



# Application System Introduction

USDA RUS ReConnect Program



Rural Development

# Agenda

- Tips for using the application system
- Live Application System Demo
- Additional Resources
- Q&A Session

# Application System Key First Steps



# Application System Overview: General Guidelines

- The ReConnect application is created and submitted online.
- The best browsers to use are:
  - Google Chrome
  - Microsoft Edge
  - Mozilla Firefox
- Do **not** use Internet Explorer to complete the application.

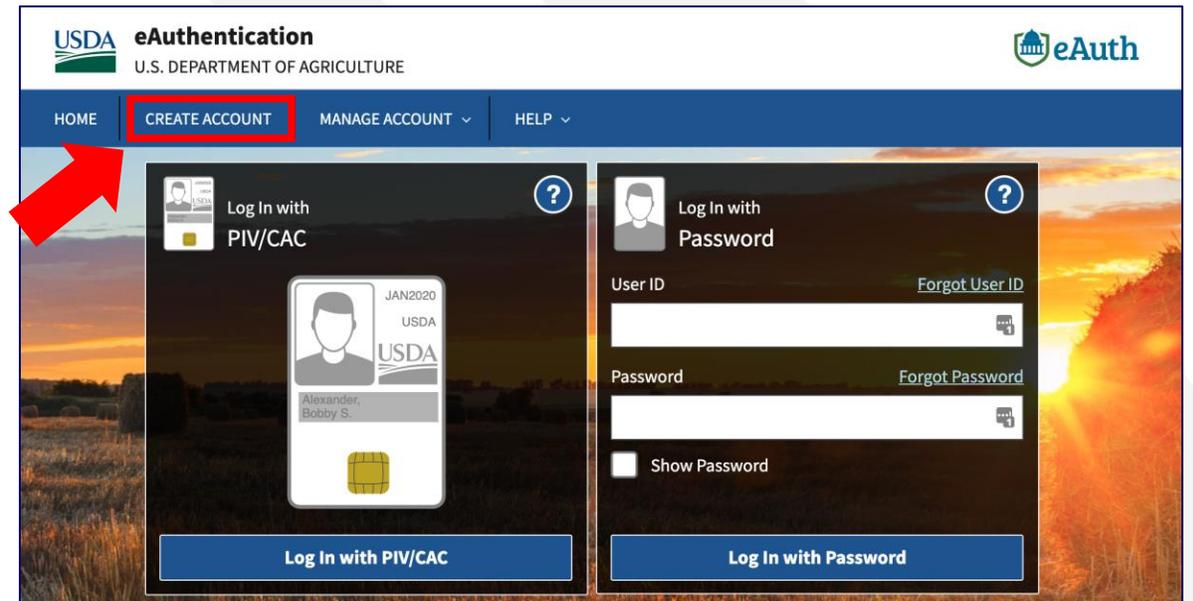


# Application System Overview: General Guidelines, continued

- The applicant should click the “Save” button whenever visible and often while working in detailed sections of the application.
  - Note: the system will not autosave the application.
- The system will log an applicant out after 10 minutes of inactivity
- Changes to one section flow to relevant areas in the rest of the application
- For detailed instructions on every section, Applicants can consult the application guide, located on the ReConnect Website.
  - Additional workshop sessions will also provide detailed information on the major sections of the application.

# Access Credentials and Account Set-Up

- Previous applicants may use an existing account
- If an applicant is new to ReConnect, they will need:
  - Level II eAuthentication (e-Auth) credential
    - <https://www.eauth.usda.gov/>
  - Every person from an organization who needs access to the application system needs a Level II eAuthentication credential
- Submit the Authorized Representative Request (ARR)



# Account Information



# Account Information

## Account Information

LEGAL NAME OF APPLICANT

Parker Telecommunications

APPLICANT'S TAX IDENTIFICATION NUMBER

808707606

APPLICANT'S CAGE CODE

APPLICANT'S DUNS NUMBER

808707606



### Physical Address of Applicant

STREET 1 \*

123 Independence



STREET 2

CITY \*

Washington

STATE \*

District of Columbia



ZIP CODE: \*

20002

### Correspondence Address of Applicant

STREET 1 \*

123 Independence



STREET 2

CITY \*

Washington

STATE \*

District of Columbia



ZIP CODE: \*

20002

APPLICANT'S BUSINESS PHONE NUMBER \*

(202) 123-4567

ELIGIBLE ENTITY TYPE: \*

An Indian tribe (as defined in section 4 of the Indian Self-Determination and Education Assi...

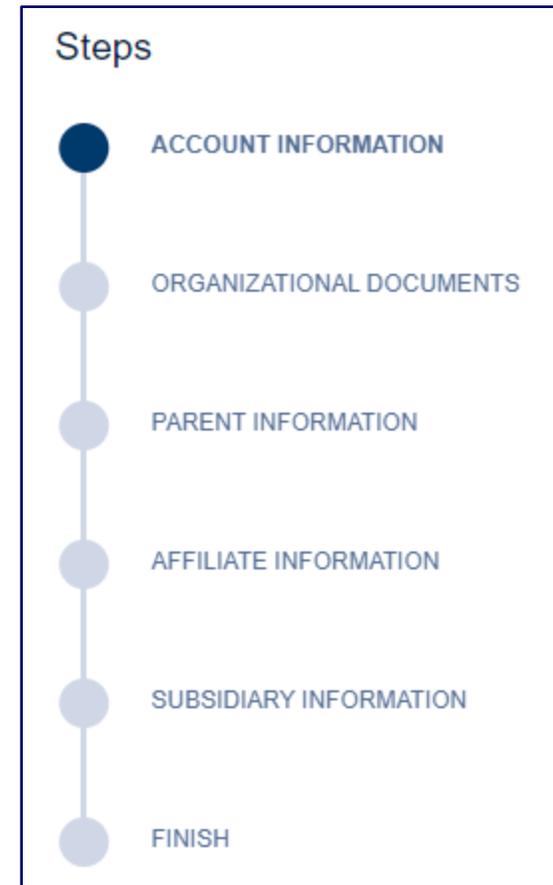


## Steps

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

# Account Information, continued

- The Account Information page consists of five sections:
  - Account Information
  - Organizational Documents
    - Upload of resumes, operations experience, articles of incorporation, organizational chart, and other documents
  - Parent Information
    - Services provided, financial information
  - Affiliate Information
    - Financial statements, organizational chart, services agreement
  - Subsidiary Information



# Account Information – Organizational Documents

## Organizational Documents

Resumes of Key Management Uploaded	<a href="#">Click here to view or update this document</a>
Broadband Operations Experience Uploaded	<a href="#">Click here to view or update this document</a>
Articles of Incorporation Uploaded	<a href="#">Click here to view or update this document</a>
Amounts of Common and Preferred Stock Issued and Outstanding Uploaded	<a href="#">Click here to view or update this document</a>
Legal Opinion Uploaded	<a href="#">Click here to view or update this document</a>
Evidence of Good Standing with the Secretary of State Uploaded	<a href="#">Click here to view or update this document</a>
Organizational Chart Uploaded	<a href="#">Click here to view or update this document</a>
Management Experience and Compensation Uploaded	<a href="#">Click here to view or update this document</a>
Board of Directors Uploaded	<a href="#">Click here to view or update this document</a>
Bylaws Uploaded	<a href="#">Click here to view or update this document</a>

[Exit Without Saving](#) [Previous](#) [Save and Continue](#)

### Steps

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

# Application System Navigation Live Demo



# Application System Navigation – Application Sections

 Application 101001008 Funding Type: 50% Loan/50% Grant									
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 (CIW) ▾ Capital Investment Schedule ▾ Network Documents	Local Network Services Reven ▾ Competitor Service Offerings Depreciation Schedule ▾ Long-Term Deb 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 Financial Documents	Construction Map <a href="#">Site/Route Descriptions</a> Environmental Questionnaire Environmental Documents	Evaluation Criteria Evaluation Criteria Summary Evaluation Criteria Documents	Licenses & Agreements	Certifications Certification Documents	Manage Uploaded Documents	Summary/Submit

# Application System Navigation – Application Sections

## **Project**

- Summary information related to the project which determines what additional sections of the application are displayed
- Applicants should complete this section of the application first and avoid changing information in this section

## **Service Area(s)**

- Input information related to Proposed Funded Service Areas (PFSAs) and NFSAs using the Service Area Mapping Tool
- Applicants should ensure they are familiar with the functionality before completing this section of the application
- Must be completed before addressing the rest of the application.
  - Sections such as the Capital Investment Workbook (CIW) are dependent on Service Areas.
  - Financial section of application draws from CIW and other Network pages

# Application System Navigation – Application Sections

## **Network**

- 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
- The network design must be certified by a professional engineer
- Must be completed before the Financial section can be addressed

## **Financials**

- 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

# Application System Navigation – Application Sections

## **Environmental**

- Information related to the environmental impact of their proposed project
- Use the RUS Construction Map to indicate locations of all proposed network sites and routes and determine whether they overlap with any federally regulated areas

## **Evaluation Criteria**

- Information regarding the evaluation criteria
- Evaluation Criteria sections only appear if the Applications are: 100% Grant or 50/50 Loan/Grant
- Service Areas must be completed before addressing Evaluation Criteria

# Application System Navigation – Application Sections

## **Licenses and Agreements**

- Upload and address all licenses and agreements to support the Application

## **Certifications**

- Rep Sign Cert can read certifications requiring supporting documentation

## **Documents**

- View and manage a list of all documents previously uploaded within other sections of the Application
- Applicants can upload, view, download, delete, and replace application files in this tab

## **Summary/Submit**

- View a summary of the application and submit the application once all content required by the system has been provided
- The summary validates the entered information and indicates what is missing

# Creating a New Application



# Start New Application

 **Authorizations**  
C-000492

[Printable View](#)

[Start New Application](#)

[ACTIVE APPLICATIONS](#) | [SUBMITTED APPLICATIONS](#)

Funding Opportunity	Application Number	Funding Type	Status	Last Edited
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# Funding Type and Application Year

[HOME](#) | [ACCOUNTS](#) | [AUTHORIZATIONS](#) | [PUBLIC NOTICE FILINGS](#) | [INSTRUCTION GUIDES](#) | [CONTACT US](#) | [NEW/UPDATE ARR](#)

## Select Funding Type and Application Year

Please identify the funding type and application year.

<small>FUNDING TYPE *</small> 100% Grant 	<small>APPLICATION YEAR *</small> 2021 
<small>IS THE APPLICANT A PUBLICLY TRADED COMPANY? *</small> No 	
<small>IS THE APPLICANT REPLACING THE STANDARD GRANT SECURITY ARRANGEMENTS WITH AN ILO...</small> Yes 	

[Next](#)

# Project Information



# Navigating to the Project Tab

HOME | ACCOUNTS | AUTHORIZATIONS | PUBLIC NOTICE FILINGS | INSTRUCTION GUIDES | CONTACT US | NEW/UPDATE ARR

 Application  
**101001110**

Funding Type  
100% Grant

Project	Service Area(s)	Network	Financials	Environmental	Evaluation Criteria	Licenses & Agreem...	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 Workbook (CI) ▾</a> <a href="#">Capital Investment Schedule</a> <a href="#">Network Documents</a>	<a href="#">Local Network Services Revenue ▾</a> <a href="#">Competitor Service Offerings</a> <a href="#">Depreciation Schedule ▾</a>	<a href="#">Construction Map</a> <a href="#">Site/Route Descriptions</a> <a href="#">Environmental Questionnaire</a> <a href="#">Environmental Documents</a>	<a href="#">Evaluation Criteria</a> <a href="#">Evaluation Criteria Summary</a> <a href="#">Evaluation Criteria Documents</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>

# Project Information

## Project Information

HIGH-LEVEL DESCRIPTION OF THE PROJECT: \*



Technology Type (Select all that apply): \*

- Fiber-to-the-Premises
- Hybrid-Fiber-Coax
- Fixed Wireless - Licensed
- Fixed Wireless - Unlicensed
- Other (Specify)

**required**

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? \*

- Yes  No

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

- Yes  No

Is the applicant requesting SUTA consideration? \*

- Yes  No

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

- Yes  No

Please upload the funding request resolution.

FUNDING REQUEST RESOLUTION



# Project Information, continued

Is the applicant requesting SUTA consideration? \*

Yes  No

SUTA DOCUMENTS



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

Yes  No

TRIBAL GOVERNMENT RESOLUTION OF CONSENT



# Acquisition – Loan applicants only

Will any part of the loan funds be used for an Acquisition?

Yes  No



# Acquisition Information

## Acquisition Information

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

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

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

Yes  No

Required upload for submission:

APPRAISAL OF PHYSICAL STATUS OF PLANT TO BE ACQUIRED 

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 



# Executive Summary

## Executive Summary

DETAILED DESCRIPTION OF EXISTING OPERATIONS: \*

DISCUSSION ABOUT KEY MANAGEMENT: \*

DESCRIPTION OF COMPANY'S WORKFORCE: \*

DESCRIPTION OF INTERACTIONS BETWEEN ANY PARENT, AFFILIATED OR SUBSIDIARY OPERATION: \*

DETAILED DESCRIPTION OF THE PROPOSED PROJECT: \*



Exit Without Saving

Previous

Save and Continue

# NEPA Review

## Environmental Policy Act (NEPA) Review

Rural Development has identified classes of actions and the level of environmental review required for applicant proposals and Agency actions in subparts B (CEs), C (EAs), and D (EISs) of 7CFR1970. These sections are available online at <https://www.rd.usda.gov/resources/environmental-studies/environmental-guidance>.

Is the proposed action one that Rural Development has identified as requiring an Environmental Impact Statement (EIS) (see 7CFR1970.151) or has an EIS been prepared due to the involvement of another federal agency?

\*

Yes

ENVIRONMENTAL IMPACT STATEMENT

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

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

Exit Without Saving

Save and Finish

# Project Documents



Application  
101001110

Funding Type  
100% Grant



Project

Service Area(s)

Network

Financials

Environmental

Evaluation Criteria

Licenses & Agree...

Certifications

Documents

Summary/Submit

## Project Documents



Upload Additional Documents

Section	Document Type	Description	File Name	User	Date/Time
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USDA RD Home

USDA.gov

RD Telecom Programs

RD Recovery

Policies and Links

FOIA

Accessibility Statement

Privacy Policy

Non-Discrimination Statement

Information Quality

FirstGov

White House

No Fear Act

Browser Recommendations ⓘ

# Licenses & Agreements



# Licenses and Agreements

- The application contains 13 different agreement types that cover real estate, technology, and facilities
- Applicants must assign a status to every license and agreement type even if a particular license or agreement doesn't apply to your project
- Uploaded requirements depend on the status of each agreement, as shown in the table below

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

# Licenses and Agreements – Full List

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

# Certifications



# Certifications

## 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

## Certifications (cont.)

- The certifications for the ReConnect Program include:
  - 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
  - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Certification
  - Compliance with RUS Award Documents

# Documents



# Documents

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/Submit



# Summary/Submit

Application Requirement Detail						<a href="#">View Application PDF</a>	<a href="#">Validate Application</a>
<a href="#">Refresh</a>							
<input type="checkbox"/>	Section	Subsection	Description	Status	Status Icon	Required Action	
<input checked="" type="checkbox"/>	<b>Account</b>			<b>Section Incomplete</b>			
<input type="checkbox"/>	Account	Account Information	Applicant's CAGE Code	Incomplete		<a href="#">Input Applicant's CAGE Code</a>	
<input type="checkbox"/>	Account	Account Information	Broadband Operations Experience	Incomplete		<a href="#">Upload Broadband Operations Experience</a>	
<input type="checkbox"/>	Account	Account Information	Evidence of Legal Existence	Incomplete		<a href="#">Upload Evidence of Legal existence</a>	
<input type="checkbox"/>	Account	Account Information	Legal Opinion	Incomplete		<a href="#">Upload Legal Opinion</a>	
<input type="checkbox"/>	Account	Account Information	Organizational Chart	Incomplete		<a href="#">Upload Organizational Chart</a>	
<input type="checkbox"/>	Account	Account Information	Resolution of Utility Authority	Incomplete		<a href="#">Upload Resolution of Utility Authority</a>	
<input type="checkbox"/>	Account	Account Information	Resumes of Key Management	Incomplete		<a href="#">Upload Resumes of Key Management</a>	
<input checked="" type="checkbox"/>	<b>Certifications</b>			<b>Section Complete</b>			
<input checked="" type="checkbox"/>	<b>Environmental</b>			<b>Section Complete</b>			
<input type="checkbox"/>	Environmental	Construction Map	Construction Map	Warning		<a href="#">Input Construction Map</a>	
<input type="checkbox"/>	Environmental	Environmental Documents	Environmental Document Uploads	Warning		<a href="#">Upload Project Level Environmental Questionnaire</a>	
<input type="checkbox"/>	Environmental	Environmental Documents	Environmental Document Uploads	Warning		<a href="#">Upload Section 106</a>	
<input checked="" type="checkbox"/>	<b>Evaluation Criteria</b>			<b>Section Incomplete</b>			

# Summary/Submit (cont.)

Application Requirement Detail

[View Application PDF](#) [Submit Application](#)

[Refresh](#)

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

# Available Resources

- Register for upcoming events: <https://www.usda.gov/reconnect/events>
- Application Guide: [https://www.rd.usda.gov/files/ReConnect\\_Program\\_Application\\_Guide.pdf](https://www.rd.usda.gov/files/ReConnect_Program_Application_Guide.pdf)
- ReConnect website: <https://usda.gov/reconnect>
  - Fact Sheets & Frequently Asked Questions
- Contact Us: <https://www.usda.gov/reconnect/contact-us>
- FY 22 Funding Opportunity  
Announcement: <https://www.federalregister.gov/documents/2021/10/25/2021-23128/rural-econnectivity-program>
- Regulation: <https://www.govinfo.gov/content/pkg/FR-2021-02-26/pdf/2021-03443.pdf>
- General Field Representatives (GFRs): <https://www.rd.usda.gov/contact-us/telecom-gfr/all>





United States  
Department of  
Agriculture

**Rural Development**