnaire			
<span style="color: red;">✘</span> Environmental Documents		Project Environmental Questionnaire			

**Site Environmental Questionnaires**  
A place where you can easily find solutions and ask questions

[Upload Additional Documents](#)

**Site 1 UAT**

Section	Document Type	Description	File Name	User	Date/Time
<span style="color: red;">✘</span> Site Environmental Questionnaire		Site Environmental Questionnaire			

**Route Environmental Questionnaires**  
A place where you can easily find solutions and ask questions

[Upload Additional Documents](#)

**Route 1 UAT**

Section	Document Type	Description	File Name	User	Date/Time
<span style="color: red;">✘</span> Route Environmental Questionnaire		Route Environmental Questionnaire			

**Other Environmental Documents**

[Upload Additional Documents](#)

Section	Document Type	Description	File Name	User	Date/Time
---------	---------------	-------------	-----------	------	-----------

Document	Required Entities
) -	Required only if EA is selected compliance method
) - @ o	Required only if EIS is selected compliance method
7 -	Required only if EA is selected compliance method
) - @ o	Required only if EIS is selected compliance method
- ° V	Required only if EA is selected compliance method
- ° V h	Required only if EA is selected compliance method
) ^ V o @	Required only if EA is selected compliance method
^ V o @	Required only if EA is selected compliance method
^ V o @ h	Required only if EA is selected compliance method
- @ o o	Required only if EIS is selected compliance method
)	
- @ o o	Required only if EIS is selected compliance method
h v	
) - @ o h	Required only if EIS is selected compliance method
v	
7 - @ o h	Required only if EIS is selected compliance method
v	
) k )	Required only if EIS is selected compliance method
7 U	
‡ U	
7 # O U	
7h° U	
\ o O	All applicants
U U h U	For projects occurring in water or in close proximity to water
- 7 = U	For projects occurring in water or in close proximity to water
8 "	Required (if non-attainment or maintenance map is not provided)
V U U	Required If Green Book Data not provided
# " k o U	As required by the EQs
# - U U	As required by the EQs

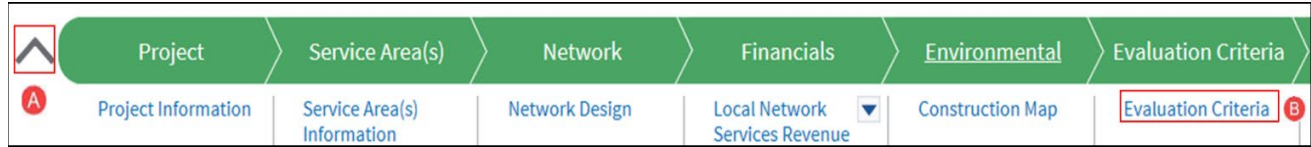
## Evaluation Criteria Tab

This tab allows applicants to provide information regarding the evaluation criteria. The Evaluation Criteria sections only appear if the Applications are 100 percent Grant, 50 percent Loan and 50 percent Grant, and 100 percent Grant for Tribal Governments and Socially Vulnerable Communities. If the Application is for a 100 percent Loan, these sections are not applicable nor visible. A PFSA must also have been created before completing this part of the application.

### Evaluation Criteria

1. From the Application Navigation Bar click the (A), and then click the - # hyperlink (B).

Figure 356: **Navigation Bar – Expanded – Evaluation Criteria Hyperlink**



2. Under Level of Existing Service, click the **drop-down menu**, and then select the applicable option.
  - a. If **No**, proceed to the next question.
  - b. If **Yes**, for “How many households are located within the proposed project that do not have access to service of at least 25 Mbps downstream and 3 Mbps upstream?”, enter the number of households. Additionally, an upload field appears. Guidance on what this documentation should entail can be found in Table 9.

Figure 357: **Level of Existing Service**

The form titled "Level of Existing Service" contains two questions. The first question is "Does the applicant propose to build in areas that are not receiving service of at least 25 Mbps downstream and 3 Mbps upstream?" with a dropdown menu set to "Yes". The second question is "How many households are located within the proposed project that do not have access to service of at least 25 Mbps downstream and 3 Mbps upstream?" with a text input field containing "100". Below the second question is a red-bordered box containing the text "EVIDENCE 25 MBPS / 3 MBPS SERVICE DOES NOT EXIST" and an upload icon.

3. Under Affordability, click the **drop-down menu**, and then select the applicable option.
  - a. If **No**, proceed to the next question.
  - b. If **Yes**, an upload field appears. Guidance on what this documentation should entail can be found in Table 9.

Figure 358: **Affordability**

The form titled "Affordability" contains one question: "Does the applicant intend to offer competitive and affordable broadband prices to its target market?" with a dropdown menu set to "Yes". Below the question is a red-bordered box containing the text "EVIDENCE OF EXISTING BROADBAND SERVICES COMPARISON" and an upload icon.

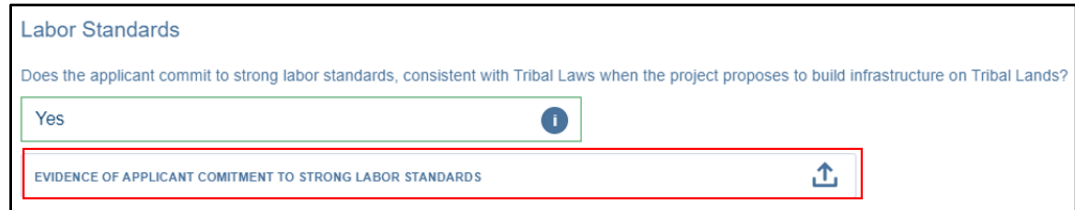
4. Under Local Governments, Non-Profits, or Cooperatives, click the **drop-down menu**, and then select the applicable option and then proceed to the next question.

Figure 359: **Local Governments, Non-Profits, or Cooperatives**

The form titled "Local Governments, Non-Profits, or Cooperatives" contains one question: "Is the applicant a local government, non-profit, or a cooperative entity?" with a dropdown menu.

5. Under Labor Standards, click the **drop-down menu**, and then select the applicable option.
  - a. If **No**, proceed to the next question.
  - b. If **Yes**, an upload field appears. Guidance on what this documentation should entail can be found in Table 9.

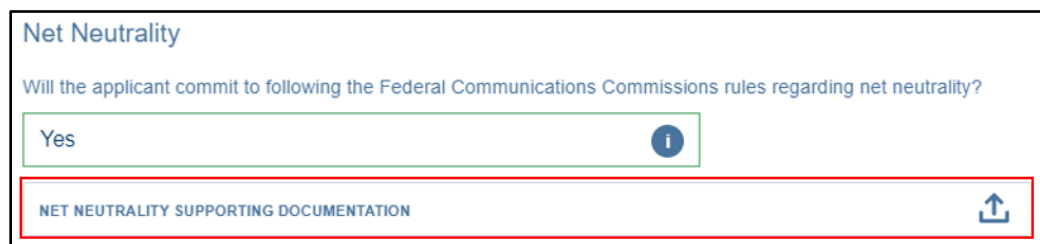
Figure 360: **Labor Standards**



The screenshot shows a form titled "Labor Standards". Below the title is the question: "Does the applicant commit to strong labor standards, consistent with Tribal Laws when the project proposes to build infrastructure on Tribal Lands?". A drop-down menu is set to "Yes" and has an information icon (i) to its right. Below the menu is a red-bordered box containing the text "EVIDENCE OF APPLICANT COMMITMENT TO STRONG LABOR STANDARDS" and an upload icon (a square with an upward arrow).

6. Under Net Neutrality, click the **drop-down menu**, and then select the applicable option.
  - a. If **No**, proceed to the next question.
  - b. If **Yes**, an upload field appears. Guidance on what this documentation should entail can be found in Table 9.

Figure 361: **Net Neutrality**



The screenshot shows a form titled "Net Neutrality". Below the title is the question: "Will the applicant commit to following the Federal Communications Commissions rules regarding net neutrality?". A drop-down menu is set to "Yes" and has an information icon (i) to its right. Below the menu is a red-bordered box containing the text "NET NEUTRALITY SUPPORTING DOCUMENTATION" and an upload icon (a square with an upward arrow).

7. Under Wholesale Broadband Services, click the **drop-down menu**, and then select the applicable option.
8. Click **Save and Finish**.

Figure 362: Evaluation Criteria Input Page

### Evaluation Criteria Input

**2** Level of Existing Service  
Does the applicant propose to build in areas that are not receiving service of at least 25 Mbps downstream and 3 Mbps upstream?

**3** Affordability  
Does the applicant intend to offer competitive and affordable broadband prices to its target market?

**4** Local Governments, Non-Profits, or Cooperatives  
Is the applicant a local government, non-profit, or a cooperative entity?

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

**6** Net Neutrality  
Will the applicant commit to following the Federal Communications Commissions rules regarding net neutrality?

**7** Wholesale Broadband Services  
Will the applicant commit to offering wholesale broadband services at rates and terms that are reasonable and Nondiscriminatory?

### Evaluation Criteria Summary

1. Click the Application Navigation Bar **toggle(A)**, and then click the **Evaluation Criteria Summary** hyperlink(B).

Figure 363: Navigation Bar – Expanded – Evaluation Criteria Summary

	Project	Service Area(s)	Network	Financials	Environmental	Evaluation Criteria
<b>A</b>	Project Information NEPA Review Project Documents	Service Area(s) Information	Network Design Build-out Timeline and Milestones Capital Investment Workbook (CIW)	Local Network Services Revenue Competitor Service Offerings Depreciation Schedule	Construction Map Site/Route Descriptions Environmental Questionnaire	Evaluation Criteria <b>Evaluation Criteria Summary</b> Evaluation Criteria Documents

The Evaluation Criteria Summary page displays. The following rows appear under the Evaluation Criteria table. Applications can score a maximum of 150 points.

Figure 364: Evaluation Criteria Summary Page

Evaluation Criteria Summary			
	Evaluation Criteria	Input Values	Score
1	Does the applicant propose to build in areas that are not receiving service of at least 25 Mbps downstream and 3 Mbps upstream?	Yes	20 / 20
2	Does the applicant intend to offer competitive and affordable broadband prices to its target market?	Yes	20 / 20
3	Is the applicant a local government, non-profit, or a cooperative entity?	Yes	15 / 15
4	Does the applicant commit to strong labor standards, consistent with Tribal Laws when the project proposes to build infrastructure on Tribal Lands?	Yes	20 / 20
5	Will the applicant commit to following the Federal Communications Commissions rules regarding net neutrality?	Yes	10 / 10
6	Will the applicant commit to offering wholesale broadband services at rates and terms that are reasonable and Nondiscriminatory?	Yes	10 / 10
7	Rurality of Proposed Funded Service Area	4.90	25 / 25
8	Tribal Lands	100.00	15 / 15
9	Economic Need of Community	0.00	0 / 20
10	Socially Vulnerable Communities	100.00	15 / 15
		Preliminary Total Score	11 150 / 170
		1 Service Areas	
		Considered	

1. **Level of Existing Service** – Input Value auto populates from the Evaluation Criteria input page.
2. **Affordability** – Input Value auto populates from the Evaluation Criteria input page.
3. **Local Governments, Non-Profits, or Cooperatives** – Input Value auto populates from the Evaluation Criteria input page.
4. **Labor Standards** – Input Value auto populates from the Evaluation Criteria input page.
5. **Net Neutrality** – Input Value auto populates from the Evaluation Criteria input page.
6. **Wholesale Broadband Services** – Input Value auto populates from the Evaluation Criteria input page.
7. **Rurality Density (Population per Sq Mile)** – Input Value auto populates based on the PFSA(s) drawn in the Service Area Mapping Tool.
8. **Tribal Lands** – Input Value auto populates based on the PFSA(s) drawn in the Service Area Mapping Tool.
9. **Economic Need of Community** – Input Value auto populates based on the PFSA(s) drawn in the Service Area Mapping Tool.
10. **Socially Vulnerable Communities** – Input 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.



## Evaluation Criteria Documents

1. Click the Application Navigation Bar **toggle(A)**, and then click the **Evaluation Criteria Documents** hyperlink(B).

Figure 365: Evaluation Criteria Link



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

Figure 366: Evaluation Criteria Documents Page



Document	Applicable or Required Entities	Description
-	Applicants that are on Tribal Land substantiating points for essential community facilities located within the proposed PFSA.	Documentation for any of the essential community facilities that the applicant does not believe is being reflected correctly in the Construction Map.
-	Applicants that are proposing to build in areas that are not receiving service of at least 25 Mbps downstream and 3 Mbps upstream.	This documentation should provide supporting evidence that 25 Mbps downstream and 3 Mbps upstream 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 actually being provided.
-	Applicants pledging to demonstrate their commitment to net neutrality.	This documentation should be a board resolution or its equivalent must be submitted in the application committing 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

Document	Applicable or Required Entities	Description
<p>- # 0 0</p>	<p>Applicants pledging to demonstrate their strong labor standards.</p>	<p>(monetary or otherwise) from a third-party, or (b) to benefit an affiliated entity.</p> <p>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; whether the project will be covered by a project labor agreement; what safety training, professional certifications, in-house training and (or) licensure will be required of workers (including contractors and subcontractors); whether a locally-based workforce will be used; 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; and whether the applicant, its contractors, or subcontractors have any violations of state or Federal labor, workplace safety and health, or employment laws within the last five years.</p>
<p>- # 0</p>	<p>Applicants pledging to demonstrate their affordability measures</p>	<p>This documentation should demonstrate that the broadband prices they will offer are affordable to their target markets, provide information about the pricing and speed tiers they intend to offer, and include at least one low-cost</p>

Document	Applicable or Required Entities	Description
		<p>option offered at speeds that are sufficient for a household with multiple users to simultaneously telework and engage in remote learning. Applicants, who are eligible, should also commit to applying to the Federal Communication Commission’s Lifeline Program or the Emergency Broadband Benefit Program, which provide low-income consumers with discounts on broadband services</p>

## Licenses and Agreements Tab

This section allows applicants to upload and view all licenses and agreements to support the Application. On this page, an applicant can view, download, delete, or upload additional documents or newer versions to previously uploaded documents.


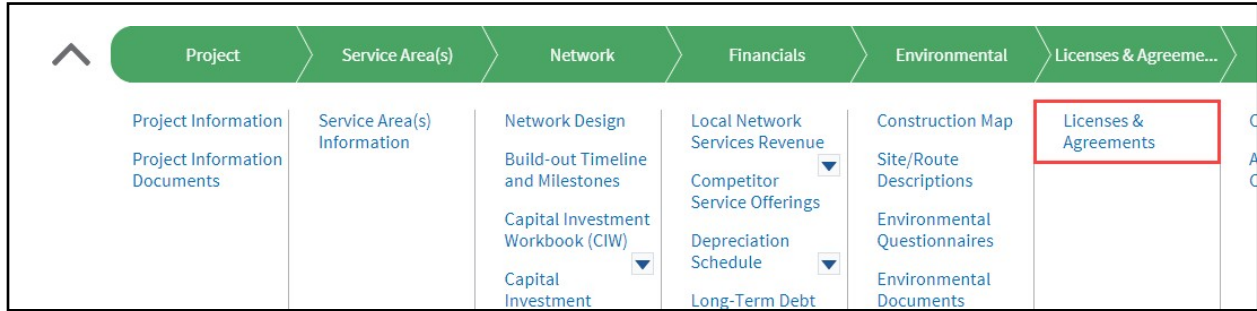
1. From the Application Navigation Bar, click the  hyperlink. . The Application Navigation Bar expands,

Figure 367: Navigation Bar – Expanded – Licenses & Agreements



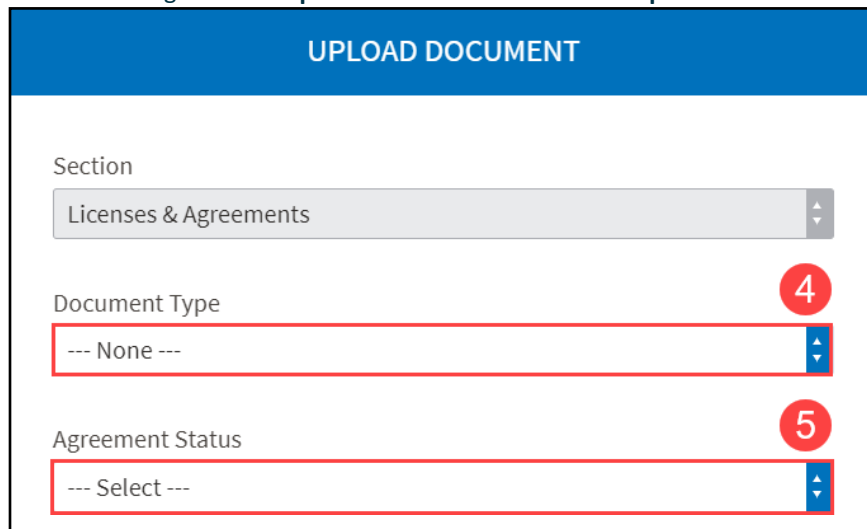
2. The Licenses & Agreements page displays. Click the **Upload Additional Documents** button.

Figure 368: Licenses & 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 369: Upload Document Window – Drop-down Menus



- a. For the other Agreement Status options, documents do not need to be uploaded. Click the **Save** button and move on to a different document type to continue uploading the remaining files, as described in STEP 2.

Figure 370: Upload Document Window – Save Button

The screenshot shows a form titled "UPLOAD DOCUMENT" with a blue header. The form contains the following fields: "Section" (dropdown menu with "Licenses & Agreements" selected), "Document Type" (dropdown menu with "Video Franchise Agreement" selected), "Agreement Status" (dropdown menu with "Not Required" selected), and "Description (Enter description before uploading file)" (text input field). A blue "Save" button is located at the bottom left of the form and is highlighted with a red rectangular box.

- b. If the selected Agreement Status is Draft, Existing - No Amendment(s) Needed, or Existing - Amendment(s) Needed; proceed to STEP 5.
5. If appropriate, enter comments in the Description field.
6. Upload the file as described in the **UPLOADING DOCUMENTS** Section of the Application Guide.

Figure 371: Upload Document Window – Description Field and Upload Files Button

The screenshot shows the same "UPLOAD DOCUMENT" form as Figure 370, but with different selections and highlights. The "Section" dropdown is "Licenses & Agreements", "Document Type" is "Video Franchise Agreement", and "Agreement Status" is "Draft". The "Description (Enter description before uploading file)" text input field is highlighted with a red rectangular box and has a red circle with the number "6" next to it. At the bottom, the "Upload Files" button (with an upload icon) is highlighted with a red rectangular box and has a red circle with the number "7" next to it. The text "Or drop files" is shown in a dashed box next to the button.

7. Continue uploading files for each applicable Document Type, proceed to STEP 2. Applicants can monitor the status of document uploads using the following icons: the green checkmark (✓) indicates the document has been uploaded successfully and the yellow X (✗) indicates an optional document has not yet been uploaded.

Figure 372: Licenses & Agreements Page – Uploaded Documents

Section	Document Type	Description	Agreement Sta...	File Name	User	Date/Time
✓ Licenses & Agre...	Video Franchise Agre...	Applicant enters com...	Draft	EXAMPLE - Video Fran...	MPS TEST020	Mar 15, 2019, 5:38 PM

Table 10: 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	
Pole Attachment Agreement	
Spectrum Lease Agreement	
Tower Lease Agreement	
Building Lease Agreement	
Video Services Agreement	
Fiber Lease Agreement	
Certificate of Public Convenience and Necessity (CPCN)	
Wireless Spectrum License(s) for Backhaul	
Wireless Spectrum License(s)	
Special Permits (Federal, highway, bridge, etc.)	
Network Management Agreement	

## Certifications Tab

In this section, the applicant’s Rep-Sign-Cert can read certifications that require supporting documentation in completing the certification. Again, only the Rep-Sign-Cert can do this.

1. From the Application Navigation Bar, click the **toggle**. The Application Navigation Bar expands, click the **Certifications** hyperlink.

Figure 373: Navigation Bar – Expanded – Certifications Hyperlink

Project	Service Area(s)	Network	Financials	Environmental	Evaluation Criteria	Licenses & Agree...	Certifications	Documents	Summary/Submit
Project Information NEPA Review Project Documents	Service Area(s) Information	Network Design Build-out Timeline and Milestones Capital Investment Workbook (CI) Capital Investment Schedule	Local Network Services Revenue Competitor Service Offerings Depreciation Schedule Long-Term De...	Construction Map Site/Route Descriptions Environmental Questionnaire Environmental Documents	Evaluation Criteria Evaluation Criteria Summary Evaluation Criteria Documents	Licenses & Agreements	Certifications Certification Documents	Manage Uploaded Documents	Summary/Submit

## Certifications Regarding Architectural Barriers

1. The Certification Regarding Architectural Barriers page displays. Thoroughly read the certification statements.
2. Click the “Acknowledge that everything above is correct to the best of my knowledge” **checkbox**, and then 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 374: Certifications Page – Certification Regarding Architectural Barriers

1  Acknowledge that everything above is correct to the best of my knowledge.

MPS TEST434, On the date and time recorded below:  
Thu Feb 21 2019 13:32:32 GMT-0500  
(Eastern Standard Time)

Cancel Next 2

REPRESENTATIONS REGARDING FELONY CONVICTION (AD 3030) - FOR CORPORATIONS ONLY

UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 CERTIFICATION

COMPLIANCE WITH RUS AWARD DOCUMENTS

FINISH

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters

1. The Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions page displays. Thoroughly read the certification statements.
2. Click the “Acknowledge that everything above is correct to the best of my knowledge” **checkbox**, and then click **Next**.

Figure 375: Certifications Page – Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions

1  Acknowledge that everything above is correct to the best of my knowledge.

MPS TEST434, On the date and time recorded below:  
Thu Feb 21 2019 13:34:53 GMT-0500  
(Eastern Standard Time)

Cancel Previous Next 2

### Certificate Regarding Flood Hazard Area Precautions

1. The Certificate Regarding Flood Hazard Area Precautions page displays. Thoroughly read the certification statements and select the appropriate **radio button**.



Figure 376: Certifications Page – Certificate Regarding Flood Hazard Area Precautions

### Certificate Regarding Flood Hazard Area Precautions

"If the project is located in an area subject to flooding, flood insurance must be provided to the extent available and required under the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001 through 4128). If applicable, the insurance must cover, in addition to the buildings, any machinery, equipment, fixtures, and furnishings contained in the buildings. Rural Utilities Service will comply with Executive Order 11988, Floodplain Management (3 CFR, 1977 Comp., p.117), and 7 CFR 1970, of this chapter in considering the application for this project."

Please check the appropriate line below:

The project is not located in a 100 year flood plain; therefore, no Flood Insurance is required.

The project is located in a 100 year flood plain and the required insurance is or will be provided by:

We, *Applicant's Telecommunications Company* (the Applicant) hereby certify that, as a prospective recipient under the ReConnect Program, we are in compliance, or will be in compliance during construction and/or installation of equipment and upon completion of the project, with the above referenced law.

**Steps**

- 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

If the project is located in a 100-year flood plain, a text entry field appears; enter the Insurance Provider Name.

Figure 377: Flood Insurance Provider Name Field

The project is located in a 100 year flood plain and the required insurance is or will be provided by:

INSURANCE PROVIDER NAME: \*

2. Click the "Acknowledge that everything above is correct to the best of my knowledge" checkbox, then click **Next**.

Figure 378: Certifications Page – Legal Agreement Checkbox and Next Button

Acknowledge that everything above is correct to the best of my knowledge.

MPS TEST434, On the date and time recorded below:  
Thu Feb 21 2019 13:36:50 GMT-0500 (Eastern Standard Time)

Cancel Previous Next 2

REPRESENTATIONS REGARDING FELONY CONVICTION (AD 3030) - FOR CORPORATIONS ONLY

UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 CERTIFICATION

COMPLIANCE WITH RUS AWARD DOCUMENTS

FINISH

### 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, then click **Next**.

Figure 379: **Certifications Page – Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements**

1  Acknowledge that everything above is correct to the best of my knowledge. MPS TEST434, On the date and time recorded below:  
Thu Feb 21 2019 13:51:43 GMT-0500 (Eastern Standard Time)

Cancel Previous **Next** 2

### 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 380: **Certifications Page – Civil Rights Compliance Assurance**

1  Acknowledge that everything above is correct to the best of my knowledge. MPS TEST434, On the date and time recorded below:  
Thu Feb 21 2019 13:52:13 GMT-0500 (Eastern Standard Time)

Cancel Previous **Next** 2

### Federal Collection Policies for Commercial Debt Certification

1. The Federal Collection Policies for Commercial Debt Certification page displays. Thoroughly read the certification statements and select the appropriate **radio button**.

Figure 381: **Certifications Page – Federal Collection Policies for Commercial Debt Certification**

### Federal Collection Policies for Commercial Debt Certification

"Is, Applicant's Telecommunications Company delinquent on any federal debt:

Yes  No

*Note: Example of debts include, but are not limited to, delinquent taxes, guaranteed or direct government loans (more than 31 days past due) and other administrative debts. If YES, please provide explanatory information and upload as the 'Outstanding Federal Debt' attachment.*

**FEDERAL COLLECTION POLICIES FOR COMMERCIAL DEBT**  
 The Federal Government is authorized by law to take any or all of the following actions in the event that a borrower's loan payments become delinquent or the borrower defaults on its loan: (1) Report the borrower's delinquent account to a credit bureau; (2) Assess additional interest and penalty charges for the period of time that payment is not made; (3) Assess charges to cover additional administrative costs incurred by the Government to service the borrower's account; (4) Offset amounts owed to the borrower under other Federal programs; (5) Refer the borrower's debt to the Internal Revenue Service for offset against any amount owed to the borrower as an income tax refund; (6) Refer the borrower's account to a private collection agency to collect the amount due; and (7) Refer the borrower's account to the Department of Justice for litigation in the courts.  
 All of these actions can and will be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

**Steps**

- 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 (AD 3030) - FOR CORPORATIONS ONLY
- UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 CERTIFICATION

- If **Yes**, an upload field appears. Upload the supporting document.
2. 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**, then click **Next**.

Figure 382: **Certifications Page – Legal Agreement Checkbox and Next Button**

**1**  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.

Cancel

MPS TEST434, On the date and time recorded below:  
 Thu Feb 21 2019 13:54:12 GMT-0500 (Eastern Standard Time)

COMPLIANCE WITH RUS AWARD DOCUMENTS

FINISH

Previous
**Next**
**2**

### Representations Regarding Felony Conviction

1. 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 383: **Certifications Page – Representations Regarding Felony Conviction (AD 3030) – For Corporations Only**

Has the Applicant been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of application?

Yes  No

Has any officer or agent of Applicant been convicted of a felony criminal violation for actions taken on behalf of Applicant under Federal or State law in the 24 months preceding the date of application?

Yes  No

Does the Applicant have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability?

Yes  No

2. Click the “Acknowledge that everything above is correct to the best of my knowledge” **checkbox**, then click **Next**.

Figure 384: **Certifications Page – Legal Agreement Checkbox and Next Button**

### Certification Regarding Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

1. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Certification page appears. 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 385: **Certifications Page – Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Certification**

### Certification Regarding Compliance with RUS Award Documents

1. The Compliance with RUS Award Documents page appears. Thoroughly read the certification statements and select the appropriate **radio button**.

Figure 386: **Certifications Page – Compliance with RUS Award Documents**

### Compliance with RUS Award Documents

On behalf of *Applicant's Telecommunications Company* (the Applicant), I certify, to the best of my knowledge and belief, that:  
Existing agreements with, or obligations to investors, will not breach the obligations to the U. S. federal government under the RUS Award Documents, when entered into, including distribution requirements, and that any such agreements that conflict with the Award Documents will be amended before execution, so that such obligations are made contingent to compliance with the RUS Award Documents.

Will provision(s) within existing agreement(s) need to be amended so that such obligations will be in compliance with the RUS Award Documents?

Yes    No

**Steps**

- 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

- If **Yes**, a text entry field appears.

Figure 387: **Provision Amendments Specification Fields**

Will provision(s) within existing agreement(s) need to be amended so that such obligations will be in compliance with the RUS Award Documents?

Yes    No

If the answer is Yes, please list the agreement(s) and provision(s) within each agreement that will need to be amended: \*

2. Click the “Sign that everything above is correct to the best of my knowledge” **checkbox**, then click **Save and Finish**.

Figure 388: **Certifications Page – Legal Agreement Checkbox and Save and Finish Button**

Sign that everything above is correct to the best of my knowledge.

Cancel

MPS TEST434, On the date and time recorded below:  
Thu Feb 21 2019 13:57:29 GMT-0500 (Eastern Standard Time)

Previous
Save and Finish

**Steps**

- FEDERAL COLLECTION POLICIES FOR COMMERCIAL DEBT CERTIFICATION
- REPRESENTATIONS REGARDING FELONY CONVICTION (AD 3030) - FOR CORPORATIONS ONLY
- UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 CERTIFICATION
- COMPLIANCE WITH RUS AWARD DOCUMENTS
- FINISH

- The Finish page displays. Continue completing other sections of the Application.

**Table 11: Certifications Section Document Uploads**

Document	Required Entities	Description
<b>Compliance with RUS Award Documents</b>	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.
<b>Outstanding Federal Debt</b>	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 a list of 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.

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

**Figure 389: Navigation Bar – Expanded – Manage Uploaded Documents Hyperlink**



- The Uploaded Documents page displays a table listing uploaded documents in the Application. Any documents that were uploaded while completing the Documents section appear in this table, along with additional documents uploaded from within the Uploaded Documents page. A green checkmark (✓) indicates the document has been uploaded successfully.

Figure 390: **Uploaded Documents Page**

Uploaded Documents							
Section	Document Type	Description	File Name	User	Date/Time		
✓ Certifications	Outstanding Federal Debt		Test1.docx	MPS TEST420	Mar 14, 2019, 10:40 PM		
✓ Financial Information	Letter of Commitment / Te...		EXAMPLE - Letter of Comm...	MPS TEST020	Mar 15, 2019, 3:27 PM		
✓ Financial Information	Other	Applicant enters comment...	Test Data - Sample File.pdf	MPS TEST020	Mar 15, 2019, 4:52 PM		
✓ Network Information	Existing Network Diagram		Test1.docx	MPS TEST420	Mar 14, 2019, 10:39 PM		
✓ Project Information	Copies of Debt Instrument...		Test1.docx	MPS TEST420	Mar 14, 2019, 10:38 PM		
✓ Project Information	Copies of Leases to be Acq...		Test1.docx	MPS TEST420	Mar 14, 2019, 10:37 PM		

## Summary or Submit Tab

In this tab, applicants can view a summary of the application and submit the application once all information and documents required by the system have been provided. The summary validates the entered information and indicates what is missing; 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 should complete the other sections of the application before using this tab.

1. From the Application Navigation Bar, click the **toggle**. The Application Navigation Bar expands, click the **Summary or Submit** hyperlink.

Figure 391: **Summary or Submit Link**

Project	Service Area(s)	Network	Financials	Environmental	Licenses & Agree...	Certifications	Documents	Summary/Submit
Project Information Project Information Documents	Service Area(s) Information	Network Design Build-out Timeline and Milestones Capital Investment Workbook (CIW) Capital Investment Schedule Network Documents	Local Network Services Revenue Competitor Service Offerings Depreciation Schedule Long-Term Debt Schedule Capital Contributions Amortization Schedule	Construction Map Site/Route Descriptions Environmental Questionnaires Environmental Documents Environmental Project Questions	Licenses & Agreements	Certifications Additional Certifications	Manage Uploaded Documents	Summary/Submit

2. The Application Requirement Detail page displays. To validate the application, click the **Validate Application** button. The Validation in Progress popup window appears momentarily—wait a few seconds for the system to check for any pending items within the application. To produce a PDF of the current application for applicant records, click the View Application PDF button.

Figure 392: **Validate Application Button**

Application Requirement Detail	
<a href="#">View Application PDF</a>	<a href="#">Validate Application</a>

3. A table with the following headers displays to show the status of the missing information (fields) within the application:

Figure 393: Application Validation Table

Application Requirement Detail						View Application PDF	Validate Application
Section	Subsection	Description	Status	Status Icon	Required Action		
Environmental			Section Complete				
<input type="checkbox"/>	Environmental	Construction Map	Warning		Upload Construction Map		
<input type="checkbox"/>	Environmental	Environmental Documents	Warning		Upload Project Level Environmental Questionnaire		
<input type="checkbox"/>	Environmental	Environmental Documents	Warning		Upload Section 106		
Evaluation Criteria			Section Incomplete				
<input type="checkbox"/>	Evaluation Criteria	Level of Existing Service	Incomplete		Missing response to the following question: "Is the entire PFSA going to be constructed in an area that doesn't have acc Mbps downstream and 1 Mbps upstream?"		
<input type="checkbox"/>	Evaluation Criteria	Local Governments, Non-Profits, or Cooperatives	Incomplete		Missing response to the following question: "Is the applicant a local government, non-profit, or a cooperative entity?"		
<input type="checkbox"/>	Evaluation Criteria	Net Neutrality	Incomplete		Missing response to the following question: "Will the applicant commit to following the Federal Communications Commission's Net Neutrality?"		
<input type="checkbox"/>	Evaluation Criteria	Wholesale Broadband Services	Incomplete		Missing response to the following question: "Will the applicant commit to offering wholesale broadband services at rates that are non-discriminatory?"		

- A. **Section** – Identifies in which section of the application the field is located.
  - B. **Subsection** – Identifies in which subsection of the application the field is located.
  - C. **Description** – Describes the field in the application.
  - D. **Status** – Indicates the validation status for fields and sections within the application.
    - Section Complete – displays for subsections that are complete.
    - Incomplete or Section Incomplete – displays for subsections and sections that are missing user input or document uploads.
    - Warning – displays for subsections that are pending completion. Completion of the subsection is optional.
  - E. **Status Icon** – Displays an icon to indicate the validation status.
    - A red “X” (✖) or red banner, identifies incomplete sections or subsections within the application for which information or documentation must be provided.
    - A yellow “X” (⊗) identifies incomplete optional subsections within the application.
    - A green checkmark (✔) or green banner identifies complete sections within the application.
  - F. **Required Action** – Indicates the action the applicant needs to take to complete the required field.
    - Each required action includes a hyperlink to the appropriate section of the application, allowing the applicant easy access to complete the related field.
    - Applicants must complete the required fields for each section before the application can be submitted.
    - After the applicant has attempted to resolve a required action, the applicant should go back and click on the Validate Application button. If the applicant successfully completed the required action, the issue will disappear.
4. Once all fields required by the system are complete, the table displays only “warning” items 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.

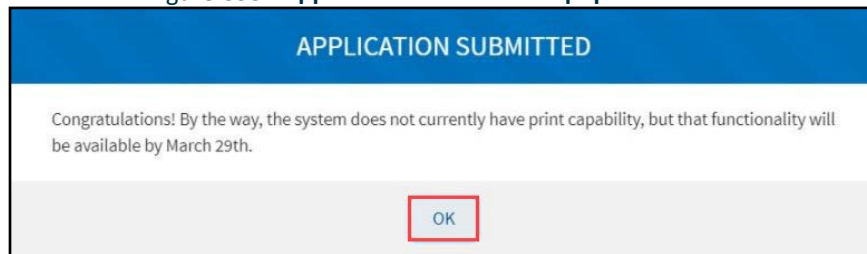


Figure 394: **Optional Documents Missing Validation**

Section	Subsection	Description	Status	Status Icon	Required Action
Account			Section Complete		
Account	Account Information	Applicant Audited Financial Statements	Warning	✘	Upload Applicant Audited Financial Statements for 2 previous years
Account	Account Information	Partner financial statements	Warning	✘	Upload Partner Historical Financial Statements for 2 previous years for each listed partner
Certifications			Section Complete		
Financials			Section Complete		
Licenses & Agreements			Section Complete		
Network			Section Complete		
Network	Capital Investment Workbook (CIW)	UPLF Other CIW Costs	Warning	✘	An Other Costs CIW was not found for the Unadvanced Prior Loan Funds Service Area CIW Summary

5. An Application Submitted Popup window appears. Click **OK**.

Figure 395: **Application Submitted Popup**



- Applicants can view the recently submitted application within the Authorizations page by clicking the Submitted Applications tab.

# Section IV: Appendix

## Appendix A – Definitions

The following table defines relevant terms employed throughout this handbook.

Term	Definition
<b>Broadband Loan</b>	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, or the Broadband Initiatives Program. Loans that were approved and then subsequently fully de-obligated are not included in this definition.
<b>Broadband Service</b>	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.
<b>Business</b>	A commercial or mercantile activity engaged in as a means of livelihood— farms are not counted as businesses for scoring purposes.
<b>CALEA</b>	The Communications Assistance for Law Enforcement Act, 47 U.S.C. 1001 et seq.
<b>Composite Economic Life</b>	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.
<b>Educational Facilities</b>	Any public or private educational institution that offers a program of college, professional, preparatory, high school, middle school, junior high school, elementary, or kindergarten instruction, or any combination of those facilities. Daycare centers, museums, and libraries are also included.
<b>Essential Community Facilities</b>	Public facilities that provide community services essential for supporting the safety, health, and well-being of residents, including, but not limited to, emergency response and other public safety activities.
<b>Current Ratio</b>	The current assets divided by the current liabilities.
<b>Customer Premises Equipment (CPE)</b>	In the context of network services, CPE means any network-related equipment used by a customer to connect to a service provider's network.
<b>Debt Service Coverage Ratio (DSCR)</b>	$\frac{\text{(Total Net Income or Margins + Interest Expense – Allowance for Funds Used during Construction + Depreciation + Amortization)}}{\text{(Interest on Funded Debt + Other Interest + Principal Payment on Debt and Capital Leases)}}$
<b>Economic Life</b>	The estimated useful service life of an asset as determined by RUS.
<b>Eligible Service Area</b>	Any PFSA where at least 90 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.
<b>Equity</b>	Total assets minus total liabilities as reflected on the applicant's balance sheet.
<b>Farm</b>	Any establishment from which \$1,000 or more of agricultural products were sold or would normally be sold during the year.

<b>Term</b>	<b>Definition</b>
<b>Forecast Period</b>	The five-year period of projections in an application, which shall be used by RUS to determine financial and technical feasibility of the application.
<b>GAAP</b>	Accounting principles generally accepted in the United States of America.
<b>Grant</b>	Any Federal assistance in the form of a grant.
<b>Healthcare Facilities</b>	Any facility where healthcare is provided, including, but not limited to, clinics, hospitals, nursing homes, pharmacies, and urgent care facilities.
<b>Non-Funded Service Area</b>	Any area in which the applicant offers service or intends to offer service during the forecast period but is not a part of its PFSA.
<b>Pre-Application Expenses</b>	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 the application.
<b>Premises</b>	All structures occupied for personal, public, or business use.
<b>Project</b>	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.
<b>Proposed Funded Service Area (PFSA)</b>	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.
<b>RE Act</b>	The Rural Electrification Act of 1936.
<b>Rural Area</b>	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.
<b>RUS Accounting Requirements</b>	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.
<b>Socially Vulnerable Community</b>	A community or area identified in the Center for Disease Control’s Social Vulnerability Index with a score of .75 or higher.
<b>Sufficient Access to Broadband</b>	Any rural area that has fixed, terrestrial broadband service delivering at least 100 Mbps downstream and 20 Mbps upstream. Mobile and satellite services will not be considered in making the determination that households in the PFSA do not have sufficient access to broadband.
<b>Tangible Equity</b>	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.
<b>Tangible Equity to Total Assets</b>	Tangible equity divided by total assets.

Term	Definition
<b>Times Interest Earned Ratio (TIER)</b>	(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)
<b>Tribal Government</b>	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. 479a.
<b>Tribal Land</b>	Any area identified by the United States Census Bureau as Tribal land.

## Appendix B – Acronyms

The table below defines acronyms that are commonly used throughout this handbook.

Acronym	Definition
<b>AIANNHA</b>	American Indian, Alaska Native, and Native Hawaiian Area
<b>ARPU</b>	Average Revenue per User
<b>ARR</b>	Authorized Representative Request
<b>BIP</b>	Broadband Initiatives Program
<b>CAF II</b>	Connect America Fund Phase II Auction
<b>CAGE</b>	Commercial and Government Entity
<b>CALEA</b>	Communications Assistance for Law Enforcement Act
<b>CFR</b>	Code of Federal Regulations
<b>CIW</b>	Capital Investment Workbook
<b>CIS</b>	Capital Investment Schedule
<b>CPA</b>	Certified Public Accountant
<b>CPCN</b>	Certificate of Public Convenience and Necessity
<b>CPE</b>	Customer Premises Equipment
<b>DSCR</b>	Debt Service Coverage Ratio
<b>DUNS</b>	Data Universal Number System
<b>EA</b>	Environmental Assessment
<b>EEO</b>	Equal Employment Opportunity
<b>EIS</b>	Environmental Impact Statement
<b>ESA</b>	Endangered Species Act of 1973
<b>EQ</b>	Environmental Questionnaire
<b>FAR-4</b>	Frontier and Remote Area (FAR) Level 4
<b>FCC</b>	Federal Communications Commission
<b>FFB</b>	Federal Financing Bank
<b>FOA</b>	Funding Opportunity Announcement
<b>FONSI</b>	Finding of No Significant Impact
<b>FPPA</b>	Farmland Protection Policy Act
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>ILOC</b>	Irrevocable Letter of Credit
<b>IRU</b>	Indefeasible Right of Use
<b>LLC</b>	Limited Liability Company
<b>LLP</b>	Limited Liability Partnership
<b>MAP</b>	Management Analysis Profile
<b>MB</b>	Megabyte
<b>Mbps</b>	Megabits per second
<b>MHI</b>	Median Household Income
<b>NEPA</b>	National Environmental Policy of 1969
<b>NFSA</b>	Non-Funded Service Area
<b>NHPA</b>	National Historic Preservation Act
<b>PE</b>	Professional Engineer

Acronym	Definition
<b>PFSA</b>	Proposed Funded Service Area
<b>PNF</b>	Public Notice Filing
<b>PPE</b>	Plant, Property, and Equipment
<b>PUC</b>	Public Utilities Commission
<b>RD</b>	Rural Development
<b>RTB</b>	Rural Telephone Bank
<b>RUS</b>	Rural Utilities Service
<b>SAIPE</b>	Small Area Income and Poverty Estimates
<b>SAM</b>	System for Awards Management
<b>SHPO</b>	State Historic Preservation Officer
<b>SUTA</b>	Substantially Underserved Trust Area
<b>TIER</b>	Times Interest Earned Ratio
<b>THPO</b>	Tribal Historic Preservation Officer
<b>UCC</b>	Uniform Commercial Code
<b>UFAS</b>	Uniform Federal Accessibility Standards
<b>UPLF</b>	Unadvanced Prior Loan Funds
<b>USC</b>	United States Code
<b>USFWS</b>	United States Fish and Wildlife Service
<b>USDA</b>	United States Department of Agriculture

## Appendix C - FCC's Lifeline Program & the Emergency Broadband Benefit Program

### Lifeline Program

FCC's Lifeline Program: Lifeline is the FCC's program to help make communications services more affordable for low-income consumers. Lifeline provides subscribers a discount on qualifying monthly telephone service, broadband Internet service, or bundled voice-broadband packages purchased from participating wireline or wireless providers. The discount helps ensure that low-income consumers can afford 21<sup>st</sup> century broadband and the access it provides to jobs, healthcare, and educational resources.

Lifeline provides up to a \$9.25 monthly discount on service for eligible low-income subscribers and up to \$34.25 per month for those on Tribal lands. Subscribers may receive a Lifeline discount on either a wireline or a wireless service, but they may not receive a discount on both services at the same time. Lifeline also supports broadband Internet service and broadband-voice bundles. FCC rules prohibit more than one Lifeline service per household.

Lifeline is available to eligible low-income consumers in every state, commonwealth, territory, and on Tribal lands. The Lifeline program is administered by the Universal Service Administrative Company (USAC). USAC is responsible for helping consumers apply for the program, understand eligibility requirements, and keep their benefit current through an annual recertification process. [USAC's website](#) provides additional information regarding the program, including program requirements.

To participate in the Lifeline program, consumers must either have an income that is at or below 135 percent of the [Federal Poverty Guidelines](#) or participate in certain Federal assistance programs, such as the Supplemental Nutrition Assistance Program (SNAP), Medicaid, Federal Public Housing Assistance, Supplemental Security Income, the Veterans and Survivors Pension Benefit, or certain Tribal Programs. You can see if you are eligible by reviewing the information available at [lifelinesupport.org](http://lifelinesupport.org) (click "Do I Qualify?").

### National Verifier for Lifeline Eligibility

To apply for Lifeline, a consumer must generally use the [National Verifier application system](#). The National Verifier is a centralized system established by the FCC and operated by USAC that verifies Lifeline applicants' eligibility and recertifies subscriber eligibility annually. Consumers who would like assistance from a service provider when applying can use the "[Companies Near Me](#)" tool to locate a Lifeline program service provider in their area.

Please note that consumers in California (except broadband-only consumers), Texas, and Oregon will continue to apply for the Federal Lifeline benefit through the state's existing application process as they do today. For broadband-only consumers in California, consumers will need to apply through the National Verifier application system and the National Verifier will check the consumer's eligibility. For specific directions on how to apply for Lifeline in all three states, visit the [National Verifier](#) and select the relevant state from the drop-down menu and press "Get Started."

### Emergency Broadband Benefit Program

The Emergency Broadband Benefit is an [FCC program](#) to help families and households struggling to afford internet service during the COVID-19 pandemic. This new benefit will connect eligible households to jobs, critical healthcare services, virtual classrooms, and so much more.

## About the Emergency Broadband Benefit

The Emergency Broadband Benefit will provide a discount of up to \$50 per month towards broadband service for eligible households and up to \$75 per month for households on qualifying Tribal lands. Eligible households can also receive a one-time discount of up to \$100 to purchase a laptop, desktop computer, or tablet from participating providers if they contribute more than \$10 and less than \$50 toward the purchase price.

The Emergency Broadband Benefit is limited to one monthly service discount and one device discount per household.

## Who Is Eligible for the Emergency Broadband Benefit Program?

A household is eligible if a member of the household meets *one* of the criteria below:

- Has an income that is at or below 135 percent of the [Federal Poverty Guidelines](#) or participates in certain assistance programs, such as SNAP, Medicaid, or [Lifeline](#);
- Approved to receive benefits under the free and reduced-price school lunch program or the school breakfast program, including through the USDA Community Eligibility Provision, in the 2019-2020, 2020-2021, or 2021-2022 school year;
- Received a Federal Pell Grant during the current award year;
- Experienced a substantial loss of income due to job loss or furlough since February 29, 2020, and the household had a total income in 2020 at or below \$99,000 for single filers and \$198,000 for joint filers; or
- Meets the eligibility criteria for a participating provider's existing low-income or COVID-19 program.

## How to Apply

Eligible households must **both apply for the program and contact a participating provider to select a service plan.**

There are three ways for eligible households to apply:

1. **Contact a [participating broadband provider](#)** directly to learn about their application process. If you are unable to apply through them directly, you will have to apply using option 2 or 3 below, and then contact a participating provider to select an eligible plan.
2. **Go to [GetEmergencyBroadband.org](https://www.getemergencybroadband.org)** to apply online and to find participating providers near you. After you apply, you will have to contact a participating provider to select an eligible plan.
3. **Call 833-511-0311 for a mail-in application or [print a copy](#)**, and return it along with copies of documents showing proof of eligibility to:

Emergency Broadband Support Center  
P.O. Box 7081  
London, KY 40742

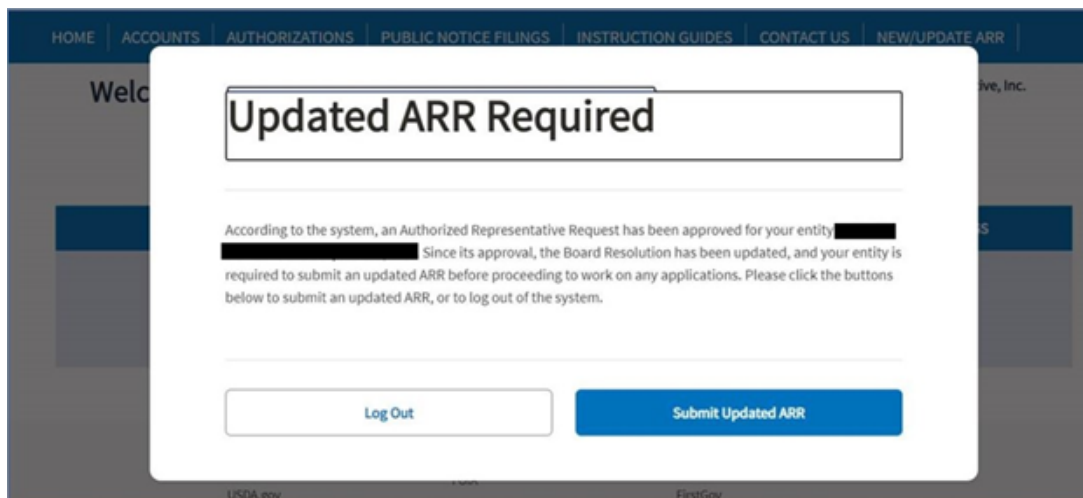
After you received a notice that you have qualified for the program, households must contact a participating provider to select an Emergency Broadband Benefit eligible service plan.



## Appendix D - Update ARR (For Returning and Existing Applicants)

### Update ARR (Returning Applicants)

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.



2. After pressing the "Submit Updated ARR" button, the user will be prompted to enter ARR information identical to the **Authorized Representative Request page** 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 page** 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.