



ReConnect Program

Reporting and Compliance System

Agenda

- Introduction to the R&C System
- Accessing the System
- Navigating the System
- Account Level Reports
- Project Level Reports
- Submitting Reports
- Resources
- Q&A

Introduction to the Reporting & Compliance System (R&C System)



The R&C System



- Streamlines the reporting process for entities that receive awards from RUS
- Account-Level Reports:
 - Financial Reports (due quarterly)
 - System Data Reports (due annually)
 - Audit Reports (due annually based on fiscal year)
- Project-Level Reports:
 - Construction Progress Reports (due annually during construction)
 - Annual Performance Reports (due annually after construction finishes)
 - Close Out Reports (one-time report at end of project)

Who Uses R&C in 2023

- Entities Reporting in the R&C System:
 - Organizations that received a Rural Broadband (Farm Bill) loan or Broadband Initiatives Program (BIP) award and were at one time, reporting in Telecom's Broadband Collection and Analysis System (BCAS).
 - ReConnect awardees, including Electric entities.
 - Community Connect (CC) grant awardees with Active Reporting requirements under the CC grant agreement.

- Electric Entities will use the Data Collection System (DCS) for **Electric Program reports**.
- Any other Telecom Infrastructure Borrowers that do **not** have any of the above awards will report in DCS.

Roles & Permissions

- Representative Signature Certifier (Rep Sign Cert)
 - Submit Authorized Representative Request (ARR)
 - View and update all reports
 - Add, edit, and delete users of R&C
 - Certify and submit reports to USDA
- Administrator
 - Submit ARR
 - View and update all reports
 - Add, edit, and delete users (except Rep Sign Cert)

Roles & Permissions (Cont.)

- Representative Update Data (Rep Update Data)
 - View and update all reports
- Consultant
 - View and update reports
 - Do not assign a security role, other than the Consultant, to users that do not work for the entity
- Viewer
 - View only, cannot make changes

Accessing the R&C System



Access Requirements - ARR

- Verified eAuth account
 - To create or modify an existing account visit:
<https://www.eauth.usda.gov/home/>
- Authorized Representative Request (ARR)
 - Designate Rep Sign Cert, assign Administrator(s)
 - Upload Signed ARR Resolution
 - Submitted by Rep Sign Cert or Administrator
- Resources available on ReConnect website:
 - ARR Resolution Samples and Instructions:
<https://www.usda.gov/sites/default/files/documents/arr-resolution-instructions-samples.pdf>
 - Rural Development Reporting & Compliance User Guide:
<https://www.usda.gov/reconnect/reporting-compliance>

Accessing the System

- Recommended Browsers
 - Microsoft Edge
 - Google Chrome (Latest Version)
- R&C System URL
 - <https://reporting-and-compliance.rd.usda.gov/s/>
 - Log in with verified eAuth ID and password



For Help with the R&C System

- USDA Contact Us Form
 - <https://www.usda.gov/reconnect/contact-us>
 - Subject: Reporting
 - Please include your entity's legal name
- Note: R&C times out after 15 minutes of inactivity

Submit your ReConnect comments and suggestions to help us identify how we can meet your broadband service needs.

To contact us about other USDA programs, visit the [Contact Us page](#).

Subject:

--None--

--None--

About Funding

Applicant Eligibility

Authorized Representative Request

Engineering

Environmental

Financial

Project Eligibility

Public Notice Filings/Responses

Reporting

Scoring Criteria

Service Area

Submitting an Application

Other

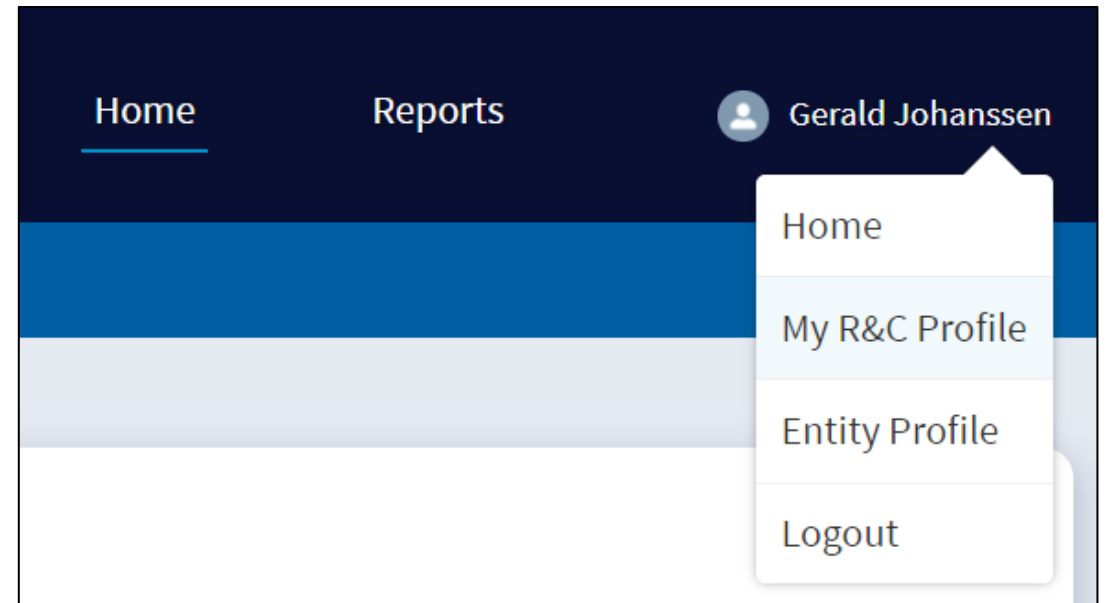
Email Address:

R&C Community Live Demonstration



User & Entity Profile Information

- User and Entity Profile Information accessible from any R&C Page
 - Click your name in upper right corner
 - Select “My R&C Profile” or “Entity Profile”
- Entity Profile
 - Rep Sign Cert can add users and assign security roles
 - Displays all team members with access to R&C



Navigating the System



Helpful Tips

- Recommended Browsers
 - Microsoft Edge
 - Google Chrome (Latest Version)
- R&C System URL
 - <https://reporting-and-compliance.rd.usda.gov/s/>
 - Log in with verified eAuth ID and password
- Only enter whole numbers in the data entry fields
 - Negative number: add a dash before the number (e.g. “-10000”)
- Leave line items that don’t apply to your entity blank
- Errors and Warnings: enter or correct missing information or add an explanation to submit the report

Home Dashboard

- Lists all “Current Reports”
 - Reporting cycle
 - Deadline
 - Current status
- If user has multiple entity accounts, select “Switch Entity View” in upper right corner to switch to different entity view without logging out

The screenshot shows the USDA Rural Development Reporting & Compliance Home Dashboard. The page header includes the USDA logo, 'Rural Development U.S. DEPARTMENT OF AGRICULTURE', and navigation links for 'Home' and 'Reports'. The user's name, 'Toby Senders', is displayed in the top right corner. The main content area is titled 'REPORTING & COMPLIANCE' and features a 'Home' heading with a 'Welcome, Toby' message. A 'Switch Entity View' link is located in the upper right corner. The central focus is a 'Current Reports (3)' section, which includes a dark blue header and a white body containing a notice: 'The following reports need to be completed and sent to your Representative Signature Certifier for certification (with the exception of the Audit report). All reports must be submitted to USDA by the listed due date.' Below this notice is a table with three columns: 'REPORT', 'PERIOD', and 'DUE DATE'. The table lists three reports: 'Construction Progress - - Project (-)', 'Financial Report', and another 'Financial Report'. A blue 'View Reports' button is positioned at the bottom of the table.

REPORT	PERIOD	DUE DATE
Construction Progress - - Project (-)	JAN 01, 2020 - DEC 31, 2020	01/31/2021 11:59PM
Financial Report	OCT 01, 2021 - DEC 31, 2021	01/31/2022 11:59PM
Financial Report	JUL 01, 2021 - SEP 30, 2021	10/31/2021 11:59PM

Switch Entity

Switch Entity View

To complete Reporting and Compliance for other entities you are connected to select a new entity to view.

Bluth Company

Liberty Telecom

Financial Report

OVERDUE

MAY 01, 2020 - AUG 31, ...

Reports Dashboard

- Navigate to the Reports Dashboard by clicking the report name from the Home Page or selecting “Reports” at the top of the page
- Organized across three tabs according to completion status:
 - “Current Reports”
 - “Pending Certification”
 - “Submitted to USDA”

SDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

Home Reports

REPORTING & COMPLIANCE

Reports

Complete all 'Current Reports' and initiate certification from the 'Review Report' page at the end of each report. All reports pending certification from your Representative Signature Certifier can be found under 'Pending Certification'. All reports must be submitted to USDA by your Representative Signature Certifier by their respective due dates.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0031. The time required to complete this information collection is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

[Current Reports \(4\)](#) [Pending Certification \(0\)](#) [Submitted to USDA \(0\)](#)

✘ There are one or more reporting items that require your attention.

Financial Report

REPORT DUE:	OVER DUE	REPORTING PERIOD: JAN 01, 2021 - MAR 31,
Network Access Services Revenue		2021

Report Statuses



- Status indicates reports that require immediate attention
 - “Overdue” - report was not submitted by its deadline
 - “Resubmission Requested” - has been returned by USDA for more information

Saving Your Work

- **Save** - saves current page
 - Save frequently to avoid losing data
- **Exit** - returns user to Reports Dashboard
 - Pop-up notifies of any unsaved changes
- **Save and Back** - saves page and returns user to previous reporting section
- **Save and Continue** - saves page and populates data on other sections of the report
- Note: If changes are made after initial data entry, a banner appears at the top of the page after user saves, directing to re-save other statement
 - Be sure to re-save when directed to ensure all statements have the most current data

Network Data

Select one of the options below to report the network data applicable to your Entity's network for this reporting period.

You can save and come back to this screen page at any time before submission or continue to the Review page to confirm all entries are correct. The reported data should be on a system-wide basis.

- My Entity has an existing wireline and wireless network.
- My Entity has an existing wireline network.
- My Entity has an existing wireless network.
- My Entity does not have an existing network.

Note: If you switch your selection, any data entered prior will be retained and made visible upon switching back before saving the page. Once saved, data not associated with the current selection will be lost.

Wireline Network >

Wireless Network >

Save and Back

Save and Continue

Account Level Reports



Account-Level Reports

- Organizational or entity level (reports are not specific to each award)
 - Financial Report
 - System Data Report
 - Audit Report
- Frequency is based on underlying legal agreements with USDA
- Note: Navigation and data entry is similar across all reports



System Data Report Demonstration



System Data Report

- Three statements (pages)
 - Network Data
 - Capital Investment Data
 - Depreciation Rates
- Each statement has a data entry page and a review page
- Data appears in the report in 3 ways
 - Automatically pulled from previous system data sections
 - Calculated by the R&C system
 - Manually entered by users



System Data Report

System Data Report

REPORT DUE: 01/31/2023 11:59PM **OVERDUE** REPORTING PERIOD: JAN 01, 2022 - DEC 31, 2022

Network Data

Capital Investment Data

Depreciation Rates

[Review Report](#)

System Data Report– Network Section

Network Data

Select one of the options below to report the network data applicable to your Entity's network for this reporting period.

You can save and come back to this screen page at any time before submission or continue to the Review page to confirm all entries are correct. The reported data should be on a system-wide basis.

Note: If you switch your selection, any data entered prior will be retained and made visible upon switching back before saving the page. Once saved, data not associated with the current selection will be lost.

Selection required

- My Entity has an existing **wireline and wireless** network.
- My Entity has an existing **wireline** network.
- My Entity has an existing **wireless** network.
- My Entity does not have an existing network.

Wireline Network



System Data Report– Wireline Network Data

Wireline Network			
#	LINE ITEM	PREVIOUS YEAR DATA: DECEMBER 31, 2021	CURRENT YEAR DATA: DECEMBER 31, 2022
1	Route Miles (Existing) Beginning of the Calendar Year *	640.00	<input type="text" value="691"/>
2	Route Miles (New) Constructed During the Calendar Year *	51.00	<input type="text" value="25"/>
3	Route Miles (Retired) During the Calendar Year *	0.00	<input type="text" value="0"/>
4	Total Route Miles End of Calendar Year	691.00	716.00

System Data Report – Capital Investment Section

Capital Investment Data

Report the amounts for each line item listed below that is applicable to your Entity.

You can save and come back to this screen at any time before submission or continue to the next screen to review and confirm all entries are correct.

If your Entity does not have any items to report, check the box below.

▲ There are one or more items that require your attention prior to resubmitting the report. View the findings from the USDA review and make the necessary corrections. If you have any questions, [contact us](#).

My Entity does not have any Capital Investment Data to report

#	LINE ITEM	PREVIOUS YEAR AMOUNT: DECEMBER 31, 2021	CURRENT YEAR AMOUNT: DECEMBER 31, 2022
1	RUS, RTB, and FFB Loans	\$0	\$ 0
2	RUS Grants	\$10,901	\$ 103,106

System Data Report – Depreciation Rates Section

Depreciation Rates

Report all depreciation rates for telecommunications plant items that are pertinent to the entity you are representing for the reporting period. You can save and come back to this screen at any time before submission, as well as continue to the review screen to confirm all entries are correct.

Note: If you switch your selection, any data entered prior will be retained and made visible upon switching back before saving the page. Once saved, data not associated with the current selection will be lost.

- My Entity's **depreciation rates are approved** by a regulatory authority with jurisdiction over the provision of telephone services.
- My Entity's **depreciation rates are not approved** by a regulatory authority with jurisdiction over the provision of telephone services.

Network & Access Equipment ∨

#	LINE ITEM	PREVIOUS YEAR DATA: DECEMBER 31, 2021	CURRENT YEAR DATA: DECEMBER 31, 2022
1	Switching Equipment	14.29%	<input type="text" value="14.29%"/>

Project Level Reports



Project-Level Reports Overview



- Required on an award-by-award basis
- ReConnect Project-Level Reports
 - Construction Progress Report
 - Annual Performance Report
 - Close Out Report
- Community Connect and Distance Learning and Telemedicine Project-Level Reports
 - Annual Project Performance Activity Report
 - Final Project Performance Activity Report

Submitting Reports



Warnings and Errors

- Errors are red
- Warnings are amber-colored
- Informative items are generally grey, blue, or green
- All reports have a “Review Report” page which will flag any data that needs a correction or explanation
 - **A report cannot be submitted if it has any unaddressed warnings or errors**

This statement has not been started yet. All statements must be complete before progressing.

⚠ There are one or more warnings present. To clear the warning, fix the value or provide an explanation to keep the value.

✓ No outstanding errors and/or warnings present.

✘ Your data was saved; however there are one or more errors present. To clear the errors, refer to the flagged values in the statement.

My entity does not have any Network Access Services Revenue to report.

Certification and Submission

- Click “Initiate Certification” after clearing all warnings and errors
 - Report will move to “Pending Certification” tab
 - Report becomes read-only for everyone but the Rep Sign Cert
 - Rep Sign Cert receives an email notification
- Only your Rep Sign Cert can submit a report to USDA
 - Exception: the Audit Report can be submitted by the Rep Sign Cert, Administrator, or Rep Update Data

Ready to Initiate Report Certification?

By initiating the report certification, any and all errors and warnings have been addressed, and the report is ready for your entity's Representative Signature Certifier to certify and submit the report to USDA. After initiating report certification, the report can only be edited by the Representative Signature Certifier.

[Initiate Certification](#)

[Back](#) [Continue](#)

[Review: Subscriber Data](#) [Reports](#)

Current Reports (1) **Pending Certification (12)** Submitted to USDA (1)

[View PDF](#)

--Select Filter--

Show 10 < 12 > Go to page [Go](#)

Report	Period	Due Date	Sent for Review
Financial Report	Jan 1, 2022 - Mar 31, 2022	05/01/2023 11:59PM	05/31/2023 4:28 PM

Certification and Submission (Cont.)

- After reviewing the report, Rep Sign Cert can submit the report by clicking “Submit to USDA”
 - Report becomes read-only for all users
- Rep Sign Cert can also send it back to your team by clicking “Send Back for Edits”
 - Report returns to the “Current Reports” tab
- Annual Financial Report (Q4) requires Rep Sign Cert to choose a radio button regarding a default on its current obligations to RUS

Ready to Submit to USDA?

Yes, Certify & Submit Report to USDA

We hereby certify that the entries in the report are true and accurate to the best of our knowledge.

All insurance required by 7 CFR Part 1788 was in effect during the reporting period, and renewals have been obtained for all policies.

[Submit to USDA](#)

No, Send Report Back for Edits

As the Representative Signature Certifier, you can make the necessary changes to this report, or return the report back to other authorized users to make the necessary changes.

[Send Back for Edits](#)

USDA Review

- After your organization submits a report, an internal USDA reviewer is assigned to review it
 - USDA reviewer may reach out to your Key Contacts for clarification
 - USDA reviewer can also leave notes on report pages and specific line items
- All of your organization's R&C users will receive an email if USDA sends a report back
- Reports accepted by USDA remain in the "Submitted to USDA" tab on the Reports Dashboard

Resubmission Requested

- Reports returned by USDA for resubmission move to “Current Reports” tab & are labeled “RESUBMISSION REQUESTED”
- Line items with notes from USDA will have the message “View Note from USDA”
 - Clicking the link will show the Reviewer's notes

Current Reports (7)

The following reports need to be completed and sent to your Representative Signature Certifier for certification (with the exception of the Audit report). All reports must be submitted to USDA by the listed due date.

REPORT	STATUS	PERIOD	DUE DATE
Audit Report	RESUBMISSION REQUESTED	JAN 01, 2020 - DEC 31, 2020	01/01/2021 11:59PM

⊗ There are one or more reporting items that require your attention.

Financial Report

REPORT DUE: 05/01/2021 11:59PM RESUBMISSION REQUESTED REPORTING PERIOD: JAN 01, 2021 - MAR 31, 2021

Network Access Services Revenue

How to Resubmit a Report

- Address all notes and comment from USDA
- Correct all errors and warnings.
- Follow the same submission process as before
 - User reinitiates certification
 - Rep Sign Cert recertifies and resubmits the report
- Resubmitted reports move to “Submitted to USDA” tab on Reports Dashboard
 - Report is view-only for all users
- You must contact USDA directly to make any changes to a submitted report

Resources



- [Contact Us Form](#)
 - ReConnect website
 - R&C System
- The Rural Development Reporting & Compliance User Guide:
<https://www.usda.gov/sites/default/files/documents/rural-development-reporting-compliance-user-guide.pdf>
- Resources listed for the the R&C System found here:
<https://www.usda.gov/reconnect/reporting-compliance>





Rural Development