Rural E-Connectivity Program
Application Guide for Fiscal Year 2020

Rural Utilities Service

Telecommunications Program

March 19, 2020

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 via 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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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 water and water treatment, electric power and telecommunications services.

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Over the past 10 years, RUS Telecommunications Program has approved over $6.7 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. The act originally appropriated $600 million in budget authority to establish the Rural eConnectivity Pilot Program (referred to hereafter as the ReConnect Program), a new federal loan and grant program administered by RUS. The appropriated $600 million was to be used on an expedited basis. For fiscal year (FY) 2019, Congress funded an additional $550 million for the pilot.

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 underserved areas. 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 published several announcements in the Federal Register related to the ReConnect Program. Applicants should refer to the latest Funding Opportunity Announcement (FOA), for FY2020, published December 12, 2019, which describes the policy and application procedures for the program, and establishes the deadlines for applying to the ReConnect Program. An additional announcement published on April 12, 2019, describes the process for challenging the protected status of a service area. These documents are provided on the ReConnect Program website.

> **Application Deadlines for FY2020**
> March 16, 2020 for:
> - 100% Grant
> - Grant Loan Combination
> - 100% Loan

Funding Categories

As announced in the FOA, for Fiscal Year (FY) 2020, the second round of the ReConnect Program offers three different funding categories for interested applicants: 100% Grants, 50% Grant and 50% Loans (Grant-Loan Combinations), and 100% Loans. Up to $200 million in program funds has 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 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% Grants. The maximum amount of a ReConnect Grant is $25,000,000, or 75 percent of total eligible costs, whichever is less. For a 100 percent grant, the awardee must provide matching funds of at least 25 percent of total eligible costs. Matching funds must be available at the time of closing.

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.

100% 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 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.

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 and all advance of funds must be completed no later than five years from the time funds are made available.

Figure 1: Construction Timeline
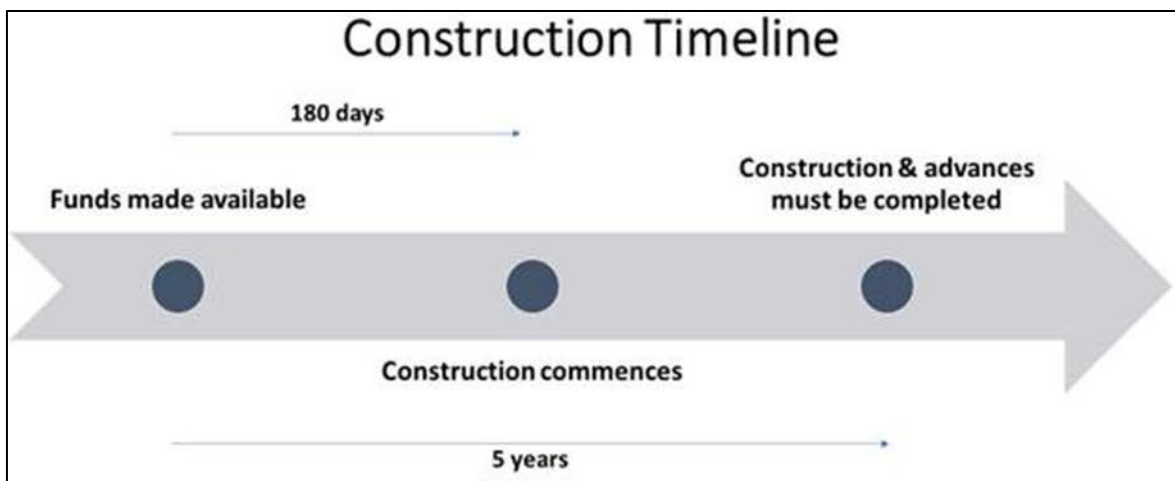
Fidelity Bonding: As a condition precedent to award closing, applicants must agree to obtain a fidelity bond for 15 percent of the award amount. RUS may modify the percentage required if it determines that 15 percent is not in proportion to the level of risk involved in the project.

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 throughout the period of the service obligation.

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 assets during the service obligation of the grant.

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 RUS approval during the service obligation.

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/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 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**). 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	2020 Jan 21	2020 Jan 22	2020 Jan 23	2020 Jan 24	2020 Jan 27
U.S. government securities					
Treasury bills (secondary market) 3 4					
4-week	1.49	1.49	1.52	1.51	1.50
3-month	1.53	1.52	1.52	1.51	1.52
6-month	1.53	1.52	1.52	1.51	1.53
1-year	1.50	1.51	1.51	1.51	1.50
Treasury constant maturities					
Nominal 9					
1-month	1.52	1.52	1.55	1.54	1.53
3-month	1.56	1.55	1.55	1.54	1.55
6-month	1.57	1.56	1.56	1.55	1.57
1-year	1.54	1.55	1.55	1.55	1.53
2-year	1.53	1.53	1.51	1.49	1.44
3-year	1.53	1.52	1.51	1.48	1.41
5-year	1.57	1.57	1.55	1.51	1.44
7-year	1.69	1.68	1.65	1.61	1.52
10-year	1.78	1.77	1.74	1.70	1.61
20-year	2.10	2.07	2.03	2.00	1.91
30-year	2.23	2.22	2.18	2.14	2.05

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 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 in 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 Companies (LLCs), loans must be secured by all assets of the Awardee. RUS must be given an exclusive first lien 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 assets with any related party or affiliate of the Awardee.

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 substantially

underserved trust area, the applicant must submit to the Agency a completed application that includes all the information requested in 7 CFR part 1700, subpart D. For the purposes of this FOA, only the following discretionary provisions may be granted to applicants under SUTA Consideration:

1. For the Grant/Loan Combinations, the Administrator may allow the interest rate to be as low as 2 percent, independent of the Treasury Rate at the time of the advance;
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 alongside 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 discretionary provisions listed above the applicant is requesting to have applied to the application.
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 or waivers of non-duplication requirements.

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 costs. 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 must be one of the following:

- A state, local government, or 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 non-profit entity;
- A for-profit corporation;
- A limited liability company; 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 a network that can provide service to all premises in the proposed funded service area (PFSA) at a speed of at least 25 Megabits per second (Mbps) downstream and 3 Mbps upstream.

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.

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, and buildout timeline, 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.

> If the proposed project is proposing to fund terrestrial based facilities for satellite broadband services, the plans offered to subscribers may not cap bandwidth usage. Furthermore, RUS must determine that the service plans offered to subscribers within the service area are reasonable.

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 availability of matching funds for 100% grant awards or cash used in lieu of loan funds. If this is not demonstrated at the time of application, these funds must be available within 90 days of award announcement.

Special Requirement for Satellite-Based Broadband: If the proposed project is proposing to fund terrestrial-based facilities for satellite broadband services, the plans offered to subscribers may not cap bandwidth usage. Furthermore, RUS must determine that the service plans offered to subscribers within the service area are reasonable.

Timely Buildout 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. 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.

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 proposed service area must lack sufficient access to broadband, defined as 10 Mbps downstream, and 1 Mbps upstream (10/1 Service).

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.

State Funded Areas: Areas that have been allotted funds by a State government for deployment of at least 10 Mbps downstream and 1 Mbps upstream. Such areas are not identified within the Mapping Tool.

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 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 or Telecommunications Infrastructure Loan application, then the ReConnect applicant will get the preference for receiving an award.

Protected Broadband Borrower Service Areas: Service areas of borrowers that received RUS broadband loans since FY 2000, including Community Connect projects in the process of being built out. Such areas are identified by the "Limited Eligibility: Protected Broadband Borrower Service Areas" layer within the Mapping Tool. As an exception, current RUS Broadband loan recipients may apply for ReConnect Program funding within their existing service areas for which they have received RUS broadband loans.

> **Exception:** Current RUS Broadband loan recipients may apply for ReConnect Program funding within their existing service areas for which they have received RUS broadband loans.

Furthermore, when submitting an acceptable application, applicants have the ability to challenge the protected status of a service area if at least 75 percent of the households are not receiving broadband service at the level for which a RUS broadband loan was made. Specific instructions for challenging protected broadband borrower service areas can be found in the **PROJECT DOCUMENTS** section of this Application Guide.

> **Exception:** CAF II auction areas are ineligible for any entity that is not the CAF II recipient. Furthermore, within these service areas, only CAF II recipients may only apply for a 100% loan.

Connect America Fund Phase II Auction – Auction 903 (CAF II): Service areas of CAF II recipients. Such areas are identified by the "Limited Eligibility: CAF II – Auction 903 Winners" layer within the Mapping Tool. These areas are ineligible for any entity that is not the CAF II recipient. Furthermore, within these service areas, only CAF II recipients may only apply for a 100% loan.

Special Requirement for Broadband Initiatives Program (BIP) Grantees

Recipients of a 100% BIP Grant may not apply for grant funds and may only apply for a 100% loan if the PFSA overlaps with the service area funded by the 100% BIP Grant.

Eligible Costs

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 broadband service.** 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 five percent of the award.** Pre-application expenses are expenses incurred to prepare an application or to respond to RUS inquiries about an 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, appropriate travel to obtain technical assistance, and staff labor used to prepare the application. These costs must be deemed reasonable by RUS to be eligible award costs. Pre-application expenses that were incurred for round one of ReConnect, but benefit an application for round two, may be funded up to the 5 percent of the total award in round two.

Figure 3: Pre-Application Expenses Timeline
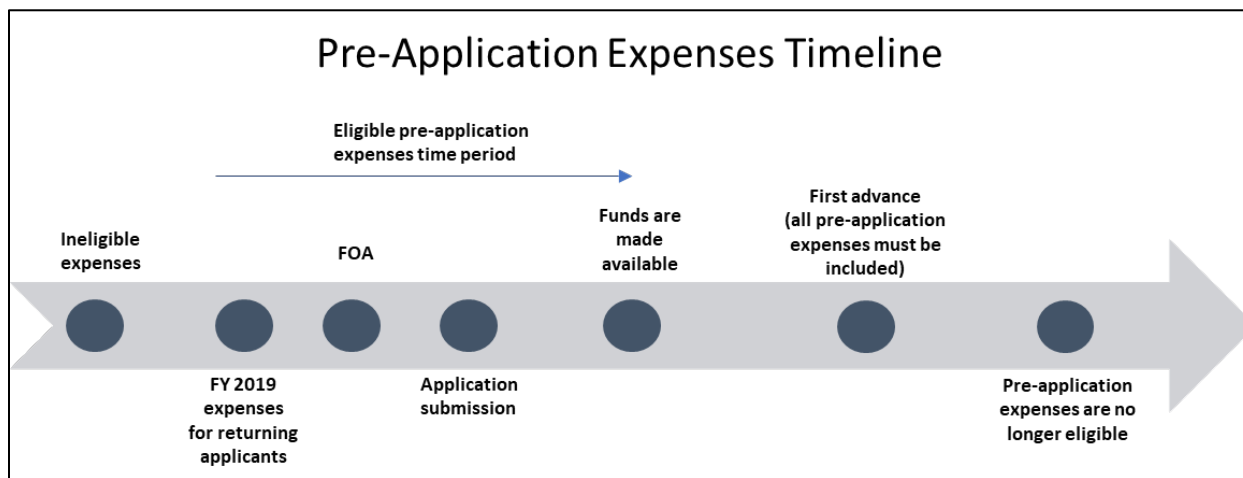
- **For 100% loans only, up to 40% of the award may be used to fund the acquisition of an existing system that does not currently provide sufficient access (10/1 Service) to broadband.** The existing system must not have been previously funded by RUS. The 40% limit includes any cost of spectrum included as part of the acquisition. Acquisition costs exceeding 40% 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:

- Funding operating expenses.
- Funding the acquisition of an affiliate or purchasing any facilities or equipment of an affiliate.
- 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 loan funding.
- Funding facilities that provide mobile services.
- Refinancing outstanding debt.

> **Exception:** Spectrum that is part of an acquisition may be considered for loan 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. Please refer to the "List of Eligible Countries" that applies to the Telecommunications Program. This list is 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 fifty 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) there is a non-availability of domestic products, or 3) it is not in the public interest or impractical for the RUS Borrower to purchase a domestic product. Further details on the "Buy American" Requirement can be found in 7 CFR Part 1787.

> **List of Eligible Countries:**
> - United States
> - Canada
> - Chinese Taipei
> - European Union
> - Hong Kong
> - Iceland
> - Israel
> - Liechtenstein
> - Mexico
> - Norway
> - Singapore

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. 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. The ReConnect Program will not obligate funds, or subsequently make funds available to applicants, until the environmental review is completed. For further information on Environmental Policies and Procedures click this link.

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 intended to be a comprehensive list and are 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.
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 NEPA and any other environmental requirements. 7 CFR 1970 stipulates that recipients of federal financial assistance must avoid or minimize the adverse environmental impact of the federally-funded program or activity.

Application and Award Process

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

Figure 4: Application Process Summary

Application Submission
- All applications accepted through March 16, 2020

Public Notice Filing
- Posted on the Public Notice Filing Page on the ReConnect Program Portal website for 45 days
- Public may respond to indicate whether existing service in proposed funded service area

Application Review
- RUS reviews application
- 100% Grants and Grant-Loan combinations are awarded based on evaluation criteria
- 100% Loans are awarded based on the order applications are received

Award
- Acceptance via Offer Letter
- Obligation
- Execution of Legal Agreements

Availability of Funds
- Management Analysis Profile
- Validation of Conditions Precedent
- Post-Award Public Notice

Application Submission

Applicants must submit an application using the Online Application System by the deadlines described for each funding category described earlier. 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 FOA describes 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 award.

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

Applicant Information. Applicants must submit a resume for all key management personnel and any necessary organizational chart(s) detailing all parent, subsidiaries, and affiliates.

Executive Summary. Applicants must provide an executive summary of the proposed project that details all pertinent information for the reviewers to gain a full perspective of the project. The applicant should consider including information about the premise types, services proposed, and description of the workforce for example.

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).

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 buildout 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 speeds to all premises in the PFSA.

> Applicants proposing to provide a 100 Mbps upstream and 100 Mbps downstream service must also include the proper certification stating the systems capability to do so.

Itemized budgets. The applicant must provide an itemized budget that lists out all the anticipated future costs of the project.

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 for all planned services and the associated price.

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

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.

Audited Financial Statements. Applicants must submit unqualified, audited financial statements for the previous 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.

Applicant's Obligations. Applicants must provide a list of all outstanding and contingent obligations by parents, subsidiaries and affiliates.

Pro Forma. All 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.

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.

Certificate to Build – Tribal Land. An applicant that is proposing to build on tribal land must submit a certificate signed by the tribal land officer showing their support for the proposed project.

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 to certify that they can meet the obligations that are established in the award.

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% grant) will all be posted at the time of the application window closing. For 100% 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 will have to consider their input before determining the eligibility of the PFSAs identified by 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 the FOA and whether it has a reasonable prospect of complying with applicable requirements.

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

Applications for the competitive awards (100% grants and grant-loan combination) will be evaluated according to the following criteria for scoring and ranking. These scoring criteria, with the exception of the number of businesses served, are determined by the service area mapping tool. The number of businesses served are scored based on RUS' validation of submitted pre-subscription forms. Additional detail can be found in the Evaluation Criteria section of this document.

- The rurality of the proposed area, with areas serving the least dense rural areas or areas at least 100 miles from a city or town receiving preference (25 points maximum)
- The number of farms served (1 point per 10 farms, 20 points maximum)
- The number of businesses served (1 point per pre-subscribed business, 15 points maximum)
- The number of healthcare facilities served (1 point per center, 15 points maximum)
- The number of educational facilities served (1 point per school served, 15 points maximum)
- The number of essential community facilities served (1 point per facility, 15 points maximum)
- The performance of the offered services, with faster speeds receiving greater preference (20 points maximum for providing at least 100 Mbps upstream and 100 Mbps downstream service)
- Whether the state of the proposed area has implemented a broadband plan, restricts utilities providing broadband service, and has procedures for expediting right-of-way (20 points maximum)
- Whether the proposed area is in at least part of an Opportunity Zone (5 points maximum)

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. This includes 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. Therefore, if applicants propose areas that overlap, the agency may: (1) find the overlap insignificant; (2) request a revision of the applications to eliminate overlapping territory; or (3) choose one application over another based upon scoring criteria, the amount of assistance required, or the need for the project due to other factors.

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. Failure to meet these conditions within 90 days of the award announcement may result in withdrawal of the award.

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. The ReConnect Program will advance award funds to reimburse eligible project costs incurred based on submitted invoices, receipts, and pre-approved contracts. Requisitions may be submitted as often as once per month.

> **Pre application expenses:** In the case of grant funds, they may only be used for pre application expenses on the first advance request. These expenses must be accounted in the submitted expenditure schedule for the five year forecast.

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-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. All project assets must comply with 7 CFR 1788 and 7 CFR 1970. 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 must submit annual audited financial statements, a report on compliance and on internal control over financial reporting, and a management letter in accordance with the requirements of 7 CFR part 1773. Awardees must submit semiannual reports for 3 years after completion of the project, which must include the purpose of the financing, including new equipment and capacity enhancements. Awardee records shall be retained and preserved in accordance with the provisions of 7 CFR part 1770 subpart A. These reports must be submitted throughout the loan amortization period or for the economic life of the facilities funded with a 100 percent grant.

Service Reporting. Award recipients will be required to provide semi-annual reports so that RUS can track the effectiveness of the funding provided. At minimum, the reports will be required to include:

- Number and location of residences and businesses that will receive the service;
- Types of facilities constructed and installed;
- Speed of the data services being offered;
- Average price of the services being offered in each PFSA; and
- The broadband adoption rate for each PFSA.

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 to be rescinded or paid back.

Summary of Changes from FY2019 to FY2020

The material presented in Section I of this Application Guide outlines the scope of requirement for applying to the ReConnect Program in FY2020. While much of the scope is the same as FY2019, there are some changes and updates that have been implemented between FY2019 and FY2020, however. This section of the Application Guide highlights the most notable changes.

Application Window. In FY2019 of the ReConnect Program, the application window was layered for the three different funding categories that were offered. The application window opened at the same time for all three funding categories, but it was structured as a staggered close: the 100% Grants closing first, then the 50% Loan/50% Grant combinations, and then the 100% Loans. In FY2020 of the ReConnect Program, the application window will open and close at the same time for all application types, as seen to the right.

> **Application Window**
> - Opens on January 31, 2020
> - Closes on March 16, 2020

Definitional Additions and Nominal Changes for Select Components of Evaluation Criteria. Definitions have been added for healthcare and education facilities for the Evaluation Criteria component of an application. In the FY2019, these two terms were not properly defined. Additionally, the name for critical community facilities has been changed to essential community facilities.

> **Definitions**
> - The definitions for healthcare and education facilities, along with all other defined terms, can be found in the FOA dated December 12, 2019.

Changes to Service Area for 100% Grant Applications. In FY2019 of the ReConnect Program, the proposed funded service areas for 100% Grant applications required 100 percent of the area could not have access to 10/1 broadband. In FY2020, this requirement has been reduced to 90 percent of the area.

Financial Statement Requirements. In FY2019 of the ReConnect Program, applicants were required to provide two years of unqualified, comparative, audited financial statements. In FY2020 of the ReConnect Program, applicants are required to provide unqualified, comparative, audited financial statements for the previous year from the date the application has been submitted.

Certifications from the Appropriate State or Tribal Broadband Office. In FY2019 of the ReConnect Program, applicants were required to submit certifications from the appropriate state or tribal broadband office as part of their application. In FY2020 of the ReConnect Program, this has been changed to a voluntary request.

Pre-Application Expense Rollover. If an applicant in FY2020 also applied in FY2019 and incurred pre-application expenses, application expenses can be funded up to 5 percent of the total award in FY2020 if the expenses are benefiting the application in FY2020.

Usability of Subsidiary Financial Information. Under certain conditions a subsidiary can use the unqualified, comparative, audited statements to meet certain eligibility requirements. A subsidiary can use the consolidated financial statements of the parent organization if the parent guarantees the award

as outlined in Section VI.C(1) in the FOA. For governmental entities financial statements must be accompanied with certifications as to unrestricted cash that may be available on a yearly basis to the applicant.

Criteria for Farms Component of Evaluation Criteria Scoring. In FY2019 of the ReConnect Program, for a maximum of 20 points, applicants could receive a point for each farm that signed their intention to acquire access to the applicant's proposed broadband network. Additionally, farms were defined in the first round as "any establishment from which $1,000 or more of agricultural products were sold or would normally be sold during the year." In FY2020 of the ReConnect Program, applicants will receive 1 point for every 10 farms served up to a maximum of 20 points. Farms will be counted using 2017 Census of Agriculture data.

Tribal Leader Documentation for Evaluation Criteria Scoring. In FY2020 of the ReConnect Program, applicants can submit documentation to support select scoring components of the Evaluation Criteria section of the application.

Public Notice Filing Response Window. In FY2019 of the ReConnect Program, incumbent service providers had 30 days to challenge if a proposed application's proposed funded service area infringed on the incumbent's service area. In FY2020 of the ReConnect Program, this has been increased to 45 days.

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 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. Interested applicants should prepare in advance of this step by determining who will be the Representative-Signature-Certifier (Rep-Sign-Cert) at a minimum and preparing 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 as it 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/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 applicant as they complete 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 (e.g. 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. Amongst 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 begin 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 be prepopulated based on the information entered in the service area and network section.

- **Environmental:** The Environmental section is where 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/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 how the Environmental Section is captured, information from other sections 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 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.

  o Certification Regarding Architectural Barriers
  o Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions
  o Certificate Regarding Flood Hazard Area Precautions
  o Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements
  o Civil Rights Compliance Certification
  o Federal Collection Policies for Commercial Debt Certification
  o Representations Regarding Felony Conviction (Required only for Non-profit, For-profit corporations, and Cooperatives and Mutual Organizations)
  o Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
  o Compliance with RUS Award Documents

- **Documents:** The Document section houses all the documents an applicant uploaded while filling

out the different sections of the application for easier management and reference.

- **Summary/Submit:** The Summary/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 may not function as intended in other browsers, including Microsoft Internet Explorer and Safari.**

Mandatory/Required Fields

Any field that the system considers mandatory or required, is marked by a red asterisk (*****) and must be completed before being able to 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, a text prompt may appear 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 (🛈) icons that provide guidance on what the applicant should enter to adequately answer a question.

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

Uploading Documents
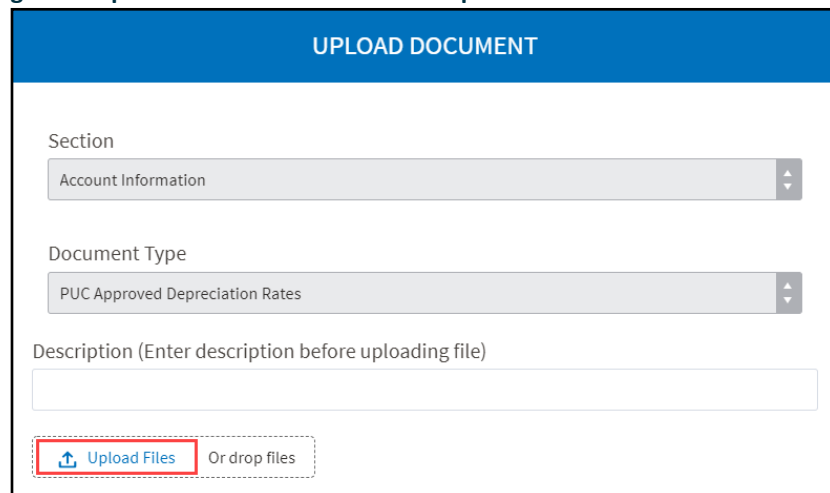
Various documents will need to be uploaded by the applicant as they complete the application. Applicants are able to easily upload documents by clicking the **upload icon** (⬆️*)* found next to all document upload fields and following the instructions below:
1. The Upload Document pop-up window appears. Applicants can enter a description, if appropriate, in the provided text box.
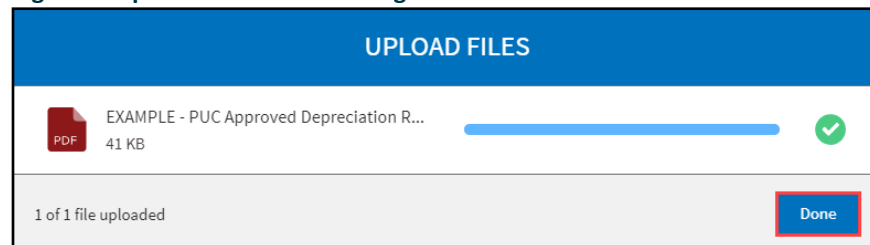
2. Click the Upload Files button. Alternatively, drag and drop the document into the dashed-border area within the pop-up window, and proceed to STEP 4.

Figure 5: Upload Document Window Example

3. The computer's file explorer pop-up appears. Browse for and select the applicable file.
4. The Upload Files pop-up 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 allows 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 add, view, or update this document*", 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 they 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 and additionally all sections include a documents subsection, with the exception of Service Area(s) and Licenses & Agreements, where all the documents are filed.

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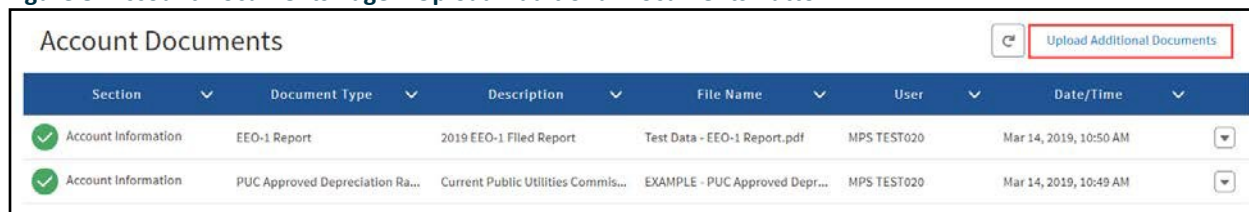
From either of the two locations, the system allows the applicant to view and download those files, delete previously uploaded files, upload a new version of an existing file using the Action Menu (▾) and upload additional files using the Upload Additional Documents button.

The table displays information about the upload, such as: Section, Document Type, Description, File Name, Uploaded User, and Uploaded Date/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's information in the Section and Document Type columns, but not under the File Name, Uploaded User and Uploaded Date/Time columns; the applicant must either upload a file, as stated in the UPLOADING A NEW VERSION OF AN EXISTING ACCOUNT DOCUMENT section or remove the row by following the DELETING AN UPLOAD section.

Uploading Additional Documents

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

Figure 8: Account Documents Page – Upload Additional Documents Button

2. When uploading a document in this manner, the applicant must specify the document type in the Upload Document pop-up 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.

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Figure 10: Account Documents Action Menu – Upload Option
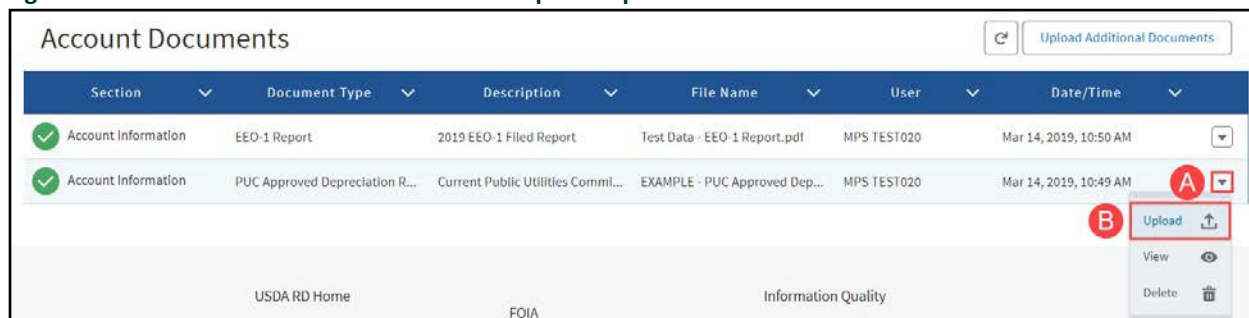
Viewing and Downloading an Account Document

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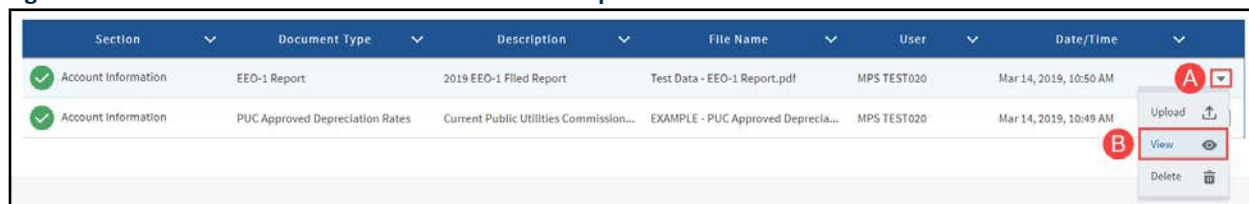
2. The Document Preview and Download pop-up window appears. Click the **document box** above File Preview. An eye-shaped icon (👁) appears when hovering over the document box

Figure 12: Document Preview and Download Window
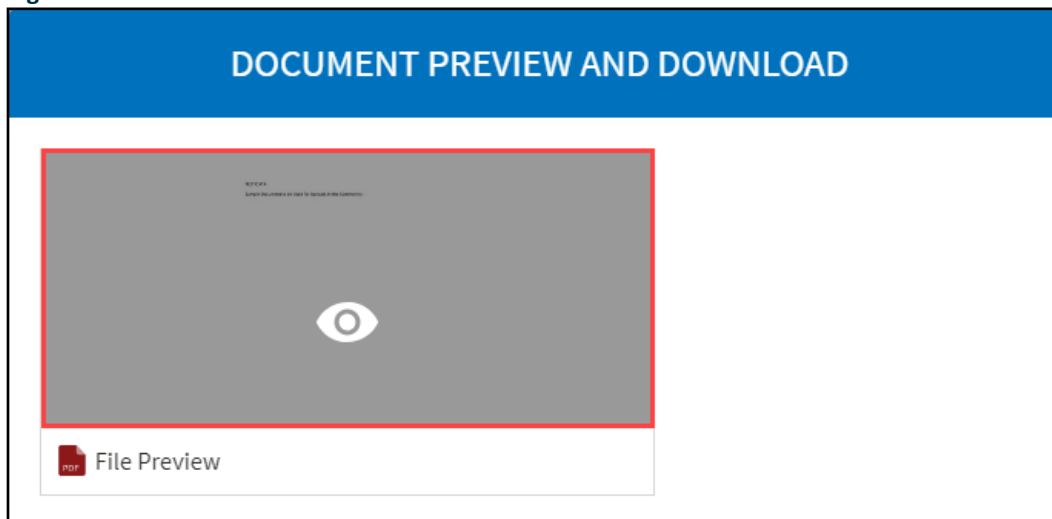
3. The File Preview page displays. To exit out of the File Preview page, click the **X** (located on the top-right corner of the screen). If desired, click **Download** (⤓) to save the file.

Figure 13: Document Preview and Download Window
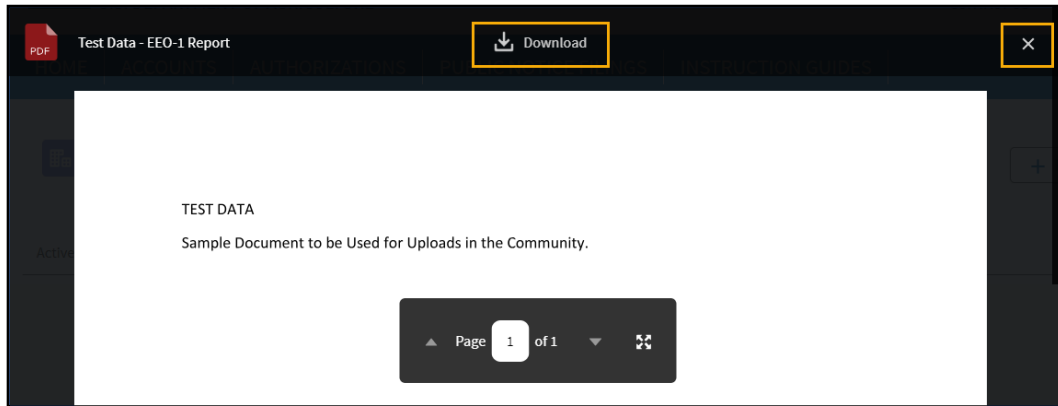
4. The Document Preview and Download pop-up window appears. To exit out of this pop-up window and return to the Uploaded Documents page, click the **X** (located outside the pop-up window on the top-right corner).

Figure 14: Document Preview and Download Window – Exit Box
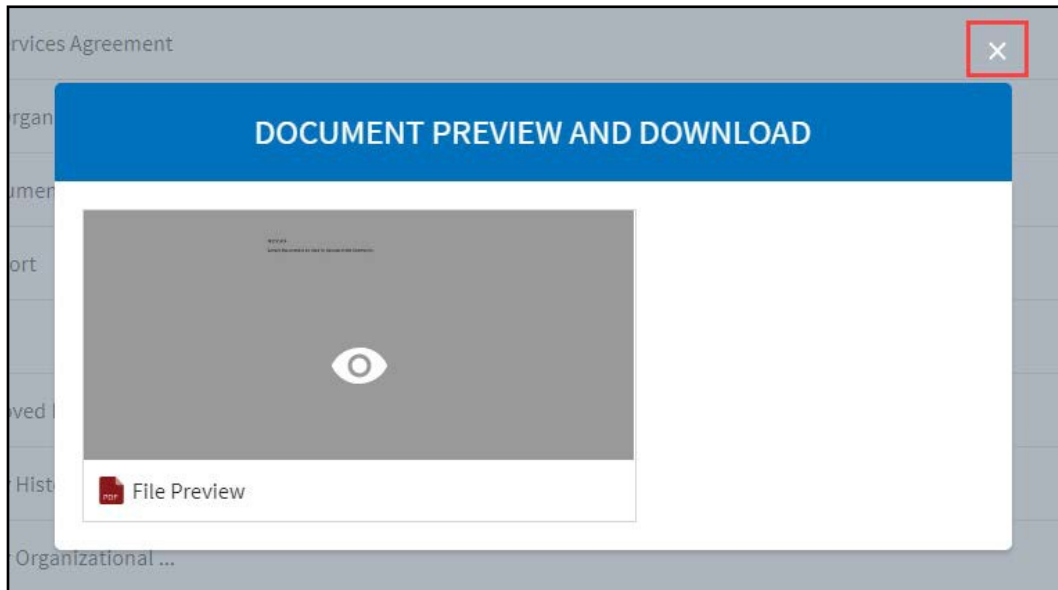
Deleting an Upload

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

2. 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 eligibility 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, as shown below.

Figure 18: Eligibility Area Mapping Tool
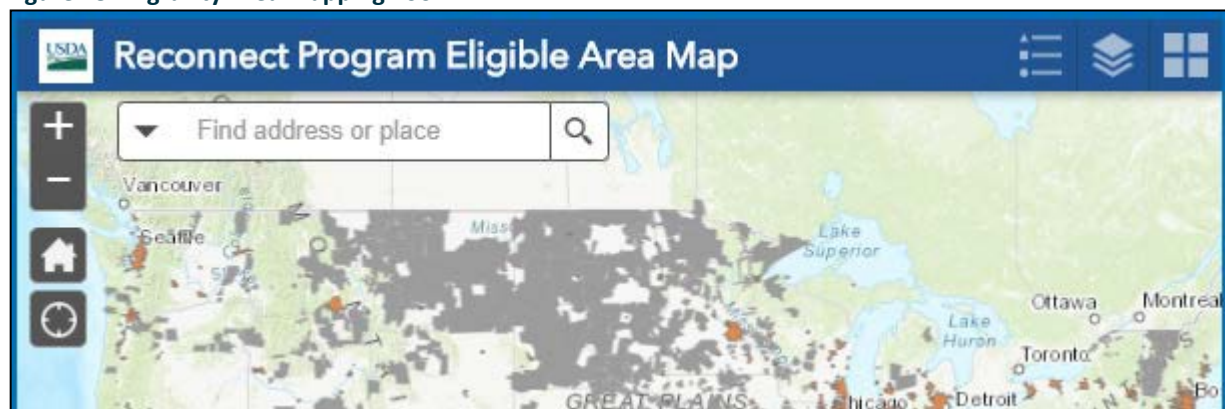
Upon generating the map, the mapping tool shows a legend consisting of eight different layers and facility types, which are depicted in Figure 19. The top left portion of the figure is zoomed in to show the different types of facilities that are part of the evaluation criteria for competitive funding 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
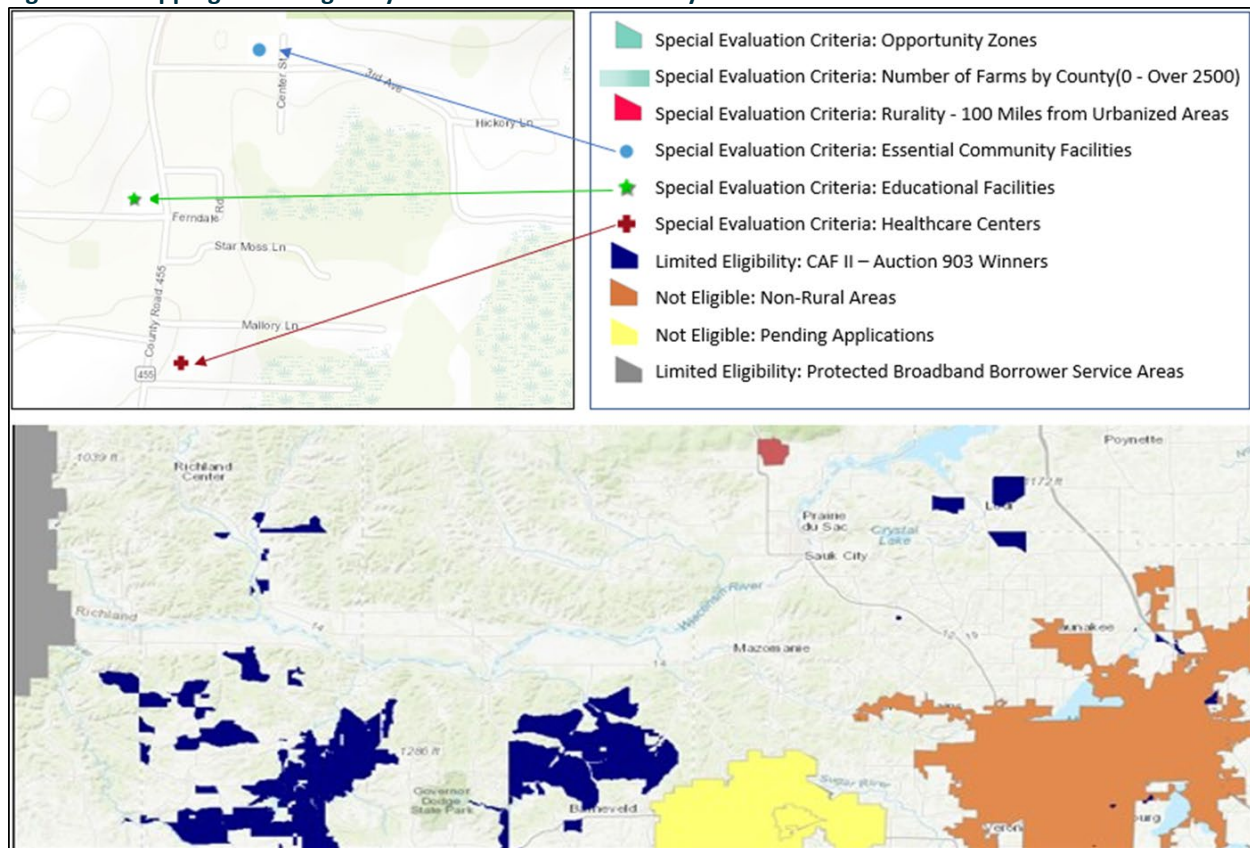
There are six "Evaluation Criteria" on the legend. All six "Evaluation Criteria" and their associated scoring are described in the **APPLICATION REVIEW** section of this Application Guide.
- Farms by County
- Rurality – 100 Miles from Urbanized Areas
- Healthcare Centers
- Educational Facilities
- Essential Community Facilities
- Opportunity Zones

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:
- CAF II - Auction 903 Winners – If the proposed service area is in an area colored in blue, the proposed project is in an area where there has previously been a recipient(s) of the FCC's CAF II initiative.
- Non-Rural Areas – If the proposed service area is in an area colored in orange, the proposed project 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 and Telecommunications Infrastructure loan applications have been submitted to the RUS for consideration. If a Farm Bill Broadband and Telecommunications Infrastructure Loan 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 or Telecommunications Infrastructure Loan 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.

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 PFSAs and NFSAs as well as 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.
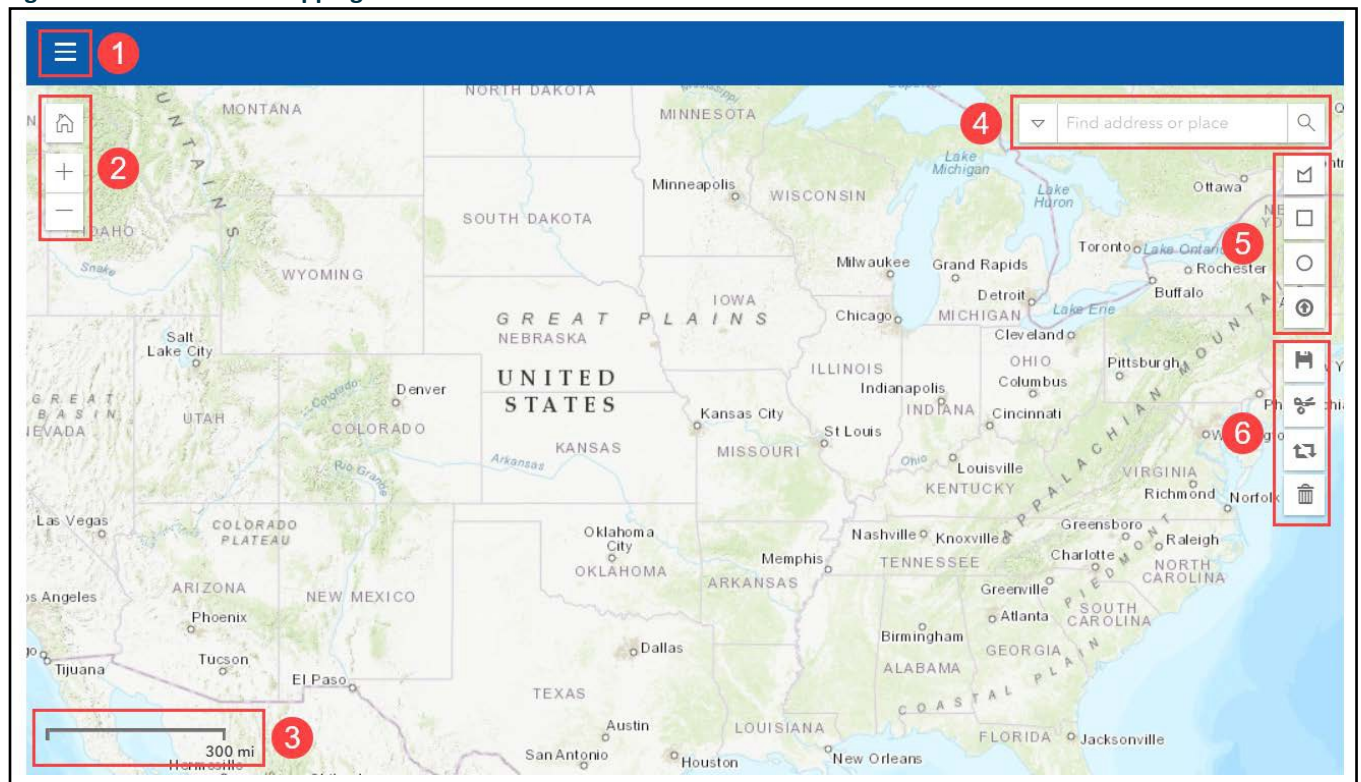
2. Zoom Control

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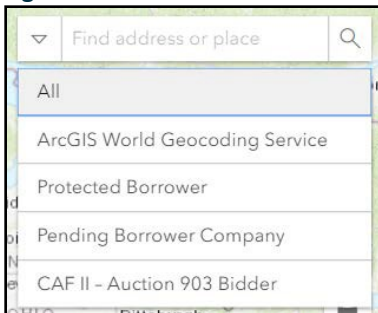
- **Search - Find Address or Place (** Find address or place **Search Bar):** The search bar can be used to
target the map at a specific location. Acceptable entries include an: exact address, city, county,
zip code, coordinates, business name, award bidder companies, as well as the "Use Current
Location"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

Figure 22: Search Bar
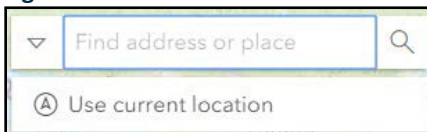
- **Search – Search Button** (🔍)**):** This button triggers the search process and displays all

applicable findings in a Search pop-up window. Within the Search Results pop-up 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 result's hyperlink

    e. Click ⬜ to dock or 🗗 to undock the search results

    f. Close the pop-up 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
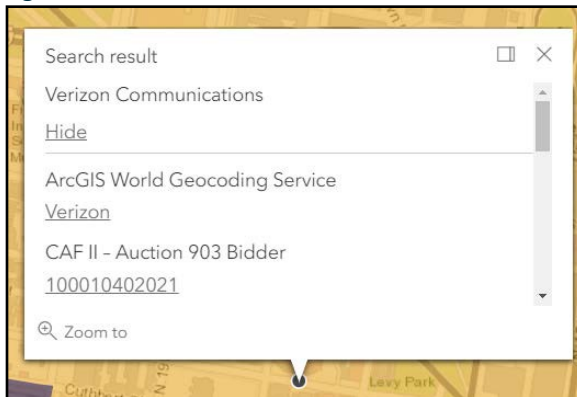
5. Shape Tools

- **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 (i.e. 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, an error 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 don't 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
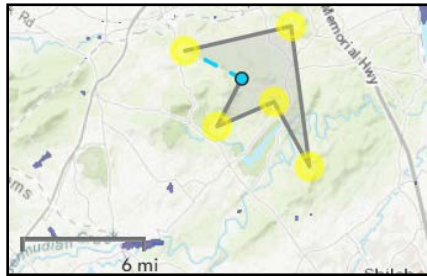
    c. To close the shape, **double click** on the blue dot's last location.

    Figure 25: Draw Polygon Continued
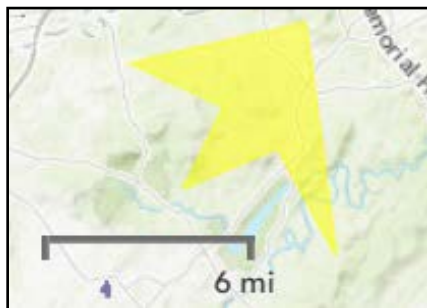
- **Shape Tools – Draw Rectangle** (**)**: This feature allows applicants to draw square and rectangle shapes in the map.

a. Click the Draw Rectangle button
b. The cursor becomes cross-like (+). 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 (+). 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
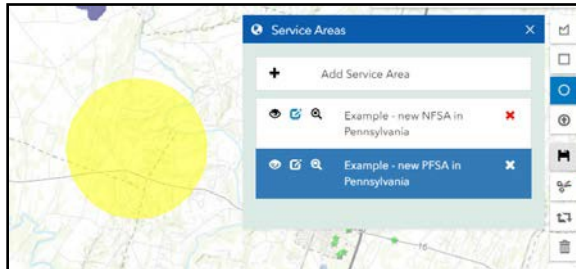
- **Shape Tools – Upload Shapefile** (⬆): This allows applicants to add a shapefile from their computer into the map.

a. Click the Upload Shapefile button
b. The file explorer pop-up 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
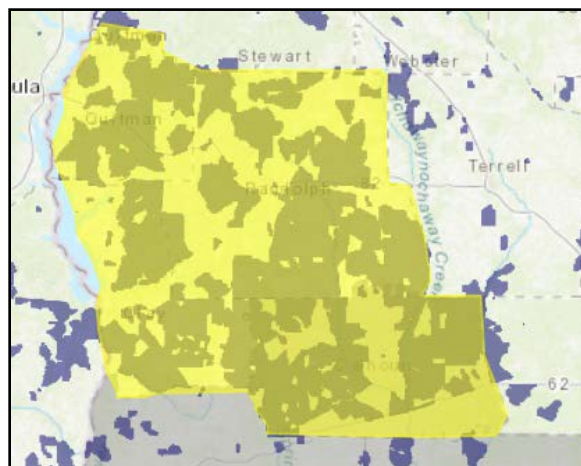
d. Applicants can edit the uploaded shape file in the mapping tool, if appropriate.

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 might cause issues while trying to save the data.

    c. An error message appears if the connection between the Mapping Tool and external services ended, please 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
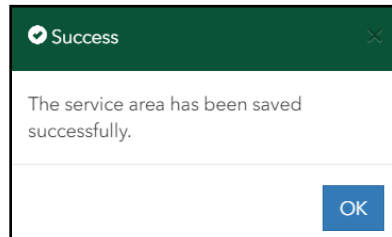
    h. The OK button or the "X" (top-right) can be used to exit the pop-up.

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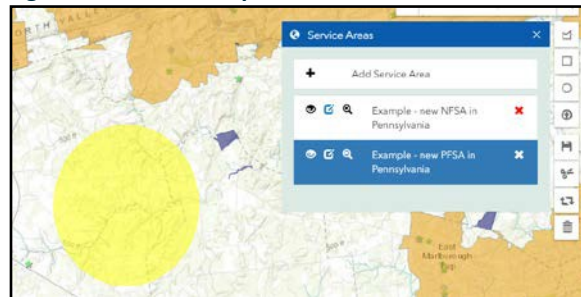
    b. Create a secondary shape that overlaps the original shape. Applicants can edit and moved the secondary shape as appropriate.

Figure 31: Secondary Overlapping Shape
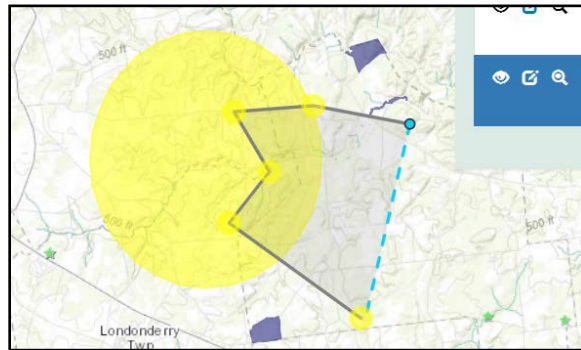
c. Click the secondary shape and click the Cut button.

Figure 32: Cut
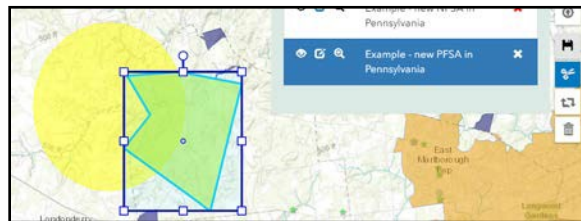
d. The overlapping area is removed from the original shape. In the screenshot below, the secondary shape has been moved to the side to display how the original shape was cut.

Figure 33: Cut Result
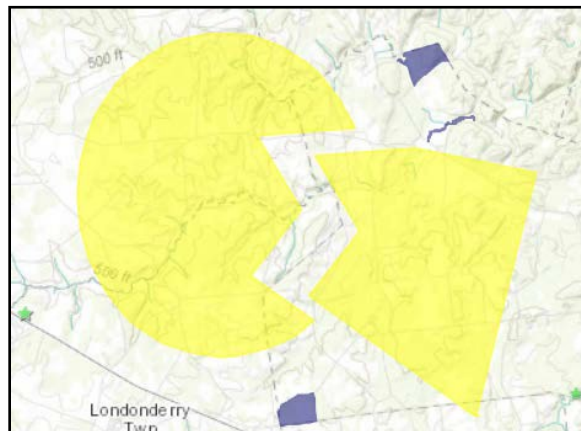
e. Click the secondary shape, and then click the Delete button to remove it from the map. Alternatively, applicants can move the secondary shape to overlap a different area of the original shape to continue cutting portions of the original shape.

Figure 34: Remove Secondary Image
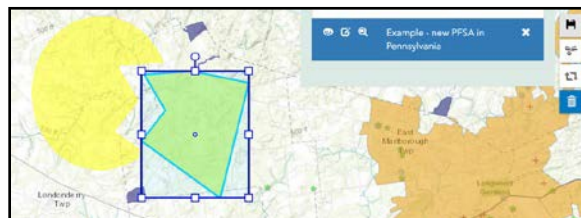
f. As only one shape can be saved at a time, the secondary shape must be deleted before

the original shape can be saved.

- **Other Tools – Underserved Area 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 underserved by selected a shape and clicking on the Underserved Area Indicator. This can be used in two ways:
  a. To designate 100% of a shape area to be underserved, select the shape and click the underserved area indicator. The shape changes color.

  Figure 35: Area Marking

  b. To designate only a portion of a shape area as underserved, create a secondary shape overlapping the original shape. Select the secondary shape and click the underserved area 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 Underserved Area button reverts and removes the underserved 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 pop-up window of any of the Menu options to collapse the pop-up window into a small icon, and can click the icon to expand the pop-up window.

Figure 37: Service Area Mapping Tool Menu Options
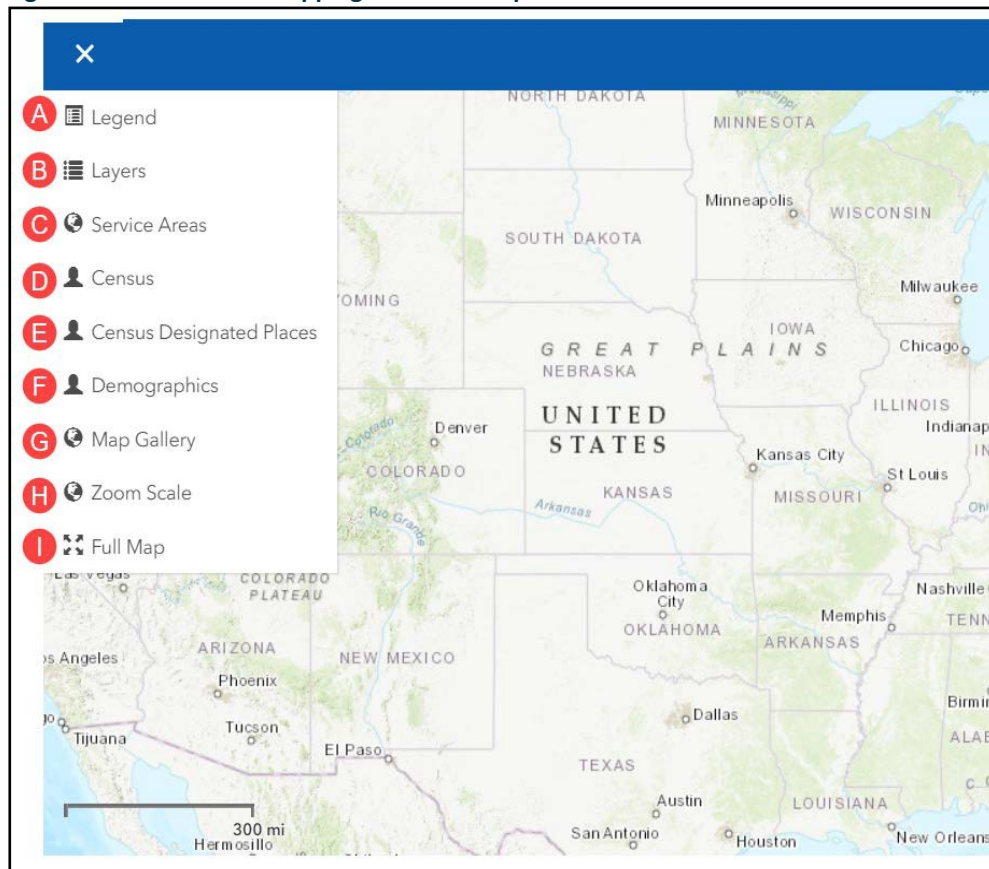
A. ˌLegend

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
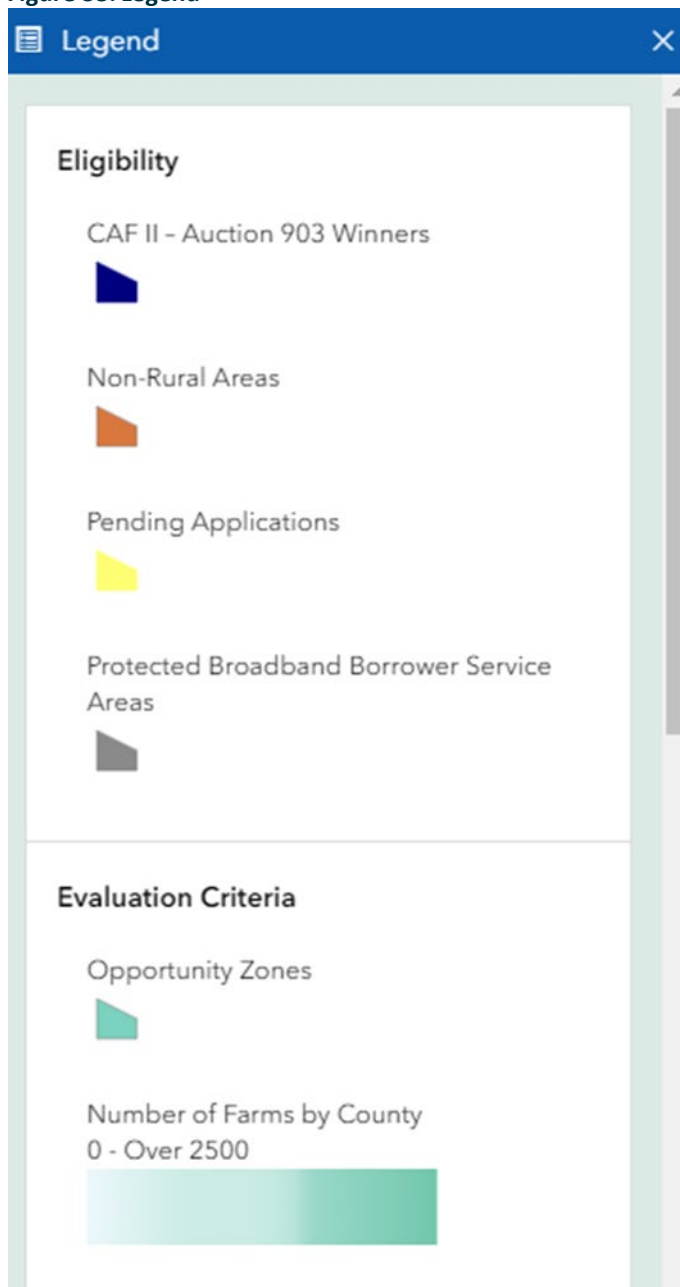
B. Layers

Using this option, applicants can view a list of the available layers and sublayers, and additional options related to them, including the following. 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.
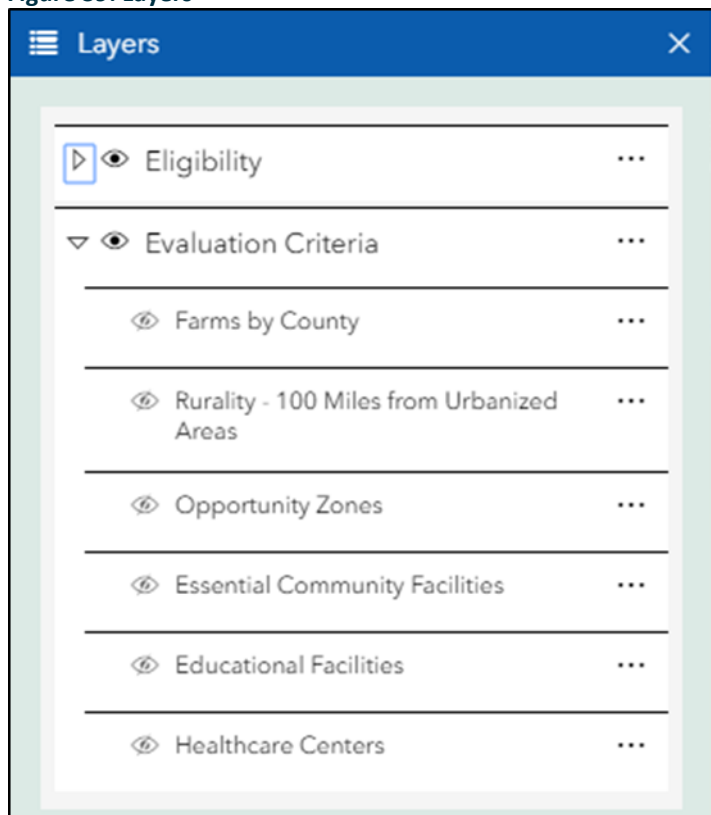
- Turn Visibility On/Off functionality: Click the layer or eye icon to turn the layer's visibility on (👁) or off (👁). By default, the Eligibility layer is on; the Evaluation Criteria layer is off.
- Layers and Sub-Layer list: click the toggle to the left of the Layer to access its sublayers.
- The sub-layer's 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 that 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 invisible (👁) or visible (👁) in the map, click the left-most icon.
- To edit (✎) the information within the Add Service Area pop-up 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 function was selected and saved, it must be deleted and a new one must be added with the appropriate

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Service Area function.

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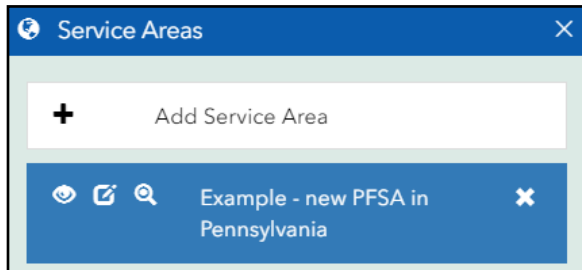
Applicants may also add a new service area by clicking the **+ Add Service Area** button and populating the information in the +Add Service Area pop-up window that appears. Each service area must have a unique name.

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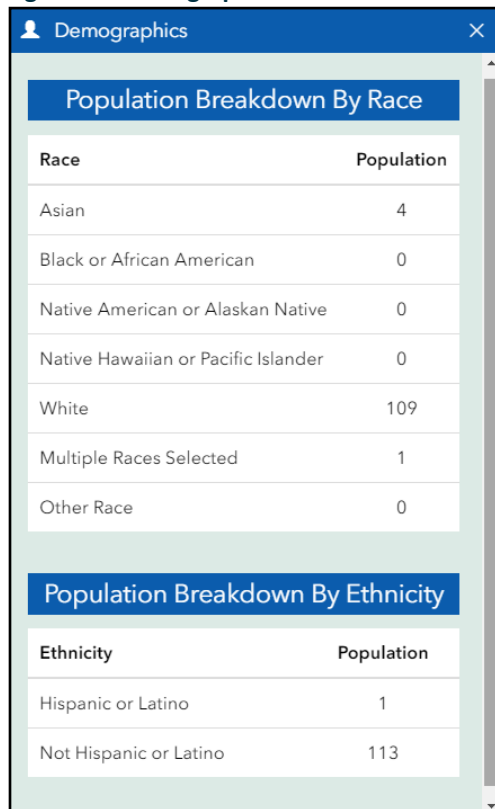
County Subdivisions/Townships				
Community Name	County FIPS	State FIPS	Population	MHI
Brandywine CCD, New Castle County, Delaware	003	10	34,275	$72,837.00
Glasgow CCD, New Castle County, Delaware	003	10	14,987	$84,823.00
New Castle CCD, New Castle County, Delaware	003	10	33,709	$54,558.00

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

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.

- To make the Site and Route's shape invisible (⊙) or visible (⊙) in the map, click on the left-most icon.
- To edit (✎) the information within the Add Site or Route pop-up 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 45: Sites
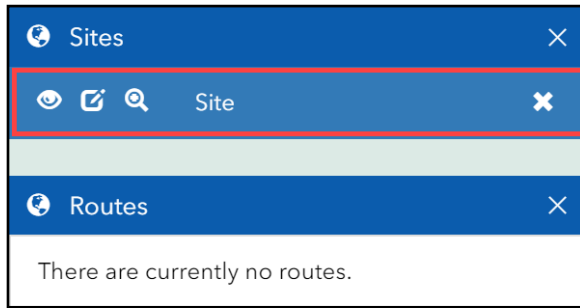
Applicants may also add a new site or route by clicking the **+ Add A Site or Route** button and populating the information in the +Add A Site Or Route window that appears. Using this window, applicants specify whether the construction location is a site or a route using the Project Location Type dropdown.

Figure 46: Add Site Or Route
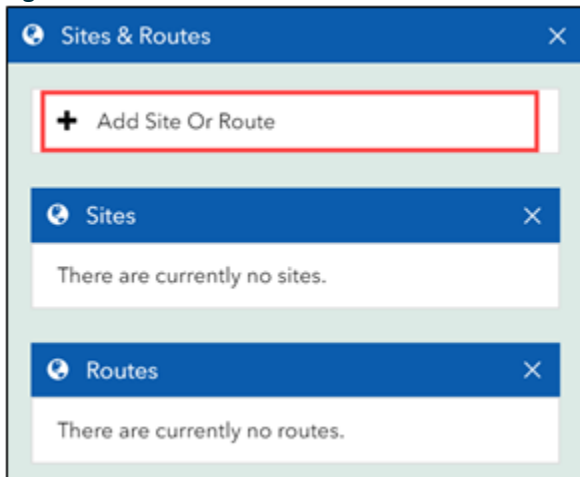
G. Map Gallery

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

Figure 47: Map Gallery
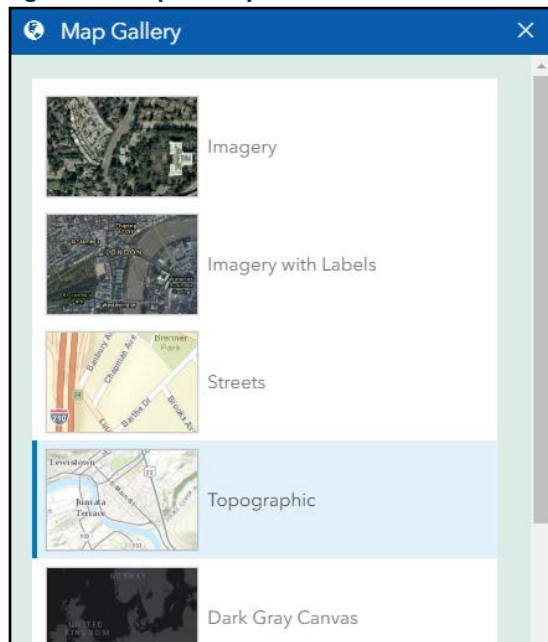
H. Zoom Scale

This option displays the current zoom scale ratio of the map in a Zoom Scale Ratio pop-up 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 48: Zoom Scale
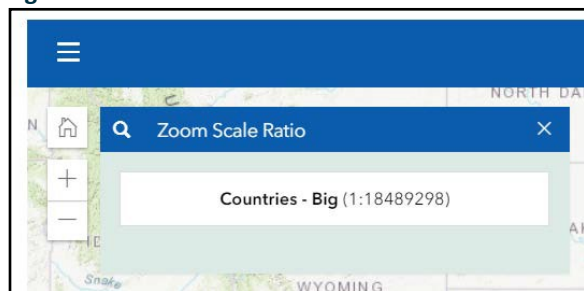
I. Full Map

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 49: Full Map
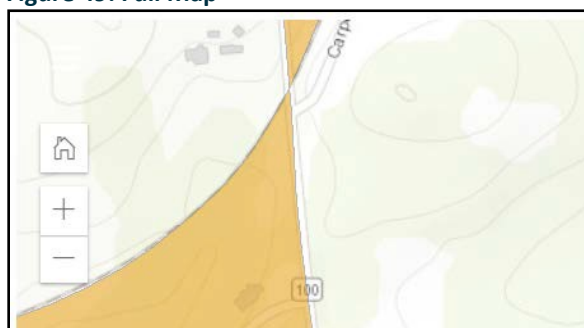
Section III: Application Instructions

The following section outlines the different components of the application and provide 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, they may use the same account to submit an application for FY2020.

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. The applicant must be current in SAM at all times throughout the application process and project build-out period.

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 on 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 applicants eAuth credentials (i.e. User ID and Password) and then click the **Login** button.

Figure 50: 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 51: ReConnect Program Website – Applicant Profile Name
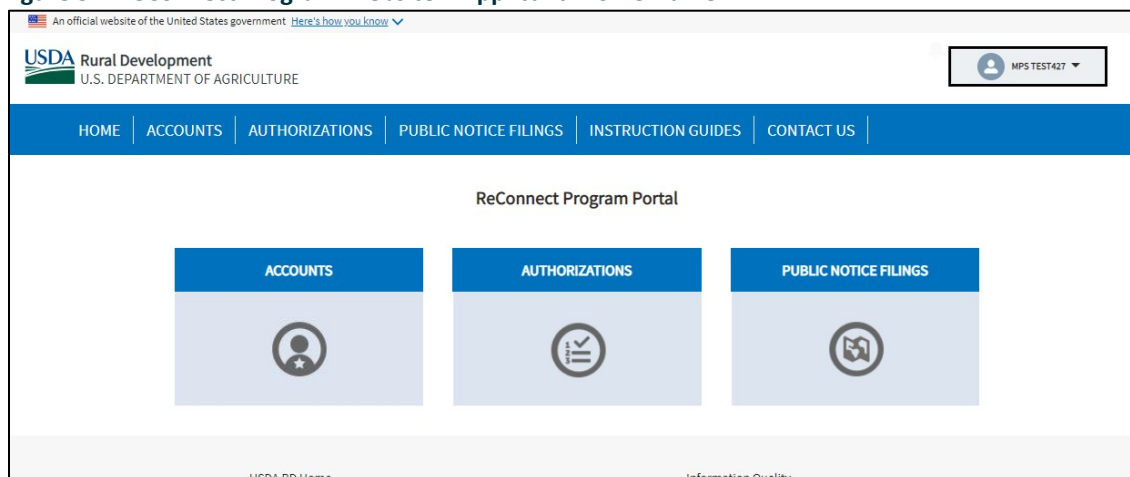
Applicant Roles

The Online Application System within the ReConnect Program Portal was designed to allow a combination of users with different roles to submit an application. At a minimum, applicants must identify an Application Rep Sign Cert on the ARR. These roles include the following:

- **Application Rep Sign Cert (Rep-Sign-Cert)**. Each application must have a single Rep-Sign-Cert, and can only have that security role for a single account. For a Rep-Sign-Cert to have that role within multiple accounts, applicants must contact the ReConnect Program for further instruction. This security role must be identified and added as part of the ARR process. This security role is limited only to an employee of the applicant. This role allows the user to perform the following actions:
  - Submit the ARR on behalf of the applicant
  - Create, view, and update all Account and Application sections
  - Add, edit, and delete users that will be working on any of the Account or Application sections
  - Authorize Certifications on behalf of the applicant
  - Submit the application
- **Application Administrator (Administrator).** This security user role can be identified as part of the ARR process or added in as a Key Contact by the Rep Sign Cert. Similar to the Rep Sign Cert role, this security role is limited only to employees of the applicant. This 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 delete users, except for the Rep Sign Cert, that will be working on any of the Account or Application sections.
- **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

In order to gain access to the Online Application System, applicants must submit an 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.

All information provided in the ARR section of the application must match the information presented in the resolution. When submitting a resolution, applicants must ensure that the exact legal name of the applicant is the same as what is included in 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 LLC's can be found here: ARR Resolution Instructions.

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

   Figure 52: ReConnect Program Website – Accounts Tab
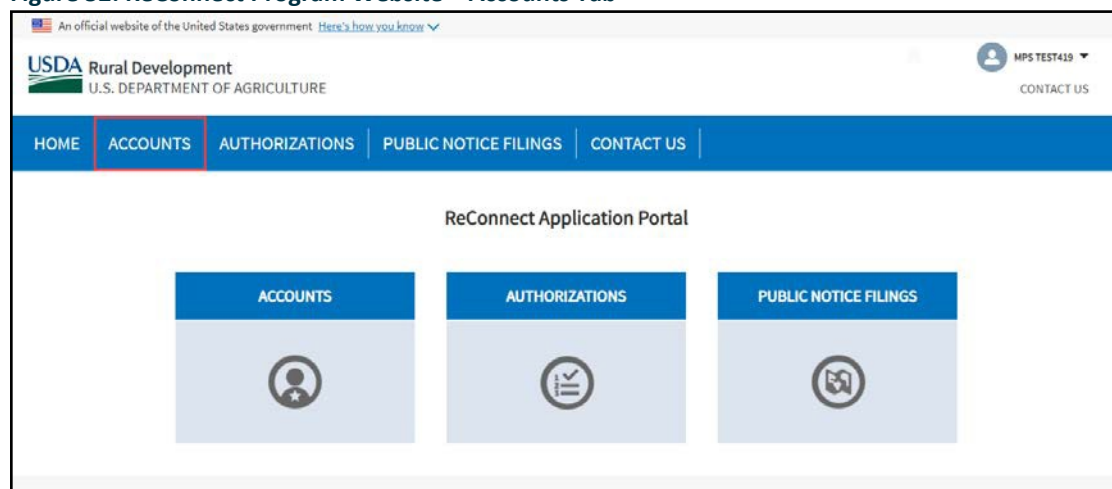
2. The Authorized Representative Request page displays. Enter the applicable information in the following fields, then click **Next.**

A. **Primary Program** – a list of one or more options displays. Select **Telecommunications.**
B. **Sub-program** – a list of one or more options displays. Select **ReConnect.**

Applicant Information section

C. **Legal Name of Applicant** – enter the legal name of the entity applying to the ReConnect Program.
D. **Tax Identification Number** – enter the entity's 9-digit Taxpayer Identification Number.
E. **Headquarters of Applicant** – select the State where the entity's headquarters is located.

Authorized Representatives 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.** After clicking **Add**, an option to **Delete** appears next to it. Use this to remove the additional fields and the information within them. For each individual, complete the following fields.

F. **Key Contact** – click the checkbox to indicate the authorized representative as a Key Contact in the application.
G. **First Name** – enter the authorized representative's first name.
H. **Last Name** – enter the authorized representative's last name.
I. **Email Address** – enter the authorized representative's email address. This email address must match the email address associated with the authorized representative's level II eAuth ID.
J. **Phone Number** – enter the authorized representative's phone number.
K. **Level II eAuthentication** – enter the authorized representative's level II eAuthentication ID.
L. **Security Role** – a list of two options displays. Choose the appropriate option between Representative Signature Certifier (Rep Sign Cert) or Administrator.

Resolution section

4. 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, please review the following information before submitting an ARR:
- The resolution must include the exact legal name of the applicant as how it in shown in the organizational documents filed with the respective Secretary of State's 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

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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 submit compliance reports.

- The individual(s) identified as Administrator(s) will have the authority to enter/update applications in the online application system, enter/update 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 system.

- The resolution must be signed and dated. Digital signature may be accepted in lieu of a hand-printed signature. A digital signature differs from an electronic signature in that a digital signature is encrypted and verifies that the authenticity of the electronic document. An electronic signature that is not encrypted will not be accepted.

Figure 55: Resolution Submission Section

M. **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 1.7 Megabytes (MB).

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

Figure 56: 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 and they are able to submit a new ARR request with the correct information and attachment.

Adding and Managing Security Roles

Using the Key Contacts page, individuals with Administrator and Rep-Sign-Cert security roles can add, update, and delete users from the Online Application System. The Key Contacts page is located in the Account section of the ReConnect Program Portal. On this page, the Rep Sign Cert and/or Administrator(s) can either create a new Contact or edit/delete a Contact that was previously created. Once created, the Contact record for the user cannot be edited or deleted until the user logs in the ReConnect Program Portal. The Contact record for the Rep Sign Cert cannot be edited on the Key Contacts page. To update this information, follow the instructions in the UPDATING THE REP-SIGN-CERT section.

Accessing the Key Contacts Page

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

Figure 57: Accounts Header Tab

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

Figure 58: Accounts Page

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

Figure 59: Key Contacts Tab

4. The Key Contacts page displays

Figure 60: Key Contacts Page

Creating New Contacts

1. From the Key Contacts page, click **New Contact**

Figure 61: New Contact Button

2. The **New Contact** pop-up window appears. Enter the following information:
   1. **Security Role** – a list of two options displays. Choose the appropriate option between Representative Signature Certifier (Rep Sign Cert) or Administrator.
   A. **First Name** – Enter the contact's first name
   B. **Last Name** – Enter the contact's last name
   C. **Level II eAuthentication ID** – enter the authorized representative's level II eAuthentication ID. Enter the contact's Level 2 eAuthentication ID
   D. **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.
   E. **Business Phone** – Enter the contact's phone number
   F. **Key Contact** – Click the toggle to identify the contact as a Key Contact
   G. **Security Roles** – Assign the applicable security role to the contact by selecting and clicking the applicable role under the left panel and use the top arrow ▶ to move it over to the right panel box. To remove or deselect a Security Role, click the role under the right panel and use the arrow ◀ to move that selection back to the left box

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3. Click **Submit**

Figure 62: New Contact Popup

Editing Existing Contacts

1. To edit an existing contact, from the Key Contacts page, click the **Action Menu** (⏷) located to the right of the Key Contact column (A), and then select **Edit** (B)

Figure 63: Existing Contacts Page

CONTACT NAME	EMAIL	SECURITY ROLES	LEVEL II EAUTHENTICAT...	PHONE	KEY CONTACT	
John Doe	johndoe@gmail.com	Application Administrator	13579	(123) 456-7890	✓	⏷ A
MPS TEST458	benjamin.h.mcgrath@acc...	Application Rep Sign Cert	12345	(999) 999-9999	✓	Edit ✏ B
						Disable 🗑

2. The **Edit Contact** pop-up window appears. As necessary, update all the necessary information in the contact record.
3. Click **Save**

Updating the Rep-Sign-Cert

1. From any page within the ReConnect Program Portal, click the **Contact Us** header tab

Figure 64: Contact Us Tab
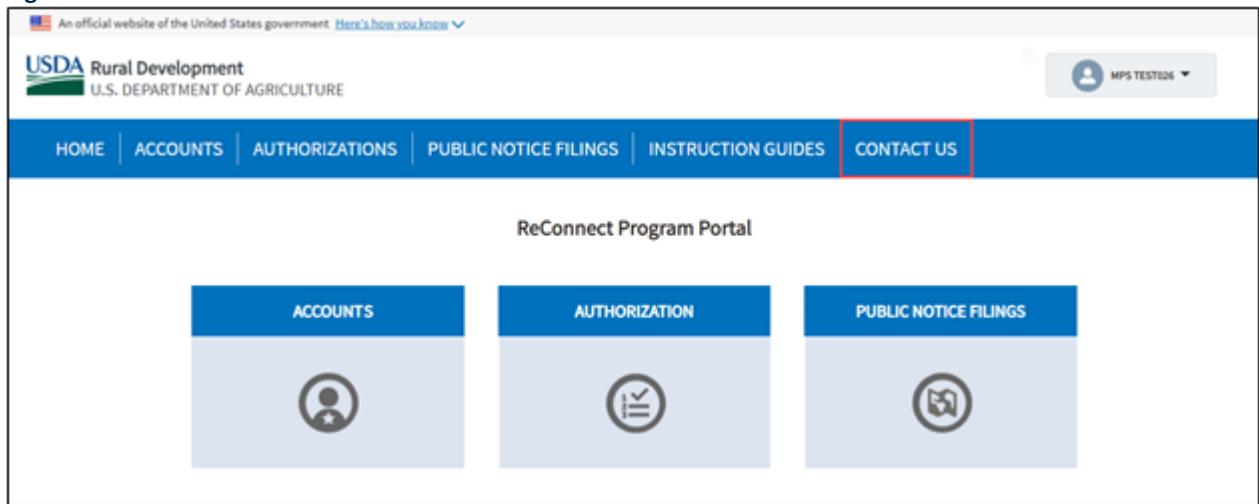
2. The page displays a table listing questions previously submitted, if any. Click the **Submit a Question** button.

Figure 65: Submit a Question
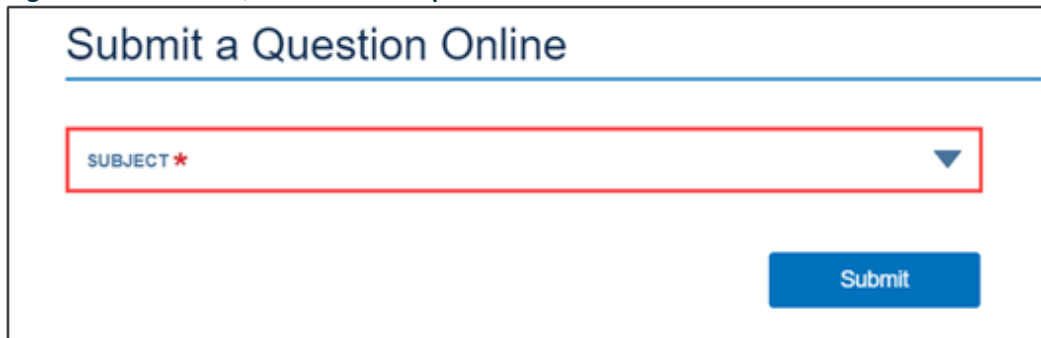
3. The Submit a Question page displays. There are two options to submit a question. Option 1 is to submit a question online. Option 2 is to contact the Rural Development Help Desk directly via email or phone.

Figure 66: Submit a Question Tab
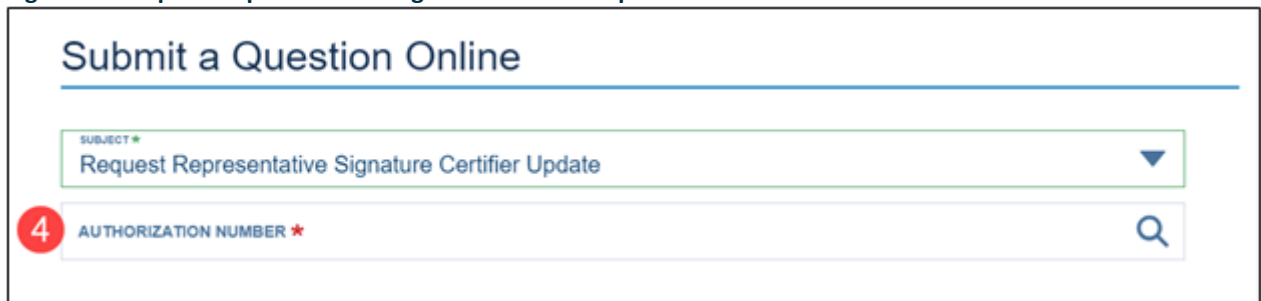
4. To submit a question online, click the Subject drop-down menu, and then select Request Representative Signature Certifier Update.

Figure 67: Submit a Question Online Option

Submit a Question Online

SUBJECT *

Submit

5. Click the **Authorization ID** field and select the appropriate option.

Figure 68: Request Representative Signature Certifier Update

Submit a Question Online

SUBJECT *
Request Representative Signature Certifier Update

④ AUTHORIZATION NUMBER *

6. Enter the new Rep-Sign-Cert information.
7. In the Resolution section, click the **upload file icon** (⬆) to browse your computer for and attach the signed Board Resolution.
8. Click **Submit.**
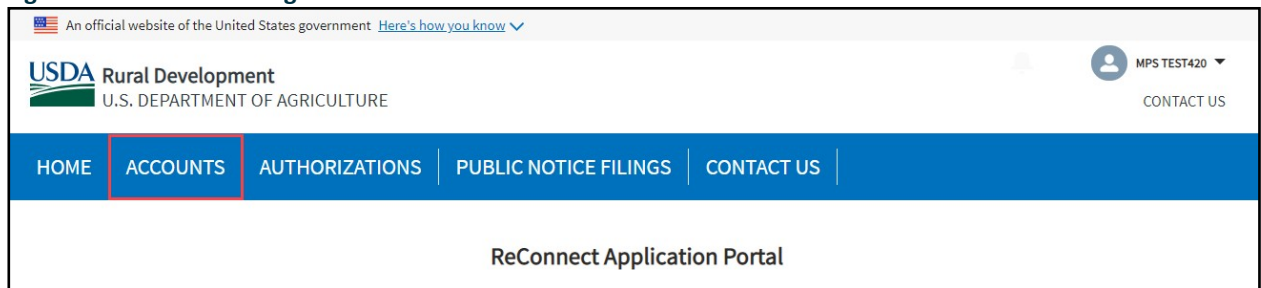
Account Information

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 69: ReConnect Program Website – Accounts Tab

≡ An official website of the United States government Here's how you know ∨

USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

MPS TEST420 ▼
CONTACT US

HOME | ACCOUNTS | AUTHORIZATIONS | PUBLIC NOTICE FILINGS | CONTACT US

ReConnect Application Portal

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

Figure 70: All Accounts Page – Account Name Hyperlink

ALL ACCOUNTS			
ACCOUNT NAME	PHYSICAL STREET ADDRESS	PHYSICAL CITY	PHYSICAL ZIP CODE
Applicant's Telecommunications Company	1 Armstrong Pl	Butler	16001
View All			

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

Figure 71: Account Page – Account Information Tab

Completing Account Information

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

Figure 72: Account Information Page – Section 1

A. **Applicant's Cage Code** – Enter the 5-character ID number. To receive a CAGE Code visit the website.

B. **Applicant's DUNS Number** – Enter the 9-digit Dun & Bradstreet numeric identifier. Applicant can apply for a DUNS Number at the Dun & Bradstreet website.

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

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

Figure 73: Account Information Page – Section 2

E. **Applicant's Business Phone Number** – Enter the 10-digit phone number.
F. **Eligible Entity Type** – Click the **drop-down menu** and select the appropriate option. The selection should match the business type identified when filing for a Tax ID.
G. **Civil Rights Status** – Click one or more checkbox(es) that represent the applicant's entity.
H. **Applicant Headquarter Congressional District** – Enter the two-digit number that corresponds to the applicant's Congressional District.

Figure 74: Account Information Page – Section 3

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 has 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?** – Click the **drop-down menu** then select the applicable option. Applicants should note that partnership is intended to indicate that the start-up is a joint venture resulting from more

than one existing utility provider but is not intended to represent 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 75: 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.

    a. Upon clicking the Add Partner button, a pop-up window appears, click the Partner Name field, enter the applicable information, and then click Save.

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

Figure 76: Add Partner Window - Partner Name Field

Sample for Reconnect Website

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

Figure 77: Partner Name Table – Action Menu

List the Partners Name and upload the required documents for each listed Partner

Partner Name	
Applicant's Partner - EXAMPLE	▼

Edit Partner

Delete Partner

PARTNER GUARANTEE FOR LOAN OF A START-UP COMPANY ⬆

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

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 e-mail 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 78: Organizational Documents Page – Upload Fields

Organizational Documents

		Steps
RESUMES OF KEY MANAGEMENT	⬆	✓ ACCOUNT INFORMATION
BROADBAND OPERATIONS EXPERIENCE	⬆	
ARTICLES OF INCORPORATION	⬆	● ORGANIZATIONAL DOCUMENTS
AMOUNTS OF COMMON AND PREFERRED STOCK ISSUED AND OUTSTANDING	⬆	PARENT COMPANY INFORMATION
LEGAL OPINION	⬆	AFFILIATE INFORMATION
EVIDENCE OF GOOD STANDING WITH THE SECRETARY OF STATE	⬆	
ORGANIZATIONAL CHART	⬆	SUBSIDIARY INFORMATION
MANAGEMENT EXPERIENCE AND COMPENSATION	⬆	FINISH
BOARD OF DIRECTORS	⬆	
BYLAWS	⬆	

Exit Without Saving   Previous Save and Continue

7. Click **Save and Continue.**

Figure 79: Organizational Documents Page - Save and Continue Button

Completing Parent Company Information

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

Figure 80: Parent Company Information Page - Collapsed

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

Figure 81: Parent Company Information Page

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

Figure 82: 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. **Upload financial statements for the parent company for the previous year and the organizational chart –** The parent company's financial statements should be uploaded directly to the Account Documents page. The Organizational chart should demonstrate the parent company's internal structure, and clearly display the relationship between the parent, the applicant, and other related entities. Only one document can be uploaded using the upload button; however, additional documents may be uploaded by clicking on the link that will appear once the first document has been uploaded.
- E. **Does the Applicant Rely on Services and/or Employees of the Parent Company?** – Click the applicable **radio button**.

F. _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** to enter the name of the Affiliate, the services offered and upload supporting documentation.

   b. If No, proceed to STEP **16.**

Figure 83: Affiliate Information Page – Collapsed

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

Figure 84: Affiliate Information Page – Expanded

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

Figure 85: Add Affiliate Window – Affiliate Name and Services Provided Fields

13. Click **Save.**

Figure 86: Add Affiliate Window – Save Button

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 87: 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 Historical Financial Statements, Affiliate Company's Organizational Chart, Affiliate Company'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.
    a. If Yes, proceed to STEP **18** to enter the name of the Subsidiary, the services offered and upload supporting documentation.
    b. If No, proceed to STEP **23.**

Figure 89: Subsidiary Information Page – Collapsed

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

Figure 90: Subsidiary Information - Add Subsidiary Button

19. A pop-up window appears. Enter the information in the **Subsidiary Name** and in the **Services Offered** fields.

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Figure 91: Add Subsidiary Window - Subsidiary Name and Services Provided Fields

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

Figure 92: Add Subsidiary Window - Save Button

21. The Subsidiary Information page displays. Upload supporting documentation for each subsidiary for the previous year; these include the: Subsidiary Historical Financial Statements, and Subsidiary 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 93: Subsidiary Information Page – File Upload Fields

22. Answer the question below the uploads by using the **radio button.** If **Yes**, an upload field appears for the Subsidiary Services Agreement, where the services agreements for each

applicable subsidiary should be uploaded.

Figure 94: Subsidiary Information Page – File Upload Field

23. Click **Save and Continue**.

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

Figure 95: Account Information Completion Page

Account Documents

Any returning applicant who had an existing account created in FY2019 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 96: ReConnect Program Accounts Tab

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

Figure 97: All Accounts Account Name Hyperlink

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

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

Figure 99: Account Documents Table

Table 2: Account Documents by Entity Type

Document	Required Entities	Description
501(c)(3) - Tax Exempt Status	Non-profit entities	A document providing evidence of the entity's tax-exempt status.
Affiliate Company's Historical Financial Statements	If applicant has any significant financial relationship or operational relationships with any other affiliated companies. These relationships could be in the form of the sharing of assets or staff or providing services to and/or relying on services from an affiliated company.	The affiliate's financial statements should be audited. If the affiliate's financial statements are included in the applicant's consolidated financial statement, applicants should upload an attachment describing that situation and a page number reference to the applicant's financial statements. The audited financial statements should be from the previous year.
Affiliate's Organizational Chart	If yes to 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.
Affiliate's Services Agreement	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.
Amounts of Common and Preferred Stock Issued and Outstanding	For-profit corporations	company record that details the amounts of common and preferred stock issued and outstanding.
Applicant's Audited Financial Statements	All applicants	Financial Statement must be Audited and Unqualified. The audited financial statements should be from the previous year.
Articles of Incorporation	• Non-profit entities • For-profit corporations • cooperative or mutual organizations	A copy of the company's Articles of Incorporation.
Articles of Organization	Limited Liability Company	A copy of the company's Articles of Organization.
Board of Directors	• Non-Profit entities • For-profit corporations • Cooperative or mutual organizations	A list of the company's board members with brief biographies highlighting each member's professional experience and qualifications.
Broadbands Operations Experience	All applicants	This document must include information on the key personnel who manage the company and the proposed project. The document should describe the management team's experience and expertise within the broadband industry.
Bylaws	• Non-profit entities • For-profit corporations • Limited Liability companies • Cooperative or mutual organizations	A copy of the applicant's Bylaws.
Copies of Real Estate Deeds and Real Property Schedule	If applicant owns real property	A copy of the company's real estate deeds or any real property schedules.
EEO-1 Report	If applicant has 100 or more employees	Equal Employment Opportunity survey report. State or local governments may submit an EEO-4.
Evidence of Good Standing with the Secretary of State	• Territory or possession of the United States • Non-profit entities • For-profit entities • Limited Liability companies • Cooperative or mutual organizations	
	• States, local governments, or any agency, subdivision, instrumentality, or political subdivision thereof Cooperative or mutual organizations	

Evidence of Legal Existence	• Local governments, or any agency, subdivision instrumentality, or political subdivision thereof • An Indian tribe (as defined in section 4 of the Indian Self- Determination and Education Assistance Act)	
Legal Opinion	All applicants	The legal opinion should be prepared according to the sample format available on the ReConnect website.
List of Members and Corresponding Membership Units	Limited Liability Company	A document listing the members of the company and their corresponding ownership.
Managing Members	Limited Liability Company	A list of managing members
Operating Agreements	Limited Liability Company	
Organizational Chart	All applicants	
Parent Company's Debt Instruments	If applicant has a parent company	
Parent Company's Historical Financial Statements	If applicant has a parent company	The audited financial statements should be from the previous year.
Parent Company's Organizational Chart	If applicant has a parent company	
Parent Company's Services Agreement with Applicant	If applicant relies on any services or employees of the parent company	Services agreements should describe the services to be provided, the costs associated with those services, and the duration of the agreement.
Partner's guarantee for loan of a start-up company	If applicant is a startup operation formed from partnerships of existing utility providers	Applicant should upload guarantee agreements, if any, or proposed terms and security of the guarantee that would be provided if the applicant were to receive ReConnect Program funding.
Partner's Historical Financial Statements	If application is a startup operation formed from partnerships of existing utility providers	The audited financial statements should be from the previous year.
PUC approved depreciation rates	If applicant is regulated by a Public Utilities Commission	Applicants should 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.
Resolution of Utility Authority	An Indian tribe (as defined in section 4 of the Indian Self- Determination and Education Assistance Act)	
Resumes of Key Management	All applicants	These resumes should explain how key management is qualified for

		undertaking the project and managing the network.
RUS Form 87 – Mail List Data	All applicants	Request for Mail List Data
Subsidiary's Historical Financial Statements	If applicant has a subsidiary	Financial Statements should be audited. If the subsidiary is included in the applicant's consolidated financial statements, applicants should upload an attachment to that effect and a page number reference to the applicant's financial statements. Under certain conditions, a subsidiary can use the unqualified, comparative, audited statements to meet certain eligibility requirements.
Subsidiary's Organizational Chart	If applicant has a subsidiary	
Subsidiary's Services Agreement with Applicant	If applicant relies on any services or employees of the subsidiary	Services agreements should describe the services to be provided, the costs associated with those services, and the duration of the agreement.

Application Creation

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% funding category is 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 100: Accounts Page

3. 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", please refresh the website.

Figure 101: Active Authorizations Tab

Account
Rural Broadband Providers, LLC

| ACTIVE AUTHORIZATIONS | ACCOUNT INFORMATION | KEY CONTACTS | ACCOUNT DOCUMENTS |

Primary Program	Sub - Program	Authorization Internal Number	Authorization Status	
Telecommunications	ReConnect	C-000009	Approved	Work on Application(s)

Number of rows 5
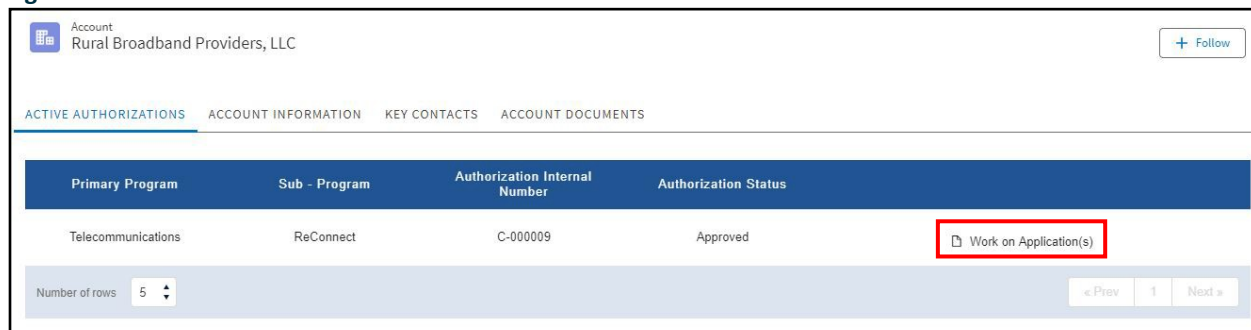
4. The **Authorizations** page displays the **Active Applications** tab. Click the **Start New Application** button.

Figure 102: Start New Application Button

Authorizations
C-000278

Start New Application

| ACTIVE APPLICATIONS | SUBMITTED APPLICATIONS |

Funding Opportunity	Application Number	Funding Type	Status	Last Edited	
FOA2	101000350	100% Loan	In Progress	Jan 21, 2020 4:10 PM	Edit Application
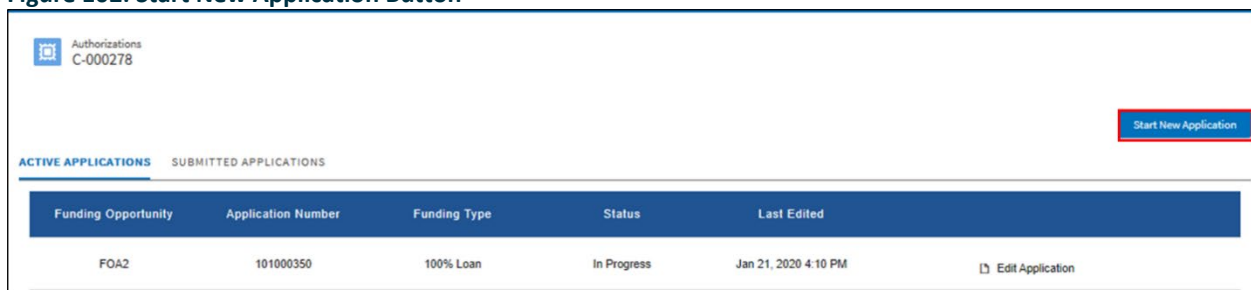
5. The **Select Funding Type and Application Year** page displays. Click the **Funding Type** field then select the applicable option. **This cannot be changed once the application is created.** If the wrong funding category is selected, the applicant will need to begin a new application selecting the appropriate funding category.

Figure 103: Select Funding Type and Application Year Page

Select Funding Type and Application Year

Please identify the funding type and application year.

FUNDING TYPE *

APPLICATION YEAR *

--
100% Grant
100% Loan
50% Loan/50% Grant

Next

6. 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.

7. The Application Navigation Bar page displays. For 100% Loans, **Evaluation Criteria** will not display on the Navigation Bar.

Figure 104: Application Navigation Bar

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 105: Edit Application Button

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 106: Navigation Bar – Expanded

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

Figure 107: Project Information Page

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

B. **Technology Type** – Click the **checkbox(es)** to select one or more applicable options. If "Other (Specify)" is selected, then a required text-entry field appears on the screen to specify the technology.

Figure 108: Project Information Page – Technology Type Checkboxes

C. **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% Loan, as this is not an eligible cost for other funding categories.

   a. If **Yes**, then the applicant is required to complete the information in the Acquisition Information (follow the steps from the **ACQUISITION INFORMATION** section).

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

Figure 109: Project Information Page – SUTA Consideration Radio Buttons and File Upload Field

- Only a single document can be uploaded here. This document should consist of a written request from the applicant requesting SUTA consideration 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 "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.
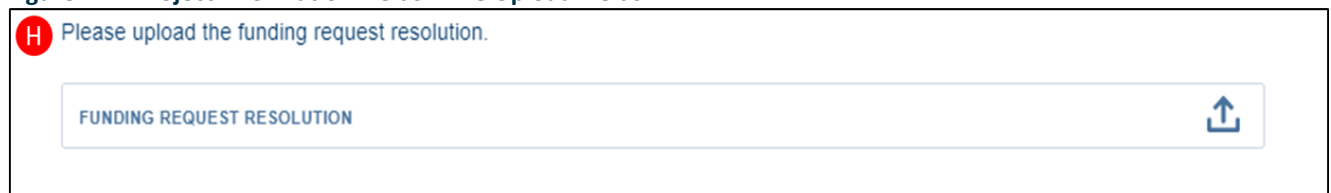
Figure 110: Project Information Page – Tribal Land Services Radio Buttons and File Upload Field

- Only a single document can be uploaded here. This document should consist of a certification from the tribal land's officer that they are in support of the project and will allow construction to take place on that land. For further guidance on what this document should encompass, please refer to the FOA. If additional documents need to be uploaded, click on "Click here to view, update, or add additional documents" hyperlink.

Figure 111: Project Information Fields – File Upload Fields

  H. **Please upload the funding request resolution** – Click the upload fields or Icons ⬆ and upload the documents as explained on 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 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% 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, in this section, they must provide information 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 112: Acquisition Information Page – Section 1

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 113: Acquisition Information Page – Section 2

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** 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% 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 114: Acquisition Information Page – Save and Continue Button

Executive Summary

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

Figure 115: Executive Summary Page

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

B. **Discussion About Key Management:** This should describe 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.

C. **Description of Company's Workforce:** This should describe the applicant's workforce and contractors, and their qualifications for maintaining service under the proposed plan.

D. **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 / subsidiary support, and liabilities.

E. **Detailed Description of the Proposed Project:** This description should include an overview of the proposed solution, proposed network speeds and services, premise types, timelines, overall subscriber count, and a narrative of the proposed coverage locations.

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

Figure 116: Executive Summary Page – Save and Continue Button

Exit Without Saving   Previous   Save and Continue

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

Figure 117: Project Information Section – Completion Page

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

Finish

Data successfully saved. Choose another section from the options above to continue.

Steps

✓ PROJECT INFORMATION

✓ ACQUISITION INFORMATION

✓ EXECUTIVE SUMMARY

● FINISH

NEPA Review

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

Figure 118: NEPA Review

Application
101000350

Funding Type   Application Portal URL
100% Loan   Click here for community view

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

(A) Project Information | Service Area(s) Information | Network Design | Local Network Services Revenue | Construction Map | Licenses & Agreements | Certifications | Manage Uploaded Documents | Summary/Submit
NEPA Review (B) | | Build-out Timeline and Milestones | Competitor Service Offerings | Site/Route Descriptions | | Certification Documents | |
Project Documents | | Capital Investment | | Environmental Questionnaire | | | |

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

Figure 119: NEPA Review Page

NATIONAL 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/publications/regulations-guidelines/instructions scroll down to PART 1970: ENVIRONMENTAL.

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?

*

[▼] **3**

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?

*

[▼] **4**

Answer the first question by clicking the **drop-down menu** and selecting the appropriate option.
  a. If **No**, proceed to next step
  b. If **Yes**, an optional upload field appears. If appropriate, upload a document and proceed to the next step. If an Environmental Impact Statements (EIS) has been prepared due to the involvement of another federal agency, the applicant should upload it here.

Figure 120: EIS Question

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   ⬆]

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.

Figure 121: 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. If **No** is selected, proceed to the next step. **However, if the applicant has not contacted RUS for guidance for an EA or EIS, they must do so before submitting the application. Failure to provide evidence of this contact and guidance will result in RUS finding the application ineligible.**
   b. If **Yes** is selected, a required upload field appears and the applicant should contact the RUS at ReconnectEnvironmental@usda.gov.

Figure 122: RUS EA / 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 for further guidance. Have you contacted RUS?
>
> *
>
> | Yes | ▼ |
>
> | RUS EA/EIS CONSULTATION | ⬆ |

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

Figure 123: Save and Continue Button

> Save and Continue

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

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

> • 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

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

Figure 124: Project Documents

2. The Project Documents page displays a table listing uploaded documents.

Figure 125: Project Documents Page

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 application's funding category and maximum award amount.
Certification Allowing Construction on Tribal Land	Projects occurring on Tribal Land	Applicants proposing to build on tribal land must submit a request for a certificate to be signed by the tribal land officer stating that the project construction may occur on Tribal land.
Environmental Assessment	If EA is selected compliance method	
Environmental Impact Statement	If EIS is selected compliance method	

RUS EA/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.
SUTA Documents	Required if applicant is requesting SUTA consideration	Applicants must provide a written request detailing all of the following information: 1. A description of the applicant, documenting eligibility for the ReConnect Program. 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. 3. An explanation and documentation of the high need for the benefits of the ReConnect Program. 4. Which discretionary provisions listed above the applicant is requesting to have applied to the application. 5. The impact of those discretionary provisions.

Service Area(s) Information

In this section, applicants input information related to PFSAs and NFSAs using the Service Area 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 126: Navigation Bar – Expanded – Service Area(s) Information Hyperlink
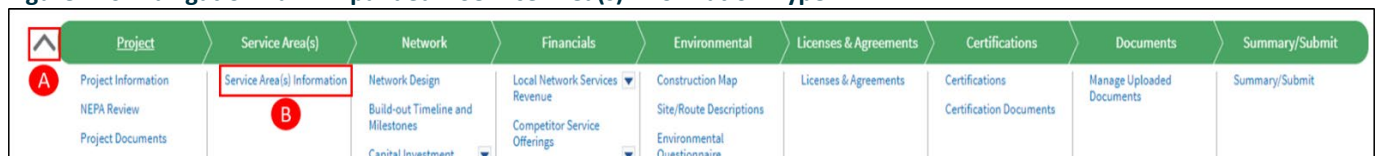
2. The Service Area Mapping Tool page displays a zoomed-out map of the United States of America. Refer to the **SERVICE AREA MAPPING TOOL AND THE CONSTRUCTION MAP** section of this Application Guide to learn more about the various general features, elements, and functions of the Mapping Tool. Features specific to the Service Area Mapping 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 127: Service Area Mapping Tool – Menu Options – Service Areas Option
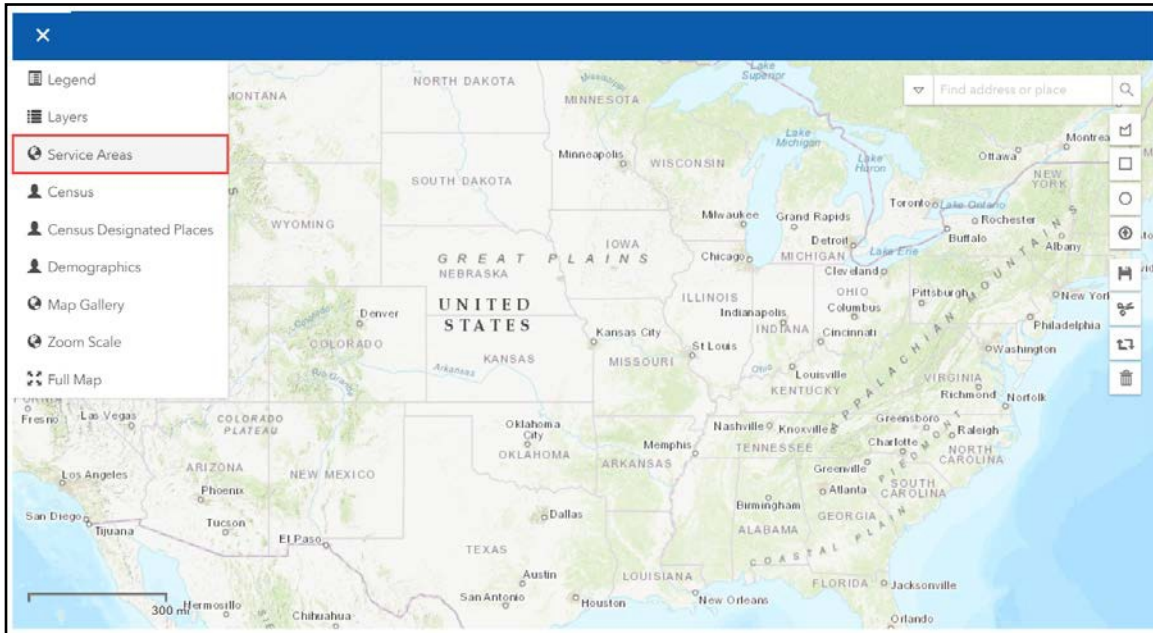
2. The Service Areas panel displays. Any previously drawn Service Area(s) appears in this window. **Applicants must add all service areas where it is offering voice, video, and data services, or planning to offer those services during the forecast period.** To add a service area, click **+ Add Service Area**.

Figure 128: Service Area Mapping Tool – Service Areas Panel – Empty
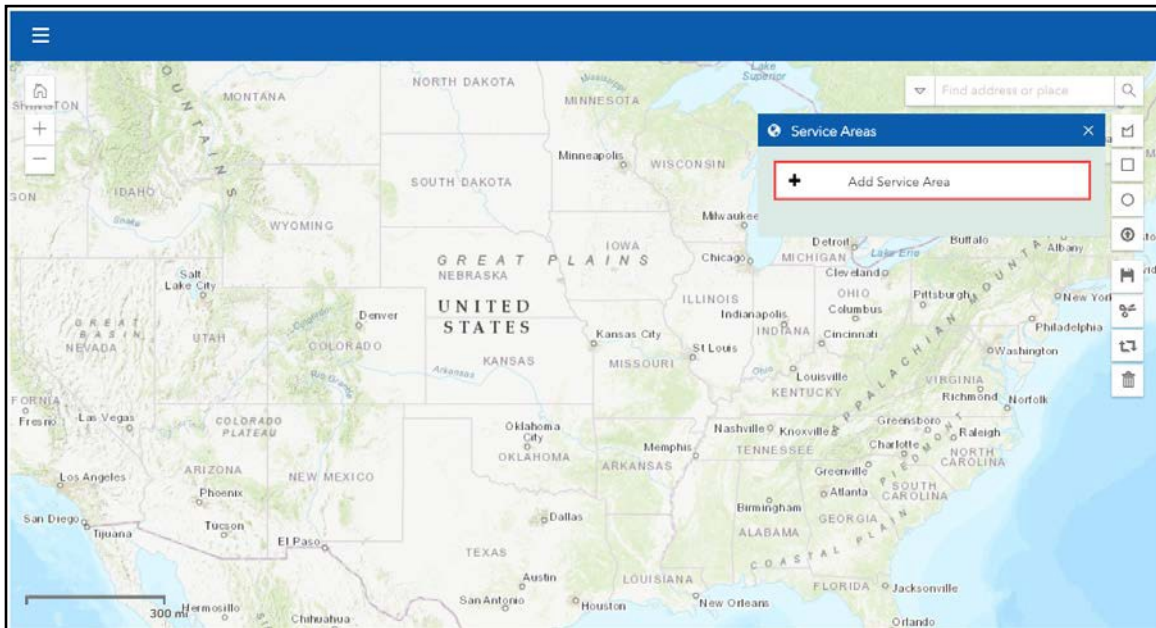
Add Service Area Pop-Up Window

1. The Add Service Area pop-up window displays. 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.
2. 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% 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.
3. Select the applicable service area type from the **Service Area Type** drown-down menu.
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 129: Add Service Area Window

6. The recently created Service Area appears in the Service Area pop-up 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 Underserved Indicator button (⮌) and secondary shapes, as appropriate. An error message will appear if the underserved layer isn't drawn or does not cover at least 90% 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 underserved area. Upon clicking Save, a pop-up 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) please allow a moment for this process to complete.

Figure 130: Service Area Mapping Tool - Saved
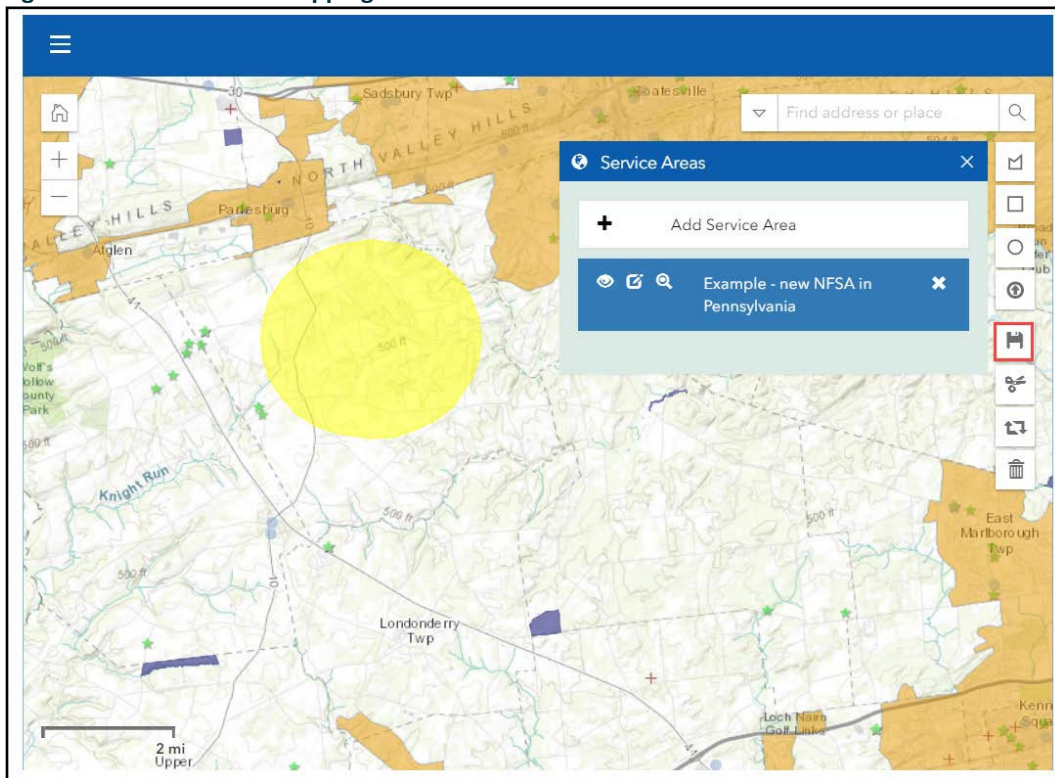
9. Once the data is saved, the Success pop-up window appears, click OK or the "X" on the top-right side to close the pop-up window

Figure 131: Success Window - Service Area Saved
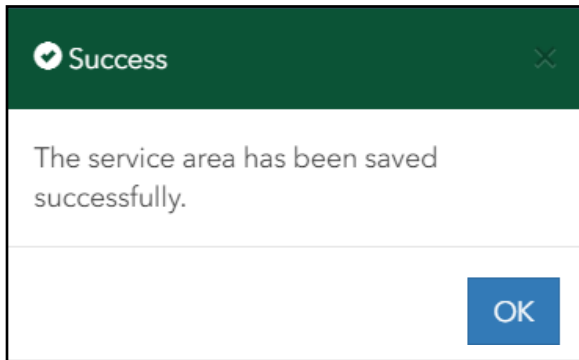
10. After the Service Area is saved, click the shape and an informational pop-up window appears, containing *Census, Census Designated Places, and Demographics of that particular Service Area.* The applicant may also click Zoom To which zooms to a 20-mile zoom level.

Figure 132: Service Area Informational Pop-Up Window
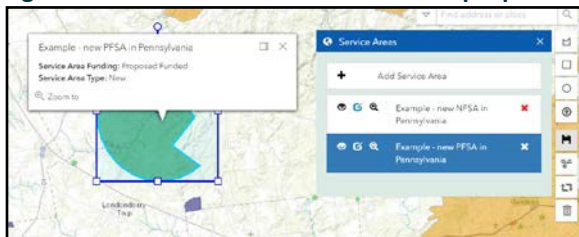
Removing a Service Area from the Mapping Tool

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 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 133: Service Area Mapping Tool – Service Areas Panel – Deletion
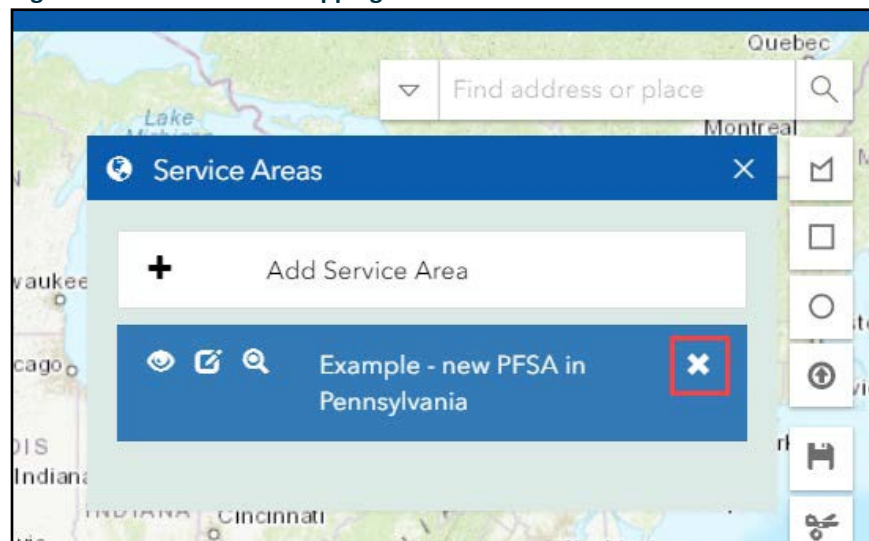
2. The Confirm Delete pop-up window appears. Click **Delete**.

Figure 134: Delete Window – Service Area
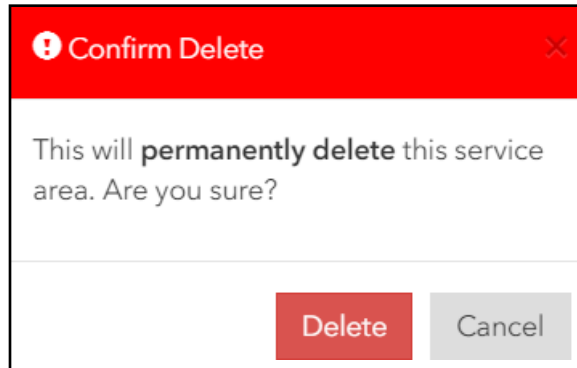
3. The Service Area is removed from the map. The recent deletion is automatically saved. The Success pop-up window appears. Click **Ok**.

Figure 135: Success Window – Service Area Deletion
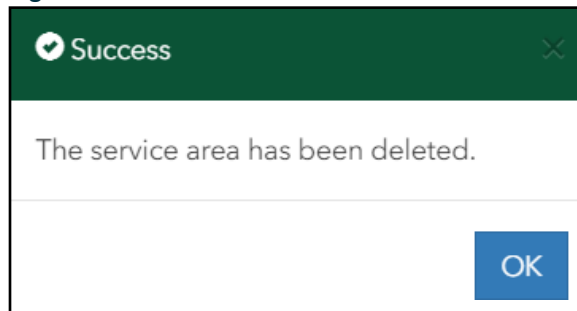
Challenging the Protected Status of a Service Area

Applicants may challenge the protected status of a service area if it believes that at least 75 percent of the households in the protected service area overlapping with the PFSA are not receiving do not have broadband service available at the levels for which the RUS funding was originally made available. To challenge the protected status of a service area, applicants must upload a narrative and supporting documentation as an "Other" document using the directions described in Project Documents section. The narrative should describe why the challenge is being submitted, the broadband levels required by the original RUS agreements, and evidence that the at least 75% of the households in the service area do not have access to broadband at the levels included in the award agreements.

Challenges can only be successful if an award is made to the applicant and the application is otherwise eligible for ReConnect Program funding.

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 the proposed network design can deliver the proposed broadband service speeds.

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

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

Figure 137: Network Design Page

A. **Description of Proposed Technology that will be used to Deliver the Broadband Services** – Please include in your description appropriate standards-based information concerning the proposed technology. If the technology is not typically found in existing market deployments, please also provide several references detailing the technology. Example of these references include standards bodies, white papers, internet sites.
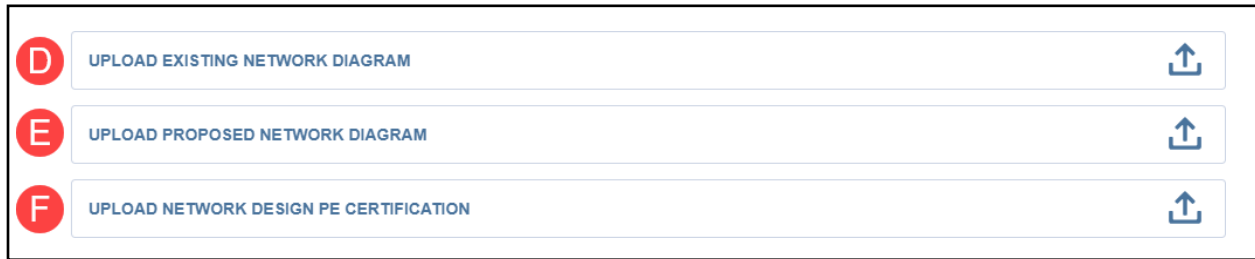
B. **Detailed Description of the Applicant's Existing Network** – If the applicant has an existing network, enter an appropriate description. The description should include the primary elements of the network layers (e.g. Access, Distribution, and Core) and indicate how each layer is fed and how it feeds into the next layer. Be sure to list important considerations concerning how the existing network will be leveraged to support the proposed network requirements (e.g. speeds, coverages, subscriber counts, services, premises, etc.) including existing load information and related considerations. In addition, please include a description of the interconnection with the proposed network, as well as any other significant connections such as Internet Service Providers (ISPs).

C. **Detailed Description of the Applicant's Proposed Network** – Enter an appropriate description. The description should include the primary elements of the network layers (e.g. Access, Distribution, and Core) and indicate how each layer is fed and how it feeds into the next layer. Important considerations concerning how the proposed network will support the proposed network requirements (e.g. speeds, coverages, subscriber counts, services, premises, 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, please list location and construction and deployment considerations, as

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well as, details on important design decisions such as redundancy. Please also describe any specific design considerations significantly affecting costs and timelines.

Figure 138: Network Design Page – File Upload Fields

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, 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 and 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 at the [ReConnect website.](#)

> 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 139: Network Design Page – Save and Continue Button

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

Build-out Timeline and Milestones

In this section, applicants provide a timeline of milestones for the five-year build-out period. Each proposed milestone must include an explanation that supports the reasonability of the milestone, including any technical information or data points. Reasonableness refers to satisfying interdependencies which support the desired requirements (e.g. speeds, coverages, subscriber counts, services, premises, 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 140: Navigation Bar – Expanded – Build-out Timeline and Milestones Hyperlink

2. The Build-out Timeline and Milestones page displays a table listing the Timeframe, Buildout Milestone and Buildout Support for Reasonableness/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 current year (2020) to 5 years from today (2025) 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 current year (2020 Q1) to 5 years from today (2025 Q4) 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 141: 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 142: Build-out Timeline and Milestones Page – Action Menu

4. A pop-up window for the corresponding Timeframe appears. Enter the following information:
   A. **Buildout Milestone** – List all relevant Build-out Milestone for the chosen Timeframe.
   B. **Buildout Support for Reasonableness/Data Points** – capture the Build-out Support for Reasonableness/ Data Points for the chosen Timeframe.
5. Upon entering the applicable information within the pop-up window, click **Save**.

Figure 143: Build-out Timeline and Milestones Page – Edit Window

6. 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.

7. The Finish page displays. Continue completing other sections of the Application.

Figure 145: 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, not only limited 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

Network & Access Equipment	• Switching Equipment
	• Routing Equipment
	• Transport Equipment
	• Access Equipment (including ONT's)
	• Video Equipment

99

	• Power Equipment • Satellite Equipment • Other (specify)
Outside Plant	• Copper Cable - Aerial • Copper Cable - Buried • Copper Cable - Underground • Coaxial Cable - Aerial • Coaxial Cable - Buried • Coaxial Cable - Underground • Fiber Cable - Aerial • Fiber Cable - Buried • Fiber Cable - Underground • Fiber - Submarine Cable • Conduit Systems • Ducts (Vacant) • Drops • Cabinets/underground vaults • Poles • Make-ready • Other (specify)
Buildings	• New Construction • Pre-Fab Huts • Improvements • Other (specify)
Towers	• Guyed Towers • Lattice Towers • Monopole/Self-Supporting Tower • Wood Poles • Improvements • Other (specify)
Customer Premises Equipment	• Video Set Top Boxes • Modems and Routers • Inside Wiring • Multi-Terminal Adapter (VoIP) • Smart Meters • Other (Specify)
Non-Depreciable Assets	• Land • Right-of-way Procurement • Other (specify)

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 146: 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 147: 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 148: Capital Investment Workbook Page – Selection Box

For each capital asset expected to be funded during the forecast period, create a new entry by clicking the **New** button, 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 149: Capital Investment Workbook Page – Project Asset Table

A. **Asset Category** – Click the Project Asset Category **drop-down menu** and then select the applicable option.
B. **Asset Type** – Click the Project 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.

Figure 150: Capital Investment Workbook Page – Save Button and Quantity Field

7. A confirmation message appears on the top-right side of the screen after the applicant clicks Save.

Figure 151: Capital Investment Workbook Page Save Confirmation Window

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

Figure 152: Capital Investment Workbook Page – Error Window

8. 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.
9. Click the **Save** button.
10. To delete an entry, click the applicable **check box(es)** (A), then click the **Delete** button (B).

Figure 153: Capital Investment Workbook Page – Checkbox

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

This operation will delete the records you selected. Proceed?

OK   Cancel
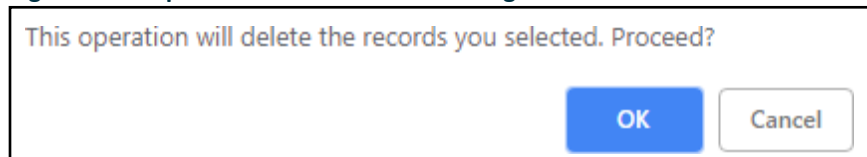
CIW - Common Network Facilities Costs

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 costs that are exclusive to a specified service area, Common Network Facilities Costs are more broad-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 proposed funded service area, 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 155: Navigation Bar – Expanded – Capital Investment Workbook Action Menu – Common Network Facilities Hyperlinks
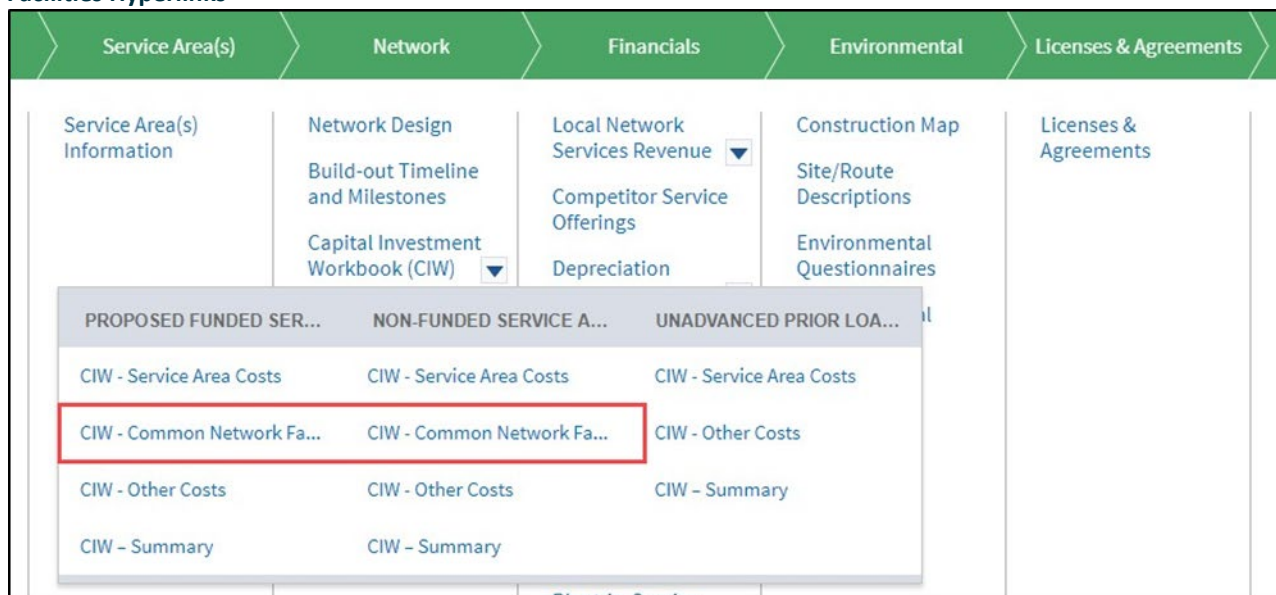
- The selected Capital Investment Workbook – Common Network Facility page displays a table. Unlike the Service Area Costs, there is only a single table for the PFSAs. On both the PFSA CIW and the NFSA CIW, applicants should complete the information in the same manner as the CIW - Service Area Costs section. However, **applicants should only include the portion of the costs allocable to the service area**. For example, if 50% of a common network facility is allocable to the PFSA(s), 50% of the cost should be included in the PFSA CIW – Common Network Facility, and 50% 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)

For each asset, applicants select the asset category and the specific asset type (see below for a table of asset categories and types). 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 156: 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 157: Navigation Bar – Expanded – Capital Investment Workbook Action Menu – Summary Hyperlink
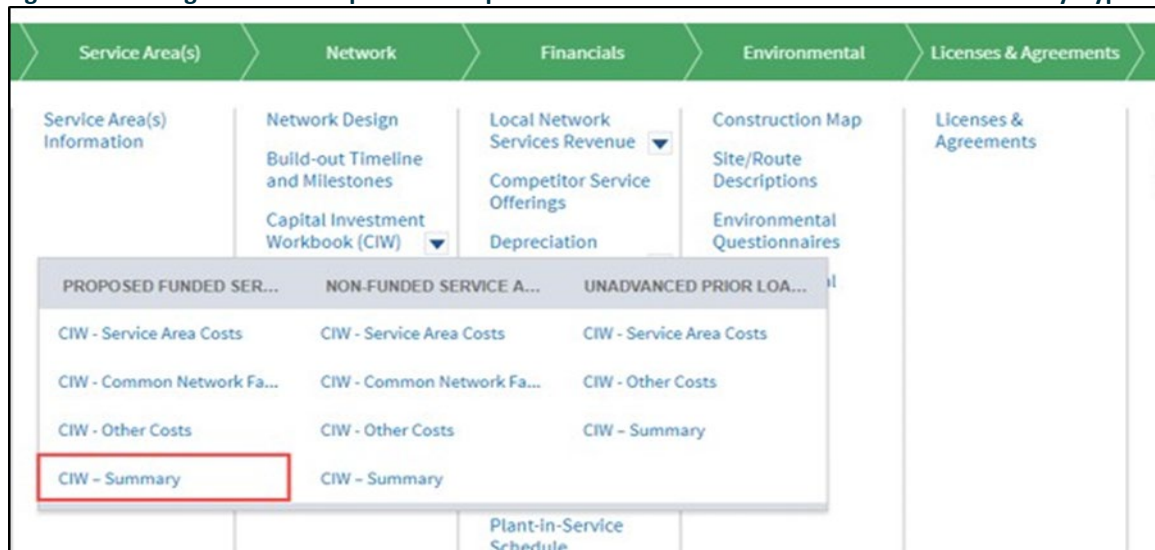
4. The Capital Investment Workbook Summary page displays the Project Cost information, which was entered within the other CIW pages. The PFSA CIW Summary page performs additional validations to ensure that pre-application expenses are limited to 5% of the requested award amount, and that not more than 40% of the loan amount are allocated to acquisition costs. Scroll down and review the information for accuracy.

Figure 158: Capital Investment Workbook Summary Page

5. 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% 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% 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% of total project costs, or $25M, whichever is less.

- For a 50% Loan/50% Grant, 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.
- Other Funds is the difference between "Total Project Costs" and the sum of loan funds, 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 that they do not exceed 40% of requested loans amounts.

6. Click **Save**.

Figure 159: Capital Investment Workbook Summary Page – Funding Type and Amount Input Fields

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

Figure 160: Capital Investment Workbook Summary Page – Save Success Message Window

Capital Investment Schedule

In the Capital Investment Schedule (CIS), applicants enter information describing the timing of capital investments. The CIW must be complete 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 the 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 161: Capital Investment Schedule Page – Amounts Fully Distributed

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


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 it is consistent with the amounts included in the CIW.** If the applicant doesn't recall the total amount entered, they may go back to the CIW Summary page to review the total Professional Services amount.

Figure 163: Capital Investment Schedule Page

			Bridge Year	Forecast Years							
	Project Asset Category	Project Asset Type	CIW Summary Amounts	2020	2021	2022	2023	2024	2025	Total	Amounts Fully Distributed?
Project Asset Category: Network and Access Equipment											
☐	Network and Access Equipment	Routing Equipment	75,001			75,001	0	0	0	75,001.00	Yes
☐	Network and Access Equipment	Access Equipment	802,010		40,300	327,200	290,800	136,300	7,410	802,010.00	Yes
☐	Network and Access Equipment	Professional Services	0		2,015	20,110	14,540	6,815	371	43,851.00	
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 buildout 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 164: Navigation Bar – Expanded – Capital Investment Schedule – Action Menu – Annual Capital Investment Hyperlink
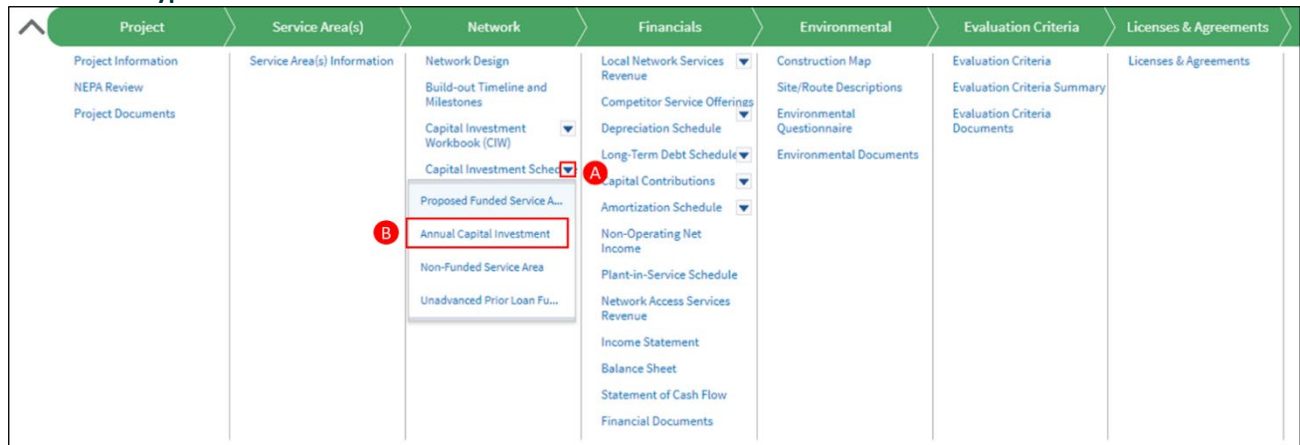
3. The Annual Capital Investment page displays. The system automatically distributes the Match, Cash Substitution, Loan, and Grant Amounts according to the requirements described in the **ADVANCE PROCEDURES** section of this guide. Enter the appropriate values across the Forecast Years (2021 – 2025) for the **Other Funds** line item. The amounts the Total Project Costs column for **Other Funds** must equal the amount in the Total rightmost 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 165: Annual Capital Investment Page

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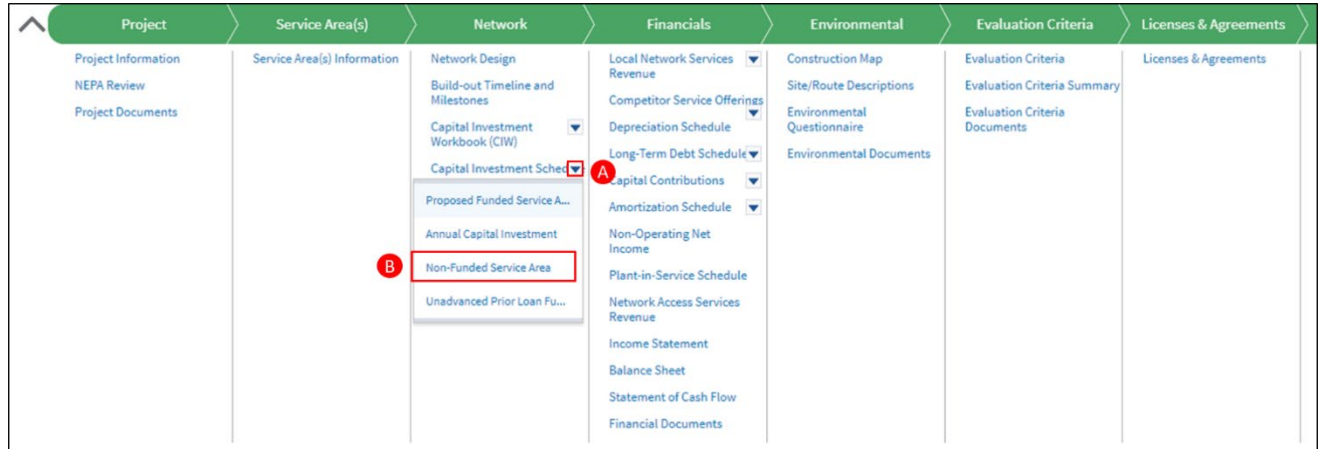
3. The Non-Funded Service Area Capital Investment Schedule page displays. Enter the appropriate values into the table, following the same guidance described for the Proposed Funded Service Area subsection.
4. Click **Save**, located at the top of the table, once the CIS has been successfully completed.

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 167: Navigation Bar – Expanded – Capital Investment Schedule – Action Menu – Unadvanced Prior Loan Funds Hyperlink
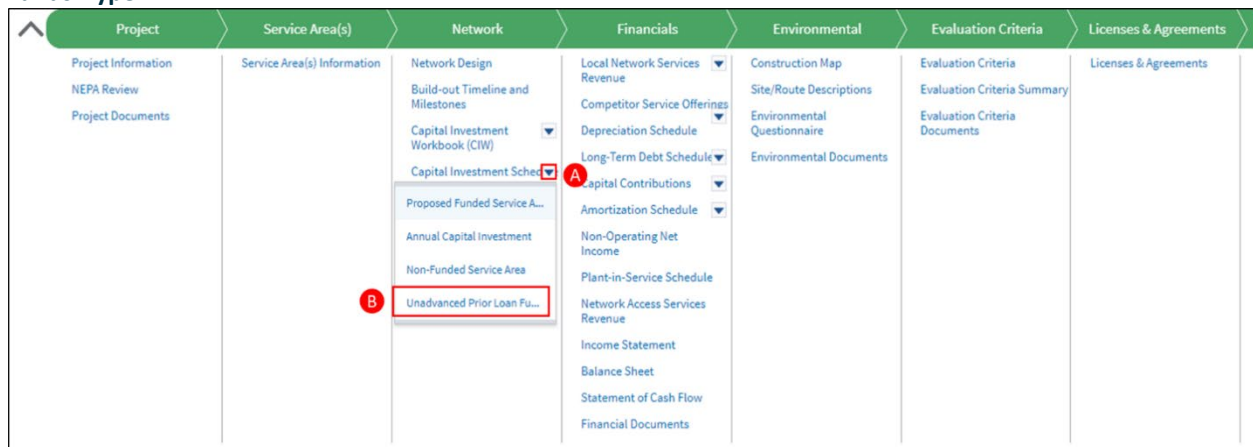
2. The Unadvanced Prior Loan Funds CIS page displays. Enter the appropriate values into the table following the same guidance described for the Proposed Funded Service Area subsection. As UPLFs should be used before the last forecast year, applicants cannot enter values for that year.

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 168: Network Documents Link

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

Figure 169: Network Documents Page

Table 5: Network Documents

Document	Required Entities	Description
Existing Network Diagram	Applicants with Existing networks	See the guidance for the Proposed Network Diagram, below.
Proposed Network Diagram	All Applicants	The 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. 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. The diagram should also include any leased facilities, along with the locations of the leased facilities and the providers from which the facilities are being leased.

Network Design PE certification	All Applicants	The certification from the professional engineer 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 at the [ReConnect website](#).

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.

In addition to four years (2016 – 2019) of historical data, applicants shall provide the bridge year financials (2020 for the purposes of this FOA), and projected financial statements for the next five years (2021 - 2025). 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 one to avoid inconsistency between sections.

Grant Accounting Guidance

While filling out the requested information within the Financial Tab, applicants must be mindful that whichever 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 would report the grant revenue slightly different in their audited financial statements, which may require them to report them differently in the required quarterly and/or annual financial reporting to RUS.

Utility Cooperatives / 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 / Territories and Possession of the U.S. – These entities are required to report under standards promulgated by the Government Accounting Standard Board (GASB) would 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 – Not-for-profit organization, as defined at 2 CFR Part 200.70, means any corporation, trust, association, cooperative, or other organization, not including IHEs [Institutions of Higher Learning], 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 excludes 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, 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 and RUS' compliance requirements for 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, 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 6: Grant Accounting Guidance

Section	Line Item	Applicable Entities	Non Applicable Entities	Guidance/Comments
Plant-in-Service	Less Grant-Funded Expenses/Less Capitalized Expenses	All Entities	N/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, not just other expenditure costs paid for with Grant funds.

Plant-in-Service	**Less Grant-Funded Assets**	**Cooperatives Using CIAC**	**Cooperatives using Deferred Revenue Method/ For-Profit Entities/ Not-For-Profit/ Government Entities**	**Cooperatives using the Contribution in Aid of Construction Method:** Will use this line item to account for projected plant assets to be constructed using grant funds. **All Other Entities:** Will not use this line item since the gross value of the plant assets will be recorded and depreciated over the economic life of the asset.
Income Statement	**Amortized Grant Revenue**	**All Entities**	**N/A**	**For-Profit:** Amortization method should be amortizing over the composite economic life of facilities constructed using grant funds. **Cooperatives:** Cooperatives that elect to use the deferred revenue recognition method for grants should be amortizing over the composite economic life of the facilities constructed using grant funds. **Cooperatives:** Cooperatives using the Contribution In Aid of Construction (CIAC) method would not use this account. **Not-For-Profit/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. Applicant should treat this line item as "Grant Revenue" and insert the respective amounts in the applicable years.
Balance Sheet	**Deferred Grant Revenue**	**For-Profit**	**Cooperatives Not-For-Profit Government Entities**	**For-Profit:** Will use this line item to insert grant revenue that has been deferred. **Cooperatives:** Cooperatives that elect to use the deferred revenue recognition method for grants will use this line item to insert grant revenue that has been deferred. **Cooperatives-CIAC/Not-For-Profit/Government Entities:** These entities will not use this line item because grant revenue is recognized at the time it was received.
Cash Flow	**Plant Constructed Using Grant Proceeds**	**All Entities**	**N/A**	**All Entities:** will use this line item to designate plant assets constructed using grant funds. This is the cash out flow from grant proceeds used to plant asset.

Cash Flow	Proceeds from Grant Funds	All Entities	N/A	**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.
Depreciation Expense	**Less Grant-Funded Plant**	**Cooperatives Using CIAC**	**Cooperatives using Deferred Revenue Method/ For-Profit Entities/ Not-For-Profit/ Government Entities**	**Cooperatives using the Contribution in Aid of Construction Method:** Will use this line item to deduct depreciation calculations related to grant-funded plants. **All Other Entities:** 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 projects, a data service offering with speeds of at least 25 Mbps upstream and 3 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 170: Navigation Bar – Expanded – Local Network Services Revenue – Action Menu – Service Offerings Hyperlink
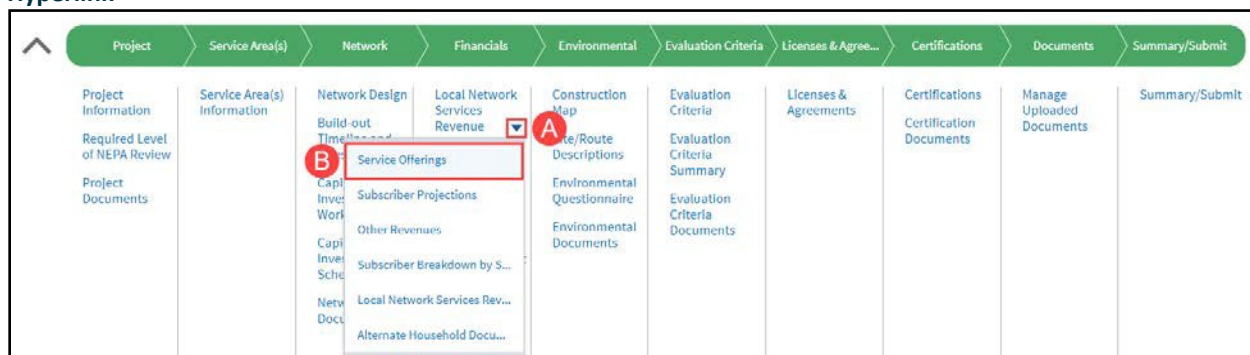
2. The Service Offering Summary View page displays. For each service offering that will be offered during the forecast period, enter the requested information in the Create New Service Offering section below the Summary View table.

A. **Service Offering** – Click the Service Offering **drop-down menu**, and then select the appropriate option from the list.
B. **Service Offering Description** – Enter a concise description of the Service Offering.
C. **Service Offering Status** – Click the Service Offering Status **drop-down menu**, and then select the applicable option.
D. **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**.
E. **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 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 should be $0.
H. **Service Areas** – Select the appropriate check box(es) for the applicable Service Areas to indicate within which service area 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 PFSAs can only have new service offerings and new PFSAs or NFSAs cannot have existing service offerings

Figure 172: Service Offerings Page – Summary View

Subscriber Projections

In this section, applicants provide subscriber projections for each service offering for each PFSA and NFSA. 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 173: Navigation Bar – Local Network Services Revenue – Action Menu – Subscriber Projections
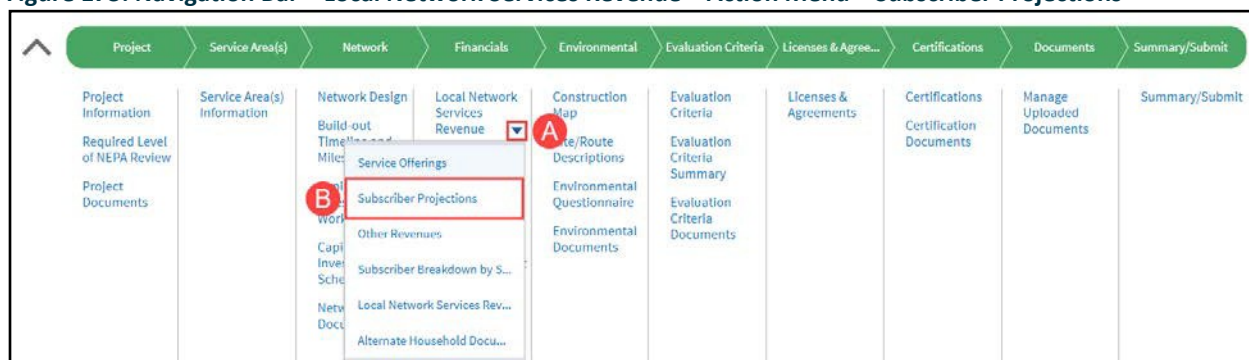
2. The Subscriber Projections page displays. Click the **toggle** next to the specific Service Area.

Figure 174: 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 2020 – 2025, while Existing Service Offering contains years 2016 – 2025. Enter the following applicable line items:

A. **Price –** Enter the dollar values for each year in the table (2016/2020 - 2025). 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 year.

5. Click **Save** located in the lower right-hand corner of the screen.

Figure 175: Subscriber Projections Page – Expanded

Other Revenues

In this section, applicants enter other revenue associated with service areas but 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 176: Navigation Bar – Local Network Services Revenue – Action Menu – Other Revenues Hyperlink
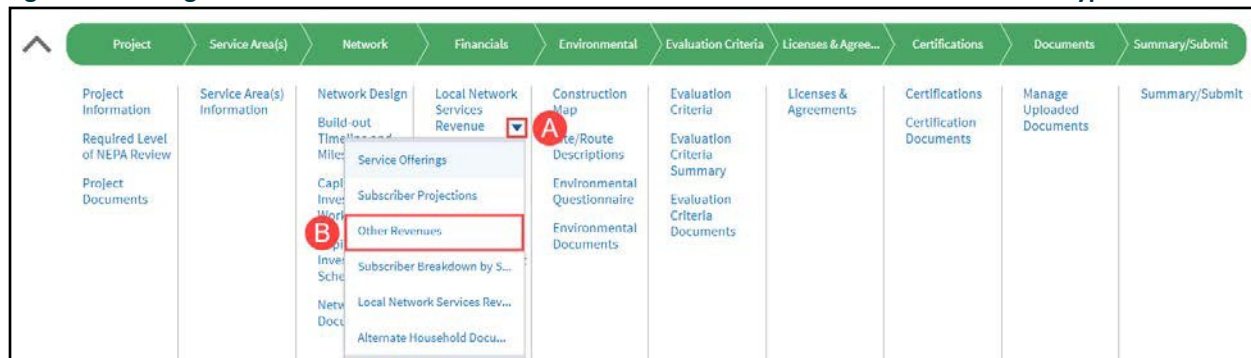
3. The Other Revenues page displays. Select or enter information in the following question fields:
   A. **Do you charge an Installation or Setup Fee when connecting new subscribers?** – Click the question **drop-down menu**, and then select the appropriate option.
      - If **Yes**, proceed to B.
      - 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 177: Other Revenue Page

4. If **No**, proceed to STEP 6. If **Yes**, a table appears for dollar values to be inputted into the applicable years (2016 – 2025). If applicable, enter in 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 178: Other Revenues Page – Financial Table

Other Revenue

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

*On average, how much does the company charge a new subscriber to install or set-up equipment?
$100.00

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

		Historical Years			Bridge Year			Forecast Years		
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Other Local Network Services ...										
$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.

Installation and Maintenance Fees

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

Figure 179: Navigation Bar – Local Network Services Revenue – Action Menu – Subscriber Breakdown By Service Area Hyperlink

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

Figure 180: Subscriber Breakdown By Service Area Page – PFSA

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

4. For each service area, review the household information and penetration rates to ensure the data is consistent with the applicant's internal information, such as when penetration rates exceed 100% 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 181: Subscriber Breakdown By Service Area Page – NFSA

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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 182: Navigation Bar – Expanded – Local Network Services Revenue – Action Menu – Local Network Services Revenue Hyperlink
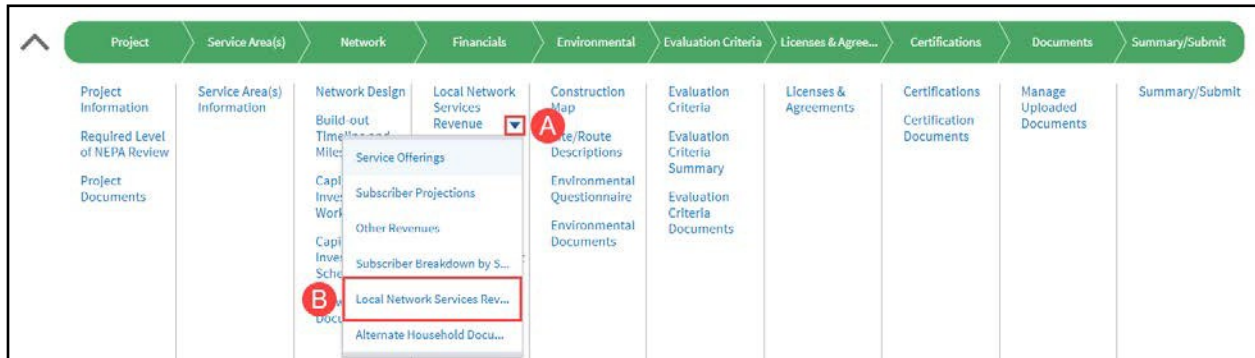
2. The Local Network Services Revenue page displays. On this page, applicants can view a table of local services revenue based on information entered in the preceding Local Network Services Revenue subsections. The following fields are displayed:

   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 183: Local Network Services Revenue Page

Local Network Services Revenue

		Bridge Year	Forecast Years				
Service Offering	Customer Type	2020	2021	2022	2023	2024	2025
Data/Voice/Video	Residential	$86,026	$281,113	$516,154	$788,269	$1,100,337	$1,463,876
Residential Local Network Services Re...		$86,026	$281,113	$516,154	$788,269	$1,100,337	$1,463,876
Residential Average Revenue per User...		$360	$519	$579	$607	$626	$634
One-time Set-up Fees		$27,000	$35,000	$41,000	$48,000	$55,000	$65,500
Other Local Network Services Revenue		$600,000	$700,000	$800,000	$900,000	$1,000,000	$1,500,000
Total Local Network Services Revenue		$713,026	$1,016,113	$1,357,154	$1,736,269	$2,155,337	$3,029,376

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 sufficiently justify 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 184: Navigation Bar – Expanded – Local Network Services Revenue – Action Menu – Alternate Household Documents Hyperlink
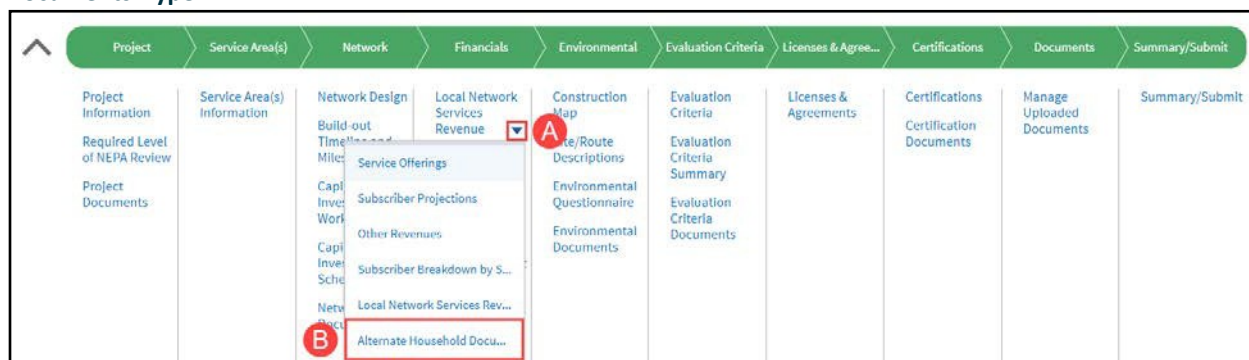
2. The Alternate Household Documents page displays a table for each created Service Area that has Alternate Household data. To upload a file, click the **Upload Additional Documents** button. Alternatively, click the **Action Menu** (⬇) and then select **Upload**, located on the right-hand side of the table for the corresponding Service Area.

Figure 185: Alternate Households Documents Page

Alternate Households Documents

PSFA_NEW_OM_1   Upload Additional Documents

Section	Document Type	Description	File Name	User	Date/Time	
❌ Financial Information	Alternate Households Supp...					⬇

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

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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 186: 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 (i.e. voice, video, or data), whether or not it qualifies as Broadband service, that information must be included in this section.

Figure 187: 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:

A. **Service Provider** – Enter the name of the competitor who is supplying the service offering.
B. **Service Offerings** – Click the Services **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 189: Competitor Service Offering Page – Save Button

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 190: Competitor Service Offering Page – Summary View

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 191: Navigation Bar – Expanded – Depreciation Rates Hyperlink
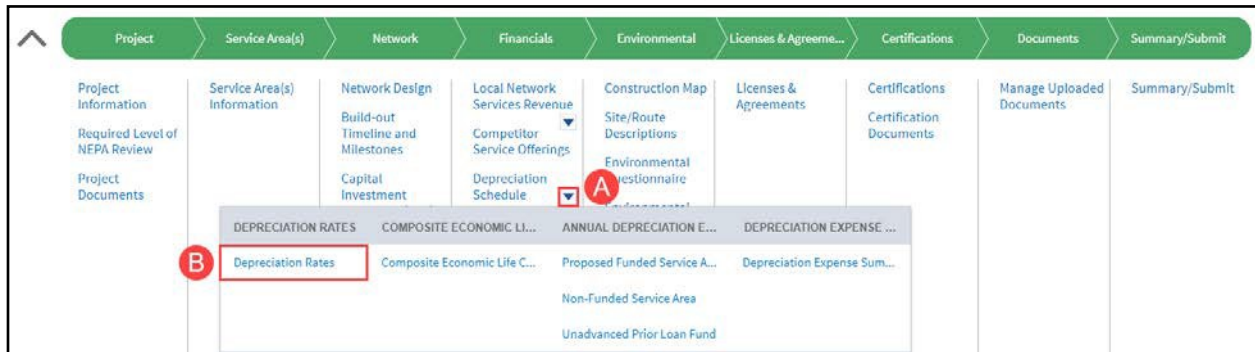
2. Depreciation rates for professional services must align with the depreciation rates for the asset category – i.e., if a rate of depreciation rate of 5 % is used for all the assets in the Outside Plant category, then the depreciation rate of 5% or more should be used.

3. The Depreciation Rates page displays. In the Depreciation Rates table, enter the applicable **depreciation rate (%)** 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 at link. 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 192: Depreciation Rates Page

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 193: Navigation Bar – Expanded – Depreciation Schedule – Action Menu – Composite Economic Life Calculation Hyperlink

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 their 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 determine the service obligation of awards and the maximum tenor of loans.

Figure 194: Composite Economic Life Page

Composite Economic Life

	Project Asset ▲	Depreciation Rate (%)	Economic Life (Years)	2021	2022	2023	2024	2025	Total Investment Amount	Economic Life Value
☐	**CIW Asset Type: Outside Plant**									
☐	Copper Cable - Aerial	7.00%	14.29	1,800	1,800	0	0	0	3,600.00	51,428.57
☐	Professional Services			0	0	0	0	0	0.00	
	Total Outside Plant			1,800	1,800	0	0	0	3,600	51,428.57
☐	**CIW Asset Type: Buildings**									
☐	Pre-Fab Huts			3,500	0	0	0	0	3,500.00	
☐	Professional Services			0	0	0	0	0	0.00	
	Total Buildings			3,500	0	0	0	0	3,500	0
☐	**CIW Asset Type: Customer Premises Equipment**									
☐	Video Set Top Boxes			0	0	0	0	0	0.00	
☐	Professional Services			0	0	0	0	0	0.00	
	Total Customer Premises Equipment			0	0	0	0	0	0	0
	Total			5,300	1,800	0	0	0	7,100	51,428.57
							Composite Economic Life			7

1-6 of 6 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 depreciation expense is calculated annual 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 195: Navigation Bar – Expanded – Depreciation Schedule – Action Menu – Annual Depreciation Expense Hyperlinks
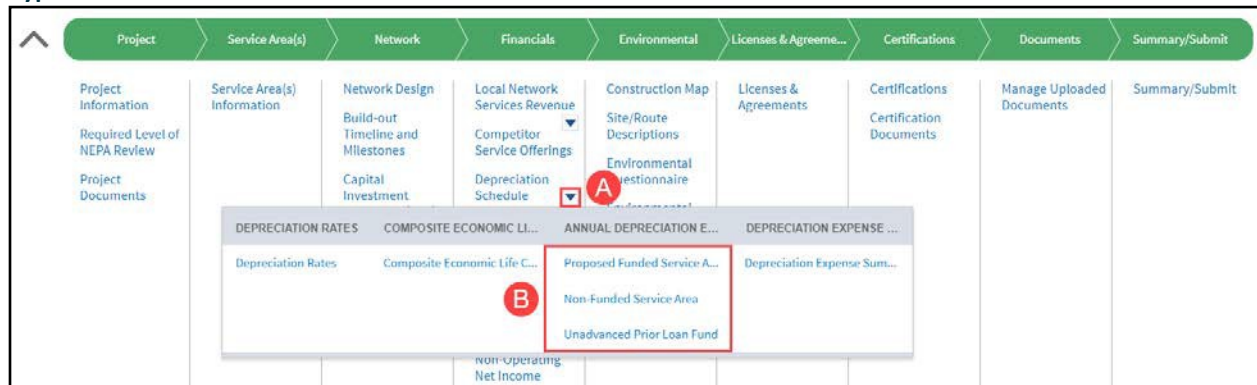
2. The Annual Depreciation Expense for the corresponding service area type (PFSA, NFSA, UPLF) page displays. The page consists of table summarizing the CIW's Project Asset Types, its corresponding Sub Types, and showing the depreciation expense of each asset across a 5-year time period.

Figure 196: Annual Depreciation Expense Page

Annual Depreciation Expense (PFSA)

Project Asset Type ▲	Depreciation Rate (%)	Economic Life (Years)	2020	2021	2022	2023	2024	2025
CIW Asset Type: Outside Plant (2)				126	252	252	252	252
Copper Cable - Aerial	7.00%	14.29		126	252	252	252	252
Professional Services								0
Total CIW Asset Type: Outside Plant (2)				126	252	252	252	252
CIW Asset Type: Buildings (2)				0	0	0	0	0
Pre-Fab Huts								0
Professional Services								0
Total CIW Asset Type: Buildings (2)				0	0	0	0	0
CIW Asset Type: Customer Premises Equipment (2)				0	0	0	0	0
Video Set Top Boxes								0
Professional Services								0
Total CIW Asset Type: Customer Premises Equipment (2)				0	0	0	0	0
Total Annual Depreciation Expense				126	252	252	252	252

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.

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 **Depreciation Expense Summary** (B).

Figure 197: Navigation Bar – Expanded – Depreciation Schedule – Action Menu – Depreciation Expense Summary Hyperlink
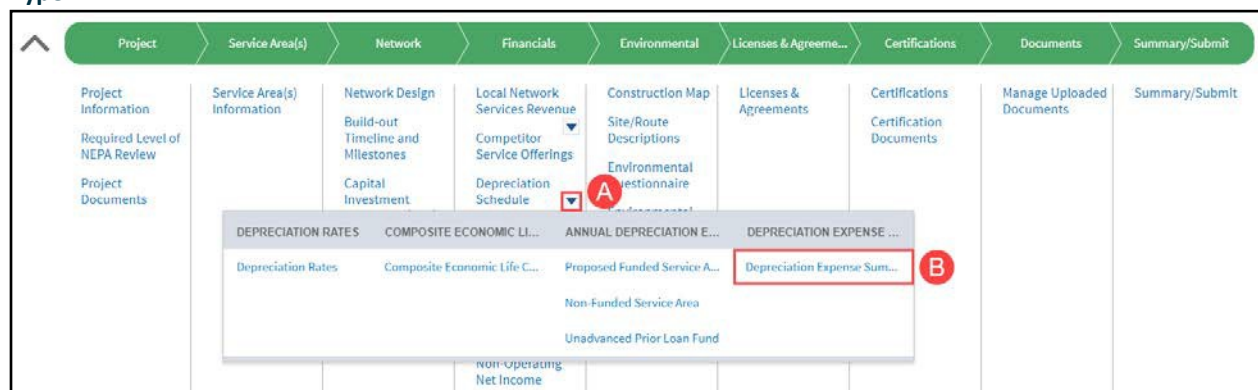
2. The Depreciation Expense Summary page displays. Enter annual depreciation expense for

exis ting PPE and non-telecommunication plants added during the bridge year or forecast period. Click Save to complete the depreciation schedule. For additional guidance related to the possible "Less Grant-Funded Plant" line item, please refer to **Table 6.**

- **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 198: Depreciation Expense Summary Page

Depreciation Expense Summary

Save   ⟳Refresh

☐	Statement Sub-Type	2020	2021	2022	2023	2024	2025
☐	Existing Property, Plant and Equipment	$ 233,738.00	$ 351,450.00	$ 295,610.00	$ 297,169.00	$ 263,328.00	$ 267,715.00
☐	Non-telecommunications plant added during forecast period	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
☐	Telecommunications Plant - PFSA	$ 0.00	$ 119,591.00	$ 176,749.00	$ 176,749.00	$ 211,924.00	$ 212,947.00
☐	Telecommunications Plant - NFSA	$ 7,460.00	$ 8,150.00	$ 8,999.00	$ 9,089.00	$ 9,134.00	$ 4,101.00
☐	Telecommunications Plant - UPLF	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
☐	Less Grant-Funded Plant	$ -5,000.00	$ -4,725.00	$ -4,450.00	$ -4,175.00	$ -3,900.00	$ -3,625.00
	Total Depreciation Expense	**$236,198**	**$474,466**	**$476,908**	**$478,832**	**$480,486**	**$481,138**

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 section of the application. Supporting documentation is required to be uploaded for each source of long-term debt.

Funded Debt – Existing RUS/RTB/FFB Notes

In this subsection, applicants should enter information related to outstanding amounts of Funded Debt – Existing RUS, RTB, and 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/FFB Notes** hyperlink.

Figure 199: Navigation Bar – Expanded – Funded Debt – Action Menu – Existing RUS/RTB/FFB Notes Hyperlink

3. The Funded Debt - Existing RUS/RTB/FFB page displays. Click the appropriate **radio button**.

Figure 200: Funded Debt – Existing RUS RTB 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 201: 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** – Please 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 with 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**

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advanced by RUS to the applicant as of the submission date of the application. The unadvanced amount must be shown under UPLF. This is different from this line item for other long- term debt items.

F. **Annual Interest Rate (%)** – Enter the appropriate interest rate value for the debt item in percent form (e.g. 2.00 = 2%). 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 202: Funded Debt – Existing RUS RTB FFB Notes Page – Expanded – Add New Debt Item

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 (2020).**

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 203: 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 204: 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 205: Funded Debt – Other Page – New Entry Button

5. Enter the following information per each line item added to the table:
   A. **Long-Term Debt Identifier** – Enter the Long-Term Debt Identifier for the debt item.
   B. **Name of Lender** – Enter the name of the lender for which the debt item is provided by.
   C. **Loan Description** – Enter a description of what the loan covers.
   D. **Original Principal Balance** – Enter the appropriate dollar amount for the debt item.
   E. **Outstanding Principal Balance** – Enter the appropriate dollar amount for the debt item. **The Outstanding Principal balance should be the balance that will be outstanding as of the end of the bridge year (2020).**
   F. **Annual Interest Rate (%)** – Enter the appropriate interest rate value for the debt item in percent form (e.g. 2.00 = 2%)
   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 206: 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 207: 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 (2020).**

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 208: 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 209: Funded Debt Rural Development Indication Radio Buttons

- 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 210: Funded Debt Rural Development Page

5. Enter the following information per each line item added to the table:
   A. **Long-Term Debt Identifier** – Enter the Long-Term Debt Identifier for the debt item.
   B. **Name of Lender** – Enter the name of the lender for which the debt item is provided by.
   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 (2020).**
   F. **Annual Interest Rate (%)** – Enter the appropriate interest rate value for the debt item in percent form. (e.g. 2.00 = 2%)
   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 211: Funded Debt Rural Development – Long-Term Debt Information Entry Fields


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

Figure 212: Funded Debt Rural Development Line Item Summary and Reminder Window

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 other long-term debt items. Other Long-Term Debt is distinguished from Funded Deb- 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 (2020).**

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 213: 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**.

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Figure 214: 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 215: Other Long-Term Debt Page

5. Enter the following information per each line item added to the table:
   A. **Long-Term Debt Identifier** – Enter the Long-Term Debt Identifier for the debt item.
   B. **Name of Lender** – Enter the name of the lender for which the debt item is provided by.
   C. **Loan Description** – Enter a description of the type of loan.
   D. **Original 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 (2020).**
   E. **Outstanding Principal Balance** – Enter the appropriate dollar amount for the debt item.
   F. **Annual Interest Rate (%)** – Enter the appropriate interest rate value for the debt item in percent form (e.g. 2.00 = 2%)
   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 216: Other Long Term Debt – Long Term Debt Information Entry Fields

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

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 217: 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 218: Obligations Under Capital Lease Indication Radio Buttons

- 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**.

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Figure 219: Obligations Under Capital Lease Page

5. Enter the following information per each line item added to the table:
   A. **Capital Lease Identifier** – Enter the Capital Lease Identifier for the debt item.
   B. **Name of Lessor** – Enter the name of the lessor for which the debt item is provided by.
   C. **Lease Description** – Enter a description of what the lease covers.
   D. **Original Capital Lease Amount** – Enter the appropriate dollar amount for the debt item.
   E. **Outstanding Capital Lease Amount** – Enter the appropriate dollar amount for the debt item.
   F. **Annual Interest Rate (%)** – Enter the appropriate interest rate value for the debt item in percent form (e.g. 2.00 = 2%)
   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 220: 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 sub-section if they have entered any information on the previous sub-sections 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 INFORMATION SECTION 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 221: Navigation Bar – Expanded – Long-Term Debt – Action Menu – Long-Term Debt Documents Hyperlink
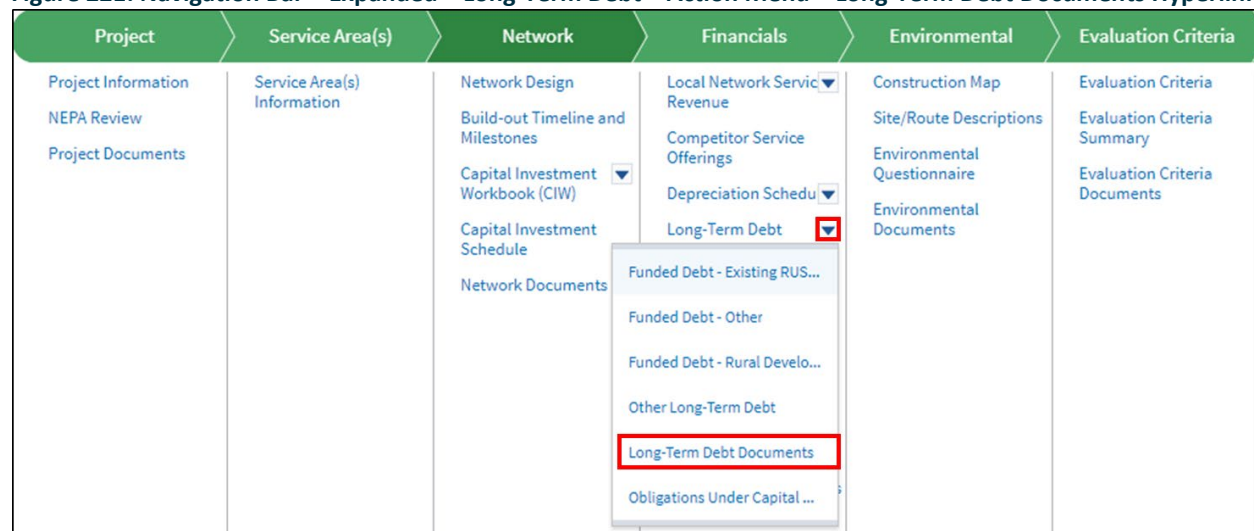
2. The Long-Term Debt Documents page displays a series of tables based upon the information entered on the previous Long-Term Debt Schedule pages. Applicants should follow the directions described in the UPLOADING DOCUMENTS section of the Application Guide to upload the appropriate documents.

Figure 222: Long-Term Debt Documents Page – Upload Additional Documents Button

Capital Contributions

In this section, applicants enter information related to capital contributions expected during the bridge year and forecast period. Supporting documentation is required to 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**.

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Figure 223: Navigation Bar – Expanded – Capital Contribution Schedule Hyperlink
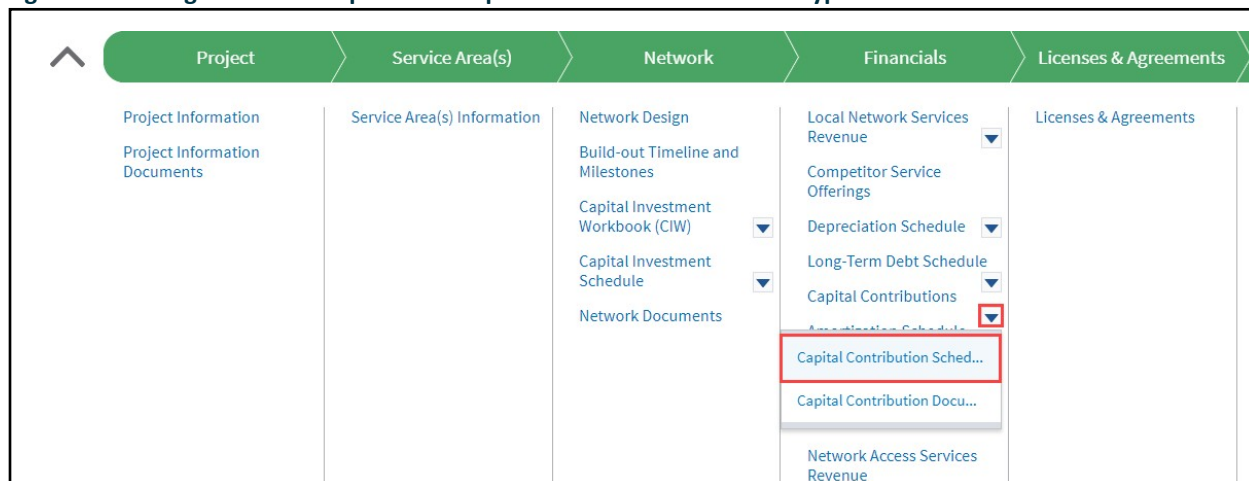
2. The Capital Contribution Schedule page displays a table. Applicants must enter information for each capital contribution expected during the bridge year or forecast period. To enter this information, click **New**.

Figure 224: Capital Contributions Schedule Page – New Contribution Button

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

Figure 225: Capital Contributions Schedule Page – New Contribution Entry

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/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 (2020)** – Enter the appropriate capital contribution value for the Bridge Year (2020) of the Capital Contributions Source.

    D. **Forecast Years (2021 – 2025)** – Enter the appropriate capital contribution value for each of the Forecast Years (2021 – 2025).

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

Figure 226: Capital Contributions Schedule Page – Save Button

5. 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 227: Capital Contributions Schedule Page – Save Successful Window

Capital Contribution Documents

For most of the Capital Contributions Sources, **the applicant must upload documentation supporting and evidencing the sources of capital.** If the applicant is proposing to provide any owner/member capital, evidence of equity infusion must be uploaded. If the applicant is proposing to provide investor capital, 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.

1. 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 228: Capital Contribution Documents Link
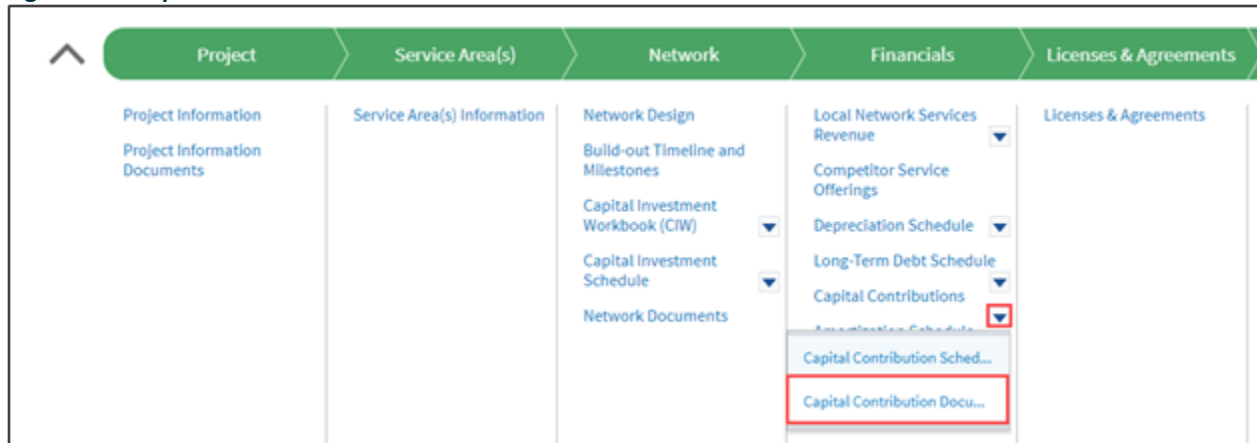
2. The Capital Contribution Documents page displays. Click **Upload Additional Documents** on the right-hand corner of the table for the corresponding Capital Contribution Source(s).

Figure 229: Upload Capital Contribution Documents
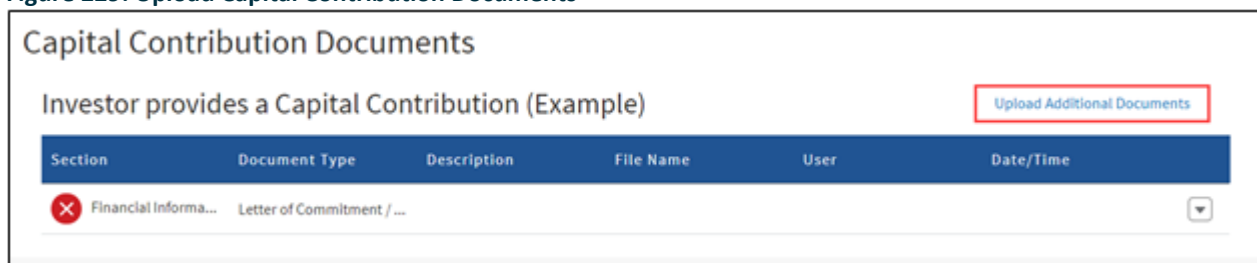
3. For 100% Grant applications, the applicant is required to provide sufficient documentation for the "Evidence of Matching Contribution" in the Capital Contribution Documents section.
    a) For 50% Loan/50% Grant and 100% Loan applications, the document type is an optional document upload unless they select 'Matching Contribution' in the Capital Contribution Schedule, at which point the document upload becomes required.

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 visit all these pages and resave the pages.

Amortization Schedule is required to be generated before application can be submitted. This only applies when there is a loan component (50/50 and 100% 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% Loan and 50% Grant/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).
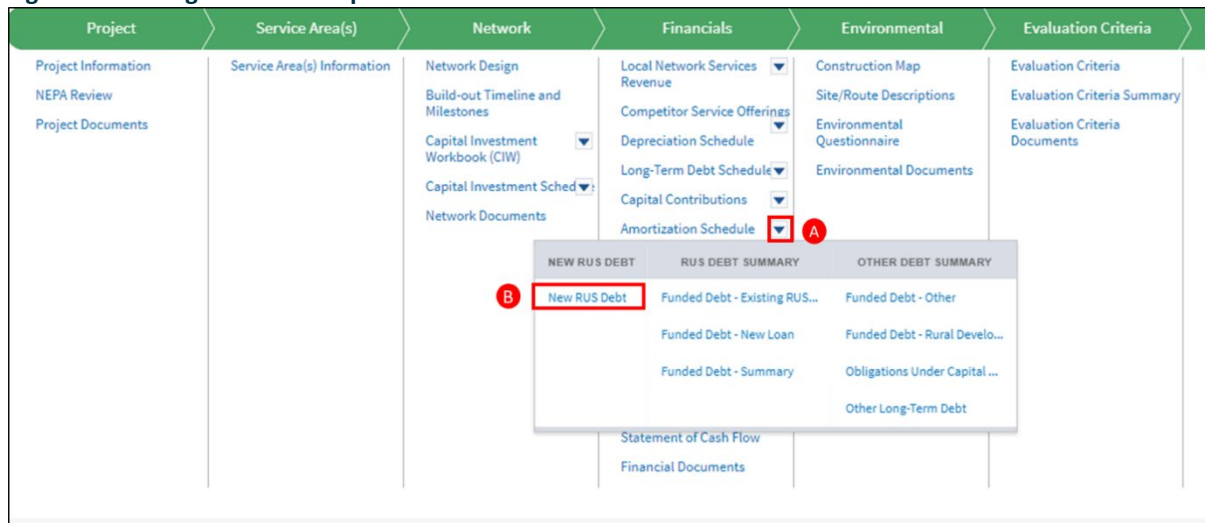
3. The Amortization - RUS Payments page displays. The page consists of a table that includes loan information. The following fields auto-populate:
   A. **Total Loan Amount –** This amount is drawn from the PFSA CIW Summary.
   B. **Loan Term (Years) –** This number amount is drawn is generated from 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% loan is auto-populated as 2%. Input the appropriate Treasury Rate for a 50/50 loan/grant combo in percent form (e.g. 2.00 = 2%), based on the composite economic life of the loan. The Treasury rates are released daily on their [website](#).
   B. **Start Date** – Enter in 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 231: Amortization Schedule Page – RUS Payments

6. An Amortization Summary table displays, along with Amortization Monthly Payment Schedules for each Advance Year (2021 – 2025). Interest Rates in the tables and schedules are already in percent format (e.g. 0.1667 = 0.1667%). 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 232: Amortization Summary Section – RUS Payments

Amortization Summary

Refresh

	2021	2022	2023	2024	2025	2026	
Monthly Payment	$3,253.91	$410.72	$0.00	$0.00	$0.00	$0.00	
Annual Payment	$39,046.87	$4,928.68	$0.00	$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	$530,500.00	$68,250.00	$0.00	$0.00	$0.00	$0.00	
Deferral Period (Years)	3	2	1	0	0	0	
Future Value After Deferral Period	$562,330.00	$70,980.00	$0.00	$0.00	$0.00	$0.00	
Number Of Repayment Months	0	0	0	9	12	12	
Loan Term (Mos.) - Deferred	204	204	204				

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

> Amortization Monthly Payment Schedule for Advance Year: 2021

> Amortization Monthly Payment Schedule for Advance Year: 2022

> Amortization Monthly Payment Schedule for Advance Year: 2023

> Amortization Monthly Payment Schedule for Advance Year: 2024

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 – RUS/RTB/FFB** (B).

Figure 233: Navigation Bar – Expanded – Amortization Schedule – Action Menu – Funded Debt – RUS/RTB/FFB Hyperlink

Project	Service Area(s)	Network	Financials	Environmental	Evaluation Criteria	
Project Information	Service Area(s) Information	Network Design	Local Network Services Revenue	Construction Map	Evaluation Criteria	
NEPA Review		Build-out Timeline and Milestones	Competitor Service Offerings	Site/Route Descriptions	Evaluation Criteria Summary	
Project Documents		Capital Investment Workbook (CIW)	Depreciation Schedule	Environmental Questionnaire	Evaluation Criteria Documents	
		Capital Investment Sched	Long-Term Debt Schedule	Environmental Documents		
		Network Documents	Capital Contributions			
			Amortization Schedule (A)			

NEW RUS DEBT	RUS DEBT SUMMARY	OTHER DEBT SUMMARY
New RUS Deb (B)	Funded Debt - Existing RUS...	Funded Debt - Other
	Funded Debt - New Loan	Funded Debt - Rural Develo...
	Funded Debt - Summary	Obligations Under Capital ...
		Other Long-Term Debt

Statement of Cash Flow

Financial Documents

3. The Funded Debt – 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

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added appear, 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. **Net Borrowing** - Enter the appropriate values for the Bridge, and applicable Forecast Years.
    B. **Interest Paid** – Enter the appropriate values for the Bridge, 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 234: Amortization Schedules – Funded Debt – RUS/RTB/FFB

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% Loan or Loan - Grant Combination.

1. If the funding category is 100% Loan or Loan – 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 235: Navigation Bar – Expanded – Amortization Schedule – Action Menu – Funded Debt – New Loan Hyperlink
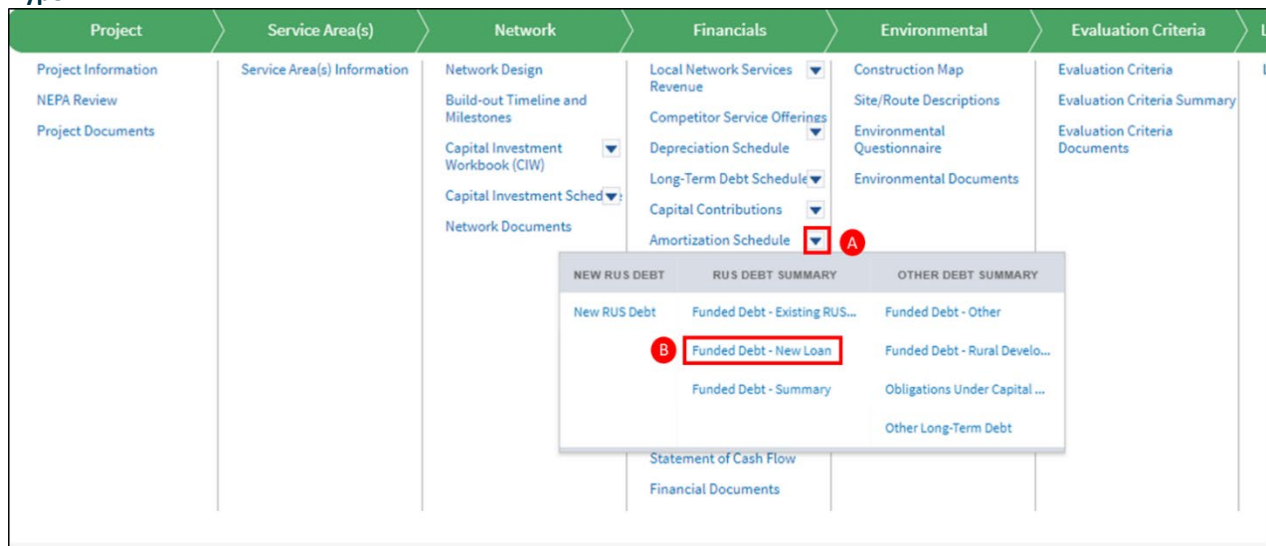
2. The Funded Debt – New Loan page displays. The page consists of an auto-populated table summarizing the breakdown of the new loan requested, based on the information entered in the New RUS Debt subsection.

Figure 236: Amortization Schedules – Funded Debt – New Loan

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 237: Navigation Bar – Expanded – Amortization Schedule – Action Menu – Funded Debt Summary Hyperlink
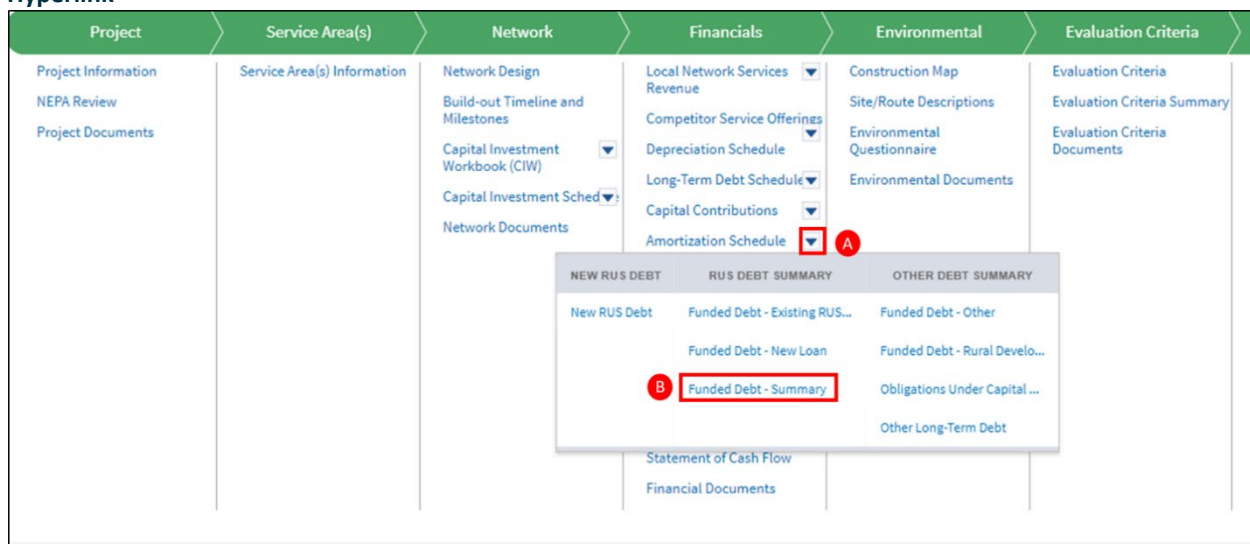
2. The Funded Debt – Summary page displays. The page consists of an auto-populated table summarizing the breakdown of the all RUS debt reported.

Figure 238: Amortization Schedule Page – Funded Debt Summary

Funded Debt Summary

Summary

	Bridge Year			Forecast Years			
	2020	2021	2022	2023	2024	2025	2026
Interest Paid	$2,000	$2,000	$2,000	$2,000	$49,886	$50,468	$48,583
Principal Paid	$0	$10,000	$10,000	$10,000	$93,964	$103,368	$95,253
Total Debt Service	$2,000	$12,000	$12,000	$12,000	$143,850	$153,836	$143,836
Long-Term Portion - LTD	$60,000	$2,560,000	$2,560,000	$2,476,036	$2,382,668	$2,287,415	
Current Maturities - LTD	$10,000	$10,000	$10,000	$93,964	$103,368	$95,253	
Year-End Balance - LTD	$70,000	$2,570,000	$2,570,000	$2,570,000	$2,486,036	$2,382,668	

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 239: Navigation Bar – Expanded – Amortization Schedule – Action Menu – Funded Debt - Other Hyperlink
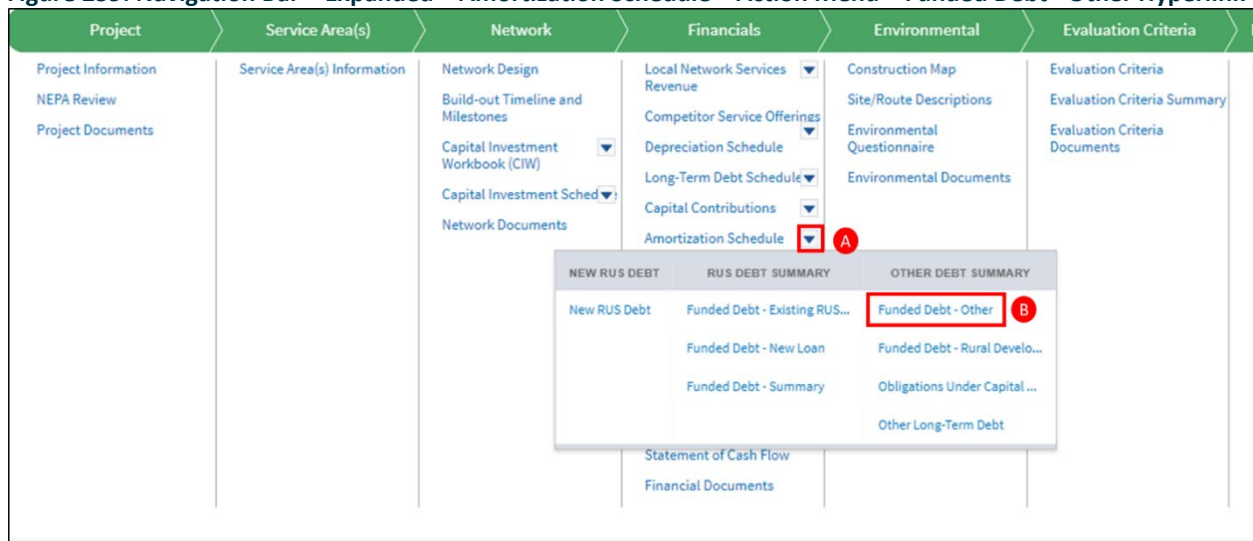
3. Based on the amount of debt items added in the specific Long-Term Debt Schedule section of the application, a certain number of tables displays for each debt item added, as well as a Summary table if there are more than one debt items.

4. For each table, enter the appropriate 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, and applicable Forecast Years.
   B. **Interest Paid** – Enter the appropriate values for the Bridge, 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 this for each available subsection under Other Debt Summary.

Funded Debt - Other

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	Bridge Year	Forecast Years					
	2020	2021	2022	2023	2024	2025	2026
A New Borrowing	$70,000	$80,000	$90,000	$100,000	$110,000	$120,000	$130,000
B Interest Paid	$98,012	$97,542	$96,342	$93,412	$90,342	$89,321	$87,432
C Principal Paid	$101,232	$105,134	$109,778	$110,342	$113,495	$118,403	$120,342
Total Debt Service	$199,244	$202,676	$206,120	$203,754	$203,837	$207,724	$207,774
Long-Term Portion - LTD	$1,084,866	$1,055,088	$1,034,746	$1,021,251	$1,012,848	$1,012,506	
Current Maturities - LTD	$105,134	$109,778	$110,342	$113,495	$118,403	$120,342	
Year-End Balance - LTD	$1,190,000	$1,164,866	$1,145,088	$1,134,746	$1,131,251	$1,132,848	

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	Bridge Year	Forecast Years					
	2020	2021	2022	2023	2024	2025	2026
A New Borrowing	$40,000	$45,000	$50,000	$60,000	$70,000	$80,000	$90,000
B Interest Paid	$110,021	$109,432	$107,432	$103,485	$100,132	$99,123	$93,048
C Principal Paid	$140,321	$142,431	$148,341	$151,984	$153,405	$158,596	$163,043
Total Debt Service	$250,342	$251,863	$255,773	$255,469	$253,537	$257,719	$256,091
Long-Term Portion - LTD	$897,569	$794,228	$692,244	$598,839	$510,243	$427,200	
Current Maturities - LTD	$142,431	$148,341	$151,984	$153,405	$158,596	$163,043	
Year-End Balance - LTD	$1,040,000	$942,569	$844,228	$752,244	$668,839	$590,243	

Summary

	Bridge Year	Forecast Years					
	2020	2021	2022	2023	2024	2025	2026
New Borrowing	$110,000	$125,000	$140,000	$160,000	$180,000	$200,000	$220,000
Interest Paid	$208,033	$206,974	$203,774	$196,897	$190,474	$188,444	$180,480
Principal Paid	$241,553	$247,565	$258,119	$262,326	$266,900	$276,999	$283,385
Total Debt Service	$449,586	$454,539	$461,893	$459,223	$457,374	$465,443	$463,865
Long-Term Portion - LTD	$1,982,435	$1,849,316	$1,726,990	$1,620,090	$1,523,091	$1,439,706	
Current Maturities - LTD	$247,565	$258,119	$262,326	$266,900	$276,999	$283,385	
Year-End Balance - LTD	$2,230,000	$2,107,435	$1,989,316	$1,886,990	$1,800,090	$1,723,091	

5 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/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.

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Figure 241: Navigation Bar – Expanded – Non-Operating Net Income Hyperlink
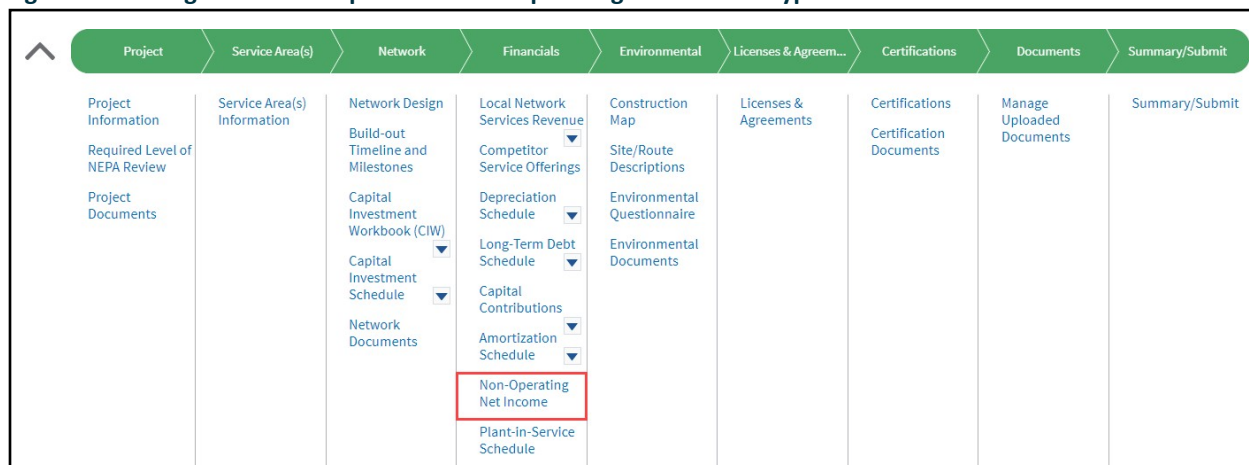
3. The Non-Operating Net Income page displays. Select the appropriate **radio button**.

Figure 242: 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 243: Non-Operating Net Income Page – New Entry Button

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 for 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 244: Non-Operating Net Income Page – New Entry Fields

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 245: Navigation Bar – Expanded – Plant-in-Service Schedule Hyperlink

3. The Plant-in-Service Schedule page displays. The page displays a table which is pre-populated with amounts based on each CIS (PFSA, NFSA, and UPLF). Enter the following fields into the table:
   A. **Plant-in-Service, Beginning of Year** – Enter the appropriate dollar amount into the Bridge Year field. 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/Less Capitalized Expenses (New)** – Enter the appropriate dollar amounts into the Bridge Year and Forecast Years. For additional guidance, please refer to Table 6.

- **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. For additional guidance, please refer to Table 6.

- **Cooperatives using the Contribution in Aid of Construction Method:** Will use this line item to account for projected plant assets to be constructed using grant funds.
- **All Other Entities:** Will not use this line item since the gross value of the plant assets will be recorded and depreciated over the economic life of the asset.

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

Figure 246: Plant-in-Service Schedule Page

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 Service Access Revenue** hyperlink.

Figure 247: Navigation Bar – Expanded – Network Access Services Revenue Hyperlink

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

Figure 248: Network Access Services Revenue Question

- If No, proceed to the next section of this Application, which is the INCOME STATEMENT Section
- If Yes, a table appears where to 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 249: New Network Access Services Revenue

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

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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 appropriately evidence forecasted network service access revenues, RUS may find the application to not be 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 250: Network Access Services Revenue Page

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 some of the 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 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 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 251: Navigation Bar – Expanded – Income Statement Hyperlink

2. 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.**

Figure 252: Income Statement Page – Line Items – Section 1

Line Item		Historical Years				Bridge Year	Forecast Years				
		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
A 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 Long Distance Network Services Revenue											
C Carrier Billing and Collection Revenue											
D Other Operating Revenue											
E Amortized Grant Revenue											
F Uncollectible Revenue											
Net Operating Revenues		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
G Plant Specific Operations Expense											
H Plant Nonspecific Operations Expense (Excluding De...											
I Depreciation Expense						$200,000	$233,340	$253,040	$272,640	$273,030	$273,305
J Amortization Expense											
K Customer Operations and Corporate Operations Exp...											
L Other Operating Expense											

A. **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.

B. **Long Distance Network Services Revenue** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

C. **Carrier Billing and Collection Revenue** – Enter the appropriate values for the Historical

Years, the Bridge Year, and the Forecast Years.

D. **Other Operating Revenue** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years.

E. **Amortized Grant Revenue** – Enter the appropriate values for the Historical Years, the Bridge Year, and the Forecast Years. For additional guidance, please refer to Table 6.

- **For-Profit:** Amortization method should be amortizing over the composite economic life of facilities constructed using grant funds.
- **Cooperatives:** Cooperatives that elect to use the deferred revenue recognition method for grants should be amortizing over the composite economic life of the facilities constructed using grant funds.
- **Cooperatives using the Contribution In Aid of Construction (CIAC) Method:** would not use this account.
- **Not-For-Profit/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. Applicant should treat this line item as "Grant Revenue" and insert the respective amounts in the applicable years.

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 253: Income Statement Page – Line Items – Section 2

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 –

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. For additional guidance, please refer to Table 6.

- **For-Profit:** Amortization method should be amortizing over the composite economic life of facilities constructed using grant funds.
- **Cooperatives:** Cooperatives that elect to use the deferred revenue recognition method for grants should be amortizing over the composite economic life of the facilities constructed using grant funds.
- **Cooperatives using the Contribution In Aid of Construction (CIAC) Method:** would not use this account.
- **Not-For-Profit/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. Applicant should treat this line item as "Grant Revenue" and insert the respective amounts in the applicable years.

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 253: Income Statement Page – Line Items – Section 2

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 (2015 – 2018). 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 254: 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 255: Income Statement Financial Ratios

TIER	ⓘ 📝	0.00	0.00	0.00	0.00	--	--	--	--	--	--
DSCR	ⓘ 📝	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Network Access Services Revenue / Net Opera...	ⓘ 📝	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Cash Flow from Operations / Total Debt Service	ⓘ 📝	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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 – please address those items before submitting the Application.

Figure 256 TIER Warning Window

⚠ **Warning**
TIER for Forecast year 5 will need to be greater than 1.2 to submit. ✕
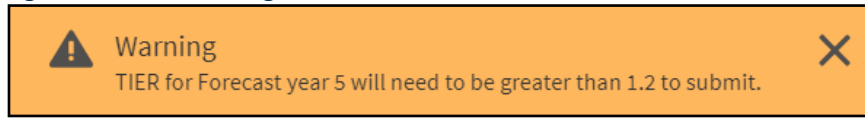
- If there is a validation error in the Income Statement, the Income Statement Error(s) pop-up window appears. Click **Ok**. The applicant may still proceed completing other sections of the Application regardless of correcting the errors, but the errors must be fixed before trying to submit the Application.

Figure 257: Income Statement Error(s) Message

INCOME STATEMENT ERROR(S)

Assumption should be entered if the value in Forecast year is greater than 0 or less than 0. Missing for line item: Long Distance Network Services Revenue.
Assumption should be entered if the value in Forecast year is greater than 0 or less than 0. Missing for line item: Carrier Billing and Collection Revenue.
Assumption should be entered if the value in Forecast year is greater than 0 or less than 0. Missing for line item: Extraordinary Items.

OK

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 some of the 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 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 258: Navigation Bar – Expanded – Balance Sheet Hyperlink
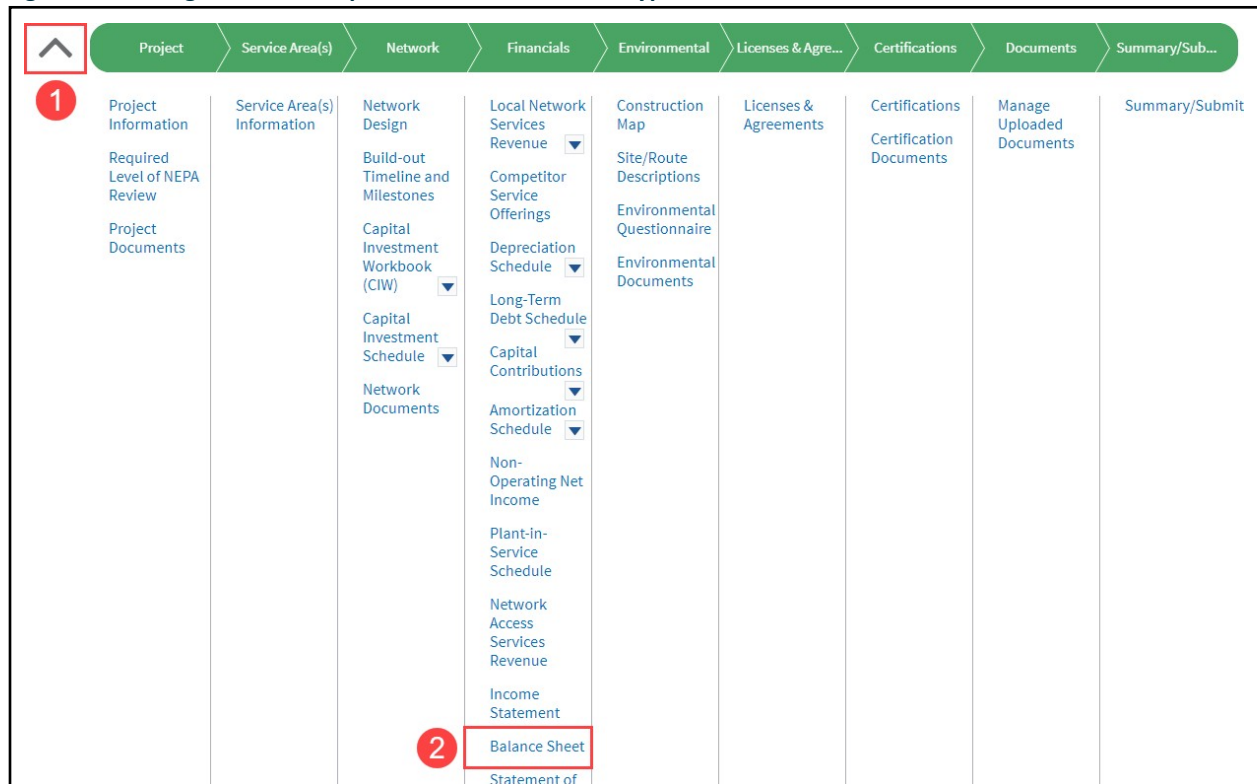
3. The Balance Sheet page displays. In the Balance Sheet table, enter the applicable information for the four Historical Years, Bridge Year, and Forecast Years.

Figure 259: Balance Sheet Page – Line Items – Section 1

Balance Sheet

		Historical Years				Bridge Year		Forecast Years			
		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Current Assets											
(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											
Total Current Assets		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

<u>Current Assets section</u>

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 260: Balance Sheet Page – Line Items – Section 2

<u>Non Current Assets section</u>

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

<u>Plant, Property, and Equipment section</u>

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.

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Figure 261: 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											
	Total Current Liabilities		$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**
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*.*
E. **Current Maturities Long-Term Debt – Other**: The Bridge and the Forecast Years values carry over from the Amortization – Other Debt Summary section.
F. **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.
G. **Current Maturities Other Long-Term Debt:** The Bridge and the Forecast Years values carry over from the Amortization – Other Debt Summary section.
H. **Current Maturities – Capital Leases:** The Bridge and the Forecast Years values carry over from the Amortization – Other Debt Summary section.
I. **Lines of Credit**
J. **Other Current Liabilities**

Figure 262: Balance Sheet Page – Line Items – Section 4

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:** *The Bridge Year and the Forecast Years values carry over from the Amortization – Other Debt Summary section.*

B. **Deferred Grant Revenue:** *The Bridge Year and the Forecast Years values carry over from the Amortization – Other Debt Summary section.*

- **For-Profit:** Will use this line item to insert grant revenue that has been deferred.

- **Cooperatives:** Cooperatives that elect to use the deferred revenue recognition method for grants will use this line item to insert grant revenue that has been deferred.

- **Cooperatives-CIAC/Not-For-Profit/Government Entities:** These entities will not use this line item because grant revenue is recognized at the time it was received.

For additional guidance, please refer to **Table 6.**

Figure 263: Balance Sheet Page – Line Items – Section 5

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 264: Assumption Window – Local Network Services Revenue

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 5 below describes the calculations underlying the statement of cash flow. Where the line items shown in the Statement of Cash Flows do not reflect all cash transactions, the applicant can manually enter amounts for additional line items using line items described as 'Manual Input'.

Table 7: Calculations Underlying Statement of Cash Flow

Line Item	Calculation
Beginning Cash (Cash & Equivalents plus RUS Construction Fund from prior year Balance Sheet)	Cash Flow Statement → PRIOR YEAR Ending Cash
CASH FLOWS FROM OPERATING ACTIVITIES	
Net Income (Loss)	Income Statement → THIS YEAR Total Net Income or Margins
ADJUSTMENTS TO RECONCILE NET INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES	
Add: Depreciation	Income Statement → THIS YEAR Depreciation Expense
Add: Amortization	Income Statement → THIS YEAR Amortization Expense
Other (Explain)	*Manual input*
CHANGES IN OPERATING ASSETS & LIABILITIES	
Decrease / (Increase) in Accounts Receivable	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: • Accounts Receivable-Affiliates + • Accounts Receivable-Non-Affiliates
Decrease / (Increase) in Materials and Inventory	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: • Materials and Inventory
Decrease / (Increase) in Other Current Assets & Interest and Dividends Receivable	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: • Interest and Dividends Receivable + • Other Current Assets
Increase / (Decrease) in Accounts Payable	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: • Accounts Payable-Affiliates + • Accounts Payable-Non-Affiliates
Increase / (Decrease) in Other Current Liabilities	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: • Other Current Liabilities
Net Cash Provided/(Used) by Operations	**Sum of items in Operating Activities**
CASH FLOWS FROM INVESTING ACTIVITIES	
Capital Expenditures	*Manual input*
a. Plant Constructed Using Grant Proceeds	*Manual input*
Other Long-Term Investments	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: • Investment in Affiliated Companies-Rural Development + • Investment in Affiliated Companies-Non-Rural Development
Increase / (Decrease) in Intangible Assets	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: • Intangible Assets
Other Noncurrent Assets	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:

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

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/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 some of the 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 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 265: 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 266: Statement of Cash Flow Page – Line Items – Section 1

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

Figure 267: Statement of Cash Flow Page – Line Items – Section 2

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 out flow from grant proceeds used to plant asset.

  For additional guidance, please refer to Table 6.

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, please refer to Table 6.

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).

4. 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.

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Financial Documents

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

Figure 268: Financial Documents Link

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

Figure 269: Financial Documents Page

Table 8: Financial Documents

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

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. 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.

Construction Map

The Construction Map functions similarly to the Service Area Mapping Tool. 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 / route description.

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 270: Navigation Bar – Expanded – Construction Map Hyperlink

3. The Construction Map page displays.

Figure 271: Construction Map
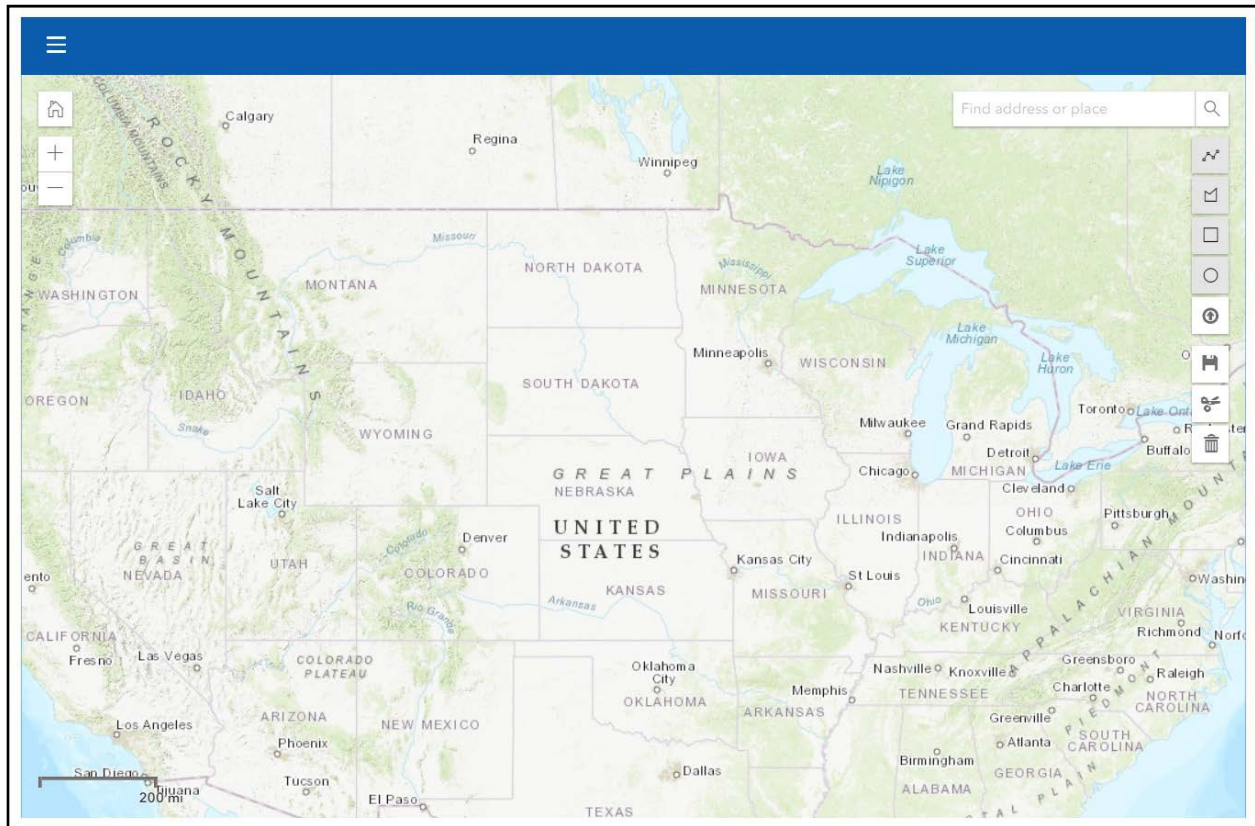
Construction Map Layers

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) (Wetlands Subpart G)
d. Historic and Cultural Resources (Subpart H)
    i. Tribal Lands
    ii. National Register of Historic Places (NRHP)
e. Land Use (Subpart L)
    i. Farmland (FFPA) (Also includes Hydric Rating (NRCS) (Wetlands Subpart G))
    ii. Formally Classified Lands
    iii. Wild and Scenic Rivers (Formally Classified Lands)
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 (2015)
                b. Ozone 8-Hour (2008)
                c. Ozone 8-Hour (1997)
            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 (SO2) 1-Hour
        ii. Sole Source Aquifer
        iii. Coastal Zone
        iv. Coastal Barrier

Creating and Drawing Sites and Routes
1. Click the **menu** in the top left corner of the Construction Map (three horizontal lines).

Figure 272: Construction Map – Menu Button
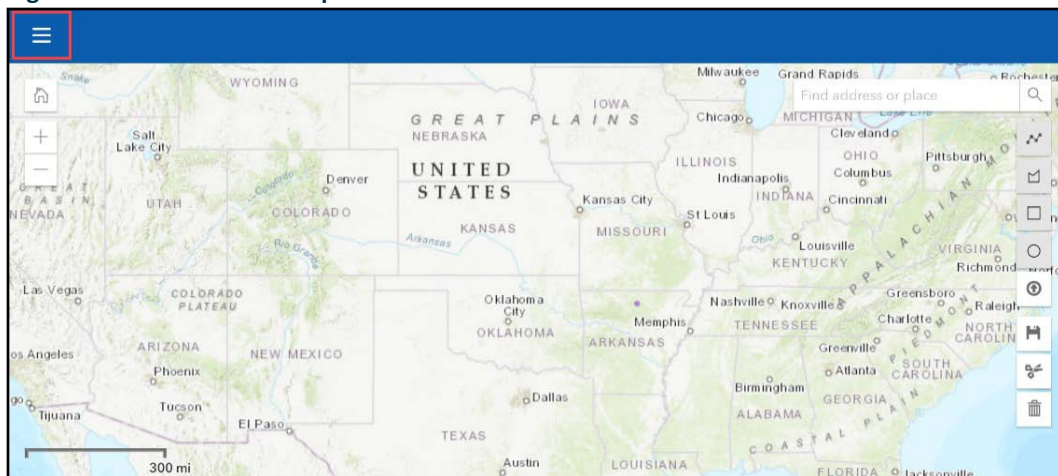
2. Click **Sites & Routes** on the menu to display the Sites and Routes tables.

Figure 273: 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 274: Construction Map – Sites and Routes Panel
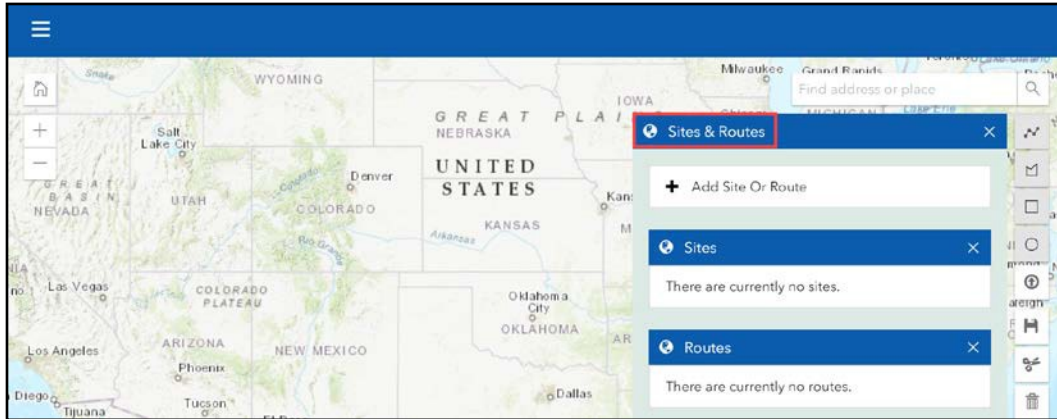
4. To add a Site, click **+ Add Site or Route** under the Sites & Routes heading.

Figure 275: Sites and Routes Panel – Add Site or Route
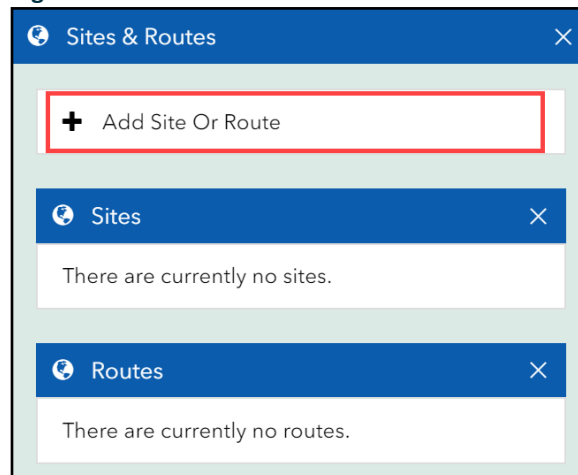
5. Once selected, the Add A Site Or Route pop-up window appears.
6. Click the **Site/Route Name** field and enter the applicable site name. As these Site / Route Names are referenced throughout this section of the application, applicants should use descriptive and concise names whenever possible. This 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, the Please Specify The Width Of The Route field appears with a default value of 75 ft. Applicants can edit this field for a value between 25 and 500 ft.
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.

Figure 276: Add Site or Route Window

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 277: 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 278: Construction Map – Tool Icons
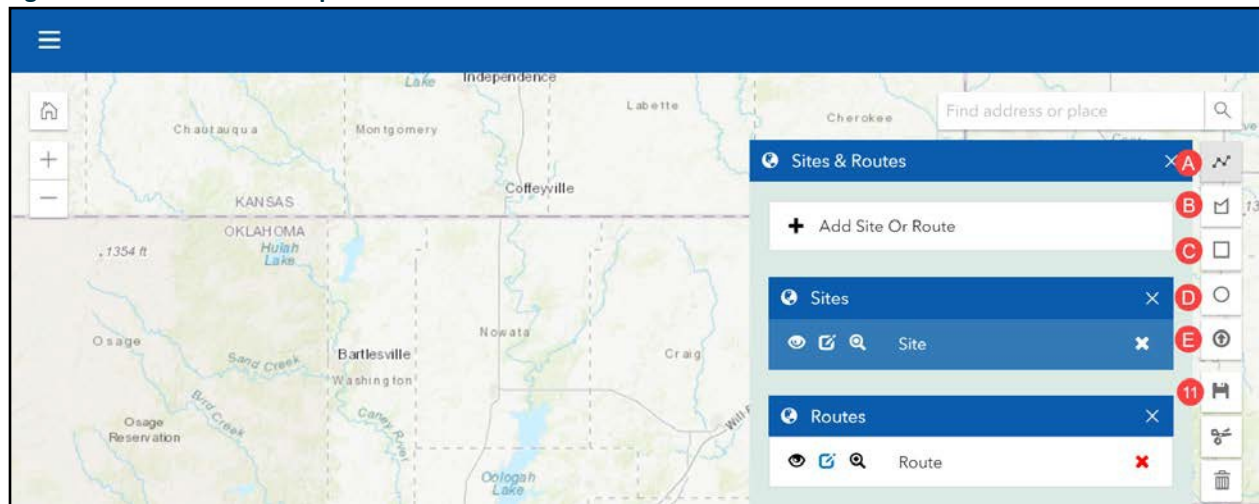
Deleting a Site or Route and its Drawing

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 279: Sites and Routes Panel – Delete Boxes
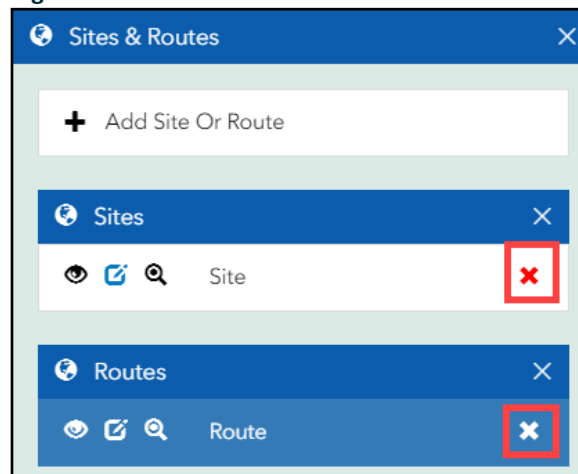
2. The Confirm Delete pop-up window appears. Click **Delete** to confirm that the applicant wishes to delete that site or route, and its associated shapes (drawn or uploaded).

Figure 280: Deletion Confirmation Window

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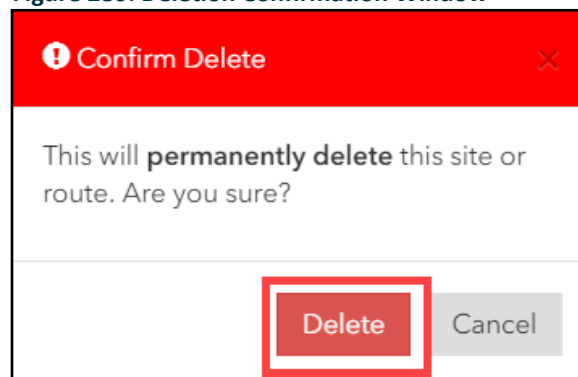
Site/Route Descriptions

After all sites and routes and their respective shapes have been created via the Construction Map, applicants must enter descriptions for each site and route via 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.

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.

Beginning Site Descriptions

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

Figure 281: Navigation Bar – Expanded – Site/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 282: Site Descriptions Table
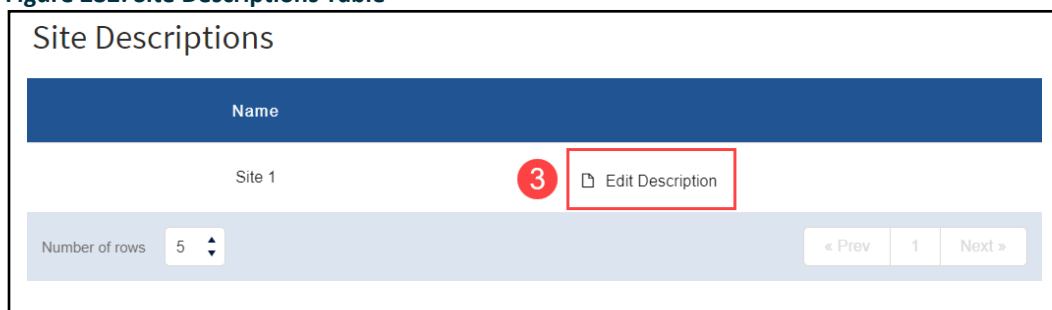
4. The Site Description page displays. Click the **drop-down menu** under the question: "Is the proposed site located on or does it cross Tribal Land(s) as identified in the *Tribal Lands* layer of the construction map? Only answer "Yes" if the American Indian, Alaska Native, and Native Hawaiian Area (AIANNHA) Census Code for that area falls within 0000 – 4990." and then 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?" and then select the **applicable option**.
6. Click the **Save** button.

Figure 283: Site/Route Descriptions Page – Question Section

7. The responses are saved. Proceed to the next sections of this document for instructions on how to add New Assets to the Site. Refer to the applicable sections depending upon the Asset Type for which the applicant wishes to capture information. The Asset Types are: Buildings, Towers, Access 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 284: Site Description Page – New Asset Section

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 285: 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 286: 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 to Site** button.

Figure 287: 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 288: Site/Route Descriptions Page – Describe and Delete Buttons

Completing Building Description

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**.
3. Click the **Add and Continue** button.

Figure 289: Site Description Page – New Asset Section – Building

4. Building description page displays. The following question displays**:** "Is this an existing building or a building to be constructed?". Select the **applicable response**.
   - If **Existing**, proceed to the CAPTURING TO BE CONSTRUCTED BUILDING INFORMATION section of this document.
   - If **To Be Constructed**, proceed to the next section of this document.

Figure 290: Site Description Page – Building – Section 1

Capturing To Be Constructed Building Information

Before starting this section, go through all the steps from the **COMPLETING BUILDING DESCRIPTION** section of this document.

1. Upon selecting "To be Constructed", the following question displays "Please select the type of building to be constructed". Select the **applicable response**.
2. The following message displays: "Please indicate the total limits of disturbance that will be required (in feet):". Input the applicable **Length, Width,** and **Depth** in the corresponding fields.

Figure 291: Site Description Page – Building – Section 2

3. The following question displays: "Is the land for this building currently owned by the applicant or to be purchased?". Select the **applicable response**.
4. The following question displays: "Is the Applicant proposing to install any network & access equipment in this building?". Select the **applicable response**.
   - If No, proceed to **STEP 9** that asks the following question: "Is the Applicant proposing to install a generator at the building?"
   - If Yes, proceed to the next step.
5. The following message displays: "Please select the type of equipment that will be installed. Select all that apply:". Click all the **applicable 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 292: Site Description Page – Building – Section 3

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 293: 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 294: 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 to Site** button.

Figure 295: Site Description Page – Building – Return to Site
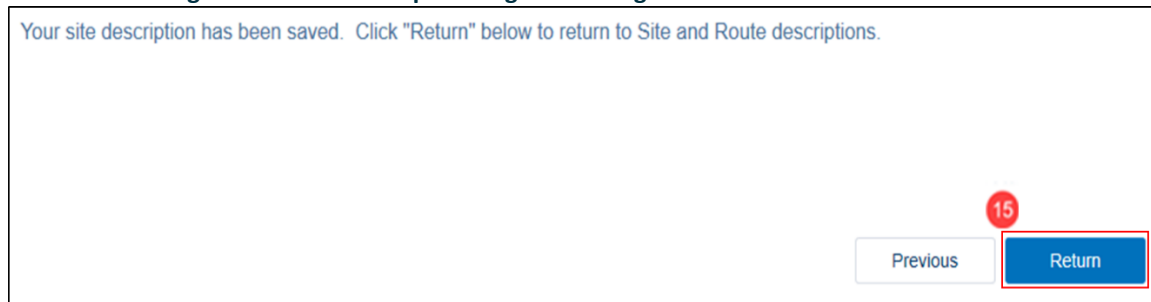
16. The Site Description page displays. Repeat all the previous steps in this section, for any other To Be Constructed Buildings asset types. The recently added asset appears under the Buildings table. The following options display: Describe to edit the previous answers or Delete to remove the asset.

Figure 296: Site Description Page – Buildings Table

Capturing the Existing Building Information

Before starting this section, go through all the steps from the COMPLETING BUILDING DESCRIPTION section of this document.

1. Upon selecting "Existing", the following question displays: "What is the estimated year in which the existing building was constructed?" Input the **applicable year response.**
2. The following question displays: "Will there be any improvements made to the existing building?". Select the **applicable response.**
   - 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.

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Figure 297: Site Description Page – Building – Section 1

4. The following message displays: "Please indicate the total limits of disturbance that will be required (in feet):" Input the applicable **Length, Width,** and **Depth** in the corresponding fields.
5. The following question displays: "Is the building currently owned by the Applicant, or leased?". Select the **applicable response.**
   - If "Leased", an upload field appears. Upload a Building Lease Agreement by following the guidance described in the **UPLOADING DOCUMENTS** section of this Application Guide.
   - If "Owned", proceed to the next step.

Figure 298: Site Description Page – Building – Section 2

6. The following question displays: "Is the Applicant proposing to install any network & access equipment in this building?". Select the **applicable response**.
   - If No, proceed to STEP **11** 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 299: Site Description Page – Building – Section 3

11. The following question displays: "Is the Applicant proposing to install a generator at the building?" Select the **applicable response**.
    - If **No**, proceed to STEP **16** to save the entered information and return to the Site Description page.
    - If **Yes**, proceed to the next step.
12. The following question displays: "How many generators will be installed at this building?" Input the **applicable response**.
13. The following message displays: "Please select the type(s) of generator(s) that will be installed:". Select the **applicable checkbox(es)**.
14. The following question displays: "What is the installation method for the generator(s)?" Select

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the **applicable checkbox(es)**.

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 301: Site Description Page – Building – Section 5

17. The Return to Site page displays. Click the **Return to Site** button.

Figure 302: Site Description Page – Return to Site Button

18. The Site Description page displays. Repeat all the previous steps within this section for any other Existing Buildings 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 303: Site Description Page – Buildings Table

Completing Tower Description

1. From the Site Description page, if the applicant has any Towers to add, under the New Asset Section, click the Name field and enter the **applicable name** for the Tower.
2. Click the Type field **drop-down menu**, and then select **Tower**.
3. Click the **Add and Continue** button.

Figure 304: Site Description Page – New Asset Section - Tower

4. The Tower's Name description page displays. Select the **applicable response** to the following question: "Is this an existing tower or a tower to be constructed?"

Figure 305: Site Description Page – Tower – Section 1

- If **Existing**, proceed to the CAPTURING TO BE CONSTRUCTED TOWER INFORMATION section of this document.
- If **To be Constructed,** proceed to the next section of this document.

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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 306: Site Description Page – Tower – Section 2

3. The following question displays: "Is the land or this tower/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/pole?". Select the **applicable response**.
5. The following question displays: "What is the height of this tower/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/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/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 307: Site Description Page – Tower – Section 3

8. The following question displays: "Are you collocating, upgrading, or installing a new antenna?". Select the **applicable checkbox(es)**.

9. The following question displays: "Is FCC license required for any of this equipment?". Select the **applicable response**.

10. The following question displays: "Is the Applicant proposing to install a generator at this tower/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/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 308: Site Description Page – Tower – Section 4

13. The following question displays: "What is the installation method for the generator(s)?". Select the **applicable checkbox(es)**.
14. The following message displays: "Please indicate the total limits of disturbance that will be required (in feet):". Input the applicable **Length, Width,** and **Depth** in the corresponding fields.
15. Click the **Save and Continue** button.
16. The Return to Site page displays. Click the **Return to Site** button.

Figure 309: Site Description Page – Tower – Section 5

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.

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 311: Site Description Page – Tower – Section 1

3. In the Description of the improvements field, enter the applicable description.
4. The following question displays: "Is the tower currently owned by the Applicant, or leased?". Select the **applicable response**. If **Leased**, an upload field appears. Upload the applicable Tower Lease Agreement document

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Figure 312: 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/pole?". Select the **applicable response**.
6. The following question displays: "What is the height of this tower/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/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/pole?"
    b. If Yes, proceed to the next step.

Figure 313: 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 314: 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

10. The following question displays: "Is FCC license required for any of this equipment?". Select the ̲applicable response.
11. The following question displays: "Is the Applicant proposing to install a generator at this tower/pole?". Select the **applicable response**.
   a. If No, proceed to STEP **16** to save the information and return to the Site Description.
   b. If Yes, proceed to the next step.

Figure 315: Site Description Page – Tower – Section 5

	Is FCC license required for any of this equipment? ∗
10	Yes ▼
11	Is the Applicant proposing to install a generator at this tower/pole? ∗
	Yes ▼

12. The following question displays: "How many generators will be installed at this tower/pole?". Input the **applicable response**.
13. The following message displays: "Please select the type(s) of generator(s) that will be installed:". Select the **applicable checkbox(es)**.
14. The following question displays: "What is the installation method for the generator(s)?". Select the **applicable checkbox(es)**.

Figure 316: Site Description Page – Tower – Section 6

	How many generators will be installed at this tower/pole? ∗
12	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 317: Site Description Page – Tower – Section 7

17. The Return to Site page displays. Click the **Return to Site** button.

Figure 318: Site Description Page – Tower – Return to Site Button.

18. The Site Description page displays. Repeat all steps in this section for any other Existing Towers asset type. The recently added asset appears under the Towers table. The following options display: **Describe** to edit the previous answers or **Delete** to remove the asset.

Completing Large Enclosure Cabinets Description

1. From the Site Description page, if the applicant has any Large Enclosure Cabinets 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 construct?". 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.

197

Figure 319: Site Description Page – Large Enclosure Cabinet – Section 1

Is this an existing cabinet or a cabinet to be constructed?

To be Constructed

1

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.**
   a. If No, proceed to **Step 7** to save the information and return to the Site Description.
   b. If Yes, proceed to the next step.
3. The following message displays: "Please select the type of equipment that will be installed. Select all that apply:". Select the **applicable checkbox(es)**.
4. The following message displays: "Are you collocating, upgrading, or installing a new antenna?" Select the **applicable checkbox(es)**.

Figure 320: 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 321: 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**.
   a. If No, select Save and Continue.
   b. If Yes, proceed to the next step.

Figure 322: 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: "Is the Applicant proposing to install a generator at the 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 all that apply:". 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 limits of disturbance that will be required (in feet):". Input the applicable **Length and Width** in the corresponding fields.

Figure 323: 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 **Step 3.**
   b. If selecting Yes, proceed to the next step.

Figure 324: 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 325: 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 326: 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?"

200

Select the **applicable response**.

7. The following question displays: "Where is this equipment going to be installed?" Select the **applicable response**.

Figure 327: Site Description Page – Large Enclosure Cabinet – Section 9

8. The following question displays: "Is the Applicant proposing to install a generator at the cabinet?" Select the **applicable response**.
    a. If No, select Save and Continue.
    b. If Yes, proceed to the next step.
9. The following question displays: "How many generators will be installed at this Cabinet?" Insert the **applicable number**.
10. The following message displays: "Please select the type(s) of generator(s) that will be installed:". Select the **applicable checkbox(es)**.
11. The following question displays: "What is the installation method for the generator(s)?" Select the **applicable checkbox(es)**.
12. The following message displays: "Please indicate the total amount of ground disturbance that will be done (in feet):". Input the applicable **Length and Width** in the corresponding fields.
13. Select Save and Continue.

Figure 328: Site Description Page – Large Enclosure Cabinet – Section 10

14. Upon saving, click Return.

Figure 329: Site Description Page – Large Enclosure Cabinet – Section 11

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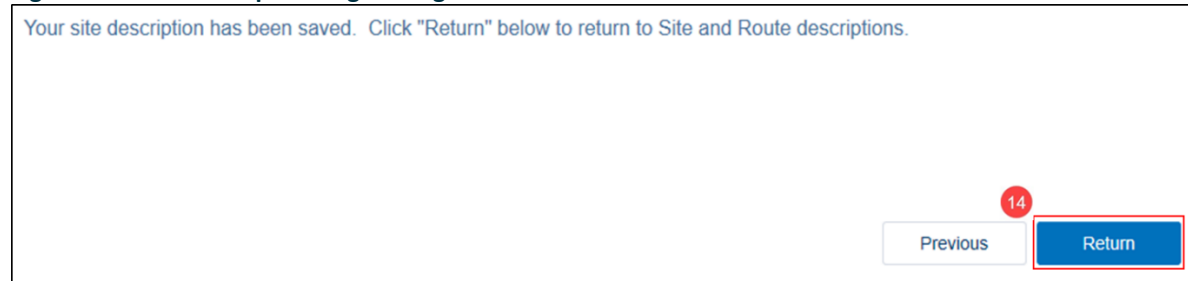
Completing Route Descriptions

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

Figure 330: Navigation Bar – Expanded – Site/Route Descriptions Hyperlink

3. The Site/Route Descriptions page displays. Click **Edit Description** next to the applicable Route to enter a description.

Figure 331: Route Descriptions Table – Edit Description Button
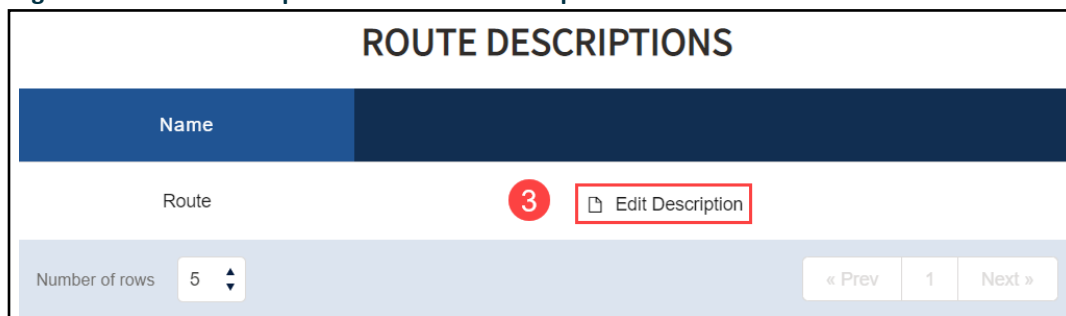
4. The Route Description page displays.
5. The following question displays: "Is the proposed route located on or does it cross Tribal Land(s) as identified in the Tribal Lands layer of the construction map? Only answer "Yes" if the American Indian, Alaska Native, and Native Hawaiian Area (AIANNHA) Census Code for that area falls within 0000 - 4990." Select the **applicable response**.
6. 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**.
7. The following question displays: "Is the route New or Upgrading / rebuilding existing telecommunication facilities?". Select the **applicable checkbox(es)**.

202

8. The following question displays: "Is the route in a previously-developed, existing right-of-way? (Select all that apply)". Select the **applicable checkbox(es)**.

Figure 332: Route Description Page

9. 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**.

Figure 333: Installation Method Checkboxes

10. If **Plowed**, input the **applicable Plowed Miles, Plowed Width,** and **Plowed Depth**.

Figure 334: Installation Method Description Entry Fields – Plowed

11. If **Bored**, input the **applicable Bored Miles, Enter Entry Coordinates,** and **Enter Exit Coordinates**.

Figure 335: Installation Method Description Entry Fields – Bored

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: ✱

15

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.XXXXXXXXX, -XXX.XXXXXXXXX):

12.3456, -12.3456

Enter exit coordinates (XX.XXXXXXXXX, -XXX.XXXXXXXXX):

12.3456, -12.3456

Will associated cabinets or underground vaults be installed nearby in previously-disturbed or developed land? ✱

Yes ▼

12. If **Open Trench**, input the **applicable Open Trench Miles, Trench Width,** and **Trench Depth**.

Figure 336: Installation Method Description Entry Fields – Open Trench

13. If **Existing Conduit Systems**, input the **applicable Existing Conduit Miles**.

Figure 337: Installation Method Description Entry Fields – Existing Conduit Systems

14. If **Existing Ducts**, input the **applicable Existing Ducts Miles**.

Figure 338: Installation Method Description Entry Fields – Existing Ducts

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)

15

15. If **Aerial Cables on Existing Poles**, input the **applicable Existing Aerial Cables on Existing Poles**.

Figure 339: Installation Method Description Entry Fields – Aerial Cables on Existing Poles

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)

15

16. If **Aerial Cables on New Poles**, input the **applicable Aerial Cables on New Poles Miles, Pole Diameter, Pole Depth, Pole Span,** and **Pole Height**.

Figure 340: Installation Method Description Entry Fields – Aerial Cables on New Poles

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: ✱ **(16)**

15

Enter the extent of ground disturbance for the installation method (in feet):

Pole Diameter: ✱

2

Pole Depth: ✱

7

Pole Span: ✱

4

Pole Height: ✱

10

Will associated cabinets or underground vaults be installed nearby in previously-disturbed or developed land? ✱

Yes ▼

17. If **Underwater**, input the **Underwater Miles**.

Figure 341: Installation Method Description Entry Fields – Underwater

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) 5

18. 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 handhold. If the equipment is more similar to a pre fab hut or this structure, it should be identified as a site.

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

Figure 342: Dropdown Field – Cabinets/Underground Vaults Installation

Will associated cabinets or underground vaults be installed nearby in previously-disturbed or developed land? ✳

(18) Yes ▼

(19) Save and Continue

20. 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 343: Route Description Page – Return Button

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

(20)

Previous   Return

21. The Site/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/route descriptions, applicants must complete up to three types of EQs: Site/Route Questionnaires, a Project Questionnaire, and a Section 106 Project Questionnaire. As the construction map and the site/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 344: Navigation Bar – Expanded – Environmental Questionnaire Hyperlink

3. The Environmental Questionnaire page displays.

Validating If NHPA Section 106 Environmental Questionnaire is Required

The system includes several built-in validations that determine whether a NHPA Section 106 EQ is Required based on the construction map and the site and route descriptions. Specifically, a NHPA Section 106 EQ is required by the system under the following circumstances:

Sites and Routes:
Is asset located on Tribal land - **Yes**
Is asset located on or cross Federally Managed Land - **Yes**

Routes:
- Is the route in a previously-developed, existing right-of-way? **No, a new right-of-way or easement will be required**, Section 106 becomes required.
- No matter the answer for question, "*Is the route in a previously-developed, existing right-of-way?"*, if the installation method is either '**Aerial Cables on New Poles**' or '**Underwater**', Section 106 becomes required.
- No matter the answer for question, "*Is the route in a previously-developed, existing right-of-way?"*, if the answer to question, "Will associated cabinets or underground vaults be installed nearby in previously-disturbed or developed land?" is either '**No**' or '**Both in disturbed and undisturbed land**', Section 106 becomes required.

Site - Building:
- Is this an existing site or a site to be constructed? **To Be Constructed**
- *If answer to the previous question is '**Existing**' *WHEN* What is the estimated year in which the existing tower was constructed? **>49 years old**
- Will the improvements require ground disturbance? **Yes**
- Are you collocating, upgrading, or installing a new antenna? **New**
- Is a FCC license required for any of the equipment? **Yes**
- Please select the type(s) of generator(s) that will be installed: **Primary generator**

Site - Tower:
- Is this an existing tower or a tower to be constructed? **To Be Constructed**
- *If answer to the previous question is '**Existing**' *WHEN* What is the estimated year in which the existing tower was constructed? **>49 years old**
- Is a FCC license required for this tower/pole? **Yes**
- Is a FCC license required for any of the equipment? **Yes**
- Please select the type(s) of generator(s) that will be installed: **Primary generator**

Site - Access Road/Parking Lot:
- 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? '**Construction of a new access road/parking lot**' or '**Expansion of an existing access road/parking lot**'

Site - Large Enclosure:
- Is this an existing cabinet or a cabinet to be constructed? **To Be Constructed**
- Please select the type(s) of generator(s) that will be installed: **Primary generator**
- Will the improvements require ground disturbance? **Yes**
- Is a FCC license required for any of the equipment? **Yes**

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
2. Route(s) have been drawn and the respective Site/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 345: 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/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 / 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 / route descriptions, it displays the following message: *"The actions identified in the Site/Route Description section of this application have been determined by Rural Development to have no potential to cause effects to historic properties. There is no need to complete the S106 EQ at this time unless the S106 process has already been initiated with Tribes, the State Historic Preservation Office or other interested parties."* The application does not require the applicant to complete NHPA Section 106 EQ in order to submit the Application.

4. Once the check box is selected, click **Save** to save the response in the system. **The Construction Map and the Site/Route Descriptions will not be editable after this response is saved.** To alter the Construction Map or descriptions after having saved, applicants must uncheck the checkbox and then click Save. Once the changes to the Construction Map and the Site/Route Descriptions

are complete, the applicant must select the check box, and click Save in order to submit an application.

Figure 346: Environmental Questionnaire – Notice of NHPA Section 106 Requirement

5. The confirmation message displays. To return to the Environmental Questionnaire page, click **Previous**.

Figure 347: Environmental Questionnaire – Save Confirmation Page

Accessing Endangered Species Information for Sites and Routes

1. 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).
2. 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 348: Environmental Questionnaire Page – Official Species List Links for Sites and Routes

3. The U.S. Fish and Wildlife Service (USFWS) IPaC Planning Tool opens in another browser tab. A free account is needed to access the IPaC Planning Tool, as described in the Site/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. Repeat this process for each site and route.

Download and Complete the Site/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 / Route EQs. **A Site / 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/Route EQ is visible. Click the blue **Site/Route Environmental Questionnaire** button.

Figure 349: Environmental Questionnaire – Site/Route Environmental Questionnaire Link

2. Upon clicking the button, the Site/Route EQ template is opened in a new window. The EQs are fillable PDFs, and should be completed within their native format. Applicants should not print the forms and fill them manually. From here, download the form to begin completing it.

Figure 350: Site/Route Environmental Questionnaire PDF

3. The information contained in the Site / Route EQ must be consistent with the Construction Map and the site / route descriptions. Many of the responses to the questions in the Site / 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/Route EQ has been completed for a site or route, save it to a local computer or network and complete the next Site/Route EQ. If all Site/Route EQs have been completed, download and complete the Project EQ.

Download and Complete the Project Environmental Questionnaire

As the Site / Route EQs inform the answers to the Project EQs, applicants should first complete the Site / Route EQs before beginning the Project EQs. Once all the Site / 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 351: Environmental Questionnaire – Project Environmental Questionnaire Link

2. Upon clicking the button, the Project EQ template is opened in a new window. The EQs are fillable PDFs, and should be completed within their native format. Applicants should not print the forms and fill them manually. From here, download the form to begin completing it.

Figure 352: Project Environmental Questionnaire PDF

3. The information contained in the Project EQ must be consistent with the Site / Route EQs. Many of the responses to the questions in the Site / 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 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 353: Environmental Questionnaire – NHPA Section 106 Environmental Questionnaire Link

The NHPA Section 106 EQ will identify whether applicants need to initiate the consultation process with State Historic Preservation Officers (SHPOs) and/or Tribal Historic Preservation Officers (THPOs). **Applicants should note that once the NHPA Section 106 consultation process has been initiated, it must be completed even if the applicant subsequently determines that the consultation is not necessary.** Consequently, applicants should follow the directions in the NHPA Section 106 EQ carefully to avoid unnecessary burden.

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 their native format. Applicants should not print the forms and fill them manually. From here, download the form to begin completing it.

Figure 354: NHPA Section 106 Environmental Questionnaire PDF

3. Once the NHPA Section 106 EQ is complete, save it to a local computer or network.
4. Upload all the EQs by following the directions in the ENVIRONMENTAL DOCUMENTS section of the 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/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 355: Navigation Bar – Expanded – Environmental Documents Hyperlink

2. The Environmental Documents page displays with several tables
   - A table for Environmental Documents displays at the top of the page. This table 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 356: Environmental Documents Page – Document Action Menu

Table 9: Environmental Information Section Document Uploads and Requirements

Document	Required Entities
Draft Environmental Assessment	Required only if EA is selected compliance method
Draft Environmental Impact Statement	Required only if EIS is selected compliance method
Final Environmental Assessment	Required only if EA is selected compliance method
Draft Environmental Impact Statement	Required only if EIS is selected compliance method
EA Notice of Availability	Required only if EA is selected compliance method
EA Notice of Availability Affidavit of Publication	Required only if EA is selected compliance method
Draft FONSI	Required only if EA is selected compliance method
FONSI Notice of Availability	Required only if EA is selected compliance method
FONSI Notice of Availability Affidavit of Publication	Required only if EA is selected compliance method
Environmental Impact Statement Scoping Document	Required only if EIS is selected compliance method
Environmental Impact Statement Scoping Public Notices	Required only if EIS is selected compliance method
Draft Environmental Impact Statement Public Notices	Required only if EIS is selected compliance method
Final Environmental Impact Statement Public Notices	Required only if EIS is selected compliance method
Draft Record of Decision	Required only if EIS is selected compliance method
Floodplain Map	
Wetland Map	
Formally Classified Lands Map	
FPPA Map	
Official Species List	All applicants

Marine Mammal Protection Act Map	For projects occurring in water or in close proximity to water
Essential Fish Habitat Map	For projects occurring in water or in close proximity to water
Green Book data	Required (if non-attainment/maintenance map not provided)
Non-Attainment/Maintenance Map	Required If Green Book Data not provided
Coastal Barrier Resources System Map	As required by the EQs
Coastal Zone Management Area Map	As required by the EQs

Evaluation Criteria Tab

This tab allows applicants to provide information regarding the evaluation criteria. The Evaluation Criteria sections only appear if the Applications are: 100% Grant or 50%/50% Loan/Grant. If the Application is for a 100% 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 **toggle** (A), and then click the **Evaluation Criteria** hyperlink (B).

Figure 357: Navigation Bar – Expanded – Evaluation Criteria Hyperlink
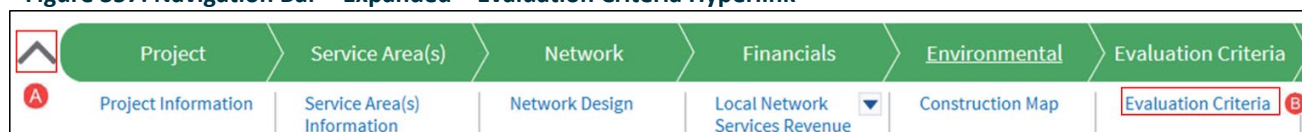
2. Under Performance of the Offered Service, click the Number of Mbps **drop-down menu**, and then select the appropriate option. If 100Mbps download and upload is selected, these speeds should be consistent with the network design and diagram, as well as with the service offerings described earlier in the application.

3. Enter the applicable number of businesses in the **Number of Businesses** field. **Farms are not considered businesses for the purposes of this FOA.** Upon entering the data in the Number of Businesses field, an upload field appears. A pre-subscription form must be provided for each business included in the number of businesses.

Figure 358: Number of Business Field
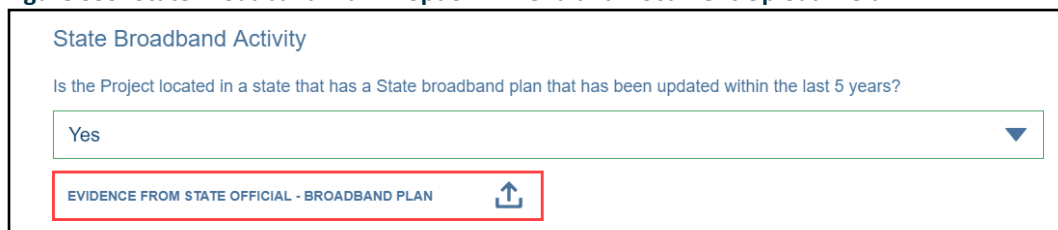
4. Under State Broadband Activity, for the first question, click the **drop-down menu,** and then select the applicable option.
   a. If **No**, proceed to the next question.
   b. If **Yes**, an upload field appears. Applicants can voluntarily submit evidence from the appropriate State official that a broadband plan has been implemented and updated. If service is proposed in multiple states, then evidence should be submitted from each
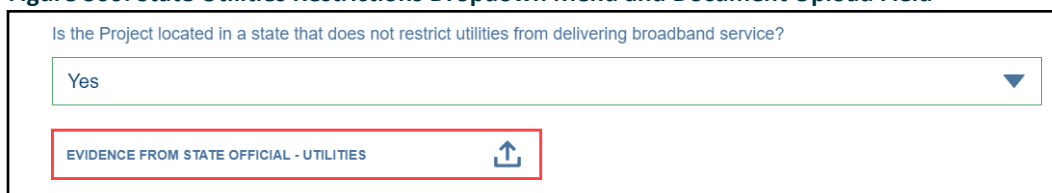
state to get the appropriate points. If the project is occurring entirely in a tribal area, applicants can voluntarily submit evidence from a Tribal official instead of a State official.

Figure 359: State Broadband Plan Dropdown Menu and Document Upload Field

State Broadband Activity

Is the Project located in a state that has a State broadband plan that has been updated within the last 5 years?

Yes

EVIDENCE FROM STATE OFFICIAL - BROADBAND PLAN
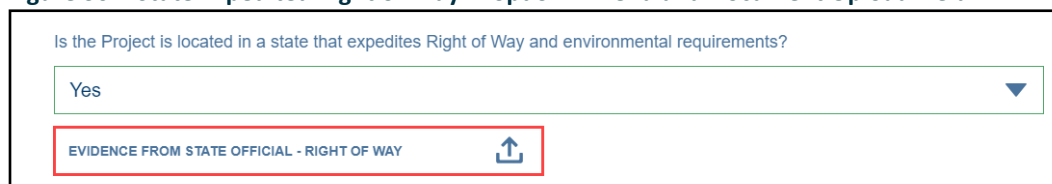
5. Under State Broadband Activity, for the second question, click the **drop-down menu,** and then select the applicable option.
   a. If **No**, proceed to the next question.
   b. If **Yes**, an upload field appears. Applicants can voluntarily submit evidence from the appropriate State official that there are no restrictions on utilities providing broadband service. If service is proposed in multiple states, then evidence can voluntarily be submitted from each state to get the appropriate points. If the project is occurring entirely in a tribal area, applicants should submit evidence from a Tribal official instead of a State official.

Figure 360: State Utilities Restrictions Dropdown Menu and Document Upload Field

Is the Project located in a state that does not restrict utilities from delivering broadband service?

Yes

EVIDENCE FROM STATE OFFICIAL - UTILITIES

6. Under State Broadband Activity, for the third question, 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. Applicants can voluntarily submit evidence from the appropriate State official that procedures are in place for expediting right-of-way and environmental requirements. If service is proposed in multiple states, then evidence can voluntarily be submitted from each state to get the appropriate points. If the project is occurring entirely in a tribal area, applicants should submit evidence from a Tribal official instead of a State official.

Figure 361: State Expedited Right of Way Dropdown Menu and Document Upload Field

Is the Project is located in a state that expedites Right of Way and environmental requirements?

Yes

EVIDENCE FROM STATE OFFICIAL - RIGHT OF WAY

7. Click **Save**.

Figure 362: Evaluation Criteria Input Page

8. A page appears with the following message: "Data successfully saved. Choose another section from the options above to continue."

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

The Evaluation Criteria Summary page displays. The following rows appear under the Evaluation Criteria table. Applications can score a maximum of 150 points.

1. **Farms Served** – Input Value auto-populates from the PFSA drawing. Points are calculated based on the number of farms counted in that area using 2017 Census of Agriculture data.
2. **Performance Speed of Offered Service** – Input Value auto-populates from the Evaluation Criteria input page.
3. **Businesses Served** – Input Value auto-populates from the Evaluation Criteria input page.
4. **Is the Project located in a state that has a State broadband plan that has been updated within the last 5 years?** – Input Value auto-populates from the Evaluation Criteria input page.
5. **Is the Project located in a state that does not restrict utilities from delivering broadband service?** – Input Value auto-populates from the Evaluation Criteria input page.
6. **Project in State that expedites Right of Way and Environment Requirements** – Input Value auto-populates from the Evaluation Criteria input page.
7. **Rural Density (Population/Sq Mile)** – Input Value auto-populates based on the PFSAs drawn in the Service Area Mapping Tool.
8. **Health Care Centers** – Input Value auto-populates based on the PFSAs drawn in the Service Area Mapping Tool.
9. **Educational Facilities** – Input Value auto-populates based on the PFSAs drawn in the

Service Area Mapping Tool.

10. **Essential Community Facilities**– Input Value auto-populates based on the PFSAs drawn in the Service Area Mapping Tool.
11. **Opportunity Zones** – Opportunity Zones will be calculated by the GIS layer located at USDA ReConnect Link .
12. **Total Score –** The Application's score displays at the bottom of the table.

Tribal leaders can submit documentation supporting scoring points for the number of healthcare, educational and essential community facilities if the applicant believes the scores for these criteria are inaccurate based on their familiarity with the area.

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

1. The Evaluation Criteria Information Documents page displays a table listing uploaded documents

Figure 366: Evaluation Criteria Documents Page

Table 10: Evaluation Criteria Documents

Document	Applicable or Required Entities	Description
Evidence from State Official – Broadband Plan	Voluntarily submitted if the applicant enters "Yes" to the question: Project located in a state that has a State Broadband Plan that has been updated within the last 5 years?	Evidence from a State official that a State Broadband plan has been updated within the last 5 years.
Evidence from State Official – Right of Way	Voluntarily submitted if the applicant enters "Yes" to the question: Project is located in a state that does not restrict utilities from delivering broadband service?	Evidence from a State official that the state does not restrict utilities from delivering broadband service.

Evidence from State Official - Utilities	Voluntarily submitted if the applicant enters "Yes" to the question: Project is located in a state that expedites ROW and environmental requirements?	Evidence from a State Official that the state expedites ROW and environmental requirements.
Pre-subscription forms for businesses	Applicants claiming evaluation criteria points for the number of businesses served.	Documentation that outlines generic broadband information questions for applicants interested in bringing broadband service to a region. Questions typically pertaining to the speed, costs, service and availability of the broadband service.
Evidence from Tribal Leader	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.

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 **toggle**. The Application Navigation Bar expands, click the **Licenses & Agreements** hyperlink.

Figure 367: Navigation Bar – Expanded – Licenses & Agreements
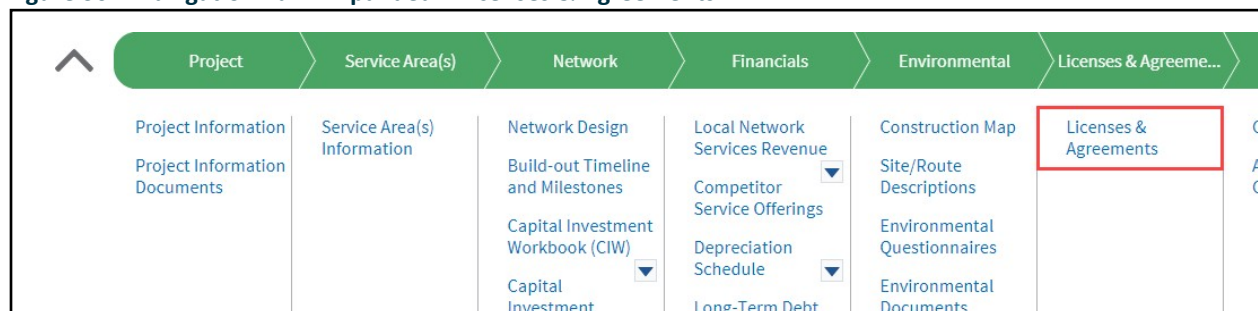
2. The Licenses & Agreements page displays. Click the **Upload Additional Documents** button.

Figure 368: Licenses & Agreements Page

3. The Upload Documents pop-up window appears. Click the Document Type **drop-down menu**, and select the applicable option.
4. Click the Agreement Status **drop-down menu**, and then select the appropriate option.

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Figure 369: Upload Document Window – Dropdown 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

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.

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

Table 11: Licenses and Agreements Section Document Uploads

Document	Required Entities
Video Franchise Agreement	
Internet Services Agreement	
Pole Attachment Agreement	
Spectrum Lease Agreement	
Tower Lease Agreement	None are required to be uploaded, but an agreement status must be provided for each.
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 require supporting documentation as a completing the certification. Only the Rep Sign Cert

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

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

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

Certification Regarding Flood Hazard Area Precautions

1. The Certification 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

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

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

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

Civil Rights Compliance Assurance

1. The 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

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

- 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

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

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

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

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

- If **Yes**, a text entry field appears.

Figure 387: Provision Amendments Specification Fields

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

3. The Finish page displays. Continue completing other sections of the Application.

Table 12: Certifications Section Document Uploads

Document	Required Entities	Description
Compliance with RUS Award Documents	Required if applicant selects "Yes" on the questions whether existing agreements need to be amended for compliance with RUS Award Documents	Upload the agreements that need to be amended.
Outstanding Federal Debt	Required if applicant selects "Yes" on the "Federal Collection Policies for Commercial Debt Certification"	Explain currently outstanding Federal Debt, including delinquent taxes, guaranteed or direct government loans, and other administrative debts.

Documents Tab

This section allows applicants to view and manage 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.

1. 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

2. 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.

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 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 and 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/Submit** hyperlink.

Figure 391: Summary / Submit Link

2. The Application Requirement Detail page displays. To validate the application, click the **Validate Application** button. The Validation in Progress pop-up window appears momentarily, please 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

[View Application PDF] [Validate Application]

3. A table with the following headers displays to show the status of the missing information (fields) within the application:
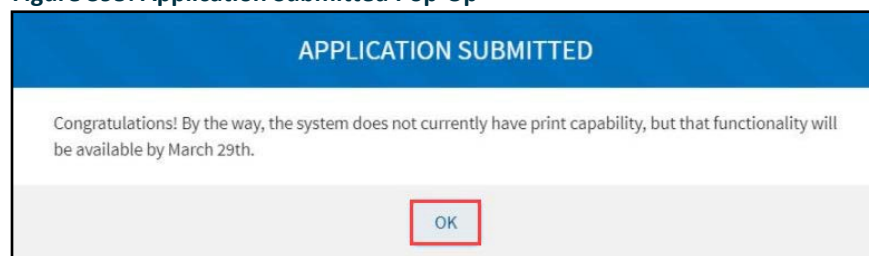
Figure 393: Application Validation Table

A. **Section** – Identifies which section of the application the field is located.
B. **Subsection** – Identifies 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 sub-sections that are complete.
   - Incomplete or Section Incomplete – displays for sub-sections and sections that are missing user input or document uploads.
   - Warning – displays for sub-sections that are pending completion. Completion of the sub-section is optional.
E. **Status Icon** – Displays an icon to indicate the validation status.
   - A red "X" (❌) or red banner, identifies incomplete sections or sub-sections within the application for which information or documentation must be provided.
   - A yellow "X" (❌) identifies incomplete optional sub-sections 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 you easy access to complete the related field.
   - You must complete the required fields for each section before the system allows you to submit the application.
   - 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 in the seemed but without which RUS may find the application to be ineligible. The table displays a green banner for sections that the system considers complete. **Submit Application** button, which 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

5. An Application Submitted pop-up window appears. Click **OK.**

Figure 395: Application Submitted Pop-Up

APPLICATION SUBMITTED

Congratulations! By the way, the system does not currently have print capability, but that functionality will be available by March 29th.

OK

- 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
Broadband Loan	A loan that has been approved or is currently under review by RUS after the beginning of Fiscal Year 2000 in the Telecommunications Infrastructure Program, Farm Bill Broadband Program, or the Broadband Initiatives Program. Loans that were approved and then subsequently fully de-obligated are not included in this definition.
Broadband Service	Any technology as having the capacity to transmit data to enable a subscriber to the service to originate and receive high-quality voice, data, graphics, and video.
Business	A commercial or mercantile activity engaged in as a means of livelihood – farms are not counted as businesses for scoring purposes.
CALEA	The Communications Assistance for Law Enforcement Act, 47 U.S.C. 1001 et seq.
Composite Economic Life	The weighted (by dollar amount of each class of facility) average economic life of all classes of facilities necessary to complete construction of the broadband facilities in the PFSA.
Educational Facilities	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.
Essential Community Facilities	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.
Current ratio	The current assets divided by the current liabilities.
Customer Premises Equipment (CPE)	In the context of network services, CPE means any network-related equipment used by a customer to connect to a service provider's network.
Debt service coverage ratio (DSCR)	(Total Net Income or Margins + Interest Expense – Allowance for Funds Used during Construction + Depreciation + Amortization)/ (Interest on Funded Debt + Other Interest + Principal Payment on Debt and Capital Leases)
Economic Life	The estimated useful service life of an asset as determined by RUS.
Eligible Service Area	Any PFSA where 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.
Equity	Total assets minus total liabilities as reflected on the Applicant's balance sheet.
Farm	Any establishment from which $1,000 or more of agricultural products were sold or would normally be sold during the year.
Forecast Period	The five-year period of projections in an application, which shall be used by RUS to determine financial and technical feasibility of the application.
GAAP	Accounting principles generally accepted in the United States of America.

Grant	Any federal assistance in the form of a grant.
Healthcare Facilities	Any facility where healthcare is provided, including but not limited to, clinics, hospitals, nursing homes, pharmacies, and urgent care facilities.
Non-Funded Service Area	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.
Pre-Application Expenses	Any reasonable expenses, as determined by RUS, incurred after the release of the FOA to prepare an application or to respond to RUS inquiries about the application.
Premises	Households, farms, and businesses.
Project	All of the work to be performed to bring broadband service to all premises in the PFSA under the application, including construction, the purchase and installation of equipment, and professional services including engineering and accountant/consultant fees, whether funded by federal assistance, matching, or other funds.
Proposed Funded Service Area (PFSA)	The area (whether all of part of an existing or new service area) where the applicant is requesting funds to provide broadband service. Multiple service areas will be treated as separate stand-alone service areas for the purpose of determining how much of the proposed funded service area does not have sufficient access to broadband. Each service area must meet the minimum requirements for the appropriate funding category to be an eligible area.
RE Act	The Rural Electrification Act of 1936.
Rural Area	Any area which is not located within: (1) a city, town, or incorporated area that has a population of greater than 20,000 inhabitants; or (2) an urbanized area contiguous and adjacent to a city or town that has a population of greater than 50,000 inhabitants.
RUS Accounting Requirements	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.
Sufficient Access to Broadband	Any rural area that has fixed, terrestrial broadband service delivering at least 10 Mbps downstream and 1 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.
Tangible Equity	A measure of a company's capital, which is used by financial institutions to evaluate potential losses by eliminating intangible assets, goodwill and preferred stock from total equity.
Tangible Equity to Total Assets	Tangible equity divided by total assets.
Times Interest Earned Ratio (TIER)	(Total Net Income or Margins + Total Interest Expense – Allowance for Funds Used during Construction) divided by (Total Interest Expense – Allowance for Funds Used during Construction)

Appendix B – Acronyms

The table below defines acronyms that are commonly used throughout this handbook.

Acronym	Definition
AIANNHA	American Indian, Alaska Native, and Native Hawaiian Area
ARPU	Average Revenue per User
ARR	Authorized Representative Request
BIP	Broadband Initiatives Program
CAF II	Connect America Fund Phase II Auction
CAGE	Commercial and Government Entity
CALEA	Communications Assistance for Law Enforcement Act
CFR	Code of Federal Regulations
CIW	Capital Investment Workbook
CIS	Capital Investment Schedule
CPA	Certified Public Accountant
CPCN	Certificate of Public Convenience and Necessity
CPE	Customer Premises Equipment
DSCR	Debt Service Coverage Ratio
DUNS	Data Universal Number System
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
ESA	Endangered Species Act of 1973
EQ	Environmental Questionnaire
FCC	Federal Communications Commission
FFB	Federal Financing Bank
FOA	Funding Opportunity Announcement
FONSI	Finding of No Significant Impact
FPPA	Farmland Protection Policy Act
GAAP	Generally Accepted Accounting Principals
IRU	Indefeasible Right of Use
LLC	Limited Liability Company
MAP	Management Analysis Profile
MB	Megabyte
Mbps	Megabits per second
MHI	Median Household Income
NEPA	National Environmental Policy of 1969
NFSA	Non-Funded Service Area
NHPA	National Historic Preservation Act
PE	Professional Engineer
PFSA	Proposed Funded Service Area

PNF	Public Notice Filing
PPE	Plant, Property, and Equipment
PUC	Public Utilities Commission
RD	Rural Development
RTB	Rural Telephone Bank
RUS	Rural Utilities Service
SAM	System for Awards Management
SHPO	State Historic Preservation Officer
SUTA	Substantially Underserved Trust Area
TIER	Times Interest Earned Ratio
THPO	Tribal Historic Preservation Officer
UCC	Uniform Commercial Code
UFAS	Uniform Federal Accessibility Standards
UPLF	Unadvanced Prior Loan Funds
USC	United States Code
USFWS	U.S. Fish and Wildlife Service
USDA	United States Department of Agriculture