

Rural Telecommunications Infrastructure Loan Program

Application Intake System User Manual for Fiscal Year 2024

Rural Utilities Service
Telecommunications Program

December 13, 2023

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

Executive Summary

This Application Intake System (Intake, Intake System) User Manual (Manual) provides a detailed explanation of the application process for telecommunications financial assistance programs administered by the Rural Utilities Service (RUS). After reading this Manual, you should understand how to prepare and submit a complete application.

Additionally, to better understand the programmatic requirements and characteristics of the Telecommunications program to which you are applying, consult the relevant program guide, funding notice and program regulation. The program guides describe RUS' implementation of Telecommunications financial assistance programs.

Notes:

1. The [program's web page](#) has a link to an Excel workbook that contains the [Network and Financials Model](#) which traces formulas and validate calculations in the Intake System. The model builds on itself and is intended to illustrate how the Network and Financials portions of Intake accumulate information and make calculations.
2. All references to figures and tables in the text of this user manual are **clickable links** to the relevant illustrations and tables.
3. This user manual contains **clickable links** to sections within the manual that describe functionality and instruction sets that are common across Intake.

Version	Change	Date
V1	Initial publication	December 2023

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1 Application Intake System Basics

1.1 Application Tabs

The Intake System provides nine different tabs that comprise an application: project, service areas, network, financials, environmental, licenses and agreements, certifications, manage documents, and summary/submit. Due to the interdependencies within the application, some tabs or pages may or may not appear depending on the answers made to questions on previous pages.

We encourage you to prepare all the necessary information and documents before beginning the process of applying to efficiently complete an application.

Data flows from early portions of the application to later portions. The data in the early portions of the application also contributes to calculations that occur later in the application. Changing answers to early portions of the application will affect the information provided on later pages. Therefore, it is important to complete the application in order from left to right and from top to bottom of each portion of the application.

Project tab: Provide information about the project (e.g., description of the project, key management, pre-existing operations, and answers to questions about the project). These pages **must** be completed before addressing any other portion of the application. Changing answers to questions on the **Project Information** page will change (and may delete) information entered on later pages of the application.

Service Area(s) tab/page: Define the proposed funded service areas (PFSAs) and non-funded service areas (NFSAs) for the project. This page informs the structure of many pages under the Network, Financials, and Environmental tabs and **must** be completed after addressing the **Project Information** page **and before** addressing any other tab in the application. Changing service areas will affect other pages in the application.

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

Financials: Input financial information for your project and upload supporting documents. Provide annual financial information for both historical and forecast years, as well as service offerings and subscriber projections. The application system populates some portions of pages under this tab based on the information entered under the **Project, Service Area(s) and Network** tabs. The **Financials** can take significant time to complete.

Environmental: Draw or upload and define sites and routes on the construction map and complete all necessary environmental questionnaires—**Site, Route, Project, and National Historic Preservation Act (NHPA) Section 106**—to assist RUS in determining the project's impact on the environment. The **Service Area(s)** page must be completed before addressing

the **Environmental** tab. This tab also requires accessing information from other federal agencies with roles in species management. The **Environmental** tab can take significant time to complete.

Licenses & Agreements: Provide uploads or other information to demonstrate that the proper agreements are in process, in place or not needed for the proposed project. All licenses and agreements must be assigned a status, regardless of whether an upload is required.

Certifications: Agree to adhere to the requirements of all certifications (see section 9). Only your organization’s Representative Signer Certifier (Rep Sign Cert) can complete the certifications. See Appendix A – Intake System Account Creation, Intake Security Roles, for a description of the Rep Sign Cert and all other security roles.



Documents: For easier management and reference, the **Document** tab houses all documents uploaded while completing the different portions of the application.

Summary/Submit: Review the application before submission. The page provides a [Validate Application] button that can be used **at any time** during application process to check for errors and warnings. If no issues are encountered during validation, submit the application. **Only the Rep Sign Cert can submit the application.**

1.2 Supported Browsers

The Intake System is designed to function in Google Chrome and Microsoft Edge. **The system will not function as intended in other browsers, including Microsoft Internet Explorer and Safari** (Table 1).

Table 1: Supported Browsers

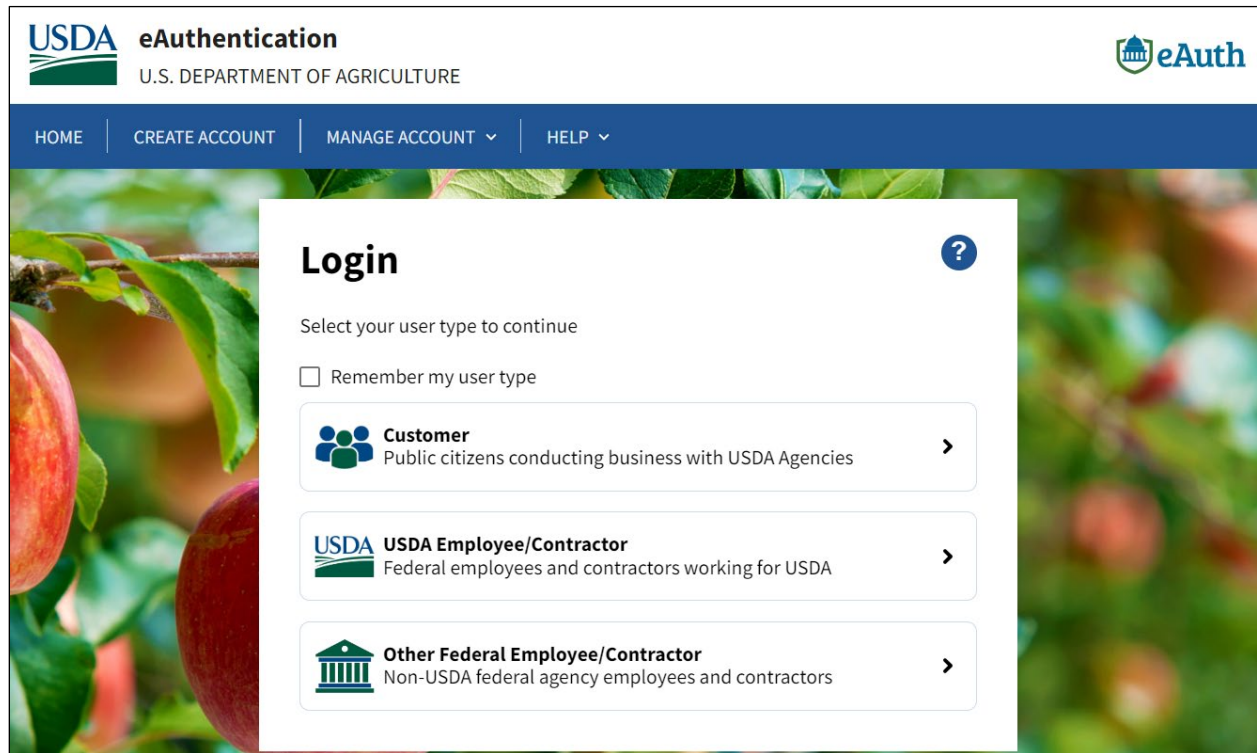
Icon	Supported Browser	Download Source
	Microsoft Edge for Windows 10	Microsoft
	Most recent stable version	Google Chrome

1.3 Logging In To Intake

Bookmark this link to get to the login page for the [Application Intake System](#).

1. The link takes you to the USDA eAuthentication (eAuth) login page (Figure 1):

Figure 1: eAuth Login Page



2. Click the **Customer** user type. Complete your eAuth username and password (Figure 2). Then click the [Log In] button. (USDA is transitioning to Login.gov, so you might be able to use that option if you've signed up for Login.gov).

Figure 2: Customer Login Page

Customer Login ?

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

Login.gov
Enter Login.gov User ID and Password >

eAuth User ID
Enter User ID and Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

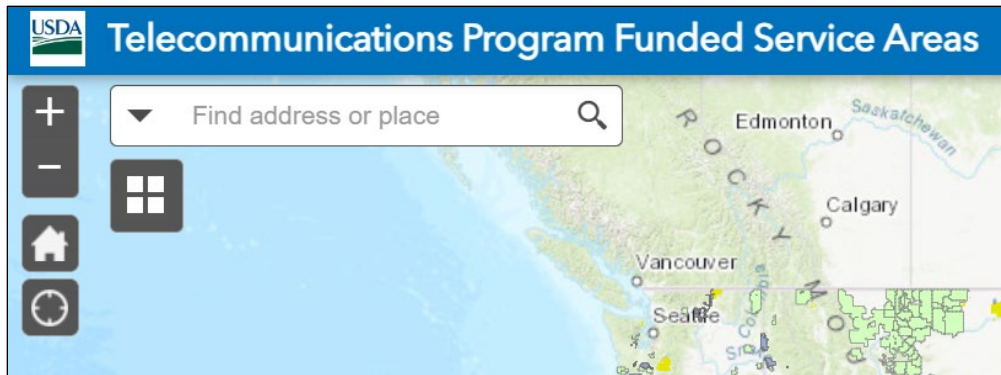
Show Password

Log In

1.3.1 Telecommunications Program Funded Service Areas Map

Before beginning an application, you are encouraged to use the [Telecommunications Program Funded Service Areas Map](#) (Figure 3) to help determine the eligibility of a proposed service area. To begin, you should use the address bar on the top left to enter the address for a location.

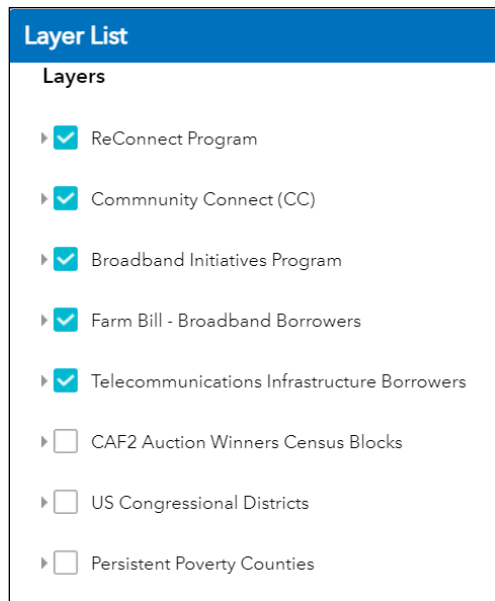
Figure 3: Telecommunications Program Funded Service Areas Map



The map has a legend consisting of eight different layers, shown in Figure 4. The layers will assist you in formulating your PFSA) These layers are:

- ReConnect Program
- Community Connect (CC)
- Broadband Initiatives Program
- Farm Bill – Broadband Borrowers
- Telecommunications Infrastructure Borrowers
- CAF2 Auction Winners Census Blocks
- US Congressional Districts
- Persistent Poverty Counties
- Tribal Areas in Alaska (Census
- BIA-Land Area Representation (LAR)
- BIA-LAR Supplemental
- BIA-Tribal Statistical Area (TSA)

Figure 4: Layers List for the Map



1.4 Account Creation

You must first create an account before starting an application. If you have created an account for previous applications, you will use the same account to submit an application. For instructions on how to create an account, see Appendix A – Intake System Account Creation. For details on the expectations for your Account Documents, please consult the relevant program guide.




Important Account Advice

Even if you have already created an account, make sure that all account information is up-to-date including all account documents. See Appendix B – Account Information (New and Returning Users) for a more detailed overview of your account information.

2 Application Creation

After your account is set up, you can create an application. You may create multiple applications. However, only a single application may be submitted. Once an application is submitted, the action cannot be undone. Unsubmitted applications will no longer be visible after the deadline for application submission passes. Please refer to the relevant program guide for information regarding the application submission window.



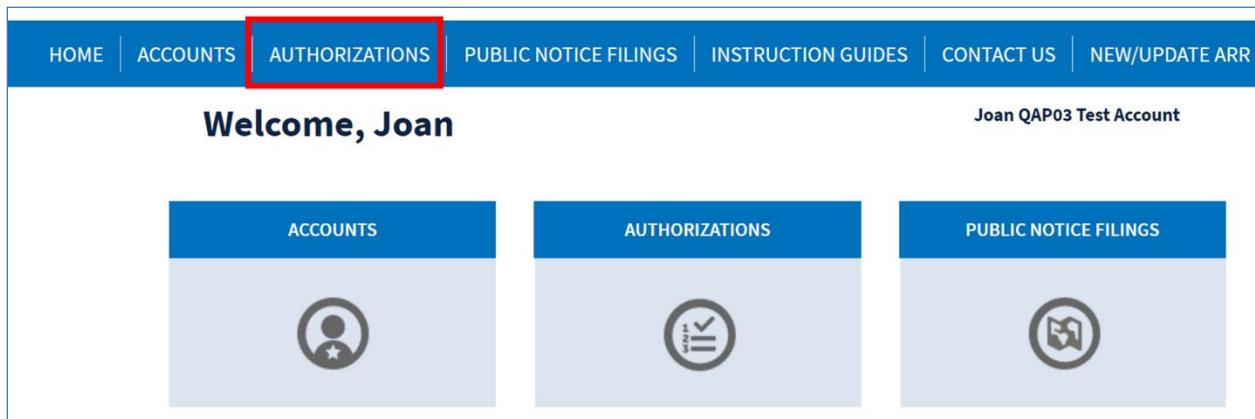
View Application PDF

You can create a PDF at any time during the application process. You may wish to create a PDF if you need to start a new application, or if you need to review all data entered. Use the [View Application PDF] button See section 11.1 of this manual

2.1 Creating an Application

1. From the **Home** page, click the **Authorizations** tab (Figure 5).

Figure 5: Home Page Showing Authorizations Tab



2. The **All Authorizations** page displays. Click the certification that matches your account (Figure 6).

Figure 6: All Authorizations Page Showing Certification

All Authorizations			
Certification Number	Account Name	Case	Created Date
C-001003	Joan QAP03 Test Account	00013046	10-23-2023 12:28 PM

3. On the resulting **Authorizations** page, click the [Start New Application] button (Figure 7).

Figure 7: Start New Application Button



4. The **Start Your New Application** page displays. Choose the subprogram then click the [Next] button (Figure 8). Intake refers to RUS Telecommunications programs as “sub-programs.” After you select your sub-program, a [Restart Application] appears in the lower left corner of the screen.

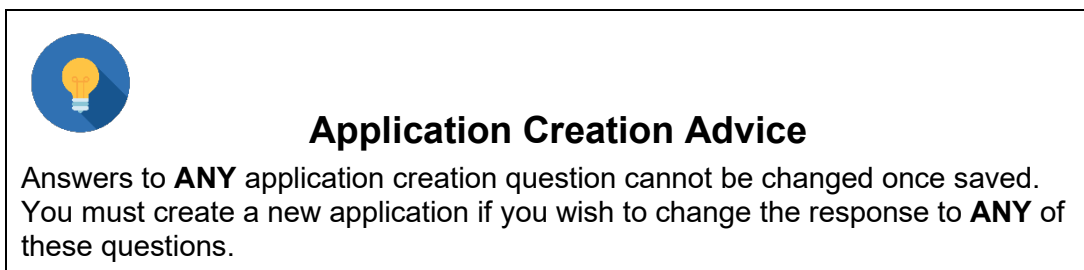
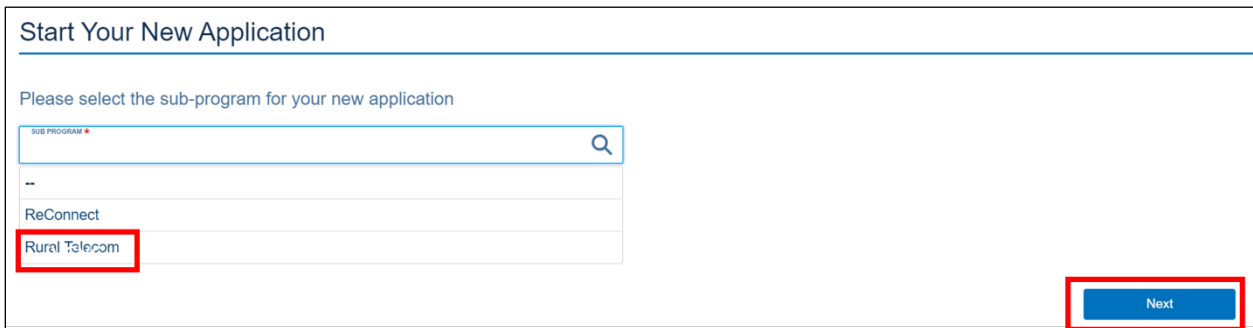


Figure 8: Select Sub-Program for Your Application



5. Select the funding opportunity for your sub-program (Figure 9).

Figure 9: Select Funding Opportunity

The screenshot shows a web form titled "Start Your New Application". Below the title, there is a heading "Please select the funding opportunity for your new application" and a note: "NOTE: To apply for funding under a different RUS Sub-Program, please clear your selection(s) using the 'Restart New Application' button." There is a search bar labeled "FUNDING OPPORTUNITY" with a magnifying glass icon. Below the search bar, a dropdown menu is open, showing "RDRUS-INF" as the selected option, which is highlighted with a red box. To the right of the dropdown is a blue "Next" button. At the bottom left, there is a "Restart New Application" button.

6. Select the bridge year and the funding type from the available drop-down windows, then click the [Next] button (Figure 10).
 - a. The bridge year must be the same as the year in which you submit the application. If they differ, you will see an error message when you run the application validation (see section 11.2).

Figure 10: Select Bridge Year and Funding Type


The screenshot shows the same "Start Your New Application" form. Below the heading "Please select the bridge year and funding type for your new application" and the same note, there are two dropdown menus. The first is labeled "Sub Program:" and has "Rural Telecom" selected. The second is labeled "Funding Opportunity:" and has "RDRUS-INF" selected. Below these, there are two search bars. The first is labeled "BRIDGE YEAR" and has "2024" selected, highlighted with a red box. The second is labeled "FUNDING TYPE" and has "100% Cost of Money Loan" selected, also highlighted with a red box. To the right of the second dropdown is a blue "Next" button. At the bottom left, there is a "Restart New Application" button.

7. The newly created application displays showing the green navigation bar (Figure 11).
 - a. The display includes the application number. You may want to record this number elsewhere if you create additional applications.

Figure 11: Application

The screenshot shows the application details page. At the top left, there is a globe icon and the text "Application 104002037". Below this, it says "Funding Type 100% Cost of Money Loan" and "Sub Program Rural Telecom". At the bottom, there is a green navigation bar with a dropdown arrow on the left and several steps: "Project", "Service Area(s)", "Network", "Financials", "Environmental", "Licenses & Agreements", "Certifications", "Documents", and "Summary/Submit".

2.1.1 Returning to Your Application



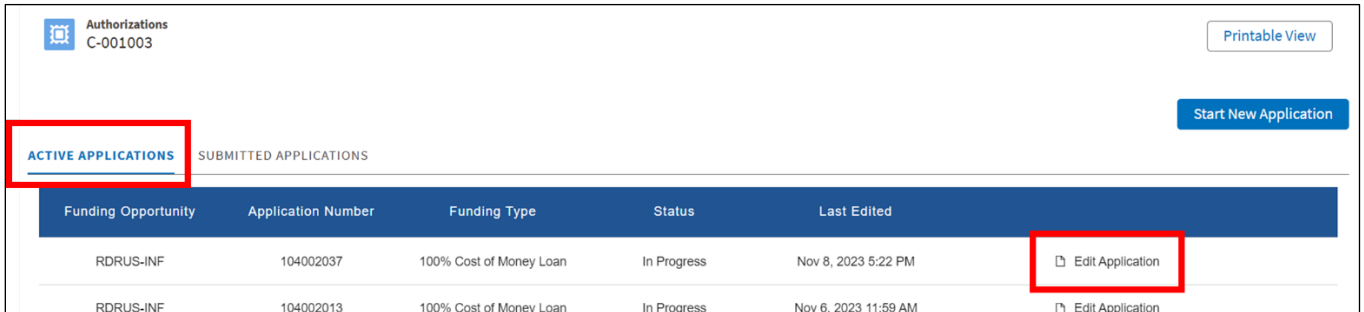
Application Advice

If you create more than one application, make a note of each application number and any other information you need to know about it. An application cannot be deleted after it's been created. Be sure you are working in the application you want to update.

1. Click the **Authorizations** tab on the **Home** page.
2. Click the certification that matches your account on the **All Authorizations** page.
3. Your account's **Active Applications** page displays. Within the **Active Authorizations** tab, click the Edit Application link next to the desired application (Figure 12). The application opens as shown in Figure 11 above.

All applications you create appear under the **Active Applications** tab on this page.

Figure 12: Active Applications and Edit Application Link



Funding Opportunity	Application Number	Funding Type	Status	Last Edited	Edit Application
RDRUS-INF	104002037	100% Cost of Money Loan	In Progress	Nov 8, 2023 5:22 PM	Edit Application
RDRUS-INF	104002013	100% Cost of Money Loan	In Progress	Nov 6, 2023 11:59 AM	Edit Application

2.1.2 Accessing Application Pages

Either click anywhere on the green navigation bar or click the down arrow to its left at any time to reveal or hide the contents of all application tabs (see Figure 11 above).

3 Project Tab



Validate Your Application

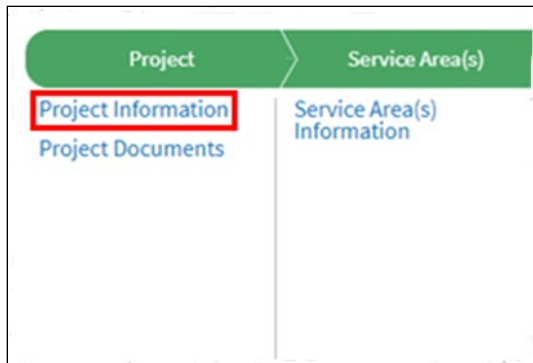
You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (Section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

The **Project** tab collects high-level information on your proposed project.

3.1 Project Information Page

1. Open the page by clicking the Project Information link on the **Project** tab (Figure 13).

Figure 13: Navigation Bar – Project Tab




2. The **Project Information** page displays. Upload the documents listed below (Figure 14). Click the upload field for each document to provide it:
- Funding request resolution
 - Legal opinion
 - Your organization's audited financial statements from the previous year

Figure 14: Project Information Page – Uploads Required for All Applications


Project Information

Uploads Required for All Applications


Please upload the funding request resolution.



Please upload the legal opinion.



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



3. Answer the following questions by choosing the appropriate radio button (Figure 15):
- Is the applicant planning on investing any funds to construct broadband facilities in the NFSAs during the 5-year forecast period?
 - Changing the selection on the NFSAs question from Yes to No will delete information entered in other portions of the application.
 - NFSAs are not required for all applications. Non-funded areas are areas in which you plan to or currently offer service without RUS funds.
 - Will any part of the loan funds be used for an Acquisition?
 - If Yes, you must complete the Acquisition Information portion (see the menu on the right side of the page. See section 3.2.

Figure 15: Project Information Page – Responses That Change Information Required Elsewhere

Responses to These Questions Change the Information Required in the Application

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

Yes No

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

Yes No

4. The rest of the questions on the page also require responses. Depending on your responses, subsidiary questions or required document upload fields may appear. Figure 16 through Figure 20 show you the questions and all subsidiary questions or required uploads.
- High-level Description of The Project: enter a high-level description of the project in this box. This information will be made available to the public and should be concise and brief.
 - Technology Type: Click the checkboxes to select one or more applicable options. Figure 16 shows Other (Specify) selected so that you can see the subsidiary required text entry field to specify the technology.
 - Maximum Download Speed: if you are proposing a broadband project, enter the lowest maximum download speed (in Mbps) that your organization is capable of offering in the PFSA. If you are not proposing a broadband project, enter zero.
 - Maximum Upload Speed: enter the lowest maximum upload speed (in Mbps) that that your organization is capable of offering in the PFSA. If you are not proposing a broadband project, enter zero.



Maximum Download and Upload Speeds

This number should not represent the lowest speed the provider will offer for service. It's the lowest value of the technology's maximum speed.

For example, if a provider deploys gigabit FTTP to the project area, this value is 1,000. If the provider deploys DSL that has a maximum speed of 100 Mbps in **some parts** of the project area and 25 Mbps in **other parts** of the project area, the value is 25.

Figure 16: Project Information Page – Required Questions Mid Page

Answers to These Questions are Required

HIGH-LEVEL DESCRIPTION OF THE PROJECT: * i

Technology Type (Select all that apply): i *

- Fiber-to-the-Premises
- Hybrid-Fiber-Coax
- Fixed Wireless - Licensed
- Fixed Wireless - Unlicensed
- Satellite (Terrestrial Facilities)
- Cellular (Mobile)
- Other (Specify)

OTHER TECHNOLOGY TYPE SPECIFICATION: *

Maximum Download Speed * i Mbps

Maximum Upload Speed * i Mbps

If you need to add more than one document for either of the next two questions, click on the “Click here to view, update, or add additional documents” link that appears after a successful upload. This will open the **Project Documents** page in separate browser tab. See section 3.4.

- Is the applicant proposing services on a Tribal Land? Figure 17 shows Yes selected so that you can see the subsidiary required document upload field.
- Is the applicant requesting SUTA consideration? Figure 17 shows Yes selected so that you can see the subsidiary required document upload field.

Figure 17: Project Information Page – Tribal Land and SUTA Questions

The screenshot shows a web form with two questions. The first question is "Is the applicant proposing services on a Tribal Land? *". It has two radio button options: "Yes" (selected) and "No". Below the options is a text input field containing "TRIBAL GOVERNMENT RESOLUTION OF CONSENT" and an upload icon (a square with an upward arrow). The second question is "Is the applicant requesting SUTA consideration? *". It also has two radio button options: "Yes" (selected) and "No". Below the options is a text input field containing "SUTA DOCUMENTS" and an upload icon.

The next question, “Do you intend to use interim financing to support this project?” may show one subsidiary question. **If you answer No, you can move to the next question.** If you answer Yes:

- The question that appears is, “Have you contacted either your General Field Representative or RUS directly to request interim financing for this project? If you answer Yes to this subsidiary question, a message and an upload field appear (Figure 18):
 - Message: “Please upload a copy of your request for interim financing. In addition, please complete all sections of the application as necessary to document the potential environmental impact of the construction for which you are requesting interim financing. Then, use the **Contact Us** feature of this application to send a message to RUS stating that the environmental aspects which affect interim financing are ready for RUS’ review.”
 - NOTE: You are **NOT** required to complete and submit the full application at this point. RUS simply needs the information that would affect **areas where you intend to use interim financing** The Agency will provide guidance throughout the review of these items.
 - The required upload is the completed interim financing request you provided either RUS or your GFR.

Figure 18: Interim Financing – Previous Contact Made with GFR/RUS


Do you intend to use interim financing to support this project? *

Yes No

Have you contacted either your General Field Representative or RUS directly to request interim financing for this project? *

Yes No

Please upload a copy of your request for interim financing. In addition, please complete all sections of the application as necessary to document the potential environmental impact of the construction for which you are requesting interim financing. Then, use the Contact Us feature of this application to send a message to RUS stating that the environmental aspects which affect interim financing are ready for RUS' review.

COMPLETED INTERIM FINANCING REQUEST 


- If you answer No to, “Have you contacted either your General Field Representative or RUS directly to request interim financing for this project?” you will see a different message and a file upload field (Figure 19):
 - Message: “Please upload a request for interim financing addressing the four requirements listed in 7 CFR 1737.41(a). If you have questions about what to include as part of the interim financing request, please use the Contact Us feature of this application to send a message to RUS.
 - The required upload is the new interim financing request

Figure 19: Interim Financing – Previous Contact Not Made with GFR/RUS

Have you contacted either your General Field Representative or RUS directly to request interim financing for this project? *

Yes No

Please upload a request for interim financing addressing the four requirements listed in 7 CFR 1737.41(a). If you have questions about what to include as part of the interim financing request, please use the Contact Us feature of this application to send a message to RUS.

NEW INTERIM FINANCING REQUEST 

The final two questions at the bottom of the page (Figure 20):

- Require you to upload the State Telecommunications Modernization Plan (STMP) Certification
- Indicate whether you are requesting funding to indicate whether you are requesting RUS funding in a Competitive Local Exchange Carrier (CLEC) area
 - If you answer yes, you receive a message indicating that you indicate the type of exchange carrier for each of your PFSA's

- RUS will use the mapping information to support the public notice filing and response processes required for CLEC areas.
5. After you complete all of the **Project Information** questions, click the [Save and Continue] button to move to the next portion of the **Project Information** tab.

Figure 20: Project Information – Bottom of the Page

Please upload the State Telecommunications Modernization Plan (STMP) Certification.

STATE TELECOMMUNICATIONS MODERNIZATION PLAN (STMP) CERTIFICATION ↑

In the service areas where the applicant is requesting funding, do they plan on providing service to areas where they are not receiving federal universal service support? *

Yes No

Please visit the service area map and complete the Type of Exchange Carrier field for each service area entered.

Exit Without Saving
Save and Continue

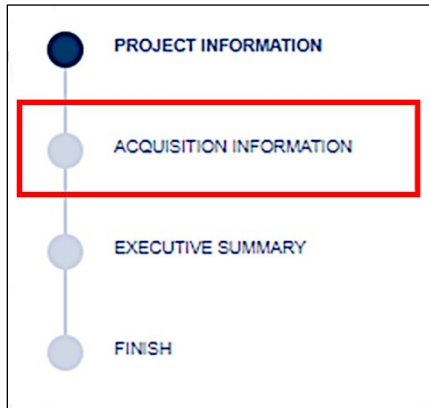
Validate Your Application

You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

3.2 Acquisition Information

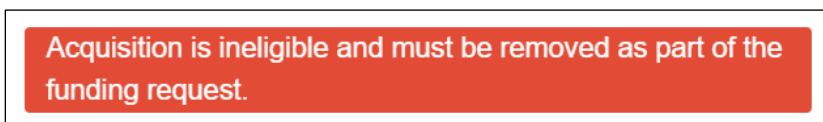
This page is visible only if you answered Yes to, “Will any part of the loan funds be used for an Acquisition?” on the **Project Information** page (Figure 21).

Figure 21: Right-Side Project Information Path



Each answer you provide will either make the next question visible or show this warning message (Figure 22):

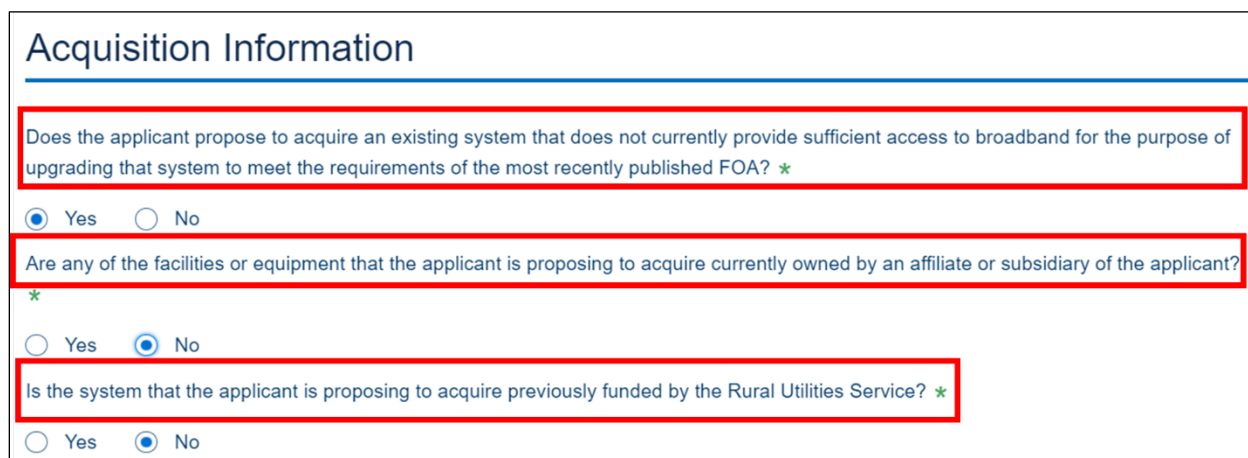
Figure 22: Ineligible Acquisition Error Message



If you receive the warning message, you must either structure the terms of the acquisition to meet RUS funding requirements, or remove the acquisition from your funding request. If you want to remove the acquisition from the funding, return to the **Project Information** page and change the answer to the acquisition question from Yes to No.

1. Answer each question when it appears on the page by clicking the appropriate radio button (Figure 23):
 - 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?
 - Are any of the facilities or equipment that the applicant is proposing to acquire currently owned by an affiliate or subsidiary of the applicant?
 - Is the system that the applicant is proposing to acquire previously funded by the Rural Utilities Service?

Figure 23: Acquisition Information Questions



2. If you answer the questions successfully, a list of required and optional documents appears. Upload the required document and upload all optional documents that apply to your acquisition (Figure 24).
 - 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.
 - Optional Documents (if applicable):
 - Copies of leases to be acquired

- Copies of debt instruments and security agreements
- Copies of real estate deeds
- Acquisition agreement
- Options, bills of sale or deeds

Figure 24: Acquisition Information – Uploads

Required upload for submission:

APPRAISAL OF PHYSICAL STATUS OF PLANT TO BE ACQUIRED

Optional uploads if applicable:

COPIES OF LEASES TO BE ACQUIRED

COPIES OF DEBT INSTRUMENTS AND SECURITY AGREEMENTS

COPIES OF REAL ESTATE DEEDS

ACQUISITION AGREEMENT

OPTIONS, BILLS OF SALE, OR DEEDS

3. Additional Required Information about the seller and the acquisition appears below the document uploads (Figure 25). Provide all of the following information:
 - Selling Company Name
 - Street: Physical address of the selling company
 - City: Physical address of the selling company
 - State: Choose the state for the physical address of the selling company from the drop-down list
 - Zip Code: Physical address of the selling company
 - Proposed Purchase Price to be Funded by RUS: Enter **only** the amount of the acquisition cost **that will be funded by RUS**.
 - This same amount must be entered into the Capital Investment Workbook – Other Costs (PFSA)
 - This amount cannot exceed 50 percent of the total requested amount of the funding
 - System Description: Enter a detailed description of the system to be acquired.

Figure 25: Acquisition Information – Additional Required Information

Additional Required Information

SELLING COMPANY NAME *

Physical Address of Selling Company

STREET *

CITY * STATE *

ZIP CODE *

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

SYSTEM DESCRIPTION: *

Exit Without Saving Previous Save and Continue

4. After you enter all the required information and upload all applicable files, click the [Save and Continue] button to move to the final portion of **Account Information**.

3.3 Executive Summary

1. The **Executive Summary** page provides text fields for the following required information (Figure 26). These are long text fields, capable of capturing over 30,000 characters, so please provide detailed, descriptive answers in each of the fields:
 - Detailed Description of Existing Operations
 - Discussion About Key Management
 - Description of Company's Workforce
 - Description of Interactions between any Parent, Affiliated, or Subsidiary Operation
 - Detailed Description of the Proposed Project

Figure 26: Executive Summary

Executive Summary

DETAILED DESCRIPTION OF EXISTING OPERATIONS: *

DISCUSSION ABOUT KEY MANAGEMENT: *

DESCRIPTION OF COMPANY'S WORKFORCE: *

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

DETAILED DESCRIPTION OF THE PROPOSED PROJECT: *

Exit Without Saving Previous Save and Continue

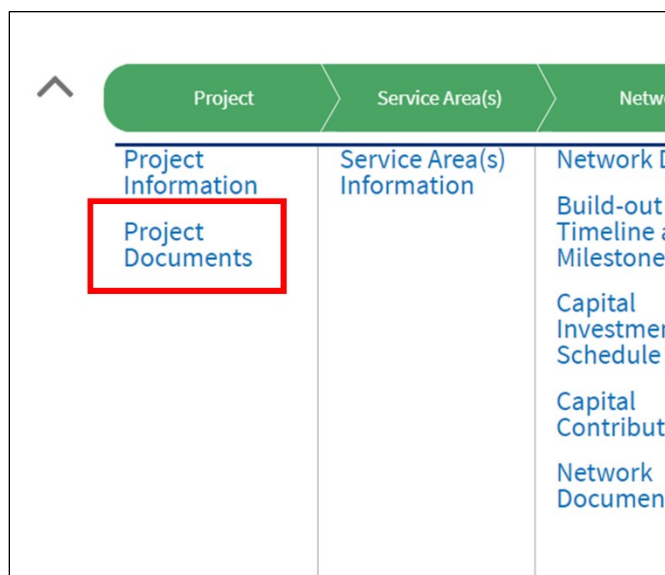
2. After entering all the required information, click the [Save and Continue] button to finish the Project Information collection. You will be notified that the data has been saved.

3.4 Project Documents

Use the **Project Documents** page to add additional documents and manage all documents that you uploaded on previous **Project Information** pages.

Click the Project Documents link under the **Project** tab after you toggle the navigation bar open (Figure 27).

Figure 27: Project Menu – Project Documents



1. The **Project Documents** page displays a table listing uploaded documents, and the [Upload Additional Documents] button. Each document has a drop-down menu on the right side of the screen, allowing access to the upload, view, and delete options (Figure 28).
 - To replace a previously uploaded document, use the Upload command on the document’s drop-down menu to upload a new version of the document.
 - The View option allows you to view a document and to download it if you need to.
 - Delete allows you to delete the document.

Figure 28: Project Documents Page

The screenshot shows the 'Project Documents' page. At the top right, there is a button labeled 'Upload Additional Documents'. Below it is a table with the following columns: Section, Document Type, Description, File Name, User, and Date/Time. The table contains five rows of documents, each with a checkmark in the Section column and a drop-down menu in the Date/Time column. The drop-down menu for the second row is open, showing 'Upload', 'View', and 'Delete' options.

Section	Document Type	Description	File Name	User	Date/Time
Project Information	Applicant's Audited Finan...		_Testing Document.pdf	Joan RSCRelease...	Nov 09, 2023, 04:46 PM
Project Information	Appraisal of Physical Stat...		_Testing Document.pdf	Joan RSCRelease...	Nov 10, 2023, 10:35
Project Information	Funding Request Resolution		_Testing Document.pdf	Joan RSCRelease...	Nov 09, 2023, 04:44
Project Information	Legal Opinion		_Testing Document.pdf	Joan RSCRelease...	Nov 09, 2023, 04:45
Project Information	State Telecommunication...		_Testing Document.docx	Joan RSCRelease...	Nov 09, 2023, 04:47 PM

2. To view or download a document, click the View option on the document’s drop-down menu. A **Document Preview And Download** window opens (Figure 29).
 - Click on the [Preview] tool (the eyeball icon) to open the document in a preview/download window (Figure 30).
 - Either click the [Download] tool to download the document, or the X in the upper right corner of the screen to close the preview and return to the **Document Preview And Download** window.

Figure 29: Document Preview And Download Window

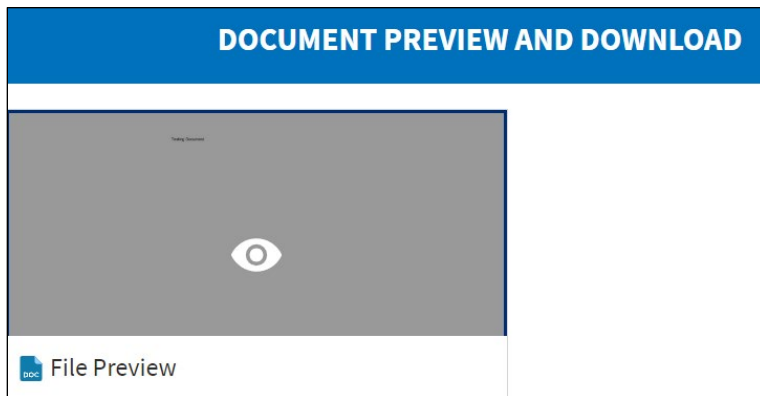
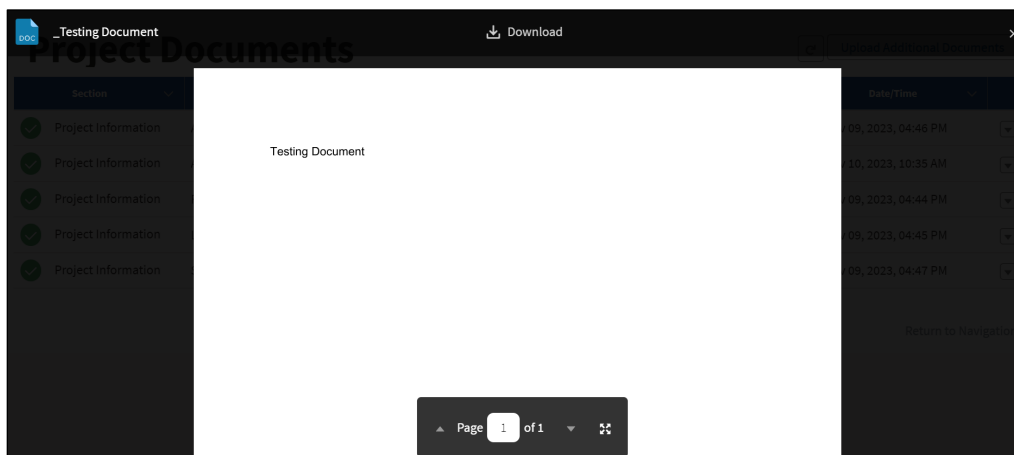


Figure 30: Preview/Download Window



3. Use the [Upload Additional Documents] button to either add additional documents of the same types previous added, or add documents that have a different document type.
 - The **Upload Document** window opens (Figure 31).
 - Choose the Document Type from the extensive drop-down list, provide a description and upload the relevant document.
 - Be sure to include a description so that you can easily tell documents apart when they share a document type.

Figure 31: Upload Additional Documents Pop-up Window

UPLOAD DOCUMENT

Section

Project Information
▲▼


Document Type

--- None ---
▲▼

Description (Enter description before uploading file)

▲ Upload Files

Or drop files



Application Documents

Every tab in Intake has a documents page, and most work the same way as described for **Project Documents**. This manual will not repeat the document management instructions under any of the subsequent tabs, but it will include clickable references to this section. The **Licenses and Agreements** page uses slightly different functionality and will be described in section 8 of this manual.

The table below provides documents that pertain to the **Project** tab of Intake.

Table 2: Project Documents

Document	Required Entities	Description
Acquisition Agreement	Applicants proposing to acquire an existing plant as part of the project	The acquisition agreement should include the assets to be acquired, the name of the seller, and the purchase price.
Appraisal of Physical Status of Plant to be Acquired	Applicants proposing to acquire an existing plant as part of the project	The appraisal of the physical status of plant to be acquired should include the determined value.

Document	Required Entities	Description
Funding Request Resolution	All applicants	Resolution should consist of a statement from the applicant's governing entity authorizing the application to be submitted and stating the application's funding category and maximum award amount.
Certification Allowing Construction on Tribal Land	Projects occurring on Tribal land	A certification from the appropriate tribal official is required if service is being proposed over or on Tribal Lands. The appropriate certification is a Tribal Government Resolution of Consent. The appropriate tribal official is the Tribal Council of the Tribal Government with jurisdiction over the Tribal Lands at issue. Any applicant that fails to provide a certification to provide service on the Tribal Land identified in the PFSA will not be considered for funding.
Legal Opinion	All Applicants	The legal opinion should be prepared according to the sample format available on the Rural Telecom website.
SUTA Documents	Required if applicant is requesting SUTA consideration	<p>Applicants must provide a written request detailing all of the following information:</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ Which of the discretionary provisions listed above the applicant is requesting to have applied to the application? • The impact of those discretionary provisions.

4 Service Area(s) Tab

Use the Service Area Map to draw or upload your project’s PFSA’s and NFSAs. You will also use the map to designate CLECs and ILECs if your project proposes service in a CLEC area.

Click the **Service Area(s) Information** link under the **Service Area(s)** tab after you toggle the navigation bar open (Figure 32).

Figure 32: Service Area(s) Menu

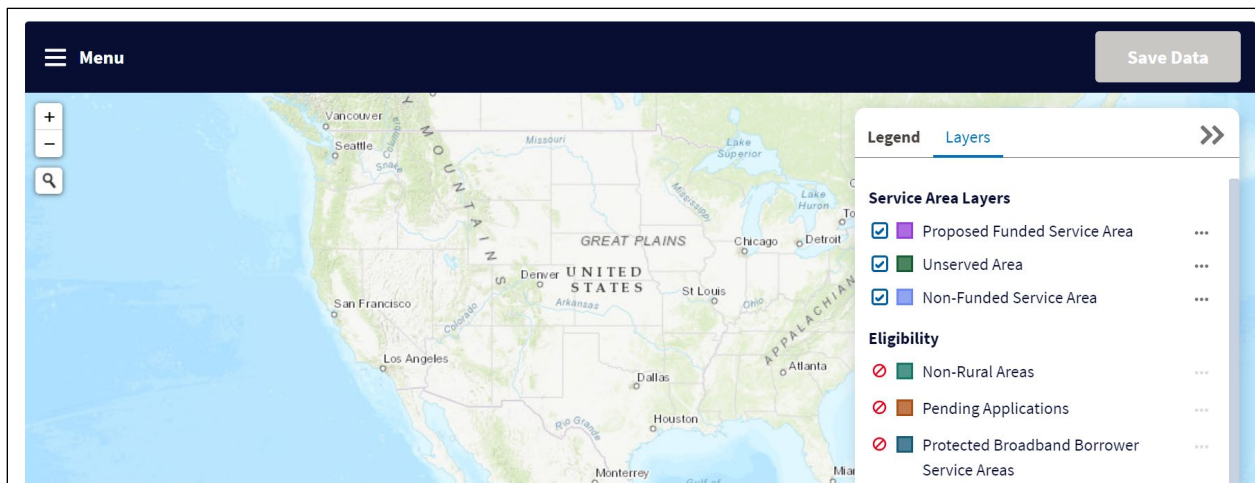
Project	Service Area(s)	Network
Information	Service Area(s) Information	Network D
Build-outs		Build-out Timeline and Milestones
		Capital Investment Schedule
		Capital Contributions

4.1 Service Area(s) Information

4.1.1 Map Basics

The **Service Area Map** page displays a zoomed-out map of the continental United States of America. The map’s menu is on the left side of the map’s title bar, and the zoom and search tools are visible near the left side of the map. The **Layers** tab is visible on the right side of the map and visible layers are checked. The map’s title bar shows a [Save Data] button that will become active after you add a service area. (Figure 33)

Figure 33: Service Area Map Page (Top)



- Use the search and zoom tools to navigate the map. You can also click, hold, and drag to move the map around.
- The **Legend and Layers** panel on the right side is clickable (Figure 34).
 - Click the **Legend** tab to see activated layers and their colors.
 - Expand or collapse the grouped layers by clicking on the dark blue title bars
 - Click the **Layers** tab to turn layers on and off by using the checkboxes.
 - NOTE: some layers may not be visible unless you've zoomed in far enough. If you turn on a layer but it's not visible on the map, zoom in and navigate around the map to see the layer.
 - Minimize the **Legends and Layers** panel by clicking the right-arrows on the right side of the panel.
 - If you need to see what's visible under a layer, you can adjust its opacity, so that it becomes more transparent (Figure 35).
 - Click on the three dots beside the layer's name to show the [Opacity] tool. Slide the tool to increase or decrease the layer's opacity. The three dots will toggle the tool on and off.

Figure 34: Service Area Map – Legend and Layers Panel (Legend)

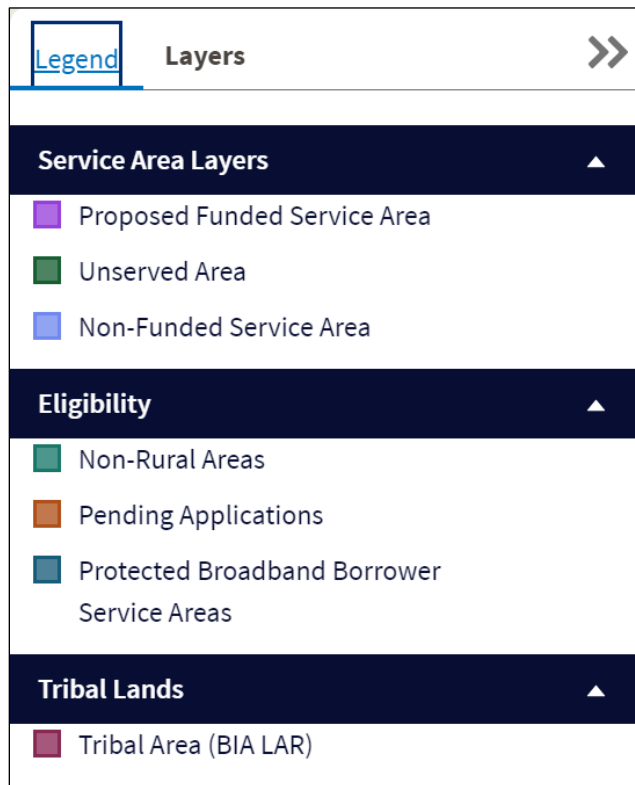
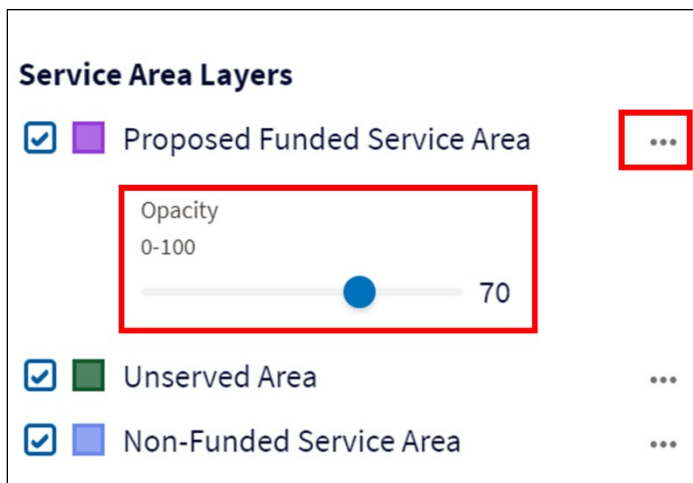


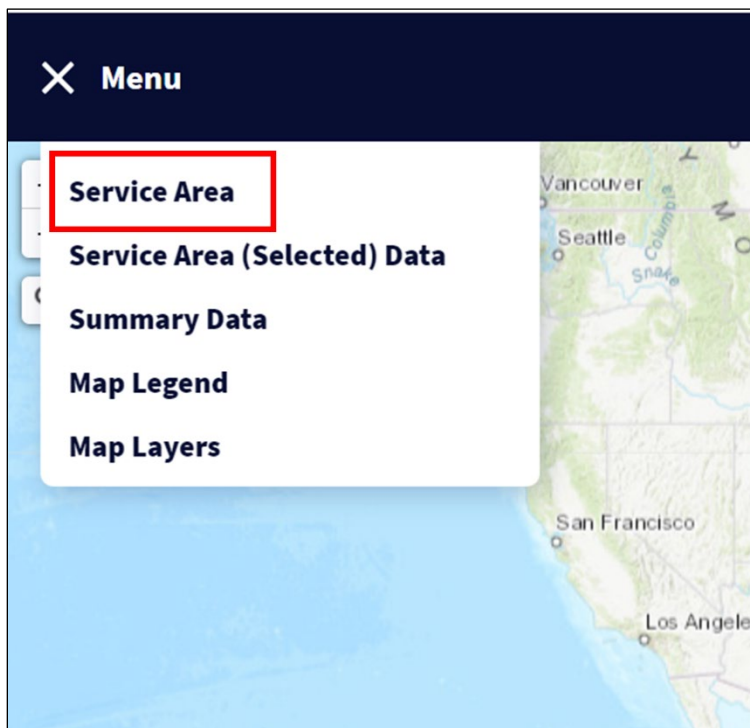
Figure 35: Service Area Map – Legend and Layers Panel (Layers)



4.1.2 Defining a Service Area

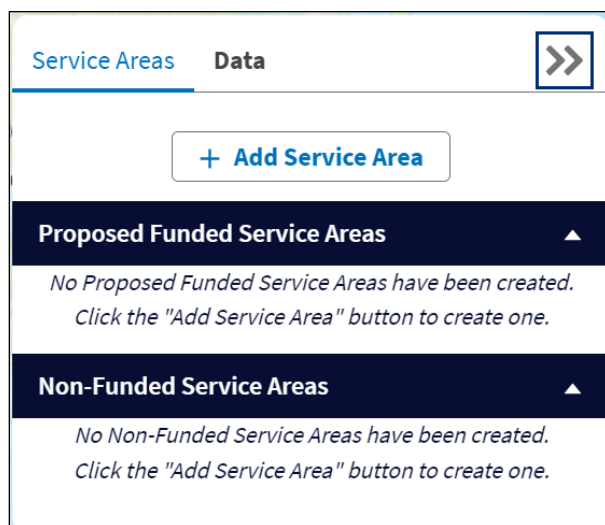
1. Open the map's menu and select Service Area (Figure 36). A pop-up window opens.

Figure 36: Service Area Map – Menu – Service Area




2. A panel opens, showing the **Service Area** and **Data** tabs. Any previously drawn or uploaded service areas appear in this panel (Figure 37).
 - You can open or close the service area groups by clicking the dark blue bars.
3. Click the [+Add Service Area] button.

Figure 37: Service Area Map – Service Areas and Data Panel



4. The **Add Service Area** window opens (Figure 38).
 - Choose either Proposed Funded Service Area or Nonfunded Service Area. under Service Area Funding.
 - You will not see the NFSA choice if you answered No to the NFSA question on the **Project Information** page. If you need to add an NFSA to your project, return to the **Project Information** page, change the answer from No to Yes, re-save every page under Project information. When you return to the map, you should see the NFSA choice in this window.
 - Choose either New or Existing under Service Area Type.
 - If you provided acquisition information under the **Project Information** tab, you will see a third choice: Acquired, in case you are acquiring exchanges or areas.
 - Enter a unique, concise, descriptive name for the service area.



Service Area Names

Service area names are referenced throughout Intake, so give them unique, descriptive, and concise names. This will reduce the potential for errors on later data entry pages.

- You will only see the Exchange Carrier Type field (Figure 38) if you:
 - Chose PFSA as your Service Area Funding Type in this window, **and**
 - You chose Yes on the **Project Information** page when answering the question about whether you plan on providing service to areas not receiving federal universal service support in this project. If you need to change that answer, return to the **Project Information** page, change the answer from No to Yes, re-save every page

under **Project information**. When you return to the map, you should see the Exchange Carrier Type field in this window after you select PFSA.

- Choose the response that applies to your PFSA (CLEC or ILEC)

Figure 38: Add Service Area Window – Top

Add Service Area

SERVICE AREA FUNDING*
Proposed Funded Service Area ▼

SERVICE AREA TYPE*
Select One ▼

SERVICE AREA NAME*
Enter a Service Area Name

EXCHANGE CARRIER TYPE*
Select an Option ▼

Draw or Upload a Service Area

Click 'Upload Files' to upload an ESRI zipped shapefile of your Service Area or drag and drop your shapefile to the 'drop files' zone

The shapefile must comply with the following specifications:

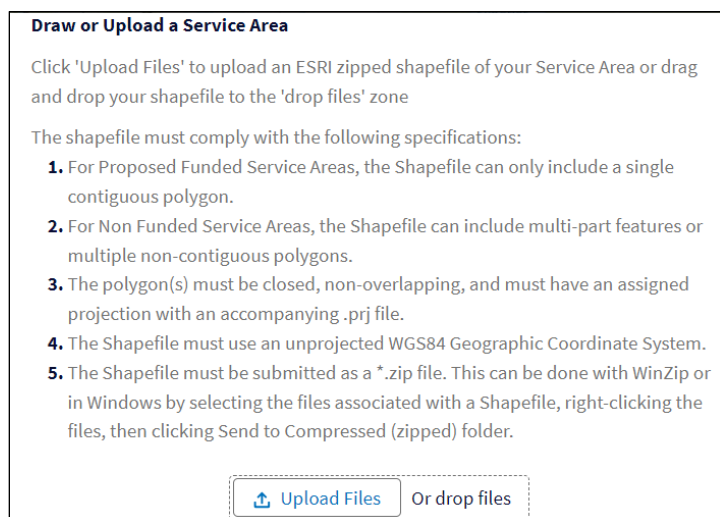
1. For Proposed Funded Service Areas, the Shapefile can only include a single contiguous polygon.
2. For Non Funded Service Areas, the Shapefile can include multi-part features or

5. Proceed to section 4.1.2.1 to upload a service area shapefile, or to section 4.1.2.2 to draw a service area.

4.1.2.1 Uploading a Service Area

1. Click on the [Upload Files] button at the bottom of the Add Service Area window (Figure 39).
2. Your computer's file explorer window appears. Search for and select the applicable file, which must meet the following specifications:
 - All map areas must be closed, non-overlapping polygons with a single, unique identifier.
 - The shapefile must have an assigned projection with an accompanying .prj file.
 - The shapefile must use an unprojected (geographic) WGS84 geographic coordinate system.
 - The shapefile must be submitted as a *.zip file. The *.zip file must contain only one shapefile.
 - The *.zip file size must not exceed 2GB.

Figure 39: Add Service Area Window – Upload File – Bottom



3. After the shapefile uploads successfully, the file's name will appear under the [Upload Files] button with a green checkmark next to it. Click the [Add Service Area] button at the bottom of the **Add Service Area** window. The map will update to show the uploaded shapefile.
4. Create your next service area (or select one that you've created but doesn't yet show on the map) and repeat the upload process.
5. After you have uploaded your shapefile, click the [Save Data] button on the map's menu bar at the top. The button will not become active (turn blue) until all service area data is generated and saved. You will see a green "success" message at the top of your browser window when all map data has successfully saved.
 - If a service area doesn't fully save, you may see a [Retry Processing] button. Click it to retry the save. If you cannot save the service area, click the [Copy JavaScript] button to the left of the [Retry Processing] button, to copy the affected code. Use the Contact Us link to send RUS a message in which you fully describe the actions that failed, and paste the code. Our team will reach back to you as soon as possible to help resolve the issue.
 - Be patient. If your shapefile is complex, or there's latency in your internet connection, the save process may take a few minutes.

4.1.2.2 Drawing a Service Area

1. After completing the top portion of the Add Service Area window (see Figure 38), click the checkbox at the bottom of the window to begin the process of drawing your service area polygon. The checkbox is labelled: "I do not have a file to upload. I will draw my area on the map using the draw tool" (Figure 40).
2. Click the [Add Service Area] button which will become active after you check the checkbox.

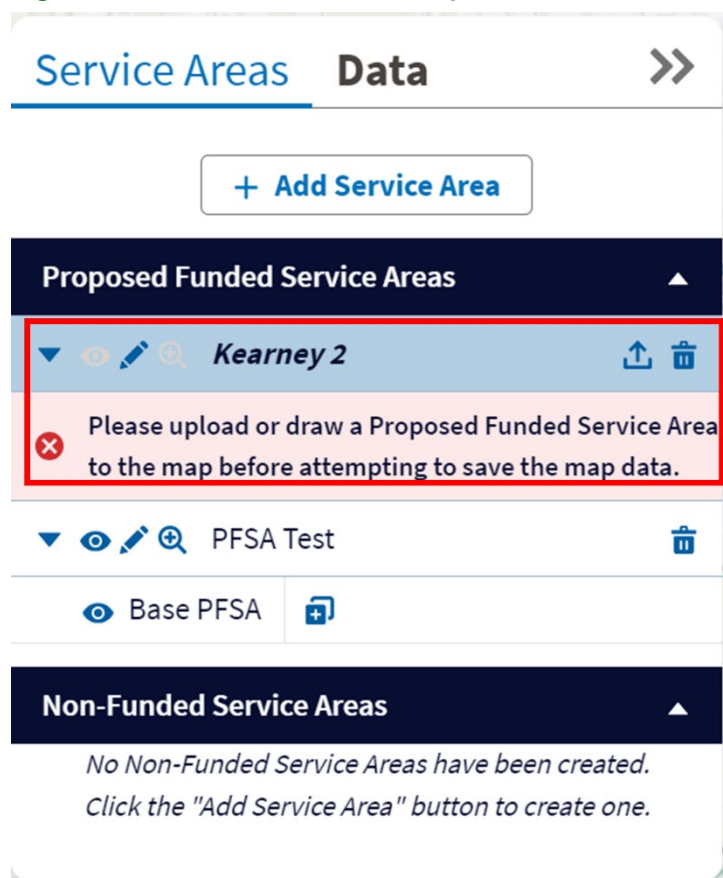
Figure 40: Add Service Area Window – Draw Service Area – Bottom

OR

I do not have a file to upload. I will draw my area on the map using the draw tool

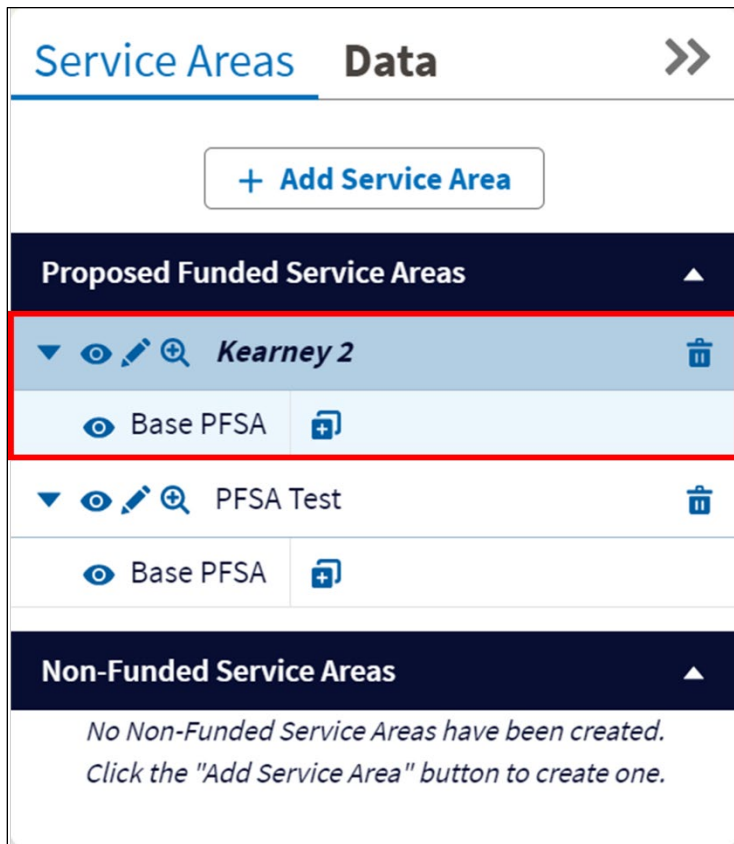
3. Back on the **Service Area Map**, You will see that the **Service Areas** panel has updated with the names of all of the service areas you've created (Figure 41)
4. Click on the service area that you for which you want to draw (layer name is highlighted in blue).

Figure 41: Service Areas Panel – Updated



5. Use the zoom and search tools to move to the part of the map on which you want to draw.
6. Use the [Draw Rectangle] and [Draw Polygon] tools on the left side of the map to draw your area's shape.
 - Click on the chosen tool, and follow the on-screen instructions to draw the polygon, moving your cursor and placing vertices as necessary.
7. After you draw your service area, the Service Area panel will update again, showing Base Layer right below your selected area's name (Figure 42).








Figure 42: Service Area Panel – PFSA Polygon Drawn



6. Create your next service area (or select one that you've created but doesn't yet show on the map) and repeat the drawing process.
7. After you have drawn your polygon, click the [Save Data] button on the map's menu bar at the top. The button will not become active (turn blue) until all service area data is generated and saved. You will see a green "success" message at the top of your browser window when all map data has successfully saved.
 - If a service area doesn't fully save, you may see a [Retry Processing] button. Click it to retry the save. If you cannot save the service area, click the [Copy JavaScript] button to the left of the [Retry Processing] button, to copy the affected code. Use the Contact Us link to send RUS a message in which you fully describe the actions that failed, and paste the code. Our team will reach back to you as soon as possible to help resolve the issue.
 - Be patient. If your polygon is complex, or there's latency in your internet connection, the save process may take a few minutes.

4.2 Service Area Panel Tools

Table 3: Service Area Panel Tools and Labels

Service Area Panel Tool or Label	Tool Name	Tool Description
	Down Arrow Toggle	Click this button to expand or collapse a service area on the panel.
	Layer Visibility Toggle (Hide/Show)	Click this button, to make the layer invisible or visible on the map.
	Zoom	Click this button to zoom in to a service area on the map.
	Edit Service Area Information	Click this button to edit the selected service area type and name.
	Delete	Click this button to delete the entire service area. This action cannot be undone.
	Base PFSA	The base shape that defines the PFSA.
	Edit or Replace Polygon	You can click this button to open the Add Service Area Window, which you can you to upload a new shapefile for the existing service area.

4.3 Editing or Deleting a Service Area or Polygon

4.3.1 Editing Service Area Information

Click the pencil tool beside the name of the service area you want to edit (see Figure 42). The **Edit Service Area Information** window opens where you can change the service area type or name (Figure 43).

Figure 43: Service Area Panel – Edit Service Area Window

Edit Service Area

SERVICE AREA FUNDING*

Proposed Funded Service Area
▼

SERVICE AREA TYPE*

New
▼

SERVICE AREA NAME*

Kearney 2



Cancel

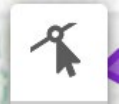



Edit Service Area

4.3.2 Editing a Polygon

1. If you want to upload a revised shapefile, click the [Edit or Replace Polygon] tool beside the Base PFSA (or NFSA) layer in the **Service Areas** panel. The **Add Service Area** window opens (Figure 39), which you can use to upload a new shapefile for the existing service area.
2. If you want to edit a layer by hand, you can use the Edit or Replace Polygon tool in the **Service Area** panel, but it's faster to just click on the layer name in the **Service Areas** panel to highlight the shape on the map. You can then use the edit tools on the left side of the map to adjust polygon vertices.
 - Click on the chosen tool (Table 4), and follow the on-screen instructions to edit the polygon, moving your cursor and placing vertices as necessary. Tools have temporary buttons that become visible when you click tools, allowing you to finish a polygon, remove a vertex, or cancel the editing action.

Table 4: Polygon and Polyline Editing Tools

Tool	Tool Name	Tool Description/Instructions
	Draw Rectangle	Click this tool to activate it. Click on the map to place the first vertex, then move your cursor diagonally draw the shape. Click on the last vertex to finish the drawing.
	Draw Polygon	Click this tool to activate it. Click on the map to place the first vertex, then move your cursor in any direction, clicking to set a vertex whenever you need to change direction. Be sure to click the first vertex at the end to close the polygon.

Tool	Tool Name	Tool Description/Instructions
	Edit Layers	Click this tool to activate it. The map will place vertices on your chosen shape, click hold and drag any vertex adjust the shape. Be sure to click the temporary Finish button beside the tool button when you've completed your edits.
	Cut Layers	Use this tool to make a "hole in the donut" if you need to cut a portion of the chosen polygon inside that polygon's borders. Click the tool to activate it. Click inside your chosen polygon's borders to place the first vertex, then move your cursor in any direction, clicking to set a vertex whenever you need to change direction. Be sure to click the first vertex at the end to close the cut. The map will immediately remove the cut portion from the polygon, creating the "hole in the donut."
	Remove Layers	Use this tool to remove just the polygon from your service area. Click the tool to activate it, then click on the polygon you want to remove. The map will immediately remove the polygon but the service area will remain on the Service Area panel
	Draw Polyline	ONLY AVAILABLE FOR ROUTES on the Construction Map. Use this tool to draw a route (or route segment). Click this tool to activate it. Click on the map to place the first vertex, then move your cursor in any direction, clicking to set a vertex whenever you need to change direction. Be sure to click the last vertex at the end to close the polygon.

3. Be sure to click the blue [Save Data] button in the map's menu bar after editing your polygons.

4.3.3 Deleting a Polygon or Service Area

1. Delete only the polygon by using the [Remove Layers] tool (see section 4.3.2 and Table 4 for more information on how to use the tool). This action can't be undone. If you delete the polygon by mistake, you must re-draw or re-upload it.

2. Delete the entire service area by highlighting its name in the **Service Area** panel and clicking the trash can icon (Figure 41). This action can't be undone. If you delete the service area by mistake, you must re-create it and re-draw or re-upload its polygon.

4.3.4 Warning and Error Messages in Service Area Panel

As you work with service areas on the **Service Area Map**, you may receive error or warning messages on the **Service Area** panel. Errors **must** be resolved before you can save the service area and proceed further in the application. Each error recommends a solution. Warnings do not prevent saving, but you should review them to determine whether you need to address the warnings before submitting your application.

- **Error Messages:** Error messages prevent saving a service area. You cannot move on in the application until you resolve errors. Examples include:
 - Service areas cannot have the same name
 - Service areas cannot overlap each other
 - No shapefile has been uploaded or polygon drawn for a service area
- **Warning Messages:** Warnings occur when a shape either doesn't meet application requirements or there is a mapping limitation. Examples include:
 - Overlap exists with one or more ineligible areas
 - Editing Tools is turned off
 - Self-Intersect check is turned off

4.4 Data

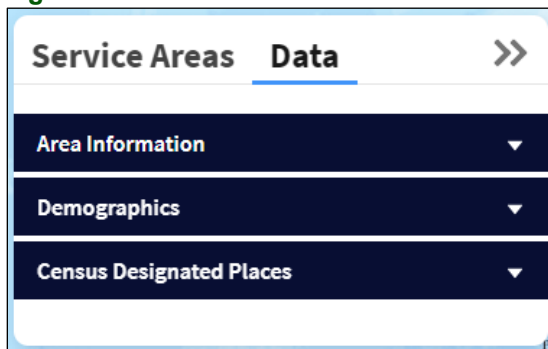
4.4.1 Service Area Data

The **Service Area (Selected) Data** tab includes Area Information, Demographics, and Census Designated Places information for a selected service area (Figure 44).

To see the data for your service area, first select the service area on the **Service Areas** panel. You can then view the data by either selecting the Service Area (Selected) Data item from the map menu, or by clicking on the **Data** tab in the **Service Areas** panel.

The **Data** panel's sections are closed by default to save room. You can open or close them by clicking on the blue heading bars. The expanded data sections are large and can hide much of the map, so open or close them as needed.

Figure 44: Service Area Data Tab



Area Information contains the following information. NFSA Area Information provides the same data but doesn't include the number or percentage of households lacking sufficient access to broadband:

- Name of the selected service area
- Funding
- Type
- Company Name
- Businesses
- Square Miles
- Population
- Housing Units
- Households, Households Without Sufficient Access to Broadband (only applies to the ReConnect program)
- Percent of Households Without Sufficient Access to Broadband (only applies to the ReConnect program)

Demographics provides the demographic information and breakdown of the selected service area by race and ethnicity.

Census Designated Places provides county and state FIPS codes, population, and median household income (MHI) for counties, and for each county subdivision or township individually.

4.4.2 Summary Data

If you need aggregate totals, use the summary data table below the map. You can reach the table by selecting the Summary Data item on the map menu, or simply by scrolling down until the Summary Data table header comes into view (Figure 45).

Figure 45: Summary Data Table (Partial)

Summary Data									
Proposed Funded Service Area Summary					Non-Funded Service Area Summary				
Census Data									
Name	Type	HH Without Access to Broadband	% HH Without Access to Broadband	Population	Square Miles	Housing Units	Households	Businesses	Congressional Districts
PFSA1	New	0	0%	78	22.47	38	37	0	NE-03
Kearney 2	New	0	0%	53	9.26	21	21	1	NE-03
Aggregated Totals				131	31.73	59	58	1	NE-03
Demographic Data									
Race (Population Breakdown by Race)				Population					
Asian				0					
Black or African American				0					

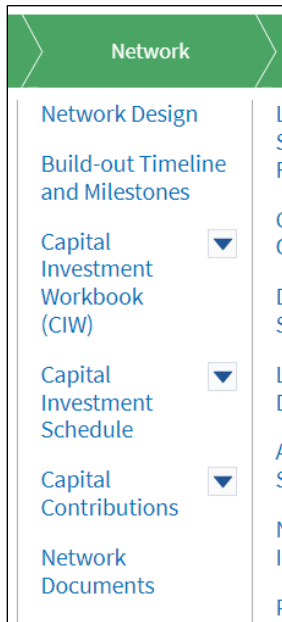
5 Network Tab

Provide information on the proposed Network Design, the Build-out Timeline and Milestones, Capital Investment Workbook (the types and costs of all required assets), Capital Investment Schedule, and Capital Contributions under this tab.

Complete each page and pages under submenus within the **Network** tab before moving to the next one down on the menu. Some data flows between pages (Figure 46).

If you change information on an earlier page, be sure to click the [Save] button on that page before moving on to a later page.

Figure 46: Network Menu



5.1 Network Design

Click the **Network Design** link under the **Network** tab after you toggle the navigation bar open (Figure 46). Consult the program guide if you need information on what to include on this page.

1. The **Network Design** page displays. Figure 47 shows the top half of the page, which provides large text box (each can hold in excess of 30, 000 characters), one for each item:
 - Description of proposed technology that will be used to deliver the proposed services (Required)
 - Detailed description of the applicant's existing network (Optional but recommended if your organization has an existing network with which the proposed project will connect)
 - Detailed description of the applicant's proposed network (Required)

Figure 47: Network Design Page (Top)

The screenshot shows the top portion of a web form titled "Network Design". It contains three large text input fields stacked vertically. The first field is labeled "DESCRIPTION OF PROPOSED TECHNOLOGY THAT WILL BE USED TO DELIVER THE PROPOSED SERVICES: *". The second field is labeled "DETAILED DESCRIPTION OF THE APPLICANT'S EXISTING NETWORK:". The third field is labeled "DETAILED DESCRIPTION OF THE APPLICANT'S PROPOSED NETWORK: *". Each field has a small icon in the bottom right corner, likely for text formatting or help.

2. The bottom half of the page provides document upload fields for required and optional documents (Figure 48):
 - Existing Network Diagram (Optional but recommended if your organization has an existing network with which the proposed project will connect)
 - Proposed Network Diagram (Required)
 - Network Design Professional Engineer's Certification (Required)

Figure 48: Network Design Page – File Uploads

The screenshot shows the file upload section of the "Network Design" page. It consists of three rows, each with a text label on the left and an upload icon (a blue square with a white upward-pointing arrow) on the right. The labels are: "UPLOAD EXISTING NETWORK DIAGRAM", "UPLOAD PROPOSED NETWORK DIAGRAM", and "UPLOAD NETWORK DESIGN PE CERTIFICATION".

3. Click the [Save and Finish] button at the bottom of the page after you've completed all of the information.

5.2 Build-out Timeline and Milestones

Provide a timeline of milestones for the bridge year and the five-year build-out period under this tab.

Click the Build-out Timeline and Milestones link under the **Network** tab after you toggle the navigation bar open (Figure 46). Consult the program guide if you need information on what to include on this page.



Technology Type Advice

Ensure that you chose the correct Technology Type on the **Project Information** page before entering information here. If the Technology Type changes, Intake deletes all entries on the **Build-out Timeline and Milestones** page.

The **Build-out Timeline and Milestones** page displays a table with the following columns: Timeframe, Build-out Milestone, Build-out Support for Reasonableness and Data Points, and a drop-down edit menu (Figure 49).

NOTE: The first year on this table is the **bridge year**.

If your project will not consume all five build-out years, you must still complete milestone information for outlying years. Common responses are: “begin loan repayment,” or “continue adding subscribers.”

Figure 49: Build-out Timeline and Milestones Page

Timeframe:	Build-Out Milestone:	Build-Out Support For Reasonableness / Data Points
2024		
2025		
2026		
2027		
2028		
2029		

1. Add information to each year by clicking Edit on the drop-down menu.
2. A pop-up window appears with the timeframe already completed. Enter the following information in the text boxes (Figure 50):
 - Build-out Milestone: Describe the milestone concisely but completely.
 - Build-out Support for Reasonableness/Data Points: Provide data and information (assumptions) that explain why it's reasonable for your organization to complete the milestone in this timeframe.
3. Click the [Save] button after completing all of the information.

Figure 50: Build-out Timeline and Milestones Page – Edit Window

TIMEFRAME:
2024

Build-out Milestone:

Build-out Support for Reasonableness / Data Points

Cancel Save

4. Click the [Save and Finish] button at the bottom of the page after you've completed all of the information. You can save the page at any time, even if you haven't completed all of the milestones, but be sure to return and complete them before submitting the application. Intake will not allow you to submit the application without completed timeline and milestone information.

5.3 Capital Investment Workbook (CIW)

In the CIW pages, provide detailed information about the costs of all capital assets to be constructed during the forecast period. The CIW acts as part of your project's overall budget.

You must complete the Project Information and Service Area(s) tabs before starting the CIW.

The types of CIWs (PFSA, NFSA) present in the application depend on the information entered within the **Project Information** and **Service Area(s)** tabs. **Each visible CIW must be completed, and all capital investments during the forecast period must be accounted for, regardless of the source of funding.** If you don't have an NFSA in your project, you won't see the NFSA CIW submenu.

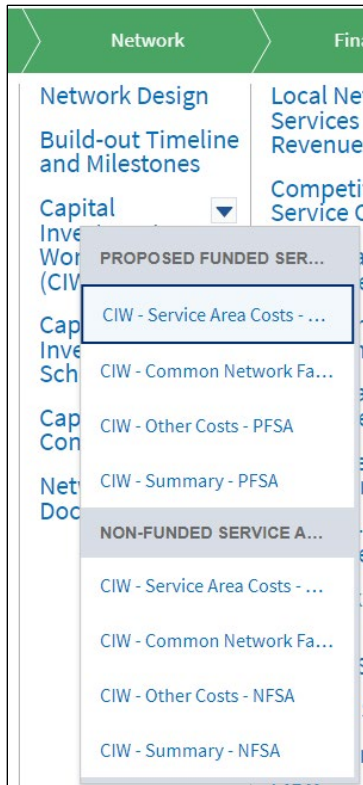
Each CIW (PFSA and NFSA) has four pages (Figure 51):

- **Service Area Costs:** You must create a **Service Area Costs** page for every PFSA in your project. However, the NFSA has only one **Service Area Costs** page – it is not necessary to break them out by detailed location
- **Common Network Costs:** Remember to prorate these costs between PFSAs and NFSAs as appropriate.

- **Other Costs:** This page is not required unless your project requires the asset types used here.
- **Summary:** The PFSA Summary includes a funding information table that you must complete. The NFSA Summary is read-only and doesn't include a funding information table.

Most of the NFSA pages provide the same functionality as the PFSA pages. Therefore, this manual will fully walk through a PFSA CIW, noting only NFSA differences.

Figure 51: Network – CIW – Expanded Submenu



5.3.1 CIW – Service Area Costs

On this page, list all the assets required to deliver the project's services to the service area, and their costs. For each asset, select the asset category and the specific asset type (see below for a table of asset categories and types).

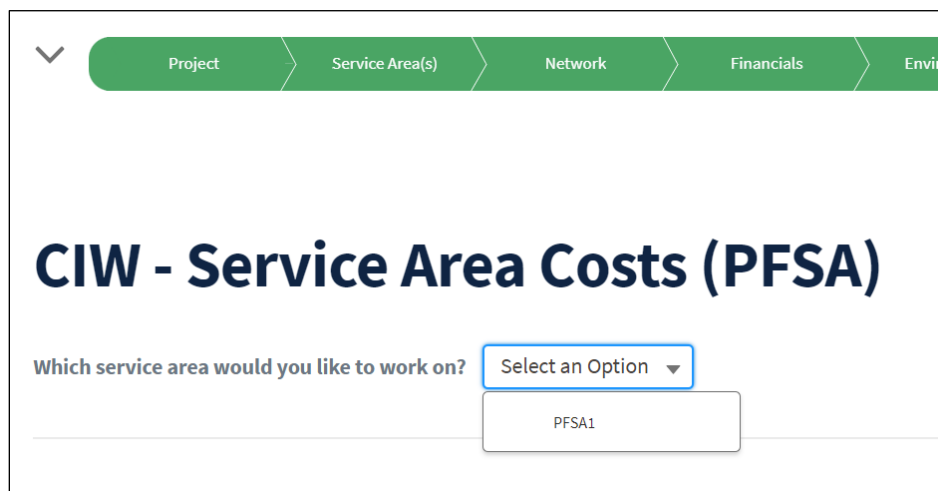
The same asset categories and asset types are used both by the PFSA service area costs and the NFSA service area costs and common network facility costs.

Table 5: Service Area and Common Network Facility Asset Categories and Asset Types

Asset Category	Asset Types
Network & Access Equipment	Switching Equipment Routing Equipment Transport Equipment Access Equipment (including ONTs) Video Equipment 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 or underground vaults Poles Make-ready Other (specify)
Buildings	New Construction Pre-Fab Huts Improvements Other (specify)
Towers	Improvements Guyed Towers Lattice Towers Monopole/Self-Supporting Tower Wood Poles Other (specify)
Customer Premises Equipment	Video Set Top Boxes Modems and Routers Inside Wiring Multi-Terminal Adapter (VoIP) Smart Meters Other (specify)
Non-Depreciable Assets	Land Right-of-way Procurement Other (specify) Pole Attachment

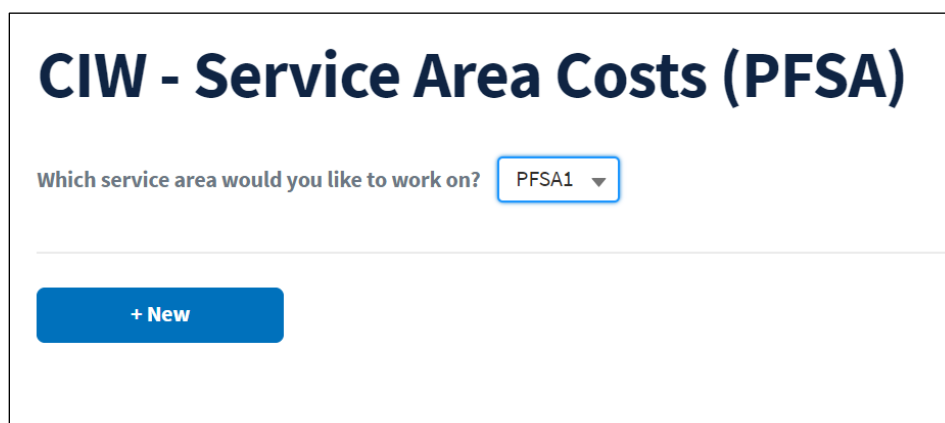
1. Begin with the PFSA service area costs by choosing that link from the CIW submenu (Figure 51). The NFSA service area costs follow the same steps explained here.
2. The **CIW – Service Area Costs (PFSA)** page opens. Click the drop-down menu beside the question, “Which service area would you like to work on?” The drop-down menu contains all PFSAAs you created on the **Service Area Map**. Select your PFSA. Be sure to return to this page to include costs for every PFSA in your project. (Figure 52).

Figure 52: CIW – SA Costs – Select Area



3. Intake adds a [+New] button to the costs page (Figure 53). Click the [+New] button to begin providing cost information.

Figure 53: CIW – SA Costs – [+New] Button



4. The **Add a Service Area Costs (PFSA) Line Item** window opens (Figure 54). Using Table 5 above, choose the asset category and asset type. Then provide the quantity, the unit type (use the drop-down, which changes to correspond to the selected asset type), and unit cost. Intake calculates the total cost for the asset. The **NFSA Service Area Costs** page uses the same functionality.



Units

Please ensure that the Unit you select matches the unit used in the Quantity field. For example, if you select "Route Miles" ensure your quantity is in miles, not feet, yards, inches, meters, or kilometers .

You must enter a description for each asset. Make and model numbers are important but should not be the only information you include in this field. Be sure to provide a brief description of the asset.

Figure 54: CIW – SA Costs – Add Line Item Window

Add a Service Area Costs (PFSA) Line Item

Add a Line Item

Please add a new line item.

ASSET CATEGORY *

ASSET TYPE *

QUANTITY *

UNIT *

UNIT COST *

TOTAL COST

DESCRIPTION *

250 characters remaining

5. Click the [Save] button to save the line item to the CIW after completing all required fields. Intake creates a table on the **CIW - Service Area Costs (PFSA)** page showing every asset you add and its cost information grouped by asset type and asset category. Intake provides

a running total for each asset type, asset category, and total for the PFSA (or NFSAs, as applicable) at the bottom of the page (Figure 55).

6. To edit an item, choose Edit from the item’s drop-down menu. Intake reopens the **Add a Service Area Costs (PFSA) Line Item** window where you can edit any field except the asset category and asset type. Make your changes and click the [Save] on the window. The table on the **CIW - Service Area Costs (PFSA)** page updates including all of the total fields.
7. Choose Delete from the item’s drop-down menu if you want to delete it. You’ll see a pop-up window asking you to confirm the deletion.
8. Continue adding line items for the PFSA you’re working on. Then, return to the **CIW – Service Area Costs** page (Figure 52) to choose the next PFSA and repeat this process to add, edit or delete line items.

Figure 55: CIW – SA Costs – Line Items Table Showing Item Edit Menu

The screenshot shows the 'CIW - Service Area Costs (PFSA)' interface. At the top, there is a dropdown menu for 'Which service area would you like to work on?' set to 'PFSA1'. Below this is a '+ New' button. The main content is a table titled 'Network and Access Equipment'. The table has columns for ASSET TYPE, QUANTITY, UNIT, UNIT COST, TOTAL COST, and DESCRIPTION. It lists two items: 'Switching Equipment' and 'Power Equipment'. A dropdown menu is open for the 'Switching Equipment' row, showing 'Edit' and 'Delete' options. Summary rows are provided for 'Total Switching Equipment', 'Total Power Equipment', and 'Total Network and Access Equipment'.

ASSET TYPE	QUANTITY	UNIT	UNIT COST	TOTAL COST	DESCRIPTION
Switching Equipment	1	Unit	\$250,000.00	\$250,000	New switch (make/model) for the PFSA
Total Switching Equipment				\$250,000	
Power Equipment	1	Unit	\$25,000.00	\$25,000	New power equipment (make/model)
Total Power Equipment				\$25,000	
Total Network and Access Equipment				\$275,000	
Total				\$275,000	

5.3.2 CIW – Common Network Facilities (CNF) Costs

List all the assets that will be shared between two or more service areas, and their costs on this page. If your project requires PFSA and NFSAs to share a CNF, be sure to prorate the units and costs between the PFSA and NFSAs.

Not all projects require common network facilities, so if you don’t need to enter any assets here, please move to the next portion of the CIW. When you validate the application, you’ll see a warning if there are no CNF costs. You can ignore this warning if your project doesn’t have any CNF costs.

The CNF pages use the same asset categories and asset types as the **Service Area Costs** pages (see Table 5 for the categories and types). The CNF pages also use the same processes to add line items to the CIW, so the detailed instructions provided for **Service Area Costs** will not be duplicated here. Refer to section 5.3.1 for the steps to add line items to the CNF costs, edit them or delete them. We will provide a brief list of steps and basic screenshots for the CNF pages here.

1. Select the CNF Costs (PFSA or NFSAs as necessary) from the **CIW submenu** (Figure 51).

2. Click the [+New] button on the **CIW – Common Network Facilities (PFSA)** page (or **NFSA CNF** page if necessary) (Figure 56). You don't need to prorate CNF costs across PFSAs, so you'll enter CNF costs as individual items that are shared between PFSAs.

Figure 56: CIW – Common Network Facilities (PFSA) page



3. Complete the **Add a Common Network Facilities (PFSA) Line Item** window for every CNF. Again, this window uses the same asset categories and types, and functionality as the **Add a Service Area Costs (PFSA) Line Item** window. Likewise, the NFSA CNF line item window uses those same resources.

If PFSAs and NFSAs share common network facilities, you will need to prorate those costs between the PFSA and NFSA CNF pages, so be sure to enter the same type of costs and descriptions under PFSA and NFSA if you need to.

Again, you will not see the NFSA CIW menu if you didn't create an NFSA on the **Service Area Map** (Figure 57).

As you add line items, Intake creates the same type of table on the **CNF** page as the system does for **Service Area Costs** on that page.

Figure 57: CIW – CNF (NFSA) Page with Table

CIW - Common Network Facilities (NFSA)					
+ New					
Outside Plant					
ASSET TYPE	QUANTITY	UNIT	UNIT COST	TOTAL COST	DESCRIPTION
Fiber Cable - Aerial	10	Route Miles	\$3,285.00	\$32,850	40-fiber cable + labor
Total Fiber Cable - Aerial				\$32,850	
Total Outside Plant				\$32,850	
Total				\$32,850	

5.3.3 CIW – Other Costs

Not every project has other costs, so, after reviewing the asset categories and asset types (Table 6), you can move on to the next portion of the application if there are no other costs in your project. You must record your acquisition costs here if you specified an acquisition under the **Project** tab.

NOTE: This is where you will record acquisition costs, as well as environmental pre-application expenses.

When you validate the application, you'll see a warning if there are no other costs. You can ignore this warning if your project doesn't have any other costs.

This CIW submenu item captures the costs of support times like vehicles and office systems, pre-application expenses if eligible, and professional services costs (Table 6).

Table 6: CIW Other Costs – Asset Categories and Asset Types

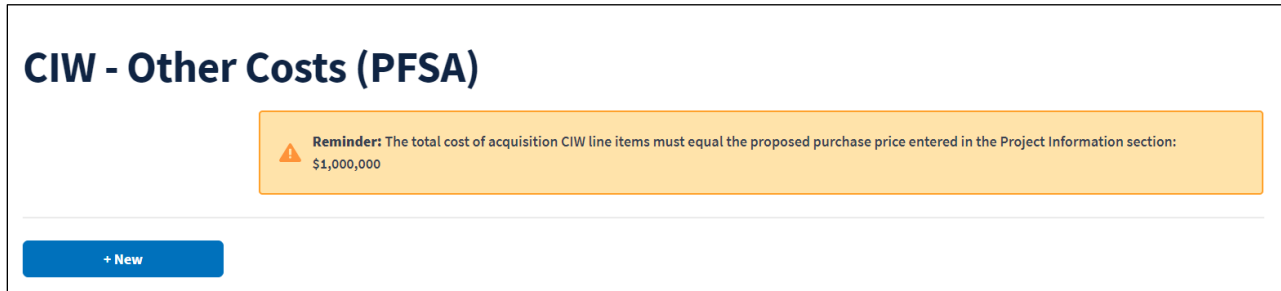
Asset Category	Asset Types
Support Assets	Construction Vehicles Construction Equipment Special Purpose Vehicles Office Equipment Office Furniture Billing System Test Equipment Portable Generators Tools Other (specify)
Other Expenditures	Pre-application expenses Acquisition Other (specify)
Professional Services	Engineering Services Architectural Services Environmental Services Project Management Services Other (specify the type of service)

The **Other Costs** pages use the same processes to add line items to the CIW as the **Service Area Costs**, so the detailed instructions provided for **Service Area Costs** will not be duplicated here. Refer to section 5.3.1 for the steps to add line items to **Other Costs**, edit them or delete them. We will provide a brief list of steps and basic screenshots for the **Other Costs** pages here. Again, the **NFSA Other Costs** page functionality mirrors the **PFSA Other Costs** functionality, so we'll briefly note any differences here.

1. Select Other Costs (PFSA) (or NFSA as necessary) from the **CIW submenu** (Figure 51).
2. The **CIW - Other Costs (PFSA)** page opens (Figure 58). NOTE: if your project will not use award funds to cover the acquisition costs, you will not see the yellow warning banner on

this page. The banner reminds you of the acquisition amount you specified under the **Project** tab and cautions that your acquisition costs here must total that amount.

Figure 58: CIW – Other Costs (PFSA) Page



3. Click the [+New] button on the **CIW – Other Costs (PFSA)** page (or **NFSA Other Costs** page if necessary) (Figure 58).
4. Complete the **Add an Other Costs (PFSA) Line Item** window for every item that falls into the other cost categories. Again, refer to Table 6 for asset categories and asset types. Remember, if your application is seeking award funds for an acquisition, you must record the acquisition costs here. The **NFSA Other Costs** line item window uses same resources and functionality as the **PFSA Other Costs** line item window.

As you add line items, Intake creates the same type of table on the **Other Costs** page (Figure 59) as the system does for **Service Area Costs** on that page.

Figure 59: CIW – Other Costs (PFSA) Page With Table

The screenshot shows the 'CIW - Other Costs (PFSA)' page with a table of 'Other Expenditures'. The table has columns for ASSET TYPE, QUANTITY, UNIT, UNIT COST, TOTAL COST, and DESCRIPTION. The table contains one row for 'Acquisition' and a total row for 'Total Acquisition'. The total cost for the acquisition is \$1,000,000. The table also shows 'Total Other Expenditures' and 'Total' both at \$1,000,000.

ASSET TYPE	QUANTITY	UNIT	UNIT COST	TOTAL COST	DESCRIPTION
Acquisition	1	Lump Sum	\$1,000,000.00	\$1,000,000	Purchase price for telecom assets of the selling company
Total Acquisition				\$1,000,000	
Total Other Expenditures				\$1,000,000	
Total				\$1,000,000	

5.3.4 CIW – Summary



Validate Your Application

You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

This The **CIW Summary** provides a summary of proposed costs that you can review, and a funding table where you must **specify the requested award amount**. While the PFSA and NFSA summaries present costs the same way, the NFSA summary is read-only; it doesn't contain a funding table. Therefore, we will not reproduce the NFSA summary in this manual. However, you should review the summary to ensure that you've accurately reflected all NFSA costs. Again, if you didn't add an NFSA to the **Service Area Map**, you will not see the NFSA portion of the CIW submenu.

1. Select **CIW Summary - PFSA** (or NFSA as necessary) from the CIW submenu (Figure 51).
2. The **Summary** page opens. The top of the page shows all assets and their costs, grouped by asset type and category (Figure 60). The summary also provides subtotals and a Proposed Funded Service Area Cost (this is the total project cost). Review this summary to ensure all project costs are accurately reflected. Return the **Service Area Costs, Common Network Facilities** or **Other Costs** pages to edit or delete assets if necessary. Then return to the **Summary** to double-check your changes and proceed to the next step.

Figure 60: CIW – Summary (PFSA) – Top of Page

CIW - Summary (PFSA)

Proposed Funded Service Area(s) Cost	
NETWORK AND ACCESS EQUIPMENT	TOTAL COST
Switching Equipment	\$1,000,000
Total Network and Access Equipment	
	\$1,000,000
OUTSIDE PLANT	TOTAL COST
Fiber Cable - Aerial	\$82,125
Total Outside Plant	
	\$82,125
OTHER EXPENDITURES	TOTAL COST
Acquisition	\$1,000,000
Total Other Expenditures	
	\$1,000,000
Total Proposed Funded Service Area Cost	
	\$2,082,125

The bottom of the Summary shows the Funding Information Table (Figure 61). As you enter the Loan Amount Requested, Intake validates the amounts to ensure that you're not requesting less than the minimum request or more than the maximum request. You will see a brief message on the Loan Amount Requested line if the request doesn't fall within the approved range.

Figure 61: CIW – Summary (PFSA) – Bottom of Page

Reminder: Updates to the Funding Information table may result in deletion of Capital Contributions data.

Funding Information	
FUNDING TYPE	FUNDING AMOUNT
Grant Amount Requested	\$0
Loan Amount Requested	\$2,082,125
Matching Funds	\$0
Other Funds	\$88,522
Total Project Costs	
	\$2,170,647

When you enter the Loan Amount Requested, Intake calculates the Other Funds field. If your project costs exceed your Loan Amount Requested, your organization must demonstrate how it intends to cover the amount on the Other Funds line, and provide supporting documentation.

In addition, when you click the [Save] button, Intake will validate whether pre-application expenses exceed five percent of the requested funding, and whether a proposed acquisition exceeds 50 percent of the requested funding. If either of those situations arise, you will see a red error message at the top of the page. You will need to return to the Other Costs to adjust these amounts. If the acquisition amount is over the 50 percent threshold, you will first have to adjust the proposed purchase price on the **Acquisition** portion of the **Project Information** page, then update the **Other Costs** page of the CIW.

The yellow banner above the Funding Information table warns that changes to the funding table may require you to either complete or edit the Capital Contributions Schedule. See section 5.5.2 for more on this schedule. However, you won't need to complete it unless your Funding Information table includes Other Costs.

3. Click the [Save] button to record loan request.

5.4 Capital Investment Schedule

In the Capital Investment Schedule (CIS), enter information describing the timing of project expenditures of both project funds and other funds (if applicable). You must complete the entire CIW before starting the CIS, as the information in the CIW informs the CIS.

The CIS consists of up to three pages: **Proposed Funded Service Area, Annual Capital Investment, and Non-Funded Service Area** (Figure 62). You will not see the NFSAs page if your application doesn't include any NFSAs.

Figure 62: Network – CIS – Expanded Submenu



5.4.1 CIS – Proposed Funded Service Area

This page captures the timing of project expenditures during the five-year construction period.

1. Click the Proposed Funded Service Area link on the menu (Figure 62).

The **Capital Investment Schedule (PFSA)** page opens and shows a table that contains every asset type for which you provided information in the CIS and the corresponding total cost for the asset type from the **CIS Summary (PFSA)**.(Figure 63)

Figure 63: CIS (PFSA) – Example of Asset Categories

Capital Investment Schedule (PFSA)									
Network and Access Equipment									
		BRIDGE YEAR		FORECAST YEARS					
ASSET TYPE	CIW SUMMARY AMOUNTS	2024	2025	2026	2027	2028	2029	TOTAL	AMTS FULLY DISTB?
Switching Equipment	\$1,000,000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	No
Professional Services	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	
Outside Plant									
		BRIDGE YEAR		FORECAST YEARS					
ASSET TYPE	CIW SUMMARY AMOUNTS	2024	2025	2026	2027	2028	2029	TOTAL	AMTS FULLY DISTB?
Fiber Cable - Aerial	\$82,125	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	No
Professional Services	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	

2. Each asset type row has a field for each of the buildout years into which you will enter the amount that your organization will spend for that asset for that year. See Figure 64 for an example. The Total column will calculate the sum of the yearly distribution of costs, and the column on right side of the table will indicate whether you've fully distributed an asset type's project cost across the years when you click the [Save] button.

Enter a zero into a field if you don't intend to spend any award funds for an item in a given year.

If you included any professional services costs in your CIW, you will see a professional services line under each asset category. Distribute the costs as they apply to the asset categories, using zeros as applicable. Scroll down to the last line of the table to see whether the professional services amount is fully distributed. Intake compiles that amount on a single line for that validation as professional services can apply to more than one asset category (Figure 65).

Figure 64: CIS (PFSA) – Completed Distribution Example

Capital Investment Schedule (PFSA)										
Network and Access Equipment										
ASSET TYPE	CIW SUMMARY AMOUNTS	BRIDGE YEAR		FORECAST YEARS					TOTAL	AMTS FULLY DISTB?
		2024	2025	2026	2027	2028	2029			
Switching Equipment	\$1,000,000								\$0	No
Professional Services	\$0								\$0	
Outside Plant										
ASSET TYPE	CIW SUMMARY AMOUNTS	2025	2026	2027	2028	2029	TOTAL	AMTS FULLY DISTB?		
Fiber Cable - Aer		\$0	\$250,000	\$500,000	\$250,000	\$0	\$1,000,000	Yes		
Professional Ser		\$0	\$0	\$0	\$0	\$0	\$0			

Figure 65: CIS (PFSA) – Professional Services Costs Fully Distributed (Page Bottom)

Professional Services										
ASSET TYPE	CIW SUMMARY AMOUNTS	BRIDGE YEAR		FORECAST YEARS					TOTAL	AMTS FULLY DISTB?
		2024	2025	2026	2027	2028	2029			
Total	\$78,522	\$0	\$0	\$0	\$78,522	\$0	\$0	\$78,522	Yes	
Total Capital Investment Schedule			\$0	\$1,250,000	\$578,522	\$342,125	\$0	\$2,170,647		

[Save](#)

You can click the [Save] button as often as needed to check the last column on the right. An amount for an asset time is fully distributed when that last column (Amts Fully Distb?) changes from No to Yes.

While Intake does not prevent you from moving to different portions of the application when a one or more asset costs aren't fully distributed (No in the far right column after clicking the [Save] button), it will not allow you to submit the application until you correct the error.

Remember, the distribution of costs should support the assumptions that underlie the Buildout Timeline and Milestones. In addition, the financial statements should reflect the cost distributions as necessary.

5.4.2 Annual Capital Investment

You will use the **Annual Capital Investment** page to distribute the capital investments you plan to make with Other Funds across the five-year construction period. If your requested loan amount fully covers all project costs, enter a zero for every year on the Other Funds line, click the [Save] button, and move on to the next portion of the application.

1. Click the Annual Capital Investment link on the menu (Figure 62).

- The **Annual Capital Investment** (ACI) page opens, showing the amounts you distributed on the **CIS Proposed Funded Service Area** page, grouped by the line items in the Funding Information Table on the **CIW Summary (PFSA)** page. The only editable fields on the page are for the Other Funds line, and all start with a default of zero (Figure 66).

Figure 66: CIS – Annual Capital Investment

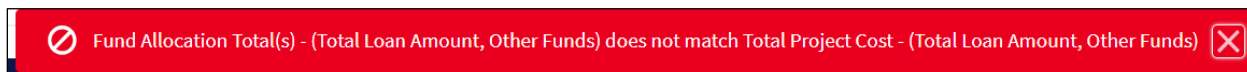
Annual Capital Investment						
	2025	2026	2027	2028	2029	TOTAL
Total Proposed Funded Service Area Costs	\$0	\$1,250,000	\$578,522	\$342,125	\$0	\$2,170,647
Total Match Amount	\$0	\$0	\$0	\$0	\$0	\$0
Total Loan Amount	\$2,082,125	\$0	\$1,250,000	\$578,522	\$342,125	\$2,170,647
Total Grant Amount	\$0	\$0	\$0	\$0	\$0	\$0
Other Funds	\$88,522	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	\$0
Annual Capital Investment	\$2,170,647	\$0	\$1,250,000	\$578,522	\$342,125	\$0

[Save](#)

- Distribute the Other Funds amounts across the five-year construction period. The distribution should support the assumptions that underlie the Buildout Timeline and Milestones. In addition, the financial statements should reflect the cost distributions as necessary.
- Click the [Save] button.

If you don't fully distribute the Other Funds, you will see a red error message at the top of the page (Figure 67). Adjust the distribution to fully account for all Other Funds and click the [Save] button again.

Figure 67: CIS – Annual Capital Investment – Error Message



5.4.3 CIS – Non-Funded Service Area

This page captures the timing of project expenditures during the five-year construction period.

The **NFSA** page operates just like the **PFSA** page: it has a table that contains every asset type for which you provided information on the **CIS-NFSA** page and the corresponding total cost for the asset type from the **CIS Summary (NFSA)**.

Each asset type row has a field for each of the buildout years into which you will enter the amount that your organization will spend for that asset for that year. The Total column will calculate the sum of the yearly distribution of costs, and the column on right side of the table will indicate whether you've fully distributed an asset type's project cost across the years when you click the [Save] button (Figure 68).

See section 5.4.1 for detailed instructions for the **CIS – PFSA** page which can also be applied to the **CIS – NFSA** page.

Figure 68: CIS – Non-Funded Service Areas Page

Capital Investment Schedule (NFSA)									
Outside Plant									
ASSET TYPE	CIW SUMMARY AMOUNTS	BRIDGE YEAR			FORECAST YEARS			TOTAL	AMTS FULLY DISTB?
		2024	2025	2026	2027	2028	2029		
Fiber Cable - Aerial	\$32,850	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	No
Total Capital Investment Schedule		\$0	\$0	\$0	\$0	\$0	\$0	\$0	

[Save](#)

5.5 Capital Contributions

If the Funding Information table on the CIW Summary (PFSA) contains Other Funds, you will reflect the sources of those funds here and supply supporting documentation for the sources of your funds.

You must complete the entire CIW and CIS before starting Capital Contributions

If your application’s Funding information table doesn’t contain Other Funds, Capital Contributions will not be active, and you can move on to the next portion of the application.

Capital Contributions has two pages: **Capital Contributions Schedule** and **Capital Contributions Document** (Figure 69).

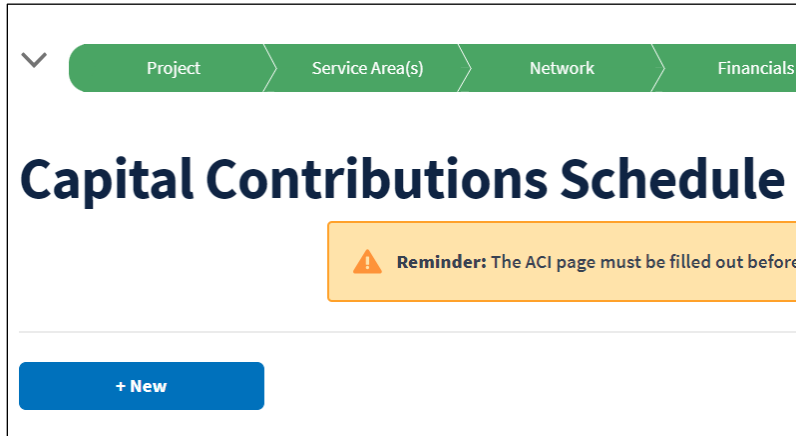
Figure 69: Network – Capital Contributions – Expanded Submenu



5.5.1 Capital Contributions Schedule (CCS)

1. Click on the Capital Contributions Schedule link on the submenu (Figure 69).
2. The **CCS** opens and contains a [+New] button. Add a source of the capital contributions by clicking the [+New] button (Figure 70).

Figure 70: Capital Contributions Schedule – +New Button



3. The **Add a Capital Contribution Source** window opens (Figure 71). Complete all the fields in the window:
 - Choose the type of the source from the drop-down menu
 - Enter the name of the source (this name is used on the **Capital Contributions Documents** page, so make sure its descriptive and unique)
 - Assumption: describe how the funds will be obtained and any other information about the support for the projected capital contribution
4. Once entered, click the [Add] button.

Figure 71: Add a Capital Contribution Source Window

Add a Capital Contribution Source

Add a Line Item

Please add a new line item.

CAPITAL CONTRIBUTION SOURCE *

Select Capital Contribution Source ▼

SOURCE NAME *

50 characters remaining

ASSUMPTIONS *

250 characters remaining

5. Continue adding sources as necessary.
6. After you add a source, Intake updates the **CCS** with a table (Figure 72) showing:
 - The Total Capital Contributions Funds from ACI (**Annual Capital Investment** page) as a guide so that you know which years on the CCS should show a capital contribution
 - All rows of capital contribution sources you added with a field for each year of the five-year construction period, and a drop-down menu that allows you to edit or delete a source of capital contributions.

Figure 72: CCS – Source Added to Table

Capital Contributions Schedule						
CAPITAL CONTRIBUTIONS SOURCE	SOURCE NAME	2025	2026	2027	2028	2029
Total Capital Contributions Funds from ACI		\$0	\$0	\$88,522	\$0	\$0
Owner/Member Capital	Main Bank Acct	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Capital Contributions		\$0	\$0	\$0	\$0	\$0

Edit
Delete
Save

7. Distribute the contribution for each source across the five years (enter a zero in a field as necessary). The click the [Save] button (Figure 73).
 - Remember that the timing of the contributions must support the **Buildout Timeline and Milestones**.

Figure 73: CCS – Table Successfully Completed

✓ Capital Contributions Schedule has been saved successfully ✕

+ New

Capital Contributions Schedule						
CAPITAL CONTRIBUTIONS SOURCE	SOURCE NAME	2025	2026	2027	2028	2029
Total Capital Contributions Funds from ACI		\$0	\$0	\$88,522	\$0	\$0
Owner/Member Capital	Main Bank Acct	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$88,522"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Total Capital Contributions		\$0	\$0	\$88,522	\$0	\$0

Save

- If your entries do not match the annual ACI amount, you'll see an error message explaining which years do not match (Figure 74).

Figure 74: CCS Error Message

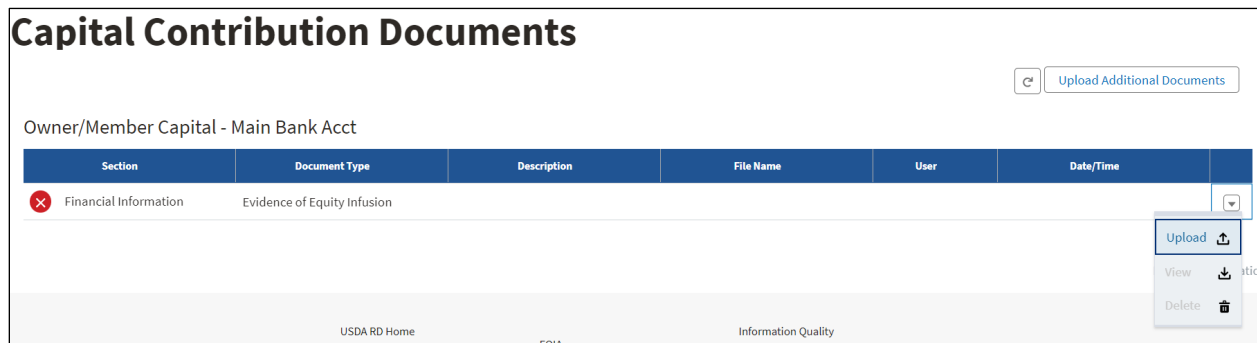


5.5.2 Capital Contributions Documents

You must provide one or more supporting documents for each source of capital contributions. The documents should support the assumptions you provided, and demonstrate the availability of the source.

1. Click on the Capital Contributions Schedule link (Figure 69).
2. The **Capital Contribution Documents** page shows a table for each source type, and the tables each contain an entry for every source you added (Figure 75).
 - Note that the source type and the source name are used to name the document table
 - The source has a red x beside it, indicating that you need to provide a document.
 - Each source has a drop-down menu that allows you to upload, view and delete documents.
 - After you upload the supporting documents, the red x changes to a green checkmark.
 - Use the [Upload Additional Documents] if you need to add more than one document of the same document type.

Figure 75: Capital Contributions Documents Page



Section 3.4 (**Project Documents**) fully describes all of Intake’s document management functionality so we won’t repeat it here because the **Capital Contributions Documents** page uses the same functionality. Use the [Upload Additional Documents] button if you need to add more than one document to support a source.

5.6 Network Documents

Use the **Network Documents** page to manage all of the documents you’ve added under the **Network** tab, including adding any missing required documents.

1. Click on the Network Documents link (Figure 69).
2. The page opens showing a table of documents you’ve already added under the **Network** tab (Figure 76).
 - Each document has a drop-down menu allowing you to upload a document (which will replace the existing document), view or delete the document.
 - Use the [Upload Additional Documents] if you need to add more than one document of the same document type.

Figure 76: Network Documents Page

Section	Document Type	Description	File Name	User	Date/Time	
✓ Network Information	Existing Network Diagram		_Testing Document.pdf	Joan RSCRelease...	Nov 12, 2023, 11:25 AM	
✓ Network Information	Network Design PE Certification		_Testing Document.pdf	Joan RSCRelease...	Nov 12, 2023, 11:25 AM	Upload
✓ Network Information	Proposed Network Diagram		_Testing Document.pdf	Joan RSCRelease...	Nov 10, 2023, 05:37 PM	View Delete

Return to Navigation

Section 3.4 (**Project Documents**) fully describes all of Intake’s document management functionality so we won’t repeat it here because the **Network Documents** page uses the same functionality.

6 Financials Tab

This tab captures information about your current and anticipated subscribers and revenue, your competition and financial information like non-operating net income and long-term debt that feed into the financial statements. The financial statements capture historical financial information (up to four years), and bridge year and pro forma financial projections (five years).

The tab relies on data you supplied earlier in the application. All pages and submenus in the **Project**, **Service Area(s)** and **Network** tabs **must be fully complete** before starting the **Financials** tab.

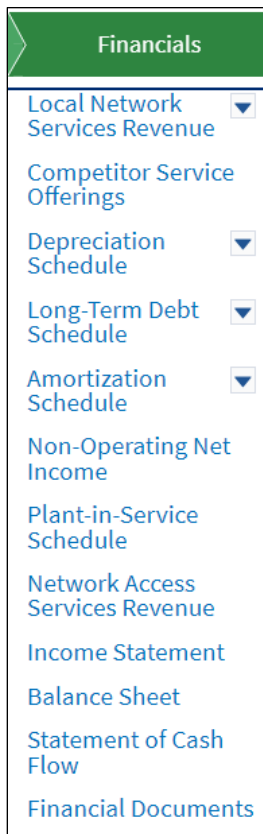
It's very important that you complete all of the **Financial** tab's pages and sub menus in the order presented in the tab's menu (**top to bottom**) to ensure that data flows into the financial statements correctly. **Do not** start the income statement, balance sheet or the statement of cash flows before completing all of the preceding pages under the **Financials** tab.

The **Financials** tab requires a lot of information and may take significant time to complete.

The **Financials** tab has the following pages and submenus that contain subsidiary pages (Figure 77):


- Local Network Services Revenue (LNSR) – submenu
- Competitor Service Offerings
- Depreciation Schedule – submenu
- Long-Term Debt Schedule – submenu
- Amortization Schedule – submenu
- Non-Operating Net Income
- Plant-In-Service Schedule
- Network Access Services Review
- Income Statement
- Balance Sheet
- Statement of Cash Flow
- Financial Documents

Figure 77: Financials Tab Menu



If you enter and save data on a page, and subsequently return to the page and change data, be sure to re-save that page, and follow the instruction that will appear at the top, directing you to the financial statement that uses the data. You must re-save the financial statement page as well before proceeding, to ensure that updated information from preceding pages is current in the financial statements.

To enter financial information, use numbers, the negative sign (-), and decimal points. The system does not save fields that contain invalid characters. Enter zero (0) in all fields for which you do not have data (that is, fields you might otherwise leave blank).



Validate Your Application

You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

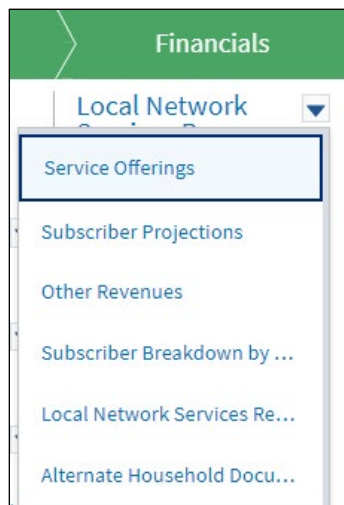
6.1 Local Network Services Revenue (LNSR)

On these pages, you capture the types of local telecommunications revenue your organization currently receives and the anticipated revenue from the services your project would provide. Intake will include information you provide here on the Income Statement.

The **LNSR submenu** has six pages (Figure 78):

- Service Offerings
- Subscriber Projections
- Other Revenues
- Subscriber Breakdown by Service Area
- Local Network Services Revenue
- Alternate Household Documents

Figure 78: Financials – LNSR Submenu - Expanded

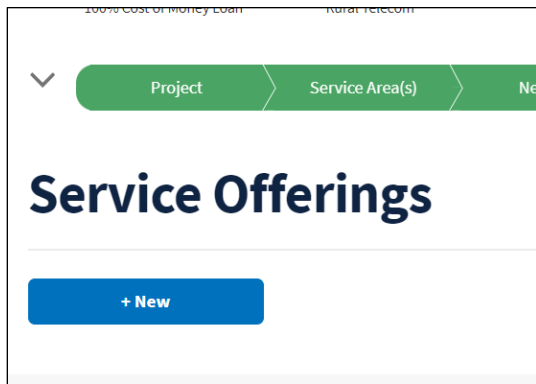


6.1.1 Adding, Editing and Deleting Service Offerings

On this page, describe each existing and proposed service offering (voice, data, video, or a bundle of services) broken down by customer type. This information will be combined with subscriber projections to inform operating revenue forecasts.

1. Click the Service Offering submenu option (Figure 78).
2. The **Service Offering** page opens (Figure 79). Create a description for each service offering your organization intends to provide during the forecast period.

Figure 79: Service Offerings Page



3. Click the [+New} button to begin adding a service offering. The **Add a New Service Offering** window opens (Figure 80).

Figure 80: Add a New Service Offering Window

4. Complete all of the fields in the window:
 - Service Offering: choose the appropriate option from the drop-down menu:
 - Voice
 - Data

- Video
- Data/Voice
- Voice/Video
- Data/Video
- Data/Voice/Video
- Price: Enter a monthly dollar amount for the service offering. If your application proposes an open access network project, the price entered should be \$0.00.
 - Add your open access network revenues to the application on the **Other Revenues** page. See section 6.1.3.
- Service Offering Status: choose the appropriate option from the drop-down menu:
 - New
 - Existing
- Customer Type: choose the appropriate option from the drop-down menu:
 - Residential
 - Business
- Service Offering Description: Enter a concise description of the service offering.
- Service Areas: In the Available Service Areas box, select a service area. Then click the right-facing arrow to move the service area to the Selected Service Areas boxes.
 - Hold down the Control key on your keyboard and click multiple service area names to move them all simultaneously.
 - Be sure to choose all of the service areas in which your organization intends to offer the service you're defining.
 - To move a service area back to the Available Service Areas box, select it in the Selected Service Areas box, then click the left-facing arrow.
- If you selected any service offering that includes data, two new fields appear in the **Add a New Service Offering** window (Figure 81): Broadband Download Speed and Broadband Upload Speed. Choose the appropriate option from the fields' drop-down menus. Both fields provide the same choices for speeds:
 - Unknown
 - <1 Mbps
 - 1 Mbps
 - 3 Mbps
 - 4 Mbps
 - 10 Mbps
 - 25 Mbps
 - 50 Mbps
 - 100 Mbps
 - 250 Mbps
 - 500 Mbps
 - 1 Gpbs
 - >1 Gpbs

Figure 81: Add a New Service Offering Window – Broadband Speed Fields

SERVICE OFFERING *	PRICE *
Data/Voice/Video	\$99.95
SERVICE OFFERING STATUS * ⓘ	CUSTOMER TYPE *
New	Residential
BROADBAND DOWNLOAD SPEED *	BROADBAND UPLOAD SPEED *
Please Select One	Please Select One

- Click the [Add] button after completing all of the fields.
- Repeat the process to add a service offering (new or existing) for every offering and service area in your application.
- As you add service offerings, Intake creates and updates a table on the **Service Offerings** page (Figure 82) showing all of the details about the service offerings. Each line on the table also has a drop-down menu that allows you to edit or delete the offering.

Figure 82: Service Offerings Page Updated

Service Offerings							
SERVICE AREA	SERVICE OFFERING	SERVICE OFFERING DESCRIPTION	SERVICE OFFERING STATUS	BROADBAND DWNLD SPEED	BROADBAND UPLOAD SPEED	CUSTOMER TYPE	PRICE
NFSA - Existing	Voice	Basic landline s...	Existing			Residential	\$9.95
PFSA1	Data/Voice/Video	Popular Bundle	New	100 Mbps	100 Mbps	Residential	\$99.95

- To edit the details of a service offering, click the item’s drop-down menu and choose Edit (Figure 82).
- The **Edit a Service Offering** window opens (Figure 83). The window contains all of the fields on the **Add a New Service Offering** window.
 - All fields except the Service Areas are editable.
 - Click the [Save] button when you’ve completed your edits.
 - If you need to edit the Service Areas, you must delete the Service Offering and re-add it with the correct service areas

Figure 83: Edit a Service Offering Window

Edit a Service Offering
Edit a Line Item
Please edit a service offering

SERVICE OFFERING *
Voice

PRICE *
\$9.95

SERVICE OFFERING STATUS * ⓘ
Existing

CUSTOMER TYPE *
Residential

SERVICE OFFERING DESCRIPTION *
Basic landline service
228 characters remaining

SERVICE AREAS *
Available Service Areas: PFSA1
Selected Service Areas: NFSA - Existing

Cancel Save

10. Make your edits and click the [Save] button. Intake will immediately update the table on the **Service Offerings** page with your changes.
11. Choose the Delete option from a Service Offering’s drop-down menu to delete the offering. A **Delete Service Offering** window opens in which you can confirm or cancel the deletion.

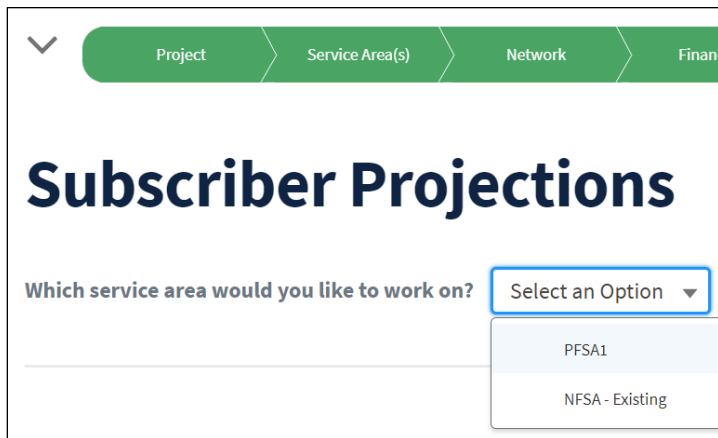
6.1.2 Subscriber Projections

Provide subscriber projections for **each** service offering, for **each** PFSA, and NFSA on this page. Provide the number of existing subscribers, new subscribers, subscription cancellations, and pricing information for historical and forecast years. This information is used to calculate Local Network Services Revenue, an operating revenue that will be reflected on the income statement.

Then functionality for NFSA subscriber projections mirrors the functionality for PFSA subscriber projections, except that you will need to provide historical data for the NFSA projections. Therefore, this manual will not provide in-depth instructions for the NFSA projections.

1. Choose the Service Offering submenu option (Figure 78).
2. The **Subscriber Projections** page opens (Figure 84).

Figure 84: Subscriber Projections Page



3. Choose one of the services areas from the drop-down menu to add subscriber projections.
4. A table on the **Subscriber Projections** page opens (Figure 85). The image in Figure 85 a partial image because the table is wide and may require you to scroll to the right to view all aspects of it.
 - There is a table for each service offering your created (dark blue bar – collapsible).
 - Information about the service offering description, speeds, and customer type are provided on the next line.
 - Labels for the historical, bridge and forecast years are on the third line. Historical years are only available for **existing** service offerings.
 - The fourth line (light blue) show the years which are the columns for the service offering's table.
 - The leftmost column has the following rows, each of which has a tooltip that provides detailed information about the row's data. Please use those tooltips to answer questions about the rows' data. Ensure your projections are supported by your market research and internal data. They must be reasonable.
 - Price: Intake copies the pricing information into these cells from the **Service Offerings** page. The fields are editable in case you need to record price changes in over time. If you do not anticipate price changes in the future for this service offering you do not have to edit this row.
 - Existing Subscribers: only applies to existing offerings. You may need to scroll left to see the historical years into which you must provide data.
 - New Subscribers: add your new subscriber projections on this line for this service offering and this service area.
 - Be sure that subscriber additions are supported by the **Buildout Timeline and Milestones** and the **CIW** and **CIS**.
 - Subscriber projections should be realistic and justifiable taking into consideration the proposed service pricings vs PFSA demographics as well as any competitive service offerings.
 - Explain the methodology used to determine these numbers in the line-item assumptions rows of Network Access Services Revenue, the assumptions for the

associated manual input items on the Income Statement or as an uploaded support document.

- Cancellations: add your cancellation projections on this line for this service offering and this service area.
- Net Additions: Intake calculates this field
- Ending Subscribers: Intake calculates this field
- Churn Rate: Intake calculates this field

Figure 85: Subscriber Projections Page Table (Partial)

Popular Bundle				
		SERVICE OFFERING Data/Voice/Video	BROADBAND DOWNLOAD SPEE 100 Mbps	
		BRIDGE YEAR		
		2024	2025	2026
Price	ⓘ	<input type="text" value="\$99.95"/>	<input type="text" value="\$99.95"/>	<input type="text"/>
Existing Subscribers	ⓘ	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
New Subscribers	ⓘ	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cancellations	ⓘ	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net Additions	ⓘ	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

5. Click the [Save] button after completing all the data entries for the page.
6. Repeat this process for every Service Offering in every service area.

6.1.3 Other Revenues

Enter other revenues associated with service areas that are not a direct result of providing service to subscribers. Examples of such revenues include installation fees, monthly cable rentals, and broadcast network fees.

If you are proposing an open access network record your revenues for that arrangement here.

1. Choose the Other Revenues link, from the **LNSR submenu** (Figure 78)
2. The **Other Revenues** page opens, showing one question: “Do you charge an Installation or Setup Fee when connecting new subscribers?” Answer the question (Figure 86):

Figure 86: LNSR – Other Revenues (Top)

- a. If No, proceed to Step 3
 - b. If you answer Yes, an additional question about how much you charge for installation or setup. Provide the answer, then proceed to Step 3
3. The next question is whether you have any Other Local Network Services Revenues (such as modem rentals, or other fees your charge related to these services)?
- a. This is where you record revenues from your open access network if that is part of what you're proposing in this application.
 - b. If No, proceed to Step 4.
 - c. If Yes, a table and a text box appear that allow you to report the total annual other revenue from the sources you describe in the textbox (Figure 87). You might need to scroll left and right to provide the annual revenue for all historical, bridge and forecast years. Enter a zero for any year in which you do not have this type of revenue.

Figure 87: LNSR – Other Revenues (Bottom)

LINE ITEM	HISTORICAL YEARS				BRIDGE YEAR
	2020	2021	2022	2023	2024
Other Local Network Services Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. When all questions are fully answered, click the [Save] button and move to the next portion of the application.

6.1.4 Subscriber Breakdown by Service Area

This page shows you the Subscriber Projections overlaid with Census household data and penetration rates calculated by Intake. Review this information for accuracy and reasonability and provide alternate household data, if appropriate. Bear in mind that your projections will feed into the financial statements as support for your organization’s revenue.

1. Choose the Other Revenues link, from the **LNSR submenu** (Figure 78)
2. The **Subscriber Breakdown by Service Area** page displays (Figure 88).

The page consists of a table for each service area. The table’s title row is collapsible and shows the service area name. There are columns for the four historical years, bridge year and forecast years. You may need to scroll left and right to see all of the data. The following rows contain data compiled from the subscriber projections you provided on the previous page. The rows are grouped by customer type (residential or business):

- Service Offering: there may be more than one line if you provide (or intend to provide) more than one service in the area. Each are labeled by their offering type. In Figure 88 below, the line is “Data/Voice/Video” and there is only one service offering line because only one offering was specified earlier.
- Total Residential Subscribers: This displays the total number of subscribers across all residential service offerings in a service area.
- Households: derived from the Census data on the **Service Area Map**
- Household Penetration Rate: Intake calculates this percentage based on the data you supply.

Figure 88: LNSR - Subscriber Breakdown by Service Area (Top)

Subscriber Breakdown by Service Area							
PFS1 ^							
Input Alternate Household Data <input type="checkbox"/> Hidden	BRIDGE YEAR			FORECAST YEARS			
RESIDENTIAL	2024	2025	2026	2027	2028	2029	
Data/Voice/Video	0	19	68	95	180	237	
Total Residential Subscribers	0	19	68	95	180	237	
Households	37	37	37	37	37	37	
Household Penetration Rates	0%	51%	184%	257%	486%	641%	

Below the table for every PFSA is a summary table (also collapsible) (Figure 89). It has columns for the historical, bridge and forecast years and lines for total residential and total business subscribers (if any). Intake calculates the data.

Figure 89: LNSR - Subscriber Breakdown by Service Area (Bottom)

Summary						
	BRIDGE YEAR			FORECAST YEARS		
	2024	2025	2026	2027	2028	2029
Total Residential Subscribers	0	19	68	95	180	237

3. Review this data carefully and compare it against your organization’s market research and internal data. If you are satisfied that the churn rate and subscriber projections represent your organization’s data, click the [Save] button and go to the next portion of the application.
4. If the data doesn’t represent your organization's data, go to section 6.1.4.1 to see the instructions for supplying alternative household data. Bear in mind that you must provide supporting documentation for the assumptions and data for alternate .households See section 6.1.6.

6.1.4.1 Alternate Household Data

To supply alternate household data, turn the “Input Alternate Household Data” toggle on. The toggle is in the upper left corner of each service area table (Figure 88).

The toggle makes a row visible in the service area table so that you can provide the data. Intake will update the customer penetration rates based on your data.

Figure 90: LNSR – Subscriber Breakdown Using Alternate Household Data

PFSA1						
Input Alternate Household Data <input checked="" type="checkbox"/> <small>Show</small>	BRIDGE YEAR			FORECAST YEARS		
RESIDENTIAL	2024	2025	2026	2027	2028	2029
Data/Voice/Video	0	19	68	95	180	237
Total Residential Subscribers	0	19	68	95	180	237
Alternate Households	<input type="text" value="585"/>	<input type="text" value="585"/>	<input type="text" value="585"/>	<input type="text" value="585"/>	<input type="text" value="585"/>	<input type="text" value="585"/>
Alternate Household Penetration	0%	3%	12%	16%	31%	41%

Be sure to click the [Save] button at the bottom of the **Subscriber Breakdown by Service Area** page when you have entered all of your data.

6.1.5 Viewing Local Network Services Revenue

This page provides a summary of the Local Network Services Revenue totals and distribution based on the information you provided on previous LNSR pages. The financial statements will rely on this data, so be sure to review it. If you need to make changes, return to the appropriate LNSR page, and save your changes. Then, return here and check the summary again.

1. Choose the Other Revenues link, from the **LNSR submenu** (Figure 78)

The **Local Network Services Revenue (LNSR)** page opens (Figure 91) and provides a table showing columns for all of the years, and rows as described here:

- **Service Offerings:** This line provides the annual revenue for each service offering type. There may be more than one line if you provide (or intend to provide) more than one service in the area. Each are labeled by their offering type. In Figure 91 below, the line is “Data/Voice/Video” and there is only one service offering line because only one offering was specified earlier.
- **Residential Local Network Services Revenue:** Total revenue associated with all residential service offerings. The average of the new and dropped subscribers is used to calculate this line item.
- **Residential Average Revenue per User (ARPU):** The system calculates this line item by dividing the Residential Local Network Services Revenue by the total number of annual residential subscribers.
- **Business Local Network Services Revenue:** Total revenue associated with all business service offerings. This line item is hidden if you have not specified business service offerings. The average of the new and dropped subscribers is used to calculate this line item.
- **Business Average Revenue per User (ARPU):** The system calculates this line item by dividing the Business Local Network Services Revenue by the total number of annual business subscribers. This line item is hidden if you have not specified business service offerings.
- **One-time Setup Fees:** Total annual revenues from one-time set-up fees provided on the **Other Revenues** page.
- **Other Local Network Services Revenue:** Total annual revenues from other local network services provided in the **Other Revenues** page.
- **Total Local Network Services Revenue:** The total Local Network Services Revenues that will populate on the Income Statement. Intake sums the Local Network Services Revenue (Residential and Business), One-time Setup Fees, and Other Local Network Services Revenue.

Figure 91: Local Network Services Revenue Page

Local Network Services Revenue - Summary							
		BRIDGE YEAR		FORECAST YEARS			
SERVICE OFFERING	CUSTOMER TYPE	2024	2025	2026	2027	2028	2029
Data/Voice/Video	Residential	\$0	\$11,394	\$55,327	\$103,658	\$174,884	\$290,207
Residential Local Network Services Revenue		\$0	\$11,394	\$55,327	\$103,658	\$174,884	\$290,207
Residential Average Revenue per User (ARPU)		\$0	\$600	\$814	\$1,091	\$972	\$1,225
One-time Set-up Fees		\$0	\$814	\$1,998	\$1,258	\$3,219	\$2,183
Other Local Network Services Revenue		\$8,960	\$9,850	\$8,776	\$9,650	\$8,497	\$8,792
Total Local Network Services Revenue		\$8,960	\$22,058	\$66,101	\$114,566	\$186,600	\$301,182

2. Carefully review the summary, and then move on to the next portion of the application when you are sure the data accurately reflects your revenue projections.

6.1.6 Alternate Household Documents

If you entered Alternate Household Data on the **Subscriber Breakdown by Service Area** page, upload your required supporting documents here.

1. Choose the Alternate House Documents link, from the **LNSR** submenu (Figure 78)
2. The **Alternate Household Documents** page displays a table for each service area that has Alternate Household data (Figure 92). The page shares the same functionality as the document pages that occur under each tab. Consult section 3.4 to see in-depth instructions on how to upload, view and delete documents Use the [Upload Additional Documents] button if you need to supply more than one document of the same document type.

Figure 92: Alternate Households Documents Page

Section	Document Type	Description	File Name	User	Date/Time
Financial Information	Alternate Households Supporting...				

6.2 Competitor Service Offerings

Provide details regarding competitors' service offerings within your service area(s).

1. Choose the Competitor Service Offerings link, from the **Financials** tab menu (Figure 77)
2. The **Competitor Service Offerings** page (Figure 93) opens and shows the question, "Does the applicant have any competitor service offerings to report?" Choose your answer.
 - If No, proceed to the next portion of the application
 - If Yes, a [+New} button opens on the page (Figure 94)

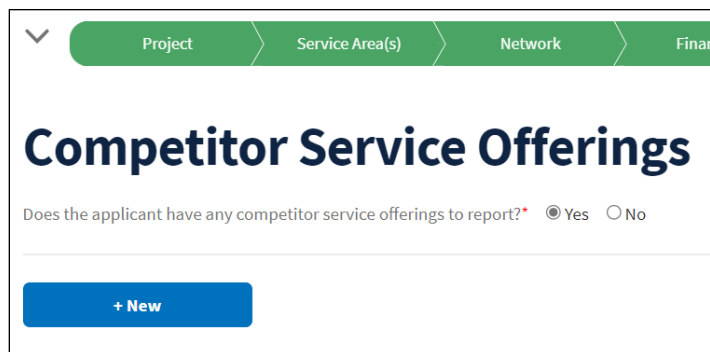
Figure 93: Competitor Service Offerings Page

Project > Service Area(s) > Network > Financials

Competitor Service Offerings

Does the applicant have any competitor service offerings to report?* Yes No

Figure 94: Competitor Service Offerings Page- [+New] Button



3. Click the [+New] button to open the **Add a New Competitor Service Offering** window. Adding a new competitor service offering functions the same way as adding a service offering for your organization. Therefore, please see section 6.1.1 for in-depth instructions on adding, editing and deleting a service offering.

6.3 Depreciation Schedule



Validate Your Application

You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

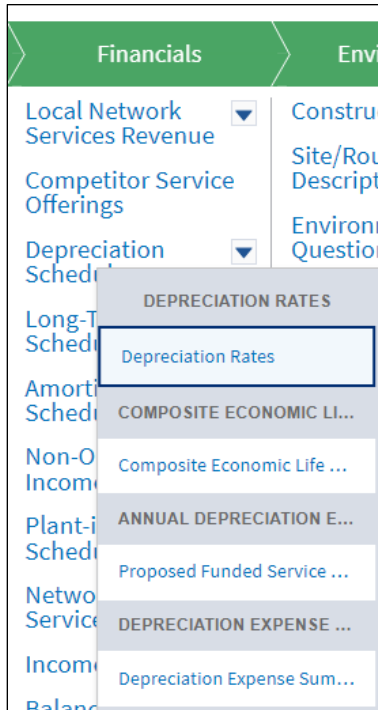
You must complete all pages in the **Network** tab before starting on the depreciation information.

In the **Depreciation Schedule**, provide information for the system to calculate annual depreciation expenses for each year of the forecast period.

The **Depreciation Schedule** submenu has four pages (Figure 95):

- Depreciation Rates
- Composite Economic Life
- Annual Depreciation Expense (for both PFSA and NFSA if your application includes an NFSA)
- Depreciation Expense Summary

Figure 95: Financials – Depreciation Schedule Submenu



6.3.1 Depreciation Rates

1. Choose the Depreciation Rates link on the **Depreciation Schedule** submenu (Figure 95)
2. The **Depreciation Rates** page opens (Figure 96). The table on the page provides a line for the depreciation rate of each asset type you specified in the CIW, grouped by asset category. Your table may be longer or shorter than the example in Figure 96; it depends on how many asset types you specified in the CIW.

Enter the applicable depreciation rate (percent) for each asset type. Be sure to use your PUC-approved rates if you stipulated that a PUC approves your rates under **Account Information**.

Depreciation rates for **professional services** must align with the depreciation rates for the **asset category**. For example, if a depreciation rate of 5 percent is used for all the assets in the Outside Plant category, then the depreciation rate of 5 percent or more should be used for any professional services provided for that asset category.

Figure 96: Depreciation Rates Page (Top)

Depreciation Rates

Network and Access Equipment

ASSET TYPE	DEPRECIATION RATE
Switching Equipment	<input type="text"/>
Professional Services	<input type="text"/>

Outside Plant

ASSET TYPE	DEPRECIATION RATE
Fiber Cable - Aerial	<input type="text"/>
Professional Services	<input type="text"/>

Customer Premises Equipment

ASSET TYPE	DEPRECIATION RATE
Modems and Routers	<input type="text"/>
Professional Services	<input type="text"/>

3. Click the [Save] button in the lower right corner of the page after entering the depreciation rates.

6.3.2 Composite Economic Life Calculation

Intake calculates the Composite Economic Life (CEL) based on information that you provided on previous pages. You can review the CEL on this page.

1. Choose the Composite Economic Life link on the **Depreciation Schedule** submenu (Figure 95).
2. The **Composite Economic Life** page opens (Figure 97). The page provides a table showing the inputs for the calculation of composite economic life performed by Intake. The inputs are provided for each asset type you entered in the **CIW** and are grouped by asset category and on the **Depreciation Rates** page.

Figure 97: Composite Economic Life Page (Top)

Composite Economic Life									
Network and Access Equipment									
PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2025	2026	2027	2028	2029	TOTAL INVESTMENT AMOUNT	ECONOMIC LIFE VALUE
Switching Equipment	9.00%	11.11	\$0	\$250,000	\$500,000	\$250,000	\$0	\$1,000,000	\$11,111,111
Professional Services	9.00%	11.11	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Network and Access Equipment			\$0	\$250,000	\$500,000	\$250,000	\$0	\$1,000,000	\$11,111,111
Outside Plant									
PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2025	2026	2027	2028	2029	TOTAL INVESTMENT AMOUNT	ECONOMIC LIFE VALUE
Fiber Cable - Aerial	5.00%	20	\$0	\$0	\$0	\$82,125	\$0	\$82,125	\$1,642,500

- Review the table, and be sure to take note of the overall CEL for the project which is in the last line of the table (Figure 98).

Figure 98: Composite Economic Life Page (Bottom)

Composite Economic Life	12
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6.3.3 Annual Depreciation Expense

You can view the annual depreciation expense here for assets included in the **CIW**. The annual depreciation expense is calculated based on the **CIS** and the depreciation rates you previously provided.

Choose the Annual Depreciation Expense link on the **Depreciation Schedule** submenu (Figure 95). If your applications has both PFSAs and NFSAs, this part of the submenu will have a link for the summary for each type of service area.

The table on the page (Figure 99) provides the depreciation rate, CEL, and annual depreciation expenses for the bridge year and the forecast years. This data is provided for every asset type in the project and the asset types are grouped by their asset categories.

Figure 99: Annual Depreciation Expense (PFSA) – Partial View

Annual Depreciation Expense (PFSA)								
Network and Access Equipment								
PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2024	2025	2026	2027	2028	2029
Switching Equipment	9.00%	11.11	\$0	\$0	\$22,500	\$67,500	\$90,000	\$90,000
Professional Services	9.00%	11.11	\$0	\$0	\$0	\$0	\$0	\$0
Total Network and Access Equipment				\$0	\$22,500	\$67,500	\$90,000	\$90,000
Outside Plant								
PROJECT ASSET TYPE	DEPRECIATION RATE %	ECONOMIC LIFE (YEARS)	2024	2025	2026	2027	2028	2029
Fiber Cable - Aerial	5.00%	20	\$0	\$0	\$0	\$0	\$4,106	\$4,106
Professional Services	5.00%	20	\$0	\$0	\$0	\$3,926	\$3,926	\$3,926
Total Outside Plant				\$0	\$0	\$3,926	\$8,032	\$8,032

The last line of the table provides the total annual depreciation expense for each of the years (Figure 100).

Figure 100: Annual Depreciation Expense – Total Line

Total Annual Depreciation Expenses	\$0	\$22,500	\$71,426	\$98,532	\$98,532
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6.3.4 Depreciation Expense Summary

On this page, you must enter depreciation expenses for existing Plant, Property, and Equipment (PPE) and planned non-telecommunications plant additions during the forecast period.

The table on the page also has a row for the Telecommunications Plant Added – PFSA. The Intake System calculates the depreciation expenses for this row based on previously entered information. If your project also has an NFSA, you would see a Telecommunications Plant Added – NFSA line calculated by Intake as well.

1. Choose the Depreciation Expense Summary link on the **Depreciation Schedule** submenu (Figure 93).
2. The page displays (Figure 101). Enter annual depreciation expense for existing Property, Plant and Equipment (PPE), and non-telecommunications plant added during the bridge year or forecast period.
 - **Only Applicable for Cooperatives:** If you are using the Contribution in Aid of Construction (CIAC) accounting method, use the “Less Grant-Funded Plant” line item to deduct depreciation calculations related to grant-funded plant.


Figure 101: Depreciation Expense Summary Page

Depreciation Expense Summary						
ASSET TYPE	2024	2025	2026	2027	2028	2029
Existing Property, Plant and Equipment	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Non-telecommunications plant added during forecast period	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Telecommunications Plant - PFSA	\$0	\$0	\$22,500	\$71,426	\$98,532	\$98,532
Less Grant-Funded Plant	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Total Annual Depreciation Ex...	\$0	\$0	\$22,500	\$71,426	\$98,532	\$98,532

[Save](#)

3. Click the [Save] button to save your data after completing your data entry.

6.4 Long-Term Debt Schedule



Validate Your Application

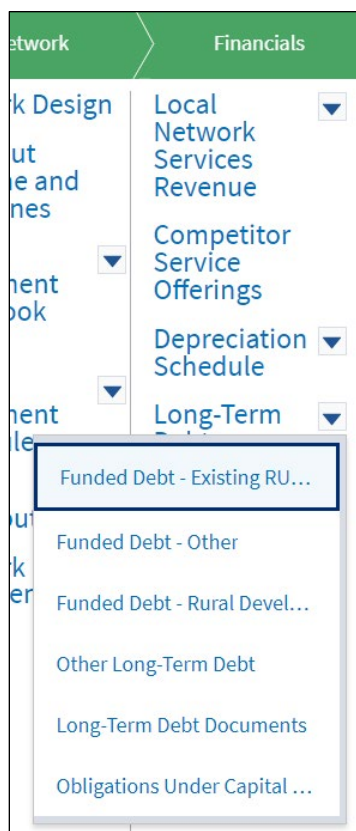
You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

On these pages, provide information related to your organization’s long-term debt outstanding during the forecast period. You must complete these pages before moving on to other pages under the **Financials** tab.

The **Long-Term Debt Schedule** (Figure 102) has six pages:

- Funded Debt – Existing RUS, RTB, or FFB Notes
- Funded Debt – Other
- Funded Debt – Rural Development
- Other Long-Term Debt
- Long-Term Debt Documents
- Obligations Under Capital Lease

Figure 102: Financials – Long-Term Debt Schedule Submenu



You must also provide copies of debt documents to support each long-term debt item. See section 6.4.6.

You'll provide the same or very similar data for each type of long term debt held by your organization. This manual will fully describe how to enter information about the **Funded Debt – Existing RUS, RTB, or FFB Notes**, and the **Funded Debt – Other** types of debt. The manual will then provide abbreviated sections for each of the subsequent long-term debt types, noting any variation from the first two types described.

6.4.1 Funded Debt – Existing RUS, RTB. or FFB Notes

This page captures all existing RUS notes, including all Telecom and Electric loans.

1. Choose the Funded Debt – Existing RUS, RTB. or FFB Notes link on the **6.4 Long-Term Debt Schedule** submenu (Figure 102)
2. The **Funded Debt-Existing RUS/RTB/FFB** page displays (Figure 103). Answer the question about whether your organization has any existing RUS debt to report by clicking the applicable radio button. **NOTE: Every type of long-term debt has the same question. Answer each as appropriate for your organization.**
 - If No, proceed to the next long-term debt type.
 - If Yes, a [+New] button appears; proceed to step 3.

Figure 103: Funded Debt – Existing RUS, RTB, or FFB Notes Page

Project > Service Area(s) > Network > Financials > Environmental > Licenses

Funded Debt - RUS/RTB/FFB Notes

Does the applicant have any existing RUS debt to report?* Yes No

+ New

3. Click the [+New] button to open the **Add a Funded Debt - RUS/RTB/FFB Notes** window (Figure 104).
4. Enter the following information in the window:
 - RUS ID: Enter the RUS ID: for example, “ND1501”.
 - Note Designation: Enter the alphanumeric note designation for the debt item. For example, “A75.” This information needs to be shown on a per note basis.
 - Loan Description: choose the appropriate description from the drop-down menu.
 - Original Principal Balance: Enter the original dollar amount of the debt.
 - Outstanding Principal Balance: Enter the dollar amount. The Outstanding Principal balance should be based on the amount that has been advanced by RUS to you as of the submission date of the application. This is different from this line item for other long-term debt items.
 - Annual Interest Rate (%): Enter the appropriate interest rate value in percent form (e.g., 2.00 = 2 percent). For Notes under which multiple advances have occurred (with each advance having its own interest rate), enter the average interest rate into this table.
 - Term of Note (Years): Enter the appropriate numerical value.
 - Number of Payments (per Year): Enter the appropriate numerical value.
 - Annual Payment Amount: Enter the appropriate dollar amount.
 - Date of Note: Enter the date or click the calendar icon to the right of the text box and choose the correct date.
5. Click the [Add] button to add the debt item to the **Funded Debt – RUSRTB/FFB Notes** page.

Figure 104: Add a Funded Debt - RUS/RTB/FFB Notes Window

Add a Funded Debt - RUS/RTB/FFB Notes

Note Identifiers

RUS ID *

NOTE DESIGNATION *

LOAN DESCRIPTION *
 Please Select One

Note Details

ORIGINAL PRINCIPAL BALANCE *

OUTSTANDING PRINCIPAL BALANCE *

ANNUAL INTEREST RATE(%) *

TERM OF NOTE (YEARS) *

NUMBER OF PAYMENTS (PER YEAR) *

ANNUAL PAYMENT AMOUNT *

DATE OF NOTE *

6. Repeat steps 3, 4 and 5 for every long-term debt item in this category.
7. Intake creates a table on the page that summarizes every note you add. Figure 105 shows only one note but the table will extend to accommodate all of the notes you add:

Figure 105: Funded Debt RUS/RTB/FFB Notes Page Loan Table (Top)

Funded Debt - RUS/RTB/FFB Notes

Does the applicant have any existing RUS debt to report? * Yes No

Funded Debt - RUS/RTB/FFB Notes									
RUS ID	Note Designation	Loan Description	Original Principal Balance	Outstanding Principal Balance	Annual Interest Rate	Term of Note (years)	Number of Payments (per year)	Annual Payment Amount	Date of Note
ME1701	A75	RUS - Broa...	\$10,000,000	\$2,000,000	2.30%	15	12	\$75,000	2008-07-22

8. Below the note table, Intake provides an amortization table for each note added. The tables are labeled with the RUS ID for each note (Figure 106).
- For each amortization table, enter the bridge year and forecast years payment information for the following line items. The remaining line items in the table are calculated from the inputs of this step.

- New Borrowing

- Interest Paid
- Principal Paid
- Long-Term Portion for the bridge year only

Figure 106: Funded Debt RUS/RTB/FFB Notes Page- Amortization Table Example

ME1701							
	BRIDGE YEAR		FORECAST YEARS				
	2024	2025	2026	2027	2028	2029	2030
New Borrowing	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Interest Paid	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Principal Paid	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Total Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Long-Term Portion - LTD	<input type="text" value="\$2,000,000"/>	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Current Maturities - LTD	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year-End Balance - LTD	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000

[Save](#)

9. Intake creates a summary table at the very bottom of the **Funded Debt RUS/RTB/FFB Notes** page below all of the amortization tables if there is more than one long-term debt item entered (Figure 107).

Figure 107: Funded Debt RUS/RTB/FFB Notes Page- Summary (Bottom)

Summary							
	BRIDGE YEAR		FORECAST YEARS				
	2024	2025	2026	2027	2028	2029	2030
New Borrowing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Paid	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal Paid	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Long-Term Portion - LTD	\$2,750,000	\$2,750,000	\$2,750,000	\$2,750,000	\$2,750,000	\$2,750,000	\$2,750,000
Current Maturities - LTD	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year-End Balance - LTD	\$2,750,000	\$2,750,000	\$2,750,000	\$2,750,000	\$2,750,000	\$2,750,000	\$2,750,000

[Save](#)

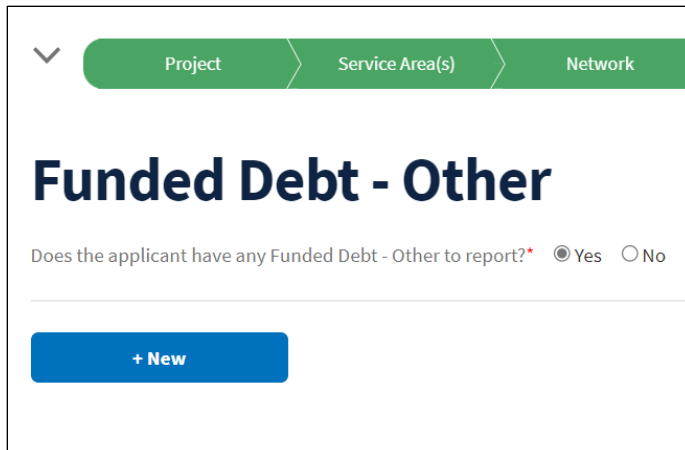
10. Click the [Save] button at the bottom right-hand side of the screen when you have provided all information for the page.

6.4.2 Funded Debt – Other

On this page, enter information related to outstanding amounts of long-term debt issued by other non-USDA lenders.

1. Choose the Funded Debt – Other link on the **Long-Term Debt Schedule** submenu (Figure 102)
2. The **Funded Debt – Other** page displays (Figure 108). Answer the question about whether your organization has any existing other debt to report by clicking the applicable radio button. **NOTE: Every type of long-term debt has the same question.** Answer each as appropriate for your organization.
 - If No, proceed to the next long-term debt type.
 - If Yes, a [+New] button appears; proceed to step 3.

Figure 108: Funded Debt - Other Page



3. Click the [+New] button to open the **Add a Funded Debt -Other** window (Figure 109).
4. Enter the following information in the window:
 - Long-Term Debt Identifier: Enter the identifier (note number or other identifier) for the debt item.
 - Name of Lender: Enter the name of the lender that funded the debt.
 - Loan Description: Enter a description of the loan's purpose.
 - Original Principal Balance: Enter the original dollar amount of the debt.
 - Outstanding Principal Balance: Enter the dollar amount. The Outstanding Principal Balance should be the balance that will be outstanding as of the end of the bridge year.
 - Annual Interest Rate (%): Enter the appropriate interest rate value in percent form (e.g., 2.00 = 2 percent).
 - Term of Note (Years): Enter the appropriate numerical value.
 - Number of Payments (per Year): Enter the appropriate numerical value.
 - Annual Payment Amount: Enter the appropriate dollar amount.

- Start Date of Loan: Enter the date or click the calendar icon to the right of the text box and choose the correct date.
- Is the Loan Secured by Applicant's Assets, Revenues or Stock? Select the response from the drop-down menu.
- Is Security Evidenced by UCC? Choose the response from the drop-down menu.
- State of UCC Filing: Choose the state from the drop-down menu.
- Date of UCC Filing: Manually enter the date or select the date using the calendar functionality.

5. Click the [Add] button to add the debt item to the **Funded Debt – Other** page.

Figure 109: Add a Funded Debt – Other Window

The form 'Add a Funded Debt - Other' contains the following fields:

- Loan Identifiers:** LONG TERM DEBT IDENTIFIER *, NAME OF LENDER *
- Loan Description:** LOAN DESCRIPTION *
- Loan Details:** ORIGINAL PRINCIPAL BALANCE *, OUTSTANDING PRINCIPAL BALANCE *, ANNUAL INTEREST RATE(%) *, TERM OF LOAN (YEARS) *, NUMBER OF PAYMENTS (PER YEAR) *, ANNUAL PAYMENT AMOUNT *, START DATE OF LOAN *
- UCC Details:** IS SECURITY EVIDENCED BY UCC? *, IS THE LOAN SECURED BY THE APPLICANT'S ASSETS, REVENUES OR STOCK? *, STATE OF UCC FILING *, DATE OF UCC FILING *

6. Repeat steps 3, 4 and 5 for every long-term debt item in this category.
7. Intake creates a table on the page that summarizes every note you add. Figure 110 shows only one note but the table will extend to accommodate all of the notes you add.

Figure 110: Funded Debt – Other Page Loan Table (Top)

Funded Debt - Other						
Long-Term Debt Identifier	Name of Lender	Loan Description	Outstanding Principal Balance	Annual Interest Rate	Term of Loan (years)	Start Date of Loan
LTD Other 01	Lender 010	Construction...	\$589,232	3.40%	8	2014-06-12

8. Below the note table, Intake provides an amortization table for each note added. The tables are labeled with the Long-Term Debt Identifier for each note.
 - The table is identical to the amortization table example provided for the **RUS/RTB FFB Notes** in Figure 106. There is one small difference: you do not enter any data in the

bridge year field for the Long Term Debt – LTD line . Therefore, this manual does not reproduce the image here.

- Refer to Figure 106 and Step 8 in section 6.4.1 to complete this table for all debt items entered in this category.
9. Intake creates a summary table at the very bottom of the **Funded Debt – Other** page below all of the amortization tables if there is more than one long-term debt item entered.
 - The table is identical to the summary table example provided for the **RUS/RTB FFB Notes** in Figure 107. Therefore, this manual does not reproduce the image here.
 10. Click the [Save] button at the bottom right-hand side of the screen when you have provided all information for the page.

6.4.3 Funded Debt – Rural Development

Use this page to capture information related to outstanding amounts of other funded debt from Rural Development.

1. Choose the Funded Debt – Rural Development link on the **Long-Term Debt Schedule** submenu (Figure 102).
2. The **Funded Debt – Rural Development** page displays. It is identical to the **Funded Debt – Other** page, so it is not reproduced here. See Figure 108 for reference. Answer the question about whether your organization has any existing other debt to report by clicking the applicable radio button. **NOTE: Every type of long-term debt has the same question.** Answer each as appropriate for your organization.
 - If No, proceed to the next long-term debt type.
 - If Yes, a [+New] button appears; proceed to step 3.
3. Click the [+New] button to open the **Add a Funded Debt -Rural Development** window. It is identical to the **Add a Funded Debt – Other** window, so it is not reproduced here. See Figure 109 for reference.
4. Enter the information listed in step 4 of section 6.4.2 in the window:
5. Click the [Add] button to add the debt item to the **Funded Debt – Rural Development** page.
6. Repeat steps 3, 4 and 5 for every long-term debt item in this category.
7. Intake creates a table on the page that summarizes every note you add. It is identical to the **Funded Debt – RUS/RTB/FFB Notes** page (bottom), so it is not reproduced here. See Figure 107 for reference.
8. Below the note table, Intake provides an amortization table for each note added. The tables are labeled with the Long-Term Debt Identifier for each note.
 - The table is identical to the amortization table example provided for the **RUS/RTB FFB Notes** in Figure 106. There is one small difference: you do not enter any data in the bridge year field for the Long Term Debt – LTD line . Therefore, this manual does not reproduce the image here.
 - Refer to Figure 106 and Step 8 in section 6.4.1 to complete this table for all debt items entered in this category.
9. Intake creates a summary table at the very bottom of the **Funded Debt – Rural Development** page below all of the amortization tables if there is more than one long-term debt item entered.

- The table is identical to the summary table example provided for the **RUS/RTB/FFB Notes** in Figure 107. Therefore, this manual does not reproduce the image here.
10. Click the [Save] button at the bottom right-hand side of the screen when you have provided all information for the page.

6.4.4 Other Long-Term Debt

Enter information related to outstanding amounts of other long-term debt on this page. This is debt that doesn't fit in any of the other long-term debt categories.

1. Choose the Funded Debt – Rural Development link on the **Long-Term Debt Schedule** submenu (Figure 102).
2. The **Other Long-Term Debt** page displays. It is identical to the **Funded Debt – Other** page, so it is not reproduced here. See Figure 108 for reference. Answer the question about whether your organization has any existing other debt to report by clicking the applicable radio button. **NOTE: Every type of long-term debt has the same question.** Answer each as appropriate for your organization.
 - If No, proceed to the next long-term debt type.
 - If Yes, a [+New] button appears; proceed to step 3.
3. Click the [+New] button to open the **Add an Other Long-Term Debt** window. It is identical to the **Add a Funded Debt – Other** window, so it is not reproduced here. See Figure 109 for reference.
4. Enter the information listed in step 4 of section 6.4.2 in the window:
5. Click the [Add] button to add the debt item to the **Other Long-Term Debt** page.
6. Repeat steps 3, 4 and 5 for every long-term debt item in this category.
7. Intake creates a table on the page that summarizes every note you add. It is identical to the **Funded Debt – RUS/RTB/FFB Notes** page (bottom), so it is not reproduced here. See Figure 107 for reference.
8. Below the note table, Intake provides an amortization table for each note added. The tables are labeled with the Long-Term Debt Identifier for each note.
 - The table is identical to the amortization table example provided for the **RUS/RTB FFB Notes** in Figure 106. There is one small difference: you do not enter any data in the bridge year field for the Long Term Debt – LTD line. Therefore, this manual does not reproduce the image here.
 - Refer to Figure 106 and Step 8 in section 6.4.1 to complete this table for all debt items entered in this category.
9. Intake creates a summary table at the very bottom of the **Other Long-Term Debt** page below all of the amortization tables if there is more than one long-term debt item entered.
 - The table is identical to the summary table example provided for the **RUS/RTB/FFB Notes** in Figure 107. Therefore, this manual does not reproduce the image here.
10. Click the [Save] button at the bottom right-hand side of the screen when you have provided all information for the page.

6.4.5 Obligations Under Capital Lease

On this page, enter information related to obligations under capital lease. This section of the manual refers to previous sections for page images and instructional steps. The capital lease obligations use the same functionality and require almost the same information as other types of long-term debt. Assume references to loans or notes, and lenders, refer to leases and lessors when reporting an obligation under capital lease. This manual will note any items where treatment of a capital lease differs from other types of long-term debt in this section.

1. Choose the Obligations Under Capital Lease link on the **Long-Term Debt Schedule** submenu (Figure 102).
2. The **Obligations Under Capital Lease** page displays. It is identical to the **Funded Debt – Other** page, so it is not reproduced here. See Figure 108 for reference. Answer the question about whether your organization has any existing other debt to report by clicking the applicable radio button.
 - If No, proceed to the **Long-Term Debt Documents** page.
 - If Yes, a [+New] button appears; proceed to step 3.
3. Click the [+New] button to open the **Add an Obligations Under Capital Lease** window. It is almost identical to the **Add a Funded Debt – Other** window, so it is not reproduced here. See Figure 109 for reference. The **Obligations Under Capital Lease** window doesn't include fields for:
 - Is the loan secured by the applicant's assets, revenues, or stock?
 - Is security evidenced by UCC?
 - State of UCC filing
 - Date of UCC filing
4. Enter the information listed in step 4 of section 6.4.2 in the window:
5. Click the [Add] button to add the debt item to the **Obligations Under Capital Lease** page.
6. Repeat steps 3, 4 and 5 for every item in this category.
7. Intake creates a table on the page that summarizes every note you add. It is identical to the **Funded Debt – RUS/RTB/FFB Notes** page (bottom), so it is not reproduced here. See Figure 107 for reference.
8. Below the note table, Intake provides an amortization table for each note added. The tables are labeled with the Long-Term Debt Identifier for each note.
 - The table is identical to the amortization table example provided for the **RUS/RTB FFB Notes** page in Figure 106. There is one small difference: you do not enter any data in the bridge year field for the Long Term Debt – LTD line . Therefore, this manual does not reproduce the image here.
 - Refer to Figure 106 and Step 8 in section 6.4.1 to complete this table for all debt items entered in this category.
9. Intake creates a summary table at the very bottom of the **Other Long-Term Debt** page below all of the amortization tables if there is more than one long-term debt item entered.
 - The table is identical to the summary table example provided for the **RUS/RTB/FFB Notes** in Figure 107. Therefore, this manual does not reproduce the image here.
10. Click the [Save] button at the bottom right-hand side of the screen when you have provided all information for the page.

6.4.6 Long-Term Debt Documents

Every non-RUS item of long-term debt (or capital lease) that you included requires a supporting document to substantiate it. You will upload those supporting documents on this page.

1. Choose the Long-Term Debt Documents link on the **Long-Term Debt Schedule** submenu (Figure 100).
2. The **Long-Term Debt Documents** page displays a series of tables, one for each non-RUS long-term debt item you entered in Intake (Figure 111).

Figure 111: Long-Term Debt Documents Page

Long-Term Debt Documents

Upload Additional Documents

Lender 010-LTD Other 01

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

Upload Additional Documents

Commercial Lender-Note 559

Section	Document Type	Description	File Name	User	Date/Time
Financial Informa...	Other Long-Term Debt - ...				

Upload, view or delete the required documents using the instructions in section 5.6 (**Network Documents**) because almost all document pages share the same functionality.

NOTE: Each item of debt has its own [Upload Additional Documents] button, so if you need to add more than one document to support a debt item, ensure that you use the [Upload Additional Documents] button that corresponds to that debt item, not just the one at the top of the page.

6.5 Amortization Schedule

Validate Your Application

You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

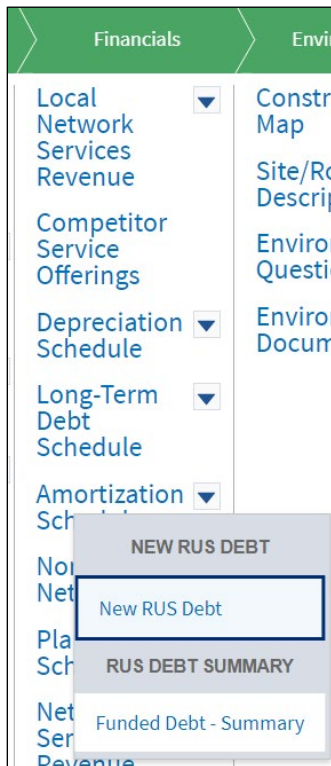
You must complete the **CIW, CIS, Depreciation Schedule**, and the **Long-Term Debt Schedule** and all pages that support the tabs and schedules listed here, before beginning the **Amortization Schedule**. If any changes were made to any of the previous pages, you must resave them.

An **Amortization Schedule** **MUST** be generated before an application can be submitted.

The **Amortization Schedule** submenu has two items (Figure 112):

- New RUS Debt
- Funded Debt – Summary

Figure 112 – Financials – Amortization Schedule Submenu



6.5.1 New RUS Debt

Enter information about the loan you are requesting for your project, so that Intake can calculate an Amortization Schedule.

1. Choose New RUS Debt from the **Amortization Schedule** submenu (Figure 112).
2. The **Amortization – New RUS Debt** page (Figure 113) displays a table that includes loan information. The following fields auto-populate:
 - Loan Disbursement Amount: From the **CIS**
 - Total Loan Amount: From the **PFSA CIW Summary**
 - Loan Term (Years): This number amount is generated from the CEL calculation and is based on the depreciation rates plus the deferral period
 - Deferral Period: Principal-only deferral is 2 years

Figure 113: Amortization – New RUS Debt Page

Amortization - New RUS Debt

Loan Information

	2025	2026	2027	2028	2029
Loan Disbursement	\$0	\$1,250,000	\$490,000	\$342,125	\$0

TOTAL LOAN AMOUNT*

LOAN TERM(YEARS) * ⓘ

DEFERRAL PERIOD*

INTEREST RATE(%)* ⓘ

[Calculate Payments](#)

3. Enter the Interest Rate: Use the Treasury rate for a security of comparable maturity to the requested loan. The Treasury rates are released daily on this [website](#). If your loan term falls between two maturities, use the average of the two.
4. Click the [Calculate Payments] button after entering the interest rate. Intake will update the **New RUS Debt** page by adding an amortization summary below the Loan Information table (Figure 114).

The amortization summary has a column for the bridge year and one column for each of the five forecast years.

The tables' rows are:

- Monthly Payment
- Annual Payment
- Monthly Interest Rate (%)
- Annual Interest Rate (%)
- Future Year Advance Amount
- Deferral Period (Years)
- Number of Repayment Months
- Loan Term (Mos.) Deferred
- Loan Term (Mos.)

Figure 114: New RUS Debt Page – Amortization Summary

Amortization Summary						
	2025	2026	2027	2028	2029	2030
Monthly Payment	\$0	\$10,767.74	\$4,220.95	\$2,947.13	\$0	\$0
Annual Payment	\$0	\$129,212.89	\$50,651.45	\$35,365.57	\$0	\$0
Monthly Interest Rate(%)	0.3975%	0.3975%	0.3975%	0.3975%	0.3975%	0.3975%
Annual Interest Rate(%)	4.7700%	4.7700%	4.7700%	4.7700%	4.7700%	4.7700%
Future Year Advance Amount	\$0	\$1,250,000	\$490,000	\$342,125	\$0	\$0
Deferral Period (Years)		2	1	0	0	0
Number of Repayment Months	0	0	0	5	12	12
Loan Term (Mos.) - Deferred	156	156	156			
Loan Term (Mos.)				156	144	132

5. Intake also generates an amortization monthly payment schedule (Figure 115) for the first five advance years below the summary. You can expand and collapse each payment schedule by clicking on its dark blue title bar. Each schedule has a row for each payment and displays the following columns of information:

- Payment Month
- Beginning Balance
- Payment
- Interest
- Principal
- Ending Balance

Figure 115: New RUS Debt Page – Payment Schedule Example

Amortization Monthly Payment Schedule for Advance Year: 2025					
Amortization Monthly Payment Schedule for Advance Year: 2026					
Amortization Monthly Payment Schedule for Advance Year: 2027					
Amortization Monthly Payment Schedule for Advance Year: 2028					
PAYMENT MONTH	BEGINNING BALANCE	PAYMENT	INTEREST	PRINCIPAL	ENDING BALANCE
1	\$342,125.00	\$2,947.13	\$1,359.95	\$1,587.18	\$340,537.82
2	\$340,537.82	\$2,947.13	\$1,353.64	\$1,593.49	\$338,944.32
3	\$338,944.32	\$2,947.13	\$1,347.30	\$1,599.83	\$337,344.50
4	\$337,344.50	\$2,947.13	\$1,340.94	\$1,606.19	\$335,738.31

6. Below the payment schedules Intake generates a Funded Debt – New Loan table (also expandable, see Figure 116). The information in this table feeds into the financial statements.

The table has columns for the five forecast years, and provides information for the following rows:

- Interest Paid
- Principal Paid
- Total Debt Service
- Long-Term Portion – LTD
- Current Maturities – LTD
- Year-End Balance LTD

Figure 116: New RUS Debt – Funded Debt – New Loan Table

Funded Debt - New Loan					
	FORECAST YEARS				
	2025	2026	2027	2028	2029
Interest Paid	\$0	\$29,813	\$71,312	\$90,579	\$93,895
Principal Paid	\$0	\$0	\$0	\$58,535	\$121,335
Total Debt Service	\$0	\$29,813	\$71,312	\$149,114	\$215,230
Long-Term Portion - LTD	\$0	\$1,250,000	\$1,681,465	\$1,902,255	\$1,775,005
Current Maturities - LTD	\$0	\$0	\$58,535	\$121,335	\$127,250
Year-End Balance LTD	\$0	\$1,250,000	\$1,740,000	\$2,023,590	\$1,902,255

6.5.2 Funded Debt – Summary

Intake provides a summary amortization schedule that aggregates outstanding RUS, RTB and FFB Loans, and requested loan funds.

Choose Funded Debt – Summary from the **Amortization Schedule** submenu (Figure 112).

The **Funded Debt – Summary** page provides a table (Figure 117) that has a column for the bridge year and each of the five forecast years. The table has data for the following rows:

- New Borrowing
- Interest Paid
- Principal Paid
- Total Debt Service
- Long-Term Portion – LTD
- Current Maturities – LTD
- Year-End Balance - LTD

Figure 117: Funded Debt – Summary Page

Funded Debt Summary						
	BRIDGE YEAR			FORECAST YEARS		
	2024	2025	2026	2027	2028	2029
New Borrowing	\$0	\$0	\$0	\$0	\$0	\$0
Interest Paid	\$0	\$0	\$29,813	\$71,312	\$90,579	\$93,895
Principal Paid	\$0	\$0	\$0	\$0	\$58,535	\$121,335
Total Debt Service	\$0	\$0	\$29,813	\$71,312	\$149,114	\$215,230
Long-Term Portion - LTD	\$2,750,000	\$2,750,000	\$4,000,000	\$4,431,465	\$4,652,255	\$4,525,005
Current Maturities - LTD	\$0	\$0	\$0	\$58,535	\$121,335	\$127,250
Year-End Balance - LTD	\$2,750,000	\$2,750,000	\$4,000,000	\$4,490,000	\$4,773,590	\$4,652,255

6.6 Non-Operating Net Income

Record any non-operating revenues and expenses. Intake will calculate the non-operating net income, and include it in the income statement.

1. Choose the Non-Operating Net Income link from the **Financials** tab menu (Figure 77).
2. The **Non-Operating Net Income** page displays (Figure 118). Select the appropriate radio button to answer, “Does the applicant have any non-operating revenues and expenses to report?”
 - If No, go to the next portion of the application
 - If Yes, a [+New] button opens on the page. You will also see a banner reminding you to resave the income statement if you make any changes to the original information you provide on the **Non-Operating Net Income** page.

Figure 118: Non-Operating Net Income Page

3. Click the [+New] button to add a revenue or expense item.
4. The **Add a Non-Operating Net Income Line Item** window opens (Figure 119). Complete the required fields, then click the [Add] button. Required fields:

- Non-Operating Item Type (drop-down): Non-Operating Revenue, Non-Operating Expense
- Title: Provide a concise, descriptive title for the item
- Assumptions: briefly and clearly describe the item

Figure 119: Add a Non-Operating Net Income Line Item Window

Add a Non-Operating Net Income Line Item

Add a Line Item

Please add a new line item.

NON-OPERATING ITEM TYPE *

Select Non-Operating Item Type

TITLE *

Enter Item Title

250 characters remaining

ASSUMPTIONS *

250 characters remaining

Cancel Add

5. Intake updates the **Non-Operating Net Income** page with a table that displays each revenue or expense item you add, and provides a drop-down menu for each item that has options to edit or delete the item (Figure 120).

The table has columns for the four historical years, the bridge year, and the five forecast years. The revenue and expense items are grouped by those categories, which are collapsible by clicking on their dark blue title bars. You may need to scroll left and right to view each of the columns. Each revenue or expense item contains a field for every year in the table.

Record the annual amount for the item in all of the fields, entering a zero (0) if there is no amount for a given year.

Intake calculates a running net income total at the bottom of the table for each year.

6. Click the [Save] button when you have entered your information. You can save the page at any time even if you haven't entered all of your information yet.

Figure 120: Non-Operating Net Income Page – Line Item Table

Non-Operating Revenues						
	BRIDGE YEAR		FORECAST YEARS			
LINE ITEM	2024	2025	2026	2027	2028	2029
Test Revenue Item	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Non-Operating Revenues	\$0	\$0	\$0	\$0	\$0	\$0

Non-Operating Expenses						
	BRIDGE YEAR		FORECAST YEARS			
LINE ITEM	2024	2025	2026	2027	2028	2029
Test Expense Item	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Total Non-Operating Net Income	\$0	\$0	\$0	\$0	\$0	\$0

- Repeat steps 4, 5 and 6 for every item of non-operating revenue or expense you have. Remember to click the [Save] button when the page is fully complete.
- Choose Edit from a line item’s drop-down menu to edit it. The **Edit a Non-Operating Net Income Line Item** window opens and shows the same fields as the **Add a Non-Operating Net Income Line Item** window (Figure 119). Make your changes and click the [Save] button on the window. Update any of the annual columns as necessary and click the [Save] button for the page as well.
- To delete a line item, choose Delete from a line item’s drop-down menu. Confirm or cancel the deletion in the resulting window. Click the [Save] button on the **Non-Operating Net Income** page after you’ve finished your deletion.

6.7 Plant-in-Service Schedule

Enter information related to existing telecommunications plant and non-telecommunications plant. Intake will reflect this information on the balance sheet.

- Choose the Plant-in-Service Schedule link from the **Financials** tab menu (Figure 77).
- The **Plant-in-Service Schedule** page displays a table that is pre-populated with amounts based on the **CIS** (Figure 121). You will also see a banner reminding you to resave the balance sheet if you make any changes to the original information you provide on the **Plant-in-Service Schedule**. The table has columns for the bridge year and each of the five forecast years.
- Enter information in the fields for the rows explained here. Remember to enter a zero (0) if an item doesn’t apply for a particular year.

Intake completes the Telecommunications Plant Additions – PFSA row with data from the **CIS**. If your project has an NFSA, there will be an additional row, Telecommunications Plant Additions – NFSA, also showing data from the **CIS**.

Intake also completes the Plant-in-Service, End of Year line based on your information.

Rows that require your input:

- Plant-in-Service, Beginning of Year: Enter the appropriate dollar amount into the bridge year field. Values for subsequent years are calculated based on plant additions and retirements.
- Non-Telecommunications Plant Additions: Enter the appropriate dollar amounts
- Less Plant Retirements: Enter the appropriate dollar amounts
- Less Grant Funded Expenses – Enter the appropriate dollar amounts
 - **All Entities:** This line item is used to account for all capitalized expenses which would normally be paid for with grant funds. However, this also includes all other costs captured on the **CIS**.
- Less Grant Funded Assets – Enter the appropriate dollar amounts
 - **Cooperatives:** For the cooperatives using the CIAC method, provide values for Less Grant Funded Assets for projected plant-in-service. However, cooperatives using the deferred revenue recognition method do not enter any Less Grant Funded Assets on the Plant-in-Service Schedule
 - **All Other Entities:** Do not enter any values for ‘Less Grant Funded Assets (New)

4. Click the [Save] button after you complete the page.

Figure 121: Plant-in-Service Schedule

Plant-in-Service Schedule						
	BRIDGE YEAR		FORECAST YEARS			
	2024	2025	2026	2027	2028	2029
Plant-in-Service, Beginning of Year	<input type="text"/>	\$0	\$0	\$1,250,000	\$1,828,522	\$2,170,647
Telecommunications Plant Additions - PFSA	\$0	\$0	\$1,250,000	\$578,522	\$342,125	\$0
Non-Telecommunications Plant Additions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Less Plant Retirements	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Less Grant-Funded Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Less Grant-Funded Assets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plant-in-Service, End of Year	\$0	\$0	\$1,250,000	\$1,828,522	\$2,170,647	\$2,170,647

6.8 Network Access Services Revenue (NASR)

Network Access Services Revenues (NASR) are derived from the provision of telecommunications services and include various types of state and federal universal service support as well as other NASR. You will also need to supply supporting documentation for this type of revenue. See section 6.12 for instructions on adding the documentation.

1. Choose the Network Access Services Revenue link from the **Financials** tab menu (Figure 77).
2. The **Network Access Services Revenue** page displays (Figure 122). Select the appropriate radio button to answer, “Does the applicant have any Network Access Services Revenue to report”
 - If No, go to the next portion of the application
 - If Yes, a [+New] button opens on the page. You will also see a banner reminding you to resave the income statement if you make any changes to the original information you provide on the **Network Access Services Revenue** page.

Figure 122: Network Access Services Revenue Page

3. Click the [+New] button to add a NASR item.
4. The **Add a Network Access Services Revenue Line Item** window opens (Figure 123). Complete the required fields, then click the [Add] button.

NOTE: You do not have to add every type of NASR line item. Only add those for which your organization receives revenues. All of the types are listed here for reference.

Required fields:

- Line Item (drop-down menu):
 - Carrier Interstate Switched Access Charges
 - Carrier Intrastate Switched Access Charges
 - End User Federal Access Recovery Charges
 - End User Federal Broadband Loop Only Charges
 - End User Federal Subscriber Line Charges
 - End User State Subscriber Line Charges
 - Federal USF Alaska Plan Support
 - Federal USF Auction Support (RBE, CAF II, RDOF)
 - Federal USF Connect America Fund Broadband Loop Support (formerly ICLS)
 - Federal USF Connect America Fund Intercarrier Compensation Support
 - Federal USF Frozen High Cost Support
 - Federal USF High Cost Loop Support

- Federal USF High Cost Model Based Support (CAM or A-CAM, REVISED ACAM)
- Interstate Special Access Charges (aka Business Data Service Charges)
- Intrastate Special Access Charge
- Other Network Access Services Revenue
- State Universal Support
- Assumptions: briefly and clearly describe the item

Figure 123: Add a Network Access Services Revenue Line Item Window

Add a Network Access Services Revenue Line Item

Add a Line Item

Please add a new line item.

LINE ITEM *

Select Network Access Services Revenue type
▼

ASSUMPTIONS *

250 characters remaining

Cancel

Add

5. Intake updates the **NASR** page with a table that displays each revenue or expense item you add, and provides a drop-down menu for each item that has options to edit or delete the item (Figure 124).

The table has columns for the four historical years, the bridge year, and the five forecast years. You may need to scroll left and right to view each of the columns. Each item contains a field for every year in the table.

Record the annual amount for the item in all of the fields, entering a zero (0) if there is no amount for a given year.

Intake calculates a running NASR total at the bottom of the table for each year.

Figure 124: Network Access Services Revenue – Line Item Table

Network Access Services Revenue				
FORECAST YEARS				
LINE ITEM	2026	2027	2028	2029
End User Federal Access Recovery Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End User Federal Subscriber Line Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End User State Subscriber Line Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Network Access Services Revenue	\$0	\$0	\$0	\$0

- Click the [Save] button when you have entered your information. You can save the page at any time even if you haven't entered all of your information yet.
- Repeat steps 4, 5 and 6 for every NASR item you have. Remember to click the [Save] button when the page is fully complete.
- Choose Edit from a line item's drop-down menu to edit it. The **Edit Network Access Services Revenue Line Item** window opens and shows the same fields as the **Add a Network Access Services Revenue Line Item** window (Figure 123). Make your changes and click the [Save] button on the window. Update any of the annual columns as necessary and click the [Save] button for the page as well.
- To delete a line item, choose Delete from a line item's drop-down menu. Confirm or cancel the deletion in the resulting window. Click the [Save] button on the **Network Access Services Revenue Line Item** page after you've finished your deletion.

6.9 Income Statement

Intake places amounts from prior pages on the income statement. There are additional items for you to complete on the statement, too.

If you make any changes on prior pages or under prior tabs, be sure to save those pages, then return to the Income Statement, and save the statement. Failure to do so could result in validation errors when trying to submit the application.



Validate Your Application

You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

Save your work frequently while working on the Income Statement to avoid data loss. You can click the [Save] button at any time; you do not have to wait until all data entry on the page is complete.

Review the calculated financial ratios at the bottom of the **Income Statement** to ensure that your application meets program minimums.

1. Click the Income Statement link on the **Financials** tab menu (Figure 77).
2. The **Income Statement** page displays (Figure 125). This financial statement has columns for all four historical years, the bridge year and the five forecast years.

Figure 125: Income Statement (Partial)

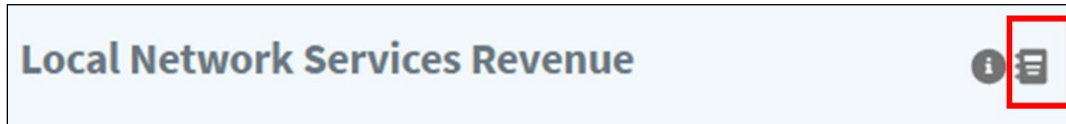
LINE ITEM	HISTORICAL YEARS				BRIDGE YEAR
	2020	2021	2022	2023	2024
Local Network Services Revenue					\$8,960
Network Access Services Revenue	\$16,664	\$16,664	\$16,664	\$16,664	\$16,664
Long Distance Network Services Revenue					
Carrier Billing and Collection Revenue					
Other Operating Revenue					

General guidance:

- You will need to scroll back and forth to see each of the annual columns.
- Be sure to put a zero in any field for which you don't intend to supply any information.
- All decimals round to the **nearest** whole number.
- Enter information based on the calendar year or fiscal year basis, consistent with what was entered on previous pages. **If you use non-calendar fiscal year financials**, you must clearly identify and explain your assumptions
- Figure 125 displays the top portion of the **Income Statement**. Because the page is lengthy, this manual doesn't provide screenshots of every line item. However, each line item is listed and explained in step 4 below.
- The [Save] button is located at the very bottom of the page, so you'll need to scroll down any time you want to save the page.
- After each save, warning messages appear at the top of the page, and an icon will also appear on the left side of each row that contains a warning or error. After clicking the icon, a pop-up window appears explaining the Error or Warning that requires correction. These messages will occur after every save – you can dismiss them until you are ready to correct them as you enter data into the **Income Statement**.

- Be sure to clear all warnings and errors before moving on in the application. While Intake doesn't validate the accuracy of your numbers, a green checkmark beside a field means you have supplied sufficient data for that item.
- Every line item has a tooltip that explains the item and provides guidance on what to enter.
- Any time you enter non-zero data in a field you must provide an assumption for that line. Each line has a small "assumption" icon (Figure 126).

Figure 126: Income Statement – Line Item Partial Detail – Assumption Icon



3. Entering an assumption: after supplying data on a line item, click the icon's assumption icon to open the **Add/Edit an Assumption** window (Figure 127). The window provides the line items name and tooltip, so the heading and subhead will change with every line item to which you add an assumption. Complete the Assumption field and then click the [Add] button. Be sure to save the page after adding assumptions.

NOTE: click the assumption icon at any time to edit the assumption. Be sure to save the page after changing assumptions.

Figure 127: Add/Edit an Assumption Window - Example

Add/Edit an Assumption - Long Distance Network Services Revenue

Revenues derived from the provision of services beyond the basic service area, whether message or flat-rate and including public network switching as well as private.

ASSUMPTIONS

250 characters remaining

Cancel
Add

4. **Income Statement** line items. All require data entry except those rows that Intake prepopulates from other portions of the application:
 - a. Local Network Services Revenue: Enter the appropriate values for the **historical years**. *The bridge year and forecast year information carries over from the **Local Network Services Revenue** schedule.*

- b. Network Access Services Revenue: *All information carries over from the **Network Access Services Revenue** schedule.*
- c. Long Distance Network Services Revenue: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- d. Carrier Billing and Collection Revenue: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- e. Other Operating Revenue: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- f. Amortized Grant Revenue: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
 - **Note:** If your organization has received grant funds from prior projects (for instance, ReConnect Round 1, ReConnect Round 2, other grant programs), add those funds to the calculation.
 - **For-Profit:** The grant funds should be amortized over the composite economic life of facilities constructed using grant funds. To calculate the total amortized grant revenue for a given fiscal year, divide the grant amount anticipated in such year by the composite economic life, then add the amortized grant revenue from the previous fiscal year. The grant amount anticipated should equal the amount indicated in the Capital Investment Schedule.
 - **Example Equation:** Amortized Grant Revenue (FY23) = (Grant Amount Anticipated (FY23) *divided by* Composite Economic Life) + Amortized Grant Revenue (FY22).
 - **Cooperatives:** Cooperatives that elect to use the deferred revenue recognition method for grants should use the same approach as For-Profit entities described above. Cooperatives using CIAC method will not enter any values for Amortized Grant Revenue.
 - **Not-For-Profit or Governmental Entities:** Not-for-profit and government entities will use this line item to record the full amount of grant revenue received in a fiscal year. You should treat this line item as “Grant Revenue” and insert the respective amounts in the applicable years.

For applicants that use the Amortized Grant Revenue line item on the Income Statement in any given fiscal year, such revenue must have a zero cash effect to prevent double-counting cash provided by the grant. To do this, you will need to use the “Other” line item under Cash Flows from Financing Activities on the Statement of Cash Flows (section 6.11) to back out the Amortized Grant amounts realized as operating cash in the given fiscal year. You should title this addition as “Amortized Grant Revenue”, or otherwise make clear that this is the purpose of the “Other” line item.

- g. Uncollectible Revenue: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- h. Net Operating Revenues: *Intake System calculates this line item.*
- i. Plant Specific Operations Expense: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- j. Plant Nonspecific Operations Expense (Excluding Depreciation and Amortization): Enter the appropriate values for the historical years, the bridge year, and the forecast years.

- k. Depreciation Expense: Enter the appropriate values for the historical years. The bridge year and the forecast years carry over from the **Depreciation Expense Summary** page.
- l. Amortization Expense: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- m. Customer Operations and Corporate Operations Expenses: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- n. Other Operating Expense: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- o. Total Operating Expenses: *Intake System calculates this line item.*
- p. Operating Income or Margins: *Intake System calculates this line item.*
- q. Non-Operating Net Income: *All information carries over from the **Non-Operating Net Income** page.*
- r. 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** page.*
- s. Other Interest Expense: Enter the appropriate values for the historical years. *The bridge year and the forecast years carry over from the **Other Debt Summary** page (only visible if you provided Other Funded Debt information).*
- t. Interest on Line(s) of Credit: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- u. Allowance for Funds Used During Construction: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- v. Total Fixed Charges: *Intake System calculates this line item.*
- w. Taxes: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- x. Extraordinary Items: Enter the appropriate values for the historical years, the bridge year, and the forecast years.
- y. Total Net Income or Margins: *Intake System calculates this line item.*

The bottom portion of the Income Statement provides a number of financial performance metrics and one line item that may require input from you, as noted below:


- z. EBITA (Earnings Before Interest, Taxes, Depreciation, and Amortization): *Intake System calculates this line item.*
- aa. EBIT (Earnings Before Interest and Taxes): *Intake System calculates this line item.*
- bb. 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** pages.*
- cc. TIER (Times Interest Earned Ratio): *Intake System calculates this line item.*
- dd. DSCR (Debt Service Coverage Ratio): *Intake System calculates this line item.*
- ee. Network Access Services Revenue/Net Operating Revenue: *Intake System calculates this line item.*
- ff. Cash Flow from Operations/Total Debt Service: *Intake System calculates this line item.*

5. After you've entered all data for all of the field, click the [Save] button at the bottom right corner of the page.
6. Address all of the items identified in the warnings and save the page again.
7. If you receive a red error – that item must be corrected before you can move on, and Intake will prevent you from submitting application that contains errors.

6.10 Balance Sheet

Intake populates the balance sheet with information you provided on previous pages but there are a number of items that require your input.

If you make any changes on prior pages or under prior tabs, be sure to save those pages, then return to the **Balance Sheet**, review the table, and save the page. Failure to do so could result in validation errors when trying to submit the application.



Validate Your Application

You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

Save your work frequently while working on the **Balance Sheet** to avoid data loss. You can click the [Save] button at any time; you do not have to wait until all data entry on the page is complete. Warning messages appear at the top of the page. An icon will also appear on the left side of each row that contains a warning or error. After clicking the icon, a pop-up window appears explaining the error or warning that requires correction.

Review the financial performance metrics at the bottom of the **Balance Sheet** to ensure that your application meets program minimums.

The general guidance provided for the Income Statement also applies to the Balance Sheet, so that guidance will not be repeated here. See section 6.9 under step 2.

When you enter non-zero data in a line item on the balance sheet, you must also provide an assumption. See section 6.9, step 3 for instructions on how add and edit assumptions.

1. Click the Balance Sheet link on the **Financials** tab menu (Figure 77).
2. The **Balance Sheet** page displays (Figure 128). Figure 128 shows all three sections of the **Balance Sheet** as closed (collapsed). To open a section, simply click on its dark blue title bar. The **Balance Sheet's** sections are:
 - Assets
 - Liabilities and Equity
 - Financial Performance Metrics

Figure 128: Balance Sheet – All Sections Collapsed



Figure 129 shows a portion of the Assets section open to provide a view of how the page is organized. This financial statement has columns for all four historical years, the bridge year and the five forecast years. You will need to scroll back and forth to see each of the annual columns.

The Balance Sheet is lengthy with many items. Therefore, this manual will limit the number of screenshots for this section. However, every line item will be listed in the following subsections of this manual.

Figure 129: Balance Sheet – Assets – Partial View

Assets		HISTORICAL YEARS				BRIDGE YEAR
LINE ITEM		2020	2021	2022	2023	2024
Current Assets						
✓ Cash & Equivalents	ⓘ	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
✓ Cash-RUS Construction Fund	ⓘ	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
✓ Accounts Receivable - Affiliates	ⓘ	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. After you've entered all data for all of the field, click the [Save] button at the bottom right corner of the page.
4. Address all of the items identified in the warnings and save the page again.
5. If you receive a red error – that item must be corrected before you can move on, and Intake will prevent you from submitting application that contains errors.

The following subsections describe all line items on the **Balance Sheet**.

6.10.1 Assets

The Assets section has three subsections:

- Current Assets
- Non-Current Assets

- Plant, Property and Equipment

The Total Assets line is below the subsections, and is calculated by Intake.

6.10.1.1 Current Assets

The line items in the Current Assets subsection are as follows. Amounts you provide for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years.

1. Cash & Equivalents
2. Cash-RUS Construction Fund
3. Accounts Receivable – Affiliates
4. Accounts Receivable – Non-Affiliates
5. Notes Receivable – Affiliates
6. Notes Receivable – Non-Affiliates
7. Interest and Dividends Receivable
8. Materials and Inventory
9. Other Current Assets
10. Total Current Assets: *Intake System calculates this line item.*

6.10.1.2 Non-Current Assets

Enter the appropriate amounts for line-items that reflect non-current assets. Amounts you provide for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years.

1. Investment in Affiliated Companies – Rural Development
2. Investment in Affiliated Companies – Non-Rural Development
3. Intangible Assets
4. Other Noncurrent Assets
5. Total Non-Current Assets: *Intake System calculates this line item.*

6.10.1.3 Plant, Property and Equipment (PPE)

Enter the appropriate amounts for PPE. Amounts you provide for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years except where noted.

1. Plant-in-Service: Enter data for the historical years. *Data for the bridge and forecast years comes from the Plant-in-Service Schedule.*
2. Plant Under Construction
3. Plant Adjustment, Nonoperating Plant and Goodwill
4. Less Accumulated Depreciation
5. Net Plant: *Intake System calculates this line item.*

6.10.2 Liabilities and Equity

The Liabilities and Equity section has four subsections:

- Current Liabilities
- Long-Term Debt
- Other Liabilities and Deferred Credits
- Equity

There is an intermediary line item called, “Total Liabilities” that occurs after the last line item in Other Liabilities and Deferred Credits. It is calculated by Intake.

The Total Liabilities & Equity is below the subsections, and is calculated by Intake.

6.10.2.1 Current Liabilities

Enter the appropriate amounts for current liabilities. Amounts you provide for the historical years should be supported by your organization’s audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years except where noted.

1. Accounts Payable – Affiliates
2. Accounts Payable – Non-Affiliates
3. Notes Payable – Affiliates.
4. Notes Payable – Non-Affiliates
5. Current Maturities Long-Term Debt – RUS, RTB, and FFB Notes: Enter data for the historical years. *Data for the bridge and forecast years comes from the Long-Term Debt Schedule.*
6. Current Maturities Long-Term Debt – Funded Debt – Other: Enter data for the historical years. *Data for the bridge and forecast years comes from the Long-Term Debt Schedule.*

7. Current Maturities Long-Term Debt – Funded Debt – Rural Development Loan: Enter data for the historical years. *Data for the bridge and forecast years comes from the Long-Term Debt Schedule*
8. Current Maturities Other Long-Term Debt: Enter data for the historical years. *Data for the bridge and forecast years comes from the Long-Term Debt Schedule*
9. Current Maturities – Capital Leases: Enter data for the historical years. *Data for the bridge and forecast years comes from the Long-Term Debt Schedule*
10. Lines of Credit
11. Other Current Liabilities
12. Total Current Liabilities: *Intake System calculates this line item.*

6.10.2.2 Long-Term Debt

Enter the appropriate amounts for long-term debt. Amounts you provide for the historical years should be supported by your organization’s audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years except where noted.

1. Funded Debt – RUS, RTB, and FFB Notes: Enter data for the historical years. *Data for the bridge and forecast years comes from the Long-Term Debt Schedule*
2. Less Unapplied Payments – Cushion of Credit
3. Funded Debt – Other: Enter data for the historical years. *Data for the bridge and forecast years comes from the Long-Term Debt Schedule*
4. Funded Debt – Rural Development Loan: Enter data for the historical years. *Data for the bridge and forecast years comes from the Long-Term Debt Schedule*
5. Obligations Under Capital Lease: Enter data for the historical years. *Data for the bridge and forecast years comes from the Long-Term Debt Schedule*
6. Other Long-Term Debt: Enter data for the historical years. *Data for the bridge and forecast years comes from the Long-Term Debt Schedule*
7. Total Long-Term Debt: *Intake System calculates this line item*

6.10.2.3 Other Liabilities and Deferred Credits

Enter the appropriate amounts for other liabilities and deferred credits. Amounts you provide and totals for the historical years should be supported by your organization’s audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years except where noted.

1. Other Longer-Term Liabilities and Deferred Credits

2. Deferred Grant Revenue

6.10.2.4 Equity

Enter the appropriate amounts for equity. Amounts you provide and totals for the historical years should be supported by your organization's audited financial statements.

Consult the tooltip beside the name of each current asset line item for information on the type of information to provide.

Enter data for the historical, bridge and forecast years.

1. Capital Stock Outstanding & Subscribed
2. Additional Paid-in-Capital
3. Membership & Capital Certificates
4. Patronage Capital Credits
5. Retained Earnings or Margins
6. Total Equity

6.10.3 Financial Performance Metrics

The financial performance metrics are listed below. Be sure to review them to ensure that your application meets program requirements.

The Intake System calculates all of these metrics:

1. Total Equity / Total Assets
2. Current Ratio
3. Quick Ratio
4. Working Capital in dollars
5. Total Liabilities / Total Equity
6. Net Plant / Long Term Debt
7. Tangible Equity
8. Tangible Equity / Total Assets

6.11 Statement of Cash Flow

Intake automatically calculates most of the line-item amounts on the **Statement of Cash Flow**. The calculations are based on amounts provided on the **Income Statement** and the **Balance Sheet**. Table 7 describes the calculations underlying the **Statement of Cash Flow**.

However, you do have the ability to add line items to the page to ensure that the page fully reflects your organization's cash flow position.

Save your work frequently while working on the **Statement of Cash Flow** to avoid data loss. You can click the [Save] button at any time; you do not have to wait until all data entry on the page is complete. Warning messages appear at the top of the page. An icon will also appear on

the left side of each row that contains a warning or error. After clicking the icon, a pop-up window appears explaining the error or warning that requires correction.

When you enter non-zero data in a line item on the balance sheet, you must also provide an assumption. See section 6.9, step 3 for instructions on how add and edit assumptions.

1. Click the Statement of Cash Flow link on the **Financials** tab menu (Figure 75).
2. The **Statement of Cash Flow** page opens(Figure 130). This financial statement has columns for all four historical years, the bridge year and the five forecast years. You will need to scroll back and forth to see each of the annual columns.

Figure 130: Statement of Cash Flow Page – Partial

Statement of Cash Flow									
Cash & Equivalents Beginning of Period									
	HISTORICAL YEARS			BRIDGE YEAR	FORECAST YEARS				
LINE ITEM	2019	2020	2021	2022	2023	2024	2025	2026	2027
Beginning Cash (Cash & Equivalents plus RUS Const. Fund)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Flows From Operating Activities									
	HISTORICAL YEARS			BRIDGE YEAR	FORECAST YEARS				
LINE ITEM	2019	2020	2021	2022	2023	2024	2025	2026	2027
Net Income (Loss)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADJUSTMENTS TO RECONCILE NET INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES									
Add: Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Using Table 7, carefully review the information that flows into this page, adding assumptions as necessary (See section 6.9, step 3 for instructions on how add and edit assumptions).

If you need to make changes to information that has flowed into the **Statement of Cash Flow**, you must return to the relevant previous pages, make changes there and save those pages.

Then, RUS strongly recommends that you review the **Income Statement** and **Balance Sheet**, and **re-save those pages** to ensure proper data flows to the **Statement of Cash Flow**. Failure to do so could result in validation errors on the **Application Requirement Detail** page (see section 11.2) which would prevent you from submitting the application until the errors are corrected.

Table 7: Calculations Underlying Statement of Cash Flow

Line Item	Calculation
Cash & Equivalents Beginning of Period	
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 or (Increase) in Accounts Receivable	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Accounts Receivable-Affiliates + Accounts Receivable-Non-Affiliates
Decrease or (Increase) in Materials and Inventory	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Materials and Inventory
Decrease or (Increase) in Other Current Assets & Interest and Dividends Receivable	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Interest and Dividends Receivable + Other Current Assets
Increase or (Decrease) in Accounts Payable	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Accounts Payable-Affiliates + Accounts Payable-Non-Affiliates
Increase or (Decrease) in Other Current Liabilities	PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet: Other Current Liabilities
Net Cash Provided or (Used) by Operations	Sum of items in Operating Activities
CASH FLOWS FROM INVESTING ACTIVITIES	

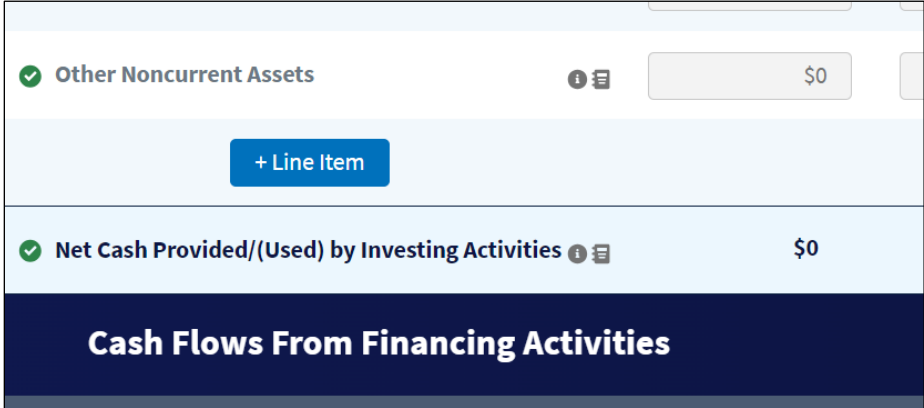
Line Item	Calculation
Capital Expenditures (excluding plant constructed using grant proceeds)	Manual input
a. Plant Constructed Using Grant Proceeds	<p>Manual input.</p> <p>All Entities will use this line item to designate plant assets constructed using grant funds. This is the cash outflow from grant proceeds used to construct plant assets. For each Forecast Year, the values entered should sum to the total grant amount that will be spent on the acquisition, construction, upgrade, or maintenance of your property, plant, and equipment in one fiscal year. The amount allocated for each year must not be greater than the grant amount requested in the given fiscal year.</p>
Other Long-Term Investments	<p>PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:</p> <p>Investment in Affiliated Companies-Rural Development + Investment in Affiliated Companies-Non-Rural Development</p>
Intangible Assets	<p>PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:</p> <p>Intangible Assets</p>
Other Noncurrent Assets	<p>PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:</p> <p>Other Noncurrent Assets</p>
Other (Explain)	Manual input
Net Cash Provided or (Used) by Investing Activities	Sum of items in Investing Activities
CASH FLOWS FROM FINANCING ACTIVITIES	
Decrease or (Increase) in Notes Receivable	<p>PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:</p> <p>Notes Receivable-Affiliates + Notes Receivable-Non-Affiliates</p>
Increase or (Decrease) in Notes Payable & Line of Credit	<p>PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:</p> <p>Payable-Affiliates + Notes Payable-Non-Affiliates + Lines of Credit</p>

Line Item	Calculation
Net Increase or (Decrease) in Long-Term Debt (including current maturities)	<p>PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:</p> <p>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</p>
Increase or (Decrease) in Unapplied Payments – Cushion of Credit	<p>PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:</p> <p>Unapplied Payments – Cushion of Credit</p>
Increase or (Decrease) in Other Liabilities & Deferred Credits	<p>PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:</p> <p>Other Long-Term Liabilities and Deferred Credits</p>
Increase or (Decrease) in Capital Stock, Paid-in-Capital, Membership and Capital Certificates and Other Capital	<p>PRIOR YEAR - END OF PERIOD for these line items on the Balance Sheet:</p> <p>Capital Stock Outstanding and Subscribed + Additional Paid-in-Capital + Membership and Capital Certificates</p>
Proceeds from Grant Funds	<p>Manual input.</p> <p>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.</p>
Less: Distributions (Payments of Dividends, Patronage Capital Credits Retired, or any other Distribution)	<p>Manual input</p>
Other (Explain)	<p>Manual input</p>

Line Item	Calculation
Net Cash Provided or (Used) by Financing Activities	Sum of items in Financing Activities
TOTALS	
Net Increase or (Decrease) in Cash	Sum of Net Cash from Operating, Investing, and Financing Activities
Ending Cash	Sum of Beginning Cash and Net Increase or (Decrease) in Cash

3. Each section of the Statement of Cash Flow allows you to add items to fully describe your organization’s cash position. To add an item under any section, click the [Add Line Item] button at the end of the section (Figure 131).

Figure 131:Statement of Cash Flow – [+Add Line Item] Button



4. The Add a Statement of Cash Flow Line Item window opens (Figure 132). Complete all three required fields and then click the [Add] button.

Required Fields:

- Cash Flow Type (choose one). The options are:
 - Cash Flows From Operating Activities
 - Cash Flows From Investing Activities
 - Cash Flows From Financing Activities
- Line Item: Provide a descriptive title for the line item so that you and RUS reviewers can immediately identify it.
- Assumptions: Provide a description or justification for the item, with enough detail so that RUS reviewers will understand the nature and purpose of the line item. Intake will place the assumption under the new line item’s assumption icon so that you can view or edit it later. See section 6.9, step 3 (Figure 127) regarding editing assumptions.

Figure 132: Add a Statement of Cash Flow Line Item Window

Add a Statement of Cash Flow Line Item

Add a Line Item

Please add a new line item.

CASH FLOW TYPE *

Cash Flows From Operating Activities

LINE ITEM *

Enter Line Item Title

250 characters remaining

ASSUMPTIONS *

250 characters remaining

Cancel Add

5. Intake will immediately add the line item to the **Statement of Cash Flow** page (Figure 133). The new line item has cells for all historical, bridge and forecast years. Be sure to complete the financial data for the new line item, and then scroll to the bottom of the page and click the [Save] button.

The new line item also has a trash can icon, which allows you to delete the line item if necessary.

Figure 133: Statement of Cash Flow – New Line Item (Partial)

Test Line Item

+ Line Item

6. Repeat steps 3 through 5 to add or edit line items under any section of the Statement of Cash Flow.
7. **Validate the ending cash balance for each fiscal year**; it must correspond with the cash balance on the **Balance Sheet** for the same year. Specifically, for a given period, “Ending Cash” on the **Statement of Cash Flow** must equal the total of “Cash & Equivalents” plus “Cash-RUS Construction Fund” from the **Balance Sheet**.

6.12 Financial Documents

Use the **Financial Documents** page to manage all of the documents you’ve added under the **Financials** tab, including adding any missing required documents.

1. Click on the Financial Documents link (Figure 77).
2. The page opens showing a table of documents you've already added (green checkmark beside the line) under the **Financials** tab, as well as any missing required documents (red X beside the line) (Figure 134).
 - Each document has a drop-down menu allowing you to upload a document (which will replace the existing document), view or delete the document.
 - Use the [Upload Additional Documents] if you need to add more than one document of the same document type.

Figure 134: Financial Documents Page

Section	Document Type	Description	File Name	User	Date/Time
Financial Information	Alternate Households Supporting D...		_Testing Document.pdf	Joan RSCRelease...	Nov 13, 2023, 11:13 AM
Financial Information	Evidence of Equity Infusion	Most Recent Bank Statement	_Testing Document.pdf	Joan RSCRelease...	Nov 12, 2023, 11:23 AM
Financial Information	Funded Debt - Other - Debt Instrum...				
Financial Information	Other Long-Term Debt - Debt Instru...				

3. Section 3.4 (**Project Documents**) fully describes all of Intake's document management functionality so we won't repeat it here because the **Financial Documents** page uses the same functionality.

Table 8 explains required financial documents to substantiate assumptions and line items in all of the Financials pages.

Table 8: Financial Documents

Document	Requirement
Alternate Households Supporting Data	Required if alternate household data is included for any of the service areas
Cost Consultant Certification	Applicable for all funding types if any requested funds will pay for consultants.
Funded Debt – Other – Debt Instrument	Required for all loans entered in Intake. Uploads should be identified by the Long-term Debt Identifier
Funded Debt – Rural Development Loan – Debt Instrument	Required for all loans entered in Intake. Uploads should be identified by the Long-term Debt Identifier
Line of Credit Documents	Applicable for all entity types
Obligations Under Capital Leases – Lease Agreement	Required for all obligations under capital lease. Uploads should be identified by the Capital Lease Identifier
Other Long-Term Debt – Debt Instrument	Required for all loans entered in Intake. Uploads should be identified by the Long-term Debt Identifier
State Grants – Grant Documents	Applicable for all entity types
Supporting Documents	Applicable for all entity types

Document	Requirement
UCC-1	Applicable for all entity types

7 Environmental Tab

Provide information related to the environmental impact of your proposed project on the pages under this tab. Use the **Construction Map** to indicate the locations of all proposed network sites and routes and to determine whether they overlap with any environmental resources. Complete the site and route descriptions and all required environmental questionnaires, and attach all required documents.

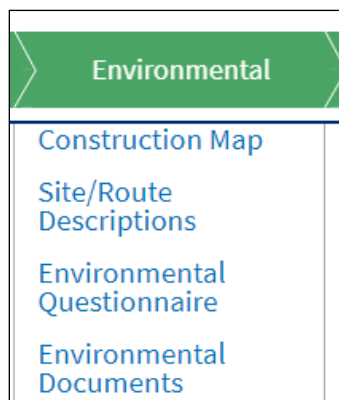
You must map your sites and routes on the **Construction Map** before completing any other portion of the **Environmental** tab. RUS strongly recommends that you fully complete all of the pages under the **Environmental** tab from top to bottom in the order in which they appear.

The **Environmental** tab requires a lot of information and may take significant time to complete.

The **Environmental** tab has the following pages (Figure 135):

- Construction Map
- Site/Route Descriptions
- Environmental Questionnaire
- Environmental Documents

Figure 135: Environmental Tab Menu



7.1 Construction Map

The **Construction Map** functions similarly to the **Service Area Map**; it is, however, used to draw construction routes and equipment placements as close to design as possible so that RUS can complete an environmental review. You can either draw network site and route locations or upload shapefiles that indicate the locations. The **Construction Map** also assists you in identifying whether your construction plans overlap with environmental resources and subsequently require additional environmental review. Use this information to complete the relevant **Environmental Questionnaires (EQs)**.

You must map all of your project's sites and routes before you can complete the associated site or route description.

If you have already captured the project sites and routes but wish to edit or remove them from the map, or to add additional ones, make sure that the checkbox on the **Environmental**

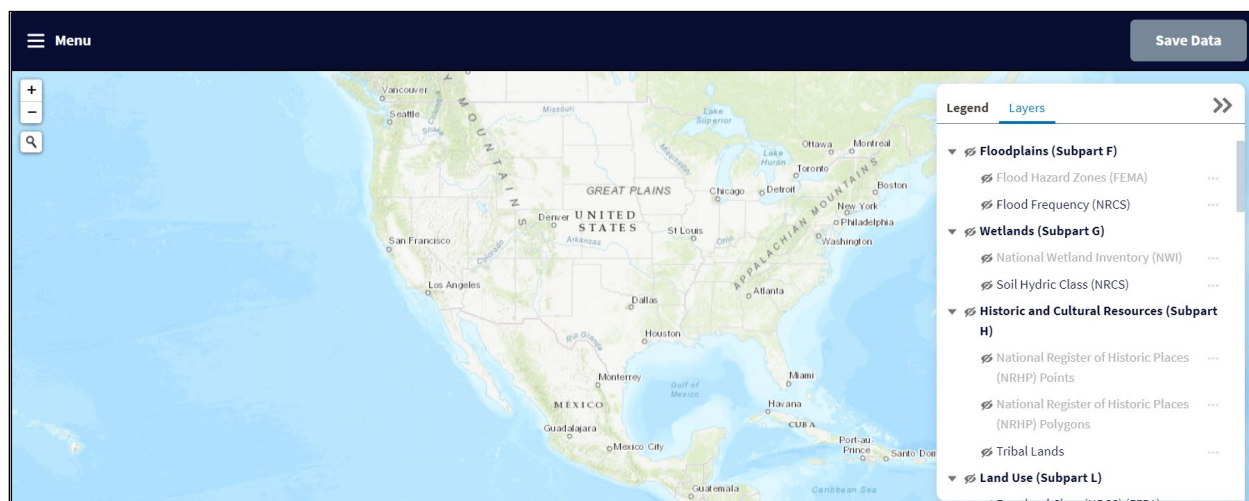
Questionnaire page of the Application is **unchecked**, then click the [Save] button on that page. That checkbox locks **all** of the Intake System's maps, and no edits can be performed on any map.

After you have completed your changes, return to the **Environmental Questionnaire** page, **recheck** the box to lock the maps, then click the [Save] button on that page. Failure to check and save the box prevents you from completing the rest of the Environmental tab, and submitting an application. (See section 7)

1. Click on the Construction Map link in the **Environmental** tab menu (Figure 135).
2. The **Construction Map** page displays (Figure 136). You might see a progress bar on the **Layers** tab in the panel on the right side of the map. The panel showing the **Layers** tab loads with all layers hidden by default, so that you can turn individual layers on as needed.

Having many layers open at the same time slows map processing time, so RUS recommends that you only turn layers on as and when you need them.

Figure 136: Construction Map



7.1.1 Construction Map Layers and Visibility

7.1.1.1 Layers

The **Construction Map** includes the following layers (Figure 136) so that you can validate the project's construction overlap with environmental resources that are part of the environmental review.

1. Floodplains (Subpart F)
 - a. Flood Hazard Zones (FEMA)
 - b. Flood Frequency (NRCS)
2. Wetlands (Subpart G)
 - a. National Wetland Inventory (NWI)
 - b. Soil Hydric Class (NRCS)
3. Historic and Cultural Resources (Subpart H)

- a. National Register of Historic Places (NRHP) Points
 - b. National Register of Historic Places (NRHP) Polygons
 - c. Federal American Indian Reservations
4. Land Use (Subpart L)
- a. Farmland Class (NRCS) (FFPA)
 - b. Formally Classified Lands
 - c. Protected Lands
 - d. Wild and Scenic Rivers
5. Biological Resources (Subpart N)
- a. Coral Reef Ecosystem
 - i. American Samoa (2005) Habitat Boundary
 - ii. Commonwealth of the Northern Mariana Islands (2005) Habitat Boundary
 - iii. Florida Keys (1998) Habitat Boundary
 - iv. Guam (2005) Habitat Boundary
 - v. Hawaii (2003) Habitat Boundary
 - vi. Hawaii (2007) Habitat Boundary
 - vii. Jobos PR (2010) Habitat Boundary
 - viii. Majuro Marshall Islands (2012) Habitat Boundary
 - ix. Palau (2007) Habitat Boundary
 - x. Northeast Ecological Reserve, Puerto Rico (2014) Habitat Boundary
 - xi. Puerto Rico (2002) Habitat Boundary
 - xii. Southwest Puerto Rico (2012) Habitat Boundary
 - xiii. St. Croix USVI, Buck Island (2011) Habitat Boundary
 - xiv. St. Croix USVI, STEER, Fish Bay, Coral Bay (2013)
 - xv. St. John USVI (2009) Habitat Boundary
 - Moderate Habitat Boundary
 - Shallow Habitat Boundary
 - xvi. US Virgin Islands (2002) Habitat Boundary
 - xvii. Vieques PR (2010) Habitat Boundary
 - b. Critical Habitat
 - i. Critical Habitat Linear Features
 - ii. Critical Habitat Polygon Features
6. Miscellaneous Resources (Subpart O)
- a. Air Quality
 - i. Lead (2008 Standard)
 - ii. Ozone 8-Hour
 - Ozone 8-Hour (2015 Standard)
 - Ozone 8-Hour (2008 Standard)
 - Ozone 8-Hour (1997 Standard)
 - iii. Particulate Matter (PM 10)
 - iv. Particulate Matter (PM 2.5) 24-Hour
 - v. Particulate Matter (PM 2.5) Annual
 - Particulate Matter (PM 2.5) Annual (1997 Standard)
 - Particulate Matter (PM 2.5) Annual (2012 Standard)
 - vi. Sulfur Dioxide (SO2) 1-Hour
 - b. Coastal Barrier

- c. Coastal Zone
- d. Sole Source Aquifer

7.1.1.2 Visibility

The **Layers** tab allows you to make layers and groups of layers active or inactive on the map. However, you might have to zoom in on the for closer look. If you’ve made a layer visible (active) but do not see it on the map, make sure your map is showing the approximate location (pan by clicking, holding, and dragging the map around), then zoom in gradually until you see the layer.

Table 9 provides descriptions of the **Layers** tab tools. See (Figure 137) for examples of the layer tools.

Table 9: Layers Tab Tools





Tool Icon	Tool Name	Tool Description
	Collapse Layer Group/Expand Layer Group	<p>The down arrow indicates that a group (or subgroup) of layers is fully expanded. Click on it to collapse the group to make more efficient use of the space in the Layers panel.</p> <p>The right arrow indicates that a layer group (or subgroup) is collapsed. Click the tool to expand the grouping.</p>
	Layer Visibility Toggle (Show/Hide)	The “eyeball” shows that a layer or group is active on the map. Click it to hide the layer or subgroup from the map. The eyeball behind the slash mark shows that the layer or group is not active on the map. Click it to make the layer or group active on the map.
	Mixed Visibility in Layer Group	The partially shaded eyeball means that one or more, but not all, layers in a group or subgroup are active on the map. This indicator will adjust as you toggle layers and groups on and off.
	Layer visibility message	Message will appear when you mouse over greyed-out layer or group name on the Layers panel. It means that the layer is active on the map. However, in order to see it, you must zoom in closer.

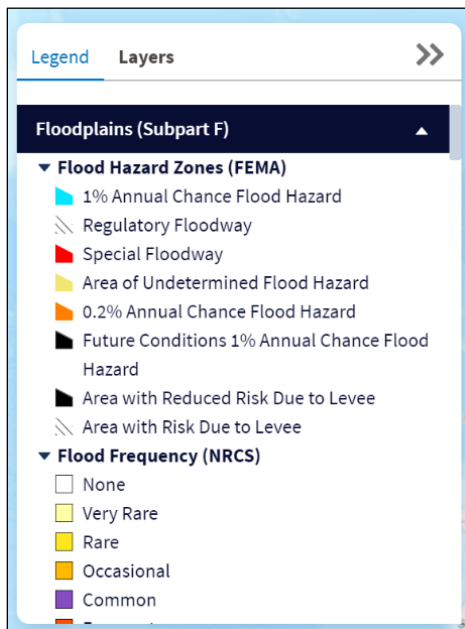
Figure 137: Layers Tab –Visibility Indicators



7.1.2 Legend Tab

The **Legend** tab displays the color associated with each layer (Figure 138). Only layers toggled as visible (active) on the map are visible in the legend.

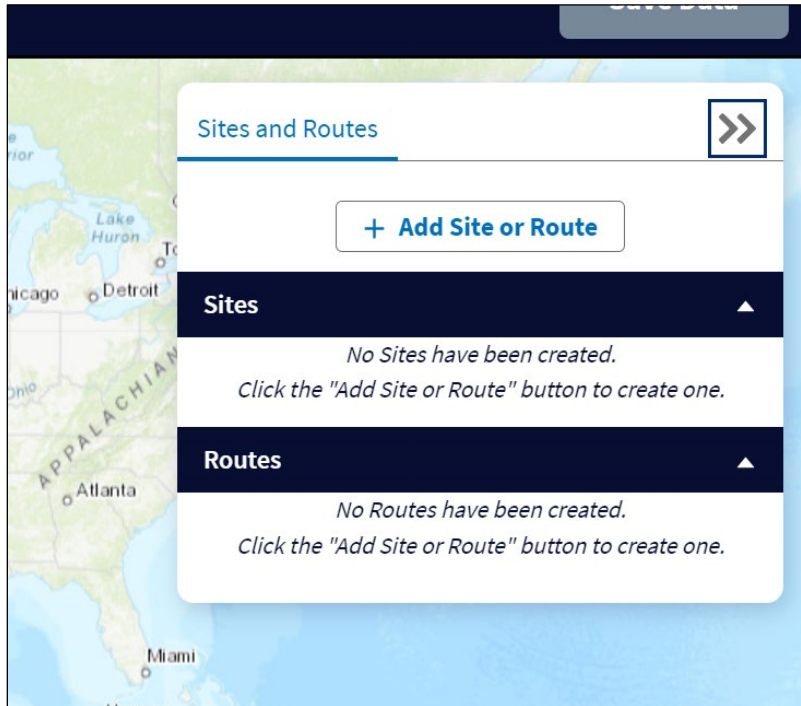
Figure 138: Legend Tab - Partial



7.1.3 Adding a Site to the Construction Map

1. Click the menu in the map's menu bar (see Figure 136 for a picture of the map showing the dark blue menu bar), and then choose Sites and Routes on the menu.
2. The **Sites and Routes** tab (Figure 139) opens in a panel on the right side of the map.

Figure 139: Construction Map – Sites and Routes Tab



3. Click the [+Add Site or Route] button, to start the process. It's the same for both sites and routes.
4. The **Add A Site or Route** window opens (Figure 140). Complete the required fields:
 - Construction Asset Name: Make the name unique and descriptive because the rest of the **Environmental** tab relies on it.
 - Construction Asset Type (drop-down): Choose site.

Figure 140: Construction Map – Add A Site or Route Window (Top)

Add A Site or Route

CONSTRUCTION ASSET NAME *

CONSTRUCTION ASSET TYPE *

Select Type

Draw or Upload a Site/Route






Click 'Upload Files' to upload an ESRI zipped shapefile of your Site or Route or drag and drop your shapefile to the 'Drop files' zone.

The shapefile must comply with the following specifications:

- There are two ways to place a polygon on the map to indicate the site: uploading a shapefile or drawing the shape on the map. The next two subsections of this manual provide instructions on both methods, just use the method that's most convenient for you.

Adding a site or route also adds tools to the **Sites and Routes** tab on the panel. Table 10 provides a description of each tool.

Table 10: Sites or Routes Panel – Tool Descriptions

Service Area Panel Tool	Tool Name	Tool Description
	Layer Visibility Toggle (Show/Hide)	Click this button to make the layer visible or invisible on the map.
	Zoom	Click this button to zoom to the site or route on the map.
	Edit Attributes	Click this button to edit the selected site or route.
	Delete	Click this button to delete a site or route. This action cannot be undone.
	Upload Route Segments Icon	Click this button to upload new route segments onto the map.

7.1.3.1 Adding a Site – Uploading a Shapefile

Uploading a shapefile is the first of two options to place a polygon on the **Construction Map** and finish creating a site.

Site shapefile requirements:

- The shapefile can only include a single contiguous polygon.
- The polygon(s) must be closed, non-overlapping, and must have an assigned projection with an accompanying .prj file.
- The Shapefile must use an unprojected WGS84 Geographic Coordinate System.
- The Shapefile must be submitted as a *.zip file.

- After completing the fields at the top of the **Add A Site or Route** window (Figure 140), move to the bottom of the window where you'll see the tool to upload a file or use the file drop zone (Figure 141)

Figure 141: Construction Map – Add A Site or Route Window (Bottom)

Application User Guide for additional guidance.

Or drop files

No file chosen.

OR

I do not have a file to upload. I will draw my area on the map using the draw tool.

2. Upload your file. When the upload is complete, you'll see the files name below the upload/drop zone accompanied by a green checkmark, and the [Add Area] button becomes active (turns blue) (Figure 142).

Figure 142: Construction Map – Add A Site or Route Window (Bottom) - UPDATED

Application User Guide for additional guidance.

Or drop files

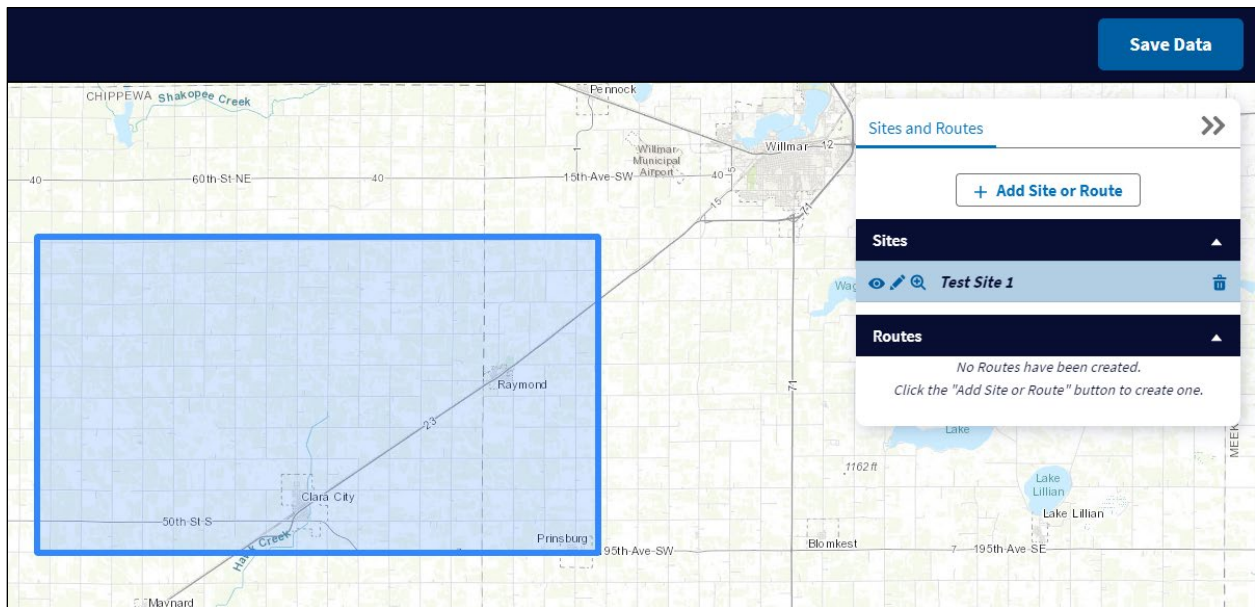
_ags_0202cb6b-a34c-4df6-97ee-9991eaedfb1b.zip ✓

OR

I do not have a file to upload. I will draw my area on the map using the draw tool.

3. Click the [Add Area] button to add the site to the **Sites and Routes** tab, and add the shapefile to the map at the same time.
4. The **Sites and Routes** tab (Figure 143) now includes the site name, which is highlighted in light blue, accompanied by icons that toggle visibility on the map (eyeball), allow editing of the site name (pencil), zoom the map to the site magnifying glass), and allow deletion of the site (trash can). The Construction Map shows the polygon in light blue.
5. Click the [Save Data] button on the map's dark blue menu bar to save the site and its data to the Intake System (Figure 143)

Figure 143 Construction Map – Site Created

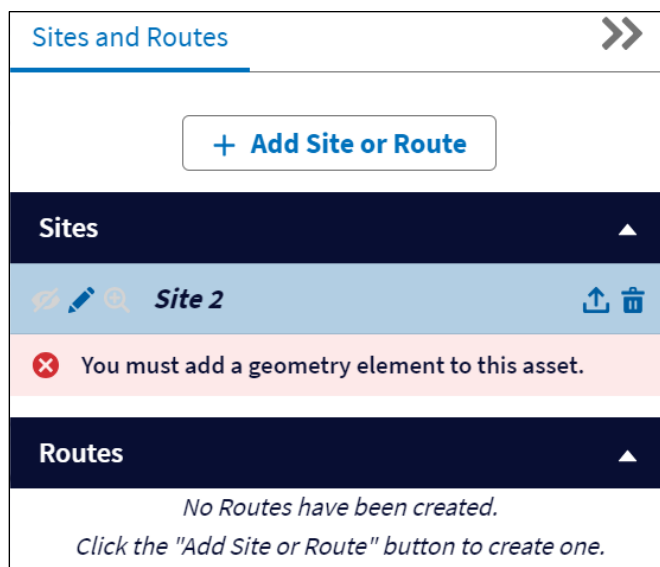


7.1.3.2 Adding a Site – Drawing a Polygon on the Map

Drawing a polygon on the **Construction Map** is the second of two options to place a polygon on the **Construction Map** and finish creating a site.

1. After completing the fields at the top of the **Add A Site or Route** window (Figure 140), move to the bottom of the window where you'll see a checkbox beside the sentences, "I do not have a file to upload. I will draw my area on the map using the draw tool." (Figure 141). Check the checkbox, which will activate the [Add Area] button (button turns from grey to blue).
2. Click the [Add Area] button to add the site to the **Sites and Routes** tab (Figure 144). The tab updates with your site's name accompanied by a warning: "You must add a geometry element to this asset."

Figure 144: Drawing a Site – Sites and Route Tab Updated



3. Use the tools on the left side of the Construction Map (Figure 145). First, search and zoom to the area where you will place your site.

Figure 145: Construction Map Tools – Draw a Site



4. Then, use the [Draw Rectangle] or [Draw Polygon] tools on the left side of the map to draw your area's shape. See Table 4 for a description of all map editing tools, which are shared between the **Service Area Map** and the **Construction Map**.
 - Click on the chosen tool, and follow the on-screen instructions to draw the polygon, moving your cursor and placing vertices as necessary.
5. After your polygon is complete, the map and panel update, showing the newly-drawn polygon and the panel without the warning. The [Save Data] button in the map's menu bar is now active. Click the [Save Data] button to save the site and its data to the Intake System (Figure 146).

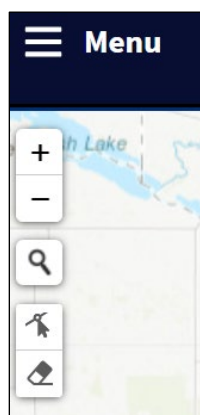
Figure 146: Drawing a Site – Map and Sites and Route Tab Updated



7.1.3.3 Editing or Deleting a Site

After you have saved the data for a site, new tools appear on the map (Figure 147) that allow you to edit or remove the site's layer. See Table 4 for a description of the polygon editing tools.

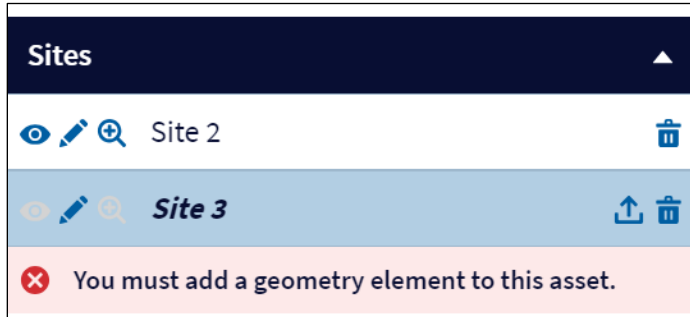
Figure 147 Construction Map – Polygon Editing Tools



1. Use the zoom tool on the **Sites and Routes** tab on the panel if you need to move to the site's polygon on the map.
2. To change the shape by hand, use the edit tools on the left side of the map to adjust polygon vertices.
 - Click on the chosen tool (Figure 147, Table 4), and follow the on-screen instructions to draw the polygon, moving your cursor and placing vertices as necessary. Tools have temporary buttons that become visible when you click tools, allowing you to finish a polygon, remove a vertex, or cancel the editing action.
3. To delete **only** the polygon, use the [Remove Layers] tool (see section 4.3.2 and Table 4 for more information on how to use the tool). This action can't be undone. If you delete the polygon by mistake, you must re-draw or re-upload it.

- When you delete just the polygon (layer), the **Sites and Routes** tab updates to reassert the warning that you need to add a geometry to the asset, and adds an upload button next to the trashcan icon in case you want to upload a shape file (Figure 148).

Figure 148: Construction Map – Deleting a Layer – Updated Sites and Routes Tab



4. Either redraw the polygon or upload a shape file and **then click the [Save Data] button** on the map's menu bar.
5. To delete the site and its polygon (layer), click the trashcan tool next to the site's name on the **Sites and Routes** tab.

7.1.4 Adding a Route to the Construction Map

The early steps of adding a route are the same as adding a site, so please refer to section 7.1.3 for those steps.

RUS understands that these routes are as accurate as possible during the application phase. Refinements and changes can be proposed for further review by RUS at a later date.

You have two options for adding a route: uploading a shapefile, or drawing a polyline on the **Construction Map**. The next two subsections of this manual provide instructions on both methods, just use the method that's most convenient for you.

7.1.4.1 Adding a Route – Uploading a Shapefile

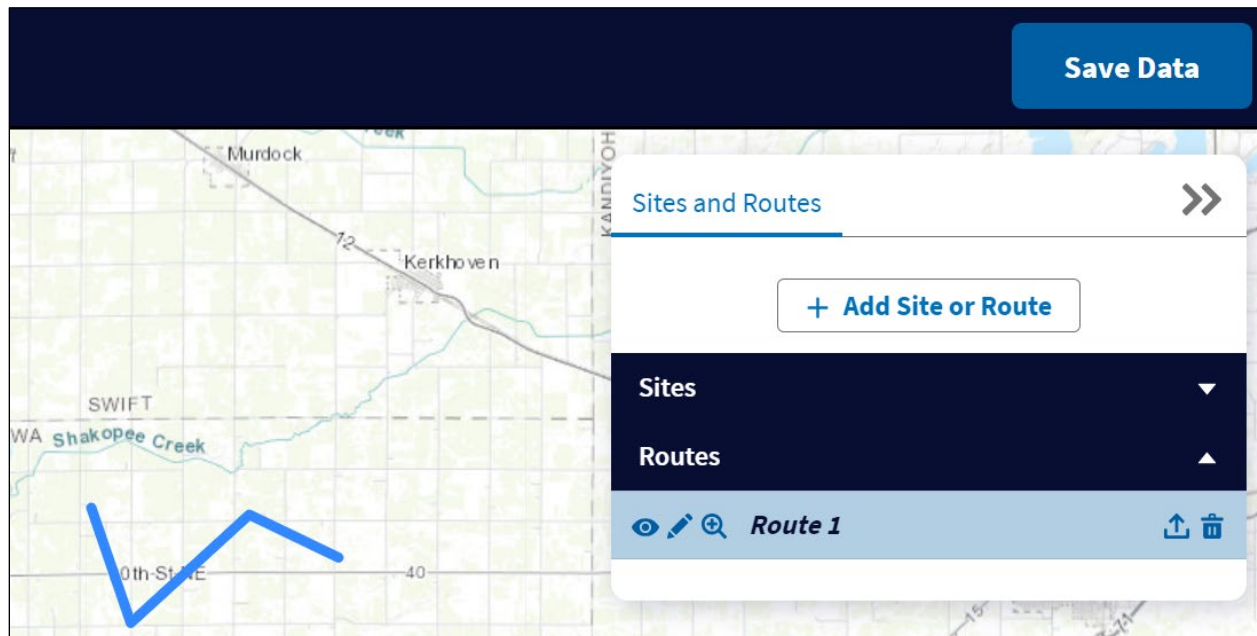
Uploading a shapefile is the first of two options to place a polyline on the **Construction Map** and finish creating a route.

Route shapefile requirements:

- For routes, the shapefile can include a single polygon or polyline, multi-part feature or multiple noncontiguous polygons and polylines
- The polygon(s) must be closed, non-overlapping, and must have an assigned projection with an accompanying .prj file.
- The shapefile must use an unprojected WGS84 Geographic Coordinate System.
- The shapefile must be submitted as a *.zip file.

1. After completing the fields at the top of the **Add A Site or Route** window (Figure 140), move to the bottom of the window where you'll see the button to upload a file or use the file drop zone (Figure 141)
2. Upload your file. When the upload is complete, you'll see the files name below the upload/drop zone accompanied by a green checkmark, and the [Add Area] button becomes active (turns blue) (Figure 142).
3. Click the [Add Area] button to add the route to the **Sites and Routes** tab, and add the shapefile to the map at the same time.
4. The **Sites and Routes** tab (Figure 149) now includes the route name, which is highlighted in light blue, accompanied by icons that toggle visibility on the map (eyeball), allow editing of the route's attributes (pencil), zoom the map to the site (magnifying glass), upload additional route segments, and allow deletion of the route (trash can). The **Construction Map** shows the polyline in light blue.

Figure 149: Construction Map – Route Created



5. Click the [Save Data] button on the map's dark blue menu bar to save the site and its data to the Intake System (Figure 149).

7.1.4.2 Adding a Route – Drawing a Polyline

Drawing a polyline on the **Construction Map** is the second of two options to place the shape on the **Construction Map** and finish creating a route.

1. After completing the fields at the top of the **Add A Site or Route** window (Figure 140), move to the bottom of the window where you'll see a checkbox beside the sentences, "I do not have a file to upload. I will draw my area on the map using the draw tool." (Figure 141).

2. Check the checkbox, which activates a required field for the width of the route, and additional information about adding a route. The [Add Area] button becomes active (button turns from grey to blue) (Figure 150).

Additional information in the **Add A Site or Route** window about hand-drawn routes:

- For routes, use the [Draw Polyline] tool to draw the route. Once the route saves on the map, it will save as a polygon based on the designated width of the route.
- Once the route geometry is initially drawn, the width of that route cannot be modified. You may draw/upload additional segments to the route and specify the width using the [Edit Attributes tool (pencil icon)]. (see Table 10: Sites or Routes Panel – Tool Descriptions) and specify the width using the [Edit Attribute] tool on the map.

Figure 150: Adding a Site or Route Window (Bottom) – Creating a Route

I do not have a file to upload. I will draw my area on the map using the draw tool.

SPECIFY WIDTH OF THE ROUTE *

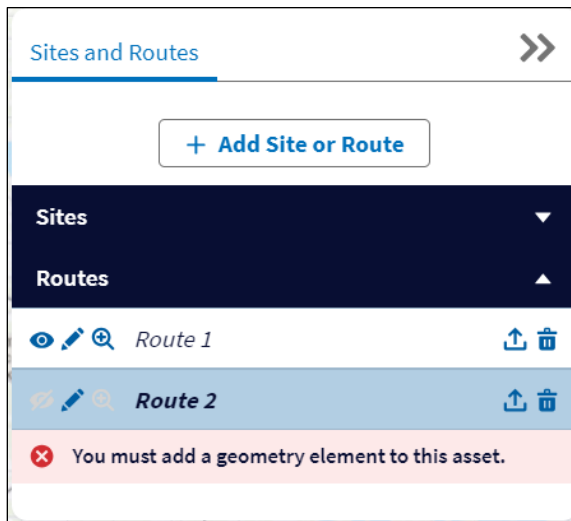
25 ft.

1. For Routes, use the draw polyline tool to draw the route. Once the Route saves on the map, it will save as a polygon based on the designated width of the route.
2. Please note, once the Route geometry is initially drawn, the width of that Route cannot be modified. Users may draw/upload additional segments to the Route and specify the width using the Edit Attributes tool. Please consult the Application User Guide for additional guidance.

Cancel Add Area

3. Change the width of the route if necessary. The default is 25 feet.
4. Click the [Add Area] button to add the site to the **Sites and Routes** tab (Figure 151). The tab updates with your route's name accompanied by a warning: "You must add a geometry element to this asset."

Figure 151: Drawing a Route – Sites and Route Tab Updated



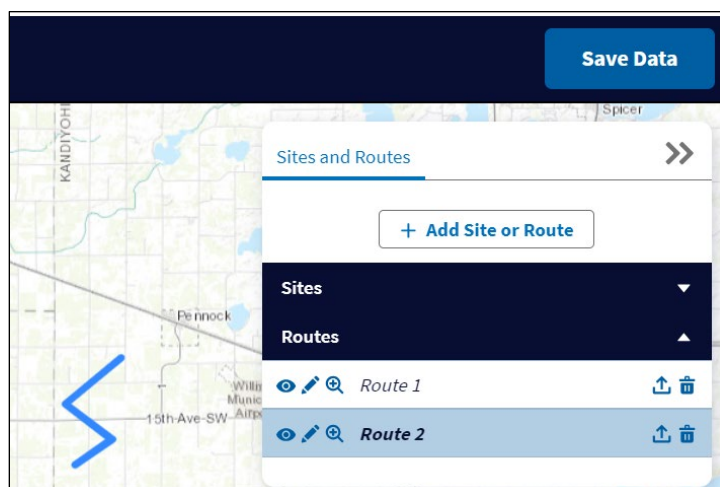
5. Use the [Draw Polyline] tool on the left side of the **Construction Map** (Figure 152). First, search and zoom to the area where you will place your site.

Figure 152: Construction Map – Polyline Editing Tool



6. Then, use the Draw Polyline tool on the left side of the map to draw your route. Click on the tool, and follow the on screen instructions to draw your route.
7. After your polyline is complete, the map and panel update, showing the newly-drawn polyline and the panel without the warning. The [Save Data] button in the map's menu bar is now active. Click the [Save Data] button to save the route and its data to the Intake System (Figure 153).

Figure 153: Drawing a Route – Map and Sites and Route Tab Updated



7.1.4.3 Editing or Deleting a Route

After you have saved the data for a route, new tools appear on the map (Figure 154) that allow you to edit or remove the route's layer. See Table 4 for a description of the polygon and polyline editing tools.

Figure 154: Construction Map – Polyline Editing Tools




1. Use the zoom tool on the **Sites and Routes** tab on the panel if you need to move to the route's polyline on the map.
2. Adding a route segment:
 - **To add a route segment by hand:** Click on the [Draw Polyline] tool (Figure 154, Table 4), place the first vertex on your existing route (segments can intersect), moving your cursor and placing vertices as necessary. When you click on the last vertex, the new segment and the prior segment will merge when the map buffers the changes.
 - **To add a route segment by upload:** Click the upload tool beside the route name in the **Sites and Routes** tab, and use the resulting pop-up window to specify and upload the additional segment. The new segment will merge with the previous one on the map.

- Be sure to **click the [Save Data] button** on the map’s menu bar when your changes are complete.
3. To delete **only** the polyline (layer), use the [Remove Layers] tool (see sections 4.3.2 and 4.3.3, and Table 4 for more information on how to use the tool). This action can’t be undone. If you delete the polyline by mistake, you must re-draw or re-upload it.
 - When you delete just the polygon (layer), the **Sites and Routes** tab updates to reassert the warning that you need to add a geometry to the asset (similar to Figure 148 for a site).
 - Either redraw the polyline or upload a shapefile and then **click the [Save Data] button** on the map’s menu bar.
 4. To edit the route’s name, or to **change the width of the route’s buffer**, click the pencil icon next to the route’s name in the **Sites and Routes** tab. The **Edit Attributes** window opens, providing editable fields for the route name and the width. Make your changes and click the [Edit Route] button.
 - Be sure to **click the [Save Data] button** on the map’s menu bar when your changes are complete.
 5. To **delete the route and its polyline (layer)**, click the trashcan tool next to the route’s name on the **Sites and Routes** tab.

7.2 Site or Route Descriptions

After you have created all necessary sites and routes and their respective shapes on the construction map, you must create a description for each site and route. You cannot work on a description for a site or route before it is created in the construction map. The description requirements differ based on the type of site or route.



Validate Your Application

You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

You must complete a description for every site and every route in your project before beginning the Environmental Questionnaires (EQs). The information provided in the descriptions will determine the requirements for the EQs and will be locked during the completion of the EQs.

1. Click on the Site/Route Descriptions link in the **Environmental** tab menu (Figure 135).
2. The **Site/Route Descriptions** page opens, showing a table for all sites and a table for all routes. Each site or route has an Edit Description Link (Figure 155).

Figure 155: Site/Route Descriptions Page

The screenshot displays two sections: 'Site Descriptions' and 'Route Descriptions'. Each section contains a table with a dark blue header row labeled 'Name'. The 'Site Descriptions' table has one row with 'Site 2' and an 'Edit Description' link. Below the table is a 'Number of rows' dropdown menu set to 5. The 'Route Descriptions' table has one row with 'Route 1' and an 'Edit Description' link. Below the table is another 'Number of rows' dropdown menu set to 5.

7.2.1 Site Descriptions

1. Click the Edit Description link next to a site (Figure 155) to begin work on a site description.
2. The site's **Assets** page opens (Figure 156). Answer the two **required questions** at the top of the page before moving on. Each question has a drop-down menu with Yes, No, and Clear as your choices:
 - Is the proposed site located on or does it cross Tribal Land(s) as identified in the Tribal Lands layer of the **Construction Map**?
 - 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**?

The **Construction Map** for your project will assist you in answering these questions. Zoom to the site, and turn layers on and off to help you formulate your answers (see section 7.1.1.2).

Figure 156: Site/Route Descriptions – Site Assets Page (Top)

Is the proposed site located on or does it cross Tribal Land(s) as identified in the *Tribal Lands* layer of the construction map?

*

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?

*

Save

Site 2 Assets

Please describe the access road(s)/parking lot(s), building(s), cabinet(s), and tower(s) that are currently or will be located at this site. If the asset type is a “cabinet” but is akin to a [handhold](#), it does not need to be drawn on the Construction Map. Only [large enclosure cabinets](#) need to be drawn on the map.

3. After answering the two questions and clicking the [Save] button, scroll down the page to just below the Site {X} Assets title. You will see brief instructions on what comes next, and a table for each asset type (Figure 157). The tables will store information that you enter when you create an asset.

The assets and asset types you add on this page are entirely dependent on your project, and every project is different. Add the assets that pertain to your project, and specifically to your construction sites.

Please use these tips to help ensure that your site description information is correct:

- A **new asset** (such as a tower or building) has not yet been constructed but will be built during the project.
- An **existing asset** is one that is already built. If the asset is already constructed, but new to you, it is still an existing asset.
- The **Building** asset type is an **attended structure** that either exists or will be constructed during the project.
- A Pre-Fabricated Building, Hut where you will **only place equipment** is **not** considered a **Building**.
- If this is a Pre-Fabricated Building, Hut that will be unattended, define it as a **Large Enclosure Cabinet, not a Building**.
- When considering the limits of disturbance of your construction, length, width, and depth dimensions refer to the **disturbance limit, not the site dimensions**.

Instructions on the **Site Assets** page:

“Please describe the access road(s)/parking lot(s), building(s), cabinet(s), and tower(s) that are currently or will be located at this site. **If the asset type is a “cabinet” but is akin to a [handhold](#), it does not need to be drawn on the Construction Map. Only [large enclosure cabinets](#) need to be drawn on the map.**”

Asset types:

- Buildings
- Towers
- Access Roads
- Parking Lots
- Large Enclosure Cabinets

Figure 157: Site/Route Descriptions – Site Assets Page (Middle)

Please describe the access road(s)/parking lot(s), building(s), cabinet(s), and tower(s) that are currently or will be located at this site. If the asset type is a "cabinet" but is akin to a handhold, it does not need to be drawn on the Construction Map. Only large enclosure cabinets need to be drawn on the map.

Buildings

Name

Number of rows: 5 | < Prev | 1 | Next >

Towers

Name

Number of rows: 5 | < Prev | 1 | Next >

Access Roads/Parking Lots

Name

Number of rows: 5 | < Prev | 1 | Next >

Large Enclosure Cabinets

Name

Number of rows: 5 | < Prev | 1 | Next >

7.2.1.1 Creating a New Asset for a Site

1. After you've answered the two required questions at the top of the **Site Assets** page, scroll down the page to the New Asset Section below the tables (Figure 158).

Figure 158: Site Assets Page (Bottom) – New Asset Section

New Asset Section

NAME: *

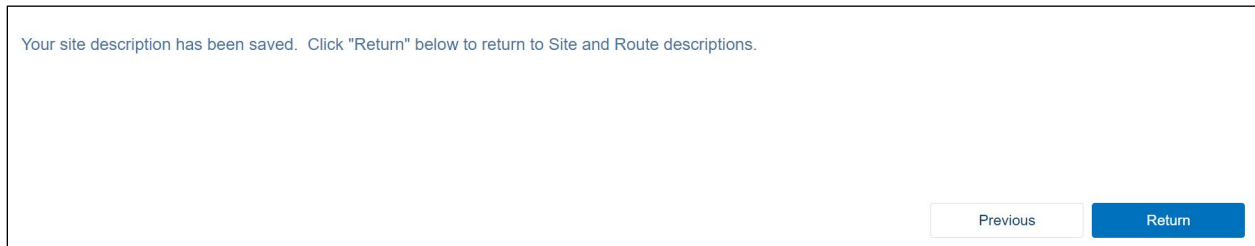
TYPE: *

- Clear --
- Access Road/Parking Lot
- Building
- Tower
- Large Enclosure Cabinet

2. Complete the required Name field with a descriptive, concise name. Then choose the appropriate asset type for from the Type fields drop-down menu. Click the [Add and Continue] button at the bottom of the page when your information is complete.
3. The next page that appears uses your asset name as the page title. The page will contain a series of questions that pertain to the asset type you've selected.

4. Answer each question carefully. Additional questions will appear based on your answers to the previous questions.
 - Follow the instructions for each question carefully.
 - Use the unit of measure specified for a question. Don't use inches where feet is the requirement, for example.
 - Provide any requested or required uploads.
5. Click the [Save and Continue] button when your answers are complete.
6. The next page contains the message, "Your site description has been saved Click 'Return' below to return to Site and Route descriptions." (Figure 159)

Figure 159: Asset Creation Complete



- If you need to change your answers, click the [Previous] button.
 - The page for your asset reappears, showing all of your responses.
 - Make any necessary changes.
 - Be aware that changing your original answers may make additional questions visible. Answer the new questions carefully as well.
 - Click the [Save and Continue] button when you've finished your changes.
 - The page with the [Previous] and [Return] buttons reappears.
7. Click the [Return] button. The **Site Assets** page returns. Scroll down to the Site table to see your asset, listed by name with Describe and Delete links (Figure 160).

Figure 160: Site Assets Page Updated - Detail

Large Enclosure Cabinets	
Name	
Cabinet for PFSA	<input type="button" value="Describe"/> <input type="button" value="Delete"/>

8. Continue adding assets until all assets for the site are fully described. Be sure to return to the **Site/Route Descriptions** page (Figure 155) to select the next site in your project or move on to adding assets to your project's routes (see section 7.2).

7.2.1.2 Editing and Deleting Site Assets

1. To **edit** any aspect of the asset you just created, click its Describe link (Figure 160).

2. The page for your asset reappears, showing all of your responses.
3. Make any necessary changes.
 - Be aware that changing your original answers may make additional questions visible. Answer the new questions carefully as well.
 - Click the [Save and Continue] button when you've finished your changes.
 - The page with the [Previous] and [Return] buttons reappears.
4. Click the [Return] button. The Site Assets page returns (Figure 160).
5. To **delete** the asset, click its Delete link. **Deletion is immediate**, there is no intervening confirmation question. If you delete an asset by mistake, you must re-create it.

7.2.2 Completing Route Descriptions

Use the same steps to create, edit and delete assets for your route descriptions as use to create site descriptions (see section 7.2.1).

Please use these tips to help ensure that your route description information is correct:

- A **new route** is a route in a **previously undisturbed area or a new right-of-way**, not an existing right-of-way or previously disturbed corridor.
- A **new right-of-way or easement refers to ground disturbance, not ownership**. If you are constructing in existing right-of-way that is new to you, it would still be classified as existing.
- If your route involves **cables on existing poles**, the poles are existing poles, regardless of whether they are owned by your organization or not. Poles that are new to you but are new poles.
- If your route involves **aerial cables on new poles**, "**New**" refers to **ground disturbance**. You must describe Pole Diameters, Pole Depths, Pole Spans and Pole Heights as a range or maximum.
- If your **route is bored**, you are strongly encouraged to describe the physical feature(s) under which you intend to bore (for example: street, river).

7.3 Environmental Questionnaires (EQs)

In addition to the information you provided on the **Construction Map** and the **Site and Route Descriptions**, you must complete **up to** three types of EQs:

- Site or Route EQs (one for each site and route in the project)
- Project EQ (one)
- Section 106 Project EQ (one, if necessary or directed by RUS)

.As the **Construction Map** and the **Site and Route Descriptions** inform what types of questionnaires are required for the application, ***you must not begin the EQs until the prior Environmental pages are complete.***

All site and route EQs must be complete before the Project EQ becomes active.

1. Click on the Environmental Questionnaires link on the **Environmental** tab menu (Figure 135).
2. The **Environmental Questionnaires** page opens (Figure 161).
3. Before beginning the EQs, **you must lock the maps and the site and route descriptions**. Click the checkbox at the top of the **EQs** page, and then click the [Save] button.
 - If you need to make changes to either map or any of the site or route descriptions, return to the **EQs** page uncheck the box, and click the [Save] button. Make your changes, then return to the **EQs** page, check the box again, and click the [Save] button again. **You will not be able to complete EQs or submit the application if the checkbox is unchecked and unsaved.**

Figure 161: Environmental Questionnaires (EQs) Page (Top)

Environmental Questionnaires

By checking the box, I affirm that I have completed the Construction Map and affiliated Site/Route Descriptions. While checked, all mapping tools will lock for completion of the below EQs. To edit either the Service Area Map, the Construction Map, and/or Site/Route Descriptions, uncheck the box. Changing the information provided on the previous pages may result in changes to the requirements for the EQs.

One Project Level EQ should be completed for the entire project and a Site/Route EQ should be completed for each site or route. All Site/Route EQs should be completed first as those answers will be used to identify requirements in the Project Level EQ. Complete the Site/Route EQ and Project Level EQ below.

i Save required. Please check and save the checkbox before proceeding to the below Environmental Questionnaires.

The **Service Area Map** and **Construction Map** will lock, **and no edits can be made on the maps while they are locked** (a message appears at the top of each map page to that effect).

After clicking the [Save] button a message will appear on the EQ page just below the instruction, stating whether you should complete the NHPA Section 106 EQ at this time or not. **DO NOT COMPLETE THE EQ UNLESS THIS MESSAGE OR RUS INSTRUCT YOU TO DO SO:**

Messages:

- **“Do not complete the NHPA Section 106 Environmental Questionnaire or initiate the Section 106 process at this time** unless the S106 process has already been initiated with Tribes, the State Historic Preservation Office, or other interested parties. Please reach out to RUS by submitting a question through Contact Us before proceeding with initiating S106 process. The proposed actions identified in the Site and Route Descriptions could require completion of the Section 106 process.”

Or

- “This application requires completion of the NHPA Section 106 Environmental Questionnaire.”


Specifically, an NHPA Section 106 EQ is required by the system under the following circumstances:

- Project includes sites or routes requiring an FCC license
 - Project includes sites including a new building
 - Project includes sites involving improvements to existing buildings
 - Project includes actions on Tribal lands
 - Project includes actions on Federal lands
 - Project includes routes that do not involve new construction or upgrading, or rebuilding **existing** facilities
 - Project includes routes that involve new construction or upgrading, or rebuilding existing facilities except for:
 - Aerial cables on existing poles occurring in previously developed rights-of-way or in an urbanized area, with the vaults or cabinets, if any, being installed in previously disturbed or developed land.
 - No information saved on the **Construction Map**.
 - One or more site or route description is incomplete or not yet started.
4. The confirmation message displays. Click the [Previous] button to return to the **EQ** page.
 5. Below the checkbox and [Save] button, you will see two tables: one for your route EQs and the other for your site EQs (Figure 162). Each table has a line for every site or route in your project, and each line has a completion status box, and a link to the site’s or route’s EQ. The completion status box will turn amber and show “In Progress” if you save a partially complete site or route EQ. The completion status box will turn green and show “Complete” when a site or route EQ is complete. Below the tables is a reminder that all site and route EQs must be complete before starting on the Project EQ.

Figure 162: Environmental Questionnaires (EQs) Page (Middle)

Route Environmental Questionnaires		
Route Name	Completion Status	Environmental Questionnaire
Route 1	Not Started	Navigate to the Site and Route Environmental Questionnaire for Route 1

Site Environmental Questionnaires		
Site Name	Completion Status	Environmental Questionnaire
Site 2	Not Started	Navigate to the Site and Route Environmental Questionnaire for Site 2

 **Reminder:** All Site and Route Environmental Questionnaires must be completed before starting the Project Environmental Questionnaire.

6. The bottom of the **EQ** page shows an inactive [Project EQ] button and an active [NHPA Section 106 EQ] button (Figure 163). The bottom of the page also shows the Endangered Species Act (ESA) Information section.

DO NOT click the [NHPA Section 106 EQ] button to complete the EQ unless instructed to do so.

Figure 163: Environmental Questionnaires (EQs) Page (Bottom)

The screenshot shows the bottom portion of the 'Project Environmental Questionnaire' page. At the top, there are two header bars: a grey one for 'Project Environmental Questionnaire' and a blue one for 'NHPA Section 106 Environmental Questionnaire'. Below these is the 'Endangered Species Information' section, which includes a sub-section for 'Routes' and another for 'Sites'. Each sub-section contains a table with two columns: 'Route Name' or 'Site Name' and 'Official Species List'. Below each table is a pagination control showing 'Number of rows' set to 5, and navigation buttons for 'Prev', '1', and 'Next'.

7.3.1 Obtaining Endangered Species Information

Before starting either the site or route EQs, obtain an Official Species List (OSL) for each site and route in your project. An OSL for every site and route in your project is required for application submission. The information and documentation will also help you fully complete site and route EQs.

1. Click the [Official Species List] button for a site or a route (Figure 163).
2. The Information for Planning and Consultation (IPaC) site maintained by the U.S. Fish & Wildlife Service (USFWS) opens in a new browser tab. Intake has transferred the geospatial data for your site or route to the IPaC site.
 - You may need to consult other federal agencies such as NOAA and the National Marine Fisheries Service depending on the characteristics of your sites and routes.
3. You will be required to log in to the IPaC site to obtain an OSL. You can sign up on the site for a login credential if you don't already have one.
4. After logging in to the IPaC site, finish defining your site or route and click the [Request Species List] button. **Stop after completing Step 1 on the IPaC site;** do not complete Steps 2 and 3 of the review on the IPaC site without first consulting with RUS.
5. The OSL letter will generate quickly. Download the OSL letter to your computer. The IPaC site will also store your OSL letter (use My Projects after logging back in to IPaC).
6. Repeat this process for each site and route in your project.
7. Upload your OSL letters on the **Environmental Documents** page as you gather them or later in the process. See section 7.4.

Figure 164: IPaC Site Landing Page

The screenshot shows the IPaC (Information for Planning and Consultation) interface. At the top, it says "IPaC Information for Planning and Consultation" and "U.S. Fish & Wildlife Service" with a "LOG IN" link. The main heading is "Explore location" with a sub-heading "LOCAL OFFICE MINNESOTA-WISCONSIN ESFO". A location map shows "Swift County, Minnesota" with a "CHANGE LOCATION" button. On the left, a "Resources" sidebar lists: "ENDANGERED SPECIES 3", "BALD & GOLDEN EAGLES", "MIGRATORY BIRDS 4", "FACILITIES", "WETLANDS" (checked), and a "PRINT RESOURCE LIST" button. The main content area is titled "Endangered species" and contains text explaining that listed species and their critical habitats are managed by the Ecological Services Program of the U.S. Fish and Wildlife Service (USFWS) and NOAA Fisheries. It notes that species under the sole responsibility of NOAA Fisheries are not shown. A link "below" provides additional information. At the bottom, it says "The following species are potentially affected by activities in this location:" followed by "THUMBNAILS" and "LIST" view options.

7.3.2 Complete the Site or Route Environmental Questionnaire

A Site or Route EQ must be completed for each site and each route in your project.

The information contained in the site or route EQ must be consistent with the Construction Map and the site or route descriptions.

The EQs are interactive and dynamic. Answers to questions will determine whether additional information is required.

1. After you obtain the necessary Official Species Lists for all of your sites and routes, scroll up to route and site EQ tables in the middle of the **EQ** page (Figure 162).

Each site and route in your project is accompanied by a link, "Navigate to the Site and Route Environmental Questionnaire for {Route/Site Name}." The link will not be active until you have completed the relevant site or route description.

2. Click the EQ link for the site or route you want to work on.
3. The relevant EQ opens (Figure 165).

Figure 165: Site and Route EQ Example (Top)

Site and Route Environmental Questionnaire

Unless the National Historic Preservation Act (NHPA) Section 106 process has already been initiated with Tribes, the State Historic Preservation Office, or other interested parties, do not initiate the NHPA Section 106 process. Following initial review of the project, RUS will initiate the Section 106 process as needed.

The Site and Route Environmental Questionnaire (EQ) is intended to capture the appropriate environmental information for each proposed site and route included in the application. This information will be used in conjunction with the Project EQ to determine the overall environmental compliance of the proposed project. The Rural Utilities Service (RUS) will use this information and either complete the environmental review process or determine the appropriate level of additional impact analyses needed, in accordance with [7 CFR 1970 - Environmental Policies and Procedures](#). The RUS will notify applicants if

4. Please read all instructions carefully. The instructions contain links to supporting documents and uploads. As you answer each question, additional questions may become visible. Answer each subsequent question and provide any requested document uploads. Figure 166 provides an example (regarding Floodplain considerations) of instructions supplied for each section of the EQ. Each section of the EQ has instructions similar to those in Figure 166.

Figure 166: Site/Route EQ Instructions Example, Floodplains

Floodplains (Subpart F)

Use the Flood Hazard Zones (FEMA)¹ layer available in the Construction Map to determine potential impact to a floodplain. If the site/route falls within a community not participating in the National Flood Insurance Program (NFIP) or an area of undetermined flood hazard (Zone D), use the Flood Frequency (NRCS)² layer available in the Construction Map to determine the flooding frequency of the area. Detailed guidance related to evaluating impacts to and from floodplains can be found in [RD Instruction 1970 - Subpart F - Floodplain Management](#).

Is the applicant's proposed action located in a floodplain?

Yes

No

¹The minimum floodplain of concern is the 500-year floodplain. If your project is located in the 500- or 100-year floodplain, it should be considered within a floodplain for environmental analysis.

²The frequency of "Rare", "Occasional" or "Frequent" should be considered within a floodplain for environmental analysis.

5. As you complete each section of the EQ, you'll receive messages letting you know whether the section's review is complete (Figure 167) or whether you'll need to complete the corresponding sections in the Project EQ (Figure 168).

Figure 167: Site/Route EQ, Example of “Section Complete” Message

The Floodplains review for this site/route is complete.

Figure 168: Site/Route EQ, Example of “Complete the Project EQ For This Section” Message

Floodplain analysis is required at the project level. Complete the floodplain section of the Project EQ.

You can click the [Save] button at the bottom of the EQ’s page at any time, so that you can return to your work later.

7.3.2.1 Threatened and Endangered Species (Subpart N)

You will need the Official Species List you obtained for your site or route to complete this portion of the EQ. You will use the List to complete the [Subpart N Special Status Plant and Wildlife Species Table](#) (TES table), so that you can attach the table to the site or route EQ you’re working on.

1. Follow the extensive instructions and guidance provided for Subpart N in the EQ.
2. Download the table.
3. Using your own research and the Official Species List for your site or route, complete the table. Provide clear sources and detailed explanations.
4. Upload the spreadsheet in the upload tool provided in the EQ (Figure 169).


Figure 169: TES Table Template and Upload Location

Threatened and Endangered Species (Subpart N)

Use the Endangered Species link for each site/route in the Environmental Questionnaire (EQ) section of your application to request an “Official Species List” from the U.S. Fish and Wildlife Service (USFWS), Information for Planning and Consultation (IPaC) project planning tool⁵. Applicants must include this species list and appropriate species accounts (i.e., requisite habitat) for each site/route included in the application. An official species list is a letter from the local USFWS office with information that assists in the evaluation of potential impacts of this project. An electronic copy of this list is available to download upon completion of the IPaC regulatory review process.

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](#).

The list(s) obtained from the USFWS and NOAA should be used to complete the [Subpart N Special Status Plant and Wildlife Species Table](#).



A TES Table must be created for every site and route, as well as a project-level overview.

5. Be sure to click the [Save] button at the bottom of the EQ. The **EQ** page will update the status of your EQ with “complete” (Figure 170). The [Project EQ] button will not activate (turn blue) until all site and route EQs in your project are complete.


Figure 170: Environmental Questionnaires (EQs) Page Updated

Route Environmental Questionnaires		
Route Name	Completion Status	Environmental Questionnaire
Route 1	Complete	Navigate to the Site and Route Environmental Questionnaire for Route 1

Site Environmental Questionnaires		
Site Name	Completion Status	Environmental Questionnaire
Site 2	Not Started	Navigate to the Site and Route Environmental Questionnaire for Site 2

Reminder: All Site and Route Environmental Questionnaires must be completed before starting the Project Environmental Questionnaire.

Project Environmental Questionnaire



Validate Your Application

You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

7.3.3 Complete the Project Environmental Questionnaire

You must first complete all site and route EQs before beginning the project EQ. The [Project EQ] button will not be active (blue instead of grey) until all site and route EQs are complete.

Only one project EQ is needed per project. In very limited and exceptional circumstances, you may be required to submit an additional Project EQ. RUS staff will direct if an additional project EQ is required.

1. To start the project EQ, scroll down the page and click the [Project EQ] button (Figure 171).

Figure 171: Environmental Questionnaires (EQs) – Project EQ Button Active

Route Name	Completion Status	Environmental Questionnaire
Route 1	Complete	Navigate to the Site and Route Environmental Questionnaire for Route 1

Site Name	Completion Status	Environmental Questionnaire
Site 2	Complete	Navigate to the Site and Route Environmental Questionnaire for Site 2

Reminder: All Site and Route Environmental Questionnaires must be completed before starting the Project Environmental Questionnaire.

[Project Environmental Questionnaire](#)

2. The **Project Environmental Questionnaire** page opens (Figure 172).

Figure 172: Project EQ Page (Top)

Project Environmental Questionnaire

Unless the National Historic Preservation Act (NHPA) Section 106 process has already been initiated with Tribes, the State Historic Preservation Office, or other interested parties, do not initiate the NHPA Section 106 process. Following initial review of the project, RUS will initiate the Section 106 process as needed.

The Project Environmental Questionnaire (EQ) is intended to capture the appropriate environmental information for each proposed site and route included in the application as well as the overall project. This information will be used in conjunction with each Site and Route EQ to determine the overall environmental compliance of the proposed project. RUS will use this information and either complete the environmental review process or determine the appropriate level of additional impact analyses needed, in accordance with [7 CFR 1970: Environmental Policies and Procedures](#). RUS will notify applicants if additional information is necessary beyond what was submitted in the EQs.

An applicant may submit a copy of any environmental review document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from state, local or other federal agencies. Such material, to the extent determined to be relevant, may be used to fulfill the RUS environmental review requirements.

The EQs are interactive and dynamic. Answers to questions will determine whether additional information is required. In addition, the project EQ uses responses from the site and route EQs to determine which portions of the project EQ you must complete.

3. Please read all instructions carefully. The instructions contain links to supporting documents. As you answer each question, additional questions may become visible. Answer each subsequent question and provide any requested document uploads.

The project EQ pulls information from the site and route EQs to prepopulate responses and indicate whether additional project-level information is required. The prepopulated responses are not editable. If you need to change an answer, return to the pertinent site or route EQ and save the changes.

4. You can click the [Save] button at the bottom of the EQ's page at any time, so that you can return to your work later.

The project EQ has two sections: Preliminary Environmental Questions and Detailed Environmental Responses.

7.3.3.1 Preliminary Environmental Questions

This portion of the project EQ captures and consolidates responses from your site and route EQs for some questions. It also contains questions about project-wide impacts on natural and cultural resources.

Two examples of information consolidated from the site and route EQs follow. In both examples the question is duplicated from the site and route EQs, and the uneditable response is consolidated from the responses on all site and route EQs.

The first example (Floodplains, Figure 173) has a Yes answer and a yellow warning banner that indicates you must complete the Detailed Environmental Responses (section 7.3.3.2) for floodplains issues. If the prepopulated response is wrong, you must return to your site and route EQs and make changes. See the Detailed Environmental Responses to determine which site or route EQ responses caused the Yes response. Remember to save the revised site or route EQs, before returning to the project EQ.

Figure 173: Project EQ – Preliminary Environmental Questions – Additional Information

Preliminary Environmental Questions

Floodplains (Subpart F)

Do any of the applicant's site or route EQ(s) identify a requirement for floodplain analysis to be conducted at the project level? If the response to Questions 2, 3, or 4 on any site or route EQ is YES, select YES.

Yes
 No

Floodplains (Subpart F) under the Detailed Environmental Responses section must be completed by the applicant. This data is pre-populated from Site and Route Environmental Questionnaire responses. If this data is inaccurate, please modify the responses to the Site and Route Environmental Questionnaires before proceeding.

The second example (Wetlands, Figure 174) has a No answer, meaning that no further information is required in the application for this topic. If the prepopulated response is wrong, you must return to your site and route EQs and make changes. See section 7.3.3.2 to determine which site or route EQ responses caused the Yes response. Remember to save the revised site or route EQs, before returning to the Project EQ.

Be sure to complete all questions under the Preliminary Environmental Questions topics, as some questions pertain to the entire project as a whole and were therefore not asked on the site and route EQs. Each of the remaining topics will direct you to the Detailed Environmental Responses as necessary, based on your answers.

Figure 174: Project EQ – Preliminary Environmental Questions – Section Complete

Wetlands (Subpart G)

Do any of the applicant's site or route EQ(s) identify a requirement for wetlands analysis to be conducted at the project level? If the response to Questions 3 or 4 on any site or route EQ is YES and the required permit type is not a USACE Individual Permit (already obtained and included as part of the application), select YES.

Yes

No

You can click the [Save] button at the bottom of the EQ's page at any time, so that you can return to your work later.

7.3.3.2 Detailed Environmental Responses

This section of the project EQ occurs below all of the preliminary questions. If none of your responses to the preliminary questions require additional information, you will not see this section.

Only topics that require additional information will appear under the Detailed Environmental Responses. Depending on the nature of the topic, the Detailed Environmental Responses required may be lengthy and require comprehensive information.

1. Read the instructions at the top of the section carefully before proceeding. Immediately below the instructions you will see the first topic that requires additional information. The example of detailed responses for the Floodplains topic is shown below (Figure 175).

Figure 175: Project EQ – Detailed Environmental Responses – Floodplains Example

Detailed Environmental Responses

Please use as much space as needed to respond fully to each question. Up to 10,000 characters are permitted in long text fields. Additional information in support of any response can be uploaded as a document in the Documents tab of the Application System.

Public notices should be placed in a newspaper of general circulation (both in print and online) within the affected areas. The notice must be published in the non-classified section of the newspaper. If the affected area is largely non-English speaking or bilingual, the notice must be published in both English and non-English language newspapers serving the affected area, if both are available. In general, the timeframe between Preliminary and Final notices shall be 14 days, unless there is reason to extend the comment period.

Floodplains (Subpart F)

Relevant Site/Route Environmental Questionnaire Responses

- Route 1
- Site 2

2. The topic will have one or more dark blue bars (accordions) labelled with site and route names that you can open or close as you need to. Opening the bars will show you the questions for each site or route that contributed to an answer requiring detailed responses (Figure 176).
3. If the if any of the site or route EQs responses are wrong, you must return to your site and route EQs and make changes. Remember to save the revised site or route EQs, before returning to the Project EQ.

Figure 176: Project EQ – Detailed Environmental Responses Showing Site/Route EQ Responses

Floodplains (Subpart F)

Relevant Site/Route Environmental Questionnaire Responses

- Route 1**
 - Is the applicant’s proposed action located in a floodplain?: YES
 - Does the applicant’s proposed action in the floodplain consist of more than buried and/or aerial utilities lines?: YES
- Site 2**
 - Is the applicant’s proposed action located in a floodplain?: YES
 - Does the applicant’s proposed action in the floodplain consist of more than buried and/or aerial utilities lines?: YES

4. Below the site and route panels (expanded from the dark blue accordions), you will find a detailed series of questions that may require lengthy text answers, or uploads documenting that certain activities are in process or complete.

You can click the [Save] button at the bottom of the EQ's page at any time, so that you can return to your work later. Be sure to click the [Save] button when the project EQ is complete.

7.3.4 NHPA Section 106 Environmental Questionnaire

If Intake has determined (see section 7.3) or RUS has directed that your project requires an NHPA Section 106 EQ, complete the EQ. **DO NOT START A SECTION 106 EQ IF NOT REQUIRED.**

1. If required, open the EQ by clicking the [NHPA Section 106 EQ] button on the **Environmental Questionnaires** page (Figure 177).

Figure 177: Environmental Questionnaires (EQs) – [NHPA Section 106 EQ] Button



DO NOT initiate the **Section 106 consultation process** at this time. **Once the NHPA Section 106 consultation process has been initiated, it must be completed even if you subsequently determine that the consultation is not necessary.** Consequently, please follow the directions in the NHPA Section 106 EQ carefully to avoid any unnecessary burden. **However, PLEASE contact RUS using the Contact Us link in Intake link prior to initiating any Section 106 consultation process. You can also use the [Contact Us](#) page on our website.**

2. Upon clicking the button, a pop-up window will appear (Figure 178). Click the [Proceed with Section 106 Questionnaire] button in the window only if required to do so.

Figure 178: Proceed with Section 106 EQ Window

Start NHPA Section 106 Environmental Questionnaire?

Please confirm you would like to proceed with the NHPA Section 106 Environmental Questionnaire. **Do not begin the Section 106 Environmental Questionnaire unless directed by RUS or if the Section 106 process has already been initiated** with Tribes, the State Historic Preservation Office, or other interested parties. If you have any questions, please reach out to RUS by submitting a question through [Contact Us](#) before proceeding with the S106 process.

3. The **National Historic Preservation Act Section 106 Environmental Questionnaire** page opens (Figure 179). Please read all instructions carefully. As you answer each question by clicking a radio button, you may be asked for files documenting your progress, or additional questions may appear. Answer each subsequent question and follow the instructions.

Figure 179: NHPA Section 106 Environmental Questionnaire (Top)

National Historic Preservation Act Section 106 Environmental Questionnaire

Unless the National Historic Preservation Act (NHPA) Section 106 process has already been initiated with Tribes, the State Historic Preservation Office, or other interested parties, do not initiate the NHPA Section 106 process. Following initial review of the project, RUS will initiate the Section 106 process as needed.

The NHPA Section 106 EQ is intended to capture the appropriate information for each proposed site and/or route included in the application as well as the overall proposed project. This information will be used in conjunction with each Site and Route EQ and Project EQ to determine the overall compliance of the proposed project with the NHPA Section 106 requirements. RUS will use this information and either complete the NHPA Section 106 portion of the environmental review process or determine the appropriate level of additional impact analysis(es) needed, in accordance with 7 CFR 1970: [Environmental Policies and Procedures](#). The RUS will notify applicants if additional information is necessary beyond what was submitted in each of the EQs.

An applicant may submit a copy of any environmental review document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from state, local or other federal agencies. Such material, to the extent determined to be relevant, may be used to fulfill the RUS environmental review requirements. Be advised, once an applicant initiates the NHPA Section 106 process with the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (THPO), or other interested parties, the applicant must complete the process even if the RUS determines the type of construction activity has "No potential to cause effects".

The NHPA Section 106 EQ requirement is determined by the applicant's responses to each of the Site and/or Route Description questions. For example, if the applicant answers 'Yes' to the question, "Is this site on Tribal Land(s)?", the NHPA Section 106 EQ may need to be uploaded as part of the application.

4. If at any point you receive the warning shown in Figure 180, stop completing the NHPA Section 106 EQ and contact RUS. However, you can continue with the rest of the **Environmental** tab, and the rest of the application. RUS will contact you expeditiously to help you determine whether the NHPA Section 106 EQ is necessary.

Figure 180: NHPA Section 106 EQ – Stop Completing/Contact RUS

Do not complete the NHPA Section 106 EQ or initiate the Section 106 process at this time. Please reach out to RUS by submitting a question through the [Contact Us](#) page to determine next steps.

5. Click the [Save] button at the bottom of the page when the EQ is complete.

7.4 Environmental Documents

Use the **Environmental Documents** page to upload environmental documents, as required or to provide additional information. You can also view, download, delete, and replace all documents previously uploaded within the **Environmental** tab on this page. While you should complete all pages under the Environmental tab before uploading environmental documents, Intake will allow you to upload documents after creating at least one site or route.

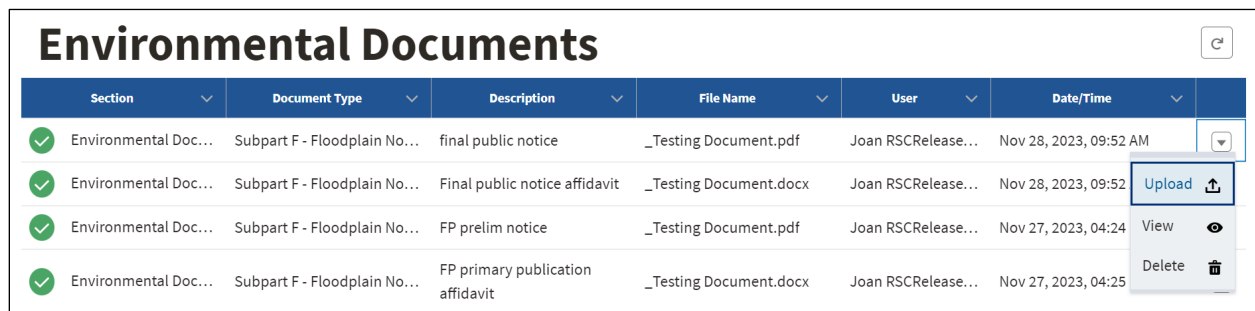
Reminder: if you haven't uploaded all of your project's Official Species List letters, you should do so before moving on in the application. See step 7 below.

1. Click on the Environmental Documents link on the **Environmental** tab menu (Figure 135).
2. The page opens showing several tables of documents you've already added (green checkmark beside the line) under the **Environmental** tab.

Environmental Documents tables:

- First table (top of page): contains documents required by the project EQ (Figure 181).
- One table for site EQ documents and one table for route EQ documents (Figure 182).
- Other Environmental Documents: contains additional documents uploaded throughout the EQ process and additional documents that you upload (Figure 183). NOTE: this table is where you will upload Official Species Lists.

Figure 181: Environmental Documents Page (Top)



Section	Document Type	Description	File Name	User	Date/Time	
✓ Environmental Doc...	Subpart F - Floodplain No...	final public notice	_Testing Document.pdf	Joan RSCRelease...	Nov 28, 2023, 09:52 AM	
✓ Environmental Doc...	Subpart F - Floodplain No...	Final public notice affidavit	_Testing Document.docx	Joan RSCRelease...	Nov 28, 2023, 09:52	Upload
✓ Environmental Doc...	Subpart F - Floodplain No...	FP prelim notice	_Testing Document.pdf	Joan RSCRelease...	Nov 27, 2023, 04:24	View
✓ Environmental Doc...	Subpart F - Floodplain No...	FP primary publication affidavit	_Testing Document.docx	Joan RSCRelease...	Nov 27, 2023, 04:25	Delete

Figure 182: Environmental Documents Page (Middle)

Site Environmental Questionnaires

[Upload Additional Documents](#)

Site 2

Section	Document Type	Description	File Name	User	Date/Time	
Other Environmental	Subpart G - USACE Indivi...	site wetland permit	_Testing Document.docx	Joan RSCRelease...	Nov 22, 2023, 11:41 AM	⌵

Route Environmental Questionnaires

[Upload Additional Documents](#)

Route 1

Section	Document Type	Description	File Name	User	Date/Time	
Other Environmental	Subpart G - USACE Indivi...	USACE Permit - Wetlands	_Testing Document.docx	Joan RSCRelease...	Nov 22, 2023, 10:02 AM	⌵
Other Environmental	Completed Subpart N S...		_Testing Document.pdf	Joan RSCRelease...	Nov 22, 2023, 11:04 AM	⌵

Figure 183: Environmental Documents Page (Bottom)

Other Environmental Documents

[Upload Additional Documents](#)

Section	Document Type	Description	File Name	User	Date/Time	
Other Environmental	Subpart G - USACE Individual Wetla...	USACE Permit - Wetlands	_Testing Document.docx	Joan RSCRelease...	Nov 22, 2023, 10:02 AM	⌵
Other Environmental	Subpart G - USACE Individual Wetla...	site wetland permit	_Testing Document.docx	Joan RSCRelease...	Nov 22, 2023, 11:41 AM	⌵
Other Environmental	Completed Subpart N Special Statu...		_Testing Document.pdf	Joan RSCRelease...	Nov 22, 2023, 11:04 AM	⌵

3. Each document has a drop-down menu allowing you to upload a document (which will replace the existing document), view or delete the document (see Figure 181).
4. Section 3.4 (Project Documents) fully describes all of Intake’s document management functionality so we won’t repeat it here because the **Environmental Documents** page uses the same functionality.
5. **Project EQ documents table (Figure 181):**
 - a. If any required documents are missing, you will receive an indication when you validate the application (see section 11.2). You will have to go back to the project EQ and upload the missing document.
 - b. You can use the [Refresh] button to the right of the title it see an updated **Environmental Documents** page after you make changes to the project EQ documents.
6. **Site or Route EQ documents tables (Figure 182):**
 - a. If any required documents are missing, you will receive an indication when you validate the application (see section 11.2). You will have to go back to the pertinent site or route EQ and upload the missing document.
 - b. You can use the [Refresh] button to the right of the title it see an updated **Environmental Documents** page after you make changes to the site or route EQ documents.
 - c. Use the [Upload Additional Documents] button to add additional documents of the type(s) you provided under the site or route EQs. These buttons are restricted to the

document types you provided in case you need to upload more than one wetland permit for a site or route. If you need to upload other document types, use the Other Environmental Documents table at the bottom of the page.

7. Other Environmental Documents (Figure 183):

- a. Use this table to **upload your Official Species lists** for each site and route in your project. For each letter, choose the Subpart N – Endangered Species Act (ESA) Official Species List document type, supply a description and upload the document.
- b. You can use the [Refresh] button to the right of the title it see an updated **Environmental Documents** page as needed
- c. Use the [Upload Additional Documents] button to upload additional documents of types you’ve already provided. In addition, the document type drop-down menu provides an extensive list of document types associated with environmental reviews, so you can upload any necessary supporting documentation.

Table 11: Environmental Document Uploads and Requirements (Partial List)

Document	Required Entities
Floodplain Map	Assists with identifying presence of floodplains.
Wetland Map	Assists with identifying presence of wetlands
Formally Classified Lands Map	Assists with identifying presence of Formally Classified Lands (FCL).
FPPA Map	Assists with identifying presence of protected farmland.
Official Species List	Required for all applicants
Threatened and Endangered Species Table	Required for 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 or maintenance map is not provided)
Non-Attainment or Maintenance Map	Required If Green Book Data not provided
Coastal Barrier Resources System Map	As required by the EQs
Coastal Zone Management Area Map	As required by the EQs

8 Licenses and Agreements Tab

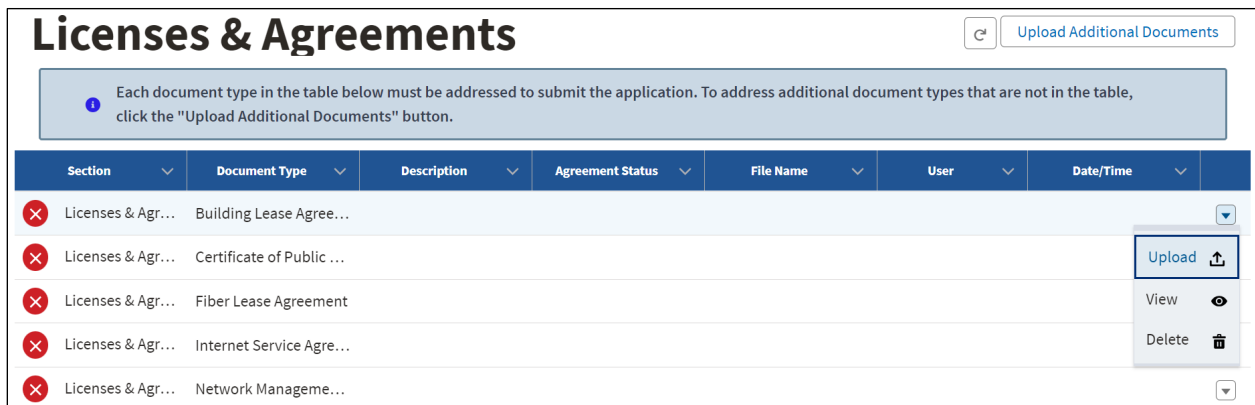
You must provide information on all licenses and agreements necessary to support the project. On this page, you must address each license or agreement type, and can upload, view, download, delete, or upload additional documents or newer versions of licenses, permits, and agreements.

Figure 184: Licenses and Agreements Tab Menu



1. Click the Licenses and Agreements link on the tab's menu (Figure 184).
2. The **Licenses and Agreements** page opens (Figure 185).

Figure 185: Licenses and Agreements Page (Partial)



3. As noted on the page, you must provide an agreement status for every document type listed. Click the Upload option on a document's drop-down menu to assign agreement status and provide an upload if necessary. The page contains the most common document types. See step 6 below if you need to add other document types for your project. Document types on the page:
 - Building Lease Agreement
 - Certificate of Public Convenience and Necessity (CPCN)
 - Fiber Lease Agreement
 - Internet Services Agreement
 - Network Management Agreement
 - Pole Attachment Agreement
 - Special Permits (Federal, highway, bridge, etc.)
 - Tower Lease Agreement
 - Video Franchise Agreement
 - Video Services Agreement

- Spectrum Lease Agreement
- Wireless Spectrum License(s)
- Wireless Spectrum License(s) for Backhaul

4. The **Upload Document** window opens (Figure 186).

Figure 186: Upload Document Window

5. You must assign a status to every document type visible on the page. Table 12 provides the agreement status and whether an upload is required based on the status. Choose the appropriate Agreement Status for each document. Provide a description of the agreement or document, and upload a file if required.

Table 12: Agreement Statuses

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

- Descriptions are especially important for this part of Intake because it’s possible that your project requires more than one agreement of the same type. You may need to track agreement statuses with different partners.

- Whether you see a [Save] button or an [Upload] tool in the window depends on the agreement status. You will not see either the button or the tool until you choose an agreement status.
- Uploading a file will save it to Intake, or clicking the [Save] button will save the agreement status and description to intake.
- As you provide statuses and uploads, the red checkmark will change to a green x beside a document type on the page (Figure 187).

Figure 187: Licenses and Agreements Page – Partially Complete

Section	Document Type	Description	Agreement Status	File Name	User	Date/Time
✓ Licenses & Agr...	Building Lease Agree...	n/a	Not Required			
✓ Licenses & Agr...	Certificate of Public ...	n/a	Not Required			
✓ Licenses & Agr...	Fiber Lease Agreement	Fiber Lease with XYZ Inc	Existing - No Amend...	_Testing Document....	Joan RSCRelease...	Nov 28, 2023, 01:33 PM
✓ Licenses & Agr...	Internet Service Agre...	Agreement with Internet Provider LLC	Existing - Amendme...	_Testing Document....	Joan RSCRelease...	Nov 28, 2023, 01:34 PM
✗ Licenses & Agr...	Network Manageme...					
✗ Licenses & Agr...	Pole Attachment Agr...					

- As a reminder, using the Upload option on an existing document’s line will replace that existing document. The View and Delete options work as explained in section 3.4.
6. Use the [Upload Additional Documents] button to add more than one agreement of the same document type you already addressed.
 - Also, use the button to add new document types that apply to your project.
 - Remember, you must provide all licenses, agreements and permits (or the status of each) that apply to your project.
 - The **Upload Document** window opens with an extensive drop-down list of available document types (Figure 188). After you select the document type, the window functions the same way as described in step 5. Use this functionality to add document types the apply to your project but aren’t already on the page.

Figure 188: Upload Document Window – Additional Document Types

UPLOAD DOCUMENT

Section
Licenses & Agreements

Document Type
--- None ---

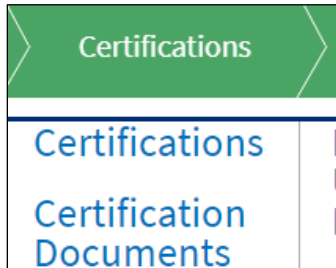
Agreement Status
--- Select ---

Description (Enter description before uploading file)

9 Certifications Tab

This tab (Figure 189) provides the required certifications that the Rep Sign Cert must acknowledge, provide any required supporting documentation to fully address a certification and electronically sign. Only the Rep Sign Cert can complete the certifications.

Figure 189: Certifications Tab Menu



9.1 Certifications

1. Click the Certifications link on the **Certifications** tab menu (Figure 189).
2. The first certification opens (Figure 190). Note that there is a progress tracker on the right side of every certification page showing the titles of all certifications in order (Figure 191).

Figure 190: First Certification – Partial

Certification Regarding Debarment, Suspension, and Other R...

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

A. We, *Joan QAP03 Test Account* the prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS
- CERTIFICATION REGARDING ARCHITECTURAL BARRIERS
- CERTIFICATE REGARDING FLOOD HAZARD AREA PRECAUTIONS
- CERTIFICATION REGARDING LOBBYING FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS
- CIVIL RIGHTS COMPLIANCE ASSURANCE

Figure 191: Certifications Progress Tracker



Required certifications:

- Certification Regarding Debarment, Suspension, And Other Responsibility Matters – Primary Covered Transactions
 - Certification Regarding Architectural Barriers
 - Certificate Regarding Flood Hazard Area Precautions
 - Certification Regarding Lobbying For Contracts, Grants, Loans And Cooperative Agreements
 - Civil Rights Compliance Assurance
 - Federal Collection Policies For Commercial Debt Certification
 - Representations Regarding Felony Conviction (Ad 3030) - For Corporations Only
 - Uniform Relocation Assistance And Real Property Acquisition Policies Act Of 1970 Certification
 - Compliance With RUS Award Documents
3. Answer any questions and supply any additional information or documents required by the certification.

4. Click the checkbox beside the acknowledgement (Figure 192), which will then electronically sign the certification for you.

Figure 192: Certifications - Acknowledgement

Acknowledge that everything above is correct to the best of my knowledge.

5. Click the [Next] button to move to the next certification.
6. Repeat steps 3 through 5 until all certifications are complete and acknowledged.
 - Each certification after the first has a [Previous] button to navigate back to the previous page.
7. Click the [Save and Finish} button on the final certification to complete all certifications.

9.2 Certification Documents

1. If you need to attach more than one document to support your acknowledgement of a certification, click the Certification Documents link on the **Certifications** tab menu (Figure 189).
2. The **Certification Documents** page opens (Figure 193), and functions exactly as all of the other document pages previously discussed in this manual. See section 3.4 for full instructions.

Figure 193: Certification Documents Page

Certification Documents

[Upload Additional Documents](#)

Section	Document Type	Description	File Name	User	Date/Time
Return to Navigation					

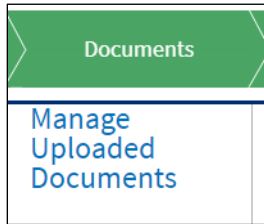
3. To add a document click the [Upload Additional Documents] button.
4. The **Upload Document** window opens (see Figure 188 for a similar window).
5. The Document Type field on the **Upload Document** window provides three choices:
 - Other
 - Outstanding Federal Debt
 - Debarment and Suspension Uncertified Explanation
6. Choose the appropriate document type, supply a description and upload the relevant file.
7. Repeat steps 3 through 6 to add any additional documents required to support any of the certifications.

10 Documents Tab

This page allows you to view and manage all documents previously uploaded under any of the tabs in Intake. You can replace (upload), view, download, delete.

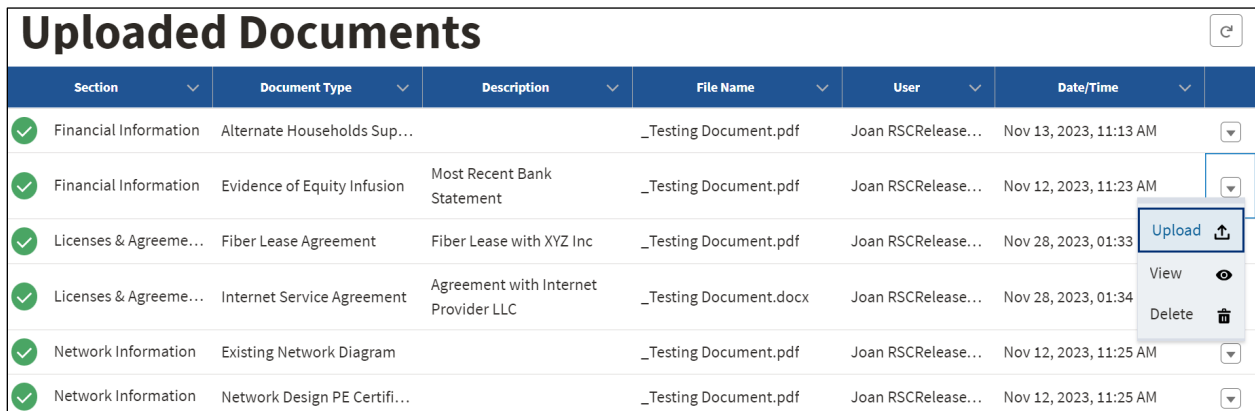
If you need to add additional documents of a particular document type, return to the **Documents** page under the relevant tab. You will be able to choose the document type and upload additional documents there.

Figure 194: Documents Tab Menu




1. Click the Manage Uploaded Documents link on the **Documents** menu (Figure 194).
2. The **Uploaded Documents** page opens (Figure 195) and displays all documents you uploaded while completing the **Documents** page of any tab.
 - Each document has a drop-down menu allowing you to upload a document (which will replace the existing document), view or delete the document.
3. Section 3.4 (**Project Documents**) fully describes all of Intake’s document management functionality so we won’t repeat it here because the **Uploaded Documents** page uses the same functionality.

Figure 195: Uploaded Documents Page

A screenshot of the 'Uploaded Documents' page. The page title is 'Uploaded Documents' with a refresh icon. Below the title is a table with columns: Section, Document Type, Description, File Name, User, and Date/Time. The table contains six rows of document entries. The third row is highlighted, and a context menu is open over it, showing 'Upload' (with an upload icon), 'View' (with an eye icon), and 'Delete' (with a trash icon).

Section	Document Type	Description	File Name	User	Date/Time	
Financial Information	Alternate Households Sup...		_Testing Document.pdf	Joan RSCRelease...	Nov 13, 2023, 11:13 AM	⌵
Financial Information	Evidence of Equity Infusion	Most Recent Bank Statement	_Testing Document.pdf	Joan RSCRelease...	Nov 12, 2023, 11:23 AM	⌵
Licenses & Agreeeme...	Fiber Lease Agreement	Fiber Lease with XYZ Inc	_Testing Document.pdf	Joan RSCRelease...	Nov 28, 2023, 01:33	⌵
Licenses & Agreeeme...	Internet Service Agreement	Agreement with Internet Provider LLC	_Testing Document.docx	Joan RSCRelease...	Nov 28, 2023, 01:34	⌵
Network Information	Existing Network Diagram		_Testing Document.pdf	Joan RSCRelease...	Nov 12, 2023, 11:25 AM	⌵
Network Information	Network Design PE Certifi...		_Testing Document.pdf	Joan RSCRelease...	Nov 12, 2023, 11:25 AM	⌵

11 Summary/Submit Tab



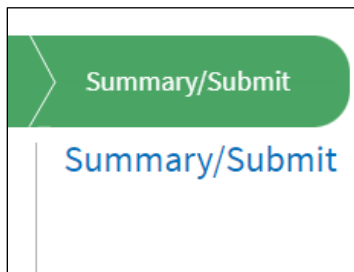
Validate Your Application

You can use the [Validate Application] button on the Application Requirement Detail page under the Summary/Submit tab (section 11.2) at any time while compiling an application, as an aid to rectifying data errors or missing information.

In this tab, you can view a generate a PDF of your application at any time, validate whether the necessary data and uploads are present, access pages to correct validation errors, and the Rep Sign Cert can submit the application. **Only the Rep Sign Cert can submit the application** and you must clear all errors before the [Submit Application] button appear.

NOTE: Submitting an application does not constitute a finding that the application is eligible or acceptable.

Figure 196: Summary/Submit Menu



The Summary/Submit link on the tab (Figure 196) opens the **Application Requirement Detail** page (Figure 197).

Figure 197: Application Requirement Detail Page

Application Requirement Detail

View Application PDFValidate Application

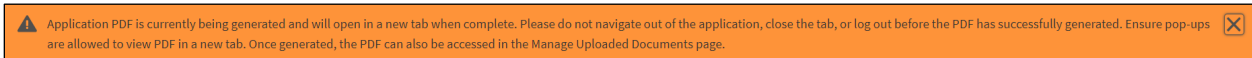
Account Information	Section Incomplete	▼
Project	Section Incomplete	▼
Service Area(s)	Section Complete	▼

11.1 Generate a PDF of the Application

You can create a PDF at any time during the application process. You may want to create a PDF if you need to start a new application, or if you want to review all data entered and calculated up to the point of PDF creation.

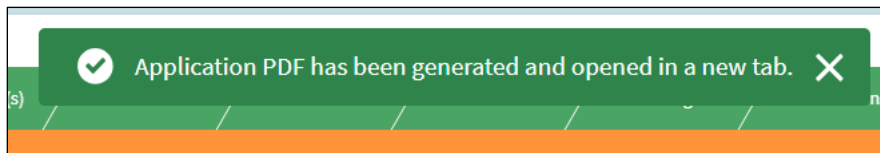
1. Click the [View Application PDF] button on the **Application Requirement Detail** page to create a PDF of the application (Figure 197).
2. While the PDF is generating, a message appears at the top of the screen that says “Application PDF is currently being generated and will open in a new tab when complete. Do not navigate out of the application, close the tab, or log out before the PDF has been successfully generated. Ensure pop-ups are enabled on your device to view the PDF in a new tab. Once generated, the PDF can also be accessed in the **Manage Uploaded Documents** page.”
 - It may take a few minutes for the PDF to generate.

Figure 198: PDF Generating Message



3. After the PDF is generated, a success message appears at the top of the screen stating that the PDF has been generated and is ready to be viewed. “Applicant PDF has been generated and opened in a new tab.”

Figure 199: PDF Generation Success Message



You can generate a PDF as many times as you want. The latest version will always be listed on the **Uploaded Documents** page under the document type, “Draft Application PDF” and the file name will be, “Application PDF_XXXXXXXX - Draft.pdf,” where the 9-digit number is the application number.

11.2 Validate the Application

You can validate the application at any time and as many times as you want. Running validations often can pick up overlooked requirements (such as documents), and data mismatches.

1. Click the [Validate Application] button on the **Application Requirement Detail** page to run the validation (Figure 197).
 - Do not leave the **Application Requirement Detail** page while the validation is running.
2. When the validation is complete, the page displays a dark blue header for each portion of the application that can be opened or closed by clicking on them to view the validation details. Each header has a status message: either a green “Section Complete” or a red “Section Incomplete”(Figure 200).

Figure 200: Application Requirement Detail – Partial Validation Results

Account Information	Section Incomplete	∨
Project	Section Incomplete	∨
Service Area(s)	Section Complete	∨
Network	Section Complete	∨
Financials	Section Incomplete	∨

3. Each header for an incomplete section contains a table that provides information in the following columns:
- Status: Shows warning (yellow triangle) or error (red x)
 - Subsection: Which tab or area of the application contains the error or warning
 - Description: brief description of the issue
 - Required Action: Link to the appropriate page that opens in a new browser tab so that you can resolve the issue

A **warning** means that an optional item hasn't been fully addressed. You can submit the application without addressing it (for example, no Common Network Facilities costs exist in your project but you still see a warning for it on the **Application Requirement Detail** page). But it's a good idea to review these items as they might affect either the technical or financial feasibility of your application.

Errors are conditions that prevent you from submitting an application. An error might be as simple as a forgotten file upload, or a portion of the application you haven't started yet, Or it might be as serious as a data mismatch in the Financials that requires you to visit several pages and resave them.

Figure 201: Validation Example – Financials Tab

Financials		Section Incomplete	
STATUS	SUBSECTION	DESCRIPTION	REQUIRED ACTION
✘	Long-Term Debt Documents	Please upload a Funded Debt - Other - Debt Instrument document for the following line items: <ul style="list-style-type: none"> LTD Other 01 	Navigate to Long-Term Debt Documents
✘	Long-Term Debt Documents	Please upload a Other Long-Term Debt - Debt Instrument document for the following line items: <ul style="list-style-type: none"> Note 559 	Navigate to Long-Term Debt Documents
✘	Obligations Under Capital Lease	Populate Obligations Under Capital Lease	Navigate to Obligations Under Capital Lease
✘	Income Statement	Populate the Income Statement	Navigate to Income Statement
✘	Balance Sheet	Populate the Balance Sheet	Navigate to Balance Sheet
✘	Statement of Cash Flow	Populate the Statement of Cash Flows	Navigate to Statement of Cash Flow

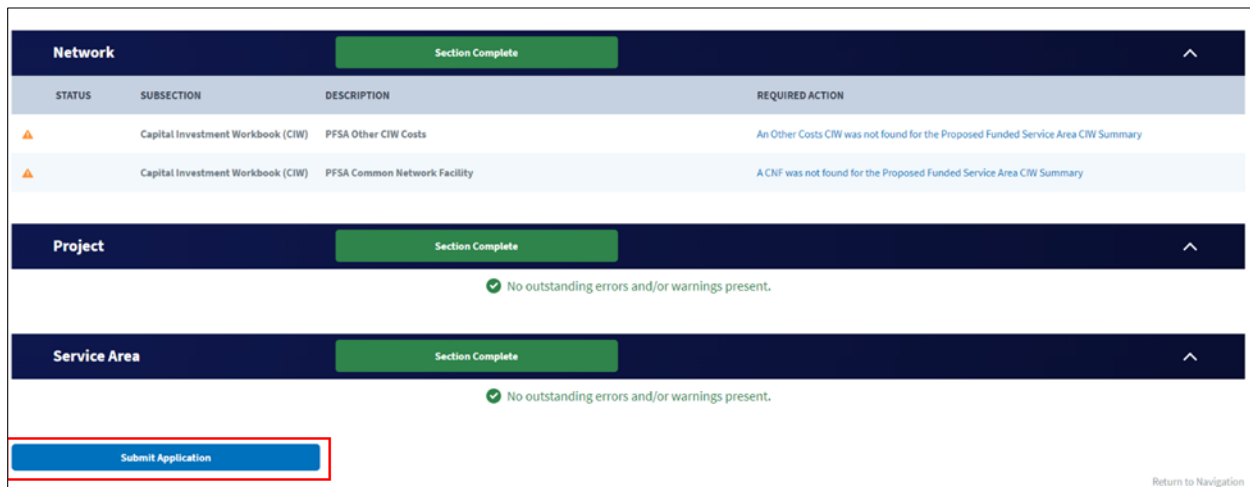
4. Click on each link in turn to open the application page so that you can use the description to resolve the issue.
5. It's a good idea to go back to the **Application Requirement Detail** page and re-run validation to see if the changes you made clear the error. If so, the error will disappear.

Note: Address validation errors or warnings in the same order as the application. For example, project validations should be addressed first, followed by service area map issues, then network issues, and so on. Also, address errors in the **Network**, **Financial** and **Environmental** tabs in order from top to bottom on the list. Data flows from one page to the next and between tabs in Intake so you need to fix errors that occur early before fixing the later ones.

11.3 Submit the Application

The [Submit Application] button only appears when all portions of the application are complete and there are no errors. **Only the Rep Sign Cert can click the [Submit Application] button** (Figure 202).

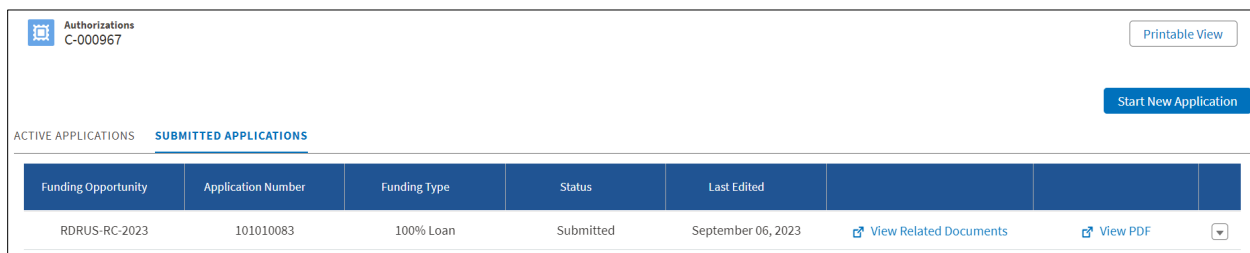
Figure 202: Application Requirement Detail Page (Bottom) – [Submit Application] Button



Intake will return you to the **Home** page after a successful submission, and success message will appear at the top of the screen.

To view submitted applications, go to the **Authorizations** page and select the **Submitted Applications** tab (Figure 203). You can view or download a copy of your submitted application from this page.

Figure 203: Submitted Applications



Upon successful submission of an application, you will receive a confirmation email (Figure 204). Please retain this email for your records. If you have any questions, use the [Contact Us](#) link within Intake or on the ReConnect webpage.

Figure 204: Application Submission Confirmed Email



Appendix A – Intake System Account Creation

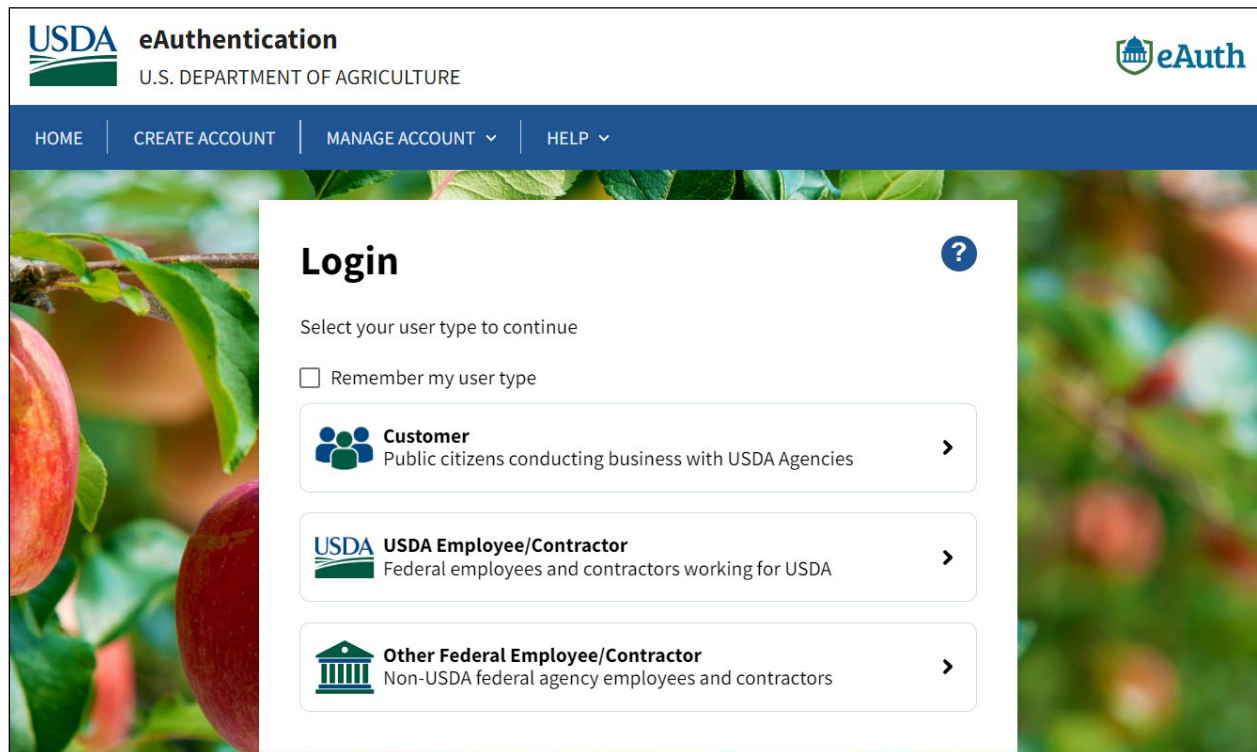
Your organization must have an account in Intake before you can create and submit applications in the system. If you created an account for previous application rounds or the ReConnect program, use the same account to submit an application for the current round of funding.

To create an account, your organization must have an Authorized Representative Request (ARR) approved by RUS.

Accessing the Intake System

1. Log in to the [RUS Application Intake System](#).
 - All Intake System users must have a verified Level II eAuthentication ID (eAuth ID). Users can obtain the eAuth ID at [eAuth - Registration](#).
2. The **eAuthentication Log In** page opens (Figure 205). Click the **Customer** user type. Complete your eAuth username and password. Then click the [Log In] button. (USDA is transitioning to Login.gov, so you might be able to use that option if you've signed up for Login.gov).

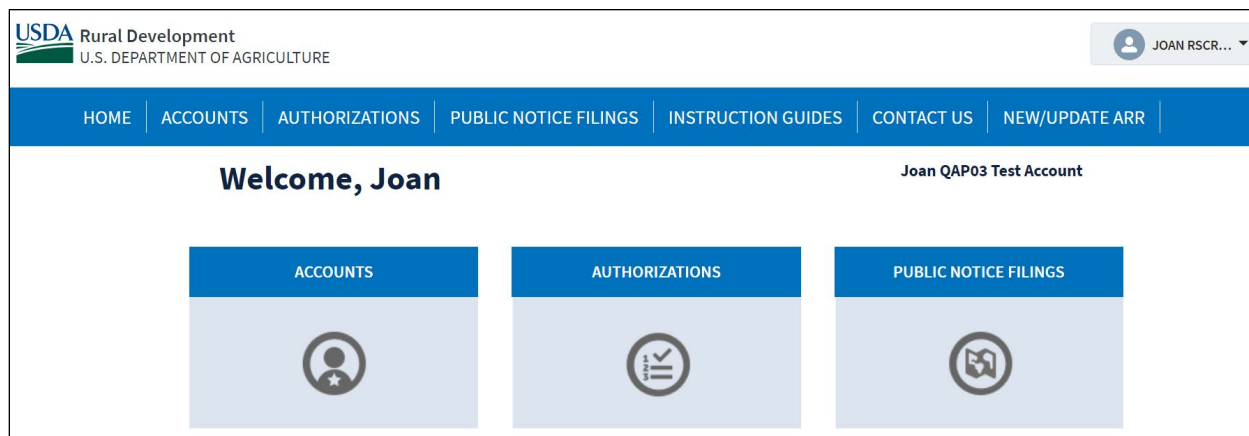
Figure 205: eAuthentication Log In Page



The screenshot shows the USDA eAuthentication login interface. At the top left is the USDA logo and 'eAuthentication U.S. DEPARTMENT OF AGRICULTURE'. At the top right is the eAuth logo. Below the header is a navigation bar with 'HOME', 'CREATE ACCOUNT', 'MANAGE ACCOUNT', and 'HELP'. The main content area is titled 'Login' and prompts the user to 'Select your user type to continue'. There is a checkbox for 'Remember my user type'. Three user type options are listed: 'Customer' (Public citizens conducting business with USDA Agencies), 'USDA Employee/Contractor' (Federal employees and contractors working for USDA), and 'Other Federal Employee/Contractor' (Non-USDA federal agency employees and contractors). Each option has a right-pointing arrow.

3. The Intake **Home** page displays (Figure 206). Confirm the profile is correct by verifying your name in the upper right-hand corner.

Figure 206: Reconnect Program Website – Applicant System Name



Update Authorized Representative Request (ARR)

If your Rep Sign Cert changes, you must update your ARR, and a new resolution is required.

Note: After submitting an updated ARR, you must wait for the ARR and resolution to be approved by the Agency before the new Rep Sign Cert can access Intake. If the ARR is approved, an email will be sent to the authorized representatives marked as Key Contacts and to the ARR submitter. If the ARR is rejected, only the ARR submitter will receive an email stating the reason for the rejection. That individual may submit a new ARR request with the corrected information.

USDA Rural Development is moving to Login.gov for identity verification of new and existing users of eAuth. The migration is under way. **If you need to file an updated ARR to change your Rep Sign Cert in Intake, please use the Contact Us link within the Intake System.** Please include your organization's name, TIN, UEI, and the name and email address of the new Rep Sign Cert. You can also use the [Contact Us](#) link on our public webpage. Our team will contact you and assist in updating the ARR.

You will still need to submit a resolution to update your Rep Sign Cert. The resolution, or its equivalent, is dependent on your organization's legal structure. You can access sample resolutions and other ARR information on the [program's website under the To Apply tab](#). In addition, the next section provides guidance on the resolution.

We will revise this user manual when the new online process is in place. Thank you for your patience.

New Authorized Representative Request (First-Time Applicants ONLY)

USDA Rural Development is moving to Login.gov for identity verification of new and existing users of eAuth. The migration is under way. If your organization has not used Intake to apply for funding in the past (Community Connect or ReConnect), you must have an ARR approved by the Agency. **If you need to file an ARR to designate your Rep Sign Cert in Intake, please use the Contact Us link within the Intake System.** Please include your organization's name, TIN, UEI, and the name and email address of the new Rep Sign Cert. You can also use the [Contact Us](#) link on our public webpage. Our team will contact you and assist with the ARR.

You must submit a resolution to designate your Rep Sign Cert. The resolution, or its equivalent, is dependent on your organization's legal structure. You can access sample resolutions and other ARR information on the [program's website under the To Apply tab](#). Guidance on the resolution is provided below.

We will revise this user manual when the new online process is in place. Thank you for your patience.

ARR Resolution Guidance

If you do not follow these instructions your ARR will be rejected and you will be required to correct defects and resubmit the ARR. You will not have access to Intake until you have an approved ARR for your organization.

- The resolution must include the exact legal name of your organization as shown in the organizational documents filed with your Secretary of State's (SOS) office.
- If your organization conducts business under a DBA, do not include the DBA as part of the legal name of the organization.
- The names of the Rep Sign Cert and Administrators identified on the ARR must be clearly specified in the resolution. **DO NOT ASSIGN THE SAME PERSON AS REP SIGN CERT AND ADMINISTRATOR. THEY MUST BE TWO SEPARATE INDIVIDUALS.**
- All individuals listed on the ARR must be employed by your organization and must each have a USDA verified Level II eAuthentication account.
- At a minimum, you must identify a Rep Sign Cert on the ARR. The role of an Administrator and other roles can be added into the system by the Rep Sign Cert at a later date after the ARR has been approved.
- The resolution must be signed and dated. Digital signatures may be accepted in lieu of hand-printed signatures. A digital signature differs from an electronic signature in that a digital signature is encrypted and verifies the authenticity of the electronic document. An electronic signature that is not encrypted will not be accepted.

Adding and Managing Users and Security Roles

USDA Rural Development is moving to Login.gov for identity verification of new and existing users of eAuth. The migration is under way. Therefore, **if you need to add new users to your Account, please use the Contact Us link within Intake.** Please include your organization's name, TIN, UEI, and the name, and email address of the person you wish to add to your account in the message. You can also use the [Contact Us](#) link on our public webpage. Our team will contact you and assist in adding the new person to your account.

We will revise this user manual when the new online process is in place. Thank you for your patience.

Intake Security Roles

You can assign security roles to teammates within your organization, to assist with completing the application. In addition, there is one role (Consultant), that you can assign to any outside consultants who need access to your application to input data (such as engineering, accounting, environmental or historic preservation consultants).

All users who will be accessing Intake must be assigned a security role. Each user can only have **one security role per entity**. Each role has different security permissions associated to it, which limits what the user can do in Intake and other RUS systems (Community Connect, Reporting and Compliance).

Users can occupy different security roles at different applicant organizations. This is common among organizations that have affiliates or subsidiaries.

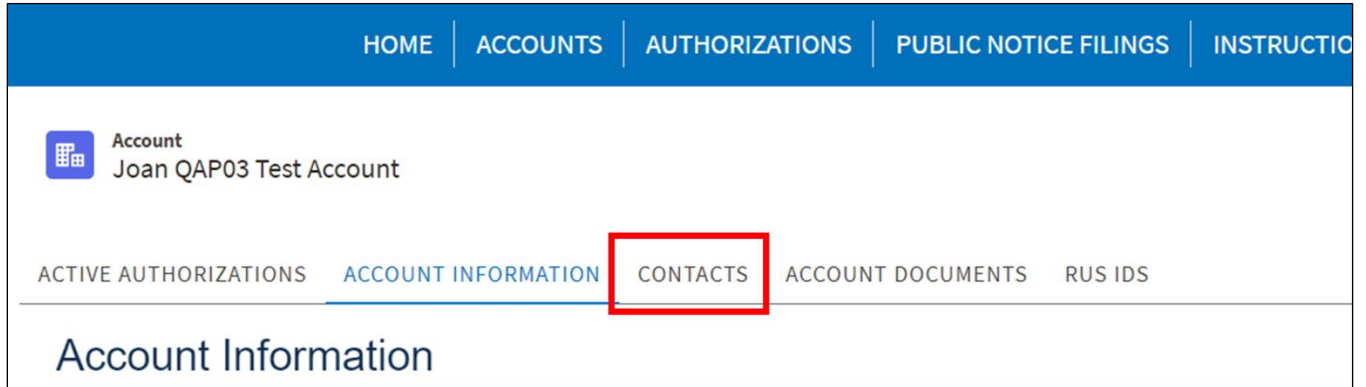
1. Representative Signature Certifier (Rep Sign Cert)
 - The Rep Sign Cert **must** be an **employee** of the applicant
 - Every entity must have a single user designated as the Rep Sign Cert.
 - The user must be identified in the ARR Resolution as the Rep Sign Cert. **DO NOT ASSIGN ANY OTHER ROLES TO THIS USER.**
 - The Rep Sign Cert has permissions to:
 - Submit an ARR on behalf of the applicant
 - Create, view, and update all account information and application data in Intake and Community Connect systems
 - Add, edit, and remove users from the account
 - Authorize certifications on behalf of the applicant
 - Submit applications under the Rural Telecommunications, ReConnect and Community Connect Programs
 - If awarded, enter data into, update, and submit required reports in Reporting and Compliance
2. Administrator (Admin):
 - The holders of this security role **must be employees** of the entity
 - Your organization can have more than one Admin

- If you include one or more Admins in your ARR, they will have access to the account when the ARR receives approval from RUS. If not, your Rep Sign Cert must manually add the Admins to Intake after ARR approval
 - The Admin has permissions to:
 - Submit the ARR on behalf of the entity
 - Update the Rep Sign Cert
 - Create, view, and update all account information and application data in Intake and Community Connect systems
 - Add, edit, and remove users from the account
 - If awarded, enter data into and update required reports in Reporting and Compliance
3. Representative Update Data (Rep Update Data)
- The holders of this security role **must be employees** of the entity
 - Your organization can have more than one Rep Update Data
 - The Rep Update Data has permissions to:
 - Create, view, and update all account information and application data in Intake and Community Connect systems
 - If awarded, enter data into and update required reports in Reporting and Compliance
4. Consultant
- This security role is for consultants who are hired by the applicant to complete the application or required reports in R&C.
 - **Do not assign a security role other than the Consultant to users who are not employees of the entity.**
 - The Rep Update Data has permissions to:
 - Create, view, and update all account information and application data in Intake and Community Connect systems
 - If awarded, enter data into and update required reports in Reporting and Compliance
5. Viewer
- The Viewer has permissions to:
 - View all account information and application data in Intake and Community Connect systems
 - If awarded, enter data into and update required reports in Reporting and Compliance

Editing or Removing Existing Contacts

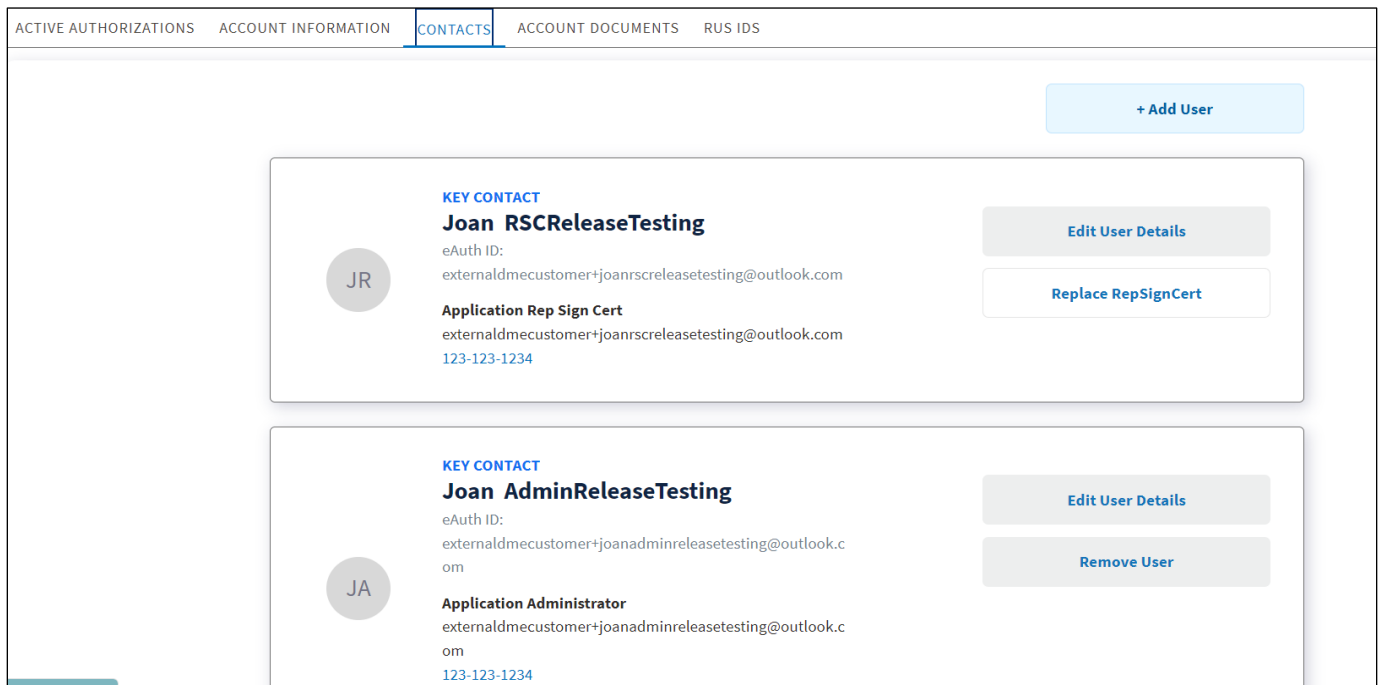
1. Use the **Contacts** tab in **Account Information** to access your organization's contacts (Figure 207).

Figure 207: Contacts Tab



2. Click the [Edit User Details] button that corresponds to the user for whom you wish to make changes. (Figure 208).

Figure 208: Contacts Page



3. The **Edit User** pop-up window appears (Figure 209). Only the phone number, security role, and key contact checkbox can be edited. Click the [Save] button on the window after you've made all necessary changes.

Figure 209: Edit User Window

The screenshot shows a web form titled "EDIT USER" with a blue header. The form contains the following fields and controls:

- * USDA EAUTHENTICATION ID:** A text input field containing "externaldmecustomer+joanadminreleasetesting@outlook.com".
- FIRST NAME:** A text input field containing "Joan".
- MIDDLE NAME:** An empty text input field.
- LAST NAME:** A text input field containing "AdminReleaseTesting".
- EMAIL ADDRESS:** A text input field containing "externaldmecustomer+joanadminreleasetesting@outlook.com".
- * PHONE NUMBER:** A text input field containing "123-123-1234".
- * SECURITY ROLE:** A dropdown menu with "Application Administrator" selected.
- ASSIGN AS A KEY CONTACT:** A checked checkbox.
- Key contacts may be contacted by USDA for clarifications and/or requests related to the entity's reporting.** A note below the checkbox.
- Buttons:** A "Cancel" button and a "Save" button at the bottom.

4. To remove a user, click the [Remove User] button for the relevant user and click the [Remove User] button in the resulting pop-up window.

Appendix B – Account Information (New and Returning Users)

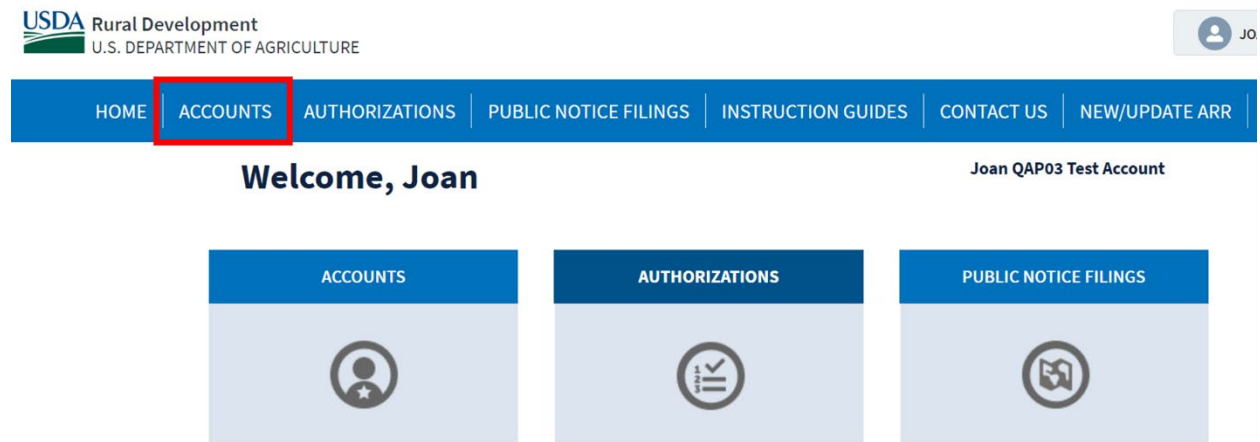
Account Information

Intake retains all account information and documents for returning applicants. First time users must create an account in Intake after your ARR is approved and provide all the necessary organizational information. **The Account Information must be complete before the [Start Application] button becomes active.** The button will not appear until the Account Information is complete. Some of the information will automatically auto-populate from the approved ARR. For example, if you are an existing RUS Awardee, your RUS ID numbers will also automatically populate based on your tax identification number from the Borrower Directory Management System.

Navigating to the Account Information Tab

1. Click the **Accounts** tab at the top of the **Home** page (Figure 210).

Figure 210: ReConnect Program Website – Accounts Tab



2. The All **Accounts** page displays (Figure 211). Click the applicable account name.

Figure 211: All Accounts Page – Account Name



3. The **Account Information** page displays (Figure 212).

Figure 212: Account Page – Account Information Page (Partial)

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

Account
Joan QAP03 Test Account

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

Account Information

LEGAL NAME OF APPLICANT Joan QAP03 Test Account	APPLICANT'S UNIQUE ENTITY IDENTIFIER (UEI) 123123123123	i
APPLICANT'S TAX IDENTIFICATION NUMBER 123123123	APPLICANT'S DUNS NUMBER	i

Physical Address of Applicant

STREET 1 *	i	STREET 2
CITY *	STATE: *	ZIP CODE: *

Steps

- ACCOUNT INFORMATION
- ORGANIZATIONAL DOCUMENTS
- PARENT INFORMATION
- AFFILIATE INFORMATION

Completing Account Information

While first-time applicants must complete the following items, **returning applicants are encouraged to review account information and the accompanying documents to ensure all information and documents are current.** Please note that a number of fields are pre-populated from your ARR and cannot be modified here.

1. Enter the applicable information in the following fields (Figure 213):
 - a. Physical Address of Applicant: Fill out the street, city, state, and zip code for the location of the headquarters.
 - b. Correspondence Address of Applicant: Fill out the street, city, state, and zip code for the address used for mailing correspondence.

Figure 213: Account Information Page – Address Fields

The screenshot displays the 'Account Information Page' with three main sections highlighted by red boxes:

- Physical Address of Applicant:** Includes input fields for STREET 1, STREET 2, CITY, STATE (a dropdown menu), and ZIP CODE.
- Correspondence Address of Applicant:** Includes input fields for STREET 1, STREET 2, CITY, STATE (a dropdown menu), and ZIP CODE.
- APPLICANT'S BUSINESS PHONE NUMBER:** A single input field for the business phone number.

2. Eligible Entity Type: Click the drop-down menu and select the appropriate option (Figure 214). The selection must match the business type identified when filing for a Tax ID. **This selection determines the required account documents and can affect other aspects of the application.**

Figure 214: Account Information – Eligible Entity Type

The screenshot shows the 'ELIGIBLE ENTITY TYPE' dropdown menu with the following options:

- Clear --
- State, local government, or any agency, subdivision, instrumentality, or political subdivision thereof
- 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 (25 U.S.C. § 450b))
- Non-profit entity
- For-profit corporation
- Limited Liability Company or Limited Liability Partnership
- Cooperative or mutual organization

3. Civil Rights Status: Click one or more checkboxes that represent your entity (Figure 215).
4. Applicant's Headquarters Congressional District (Figure 215): Enter 2-character state abbreviation and the two-digit number that corresponds to your Congressional district. Use "AL" instead of numbers for states that have a single at-large member of the US House of Representatives.

Figure 215: Account Information Page – Civil Rights and Congressional District

Civil Rights Status *

Not Applicable Minority-Owned Business Disability-Owned Business

Women-Owned Business


required

APPLICANT'S HEADQUARTERS CONGRESSIONAL DISTRICT * 


5. “Is the Applicant Regulated by a Public Utilities Commission?” Click the drop-down menu, then select the applicable option (Figure 216).
 - a. If Yes, an upload field appears. Upload depreciation rates approved by the Public Utilities Commission (PUC). If the PUC does not publish approved depreciation rates, upload a statement to that effect.
6. “Is the Applicant Required to File an EEO-1 Report?” Click the drop-down menu then select the applicable option (Figure 216).
 - a. If Yes, an upload field appears. Upload your organization’s latest EEO-1 report.


Figure 216: Account Information Page – PUC Regulation and EEO Questions

IS THE APPLICANT REGULATED BY A PUBLIC UTILITIES COMMISSION? * 

Yes 

PUC APPROVED DEPRECIATION RATES

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

Yes 

EEO-1 REPORT

7. “Does the Applicant have a CAGE code? CAGE codes are no longer required (Figure 217).
 - a. If Yes, an Applicant’s CAGE Code textbox will appear. Enter the CAGE Code.
 - b. If No, an upload field appears. Upload a statement that the CAGE Code is not required.
8. Provider ID – Enter the [Federal Communications Commission’s \(FCC\) provider ID](#) (Figure 217).

Figure 217: Account Information – CAGE Code And Provider ID

Does the applicant have a CAGE code? *

Yes No

EVIDENCE CAGE CODE IS NOT REQUIRED 

Provider ID




9. “Is the Applicant a start-up operation formed from partnerships of existing utility providers?” (Figure 218) **”Partnership”** means a **joint venture of two or more existing utility providers**, not a partnership as defined by the Internal Revenue Service.
- If No, proceed to the next step.
 - If Yes, a new portion of the page becomes visible where you must provide partnership information.
 - Click the [Add Partner] button to input the Partner’s Name.


Figure 218: Account Information Page – Start-Up Utility Partnership Question

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


Yes No

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

Partner Name 

PARTNER’S GUARANTEE FOR LOAN OF A START-UP COMPANY 

Partner(s) Name input required if a start-up operation

PARTNER’S HISTORICAL FINANCIAL STATEMENTS 

- A pop-up window opens where you can enter the partner’s name, then click the [Save] button (Figure 219).

Figure 219: Add Partner – Partner Name Window

The screenshot shows a window titled "PARTNER NAME *". Inside, there is a text input field containing the text "Applicant's Partner - EXAMPLE". At the bottom right of the window, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red border.

- iii. The partner's name is added to a table, and you then upload the required documents for the partner (Figure 220).
 - Partner's guarantee of loan for a start-up company
 - Partner's historical financial statements
- iv. To edit the partner's name or to delete the partner, use the drop-down menu to the right of the partner's name.

Figure 220: Account Information Page – Partner Information

The screenshot shows a table with a header "Partner Name" and a row containing "Partner A". To the right of "Partner A" is a drop-down menu. Below the table is a blue button labeled "Add Partner". Below the button are two document upload fields. The first field is labeled "PARTNER'S GUARANTEE FOR LOAN OF A START-UP COMPANY" and the second is labeled "PARTNER'S HISTORICAL FINANCIAL STATEMENTS". Both fields have an upload icon to their right. Red boxes highlight the "Partner A" cell, the drop-down menu, and both document upload fields.

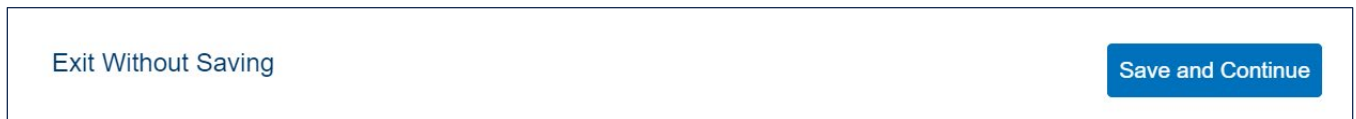
10. Does the applicant own any real property? (Figure 221)
 - a. If Yes, upload all applicable copies of real property schedules.

Figure 221: Account Information Page – Real Property Question

The screenshot shows a question: "Does the applicant own any real property? *". Below the question are two radio buttons: "Yes" (selected) and "No". Below the radio buttons is a document upload field labeled "COPIES OF REAL ESTATE DEEDS AND REAL PROPERTY SCHEDULE" with an upload icon to its right.

11. After you have provided all required information, click the [Save and Continue] button to move to the next page under **Account Information** (Figure 222).

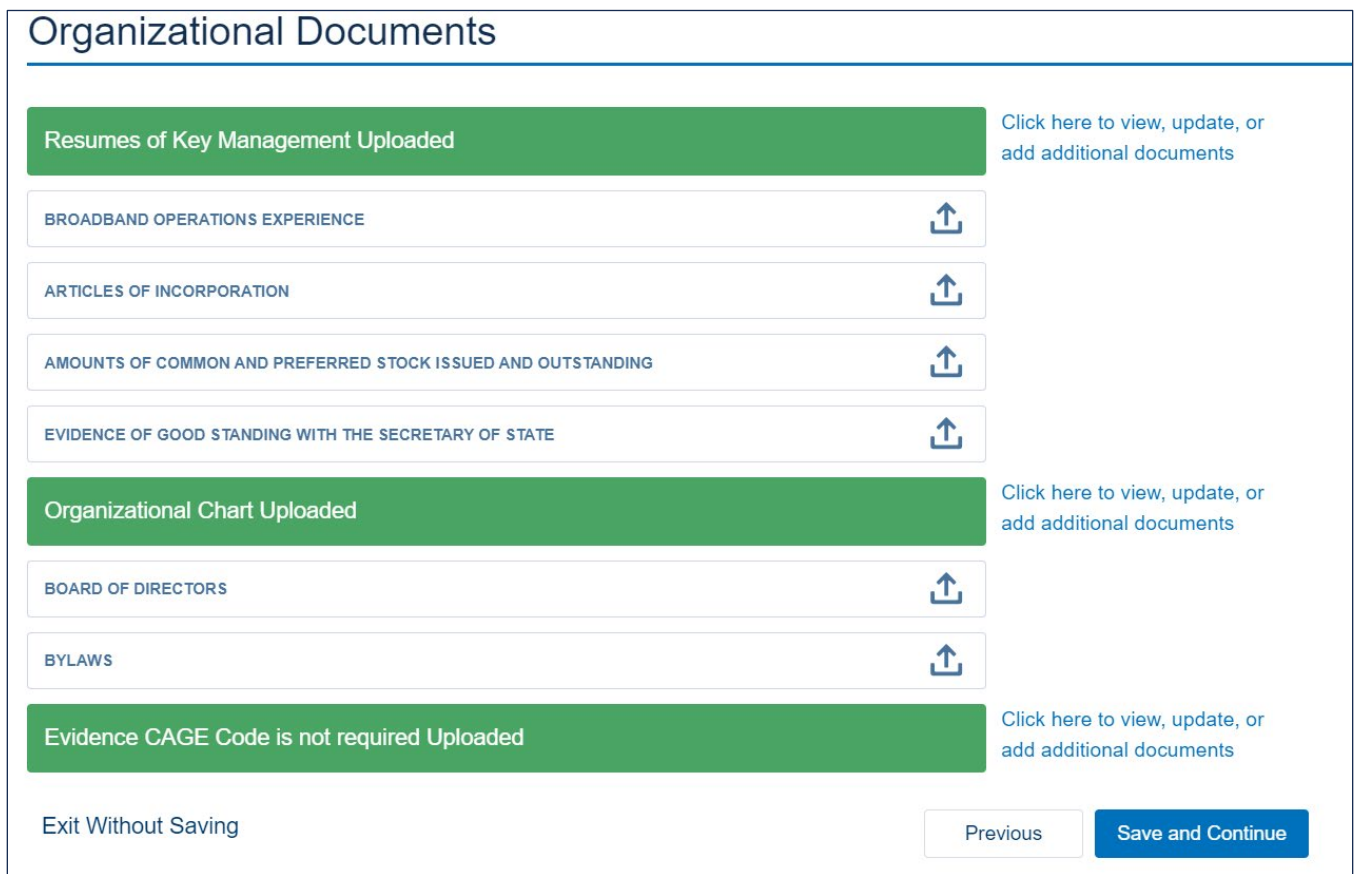
Figure 222: Account Information Page – Bottom of the Page [Save and Continue] Button



Uploading Organizational Documents

1. The required uploads vary depending on the selected eligible entity type on the **Account Information** page.
 - a. Intake will determine the required documents and display an upload field for each on the **Organizational Documents** page.
 - b. The image in Figure 223 shows a partially complete set of organizational documents. Note that whenever you upload a document, a link appears to the right of the upload that allows you to view, update or add additional documents.
2. If an upload is required but you believe it doesn't apply to your organization, use the Contact Us link within Intake and provide a detailed question You can also use the [Contact Us feature](#) on our web page.
3. Click the [Save and Continue] button after you have uploaded all of the required documents.

Figure 223: Organizational Documents Page - Uploaded Documents



Parent Company Information

1. Answer, “Does the applicant have a Parent Company?” by choosing the appropriate radio button (Figure 224).
 - a. If No, click the [Save and Continue] button to move to the **Affiliate Information** page.

Figure 224: Account Information – Parent Company Information – Initial Question

ACTIVE AUTHORIZATIONS ACCOUNT INFORMATION CONTACTS ACCOUNT DOCUMENTS RUS IDS

Parent Information

Does the applicant have a parent company? *

Yes No

Exit Without Saving Previous Save and Continue

- b. If Yes, Intake will open a table on the **Parent Information** page and show the [Add Parent] button (Figure 225).

Figure 225: Parent Information – Add Parent

Parent Information

Does the applicant have a parent company? *

Yes No

Parent Name:	Services Provided:
--------------	--------------------

Add Parent

Parent Name(s) required if Applicant indicates Parent Company

Please navigate to the Account Documents section upon completion of the remaining Account Sections to see a list of needed supporting documentation.

Exit Without Saving Previous Save and Continue

2. Click the [Add Parent] button. A pop-up window opens showing the required fields for the parent company information (Figure 226):
 - a. Parent Name
 - b. Services Provided: Enter a description of the services offered by the parent company
 - c. Provider ID: See the Provider ID at the [FCC's Provider ID page](#)
 - d. "Does the Applicant Rely on Services and (or) Employees of the Parent Company?" Click the applicable radio button.
 - e. "Does the parent company have debt that is secured by the applicant's operations or the stock of the applicant?" Click the applicable radio button.

Figure 226: Parent Information Window

The screenshot shows a web form titled "Parent Information Window". The form has a blue header bar. Below the header, there are several input fields and radio buttons, all highlighted with red boxes. The fields are: "PARENT NAME: *" (text input), "SERVICES PROVIDED: *" (text area), "Provider ID" (text input), "Does the applicant rely on services and/or employees of the parent company? *" (radio buttons for Yes/No), and "Does the parent company have debt that is secured by the applicants operations or the stock of the applicant? *" (radio buttons for Yes/No). At the bottom right of the form are "Cancel" and "Save" buttons. There is also an information icon (i) next to the Provider ID field.

3. Click the [Save] button after providing all of the required information.
4. After completing the parent company information, the table on the **Parent Information** page updates to show the parent company name and services description (Figure 227). Click the drop-down menu to edit or delete the parent company information.
5. After adding all parent company information, click the [Save and Continue] button to move to the **Affiliate Information** page.

Figure 227: Parent Information Complete

The screenshot shows a form titled "Parent Information". At the top, it asks "Does the applicant have a parent company? *". Below this question are two radio buttons: "Yes" (which is selected) and "No". The form contains a table with two columns: "Parent Name:" and "Services Provided:". The "Parent Name:" column contains the text "Parent Co" and is highlighted with a red box. The "Services Provided:" column contains the text "Lorem ipsum dolor sit amet, consectetur adipiscing elit. S..." and is also highlighted with a red box. To the right of the "Services Provided:" text is a dropdown arrow icon, also highlighted with a red box. Below the table is a blue button labeled "Add Parent". At the bottom of the form, there are three buttons: "Exit Without Saving", "Previous", and "Save and Continue". A message at the bottom of the form reads: "Please navigate to the Account Documents section upon completion of the remaining Account Sections to see a list of needed supporting documentation."

Affiliate Information

1. Answer, "Does the applicant have any financial or operation relationship with any other affiliated companies? These dealings could be in the form of the sharing assets or staff, or providing services to and/or relying on services from an affiliated company." by choosing the appropriate radio button (Figure 228).
 - a. If No, click the [Save and Continue] button to move to the Subsidiary Information page.

Figure 228: Affiliate Information Page

The screenshot shows a form titled "Affiliate Information". It asks "Does the applicant have any financial or operational relationship with any other affiliated companies? These dealings could be in the form of the sharing of assets or staff or providing services to and/or relying on services from an affiliated company. *". Below this question are two radio buttons: "Yes" and "No", both of which are unselected. At the bottom of the form, there are three buttons: "Exit Without Saving", "Previous", and "Save and Continue".

- b. If Yes, Intake will open a table on the **Affiliate Information** page and show the [Add Affiliate] button (Figure 229).

Figure 229: Affiliate Information Page - Add Affiliate

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

2. Click the [Add Affiliate] button. A pop-up window opens showing the required fields for the affiliate information (Figure 230). Provide the affiliate's name, and services provided. If the affiliate has a provider ID from the FCC, please provide that as well. See the Provider ID at the [FCC's Provider ID page](#).

Figure 230: Add Affiliate Information Window

The screenshot shows a pop-up window for adding affiliate information. It has a blue header bar. Below the header are three input fields: 'AFFILIATE NAME: *', 'SERVICES PROVIDED: *', and 'Provider ID'. The 'Provider ID' field has a small information icon (i) to its right. At the bottom of the window are two buttons: 'Cancel' and 'Save'.

3. Click the [Save] button.
4. The **Affiliate Information** page displays the information you just provided (Figure 231). Upload the affiliate’s financial statements, organization chart, and any service agreements between your organization and the affiliate.
5. To add additional affiliates, repeat steps 2 through 4.
6. Use the drop-down menu to edit or delete an affiliate’s information.

Figure 231: Affiliate Added

Affiliate Information

Does the applicant have any financial or operational relationship with any other affiliated companies? These dealings could be in the form of the sharing of assets or staff or providing services to and/or relying on services from an affiliated company. *

Yes No

Affiliate Name:	Services Provided:
Affiliate 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendis... ▼

[Add Affiliate](#)

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

AFFILIATE COMPANY'S HISTORICAL FINANCIAL STATEMENTS ↑

AFFILIATE'S ORGANIZATIONAL CHART ↑

AFFILIATE'S SERVICES AGREEMENT ↑

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

7. After you have added all affiliates and their required documents, click the [Save and Continue] button to go to the **Subsidiary Information** page.

Subsidiary Information

1. Answer, “Does the applicant have a subsidiary?” by choosing the appropriate radio button (Figure 232).
 - a. If No, click the [Save and Continue] button to move to the **Finish** page and proceed with creating an application (see section 2.1).

Figure 232: Subsidiary Information Page

Subsidiary Information

Does the applicant have a subsidiary? *

Yes No

Exit Without Saving Previous Save and Continue

- b. If Yes, Intake will open a table on the **Subsidiary Information** page and show the [Add Subsidiary] button (Figure 233).

Figure 233: Subsidiary Information – Add Subsidiary

Subsidiary Information

Does the applicant have a subsidiary? *

Yes No

Subsidiary Name:	Services Provided:

Add Subsidiary

Subsidiary Name(s) required if Applicant indicates a Subsidiary exists

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

SUBSIDIARY'S HISTORICAL FINANCIAL STATEMENTS ↑

SUBSIDIARY'S ORGANIZATIONAL CHART ↑

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

Yes No

Exit Without Saving Previous Save and Continue

2. Click the [Add Subsidiary] button. A pop-up window opens showing the required fields for the subsidiary information (Figure 234). Provide the subsidiary's name, and services

provided. If the subsidiary has a provider ID from the FCC, please provide that as well. See the Provider ID at the [FCC's Provider ID page](#).

Figure 234: Add Subsidiary Information Window

The screenshot shows a web form titled "Add Subsidiary Information Window". It features a blue header bar. Below the header, there are three main input sections: 1. A text input field labeled "SUBSIDIARY NAME: *". 2. A larger text area labeled "SERVICES PROVIDED: *". 3. A text input field labeled "Provider ID" with a small blue information icon (i) to its right. At the bottom right of the form, there are two buttons: "Cancel" and "Save".

3. Click the [Save] button.
4. The **Subsidiary Information** page displays the information you just provided (Figure 235). Upload the subsidiary's financial statements, organization chart, and any service agreements between your organization and the subsidiary.
 - a. If the subsidiary is included in the applicant's audited consolidated financial statements, upload an attachment to that effect and provide a page number reference to the audited financial statements. Under certain conditions, a subsidiary can use the unqualified, comparative, audited financial statements to meet certain eligibility requirements.
5. Answer the question, "Does the applicant rely on services and/or employees of the above subsidiary?" by selecting the appropriate radio button (Figure 235).
 - a. If No, add the next subsidiary or click the [Save and Continue] button if you've entered all subsidiaries.
 - b. If Yes, upload the subsidiary's service agreement.

Figure 235: Subsidiary Added

The screenshot shows a web form titled "Subsidiary Information". At the top, it asks "Does the applicant have a subsidiary? *" with radio buttons for "Yes" (selected) and "No". Below this is a table with two columns: "Subsidiary Name:" and "Services Provided:". The first row contains "Subsidiary 1" and "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse laoreet". To the right of the table is a blue "Add Subsidiary" button. Below the table, a red box highlights a section with the instruction "Please upload financial statements, organizational chart and service agreements for each subsidiary listed above". This section contains three upload fields: "SUBSIDIARY'S HISTORICAL FINANCIAL STATEMENTS", "SUBSIDIARY'S ORGANIZATIONAL CHART", and "SUBSIDIARY'S SERVICES AGREEMENT", each with an upload icon. Below these fields, another question asks "Does the applicant rely on services and/or employees of the above subsidiary? *" with radio buttons for "Yes" (selected) and "No". At the bottom of the form are buttons for "Exit Without Saving", "Previous", and "Save and Continue".

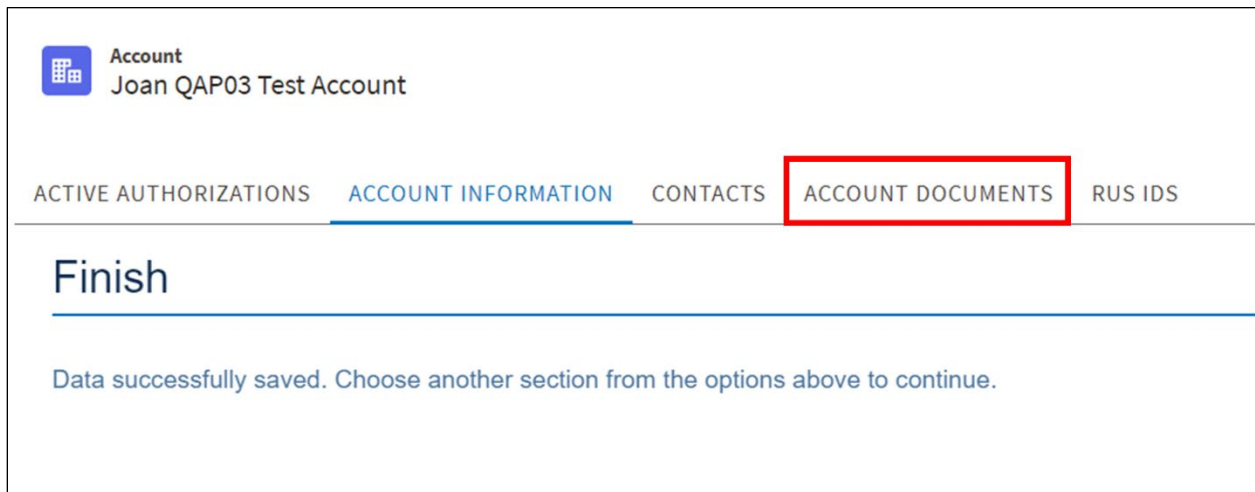
6. To add additional subsidiaries, repeat steps 2 through 5.
 - a. If your organization has more than one subsidiary, upload additional subsidiaries' required documents on the **Account Documents** page.
7. Use the drop-down menu to edit or delete a subsidiary's information.
8. After you have added all of your organization's subsidiaries and their information, click the [Save and Continue] button. You will see a message that your data has saved and you can choose another of the Account options to continue: "Data successfully saved. Choose another section from the options above to continue."

Account Documents

If your organization has an existing account, you should review and update your account documents. You can manage the **Account Information** documents on the **Account Documents** page.

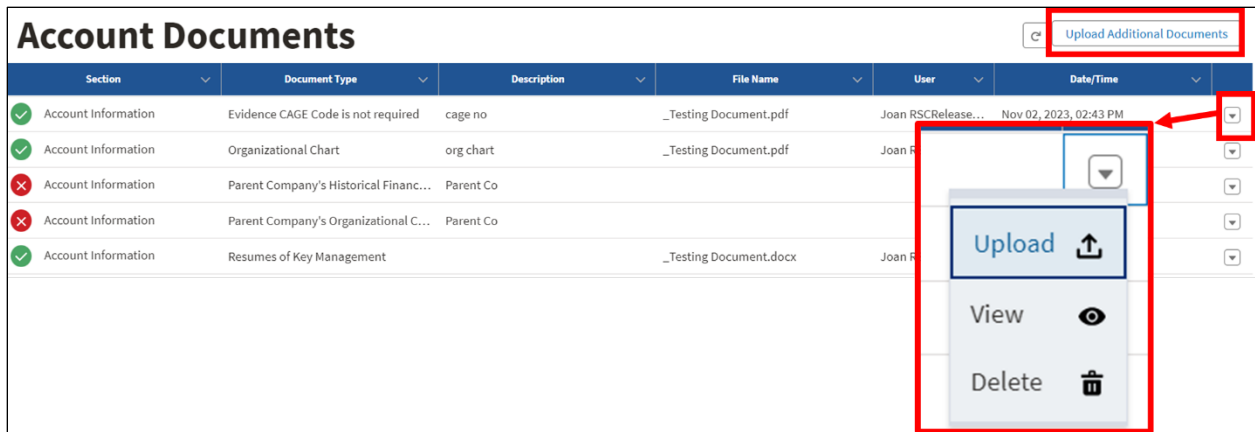
1. Either access your **Account** (see Appendix B – Account Information (New and Returning Users), Navigating to the Account Information Tab for instructions) to see the **Account Documents** page, or click on the **Account Documents** tab on the **Account Information Finish** page (Figure 236).

Figure 236: Account Information Finish Page – Account Documents Tab



2. The **Account Documents** page displays the uploaded documents (Figure 237).
 - a. Use the drop-down menu at the end of each line to replace that document with a newer version (upload), view or delete the document.
 - b. The page will show a red “X” beside any required document that you haven’t uploaded yet.

Figure 237: Account Documents Page



3. Use the [Upload Additional Documents] button to add additional documents of the same type as one of those listed on the page (Figure 238). You must select a document type and a description is strongly recommended.

Figure 238: Upload Additional Documents Window

The image shows a web interface window titled "UPLOAD DOCUMENT". It contains the following elements:

- Section:** A dropdown menu with "Account Information" selected.
- Document Type:** A dropdown menu with "--- None ---" selected.
- Description:** A text input field with the placeholder text "(Enter description before uploading file)".
- Upload Files:** A button with an upward arrow icon and the text "Upload Files".
- Drop Area:** A dashed-line box containing the text "Or drop files".

Appendix C – Definitions

Consult the relevant program guide for programmatic definitions. The list provided in this appendix is intended only to support technical or accounting definitions needed within the Intake System.

Table 13: Definitions

Term	Definition
Composite Economic Life	The weighted (by dollar amount of each class of facility) average economic life of all classes of facilities necessary to complete construction of the broadband facilities in the PFSA.
Current Ratio	The current assets divided by the current liabilities.
Customer Premises Equipment (CPE)	In the context of network services, CPE means any network-related equipment used by a customer to connect to a service provider's network.
Debt Service Coverage Ratio (DSCR)	(Total Net Income or Margins + Interest Expense – Allowance for Funds Used during Construction + Depreciation + Amortization) <i>divided by</i> (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.
Equity	Total assets minus total liabilities, as reflected on the applicant's balance sheet.
Forecast Period	The five-year period of projections in an application, which shall be used by RUS to determine financial and technical feasibility of the application.
Generally Accepted Accounting Principles (GAAP)	Accounting principles generally accepted in the United States of America.
Non-Funded Service Area (NFSA)	Non-funded areas are areas in which you plan to or currently offer service without RUS funds.
Pre-Application Expenses	Any reasonable expenses, as determined by RUS, incurred after the release of the NOFO to prepare an application or to respond to RUS inquiries about an application, not to exceed 5% of requested award funds.
Proposed Funded Service Area (PFSA)	The area (whether all or part of an existing or new service area) where the applicant is requesting funds to provide or improve service.
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 D – Acronyms

Table 14: Acronyms

Abbreviation	Term
AIANNHA	American Indian, Alaska Native, and Native Hawaiian Area
ARPU	Average Revenue per User
ARR	Authorized Representative Request
BIP	Broadband Initiatives Program
CAF II	Connect America Fund Phase II Auction
CAGE	Commercial and Government Entity
CALEA	Communications Assistance for Law Enforcement Act
CFR	Code of Federal Regulations
CIS	Capital Investment Schedule
CIW	Capital Investment Workbook
CLEC	Competitive Local Exchange Carrier
CPA	Certified Public Accountant
CPCN	Certificate of Public Convenience and Necessity
CPE	Customer Premises Equipment
DSCR	Debt Service Coverage Ratio
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
EQ	Environmental Questionnaire
ESA	Endangered Species Act of 1973
FCC	Federal Communications Commission
FFB	Federal Financing Bank
FONSI	Finding of No Significant Impact
FPPA	Farmland Protection Policy Act
GAAP	Generally Accepted Accounting Principles
ILEC	Independent Local Exchange Carrier
ILOC	Irrevocable Letter of Credit
IRU	Indefeasible Right of Use
LLC	Limited Liability Company

Abbreviation	Term
LLP	Limited Liability Partnership
MAP	Management Analysis Profile
MB	Megabyte
Mbps	Megabits per second
MHI	Median Household Income
NEPA	National Environmental Policy of 1969
NFSA	Non-Funded Service Area
NHPA	National Historic Preservation Act
PE	Professional Engineer
PFSA	Proposed Funded Service Area
PNF	Public Notice Filing
PPE	Plant, Property, and Equipment
PUC	Public Utilities Commission
RD	Rural Development
RDOF	Rural Digital Opportunity Fund
RTB	Rural Telephone Bank
RUS	Rural Utilities Service
SAIPE	Small Area Income and Poverty Estimates
SAM	System for Awards Management
SHPO	State Historic Preservation Officer
SUTA	Substantially Underserved Trust Area
THPO	Tribal Historic Preservation Officer
TIER	Times Interest Earned Ratio
UCC	Uniform Commercial Code
UFAS	Uniform Federal Accessibility Standards
UPLF	Unadvanced Prior Loan Funds
USC	United States Code
USDA	United States Department of Agriculture
USFWS	United States Fish and Wildlife Service