

Rural Development Reporting & Compliance User Guide



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Version History

Version	Change	Date
V1	Initial publication	December 2020
V1.1	Corrections and clarifying updates	March 2021
V2	Corrections and clarifying updates; added new information addressing the content of Financial Statements, and Appendices C, D, E, and F. Appendix provides information on the Network Access Services Revenues schedule. Appendix D provides accounting guidance for grant revenues. Appendix E contains an example of a reconciles Statement of Cash Flows. Appendix F provides a comparison of depreciation categories between DCS and R&C.	November 2021

Overview

The Reporting & Compliance (R&C) system is a reporting system that streamlines the reporting process for entities receiving financial assistance from the Rural Utilities Service (RUS), an agency under the U.S. Department of Agriculture (USDA). Users can access the R&C system at: <https://reporting-and-compliance.rd.usda.gov/s/>. Entities receiving financial assistance from RUS are required to report certain financial, operational, construction, and performance data on a quarterly and annual basis. Some reports in R&C are to be submitted at an Entity-level, whereas others are at the project-level. The reporting requirements vary depending on the type of financial assistance that was approved for the entity. These requirements are covered in the executed legal agreements between RUS and the entity.

This user guide is separated into three parts to allow users to consult only the sections that are applicable to them; however, all users will have to start with Part 1 because initially, they will not have access to R&C. Once access is granted, users can review the navigation sections which are covered in Part 2. Finally, once users become familiar with the navigation, they will only need to refer to Part 3 to complete their reports.

- Part 1: Reporting & Compliance Access
- Part 2: Reporting & Compliance Navigation
- Part 3: Reporting & Compliance Reports

As of January 1, 2021

- **ReConnect Program Awardees**

- All ReConnect Program awardees who also received financial assistance under other sub-programs of the **Telecommunications Program** will be required to complete and submit all their reports in R&C.
- All ReConnect Program awardees who also received financial assistance under other sub-programs of the **Electric Program** will complete and submit their ReConnect award reports in R&C and continue to submit their other reports in the Data Collection System (DCS).

As of January 1, 2022

- **Existing Broadband Initiatives Program (BIP) or Rural Broadband Awardees**

- All existing BIP or Rural Broadband awardees who were at one time required to or are currently required to use the Broadband Collection and Analysis System (BCAS) will be required to complete and submit all their reports in R&C.



- **Existing Telecommunications or Electric Program Awardees**

- All existing Telecommunications or Electric Program awardees who **did not** receive financial assistance under the ReConnect Program, BIP, or Rural Broadband Program will continue to use DCS to complete and submit their reports.

1 Reporting & Compliance Access

USDA strongly recommends using one of the supported browsers listed below when accessing the R&C to avoid any technical challenges associated with unsupported browsers.

Table 1: Supported Website Browsers

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

Users must complete the following steps to access R&C:

1. Obtain a verified eAuthentication (eAuth) account

Users who already have a verified (Level II) eAuth account can skip this step.

Step 1 Applies To:
Users that do not have a verified (Level II) account

2. Understand the different user security roles in R&C

Refer to the [User Security Roles and Permissions](#) section for a complete description of all the different security roles in R&C.

Step 2 Applies To:
All users

3. Submit an Authorized Representative Request (ARR)

Refer to the [Authorized Representative Request](#) section below for additional details on how to submit an ARR.

Step 3 Applies To:
Rep Sign Cert & Administrators

4. Add users to the entity account

After the ARR is approved, the Representative Signature Certifier (Rep Sign Cert) and the Administrator(s) listed on the ARR receive an email notification that access to R&C has been granted. These users can log in R&C and add additional users to the entity's account. Refer to the [User Management](#) section located under Section 2.4, Entity Profile, on how to add new users to the entity account.

Step 4 Applies To:
Rep Sign Cert & Administrators

1.1 USDA eAuthentication Account

USDA eAuthentication (eAuth) is the system used by USDA agencies to enable entities to obtain accounts that will grant them access to USDA Web applications and services through the Internet. This includes tasks such as submitting forms electronically, completing surveys online, and checking the status of the user's USDA accounts.

All users that will be accessing R&C must have an active verified eAuth account. Level II eAuth accounts qualify as verified accounts. Users who already have a Level II eAuth account may **skip this step**.

To establish a verified account or modify an existing account, go to the USDA eAuth website at <https://www.eauth.usda.gov/home>, and do the following:

- Click the [Create Account] tab to create a new eAuth account.
- Click [Update Account] on the Manage Account tab's drop-down menu to update an account to a verified account.

eAuth FAQs

1. I don't have a verified eAuth account. How do I create an account?

Follow the instructions on the USDA eAuth website. Many users will already have a Level II eAuth account. A Level II eAuth account qualifies as a verified account and can be used to access R&C.

2. I forgot my eAuth login credentials. How do I recover my username and password?

Go to the USDA eAuth website. You can also make corrections to your eAuth account information on that site.

3. I have several eAuth accounts. Which credentials do I use?

Use the verified eAuth ID account that contains your most up-to-date information. Make sure the Representative Signature Certifier or Administrator for your entity knows which eAuth ID you want to use for R&C.

1.2 User Security Roles & Permissions

All users who will be accessing R&C 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 or cannot do in R&C. The different security roles that are available in R&C are as follows:


- **Representative Signature Certifier (Rep Sign Cert)** – This security role is limited to an **employee** of the entity. Every entity must have a single user designated as the Rep Sign Cert. The user must be identified on the ARR and in the ARR Resolution as the Rep Sign Cert. This security role allows the user to:
 - Submit the ARR on behalf of the entity
 - View and update all the reports
 - Add, edit, and remove users
 - Authorize certifications on behalf of the entity
 - Submit reports to USDA
- **Administrator** – This security role is limited to **employees** of the entity. This security role can be identified on the ARR as long as the user's name and role are clearly stated in the ARR Resolution. If the user is not stated in the ARR Resolution, then the user **will not** be added to

the entity's account when the ARR is approved. The Rep Sign Cert can add this user to the entity's account once the ARR is approved by USDA. Unlike the Rep Sign Cert role, which is limited to a single user, an entity's account could include more than one Administrator. This security role allows the user to:

- Submit the ARR on behalf of the entity
- View and update all the reports
- Add, edit, and remove users, except for the Rep Sign Cert
- **Representative Update Data (Rep Update Data)** – This security role is limited to employees of the entity. This security role allows the user to view and update all the reports. Users having this security role can be added to the entity's account by the Rep Sign Cert or the Administrator.
- **Consultant** – This security role is for the entity's consultants. This security role allows the user to view and update all the reports. Users having this security role can be added to the entity's account by the Rep Sign Cert or the Administrator. **Do not assign a security role, other than the Consultant, to users that do not work for the entity.**
- **Viewer** – This security role allows the user to view the reports. Users having this security role can be added to the entity's account by the Rep Sign Cert or the Administrator.

1.3 Authorized Representative Request

All entities that are required to complete their reports in R&C must submit an ARR in order to access R&C, even though the entity may have submitted an ARR previously for access to another USDA system. The ARR process ensures that only the users authorized by an entity will have access to the entity's account and reports in R&C.



Community Connect ARR

If the ARR process was completed for the first time via the Community Connect portal, it will not need to be completed a second time in order to access R&C or the ReConnect Intake system. The Rep Sign Cert assigned to Community Connect will also be assigned for R&C and ReConnect Intake.

The ARR must be submitted by either the Rep Sign Cert or Administrator who is identified in the ARR resolution. Only the Rep Sign Cert designation is required on the ARR; however, Administrators can also be included on the ARR. The ARR and ARR Resolution must clearly identify the user(s) who will have the security role of a Representative Signature Certifier (Rep Sign Cert) and any Administrator(s), if mentioned on the ARR Resolution. **Since each user can only have one security role per entity, do not assign both the Rep Sign Cert and any Administrator security role to one user.** Sample board resolutions are available in the Instructions for Submitting a Resolution as Part of the ARR document: <https://www.usda.gov/sites/default/files/documents/arr-resolution-instructions-samples.pdf>.

Follow the steps below for submitting an ARR:

1. The Rep Sign Cert or Administrator who will be identified in the ARR resolution must navigate to the [R&C login](#) page.
2. Enter the eAuth credentials (i.e. eAuth ID and password) and then click the [Log In with Password] button in the Log In with Password section. This navigates the user to the R&C **Home page**.
3. Click the [Start an ARR] button on the **Home** page.
4. Enter the entity's Tax Identification Number (TIN) and Dun & Bradstreet Number (DUNS) under the Entity Information, as shown in Figure 1 below. Both the TIN and DUNS must contain 9 numeric characters only, including any leading zeros (0).

Figure 1: Authorized Representative Request

The screenshot shows the 'Authorized Representative Request' form within the 'REPORTING & COMPLIANCE' section of the USDA Rural Development website. The page header includes the USDA logo, 'Rural Development U.S. DEPARTMENT OF AGRICULTURE', and navigation links for 'Home', 'Reports', and a user profile for 'George Smith'. The main heading is 'Authorized Representative Request'. Below the heading, there is explanatory text: 'Entities are required to submit an Authorized Representative Request (ARR) and a resolution in order to access the Reporting and Compliance System. At a minimum, entities must identify a single Representative Signature Certifier on the ARR.' and a note: 'Only complete this form if you have a current or outstanding award from USDA.' The 'Entity Information' section contains two input fields: 'TAX IDENTIFICATION NUMBER' and 'DUNS NUMBER', both with red borders and a 'Complete this field.' error message below them. At the bottom of the form, there are two buttons: 'Return to Home' and 'Add Entity'.

5. Click the [Add Entity] button.
 - If a match on the TIN and DUNS is **not** found, an error message, "Entity cannot be found. Please check the accuracy of the TIN and DUNS numbers. If you have been awarded, try again or contact us for further help." displays on the screen. Please check the accuracy of the TIN and DUNS that was entered. If the error persists, please [Contact Us](#) to report the issue.
 - If a match on the TIN and DUNS is found, the Legal Name and the Headquarters State of the entity auto-populates on the ARR. Both these fields are non-editable, as shown in Figure 2 below, so if any changes need to be made, the user can [Contact Us](#) to request the changes.

Figure 2: Completing the ARR

The screenshot displays a web form for completing an Authorized Representative Request (ARR). It is divided into three main sections: Entity Information, Authorized Representatives, and Resolution. The Entity Information section contains fields for Legal Name of Entity (Central Internet Company), Tax Identification Number (519852000), Headquarters of Entity (OK), and DUNS Number (505556747). The Authorized Representatives section includes buttons to add a Representative Signature Certifier and Administrator(s). The Resolution section features an upload file button with a 25MB limit. At the bottom, there are buttons for 'Return to Dashboard' and 'Submit'.

Field	Value
LEGAL NAME OF ENTITY	Central Internet Company
TAX IDENTIFICATION NUMBER	519852000
HEADQUARTERS OF ENTITY	OK
DUNS NUMBER	505556747

6. If all the Entity Information is correct, click the [Add Representative Signature Certifier] button, as shown above, to enter the information on the Rep Sign Cert. A window will display requesting additional information on the user. Enter the Rep Sign Cert’s eAuth user ID.
 - 6.1. The system will validate the user’s eAuth ID and auto-populate the user’s information from their eAuth account. Check the user’s information for accuracy. If any updates need to be made to the user’s auto-populated information, the user can go to the [USDA eAuth website](#) to make those updates in their USDA eAuth account.
 - 6.2. Enter the current phone number for the user and click the [Save] button.
 - 6.3. If the eAuth ID is **not** validated by the system, an error message “User not found” will display on the screen. Check the eAuth ID of the user for accuracy and enter it again. If the error persists, the user can go to the [USDA eAuth website](#) to verify that their eAuth account exists, confirm it is a verified account, or if needed create a new verified eAuth account.
7. Follow the same steps as outlined above to add any Administrator(s) on the ARR if the user is identified on the ARR Resolution. If not, this user can be added later by the Rep Sign Cert once the ARR is approved.
8. Click the [Upload] button to upload the signed ARR resolution that matches the information entered on the ARR. The R&C only accepts a PDF file type with a maximum file size of 25 MB. Additional tips and sample ARR resolutions are available in [Instructions for Submitting a Resolution as Part of](#)

[the ARR](#). Users can download and view the ARR resolution before submitting the ARR by clicking on the file shown on the page.

9. Click the [Submit] button at the bottom of the page. If an error message displays, the user must address the identified errors. In most cases, the user skipped a required field or forgot to upload the ARR Resolution.
10. Once the ARR is submitted, USDA will review and process the ARR generally within two business days.
 - **If the ARR is approved**, the authorized representative(s) listed on the ARR will receive an email notification that the ARR is approved. These users can then login to R&C and begin reporting activities or add additional users to the entity's account.
 - **If the ARR is rejected**, only the user who submitted the ARR will receive an email notification identifying the reason(s) for rejection. RUS recommends that the user [Contact Us](#) if any further questions regarding the ARR rejection arise.



Once a Rep Sign Cert and Administrator(s) are assigned to an entity as part of the R&C ARR process, the Rep Sign Cert and the Administrator(s) will be the same across the different applications, including the ReConnect Intake system and Community Connect portal.

ARR FAQs

- 1. My entity submitted an Authorized Representative Request (ARR) and linked the account to our employees and consultants in the ReConnect Program Online Application System. Do we need to submit another ARR for R&C?**

Yes. In the ReConnect Program Online Application System, all users, except Consultants, were tied to a single entity's account by a unique eAuth ID. They could not use the same eAuth ID for multiple entity accounts. In R&C, users can be associated with multiple entity accounts by using a single eAuth ID. Therefore, all entities must re-authorize the users who will be accessing R&C on their behalf.

- 2. I am trying to submit my ARR, but the system isn't recognizing my entity's Tax ID Number (TIN) and DUNS Number. What should I do?**

If your entity cannot be found when entering the TIN and DUNS combination, please try again checking for accuracy as you enter the numbers. If the issue persists and your entity has received an award, please **Contact Us** to report the issue and receive the necessary assistance.

- 3. I am trying to add the same person as the Rep Sign Cert and Administrator on the ARR. Is this allowed?**

Each user can only have one security role per entity assigned in R&C. The Rep Sign Cert automatically has all the permissions of an Administrator so there is not a need to assign both roles to the Rep Sign Cert as part of the ARR.

- 4. How do I fill out the ARR Resolution on behalf of my Entity?**

Tips and sample ARR resolutions are available in the **Instructions for Submitting a Resolution as Part of the ARR.**

2 Reporting & Compliance Navigation

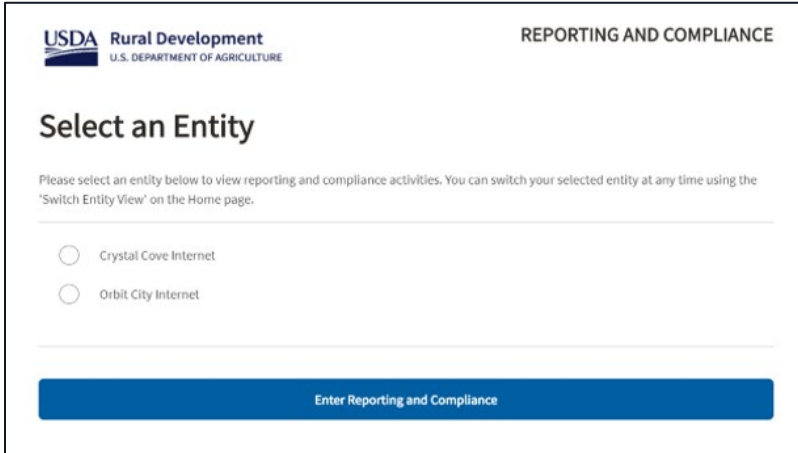
Part 2 of this guide provides guidance for users to navigate across, into, and back out from the different pieces of content located within the R&C system. Part 2 of this guide provides guidance for users to navigate across, into, and back out from the different pieces of content located within the R&C. This part is organized in five sections:

- Home Page
- Switch Entity View
- My R&C Profile
- Entity Profile
- Reports Dashboard

2.1 Home Page

When a user logs in, the R&C **Home** page displays. If the user is tied to multiple entity accounts, a Select an Entity window, as shown in the Figure 3 below, displays so the user can select the Entity for which they are reporting before the R&C Home page displays.

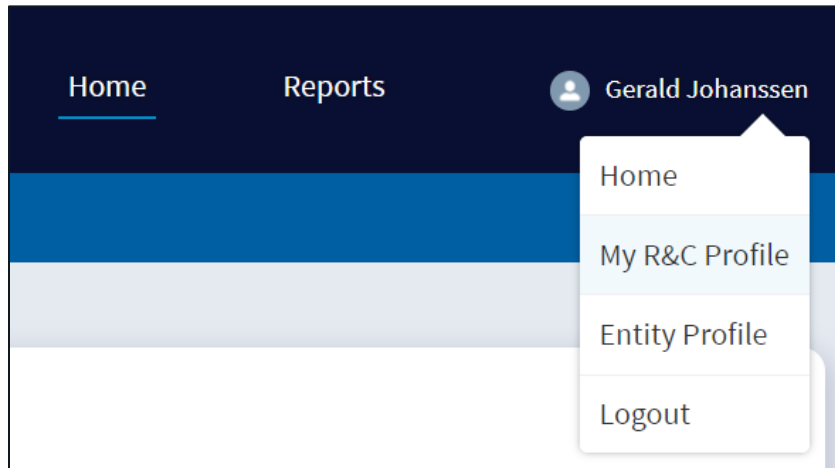
Figure 3: Select an Entity



The screenshot shows a web interface for selecting an entity. At the top left is the USDA Rural Development logo (U.S. DEPARTMENT OF AGRICULTURE). At the top right is the text 'REPORTING AND COMPLIANCE'. The main heading is 'Select an Entity'. Below the heading is a paragraph: 'Please select an entity below to view reporting and compliance activities. You can switch your selected entity at any time using the 'Switch Entity View' on the Home page.' There are two radio button options: 'Crystal Cove Internet' and 'Orbit City Internet'. At the bottom is a blue button labeled 'Enter Reporting and Compliance'.

The **Home** page link will always navigate the user to the **Home** page. The **Reports** link will navigate the user to the **Reports** dashboard. A dropdown menu under the user's name displays the links for **My R&C Profile**, **Entity Profile**, and **Logout**, as shown in Figure 4, below.

Figure 4: Dropdown Menu under the user's name



The **Home** page displays all the current reports that the entity needs to submit as shown in the Figure 5 below. If the entity is current on all its reports, the **Home** page displays “Nothing to do for now!” As reports are generated, they display on this page with their respective reporting periods and due dates. In addition, if a report has not been submitted by its due date, an OVERDUE indicator displays in the status column. If a report is returned by USDA for additional information, a RESUBMISSION REQUESTED indicator displays in the status column.

Users can click the [View Reports] button below the table or click the **Reports** dashboard link to access the reports. If there are any inconsistencies between the reports displayed on the **Home** page and the reporting requirements in the executed legal agreement, the user can [Contact Us](#).

Figure 5: Home Page, Current Reports Table with Required Reports Overview

Home
Orbit City Internet

Welcome, Judy

Current Reports (6)

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

REPORT	STATUS	PERIOD	DUE DATE
System Data Report	OVERDUE	JAN 01, 2019 - DEC 31, 2019	01/01/2020 11:59PM
Financial Report	OVERDUE	JAN 01, 2021 - MAR 31, 2021	04/30/2020 11:59PM
Audit Report	RESUBMISSION REQUESTED	JAN 01, 2021 - JAN 31, 2021	01/01/2021 11:59PM
Annual Project Performance Activity Report: Community Connect - Project A (Orbit City Internet Project-A23)	RESUBMISSION REQUESTED	JAN 01, 2020 - DEC 31, 2020	05/31/2021 11:59PM
Construction Progress Report: ReConnect - Project A (PA1703-A60)		JAN 01, 2020 - DEC 31, 2020	01/31/2021 11:59PM
Annual Performance Report: ReConnect - Project A (PA1703-A60)		JAN 01, 2020 - DEC 31, 2020	01/31/2021 11:59PM

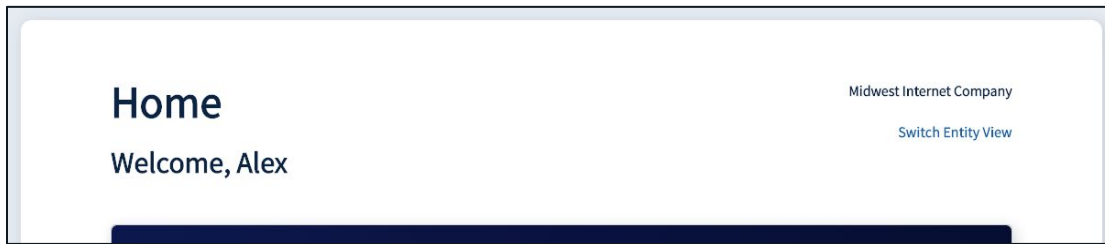
View Reports

2.2 Switch Entity View

In R&C, users can be linked to more than one entity account with a single eAuth ID. Users that have been added to multiple entity accounts must select the entity account they want to work on when they enter R&C. If a user wants to switch the entity account after logging in, the user can switch the entity account as follows:

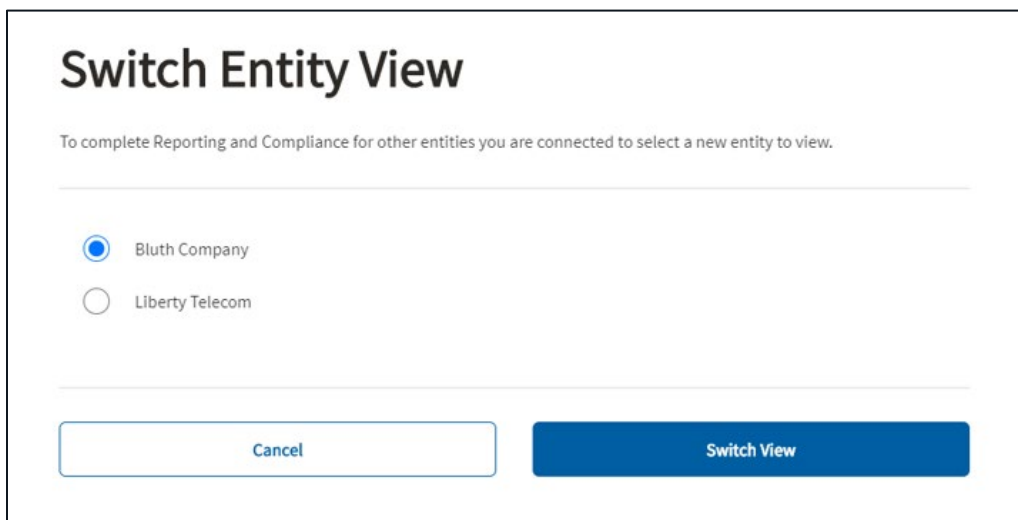
1. Click the [Switch Entity View] button located on the top right corner of the Home page as shown in Figure 6 below.

Figure 6: R&C Dashboard – Switch Entity



2. A window displays, as shown in Figure 7 below, that lists all the entities the user is linked to in R&C.

Figure 7: Switch Entity Window



3. Select the desired entity and click the [Switch View] button.
4. The user's **Home** page will now display the name of the selected entity in the top right corner.

2.3 My R&C Profile

My R&C Profile features the **Profile Details** on the user and the **Associated Entities** that are linked to the user. This information is based on the eAuth ID that was used to add the user to an entity's account either through the ARR process or through the User Management process. In addition, if the user wants to start an ARR for another entity, click the [Start an Authorized Representative Request] button on this page.

- The **Profile Details** displays the Name, Email, and Phone Number of the user, as shown in Figure 8 below. The first two items auto-populate from the user's eAuth account so if any updates need to be made to this information, the user must go to the USDA eAuth website to make the necessary updates in their USDA eAuth account. The updated information will be available the next time the user logs in R&C. To update the phone number, click the [Edit] button. Enter the new phone number in the window that pops up and click the [Save] button.
- The **Associated Entities** displays the Primary Borrower ID, Entity Name, and the Security Role assigned to the user.

Figure 8: My Reporting and Compliance Profile Details

USDA EAUTHENTICATION ID
TestFedId00367

Profile Details

FIRST NAME	MIDDLE NAME	EMAIL
Judy		farwa.naqvi@usda.gov
LAST NAME		PHONE NUMBER
Jetson		(123) 123-1234

Edit

Associated Entities

Primary Borrower ID	Entity Name	Security Role
891892	Orbit City Internet	Application Rep Sign Cert

Add Another Entity to Reporting and Compliance

+ Start an Authorized Representative Request

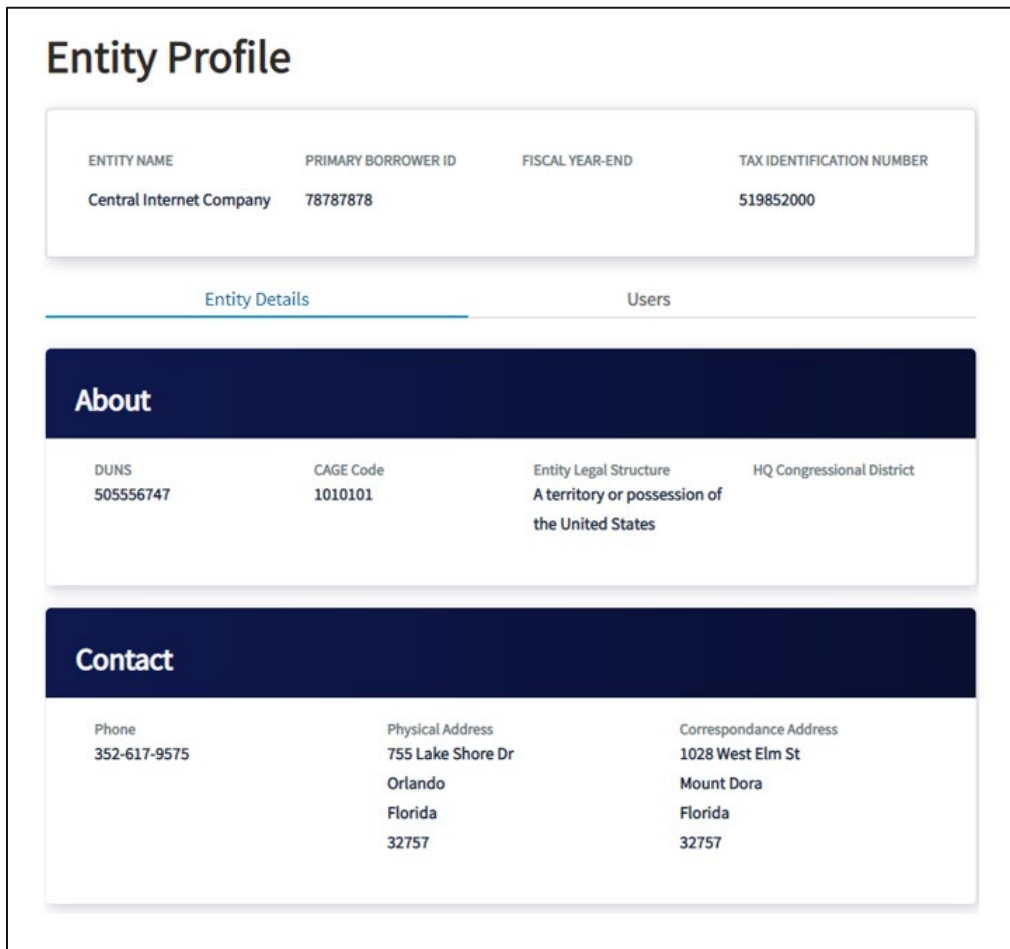
2.4 Entity Profile

The **Entity Profile** page displays the Entity's legal name, the Primary Borrower ID (number assigned by USDA), the Fiscal Year-end date, and the Tax Identification Number. It also includes two tabs: **Entity Details** and **Users** as shown in Figure 9 and Figure 10 below.

Entity Details

The **Entity Details** tab displays the DUNS, CAGE Code, legal structure, congressional district of the entity's headquarters, phone number, physical address and the correspondence address of the entity, as shown in Figure 9 below. All the fields on this tab are non-editable by the user; therefore, if any information needs to be updated, the user must [Contact Us](#).

Figure 9: Entity Profile, Entity Details tab



Entity Profile

ENTITY NAME	PRIMARY BORROWER ID	FISCAL YEAR-END	TAX IDENTIFICATION NUMBER
Central Internet Company	78787878		519852000

Entity Details | Users

About

DUNS	CAGE Code	Entity Legal Structure	HQ Congressional District
505556747	1010101	A territory or possession of the United States	

Contact

Phone	Physical Address	Correspondance Address
352-617-9575	755 Lake Shore Dr Orlando Florida 32757	1028 West Elm St Mount Dora Florida 32757

User Management

The **Users** tab displays all the associated users linked with the Entity’s account, as shown in Figure 10 below. Only the Rep Sign Cert and Administrator(s) can add a new user, edit the user details of an existing user or remove an existing user, except for the Rep Sign Cert, from the entity’s account. All other users can only view the user details for each user.

The Rep Sign Cert and Administrator(s) can also assign a user to be a Key Contact when the user is added to the entity’s account or after their user profile is established. A Key Contact is a user who is designated as a point of contact to address any questions or clarifications for USDA.

Figure 10: Entity Profile page, Users tab

The screenshot displays the 'Entity Profile' page with the 'Users' tab selected. At the top, there is a table with the following data:

ENTITY NAME	PRIMARY BORROWER ID	FISCAL YEAR-END	TAX IDENTIFICATION NUMBER
Central Internet Company	6287151	December 31	519852000

Below the table, there are two tabs: 'Entity Details' and 'Users'. The 'Users' tab is active, showing a '+ Add Users' button in the top right corner. Below this, there are two user cards. The first card is for Grace Cooper, a Key Contact, with eAuth ID: gcooperrepsigncert, Application Rep Sign Cert, and email: casturner@deloitte.com. It has buttons for 'Edit User Details' and 'Replace RepSignCert'. The second card is for Calvin Wilson, also a Key Contact, with eAuth ID: cwilsonadministrator, Application Administrator, email: casturner@deloitte.com, and phone number: 405519852. It has buttons for 'Edit User Details' and 'Remove User', and a link to 'Remove as Key Contact'.

2.4.1 Adding a New User

1. Click the [+Add Users] button located on the top right corner of the **Users** tab shown in Figure 10 above.
2. An Add User window, as shown in Figure 11 below, displays. Enter the new user's USDA eAuth ID. If the eAuth ID is valid, then the First Name, Middle Name, Last Name, and Email auto-populates from the user's eAuth account. If the eAuth ID is **not** validated by the R&C system, an error message "User not found" displays on the screen. Check the eAuth ID of the user for accuracy and enter it again. If the error persists, the user can go to the [USDA eAuth website](#) to verify that their eAuth account exists, confirm it is a verified account, or if needed create a new verified eAuth account.

Figure 11: Add User window

Add User

*USDA AUTHENTICATION ID

FIRST NAME MIDDLE NAME LAST NAME

EMAIL ADDRESS *PHONE NUMBER

*SECURITY ROLE
Please select role

ASSIGN AS A KEY CONTACT

Key contacts may be contacted by USDA for clarifications and/or requests related to the entity's reporting.

Cancel Add

3. Enter the phone number of the user.
4. Select the new user's security role from the drop-down list.
5. Select the checkbox next to ASSIGN AS A KEY CONTACT if this user needs to be assigned as a Key Contact.
6. Click the [Add] button located at the bottom of the window. A message "User added" displays at the top of the window.

2.4.2 Editing an Existing User

1. Click the [Edit User Details] button in the user details box as shown in Figure 12 below.

Figure 12: Key Contact, Edit User Details or Remove User

KEY CONTACT
Calvin Wilson
eAuth ID: cwilsonadministrator
Application Administrator
casturner@deloitte.com
405519852

Remove as Key Contact

Edit User Details
Remove User

2. The Edit User window displays, as shown in Figure 13 below. The only editable fields in this window are the user's Phone Number, Security Role and Key Contact fields. If any updates are needed to the user's auto-populated fields, the user must go to the [USDA eAuth website](#) to make the necessary updates in their USDA eAuth account. The updated information will be available the next time the user logs in R&C.

3. Make the necessary updates to the phone number, security role, or key contact designation and click the [Save] button
4. A message “Contact Updated” displays at the top of the window.

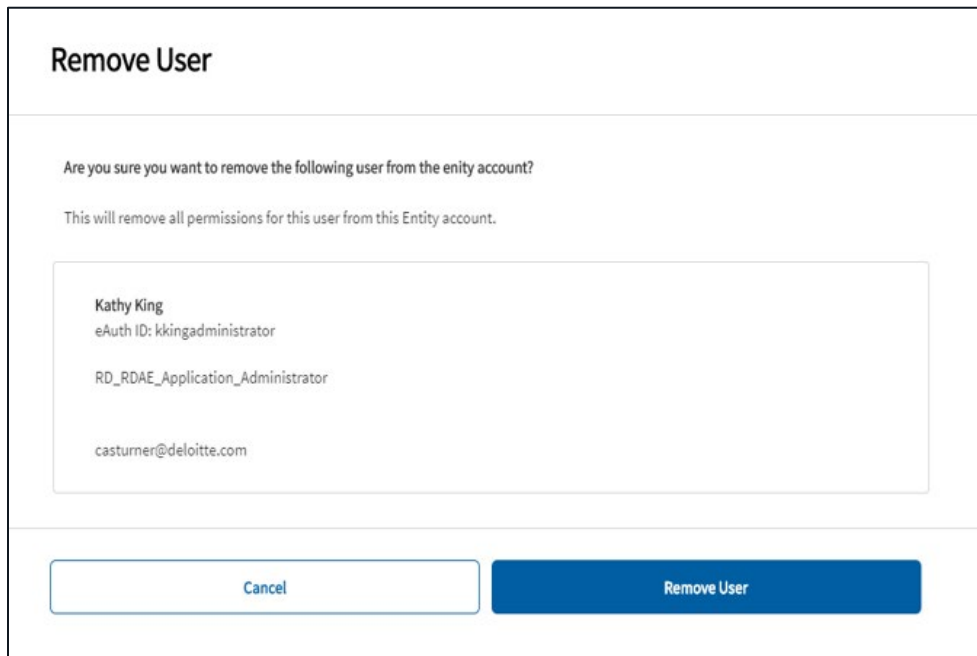
Figure 13: Edit User window

The screenshot shows a web form titled "Edit User". At the top, there is a field for "* USDA EAUTHENTICATION ID" with the value "fredjones@test.com". Below this are three fields for "FIRST NAME" (Fred), "MIDDLE NAME" (empty), and "LAST NAME" (Jones). Further down are fields for "EMAIL ADDRESS" (fredjones@test.com) and "* PHONE NUMBER" (888-999-0000). A dropdown menu for "* SECURITY ROLE" is set to "Consultant". There is an unchecked checkbox for "ASSIGN AS A KEY CONTACT". Below the checkbox is a note: "Key contacts may be contacted by USDA for clarifications and/or requests related to the entity's reporting." At the bottom of the form are two buttons: "Cancel" and "Save".

2.4.3 Removing an Existing User

1. Click the [Remove User] button in the user details box as shown in Figure 12 above.
2. The Remove User window, as shown in Figure 14 below, displays to confirm the Rep Sign Cert's or Administrator's intention to remove the user from the entity's account.

Figure 14: Remove User confirmation window



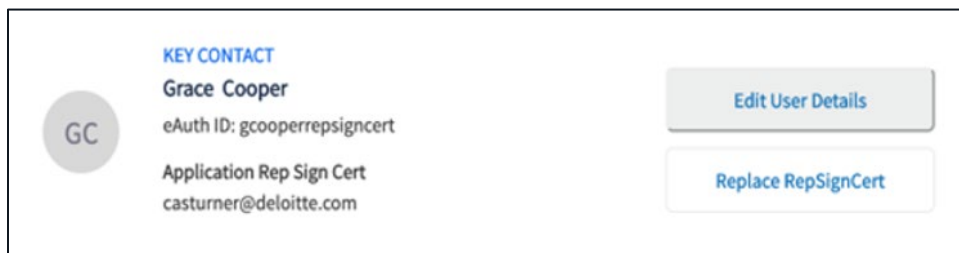
3. Click the [Remove User] button.
4. A message “Contact has been removed” displays at the top of the window.

2.4.4 Replacing the Representative Signature Certifier

As mentioned earlier, any user can be removed from the entity’s account following the Remove User process described above, except for the Entity’s Rep Sign Cert. If an entity needs to replace its current Rep Sign Cert with another person, then any user on the entity’s account can submit a request to update the Rep Sign Cert by following the steps below:

1. Click the [Replace RepSignCert] button in the user details box as shown in Figure 15.

Figure 15: Replace Rep Sign Cert



2. The Update Representative Signature Certifier window displays, as shown in Figure 16 below.

Figure 16: Update Representative Signature Certifier confirmation window

Update Representative Signature Certifier

* USDA EAUTHENTICATION ID
ppriorrepsigncert

FIRST NAME: Peggy MIDDLE NAME: LAST NAME: Prior

EMAIL ADDRESS: regina.coleman@usda.gov * PHONE NUMBER:

Upload New Resolution
An uploaded resolution, or its equivalent based on the type of Entity that is applying, is required to replace the designated RepSignCert. Sample resolutions for corporations and LLCs are available under the Forms and Resources tile on the USDA Inform portal. You may adjust the language of the sample resolutions to fit your Entity's legal structure.

Upload File
Accepted file types include .txt, .pdf, .jpg, .zip. File limit is 25MB.

ASSIGN AS A KEY CONTACT

Cancel Submit

3. Enter the new Rep Sign Cert's eAuth ID. If the eAuth ID is **not** validated by the R&C system, an error message "User not found" displays on the screen. Check the eAuth ID of the user for accuracy and enter it again. If the error persists, the user can go to the [USDA eAuth website](#) to verify that their eAuth account exists, confirm it is a verified account, or if needed create a new verified eAuth account.
4. Enter the phone number of the user.
5. Click the [Upload] button to upload the updated ARR resolution authorizing the user as the new Rep Sign Cert.
6. Select the checkbox next to ASSIGN AS A KEY CONTACT to assign the user as a Key Contact.
7. Click the [Submit] button. The user details on the **Users** tab, displays a Pending Removal status for the existing Rep Sign Cert, and a Pending Approval status for the new Rep Sign Cert. These statuses will remain until USDA approves the update request.

2.5 Reports Dashboard

The **Reports** dashboard displays all the R&C reports that were generated for the entity in three separate tabs: **Current Reports**, **Pending Certification** and **Submitted to USDA**.


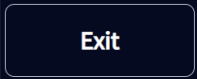





Table 2: Reports Dashboard Tabs

Tab Name	Details	User Role Access
Current Reports	Displays all the reports that are in progress and have not been forwarded to the Rep Sign Cert.	All user roles, except for the Viewer, can view and edit any of the Current Reports.
Pending Certification	Displays all the reports that have been forwarded to the Rep Sign Cert to be reviewed, certified, and submitted to USDA.	All user roles can view the reports but only the Rep Sign Cert can edit the reports.

Tab Name	Details	User Role Access
Submitted to USDA	Displays all the reports that were submitted to USDA by the entity.	All user roles can view the reports.

Table 3: Navigation Tools in the R&C

This table provides pictures of buttons and other navigation tools in the R&C and provides their locations on the page, as well as a brief description of how to use them.

Icon & Name	Screen Location	Function
 In-Report Menu accordion	Top left of the page	The In-Report Menu is considered an “accordion” because it can expand and collapse part of the page. Click on the In-Report Menu to toggle the menu on and off.
 [Exit] button	Top right of the page	Does not save the data entered on the page User is directed to the Reports Dashboard
 [Save] button	Top right of data entry pages	Saves the data entered on the page User remains on the page
 [Save and Back] button	Bottom left of data entry pages	Saves the data entered on the page User is directed to previous reporting section
 [Save and Continue] button	Bottom right of data entry pages	Saves the data entered on the page User is directed to the next reporting section
 [Back] button	Bottom left of review pages	No data is entered on this page User is directed to previous reporting section This page is a read-only page
 [Continue] button	Bottom right of review pages	No data is entered on this page User is directed to next reporting section This page is a read-only page

3 Reporting & Compliance Reports

Part 3 of this guide provides instructions on how to complete, certify, submit and access each report. This part also describes the post-submission process once a report has been submitted to USDA. Reports will display on both the **Home** page and the **Reports** dashboard. This part is organized in three sections:

- **Completing the Reports** provides instructions on how to complete each report. It is organized by report type, so that users can quickly find the information on a specific report.
- **Certifying and Submitting the Reports** provides instructions on initiating the certification process for the Rep Sign Cert and submitting the report to USDA. The Audit Report does not require certification to be submitted to USDA.
- **Post-Submission Process** provides instructions on how to access reports already submitted to USDA and how to resubmit the report if USDA has returned it for additional information.

Answers to common questions about how to complete reports can be found in the [Frequently Asked Questions](https://www.usda.gov/reconnect/reporting-compliance) document located on the Reporting and Compliance page of the ReConnect website: <https://www.usda.gov/reconnect/reporting-compliance>.

3.1 R&C Report Types

Reports are categorized as either an account-level report or a project-level report. Account-level reports are required at the entity level and project-level reports are required on each award. The variability and frequency of account-level reports are based on the entity's legal structure and its portfolio of awards. Project-level reports are based on the specific requirements of the award the entity received. At any time, USDA reserves the right to adjust frequencies and deadlines for the required reports.

The tables below list all the R&C reports that are specific to the Telecommunications Program borrowers and awardees.

Table 4: Telecommunications Program – Account-Level Reports

Report Name	Reporting Frequency	Creation Date	Due Date
Financial Report	Quarterly	First day of the calendar year quarter after funds are released (ReConnect) or legal agreement date exists (other Telecommunications sub-programs)	30 days after creation date
System Data Report	Annually	First day of the calendar year after funds are released (ReConnect) or legal agreement date exists (other Telecommunications sub-programs)	January 31
Audit Report	Annually	First day of the entity's fiscal year after the first advance occurs	Based on audit review type: 7 CFR 1773: 120 days after creation date 2 CFR 200: 276 days after creation date

Table 5: Telecommunications Program – Project-Level Reports

Report Name	Reporting Frequency	Creation Date	Due Date
Construction Progress Report	Annually	First day of the calendar year	January 31
Annual Performance Report	Annually for a period of three years following the year that construction was completed and certified in the R&C	First day of the calendar year following the year that construction was completed and certified in the R&C	January 31
Close Out Report	N/A	Created following the event that occurs last: <ul style="list-style-type: none"> • the expiration date of the award • termination of the award • project completion • final disbursement of the award by the awardee 	120 days after creation date
Annual Project Performance Activity Report	Annually	First day of the calendar year	January 31
Final Project Performance Activity Report	N/A	Same as Close Out Report creation requirements	120 days after creation date

3.2 Completing Account-Level Reports

3.2.1 Financial Report

The **Financial Report** is an account-level report that is used for reporting the current financial performance of the entity. This report consists of six report schedules and each report schedule includes a Data Entry page and a Review page. The six report schedules are as follows:

- Network Access Services Revenue
- Non-Operating Net Income
- Income Statement
- Balance Sheet
- Statement of Cash Flows
- Subscriber Data

If the entity required to submit the Financial Report is a parent company, the parent company must report its Income Statement, Balance Sheet, and Statement of Cash Flows on a **standalone basis**. If the entity required to submit the Financial Report is a subsidiary, the subsidiary **must also** report its Income Statement, Balance Sheet, and Statement of Cash Flows on a **standalone basis**.




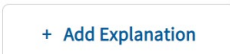

The Quarterly Financial Report should be completed using year-to-date data.


Data appears in the **Financial Report** the following ways: auto-populated from the previous **Financial Report** or the current **Financial Report** schedules; calculated by the system; or entered manually by the user. To make edits to a previously submitted Financial Report, refer to [Section 3.6](#).

Data Entry Tips for the Financial Report

- Values must be entered as whole numbers for all the schedules, except **Subscriber Data**.
- Values containing special characters such as dollar signs, decimals (except for the **Subscriber Data** schedule), or commas are not accepted.
- Values containing negative numbers must be entered with a hyphen before the number (e.g., -10000).
- Values entered in the **Subscriber Data** schedule must be positive.
- The system will not allow any fillable fields to be blank. Enter a value in each blank space, even if it is zero (0).
- Values must be corrected, or an explanation must be provided for line items where a warning is triggered.
- Submit reports sequentially because data entered in one quarter will populate in the following quarter's report.

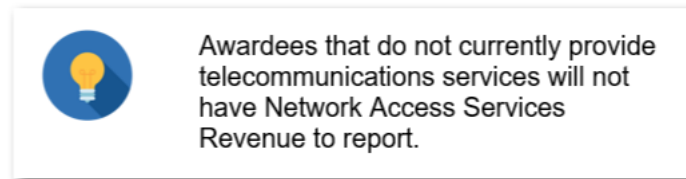
Table 6: Image and description of Financial Report tools

Icon & Name	Screen Location	Function
 [+ Add Account] button	Lefthand column on Non-Operating Net Income schedule	Allows users to enter the name of an account and add it as a line item. The View link can be used to view the account name. The Delete link can be used to delete any accounts created during the current reporting period.
 [+Add Explanation] button	Righthand column in all the Financial Report schedules, except Subscriber Data	Allows users to provide a description of a line item; an explanation about the line item; or an explanation when a warning is triggered. The Edit link can be used to edit an explanation.
 [Other (Explain)] button	Lefthand column on the Statement of Cash Flows schedule	Allows users to enter the name of an account and add it as a line item.

Icon & Name	Screen Location	Function
 Tooltip Icon	Below certain line items	Displays an informational text box when the user moves the mouse over the icon

3.2.1.1 Network Access Services Revenue

The **Network Access Services Revenue** schedule is used to report revenues derived from the provision of exchange access services to an interexchange carrier or to an end user of telecommunications services beyond the exchange carrier's network. If an entity is receiving revenues directly assigned on the basis of telecommunications rate analyses and studies, then they likely have Network Access Services Revenue to report.



[Appendix C](#) provides information on each of the line items for the Network Access Services Revenue schedule.

The “Total Network Access Services Revenue” line item auto-populates on the **Income Statement** once this page is saved.

1. Click the Network Access Services Revenue link on the **Current Reports** tab. This navigates the user to the Data Entry page.
2. Select the check box “My Entity does not have any Network Access Services Revenue to report”, as shown in Figure 17 below, if the entity does **not** have any Network Access Services Revenue to report for the current reporting period. If the entity has Network Access Services Revenue to report, enter the amounts associated with the respective line items.

Figure 17: Financial Report, Network Access Services Revenue schedule – Nothing to Report

Network Access Services Revenue

Report the value for each line item, that is pertinent to your entity, and address all errors and/or warnings that are triggered. You can save and come back to this page at any time before submission, as well as continue to the Review page to confirm all entries are correct.

My Entity does not have any Network Access Services Revenue to report

3. Click the [Save] button to save the data and stay on the page or click the [Save and Continue] button to save the data and proceed to the “Review” page.

3.2.1.2 Non-Operating Net Income

The **Non-Operating Net Income** schedule is used to report net income arising from transactions or activities not related to the furnishing of telecommunications service. Included in this account are receipts from investments, income from investments, and income from subsidiaries. The “Total Non-Operating Net Income” line item auto-populates the “Non-Operating Net Income” line item on the **Income Statement** once this page is saved.

1. Click the Non-Operating Net Income link on the **Current Reports** tab. This navigates the user to the Data Entry page.
2. Select the check box “My entity does not have any non-operating revenues and expenses to report.”, as shown in Figure 18 below, if the entity does **not** have any Non-Operating Net Income to report for the current reporting period and proceed to Step (10). If the entity has Non-Operating Net Income to report, continue to the next step.

Figure 18: Financial Report, Non-Operating Net Income schedule – Nothing to Report

Non-Operating Net Income

Report the value for each line item, that is pertinent to your entity, and address all errors and/or warnings that are triggered. Explanations are only required to justify a value flagged with a warning message. You can save and come back to this page at any time before submission, as well as continue to the Review page to confirm all entries are correct.

My entity does not have any non-operating revenues and expenses to report.

3. Click the [right arrow] on the Non-Operating Revenue accordion as shown in Figure 19 below, to display the line items. Enter the respective amounts for these accounts. If there is no amount to report for a previously reported account, then enter a zero (0) and provide an explanation.

Figure 19: Non-Operating Net Income schedule, Non-Operating Revenue – Add Account Expanded Accordion

#	LINE ITEM	CURRENT YEAR AMOUNT: SEPTEMBER 30, 2022	EXPLANATION
1	Capital Gains View Delete	\$ 259,700	Test explanation Edit

[+ Add Account](#)

4. To create a new account, click the [+ Add Account] button
5. An Add Account window displays, as shown in Figure 20 below.

Figure 20: Add Account Window, - Add a New Non-Operating Account Item

6. Enter the Account Name and click the [Save] button. The new account displays as a line item under the Non-Operating Revenue section as shown in Figure 21 below.

Figure 21: Financial Report, Non-Operating Net Income schedule – New Line Item Added

Non-Operating Revenue			
#	LINE ITEM	CURRENT YEAR AMOUNT: SEPTEMBER 30, 2022	EXPLANATION
1	Capital Gains View Delete	\$ 259,700	Test explanation Edit
2	Added Account View Delete	\$	+ Add Explanation


[+ Add Account](#)

7. Enter the amount for the new account.
8. Click the [+Add Explanation] button and enter a description for the new account and then click the [Add] button.
 - Click the Edit link to update the explanation.
 - Click the Delete link to delete any accounts that were added for the current reporting period.
9. Repeat all the previous steps for the Non-Operating Expenses section.
10. Click the [Save] button to save the data and stay on the page or click the [Save and Continue] button to save the data and proceed to the Review page.

NOTE: Non-Operating Net Income and Expense Accounts added by users will begin to carry over from one quarter to the next when the entity has a Financial Report that contains information for the same period end date from the prior year.

3.2.1.3 Income Statement

The **Income Statement** schedule is used to report the entity’s revenues, expenses, gains, and losses for the current reporting period. If the auto-populated values from either the **Non-Operating Net Income** or the **Network Access Services Revenue** schedules need to be updated, return to the respective schedules and update the values.



Other Operating Revenue

Nonregulated revenues should be captured under the “Other Operating Revenue” line item on the Income Statement.

Awardees that are Telecommunications companies should use the “Other Operating Revenue” line item to account for other revenues generated from regulated and non-regulated activities.

Some values on the **Income Statement** will dynamically update; however, the **Income Statement** must be **re-saved** to reflect the updated values.

Table 7: Income Statement Line Item Descriptions

Income Statement Line Item	Description and Notes
Local Network Access Revenues	Revenues derived from the provision of voice, video, and data services.
Network Access Services Revenue	Revenues derived from the provision of exchange access services to an interexchange carrier or to an end user of telecommunications services beyond the exchange carrier's network. Used by traditional or incumbent telecommunications providers receiving USAC or state support. Data for this line item auto-populates from the Network Access Revenues Schedule.
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.
Carrier Billing and Collection Revenue	Revenue derived from the provision of billing and collection services (e.g., message recording, billing, collection, billing analysis, and billing information services) to other telecommunications companies.
Other Operating Revenue	Include other revenues generated from regulated and non-regulated activities. Provide a breakdown of items included in the account.
Amortized Grant Revenue	Please see Appendix D, Accounting Guidance for Grant Revenue , as different types of organizations use different accounting treatments.
Uncollectible Revenue	Revenues that are not collectible. This item reduces revenue to account for expected charge off of uncollectable receivables.
Net Operating Revenue	Calculated by the system

Income Statement Line Item	Description and Notes
Plant Specific Operations Expense	These expenses predominantly correspond with the telecommunications plant-in-service assets (e.g., network support expense, general support expense, central office switching and transmission expense, operator system expense, information origination and termination expense, cable and wire facilities expense, and other property, plant and equipment expense).
Plant Nonspecific Operations Expense (Excluding Depreciation & Amortization)	Include provisioning expenses, and network operations expenses.
Depreciation Expense	Depreciation expense associated with plant-in-service and capitalized costs.
Amortization Expense	Amortization of costs for capital leases and leasehold improvements, intangibles, and plant adjustments.
Customer Operations and Corporate Operations Expenses	The Customer Operations Expense accounts include the cost of performing customer related marketing and customer services activities, including billing and collection expenses. The Corporate Operations Expense accounts include the costs of performing executive and planning activities and general and administrative activities (including legal, accounting and financial services).
Other Operating Expense	Include the expenses corresponding to Other Operating Revenue and expenses not includable elsewhere. Provide a breakdown of items included in the account.
Total Operating Expenses	Calculated by the system.
Operating Income or Margins	Calculated by the system. Generally, this value should be greater than \$0. Provide an explanation if it is less than or equal to \$0.
Non-Operating Net Income	Data for this line item auto-populates from the Non-Operating Net Income Schedule. Generally, this value should be greater than \$0. Provide an explanation if it is less than or equal to \$0.
Interest on Funded Debt (RUS, RTB and FFB Notes)	Include the interest on all RUS funded debt.
Other Interest Expense	Include interest on all non-RUS funded debt and capital leases.
Interest on Line(s) of Credit	Include interest on all line(s) of credit.
Allowance for Funds Used During Construction	Cost of financing the construction of plant. The amount of interest cost capitalized in an accounting period should not exceed the total amount of interest cost incurred by the company in that period.
Total Fixed Charges	Calculated by the system.
Taxes	Include federal, state, and local income taxes, and property taxes.
Extraordinary Items	Extraordinary items are events or transactions that are distinguished by both their unusual nature and by the infrequency of their occurrence (e.g., losses attributable to a natural disaster). Transactions can be positive (e.g., a gain) or negative (e.g., losses attributable to a natural disaster).
Total Net Income or Margins	Calculated by the system. Generally, this value should be greater than \$0. Provide an explanation if it is less than or equal to \$0.

1. Click the Income Statement link on the Current Reports tab. This navigates the user to the Data Entry page.
2. Enter the amounts associated with the respective line items.
3. Enter an explanation for any line item as necessary; however, if a warning is triggered on a line item, an explanation must be provided.
4. Click the [+Add Explanation] button as shown in Figure 22 below, enter an explanation and then click the [Add] button. If the explanation needs to be updated, click the Edit link.

Figure 22: Financial Report, Income Statement page - Add Or Edit an Explanation

The screenshot shows a table with two rows of financial data. Row 3: 'Long Distance Network Services Revenue' with a value of \$100. To the right of this row is the text 'This is the explanation for the line item' and a blue 'Edit' link. Row 4: 'Carrier Billing and Collection Revenue' with a value of \$100. To the right of this row is a blue button labeled '+ Add Explanation'.

5. Click the [Save] button to save the data and stay on the page or click the [Save and Continue] button to save the data and proceed to the Review page.

The Income Statement has six Financial Performance Metrics at the bottom of the statement. R&C calculates these items. Table 8 below provides information on each metric.

Table 8: Income Statement Financial Performance Metrics

Metric	Definition
EBITDA (Earnings Before Interest, Taxes, Depreciation & Amortization)	An indicator of overall profitability of a business. Summation of Total Net Income or Margins, Total Fixed Charges, Taxes, Depreciation Expense, and Amortization Expense
EBIT (Earnings Before Interest and Taxes)	Measures a company's earning power from ongoing operations. Summation of Total Net Income or Margins, Total Fixed Charges, and Taxes
TIER (Times Interest Earned Ratio)	Measures a company's ability to meet the interest payments on its debt and capital lease obligations. $\frac{\text{Total Net Income or Margins plus Total Fixed Charges}}{\text{Total Fixed Charges}}$
DSCR (Debt Service Coverage Ratio)	Indicates the amount of a company's earnings available for debt servicing, including interest, principal and lease payments. $\frac{(\text{Total Net Income or Margins} + \text{Total Fixed Charges} + \text{Depreciation} + \text{Amortization} - \text{Amortized Grant Revenue})}{(\text{Interest on Funded Debt} + \text{Other Interest} + \text{Interest on Line(s) of Credit} + \text{Principal Payment on Debt and Capital Leases})}$
Network Access Services Revenue/Net Operating Revenues	Measures a company's reliance on Network Access Services Revenue, as compared to total net operating revenues. $\frac{\text{Network Access Services Revenue}}{\text{Net Operating Revenues}}$

Metric	Definition
Cash Flow from Operations/Total Debt Service	Measures how much cash flow the company generated from its operating activities as compared to its total debt service payments in a fiscal year. (Net Cash Provided/(Used) by Operations) divided by Interest on Funded Debt (RUS, RTB, FFB) plus Other Interest Expense and Principal Payments on Long-Term Debt and Capital Leases

3.2.1.4 Balance Sheet

The **Balance Sheet** schedule is used to report the entity's assets, liabilities, and shareholders' equity as of the end of the current reporting period.

Table 9: Balance Sheet Line Item Descriptions

Balance Sheet Line Item	Description and Notes
Assets	
Current Assets	
Cash & Equivalents	All unrestricted funds derived from revenues and other sources which are available on demand, and other cash deposits of a special nature.
Cash-RUS Construction Fund	All loan funds received from RUS, the Rural Telephone Bank, the Federal Financing Bank, CoBank, ACB, the Rural Telephone Finance Cooperative, and all non-loan funds supplied under the terms of the loan contract or otherwise required by RUS.
Accounts Receivable - Affiliates	Amounts due from affiliate customers for services rendered or billed or for products sold.
Accounts Receivable - Non-Affiliates	Amounts due from non-affiliate customers for services rendered or billed or for products sold.
Notes Receivable – Affiliates	Cost of demand or time notes due from affiliates evidencing money receivable on demand or within a time not exceeding one year from date of issue.
Notes Receivable - Non-Affiliates	Cost of demand or time notes due from non-affiliates evidencing money receivable on demand or within a time not exceeding one year from date of issue.
Interest and Dividends Receivable	Amount of interest accrued to the date of the balance sheet on bonds, notes, and other commercial paper owned, on loans made, and the amount of dividends receivable on stocks owned.
Materials and Inventory	Cost of materials and supplies held in stock including plant supplies, motor vehicles supplies, tools, and fuel.
Other Current Assets	Amount of all current assets which are not includable above. Provide a breakdown of items included in this line.
Total Current Assets	Calculated by the system.
Non-Current Assets	
Investment in Affiliated Companies - Rural Development	Sum of investments in equity or other securities of affiliates for Rural Development purposes only, and any advances to affiliates (for rural

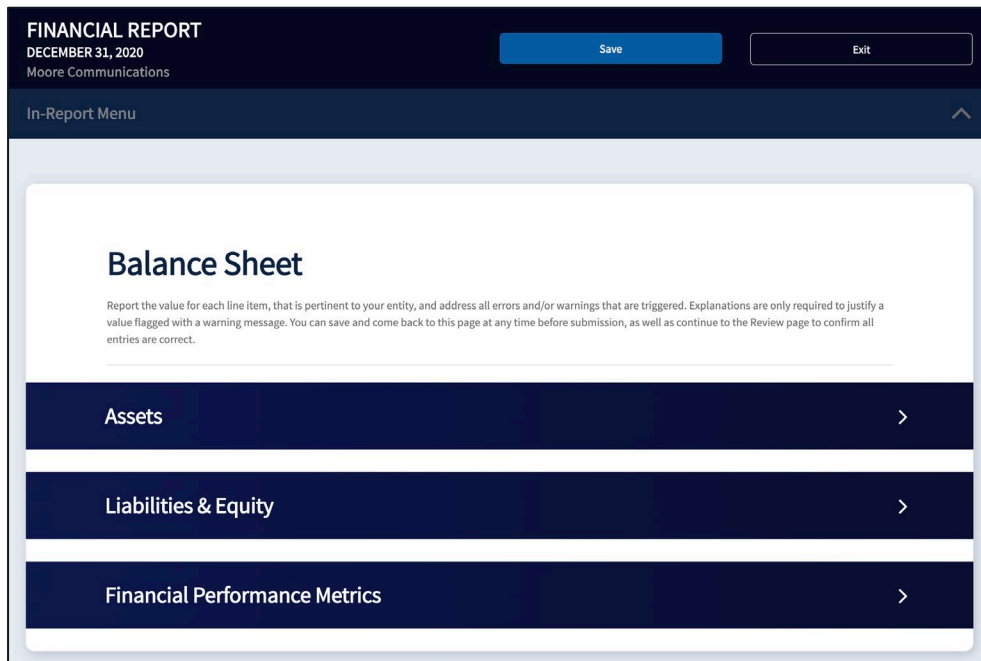
Balance Sheet Line Item	Description and Notes
	development) not subject to current settlement. Please identify the affiliate and the nature of the investment.
Investment in Affiliated Companies - Non-Rural Development	Sum of investments in equity or other securities of affiliates for non-Rural Development purposes. Also include any advances to affiliates not subject to current settlement. Please identify the affiliate and the nature of the investment.
Intangible Assets	The cost of non-plant related intangible assets.
Other Noncurrent Assets	Amount of all noncurrent assets which are not includable above. Provide a breakdown of items included in this line.
Total Non-Current Assets	Calculated by the system.
Plant, Property and Equipment	
Plant-in-Service	Sum of the book balances for cost of plant used to provide service, including land, buildings, central office equipment, outside plant, station equipment, furniture and office equipment, and vehicles and work equipment.
Plant Under Construction	All costs incurred in the construction of plant performed under contract, force account, or work orders. For forecast years, treat all plant investments as additions to plant-in-service and enter zero on this line.
Plant Adjustment, Nonoperating Plant & Goodwill	Sum of: (A) Plant Adjustment: the difference between (1) the fair market value of plant acquired, plus preliminary expenses incurred in connection with the acquisition; and (2) the original cost of such plant, less the amounts of reserve requirements for depreciation and amortization of the property acquired; (B) Nonoperating plant: The investment in regulated property not includable in the plant accounts as operating plant; and (C) Goodwill: Any portion of the plant purchase price that cannot be assigned to specifically identifiable property acquired.
Less Accumulated Depreciation	Accumulated depreciation associated with the investment in Plant-in-Service.
Net Plant	Calculated by the system.
Total Assets	Calculated by the system. Value must equal Total Liabilities and Equity.
Liabilities & Equity	
Current Assets	
Accounts Payable – Affiliates	Amounts currently due to affiliated companies for recurring trade obligations, and not provided for in other accounts. Please identify the affiliate and the nature of the transaction(s).
Accounts Payable - Non-Affiliates	All amounts currently due to nonaffiliated companies for recurring trade obligations, and not provided for in other accounts.
Notes Payable – Affiliates	Face amount of affiliate notes and other evidence of indebtedness issued or assumed by the company which are payable on demand or not more than one year or less from date of issue. Please identify the affiliate and the nature of the transaction(s).

Balance Sheet Line Item	Description and Notes
Notes Payable - Non-Affiliates	Face amount of non-affiliate notes and other evidence of indebtedness issued or assumed by the company which are payable on demand or not more than one year or less from date of issue.
Current Maturities Long-Term Debt - RUS, RTB, and FFB Notes	Current portion of long-term RUS, RTB, and FFB debt (matured and unpaid).
Current Maturities Long-Term Debt - Funded Debt – Other	Current portion of long-term non-RUS, -RTB, and -FFB debt (matured and unpaid), made up of fixed-maturity types of borrowings that are funded by interest payments. Examples would include CoBank, ACB and RTFC debt and similar debt from other third-party institutions.
Current Maturities Long-Term Debt - Rural Development Loan	Current portion of long-term debt issued under the USDA-RD Rural Economic Development Loan & Grant Program (matured and unpaid).
Current Maturities Other Long -Term Debt	Current portion of all other long-term debt (matured and unpaid) which is not includable above.
Current Maturities - Capital Leases	Current portion of obligations applicable to property obtained under capital leases.
Lines of Credit	Total amount of the balances outstanding, due and unpaid, for lines of credit.
Other Current Liabilities	Amount of all current liabilities which are not includable above. Provide a breakdown of items included in the account.
Total Current Liabilities	Calculated by the system.
Long-Term Debt	
Funded Debt - RUS, RTB, and FFB Notes	Total outstanding balances remaining unpaid, less current maturities, of all unmatured RUS, RTB, and FFB mortgage notes
Less Unapplied Payments – Cushion of Credit	Balance maintained with RUS in the Cushion of Credit Account.
Funded Debt – Other ³	Total outstanding balances remaining unpaid, less current maturities, of non-RUS, -RTB, and -FFB debt that is made up of long-term, fixed-maturity types of borrowings that are funded by interest payments. Examples would include CoBank, ACB and RTFC debt and similar debt from other third-party institutions.
Funded Debt - Rural Development Loan	Total outstanding balances remaining unpaid, less current maturities, of long-term debt issued under the USDA-RD Rural Economic Development Loan & Grant Program
Obligations Under Capital Lease	Obligations, less current portion, applicable to property and equipment obtained under capital leases.
Other Long-Term Debt	Total outstanding balances remaining unpaid, less current maturities, of all other long-term debt not includable above.
Total Long-Term Debt	Calculated by the system.
Other Liabilities and Deferred Credits	
Other Long-Term Liabilities and Deferred Credits	Include total long-term liabilities and deferred credits not includable above. Provide a breakdown of items included in this line.

Balance Sheet Line Item	Description and Notes
Deferred Grant Revenue	Please see Appendix D, Accounting Guidance for Grant Revenue , as different types of organizations use different accounting treatments.
Total Other Liabilities and Deferred Credits	Calculated by the system.
Total Liabilities	Calculated by the system.
Equity	
Capital Stock Outstanding & Subscribed	The par value, stated amount, or in the case of no-par stock, the amount received for capital stock issued and outstanding; the par value of capital stock for which legally enforceable subscriptions have been received but for which, at the date of the balance sheet, stock certificates have not been issued; and the amount of installments paid on capital stock on a partial or installment payment plan by subscribers against whom there is no legally enforceable subscription contract, and who are entitled to be reimbursed the principal amount of their payments, with or without interest, in the event they fail to complete payment for the stock and receive certificates therefore.
Additional Paid-in-Capital	The difference between the net proceeds received from the issuance of capital stock and the par value of capital stock (unless such difference results in a debit balance for that class of stock, in which case the amount shall be charged to Retained Earnings).
Membership & Capital Certificates	The face amount of: memberships subscribed but not issued; members' equity certificates subscribed but not issued; membership certificates outstanding; and members' equity certificates outstanding.
Patronage Capital Credits	Include all amounts transferred from operating margins, nonoperating margins, and other margin accounts which are assignable to individual patrons.
Retained Earnings or Margins	Include the undistributed balance of retained earnings derived from the operations of the company and from all other transactions not includable in the other equity accounts.
Total Equity	Calculated by the system.
Total Liabilities and Equity	Calculated by the system. Must equal Total Assets

1. Click the Balance_Sheet link on the **Current Reports** tab. This navigates the user to the Data Entry page.
2. Click the [right arrow] of each accordion, as shown in Figure 23 below, to display the line items.

Figure 23: Financial Report, Balance Sheet Schedule - Sections



3. Enter the amounts associated with the respective line items.
4. Enter an explanation for any line item as necessary; however, if a warning is triggered on a line item, an explanation **must** be provided.
5. Click the [+Add Explanation] button, enter an explanation and then click the [Add] button. If the explanation needs to be updated, click the Edit link.
6. Click the [Save] button to save the data and stay on the page or click the [Save and Continue] button to save the data and proceed to the Review page.

The Balance Sheet has eight Financial Performance Metrics at the bottom of the statement. R&C calculates these items. Table 10 below provides information on each metric.

Table 10: Balance Sheet Financial Performance Metrics

Metric	Definition
Total Equity/Total Assets	Measures the amount of assets that are financed by owners' investments and not leveraged.
Current Ratio	Measures how much liquidity is available to pay obligations due within one year. Total Current Assets divided by Total Current Liabilities
Quick Ratio	Measures how well the applicant can meet its short-term financial liabilities. (Total Current Assets minus Materials and Inventory) divided by Total Current Liabilities
Working Capital in Dollars	Similar to the Current Ratio, measures the ability to pay current liabilities with current assets.

Metric	Definition
	Total Current Assets minus Total Current Liabilities
Total Liabilities/Total Equity	Measures how much debt the applicant is using to finance its assets relative to the amount of value represented in shareholders' equity. Total Liabilities divided by Total Equity
Net Plant/Long Term Debt	Measures the extent to which long-term debt is covered by net plant. Net Plant divided by (Current Maturities-Long Term Debt - RUS, RTB, FFB Notes plus Current Maturities-Long Term Debt - Funded Debt - Other, Current Maturities-Long Term Debt - Rural Development Loan, Current Maturities - Capital Leases, Funded Debt - RUS, RTB, FFB Notes, Funded Debt - Other, Funded Debt - Rural Development Loan, Obligations Under Capital Lease, and Other Long-Term Debt)
Tangible Equity	A measure of a company's tangible capital; used in evaluating potential losses by eliminating intangible assets, goodwill and preferred stock from total equity. Total Assets minus Intangible Assets, Plant Adjustment, Nonoperating Plant & Goodwill, and Total Liabilities
Tangible Equity/Total Assets	The tangible percentage of a company's assets that are owned by investors and not leveraged. Tangible Equity divided by Total Assets

3.2.1.5 Statement of Cash Flows

The **Statement of Cash Flows** schedule is used to report the change in the Balance Sheet accounts and Income Statement that affect cash & cash equivalents under three different activity types: operations, financing, and investing. The **Statement of Cash Flows** will not generate until the entity has submitted the Quarter 4 Financial Report for the previous year.

If the auto-populated values from either the **Income Statement** or the **Balance Sheet** schedules need to be updated, return to the respective schedules and update the values. The values on the **Statement of Cash Flows** dynamically update; however, the **Statement of Cash Flows** must be **re-saved** to reflect the updated values.

See [Appendix E, Example of Reconciled Statement of Cash Flows](#) for a demonstration of how the Statement of Cash Flows uses information from the Income Statement and Balance Sheet.

Table 11: Line Items and Descriptions on the Statement of Cash Flows

NOTES:

1. References in this table to **PRIOR YEAR** mean the amount as of the end of the previous calendar year.
2. References in this table to **END OF PERIOD** mean the current year-to-date amount for the quarterly report being submitted.

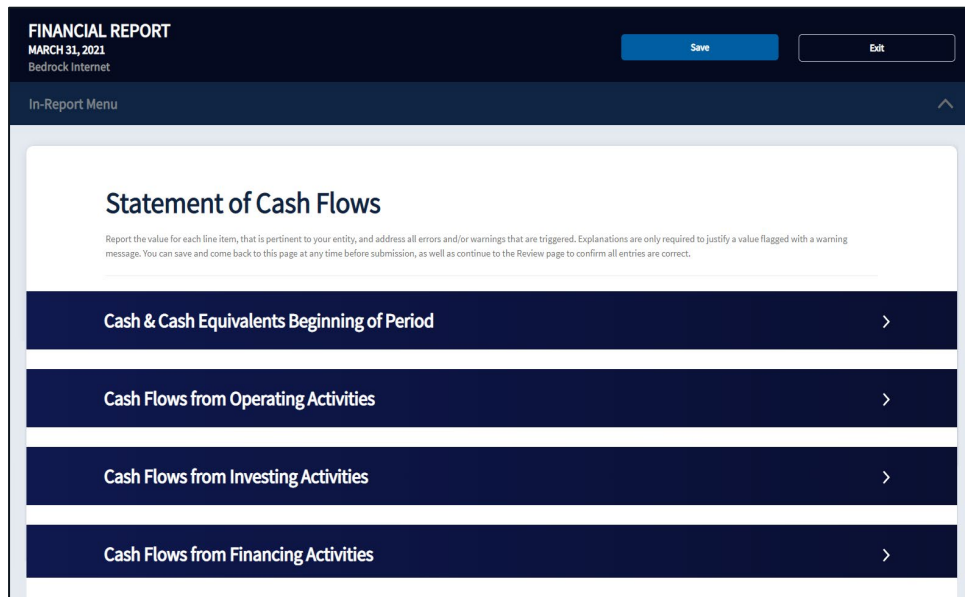
Statement of Cash Flows Line Item	Description and Notes
Cash & Cash Equivalents Beginning of Period	
Beginning Cash (Cash & Equivalents plus RUS Const. Fund)	Calculated by the system. Prior year, calendar year-end, cash balance.
Cash Flows from Operating Activities	
Net Income (Loss)	Current year, current period's Net Income from Income Statement
Adjustments to Reconcile Net Income (Loss) to Net Cash Provided By Operating Activities	
Add: Depreciation Expense	Current year, current period's depreciation from Income Statement
Add: Amortization Expense	Current year, current period's Amortization from Income Statement
Other (Explain)	Use the button to add additional items not covered by other lines in this portion of the Statement of Cash Flows. Add additional lines one at a time and provide an explanation for each line added.
Changes in Operating Assets and Liabilities	
Decrease/(Increase) in Accounts Receivable	Calculated by the system. (PRIOR YEAR, CALENDAR YEAR-END Accounts Receivable: Affiliates + Accounts Receivable: Nonaffiliates) - (END OF PERIOD Accounts Receivable: Affiliates + Accounts Receivable: Nonaffiliates)
Decrease/(Increase) in Materials & Inventory	Calculated by the system. (PRIOR YEAR Materials and Inventory) - (END OF PERIOD Materials and Inventory)
Decrease/(Increase) in Other Current Assets, Interest, and Dividends Receivable	Calculated by the system. (PRIOR YEAR, CALENDAR YEAR-END Interest and Dividends Receivable + Other Current Assets) - (END OF PERIOD Interest and Dividends Receivable + Other Current Assets)
Increase/(Decrease) in Accounts Payable	Calculated by the system. ((PRIOR YEAR Accounts Payable: Affiliates + Accounts Payable: Non-affiliates) - (END OF PERIOD Accounts Payable: Affiliates + Accounts Payable: Non-affiliates))
Increase/(Decrease) in Other Current Liabilities	Calculated by the system. (PRIOR YEAR, CALENDAR YEAR-END Current Liabilities - END OF PERIOD Current Liabilities)
Net Cash Provided/(Used) by Operations	Calculated by the system. Summation of: Net Income (Loss), Depreciation, Amortization, Other, Accounts Receivable, Materials & Inventory, Other Current Assets, Interest, and Dividends Receivable, Accounts Payable, and Other Current Liabilities
Cash Flows from Investing Activities	
Capital Expenditures (excluding plant constructed using grant proceeds)	Include the amount a company has spent on the acquisition, construction, upgrade, or maintenance of its property, plant, and equipment during the reporting period by using RUS loan funds, prior RUS Telecommunications loan funds, and non-loan funds. This value should always be a negative number and should reflect year-to-date expenditures.

Statement of Cash Flows Line Item	Description and Notes
Plant Constructed Using Grant Proceeds	Include the amount a company has spent on the acquisition, construction, upgrade, or maintenance of its property, plant, and equipment during the reporting period by using grant funds. This value should always be a negative number and should reflect year-to-date expenditures.
Other Long-Term Investments	Calculated by the system. ((PRIOR YEAR, CALENDAR YEAR-END Investment in Affiliated Companies: Rural Development + Investment in Affiliated Companies: Non- Rural Development) - (END OF PERIOD Investment in Affiliated Companies: Rural Development + Investment in Affiliated Companies: Non- Rural Development))
Intangible Assets	Calculated by the system. (PRIOR YEAR, CALENDAR YEAR-END Intangible Assets - END OF PERIOD Intangible Assets)
Other Noncurrent Assets	Calculated by the system. (PRIOR YEAR, CALENDAR YEAR-END Other Noncurrent Assets - END OF PERIOD Other Noncurrent Assets)
Other (Explain)	Use the button to add additional items not covered by other lines in this portion of the Statement of Cash Flows. Add additional lines one at a time and provide an explanation for each line added.
Net Cash Provided/(Used) by Investing Activities	Calculated by the system. Summation of: Capital Expenditures (excluding plant constructed using grant proceeds), Other Long-Term Investments, Intangible Assets, Other Noncurrent Assets, and Other.
Cash Flows From Financing Activities	
Decrease/(Increase) in Notes Receivable	Calculated by the system. (PRIOR YEAR, CALENDAR YEAR-END Notes Receivable: Affiliates + Notes Receivable Non-affiliates) - (END OF PERIOD Notes Receivable: Affiliates + Notes Receivable Non-affiliates)
Increase/(Decrease) in Notes Payable & Lines of Credit	Calculated by the system. ((PRIOR YEAR, CALENDAR YEAR-END Notes Payable: Affiliates + Notes Payable: Non-affiliates + Lines of Credit) - (END OF PERIOD Notes Payable: Affiliates + Notes Payable: Non-affiliates + Lines of Credit))
Net Increase/(Decrease) in Long Term Debt (Including Current Maturities)	Calculated by the system. ((PRIOR YEAR, CALENDAR YEAR-END Current Maturities: RUS, RTB and FFB Notes + Current Maturities Long-Term Debt: Other + Current Maturities Long-Term Debt: Rural Development + 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 Lease + Other Long-Term Debt) - (END OF PERIOD Current Maturities: RUS, RTB and FFB Notes + Current Maturities Long-Term Debt: Other + Current Maturities Long-Term Debt: Rural Development + 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 Lease + Other Long-Term Debt))
Decrease/(Increase) in Unapplied Payments – Cushion of Credit	Calculated by the system. (PRIOR YEAR, CALENDAR YEAR-END Balance Sheet Line Less Unapplied Payments: Cushion of Credit) - (END OF PERIOD Balance Sheet Line Less Unapplied Payments: Cushion of Credit)
Increase/(Decrease) in Other Liabilities & Deferred Credits	Calculated by the system. (PRIOR YEAR, CALENDAR YEAR-END Balance Sheet Line Other Long-Term Liabilities & Deferred Credits) - (END OF PERIOD Balance Sheet Line Other Long-Term Liabilities & Deferred Credits)

Statement of Cash Flows Line Item	Description and Notes
Increase/(Decrease) in Capital Stock, Paid-in-Capital, Membership and Capital Certificates & Other Capital	Calculated by the system. (PRIOR YEAR, CALENDAR YEAR-END Cap. Stock Outstanding & Subscribed + Additional Paid In-Capital + Membership & Cap. Certificates) - (END OF PERIOD Cap. Stock Outstanding & Subscribed + Additional Paid In-Capital + Membership & Cap. Certificates)
Proceeds from Grant Funds	Proceeds from grant funds (e.g., from RUS, Federal, and state sources). Provide a breakdown of all grant sources for this item.
Less: Distributions (Payment of Dividends, Patronage Capital Credits Retired, or any other Distribution)	Must be in the accordance with the funding program requirements.
Other (Explain)	Use the button to add additional items not covered by other lines in this portion of the Statement of Cash Flows. Add additional lines one at a time and provide an explanation for each line added.
Net Cash Provided/(Used) by Financing Activities	Calculated by the system. Summation of: Notes Receivable, Notes Payable & Lines of Credit, Long-Term Debt (Including Current Maturities), Unapplied Payments - Cushion of Credit, Other Liabilities & Deferred Credits, Capital Stock, Paid-In-Capital, Membership and Capital Certificates & Other Capital, Proceeds from Grant Funds, Distributions (Payment of Dividends, Patronage Capital Credits Retired, or any other Distribution), and Other
Totals	
Net Increase/(Decrease) in Cash	Calculated by the system. Summation of: Net Cash Provided/(Used) by Operations, Net Cash Provided/(Used) by Investing Activities, and Net Cash Provided/(Used) by Financing Activities
Ending Cash	Calculated by the system. Summation of: Beginning Cash (Cash & Equivalents plus RUS Constr. Fund), and Net Increase/(Decrease) in Cash. Value must equal Cash & Cash Equivalents plus RUS Construction Fund

1. Click the **Statement of Cash Flows** link on the **Current Reports** tab. This navigates the user to the Data Entry page.
2. Click the [right arrow] of each accordion, as shown in Figure 24 below, to display the line items.

Figure 24: Financial Report, Statement of Cash Flow Schedule – Expanded Accordion



3. Enter the amounts associated with the respective line items.
4. Click on the [Other (Explain)] button to add any new items.
5. An Add Account window displays as shown in Figure 25 below.

Figure 25: Add Statement of Cash Flows Account Item

The screenshot shows a form titled "Add Account". Below the title is a paragraph of instructions: "Add an account to the statement by creating a name for the account below. Your account name should be descriptive enough for USDA's understanding. Once added, you can report entity balances for the account item." There is a text input field labeled "*Account Name" with a character count below it: "140 characters remaining". At the bottom of the form are two buttons: "Cancel" and "Save".

6. Enter the Account Name and click the [Save] button. The new account will display as a line item on the **Statement of Cash Flows**. Click the Delete link to delete any new accounts added during the current reporting period.
7. Click the [+Add Explanation] button and enter a description for the new account and then click the [Add] button. If the explanation needs to be updated, click the Edit link.
8. Click the [Save] button to save the data and stay on the page or click the [Save and Continue] button to save the data and proceed to the Review page.

3.2.1.6 Subscriber Data

The **Subscriber Data** schedule is used to report the number of subscribers an entity is providing service to during the current reporting period. This report schedule consists of three separate sections:

“Residential & Business Subscribers – All Services”, “Residential & Business Subscribers – Broadband Service”, and “My Entity’s Most Subscribed Data Offering Type”. For purposes of reporting the data on this report schedule, a subscriber is defined the following ways:

- When reporting **Residential & Business Subscribers – All Services**, a Subscriber is any customer that receives data, voice, or video service, either exclusively or in a bundled package. A customer that is receiving bundled services is counted as a single Subscriber.
- When reporting **Residential & Business Subscribers – Broadband Service**, a Broadband Subscriber means any customer that receives data service at a minimum of 25 Mbps downstream and 3 Mbps upstream, either exclusively, or as a bundled package with other services.



How to Count Subscribers With Multiple Accounts or Locations

If a single subscriber has one account but resides or does business in more than one geographic location (addresses), then each separate geographic location should be counted as a separate subscriber.

- **Example:** A gym (single business account) with two locations receives the different telecommunications services from the provider at each location. Count each location as a separate business subscriber.
- **Example:** A homeowner (single residential account) has a primary residence and a second home that both receive telecommunications services from the provider. Count each location as a separate subscriber.

If one geographic location (address) is receiving services on multiple accounts, then each account should be counted as a separate subscriber.

- **Example:** Each resident of an apartment building has a separate account with the provider for different bundles of telecommunications services. Count each account as a separate residential subscriber.
- **Example:** A rural hospital has separate accounts for departments such as radiology, pathology, cardiology, etc., that receive different bundles of telecommunications services from the provider. Count each account as a separate business subscriber.

1. Click the Subscriber Data link on the **Current Reports** tab. This navigates the user to the Data Entry page.
2. Select the radio button that best matches the entity’s network status and subscribers, as shown in Figure 26 below.
 - If the first radio button, “**My Entity has an existing network; therefore, it has subscribers (including data) to report at the end of this reporting period.**”, is selected, complete all three sections.
 - If the second radio button, “**My Entity has an existing network; however, it does not have any data subscribers to report at the end of this reporting period.**”, is selected, complete only the first section.
 - If the third radio button, “**My Entity does not have an existing network; therefore, it does not have any subscribers to report at the end of this reporting period.**”, is selected, none of the sections need to be completed.

Figure 26: Financial Report, Subscriber Data Schedule – Entity’s Network and Subscriber Status Options

My Entity has an existing network; therefore, it has subscribers (including data) to report at the end of this reporting period.

My Entity has an existing network; however it does not have any data subscribers to report at the end of this reporting period.

My Entity does not have an existing network; therefore it does not have any subscribers to report at the end of this reporting period.

3. Click the [Save] button to save the data and stay on the page or click the [Save and Continue] button to save the data and proceed to the Review page.

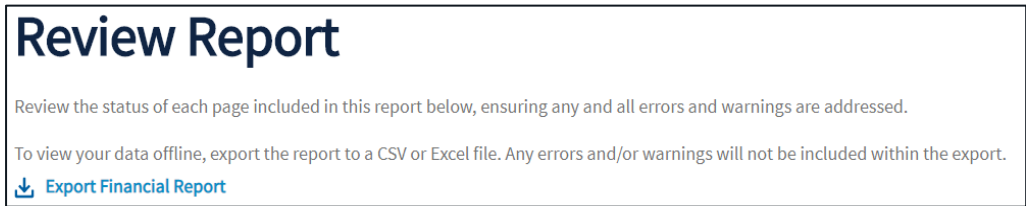
To review, certify, and submit the Financial Report to USDA, refer to [Certifying and Submitting Financial and System Data Reports](#).

3.2.2 Export Financial Report

The **Financial Report** is the only R&C Report that can be exported to an Excel or csv file. Only the financial data is exported so any errors or warnings will not be included within the export.

1. Select the specific **Financial Report** to export and navigate to the Review Report page.
2. Click on the Export Financial Report link as shown in Figure 27 below.

Figure 27: Financial Report, Export Financial Report Link



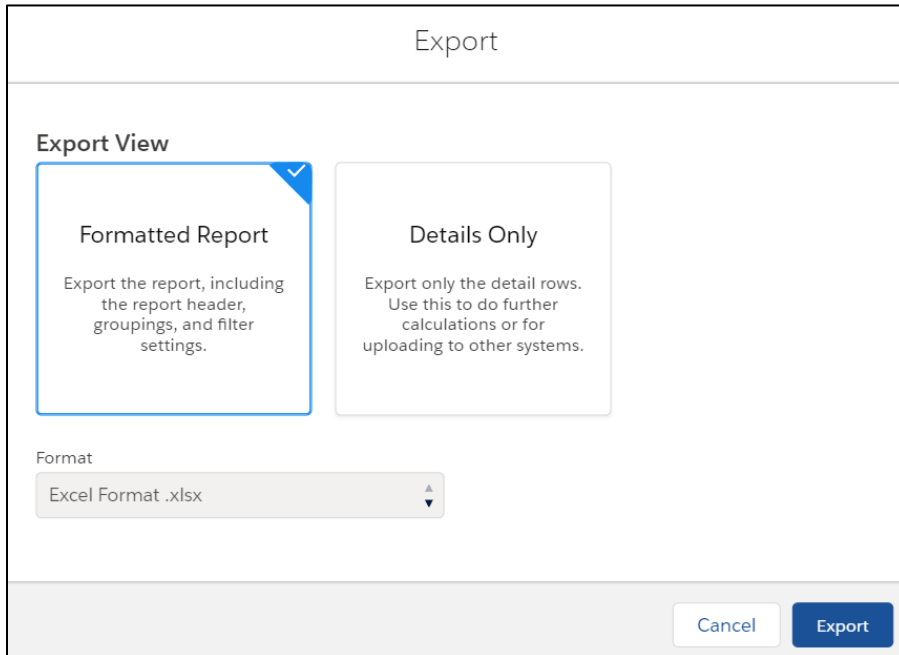
3. The Financial Report export displays, as shown in Figure 28 below.

Figure 28: R&C-generated, Financial Report Export

REPORTING & COMPLIANCE								
Report: R&C Financial Report Export								
R&C Community Users Financial Report								
Export of R&C Financial Reports for Community Users - Used in Portal, don't delete or change the API name								
Account	Account Name	Period End Date	Schedules	Report Status	Line Item	Amount	Explanation	Reviewer
Rostlyn Telecom		12/31/2022	1 - Network Access Services Revenue	Submitted	Federal Subscriber Line Charges	0.00	-	-
				Submitted	Federal Consumer Broadband Only Loop Charges	0.00	-	-
				Submitted	Federal Access Recovery Charges	0.00	-	-
				Submitted	Model Based Support (CAM or A-CAM)	0.00	-	-
				Submitted	Federal High Cost Loop Support	0.00	-	-
				Submitted	Connect America Fund - Broadband Loop Support (Formerly ICLS)	0.00	-	-
				Submitted	State Support	0.00	-	-
				Submitted	Connect America Fund Intercarrier Compensation	0.00	-	-
				Submitted	Interstate Switched Access Revenue	0.00	-	-
				Submitted	Intrastate Switched Access Revenue	0.00	-	-
				Submitted	Interstate Special Access Revenue	0.00	-	-
				Submitted	Intrastate Special Access Revenue	0.00	-	-
				Submitted	Total Network Access Services Revenue	0.00	-	-
			2 - Non-Operating Net Income	Submitted	Non-Operating Revenue	-	-	-
				Submitted	Total Non-Operating Revenue	0.00	-	-

4. Click the [Export] button on the top right corner to export the financial report. An Export window displays, as shown in Figure 29 below.
5. Users can choose to export as a Formatted Report **or** as Details Only.
 - The **Formatted Report** provides the report header, filters and groupings.
 - The **Details Only** reports provide unformatted data organized in rows and columns. If a user chooses Details Only, they can choose the format: either .XLS or .CSV (there is also an option to change the encoding if needed).

Figure 29: Financial Report, Export Window, Export Options



6. Select the desired Export View and Format.
7. Click the [Export] button to export the report and save it in the desired location.
8. Click the Back Arrow icon on the browser menu to return to the Review Report page.

3.2.3 System Data Report

The **System Data Report** is an account-level report that is used for reporting specific data for the entity. This report consists of three report schedules and each report schedule includes a Data Entry page and a Review page. The three report schedules are as follows:

- Network Data
- Capital Investment Data
- Depreciation Rates

Data appears in the **System Data Report** the following ways: auto-populated from a previous **System Data Report**, calculated by the R&C, or entered manually by the user.

3.2.3.1 Network Data

The **Network Data** schedule is used to report the network data for the entity based on the type of network. This report schedule consists of four radio buttons and two separate sections. The two sections are *Wireline Network* and *Wireless Network*.

1. Click the Network Data link on the **Current Report** tab. This navigates the user to the Data Entry page.
2. Select the radio button that best matches the entity’s network status as shown in Figure 30 below.
 - If the first radio button, “My Entity has an existing wireline and wireless network.” is selected, both the *Wireline Network* and the *Wireless Network* sections must be completed.
 - If the second radio button, “My Entity has an existing wireline network.”, or the third radio button, “My Entity has an existing wireless network.” is selected, only the applicable section needs to be completed.
 - If the fourth radio button, “My Entity does not have an existing network.”, is selected, neither of the two sections need to be completed.


Figure 30: System Data Report, Network Data schedule - Entity’s Network Status Options

The screenshot shows a form titled "Network Data". Below the title, there is a sub-header "Select one of the options below to report the network data applicable to your Entity's network for this reporting period." and a note: "You can save and come back to this screen page at any time before submission or continue to the Review page to confirm all entries are correct. The reported data should be on a system-wide basis." Below this is a light blue box containing four radio button options:

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

 A note at the bottom of the box states: "Note: If you switch your selection, any data entered prior will be retained and made visible upon switching back before saving the page. Once saved, data not associated with the current selection will be lost." Below the box are two dark blue expandable sections: "Wireline Network" and "Wireless Network", each with a right-pointing chevron icon.

3. Click the [Save] button to save the data and stay on the page or click the [Save and Continue] button to save the data and proceed to the Review page.



Route Miles
 When recording route miles in the Network Data Schedule, include the total route miles for the entire company, including all wireline route types.

3.2.3.2 Capital Investment Data

The **Capital Investment Data** schedule is used to report the entity’s money that is invested or spent on assets during the current reporting period. Table 12 below provides the Capital Investment Data Line Items along with their descriptions.

Table 12: Capital Investment Data Line Items

Line Item	Description
RUS, RTB, and FFB Loans	The total amount of RUS, RTB, and FFB loan funds expended during the year.
RUS Grants	The total amount of RUS Grant funds expended during the year.
Other Long-Term Loan Funds	The total amount of all other Long-Term loan funds expended during the year.
Other Short-Term Loan Funds	The total amount of all other Short-Term loan funds expended during the year.
General Funds (RUS Interim Approval)	The total amount of funds (short-term borrowings and general funds) that were expended during the year in accordance with RUS approval for interim financing. Any amount reimbursed with RUS, RTB, or FFB loan funds later in the same year should be accounted for under line item 'RUS, RTB, and FFB Loans.'
General Funds (Other than Interim Approval)	The total amount of general funds expended during the year, excluding any such amount that was expended in accordance with RUS approved interim financing.
Other Federal/State Grants	The total amount of funds expended from other Federal/State Grants during the year.
Matching Funds (Equity)	The total amount of matching funds (in the form of equity) expended during the year. Any matching funds expended in the form of short-term or long-term loan funds should be accounted for under line items 'Other Short-Term Loan Funds' and 'Other Long-Term Loan Funds' respectively.
Salvaged Materials	The book value of salvaged materials used as plant but returned to stock during the year.
Contribution in Aid to Construction	The total amount recorded for contributions to telecommunications plant received during the year.

1. Click the Capital Investment Data link on the **Current Report** tab. This navigates the user to the Data Entry page.
2. Select the check box, “My Entity does not have any Capital Investment Data to report”, as shown in Figure 31 below, if the entity does **not** have any capital investment to report for the current reporting period. If the entity has any capital investment to report, enter the amounts associated with the respective line items.

Figure 31: System Data Report, Capital Investment Data Schedule – Nothing to Report

Capital Investment Data

Report the value for each line item, that is pertinent to your Entity, and address all errors and/or warnings that are triggered.

You can save and come back to this page at any time before submission, as well as continue to the Review page to confirm all entries are correct.

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

My Entity does not have any Capital Investment Data to report

3. Click the [Save] button to save the data and stay on the page **or** click the [Save and Continue] button to save the data and proceed to the Review page.

3.2.3.3 Depreciation Rates

The **Depreciation Rates** schedule is used to report the entity’s depreciation rates for its telecommunications plant assets. This report schedule consists of three radio buttons and six sections. The six sections are *Network & Access Equipment, Outside Plant, Buildings, Towers, Customer Premises Equipment and Support Assets*.

1. Click the **Depreciation Rates** link on the **Current Report** tab. This navigates the user to the Data Entry page.
2. Select the radio button that best corresponds to the entity’s depreciation rates as shown in Figure 32 below.
 - If the first radio button, “**My Entity’s depreciation rates are approved by a regulatory authority with jurisdiction over the provision of telephone services.**”, or the second radio button, “**My Entity’s depreciation rates are not approved by a regulatory authority with jurisdiction over the provision of telephone services.**”, is selected, complete the sections as applicable. If the selection of the radio button switches from the previous reporting to the current reporting, a text box displays for the user to explain why the depreciation rates approval status changed from the prior reporting period.
 - If the third radio button, “**My Entity does not have an existing network with depreciation rates to report at the end of this reporting period.**”, none of the sections need to be completed.

Figure 32: System Data Report, Depreciation Rates Schedule – Entity’s Depreciation Rates Options

My Entity's **depreciation rates are approved** by a regulatory authority with jurisdiction over the provision of telephone services.

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

My Entity does not have an existing network with **depreciation rates to report** at the end of this reporting period.

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

3. Click the [right arrow] of each accordion, as shown in Figure 33 below, to display the line items.

Figure 33: System Data Report, Depreciation Rate Schedule - Sections

<small>Note: If you switch your selection, any data entered prior will be retained and made visible upon switching back before saving the page. Once saved, data not associated with the current selection will be lost.</small>	
Network & Access Equipment	>
Outside Plant	>
Buildings	>
Towers	>
Customer Premises Equipment	>
Support Assets	>

4. Enter the depreciation rates for all asset categories that apply to the entity under each of the six sections. See [Appendix F](#) for additional information about the depreciation rates categories in R&C.
5. Click the [Save] button to save the data and stay on the page **or** click the [Save and Continue] button to save the data and proceed to the Review page.

To review, certify, and submit the **System Data Report** to USDA, refer to [Certifying and Submitting Financial and System Data Reports](#).

3.2.4 Errors and Warnings for Financial & System Data Report Schedules

As data is entered on each report schedule, the system runs a validation check for errors and warnings. If any errors or warnings are triggered, banner notifications appear at the top of the page and in-line notifications appear below the line items where an error (red) or warning (amber) is triggered. [Appendix A, Warnings and Errors](#) contains a comprehensive list of all errors and warnings along with ways to resolve them.

A report containing errors **cannot** be submitted; however, a report containing warnings can be submitted if all the warnings have been addressed.

3.2.5 Review Page for Financial & System Data Report Schedules

Once data is entered and saved on the Data Entry page for each report schedule, the user can review the information on the Review page, as shown in the Figure 34 below. The Review page is a read-only version of the Data Entry page. Click the View link to view the explanations provided for the line item. If a warning icon labeled “Missing” displays in the Explanation column, an explanation needs to be provided for that line item. To update an existing explanation or enter a missing explanation, click the [Back] button to return to the Data Entry page and make the required updates.

Figure 34: Financial Report, Balance Sheet Schedule - Review Page

Review: Balance Sheet

Please review all line items and address all errors and/or warnings that are triggered.

⚠ There are one or more warnings present on the page. To clear the warnings, correct the flagged values or provide an explanation.

Assets			
#	LINE ITEM	CURRENT YEAR AMOUNT: MARCH 31, 2021	EXPLANATION
Current Assets			
1	Cash and Equivalents	\$(40,000)	⚠ Missing
2	Cash-RUS Construction Fund	\$(25,000)	⚠ Missing
3	Accounts Receivable - Affiliates	\$0	⚠ Missing

If no further updates are required, click the [Continue] button to proceed to the next report schedule. Alternatively, click the In-Report Menu link to navigate to a different report schedule.

3.2.6 Audit Report

The **Audit Report** is an entity-level report which provides independent assurance that the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. The requirement to submit an audit and the date when the audit is due depends on the legal structure of the entity, its fiscal year end date, and if applicable, the amount of federal award funds the entity expended during the fiscal year.

If the entity required to submit the **Audit Report** is a parent company, the parent must report on a consolidated basis. The Audit Report must include consolidating schedules of the parent and its subsidiary(ies) along with eliminating entries that add up to the consolidated totals. This requirement can either be satisfied by being presented on the face of the consolidated financial statements or included as supplementary schedules. If the entity required to submit the **Audit Report** is a subsidiary, the subsidiary must submit a standalone audit even if the award was guaranteed by its parent company.

- If the entity’s legal structure is a Corporation, Commercial Business, Limited Liability Company, Cooperative, or Mutual Organization, it is subject to the audit requirements under **7 CFR 1773**. For these entities, an audit must be submitted to USDA within 120 days after the entity’s fiscal year end date regardless of the amount of federal award funds that were expended during the fiscal year.
- If the entity’s legal structure is Authority, Municipality, Public Body, Public Power or Utilities District, Indian Tribe, Tribal Government, Higher Education, Non-Profit, Territory or Possession of the United States, or a State or Local Government, it is subject to the audit requirements under **2 CFR 200**. For these entities, an audit must be submitted within 276 days after the entity’s fiscal year end date, if the entity has expended more than \$750,000 in federal award funds. Furthermore, if an entity has received multiple federal awards, then it is required to submit a single audit to the Federal Audit Clearinghouse (FAC).

- **2 CFR 200 Entities Only:**
 - Select the radio button that best matches the amount of federal funds the entity has expended during the current reporting period and whether the entity’s audit was already submitted to the FAC, as shown in the Figure 35, below. The selection of the radio button determines if an audit is required to be uploaded in the R&C.
 - If the first radio button, **“My Entity has expended \$750,000 or more in Federal awards during the fiscal year and we have not submitted our audit to the Federal Audit Clearinghouse (Audit Required).”** is selected, an audit must be uploaded.
 - If the second radio button **“My Entity has expended \$750,000 or more in Federal awards during the fiscal year and we have submitted our audit to the Federal Audit Clearinghouse (Audit Optional).”** is selected, uploading the audit is optional.
 - If the third button **“My Entity has not expended \$750,000 or more in Federal awards during the fiscal year (Audit Optional).”** is selected, an audit does not need to be uploaded.

Figure 35: Audit Report, 2 CFR 200 Audit page – Status of Audit for Entities Subject to 2 CFR 200 Audit Requirements

Audit

Please select the state of funds most applicable to your Entity, below, and upload the prior year audit in accordance with the selection. Additionally, you may provide notes to USDA to supplement the information in the audit or provide general comments. You can save and come back to this screen at any time before submitting to USDA. Once submitted, if any changes need to be made or additional documents provided, please contact USDA directly.

My Entity has expended \$750,000 or more in Federal awards during the fiscal year and we have not submitted our audit to the Federal Audit Clearinghouse *(Audit Required)*.

My Entity has expended \$750,000 or more in Federal awards during the fiscal year and we have submitted our audit to the Federal Audit Clearinghouse *(Audit Optional)*.

My Entity has not expended \$750,000 or more in Federal awards during the fiscal year *(Audit Optional)*.

Note: If your Entity has a requirement to upload to the Federal Audit Clearinghouse, uploading in Reporting and Compliance will not absolve this requirement. USDA will not share my audit with the Federal Audit Clearinghouse or any other agency.

Entities Subject to 2 CFR 200 and 7 CFR 1773 Audit Requirements:

The **Audit Report** can be uploaded by any user on the entity’s account, except for the user who has a Viewer security role. Follow the steps below to upload and submit the **Audit Report**:

Naming Uploaded Files

There is no required naming convention for uploaded files in R&C. However, you may want to include the organization name and year of audit.

1. Click the [Upload Files] button in the Audit Upload section, as shown in Figure 36 below, to upload the **Audit Report** by selecting it from your computer or dragging and dropping in the drop zone. The file format must be a PDF and maximum file size is limited to 2GB.
2. Enter notes, if needed, in the “Notes to USDA” section.

Figure 36: Audit Report, Audit Upload and “Notes to USDA” Window

Audit Upload

Upload the annual audit for your Entity by selecting from your computer, or dragging & dropping below, ensuring the file is under 2GB and .pdf. This document will be sent to USDA directly.

[Upload Files](#) Or drop files

Notes to USDA

Use the space below to add any notes to the report. These notes will be sent to USDA with the report.

255 characters remaining

3. Click the [Submit to USDA] button **or** click the [Save and Exit] button as shown in Figure 37 below.
 - If the [Submit to USDA] button is clicked, a confirmation message, “Are you sure you want to submit to USDA?” displays in a window.
 - Click the [Yes, Submit to USDA] button to submit the **Audit Report**. A success page displays to confirm that the report was successfully submitted to USDA. The report moves from the **Current Reports tab** to the **Submitted to USDA tab** on the **Reports dashboard**. An email notification is generated notifying all the users on the entity’s account that the report was successfully submitted.
 - Click the [No, Return to Report] button to navigate back to the Audit Report.
 - If the [Save and Exit] button is clicked, the user is navigated to the **Reports** dashboard.

Figure 37: Audit Report, Notes to USDA, and [Submit to USDA] Button

Notes to USDA

Use the space below to add any notes to the report. These notes will be sent to USDA with the report.

255 characters remaining

[Return to Report Dashboard](#) [Review: Audit](#)

[Save and Exit](#) [Submit to USDA](#)

3.3 Completing Project-Level Reports

3.3.1 Construction Progress Report

The **Construction Progress Report** is a project-level report that consists of two schedules. The second schedule consists of two sections and one subsection:

- Construction Status
- Construction Progress Map
 - Construction Progress Map
 - New Broadband Subscribers to Report for this Period
 - Geospatial Upload of Subscriber Locations

The **Construction Progress Report** is used to report construction progress in the Approved Project Service Area for each reporting period until construction of the project is complete. With the exception of the final Construction Progress Report, the entity may also be required to report new broadband subscribers that were connected in the Approved Project Service Area during the current reporting period as explained under [New Broadband Subscribers to Report for this Period](#).

Once final construction progress has been reported, the entity will be required to submit the **Annual Performance Report** for a period of three years starting the year following the “Date of Project Completion”. The entity will continue to report the geospatial location data of new broadband subscribers as part of the required *Geospatial Upload of Subscriber Locations* portion of [Annual Performance Report](#).

Construction Status

The **Construction Status** schedule must be completed before the entity is able to report construction progress on the **Construction Progress Map** schedule of the report.

- Select the radio button to report the entity’s construction status for the reporting period, as shown in Figure 38 below.

Figure 38: Construction Progress Report, Construction Status Schedule – Entity’s Construction Status Options

The screenshot shows a form with three radio button options for reporting construction status. The first option is selected. Below the options is a date field labeled "Date of Project Completion" with a placeholder "MM/DD/YYYY" and a calendar icon. A note at the bottom states: "Note: If you switch your selection, any data entered prior will be retained and made visible upon switching back before saving the page. Once saved, data not associated with the current selection will be lost."

- If the first radio button, “**My Entity has performed construction in the Approved Project Service Area during the current reporting period.**”, is selected, construction progress is required to be reported on the Construction Progress layer for the current reporting period. Click the [Save and Continue] button to proceed to the Construction Progress Map schedule of the report.
- If the second radio button, “**My Entity has not performed any construction in the Approved Project Service Area during the current reporting period.**”, is selected, the *Construction Progress Map* section is not available to report construction progress for the current reporting

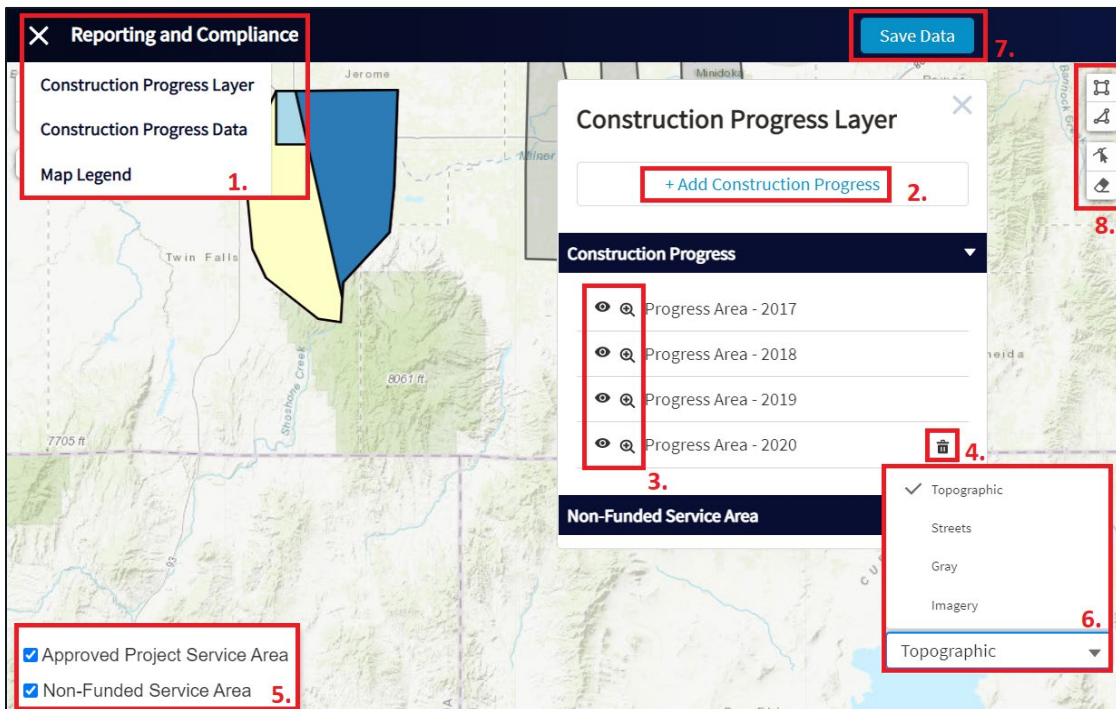
period. Click the [Save and Continue] button to proceed to the **Construction Progress Map** schedule of the report, navigate to, and complete [New Broadband Subscribers to Report for this Period](#) of the report.

- If the third radio button, “**My Entity has completed construction of the Approved Project Service Area.**”, is selected, construction progress is required to be reported on the Construction Progress layer for the current reporting period. Enter the “Date of Project Completion” and click the [Save and Continue] button to proceed to the **Construction Progress Map** schedule of the report.

3.3.2 How to Use the Construction Progress Map

The **Construction Progress Map** requires the use of interactive icons, buttons, and mapping tools, as shown in Figure 39 below, to report the area(s) where construction was completed within the Approved Project Service Area during the current reporting period. If applicable, users may also report updated Non-Funded Service Areas (NFSAs) as part of the final Construction Progress Report.


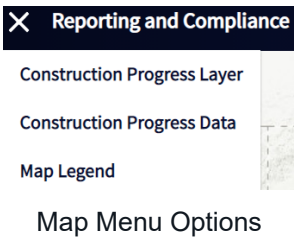
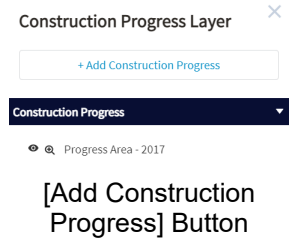



Figure 39: Image of Entity’s Construction Progress Map



Use Table 13 Mapping Buttons & Icons and Table 14: Construction Progress Drawing Tools below to identify and understand the functions of the different icons and buttons in the map to assist with reporting the Construction Progress.

Table 13: Mapping Buttons & Icons

This table identifies and explains items 1-7 in Figure 39 above.

Icon & Name	Screen Location	Function
 [Map Menu]	1. Top Left of the Map	Displays a drop-down menu of the different map elements. The Hamburger icon turns into an “X” icon once the Map Menu is selected.
	1. Top left of the map. Displays after clicking the [Map Menu] icon	Map Menu drop-down options include: <ul style="list-style-type: none"> • Construction Progress Layer • Construction Progress Data • Map Legend
	2. Top middle of the map. Displays after the Construction Progress Layer option is selected from the Map Menu options.	Construction Progress Layer panel appears on the map if the Construction Progress Layer option is selected from the Map Menu options. Click [+ Add Construction Progress] to draw or upload a shapefile of construction progress on the map.
 [Visibility] and [Zoom] Options	3. Left of Construction Progress and NFSA layers.	<ul style="list-style-type: none"> • Eye icon allows users to toggle the visibility of the layer on the map. • Magnifying Glass icon allows users to zoom into each layer.
 [Trashcan] Button	4. Right of Construction Progress and NFSA layers.	<ul style="list-style-type: none"> • Remove the Construction Progress Area layer, only available for the current year’s layer • Remove current year’s drawn or uploaded NFSA layer
	Top middle of the map. Displays after construction progress is drawn or uploaded on the map.	Construction Progress Data panel displays socio-economic, geographic, and construction progress data about the current construction progress area added to the map during the current reporting period.

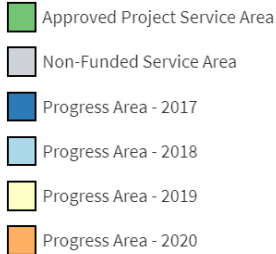

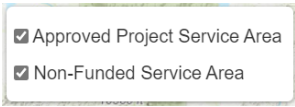

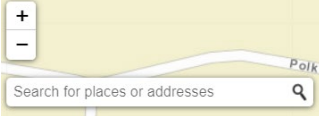





Icon & Name	Screen Location	Function
<p>Legend</p>  <p>Map Legend Colors</p>	<p>Legend displays on the top middle of the map if the Map Legend option is selected from the Map Menu options</p>	<p>Map Legend panel helps users identify the different layers on the Construction Progress map. The different layers include:</p> <ul style="list-style-type: none"> Approved Project Service Area Non-Funded Service Area, if applicable Construction Progress Area – beginning of construction to project completion
 <p>[Base Layer] Button</p>	<p>Bottom Left of the map.</p>	<p>Displays a pop-up menu of the available map base layers when selected.</p>
 <p>Base Layer Options</p>	<p>5. Bottom left of the map. Displays after clicking the [Base Layer] icon.</p>	<ul style="list-style-type: none"> Base Layer options include: Approved Project Service Area, which is always an option to display on the Construction Progress Map Non-Funded Service Area, only an option if the approved application contains NFSAs.
 <p>Basemap Picklist</p>	<p>6. Bottom right of the map. The options expand after clicking.</p>	<p>Allows users to change the base map on the map. Options include: Topographic, Streets, Gray, and Imagery.</p>
 <p>[Zoom In and Out] and Search Box</p>	<p>Top left of the map. [Zoom] buttons and [Search Box] display when Map Menu is not expanded.</p>	<p>Zoom buttons allow users to zoom into and out of the map. The Search Box expands when you click it, and it allows users to search for a place or address on the map.</p>
 <p>[Save Data] Button</p>	<p>7. Top right of the map.</p>	<p>Allows users to save recently added, modified, or removed polygons on the map.</p>

Table 14: Construction Progress Drawing Tools

This table identifies and explains the components of Item 8 in Figure 39 above.

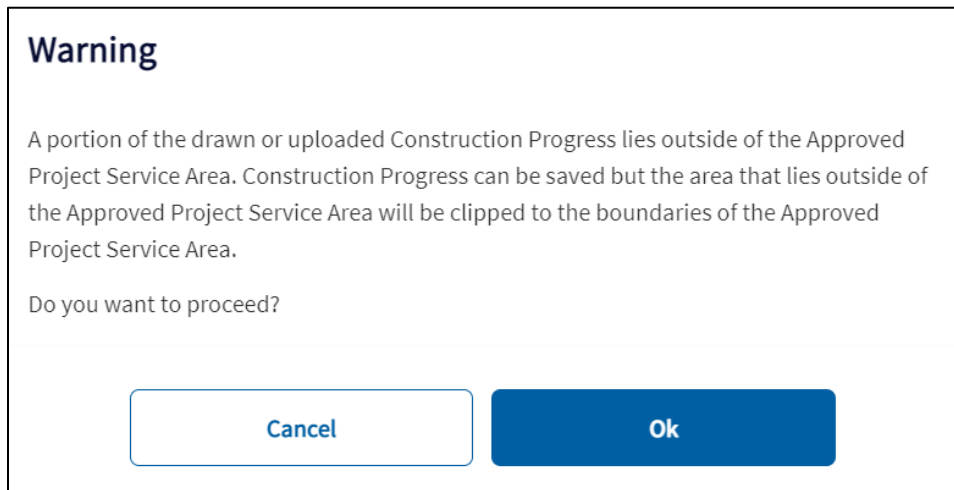
Icon & Name	Screen Location	Function
 [Draw Rectangle] Tool	Right side of the map	Allows users to draw a rectangle polygon on the map. When selected, users must click on the map to place the first vertex, then drag over the map to cover the area of construction progress and click again to complete the rectangle.
 [Draw Polygon] Tool	Right side of the map	Allows users to draw any shape polygon on the map. When selected, you must click on the map to place the first vertex and every additional click will add a new vertex to the map connecting it to the previous vertex. To complete the polygon, the last click must be connected to the first vertex.
 [Edit Layers] Tool	Right side of the map	Allows users to edit the vertices of any layer added to the map. When selected, you must click on an existing vertex of the polygon and drag it to its new location. To complete the edit, click [Finish] next to the Edit Layers icon when done.
 [Remove Layers] Tool	Right side of the map	Allows users to remove a polygon that has been plotted or uploaded on the map. When selected, you must click on the desired polygon to delete it.

3.3.3 Reporting Construction Progress to the Construction Progress Map

The **Construction Progress Map** displays the Approved Project Service Area and if applicable, the Non-Funded Service Area, that were included in the entity's approved application. Any **Construction Progress Area** uploaded or drawn in the map will automatically clip to the bounds of the Approved project Service Area layer. Map users have the option to turn these layers on and off while adding construction progress to the map. However, if the Approved Project Service Area is turned off in the map, the construction progress layer will continue to clip to the bounds of the Approved Project Service Area once the polygon record is drawn or a shapefile is successfully uploaded in the map.

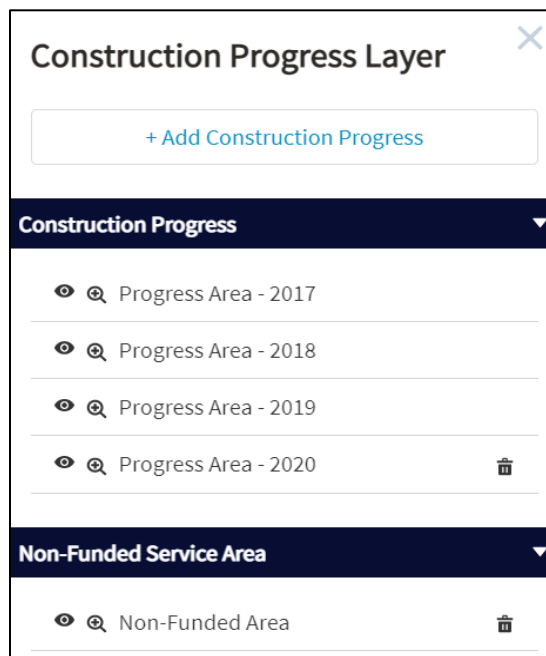
As shown in Figure 40 below, a warning message will appear on the map informing the user of the requirement to only report construction progress within the Approved Progress Service Area. If the entity wishes to proceed with clipping the portion of the polygon(s) outside of the Approved Project service Area, click [OK]. Otherwise, click [Cancel] and the user will return to the map with nothing added to the **Construction Progress Area** layer.

Figure 40: Construction Progress Report, Construction Progress Map - Warning Message



1. Expand the **Map Menu** icon located on the top left corner of the map, click the [Construction Progress Layer] button, and the Construction Progress Layer panel will display, as shown in Figure 41 below.
2. Click the [+Add Construction Progress] button.

Figure 41: Construction Progress Report, Construction Progress Layer Panel



3. Unless this is the entity's final Construction Progress Report, select the **Construction Progress** as the type of construction progress, as shown in Figure 42 below, to report in the drop-down list. The Construction Progress type is used to report the construction progress for the Approved Project Service Area on the map and will appear as part of the **Construction Progress Area** layer for the reporting period.

If applicable to the entity, the Non-Funded Service Area (NFSA) type is available to the Entity to report any differences in the NFSA if there are differences from what was submitted in the approved application. **NOTE: the NFSA only identifies area(s) the entity is currently providing, data, voice, or video services at the time the project is complete.**

Figure 42: Construction Progress Report, Construction Progress Map, Add Construction Progress Window

4. Decide whether to upload a shapefile or draw the construction progress polygon(s) on the **Construction Progress Map**.
 - **Uploading a Shapefile:** Click the [Upload Files] button to upload an ESRI zipped shapefile or drag and drop the file in the drop zone located next to the button. The maximum file size of the upload is limited to 25MB. The Shapefile can include **more than one non-contiguous polygon**; however, the shapefile must include an accompanying .prj file in which the coordinate system of the data is defined, and each polygon must be closed and non-overlapping.
 - **Draw Construction Progress:** Check the [Checkbox] to draw the entity’s area on the map and refer to Table 14: Construction Progress Drawing Tools, for guidance on how to use the drawing and editing tools on the map.
5. Click the [Add Progress] button to begin adding Construction Progress to the entity’s map.
6. Click [Construction Progress Data] from the Map Menu dropdown at any point after a Construction Progress Area has been uploaded or plotted on the map to see aggregated geographic, construction progress, and socio-economic data on the **Construction Progress Data** panel, as shown in Figure 43 below.

The Construction Progress Data panel includes demographic data about the area the entity drew or uploaded on the Construction Progress Map for the current reporting period. If the entity’s construction progress was saved on the Construction Progress Map prior to July 1, the “Current Year” date is as of the previous calendar year. If the entity’s construction progress was saved on the Construction Progress Map on July 1 or after, the “Current Year” date is as of the current calendar year. The “Future Year” date is five years from the “Current Year”. The “Future Year” data is projected data.

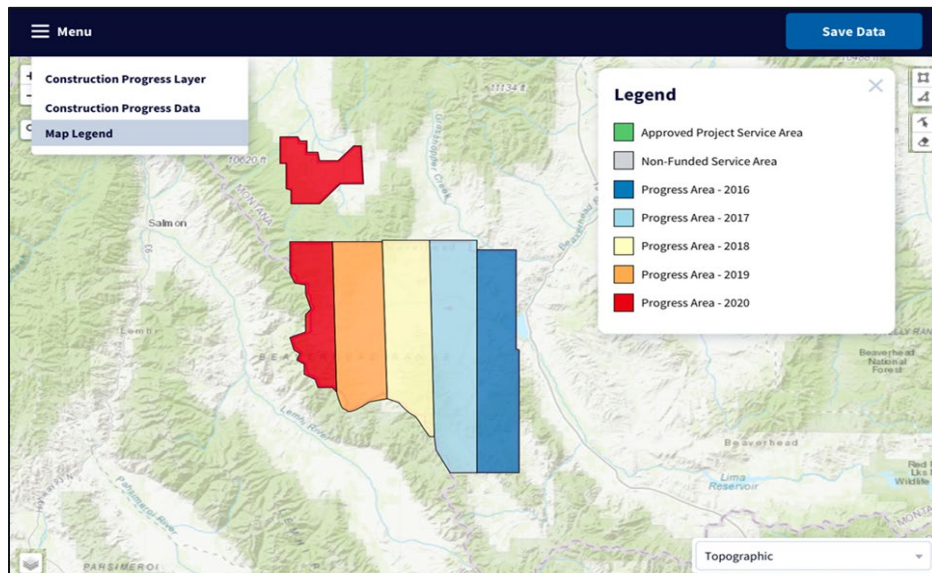
Construction Progress % complete displays on the **Construction Progress Data** panel as XX.XX% once construction progress is mapped during the current reporting period.

Figure 43: Construction Progress Report, Construction Progress Map - Construction Progress Data Panel

Construction Progress Data	
2010 Total Households	291
Current Year Total Households	318
Future Year Total Households	336
Median Household Income	\$60,252
Businesses	20
Square Miles	36.22
Construction Progress	7.04%
Race & Ethnicity	

7. To save map data, click the [Save Data] button at the top right of the map, as shown in Figure 44 below.

Figure 44: Construction Progress Report, Construction Progress Map - Construction Progress Legend and [Save Data] Button



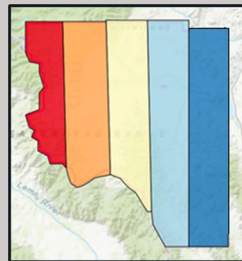
Reporting Construction Progress Correctly on the Map

The percentage (%) of construction progress is calculated by dividing the area of the “Construction Progress” polygon(s) by the total area of the “Approved Project Service Area” polygon(s). The only way to show the construction progress as up to 100% complete during the final Construction Progress Report, each Construction Progress Report submitted after the first report, should cover the previous reporting period’s Construction Progress Area in addition to the current reporting period’s Construction Progress Area.

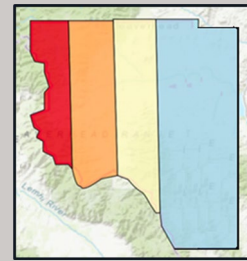
Map Legend of Example Progress Areas



All Progress Areas are mapped: “Progress Areas 2016 – 2020”



If “Progress Area – 2016” is turned off, “Progress Area – 2017” should cover both progress areas.



3.3.4 New Broadband Subscribers to Report for this Period

With the exception of the final Construction Progress Report, the entity is required to complete the *New Broadband Subscribers to Report for this Period* section. If the entity connected any new broadband subscribers in the Approved Project Service Area during the reporting period, subscriber locations are required to be uploaded to the map, as shown in Figure 45 below.

- If new subscribers were added during this reporting period in the Approved Project Service Area, select the first radio button, “**My Entity has new broadband subscribers to report (Geospatial Upload Required).**”, and proceed to Step 1.
- If new subscribers were not added during this reporting period in the Approved Project Service Area, select the second radio button, “**My Entity does not have any new broadband subscribers to report (Geospatial Upload Optional).**”, and proceed to Step 3.

Figure 45: Construction Progress Report, Construction Progress Map Schedule - New Broadband Subscribers to Report for this Period Section, Options

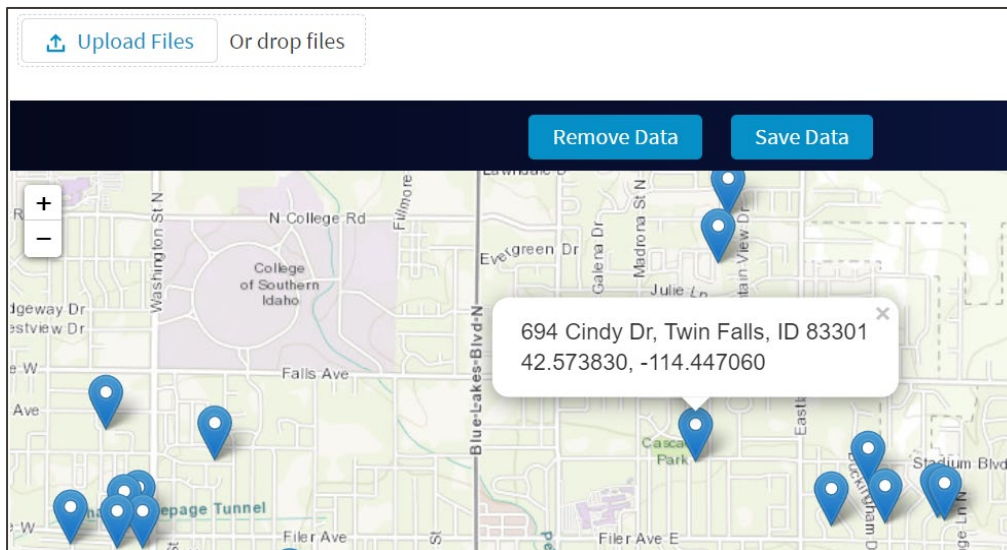
New Broadband Subscribers to Report for this Period

My Entity has new broadband subscribers to report (Geospatial Upload Required).

My Entity does not have any new broadband subscribers to report (Geospatial Upload Optional).

1. Click the [Upload Files] button under the Geospatial Upload of Subscriber Locations subsection to upload the [Geocoded Subscriber Locations](#) file by selecting it from your computer or dragging and dropping in the drop zone. The maximum file size of the upload is limited to 25MB. The maximum file size of the upload is limited to 25MB.
2. Once the [Geocoded Subscriber Locations](#) file successfully uploads on the map, the subscriber location data displays on the map. This data can be viewed by clicking the subscriber point of interest icon, as shown in Figure 46 below. If the data does not look correct on the map, click the [Remove Data] button and complete Step 1 again after updating the incorrect records in the [Geocoded Subscriber Locations](#) file.

Figure 46: Construction Progress Report, Construction Progress Map Schedule - Geospatial Subscriber Locations Uploaded



3. Click the [Save Data] button on the map to save the geocoded subscriber locations data.

To review, certify, and submit the Construction Progress Report to USDA, refer to [Certifying and Submitting Project-level Reports](#).

3.3.5 Annual Performance Report

The **Annual Performance Report** is a project-level report that is used to report the performance of the project for a period of three years after Project completion. The first **Annual Performance Report** will be generated once the Awardee has entered the Project Completion Date on the **Construction Status** schedule of the **Construction Progress Report**. The Annual Performance Report consists of two section: *Project Performance Narratives* and *Geospatial Upload of Subscriber Locations*

The *Geospatial Upload of Subscriber Locations* section is used to report the geospatial location of residences, businesses, farms, and anchor institutions that are receiving new or improved broadband service within the Approved Project Service Area. Rural Development's [Geocoded Subscriber Locations](#) Excel file must be used to report this data on an annual basis. This file must contain only the data on residences, businesses, farms, and anchor institutions that were connected during the reporting period in the Approved Project Service Area.

1. Click the Annual Performance Report link on the **Current Reports** tab.
2. Enter the information under the "Project Performance Narratives", as shown in Figure 47 below. Each narrative can accept a maximum of 4,000 characters and 1 MB of images. Use the tool bar in the section to format the text as desired.
3. Click the [Save] button in the header to save the narrative responses.

Figure 47: Annual Performance Report – Narratives

Annual Performance Report

For three years after Project completion, your Entity must provide the following information, and upload the geospatial location of subscribers that are receiving new broadband service within the Approved Project Service Area.

Project Performance Narratives

1. Describe any existing network service improvements and facility upgrades, as well as new equipment and capacity enhancements that support high-speed broadband access for educational institutions, health care providers, and public safety service providers. *Text and Images (less than 1 MB each) are supported.*

4000 characters remaining

2. Describe the progress towards fulfilling the objectives for which the assistance was granted. *Text and Images (less than 1 MB each) are supported.*

4000 characters remaining

4. Click the [Upload Files] button under the Geospatial Upload of Subscriber Locations section to upload the [Geocoded Subscriber Locations](#) file by selecting it from your computer or dragging and dropping in the drop zone. The maximum file size of the upload is limited to 25MB.
5. Once the [Geocoded Subscriber Locations](#) file successfully uploads on the map, the subscriber location data displays on the map. This data can be viewed by clicking the subscriber point of interest icon, as shown in Figure 46 above. If the data does not look correct on the map, click the [Remove Data] button and complete Step (4) again after updating the incorrect records in the [Geocoded Subscriber Locations](#) file.

- Click the [Save Data] button on the map to save the geocoded subscriber locations data. To review, certify, and submit the Annual Performance Report to USDA, refer to [Certifying and Submitting Project-level Reports](#).

3.3.6 Close Out Report

The **Close Out Report** is a project-level report that is used solely by ReConnect award recipients to make sure all performance goals and objectives of the Federal award have been met.

- Click the Close Out Report link on the **Current Reports** tab.
- Enter the information under the “Close Out Report Narratives”, as shown in Figure 48 below. Each narrative can accept a maximum of 4,000 characters and image(s) that are up to 1 MB. Utilize the tool bar in the section to format the text as desired.

Figure 48: Close Out Report – Narratives

The screenshot shows a web form titled "Close Out Report Narratives". It contains three numbered sections, each with a text box and a toolbar. The toolbars include options for font face (Salesforce Sans), font size (12), bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color, and insert image. Below each text box, it says "4000 characters remaining".

1. Provide a comparison of actual accomplishments to the objectives set forth in the Application. *Text and Images (less than 1 MB each) are supported.*

2. Describe any problems, delays, or adverse conditions that occurred, or which affected the attainment of overall Project objectives, prevented the meeting of time schedules or objectives, or precluded the attainment of particular Project work elements during established time periods. *Text and Images (less than 1 MB each) are supported.*

3. Provide a comparison of how funds were spent against the original general budget submitted with the RUS approved Application. *Text and Images (less than 1 MB each) are supported.*

- Click the [Save] button in the header to save the narrative responses. To review, certify, and submit the Close Out Report to USDA, refer to [Certifying and Submitting Project-level Reports](#).

3.3.7 Annual Project Performance Activity Report

The **Annual Project Performance Activity Report** is a project-level report that is used to report to relate accomplishments to performance goals and objectives of the Federal award.

- Click the Annual Project Performance Activity Report link on the **Current Reports** tab.
- Enter the information under the “Project Performance Activity Report Narratives”, as shown in Figure 49 below. Each narrative section can accept a maximum of 4,000 characters and 1 MB of images. Use the tool bar in the section to format the text as desired.

Figure 49: Annual Project Performance Activity Report – Narratives

Project Performance Activity Narratives

1. Provide a comparison of actual accomplishments to the objectives established for the current reporting period. *Text and Images (less than 1 MB each) are supported.*

Salesforce Sans 12 B I U S [Rich Text Editor Icons]

4000 characters remaining

2. Describe any problems, delays, or adverse conditions which have occurred, or are anticipated, and which may affect the attainment of overall Project objectives, prevent the meeting of time schedules or objectives, or preclude the attainment of particular Project work elements during established time periods; accompanied by a statement of action taken or planned to resolve the situation. *Text and Images (less than 1 MB each) are supported.*

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4000 characters remaining

3. List the Objectives and Timetables established for the next reporting period. *Text and Images (less than 1 MB each) are supported.*

Salesforce Sans 12 B I U S [Rich Text Editor Icons]

4000 characters remaining

3. Click the [Upload] button to upload the SF-425 form for the reporting period by selecting it from your computer or dragging and dropping in the drop zone. The file format must be a PDF and maximum file size is limited to 2GB.
 4. Click the [Save] button in the header to save the narrative responses and SF-425 upload.
- To review, certify, and submit the Annual Project Performance Activity Report to USDA, refer to [Certifying and Submitting Project-level Reports](#).

3.3.8 Final Project Performance Activity Report

The **Final Project Performance Activity Report** is a project-level report that is used to make sure all performance goals and objectives of the Federal award have been met.

1. Click the Final Project Performance Activity Report link on the **Current Reports** tab.
2. Enter the information under the “Final Project Performance Activity Report Narratives”, as shown in Figure 50 below. The narrative section can accept a maximum of 4,000 characters and 1 MB of images. Use the tool bar in the section to format the text as desired.

Figure 50: Final Project Performance Activity Report – Narrative

Final Project Performance Activity Report

In accordance with the Grant Agreement, your Entity is required to complete and submit a Final Project Performance Activity Report to RUS no later than ninety (90) days after the expiration or termination of the Grant, the Project completion, or the final disbursement of the Grant by the Grantee, whichever event occurs last.

Final Project Performance Activity Report Narratives


1. Provide an evaluation of the success of the Project in meeting the objectives of the program. *Text and Images (less than 1 MB each) are supported.*

Salesforce Sans 12 B I U S [List Bulleted] [List Numbered] [List None] [Link] [Image] [Table]

4000 characters remaining

3. Select the [Save] button in the header to save the narrative response.

To review, certify, and submit the Final Project Performance Activity Report to USDA, refer to [Certifying and Submitting Project-level Reports](#).



Project-Level Report Quick Tips

- Once the final Construction Progress Report is submitted to USDA, the Annual Performance Report will display on the Reports Dashboard with a set deadline of January 31st.
- At any time before the Annual Performance, Close Out, Annual Project Performance Activity, and Final Annual Project Performance Activity Reports are submitted to USDA, you can leave the report by selecting [Save and Back] in the footer or [Exit] in the header.

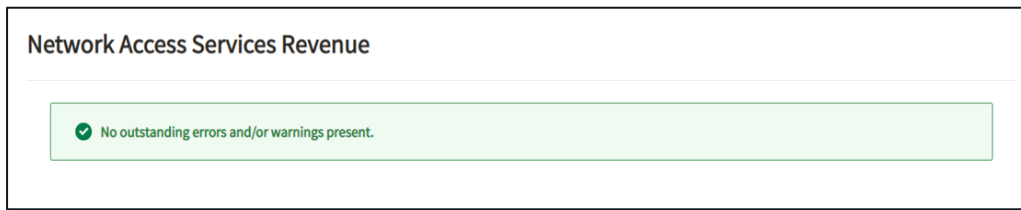
3.4 Certifying and Submitting Financial and System Data Reports

3.4.1 Review Report Page

The **Financial Report** and the **System Data Report** are the only two reports that contain a Review Report page at the end of the report. The Review Report page summarizes the status of each schedule including the errors and warnings, as shown in the figures below. Errors must be corrected, and warnings must be corrected or explained on the Data Entry page for the respective report schedule. The report schedules can be revisited by clicking the In-Report Menu link.

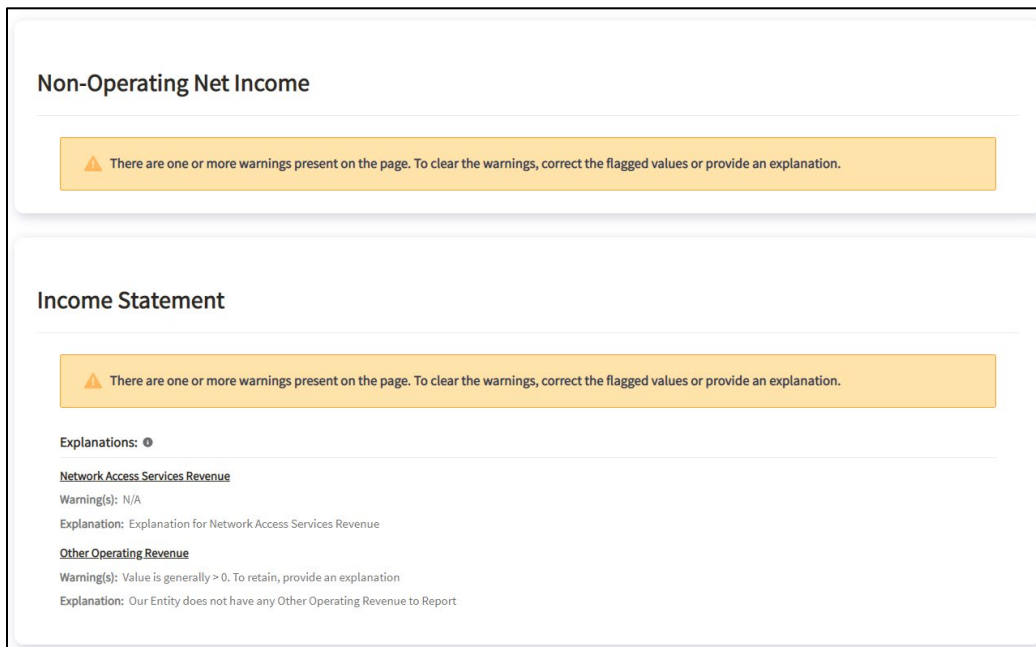
1. If no errors or warnings are triggered, a message “No outstanding errors and/or warnings present” will display, as shown in Figure 51 below.

Figure 51: Example of “No outstanding errors and/or warnings present” Message



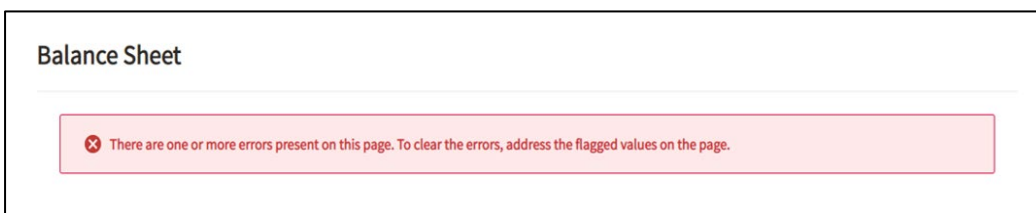
2. If any warnings are triggered, a message “There are one or more warnings present on the page. To clear the warnings, correct the flagged values or provide an explanation” will display as shown in Figure 52 below. The warnings along with explanations provided by the user also display on this page. Furthermore, any explanations entered that were not triggered by a warning, display as “N/A”.

Figure 52: Examples of “There are one or more warnings present on the page. To clear the warnings, correct the flagged values or provide an explanation” Warning Message



3. If any errors are triggered, a message “There are one or more errors present on this page. To clear the errors, address the flagged values on the page.” displays as shown in Figure 53 below.

Figure 53: Example of “There are one or more errors present on this page. To clear the errors, address the flagged values on the page” Message



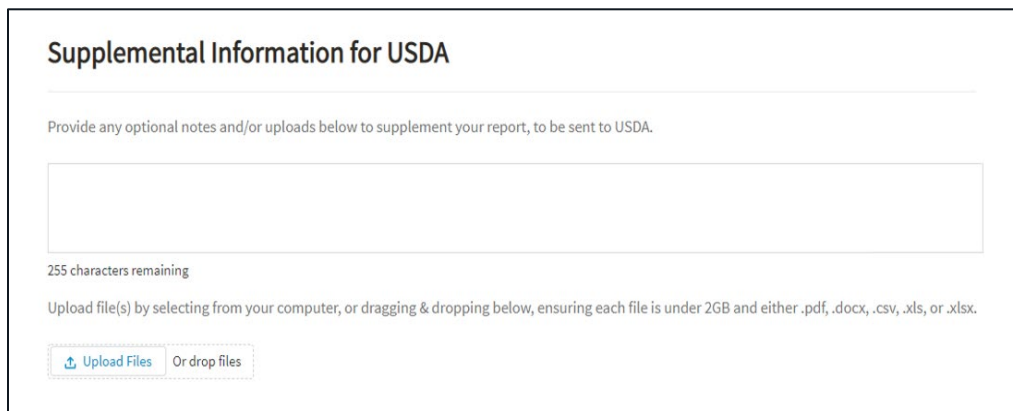
4. If a report schedule has not been started, a message “This page has not been started yet.” displays as shown in Figure 54 below.

Figure 54: Example of “This page has not been started yet.” Message



5. Enter notes, if needed, in the “Supplemental Information for USDA” section, as shown in Figure 55 below or click the [Upload Files] button to upload any documents that are relevant to the report by selecting them from your computer or dragging and dropping them in the drop zone. The file format must be a PDF, .doc, .csv, .xls, or .xlsx and the maximum file size is limited to 2GB.

Figure 55: Financial and System Data Reports, Review Report Page – “Supplemental Information for USDA”

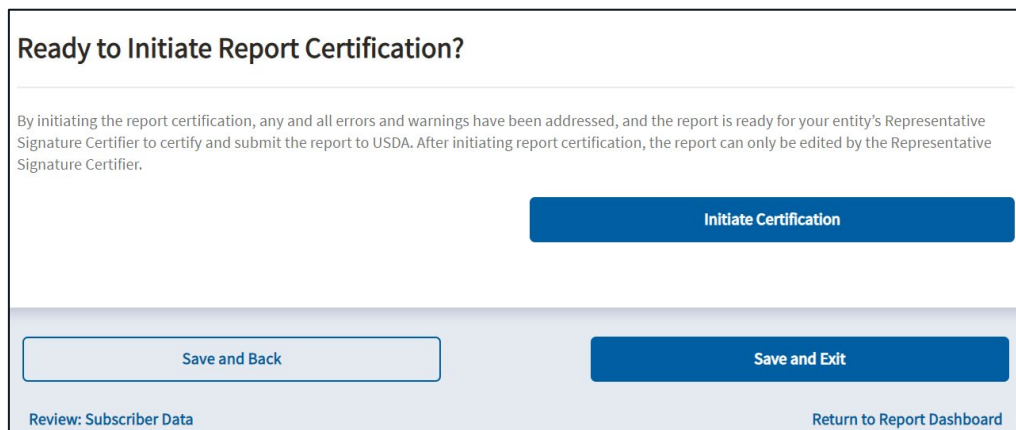


3.4.2 Initiate Report Certification

After all errors and warnings have been addressed, notes entered and files uploaded, the report certification process can be initiated by any user on the entity’s account, except for a user with a **Viewer** security role. After initiating report certification, the report can only be edited by the Rep Sign Cert.

- Click either the [Initiate Certification], [Save and Back], or [Save and Exit] button as shown in Figure 56 below.
 - If the [Initiate Certification] button is clicked, a confirmation message, “Are You sure you Want To Initiate Report Certification?” displays in a window.
 - Click the [Yes, Initiate Report Certification] button to initiate the certification process. A success page displays to confirm that report certification was successfully initiated for the entity’s Rep Sign Cert. The report moves from the **Current Reports** tab to the **Pending Certification** tab on the **Reports** dashboard. An email notification is generated notifying the Rep Sign Cert that report certification has been initiated.
 - Click the [No, Return to Report] button to navigate back to the Review Report page.
 - If the [Save and Back] button is clicked, the user is redirected to the previous report schedule.
 - If the [Save and Exit] button is clicked, the changes on the Review Report page are saved, and the user is redirected to the Reports dashboard.

Figure 56: Financial and System Data Reports, “Ready to Initiate Report Certification?”



3.4.3 Certifying and Submitting the Report

Once the report certification process is initiated, the Rep Sign Cert is the only user on the entity's account who can certify and submit the report by following the steps below:

1. Click the report link for the respective **Financial** or **System Data Report** on the **Pending Certification** tab on the **Reports** dashboard. This navigates the Rep Sign Cert to the Review Report page.
2. Click the [Submit to USDA] button on the Review Report page **or** click the [Send Back for Edits] button, as shown in Figure 57 below.
 - If the [Submit to USDA] button is clicked, a confirmation message, “Are you sure you want to submit to USDA?”, displays in a window.
 - Click the [Yes, Submit to USDA] button to submit the report. A success page displays to confirm that the report was successfully submitted to USDA and the report moves from the **Pending Certification** tab to the **Submitted to USDA** tab on the **Reports** dashboard. An email notification is generated notifying all users on the entity's account that the report was successfully submitted.
 - Click the [No, Return to Report] button to navigate back to the Review Report page.
 - If the [Send Back for Edits] button is clicked, a confirmation message “Are You Sure You Want to Send Back for Edits?” displays in a window:
 - Click the [Yes, Send Back for Edits] button to return the report for edits. The report moves from the **Pending Certification** tab to the **Current Reports** tab on the **Reports** dashboard. An email notification is generated notifying all users on the entity's account that the report has been returned for edits.
 - Click the [No, Return to Report] button to navigate back to the Review Report page.

Figure 57: Financial and System Data Reports, Ready to Submit to USDA?

Ready to Submit to USDA?

Yes, Certify & Submit Report to USDA

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

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

[Submit to USDA](#)

No, Send Report Back for Edits

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

[Send Back for Edits](#)

3.4.4 Quarter 4 Financial Report Certification

When submitting the Quarter 4 **Financial Report**, the Rep Sign Cert must certify whether a default has or has not occurred on its current obligations to RUS, as shown in Figure 58 below.

- Select the radio button, **“All of the obligations under the RUS award documents have been fulfilled in all material aspects”** if a default has not occurred.
- Select the radio button, **“There has been a default in the fulfillment of obligations under the RUS award documents”** if a default has occurred. A document explaining the default must be uploaded. Click the [Upload Files] button to upload the document by selecting it from your computer or dragging and dropping it in the drop zone. The file format must be a PDF and the maximum file size is limited to 2GB.

Figure 58: Financial and System Data Reports, Yes, Certify & Submit Report to USDA

Yes, Certify & Submit Report to USDA

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

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

Select one of the following:


All of the obligations under the RUS award documents have been fulfilled in all material respects.

There has been a default in the fulfillment of the obligations under the RUS award documents.

Note: In the event that there is a default, a document must be uploaded explaining the default(s) before submitting the certification.

[Upload Files](#) Or drop files

[Submit to USDA](#)



Certification & Submission Quick Tips

1. Use the **“Review Report”** page to see the status of each statement in the report and ensure all errors are corrected, and all warnings are addressed.
2. Use the **Supplemental Information** section located at the bottom of the **“Review Report”** page to provide optional notes and/or attachments for USDA review.
 - Uploaded files must be under 2GB and either .pdf, .docx, .csv, .xls, or .xlsx.
 - **Only the Rep Sign Cert can certify and submit a report to USDA.**

3.5 Certifying and Submitting Project-Level Reports

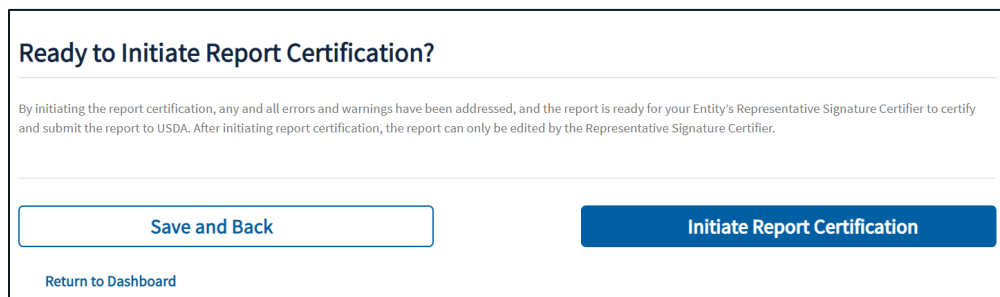
3.5.1 Initiate Report Certification

Once all errors and warnings have been addressed, notes entered and files uploaded, the report certification process can be initiated by any user on the entity’s account, except for a user with a **Viewer** security role. After initiating report certification, the report can only be edited by the Rep Sign Cert.

1. Click the [Initiate Report Certification] button **or** Click the [Save and Back] button as shown in Figure 59: Project-Level Reports, Ready to Initiate Report Certification? below.

- If the [Initiate Report Certification] button is clicked, a confirmation message, “Are You sure you Want To Initiate Report Certification?” displays in a window.
 - Click the [Yes, Initiate Report Certification] to initiate the certification process. A success page displays to confirm that report certification was successfully initiated for the entity’s Rep Sign Cert. The report moves from the **Current Reports** tab to the **Pending Certification** tab on the **Reports** dashboard. An email notification is generated notifying the Rep Sign Cert that report certification has been initiated.
 - Click the [No, Return to Report] button to navigate back to the report.
- If the [Save and Back] button is clicked, the user is navigated to the **Reports** dashboard.

Figure 59: Project-Level Reports, Ready to Initiate Report Certification?



3.5.2 Certifying and Submitting the Report

Once the report certification process is initiated, the Rep Sign Cert is the only user on the entity’s account who can certify and submit the reports by following the steps below:

1. Click the report link for the respective report on the **Pending Certification** tab on the **Reports** dashboard. This navigates the Rep Sign Cert to the report.
2. Click the [Submit to USDA] button **or** click the [Send Back for Edits] button, as shown in Figure 60, below.
 - If the [Submit to USDA] button is clicked, a confirmation message, “Are you sure you want to submit to USDA?”, displays in a window.
 - Click the [Yes, Submit to USDA] button to submit the report. A success page displays to confirm that the report was successfully submitted to USDA and the report moves from the **Pending Certification** tab to the **Submitted to USDA** tab on the **Reports** dashboard. An email notification is generated notifying all the users on the entity’s account that the report was successfully submitted.
 - Click the [No, Return to Report] button to navigate back to the **Review Report** page.
 - If the [Send Back for Edits] button is clicked, a confirmation message “Are You Sure You Want to Send Back for Edits?” displays in a window:
 - Click the [Yes Send Back for Edits] button to return the report for edits. The report moves from the **Pending Certification** tab to the **Current Reports** tab on the **Reports** dashboard. An email notification is generated notifying all users on the entity’s account that the report has been returned for edits.
 - Click the [No, Return to Report] button to navigate back to the report.

Figure 60: Project-Level Reports, Ready to Submit to USDA?

Ready to Submit to USDA?

Yes, Certify & Submit Report to USDA

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

[Submit to USDA](#)


No, Send Report Back for Edits

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

[Send Back for Edits](#)

3.6 Post-Submission Process

Once a report is submitted to USDA, it will display on the **Submitted to USDA** tab on the **Reports** dashboard. Users can no longer make any updates to the submitted report.



Updating a Previously Submitted Report

If you need to make changes to a previously submitted report, please contact the ReConnect Help Desk at <https://www.usda.gov/reconnect/contact-us>. Select "Reporting" from the subject dropdown list and complete all fields on the form. This form is also directly linked in several places within the R&C system. Just click any of the "Contact Us" links.

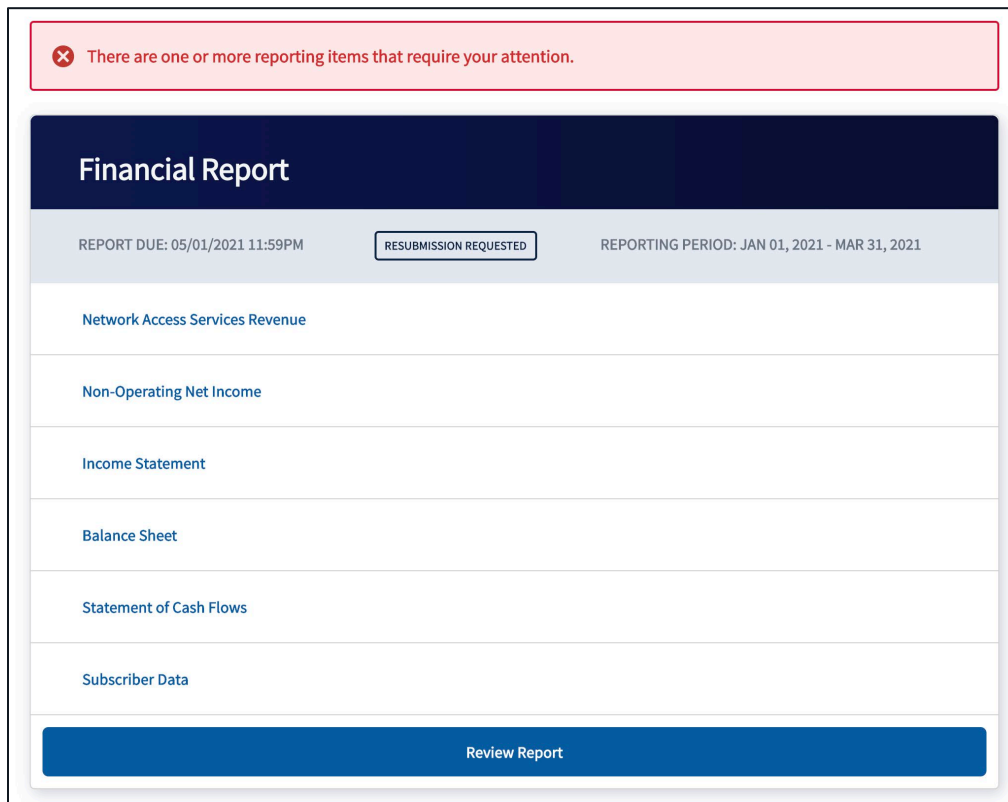
The next section provides instructions on how to [Contact Us](#).

Upon review of the report, USDA will send an email notification to all users on the entity's account either accepting the report or requesting a resubmission of the report.

If a resubmission of a report is requested, the report will move from the **Submitted to USDA** tab to the **Current Reports** tab and flagged with a RESUBMISSION REQUESTED indicator, as shown in Figure

61 below. USDA will provide notes on the affected line item(s) on the report schedule(s) or on the Review Report page(s).

Figure 61: Example of Financial Report, Resubmission Requested



Notes from USDA show as a note or link, as listed below:

Financial Report

- **USDA Review Findings** note on the Review Report page
- **View Note from USDA** link on individual Report Schedule line items

System Data Report

- **USDA Review Findings** note on the Review Report page

Audit and Project-level Reports

- **USDA Review Findings** note on the individual report page

Notes from USDA appear as shown in Figure 62 – Figure 65 below:

Figure 62: Review Report Page – Notes from USDA

Review Report

Review the status of each page included in this report below, ensuring any and all errors and warnings are addressed.

To view your data offline, export the report to a CSV or Excel file. Any errors and/or warnings will not be included within the export.

[Export Financial Report](#)

⚠ USDA Review Findings

Please provide additional information on the schedules marked below. - Q4 Resubmission

Income Statement

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

Explanations: 0

Local Network Services Revenue

Warning(s): N/A

Explanation: revenue from voice and data services. video service is provided by 2 to 3 resellers in the town area

Figure 63: Example of Income Statement Schedule, View Note from USDA Link

Income Statement

Report the value for each line item, that is pertinent to your entity, and address all errors and/or warnings that are triggered. Explanations are only required to justify a value flagged with a warning message. You can save and come back to this page at any time before submission, as well as continue to the Review page to confirm all entries are correct.

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

#	LINE ITEM	CURRENT YEAR AMOUNT: DECEMBER 31, 2020	EXPLANATION
1	Local Network Services Revenue ⚠ View Note From USDA	\$ <input type="text" value="1,331,039"/>	revenue from voice and data services. video service is provided Edit

Figure 64: Example of Income Statement Schedule, View Note from USDA Window

View Note from USDA

Local Network Services Revenue
Please add an explanation

Close

Figure 65: Example of Project-level Report, USDA Review Findings

Final Project Performance Activity Report

In accordance with the Grant Agreement, your Entity is required to complete and submit a Final Project Performance Activity Report to RUS no later than ninety (90) days after the expiration or termination of the Grant, the Project completion, or the final disbursement of the Grant by the Grantee, whichever event occurs last.

 **USDA Review Findings**

Please provide additional information

The entity must review and address all of the USDA notes before reviewing, certifying, and resubmitting the report.

Contact Us

All Contact Us links in R&C direct users to the Contact Us Form at: <https://www.usda.gov/reconnect/contact-us>. For questions related to R&C, select “Reporting” from the subject dropdown list. Complete all the fields on the form and also include the user’s contact number at the end of the message in the **Question** box so that USDA can contact the user for additional details.

Answers to common questions about how to complete reports can be found in the [Frequently Asked Questions](#) document located on the Reporting and Compliance page of the ReConnect website: <https://www.usda.gov/reconnect/reporting-compliance>.

Glossary of Key Terms

Account: A type of record that stores an entity's business information, such as the legal name, headquarters address, correspondence address, business structure, point of contact details, and other related information.

Approved Project Service Area: The Proposed Funded Service Area that was approved as part of the approved application.

Awardee: Referred to as an "entity" in the guide, an organization that has received funding from the USDA Rural Utilities Service (RUS) and is under contract to meet reporting and compliance requirements.

Banner Notifications: Static, system-generated messages that notify the user that an error has been found on the page.

Broadband Subscriber: Any customer that receives data service at a minimum of 25 Mbps downstream and 3 Mbps upstream, either exclusively, or as a bundled package with other services.

Construction Progress: Represents the area(s) on the *Construction Progress Map* that are fully constructed and ready to deliver broadband service to subscribers at a minimum speed of 25 Mbps downstream and 3 Mbps upstream.

Construction Progress Map: A mapping tool used to upload a shapefile of or plot construction progress of the project on an annual basis as part of the Construction Progress Report.

Contacts: Individuals who have been authorized to work on reports associated with an entity receiving RUS funding. These individuals are linked to the entity's Account in R&C. These individuals are referred to as external users.

Entity: An organization that has received funding from RUS.

Explanation: Additional information that the entity enters to clarify or justify the data or absence of data on a line item.

Key Contacts: Individuals linked to an account that the entity has designated as USDA's points of contact if any questions arise during the reporting process.

Line Item: Represents both the line items and account items on the Financial Report and System Data Report pages. Entities must address all required line items in order to submit a report.

Non-Funded Service Area (NFSA): Represents the area(s) that may have been included as part of the approved but are not a part of the approved project. Not all Construction Progress Maps will include NFSAs. If applicable, the NFSA is where the entity is currently providing, data, voice, or video services at the time the project is complete.

Reporting & Compliance (R&C) URL: <https://reporting-and-compliance.rd.usda.gov/s/>

USDA eAuthentication (eAuth): The system used by USDA agencies to enable individual entities and employees to obtain unverified (Level I) and verified (Level II) accounts that will allow them to access USDA Web applications, through the Internet. All users must have a verified (Level II) eAuthentication account in order to access the R&C.

User: An individual authorized by USDA to have access to R&C. External users must also be authorized by the associated entity.

Appendix A: System-Generated Message Types

Warnings and errors appear in a few different forms. Below are a few key words to help understand the descriptions of these messages, where they appear, and what they mean.

- **Statement:** This may also be referred to as a report schedule or a page. This is a list of line items that require values. Reports may include multiple statements.
- **Line item:** The Financial Report statements contain line items. Each line item consists of a value (either for manual input, or auto calculated), and may include an Explanation column.
- **Flagged values:** This refers to the value(s) within a statement that have generated a warning or error. The error or warning, which appears beneath the data entry field and describes the issue.
- **Explanation:** Certain statements include the ability to add descriptions to line items within the statement. Some explanations are required.

Warnings are amber-colored, errors are red, and informative items are generally grey, blue or green.

Examples of banner notifications (usually at the top of the page):

Figure 66: Warning (Amber) Message

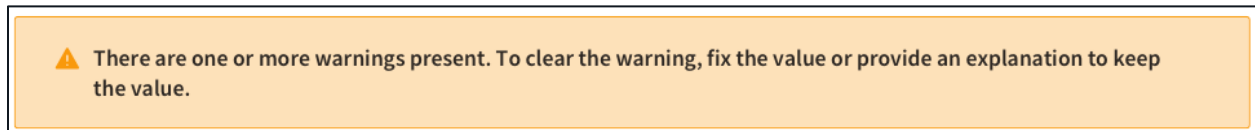


Figure 67: Error (Red) Message

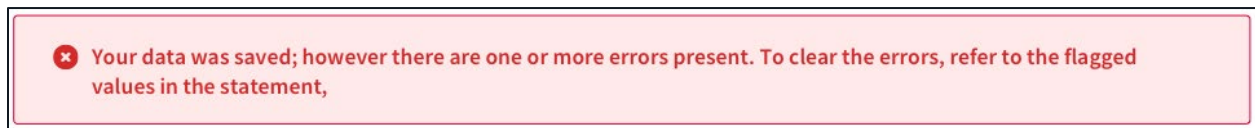


Figure 68 Informative Message

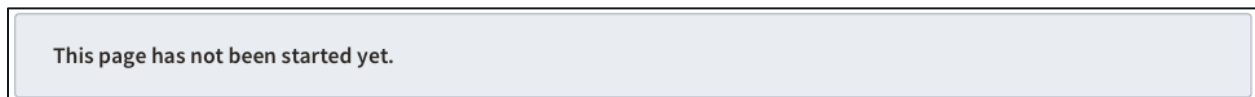


Table 15: Examples of In-line Notifications Associated with Fields

Error (Red) Message	Warning (Amber) Message
<div style="border: 1px solid red; padding: 5px; display: flex; justify-content: space-between;"> \$ AAA </div> <p>✖ An alphanumeric or unexpected character was entered</p>	<div style="border: 1px solid orange; padding: 5px; display: flex; justify-content: space-between;"> 500,000 </div> <p>⚠ Out of range. To keep, provide an explanation</p>

Table 16 – Table 19 below provide a comprehensive list of the warnings, errors, and informative messages available to display in the R&C. Search for the message you received to see its context and solution.

Table 16: R&C System Notifications - "Save Successful" Messages (Green color)

"Save Successful" Messages (Green color)			
Type	Message	Cause	Solution
General Notification	"[Statement Name] has been saved successfully."	Appears on all pages where values are entered, or documents are uploaded.	N/A
Financial Report Notification	"Line item has been successfully deleted."	A custom line item has been successfully deleted. Occurs on: <ul style="list-style-type: none"> • Non-Operating Net Income • Statement of Cash Flows 	N/A
Financial Report Notification	"No outstanding errors and/or warnings present."	No errors or warnings would prevent submitting the report. Occurs on the Review Report page and appears beneath the name of a specific statement. Occurs on the Financial Report	N/A
Construction Progress Report Notification	"Construction Progress Report has been saved successfully."	The status on the Construction Status page has been selected and the user clicked [Save and Continue] or [Initiate Certification]. Occurs on the Construction Progress Report	N/A
Construction Progress Report Notification	"Clipped successfully. Please select "Save Data" on the map to save your progress."	Construction progress was successfully clipped and added to the map. Occurs on the map in the Construction Progress Report.	N/A
Construction Progress Report Notification	"The polygon has been successfully [added/uploaded]. Please select "Save Data" on the map to save your progress."	Construction progress was successfully added to the map. Occurs on the map in the Construction Progress Report.	N/A
Construction Progress Report Notification	"The Construction Progress has been removed. Please select "Save Data" on the map to save your progress."	Construction progress was successfully removed from the map. Occurs on the map in the Construction Progress Report.	N/A

"Save Successful" Messages (Green color)			
Type	Message	Cause	Solution
Construction Progress Report Notification	"Your data has been saved successfully"	Construction progress was successfully saved to the map by clicking the [Save Data] button. Occurs on the map in the Construction Progress Report.	N/A
Geospatial Subscriber Locations Notification	"Geocoded subscriber location(s) were added to the map successfully. Please select "Save Data" on the map to complete the upload."	The uploaded subscriber file successfully added the subscriber locations to the map. Occurs on the Geospatial Subscriber Locations map.	N/A
Geospatial Subscriber Locations Notification	"Your data has been saved successfully."	The user clicked the [Save Data] button on the map and the subscriber locations were successfully saved to the map.	N/A
Geospatial Subscriber Locations Notification	"Deleted successfully."	The user clicked the [Remove Data] button on the map and the subscriber locations were successfully removed.	N/A

Table 17: R&C System Notifications - Informative Messages (Light Blue or White colors)

Informative Messages (Light Blue or White colors)			
Type	Message	Cause	Solution
Financial Report Notification	"There are one or more items that require your attention before resubmitting the report. View the note(s) from USDA and make the necessary corrections or Contact Us if you need assistance."	Occurs on all statements. Appears at the top of the affected schedule, and on the Review Report page for the Financial Report.	View the note(s) provided by USDA and correct the report before resubmitting. Contact Us if you need further assistance.
Financial Report Notification	"My Entity does not have any [statement name] to report."	Occurs on the Review Report page and appears beneath the name of a specific statement. Applies to the following statements. <ul style="list-style-type: none"> • Network Access Services Revenue • Non-Operating Net Income 	N/A

Informative Messages (Light Blue or White colors)			
Type	Message	Cause	Solution
Financial Report Notification	"This page has not been started yet."	There is a statement has not been started. Occurs on the Review Report page and appears beneath the name of a specific statement. Occurs on the Financial Report	Return to the flagged statement and address all required fields.

Table 18: R&C System Notifications - Warning Messages (Amber color)

Warning Messages (Amber color)			
Type	Message	Cause	Solution
Financial Report Notification	"There are one or more warnings present. To clear the warning, fix the value or provide an explanation to keep the value."	At least one line item on the statement is generating a flag. Occurs on: <ul style="list-style-type: none"> • Non-Operating Net Income • Income Statement • Balance Sheet • Statement of Cash Flows 	To submit the statement, all warnings must be resolved by correcting the values or providing an explanation.
Financial Report Notification	"[Statement Name] has been saved successfully. Please visit and re-save the Statement of Cash Flows to update the calculations with changes made on this statement."	Changes made to the Income Statement or Balance Sheet may affect the calculations in the Statement of Cash Flows. Occurs on: <ul style="list-style-type: none"> • Income Statement • Balance Sheet 	To ensure that the Statement of Cash Flows calculates using the most recent data, visit the Statement of Cash Flows and re-save the page.
Financial Report Notification	"Explanation is required when a value is not entered"	Occurs on: <ul style="list-style-type: none"> • Non-Operating Net Income • Balance Sheet • Income Statement 	Either provide a value or an explanation for the blank field
Financial Report Notification	"Typically, greater than zero. To keep, provide an explanation"	Appears beneath fields on: <ul style="list-style-type: none"> • Balance Sheet • Income Statement 	To justify the entry of zero, provide an explanation, or change the value.
Financial Report Notification	"Typically, greater than 1. To keep, provide an explanation"	Appears beneath fields on the Balance Sheet	To justify the entry of one, provide an explanation, or change the value

Warning Messages (Amber color)			
Type	Message	Cause	Solution
Financial Report Notification	“Explanation is required when a custom line item is created”	Appears beneath fields on: <ul style="list-style-type: none"> • Statement of Cash Flows • Non-Operating Net Income 	You must provide an explanation for this line item.
Financial Report Notification	“There are one or more warnings present on this page. To clear the warnings, correct the flagged values or provide an explanation.”	There is at least one warning on a statement within the Report. Occurs on the Review Report page beneath the names of each statement that requires attention. Applies to the Financial Report	To submit the report, resolve all warnings by correcting values or providing explanations.
Construction Progress Report Notification	“A portion of the drawn or uploaded Construction Progress lies outside of the Approved Project Service Area. Construction Progress can be saved but the area that lies outside of the Approved Project Service Area will be clipped to the boundaries of the Approved Project Service Area. “Do you want to proceed?”	Part of uploaded or drawn construction progress falls outside of the Approved Project Service Area. No progress can be reported outside of the approved service area. Occurs on the map in the Construction Progress Report.	If [Ok] is clicked, the map will automatically clip the progress so that none of it falls outside of the Approved Project Service Area. If [Cancel] is clicked, then the uploaded or drawn construction progress will not be added to the map.
Construction Progress Report Notification	“Your entity indicated that construction is complete, but the Approved Project Service Area is XX.XX% not 100% covered by your polygon. Please update the map or change what your entity has indicated it is reporting.”	The selection made on the Construction Status page indicated progress has been completed, however the reported progress on the map has not covered the Service Area. Occurs on the map in the Construction Progress Report.	To initiate certification of the Construction Progress Report, the entire Service Area must be covered by Construction Progress.

Warning Messages (Amber color)			
Type	Message	Cause	Solution
System Data Report Notification	“There is a warning present on the page. To clear the warning, provide an explanation or change the selection.”	<p>The selection made on Depreciation Rates differs from the prior year selection.</p> <p>Occurs at the top of the page and remains until the missing explanation is saved to the statement or the selection is updated.</p> <p>Applies to the following statement: Depreciation Rates</p>	To submit the statement, either provide an explanation for the new selection or revert back to the original selection.

Table 19: R&C System Notifications - Error Messages (Red color)

Error Messages (Red color)			
Type	Message	Cause	Solution
General Notification	“There are one or more reports that require your attention.”	<p>At least one report has either missed the due date; requires edits requested by the Rep Sign Cert; or requires resubmission addressing USDA concerns noted in the report.</p> <p>Occurs on the Reports page</p>	Submit the late report, re-edit the report or resubmit it to USDA with changes.
General Notification	“[Statement Name] could not be saved due to a system error. Please try again.”	<p>Possible reasons for the system error include the loss of internet connection, loss of server connection, or servers down.</p> <p>Occurs on all pages where values are entered, or documents uploaded.</p>	Check the internet connections and try again until successful. If issue persists Contact Us for assistance.
General Notification	“Must be provided” or “Document is required”	Appears for all required line items, fields, and uploads which have not yet been provided.	Provide the required value or upload the required file.
Financial Report Notification	“Your data could not be saved as there are one or more critical errors present. To clear the errors, refer to the flagged values in the statement before proceeding.”	<p>At least one line item includes a letter or special character.</p> <p>Occurs on all statements.</p>	Remove the letter(s) or special character(s) and re-save the statement.

Error Messages (Red color)			
Type	Message	Cause	Solution
Financial Report Notification	“Your data was saved; however there are one or more errors present. To clear the errors, refer to the flagged values in the statement.”	There is at least one error on the statement. Occurs on all statements, except for the following: <ul style="list-style-type: none"> • Non-Operating Net Income • Network Access Services Revenue 	To submit the statement, all errors must be resolved by correcting the flagged line items.
Financial Report Notification	“Your Entity indicated that there are values to report. Please provide values for all items based on the selection.”	The selection made on the statement indicated there are values to report; however, no values were provided. Occurs on: <ul style="list-style-type: none"> • Subscriber Data 	All required values must be provided, or the selection must be changed to resolve the error.
Financial Report Notification	“An alphanumeric or unexpected special character was entered”	Appears beneath fields on: <ul style="list-style-type: none"> • Network Access Services Revenue • Non-Operating Net Income • Income Statement • Balance Sheet • Statement of Cash Flows • Subscriber Data 	Remove any letters or special characters from the entry and save the change.
Financial Report Notification	“Must be positive”	Appears beneath fields on: <ul style="list-style-type: none"> • Network Access Services Revenue • Non-Operating Net Income • Subscriber Data 	Replace the negative value with a positive number and save the change.
Financial Report Notification	“Must be provided when broadband subscribers are reported”	Appears beneath fields on: <ul style="list-style-type: none"> • Subscriber Data 	Provide a value to resolve the error.
Financial Report Notification	“There is already an account with this name”	The unique custom account name provided has already been used. Appears beneath fields on: <ul style="list-style-type: none"> • Non-Operating Net Income • Statement of Cash Flows 	Assign a different unique name to resolve the error.

Error Messages (Red color)			
Type	Message	Cause	Solution
Financial Report Notification	“Value must = ‘Total Liabilities and Equity’”	<p>“Total Assets” must equal the “Total Liabilities and Equity” line item.</p> <p>Appears beneath the “Total Assets” field on:</p> <ul style="list-style-type: none"> • Balance Sheet 	Update values on the Balance Sheet (or on sheets that feed information to the Balance Sheet) to ensure that Total Assets = Total Liabilities & Equity and re-save the page.
Financial Report Notification	“Value must = ‘Total Assets’”	<p>“Total Liabilities and Equity” must equal the :”Total Assets” line item.</p> <p>Appears beneath the “Total Liabilities and Equity” field on:</p> <ul style="list-style-type: none"> • Balance Sheet 	Update values on the Balance Sheet (or on sheets that feed information to the Balance Sheet) to ensure that Total Assets = Total Liabilities & Equity and re-save the page.
Financial Report Notification	“Must equal ‘Cash & Equivalents’ plus ‘Cash-RUS Construction Fund’”	<p>Appears beneath the “Ending Cash” field on:</p> <ul style="list-style-type: none"> • Statement of Cash Flows 	Ensure that “Cash & Equivalents” + “Cash-RUS Construction Fund” on the Balance Sheet = “Ending Cash” on the Statement of Cash Flows. Update values on statement(s) and re-save them. Follow warnings to save other statements that may occur.
Financial Report Notification	“The report has one or more errors and/or unexplained warnings on the pages below, or a page hasn’t been started. Refer to the flagged items on each page to clear the errors and/or warnings.”	<p>There is at least one error or warning on a statement, or a statement has not been started.</p> <p>Occurs on the Review Report page after attempting to Initiate Report Certification or Submit to USDA.</p> <p>Occurs on the Financial Report</p>	To submit the report, complete all statements, and resolve all errors by correcting values or providing explanations.
Financial Report Notification	“There are one or more errors present on this page. To clear the errors, refer to the flagged values in the statement.”	<p>There is at least one error on a statement within the Report.</p> <p>Occurs on the Review Report page beneath the names of each statement that requires attention.</p> <p>Occurs on the Financial Report</p>	To submit the report, resolve all errors by correcting values or providing explanations.

Error Messages (Red color)			
Type	Message	Cause	Solution
Construction Progress Report Notification	“Construction Status signifies work has been performed for the current reporting period. If construction has not been performed and updates to the Construction Progress Map do not need to be made, please update the construction status.”	The selection made on the Construction Status page indicated progress had been made or completed, however no map data was saved. Occurs on the Construction Progress Report.	To certify and submit the Construction Progress Report, the status selection must be changed, or the required map data must be provided.
Construction Progress Report Notification	“Construction Status signifies work has not been performed for the current reporting period. If construction has been performed and updates to the Construction Progress Map need to be made, please update the construction status.”	The selection made on the Construction Status page indicated progress had not been made or completed, however map data was saved. Occurs on the Construction Progress Report	To certify and submit the Construction Progress Report, the status selection must be changed, or the provided map data must be removed.
Construction Progress Report Notification	“Please select Completion Date before Saving.”	The selection made on the Construction Status page indicated progress has been completed, however no completion date has been entered. Occurs on the Construction Progress Report	To advance to the next page of the Construction Progress Report, enter a date into the Completion Date field.
Construction Progress Report Notification	“Upload Failed. Please upload a file containing .dbf, .prj, .shp, and .shx files(s)”	The file uploaded is not in the right format so it cannot be uploaded to the map. Occurs on the map in the Construction Progress Report.	To add construction progress to the map, the uploaded file must be a zip file containing .dbf, .prj, .shp and .shx file(s).

Error Messages (Red color)			
Type	Message	Cause	Solution
Construction Progress Report Notification	"The polygon(s) added to the map contain intersecting polygons and/or overlaps with polygons that were previously added to the map for this reporting period. Please edit or remove the intersecting vertices before attempting to save your construction progress."	The added Construction Progress layer overlaps with another Construction Progress layer that was already added for that year. Occurs on the map in the Construction Progress Report.	To initiate certification of the Construction Progress Report, the Construction Progress layers for the current year may not overlap.
Geospatial Subscriber Locations Notification	"File type not supported."	The uploaded subscriber file is not a .xls or .xlsx file. Occurs on the Geospatial Subscriber Locations map.	To upload subscribers to the map, the user must upload a .xls or .xlsx file.
Geospatial Subscriber Locations Notification	"The file was unable to upload. You are required to use the Reporting & Compliance Geocoded Subscriber Locations Excel file to report the geospatial location of subscribers."	The uploaded subscriber file is not in the same format as the required Geocoded Subscriber Location template file. Occurs on the Geospatial Subscriber Locations map.	To upload subscribers to the map, the user must upload a filled out Geocoded Subscriber Location template file.
Geospatial Subscriber Locations Notification	"Beginning at row (missing data rows) there is missing data for one or more of the fields within the uploaded file. For the geographical fields, ensure that either the Address, City, State, and Zip Code; or the Latitude or Longitude coordinates have been provided. For all other remaining fields, ensure that data is provided before uploading the file again. Refer to the instructions in the Geocoded Subscriber Locations Excel file for additional guidance."	The uploaded subscriber file is missing values in required cells. Occurs on the Geospatial Subscriber Locations map.	To upload subscribers to the map, the filled out Geocoded Subscriber Location template file cannot be missing any values in cells.

Error Messages (Red color)			
Type	Message	Cause	Solution
System Data Report Notifications	“Your Entity indicated that there are values to report. Please provide values for one or more items.”	<p>The selection made on the statement indicated there are values to report; however, no values have been provided.</p> <p>Occurs on the Review Statement page and the data entry page for the following statements:</p> <ul style="list-style-type: none"> • Depreciation Rates • Capital Investment Data 	All required values must be provided, or the selection must be changed to resolve the error.

Appendix B: System-Generated Email Notifications

Email notifications will include the following information:

- Entity Name
- Specific report name (if applicable)
- Reporting period end date (if applicable)
- Action the user needs to take (if any)
- Link to R&C

Email notifications are sent to users in the following circumstances:

Table 20: Email Notifications

Automated Email Name	Event Triggering the Email Generation	Users Receiving the Email
Approved Authorized Representative Request	This email is generated when the submitted ARR is approved by USDA.	All users listed on the ARR
Authorized Representative Request Resubmission Requested	This email is generated when the submitted ARR is rejected by USDA.	ARR submitter
New report available	This email is generated when a new report is available on the Reports dashboard.	All users on the entity's account
Report Pending Certification	This email is generated when the report certification is initiated for the Rep Sign Cert.	Rep Sign Cert
Edits are Required for the Report	This email is generated when the report is sent back by Rep Sign Cert for edits.	All users on the entity's account
Report Successfully Submitted	This email is generated when the report is successfully submitted to USDA by the Rep Sign Cert.	All users on the entity's account
Report Resubmission Requested	This email is generated when USDA has requested the resubmission of a submitted report.	All users on the entity's account
Report Accepted by USDA	This email is generated when the submitted report is accepted by USDA.	All users on the entity's account

Appendix C Network Access Services Revenue Line Item Expansion

RUS is updating the Network Access Services Revenue Schedule of the Financial Report. Some line item labels are modified to increase clarity, and new Line Items are being added. In addition, the update provides descriptions of the line items and links to detailed information on many of them. Table 21 provides a crosswalk between the schedule's line items as of the Financial Report ending September 30, 2021 and the new line items that will first appear in the Network Access Services Revenue Schedule as part of the Financial Report ending December 31, 2021.

Table 21: Network Access Services Revenue Line Items

NOTE: Additions and changes are shown in **bold text**.

Current Line Item Label	New Line Item Label as of Report Ending December 31, 2021	Description and Notes
Federal Subscriber Line Charges	End User Federal Subscriber Line Charges	Charges assessed to recover the interstate costs of providing a line to a home or business.
	End User State Subscriber Line Charges	As permitted by a state, charges to recover the intrastate costs of providing a line to a home or business.
Federal Consumer Broadband Only Loop Charges	End User Federal Broadband Only Loop Charges	Charges assessed for lines without regulated local exchange voice service provided.
Federal Access Recovery Charges	End User Federal Access Recovery Charges	End user charges to assist with intercarrier compensation reform.
Model Based Support (CAM or A-CAM)	Federal USF Model Based High Cost Support (CAM, A-CAM, REVISED A-CAM)	High-cost support based on forward-looking network engineering models.
	Federal USF Auction Support (RBE, CAF II, RDOF)	High-cost support provided for specific geographic areas to winners of reverse auctions.
Federal High Cost Loop Support	Federal USF High Cost Loop Support	High-cost support for last mile loops with costs exceeding 115% of the national average.
Connect America Fund - Broadband Loop Support (Formerly ICLS)	Federal USF Connect America Fund - Broadband Loop Support (Formerly ICLS)	High-cost support for voice and broadband only loops.
	Federal USF Frozen High Cost Support	High-cost support frozen at 2011 levels pending transfer to other forms of high-cost support.
	Federal USF Alaska Plan Support	High-cost support for certain Alaska telecommunications companies.
State Support	State Universal Service Support	Support provided by a state's universal service fund, if any.

Current Line Item Label	New Line Item Label as of Report Ending December 31, 2021	Description and Notes
Connect America Fund Inter-carrier Compensation	Federal USF Connect America Fund - Inter-carrier Compensation Support	High-cost support to cover Access Recovery Charge revenue shortfalls.
Interstate Switched Access Revenue	Carrier Interstate Switched Access Charges	Tariffed charges to recover costs for originating and terminating long distance calls.
Intrastate Switched Access Revenue	Carrier Intrastate Switched Access Charges	As permitted by a state, charges to recover costs for originating and terminating long distance calls.
Interstate Special Access Revenue	Interstate Special Access Charges (aka, Business Data Services Charges)	Charges to recover the costs of providing a dedicated interstate line to a customer.
Intrastate Special Access	Intrastate Special Access Charges	As permitted by a state, charges to recover the costs of providing a dedicated intrastate line to a customer.
	Other Network Access Services Revenue	Any network access services revenue not included above.
Total Network Access Services Revenue	Total Network Access Services Revenue	Calculated by the system.

Appendix D: Accounting Guidance for Grant Revenue

While filling out the requested information within the Financial Report, awardees must be mindful that their entity type will affect how grant revenue is reported. The following four primary entity types follow unique accounting requirements, and each would report the grant revenue slightly different in their audited financial statements, which may require them to report them differently in the required financial reporting to RUS.

Utility Cooperatives and Regulated Companies

Utility Cooperatives that follow the respective electric and telecommunications RUS Uniform System of Accounts (USOA), and are exempt from federal income tax under Internal Revenue Service Code 501(c)(12) would follow the guidance allowed under the USOA and Generally Accepted Accounting Principles for regulated entities (ASC 980). The USOA allows for recognition of the grant as a “contribution in aid of construction (CIAC)” which reduces the amount of the asset capitalized and is not reported as income.

Governmental Entities, Indian Tribes, Territories and Possession of the United States

These entities are required to report under standards promulgated by the Government Accounting Standard Board (GASB) would recognize the grant as operating revenue at the time of receipt. GASB Statement 34 requires Enterprise Funds to record capital and operating grants as “program revenues”, which are revenues from the “program or from parties outside the reporting government’s taxpayers or citizenry, as a whole, that reduce the net costs of the function to be financed from the general government’s general revenues.” For governmental entities, grant revenue is typically treated as operating income.

Not-For-Profit Organizations

Not-for-profit organization, as defined at 2 CFR Part 200.70, means any corporation, trust, association, cooperative, or other organization, not including Institutions of Higher Learning (IHEs), that:

- Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest
- Is not organized primarily for profit and
- Uses net proceeds to maintain, improve, or expand the operations of the organization.

These entities, along with governmental entities, are considered non-federal entities under 2 CFR Part 200.69. Not-For-Profit organizations, as defined by the Financial Accounting Standards Board (FASB), which specifically excludes utility cooperatives. The primary accounting standards for these entities provide that the entity recognize grant revenue as operating revenue but the assets (including cash) resulting from the grant may be classified as “temporarily restricted” until all grant requirements have been met.

For-Profit Entities

For-profit entities include all organizational types that are in the business of providing broadband or other services for a profit (LLCs, Corporations, S Corporations, individually owned and publicly traded corporations, etc.). These entities report under FASB standards and are subject to the revenue recognition model. In recognizing revenue, the entity must determine whether it is an exchange transaction or contribution. RUS grants are a contribution type transaction and RUS’ compliance requirements for providing service for the economic life of the loan; and building out the entire project for the Project Service Area to the specifications acceptable to RUS, would defer recognition of the

grant. Based on the government’s ability to disallow or request grant funds be returned to Treasury, these entities would defer grant revenue and recognize it over the course of the economic life of the plant. Grant revenue is not part of the normal course of operations and is not a recurring revenue stream and, therefore, is reported as non-operating revenue.

Table 22: Grant Accounting Guidance

Schedule	Line Item	Guidance Applies To	Guidance Does Not Apply To	Guidance and Comments
Income Statement	Amortized Grant Revenue	For-Profit Entities Cooperatives using deferred revenue recognition for grants Not-For Profit Entities Governmental Entities	Cooperatives using CIAC	For-Profit: Amortize over the composite economic life of facilities constructed using grant funds. Cooperatives using the deferred revenue recognition method for grants should amortize over the composite economic life of the facilities constructed using grant funds. Not-For-Profit; Governmental Entities: Record the full amount of grant revenue received in a year on this Line Item. Cooperatives using the Contribution In Aid of Construction (CIAC) method would not use this account.
Balance Sheet	Deferred Grant Revenue	For-Profit Entities Cooperatives using deferred revenue recognition	Cooperatives using CIAC Not-For-Profit Entities Government Entities	For-Profit: Record the amount of grant revenue that has been deferred. Cooperatives using the deferred revenue recognition method for grants record the amount of grant revenue that has been deferred. Cooperatives-CIAC; Not-For-Profit; Government Entities: Do not use this line item because grant revenue is recognized at the time it was received.
Statement of Cash Flows	Capital Expenditures - Plant Constructed Using Grant Proceeds	All entities	n/a	Record amounts for plant assets constructed using grant funds on this Line Item. This is the cash outflow from grant proceeds used to construct plant assets.
Statement of Cash Flows	Proceeds from Grant Funds	All entities	n/a	Record grant funds received to construct plant assets on this Line Item. Exclude grant proceeds used to reimburse pre-application expenses.

Appendix E: Example of Reconciled Statement of Cash Flows

The table below shows how R&C uses previous data and current data to calculate line items in the Statement of Cash Flows. The left column shows the line item labels. The middle column shows an example of the historical calculation, and the right column shows a “current year” example, with the current year being 2020.

Table 23: Reconciled Statement of Cash Flows Example

Line Item Label	Historical	Current
	Show Prior Year, Prior Period, Statement of Cash Flows June 30, 2019	Example: June 30, 2020
Beginning Cash (for Q1, Q2, Q3, and Q4)	Prior Year, CY-End Q4, 2018	Prior Year, CY-End Q4, 2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Net Income (Loss)	This Year, This Period Q2, 2019 (YTD)	This Year, This Period Q2, 2020 (YTD)
ADJUSTMENTS TO RECONCILE NET INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Add: Depreciation	This Year, This Period Q2, 2019 (YTD)	This Year, This Period Q2, 2020 (YTD)
Add: Amortization	This Year, This Period Q2, 2019 (YTD)	This Year, This Period Q2, 2020 (YTD)
Other (Explain)	This Year, This Period Q2, 2019 (YTD) <i>if entered</i>	Manual entry (YTD)
		Other (Explain)
CHANGES IN OPERATING ASSETS & LIABILITIES		
Decrease/(Increase) in Accounts Receivable	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Decrease/(Increase) in Materials & Inventory	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Decrease/(Increase) in Other Current Assets, Interest, and Dividends Receivable	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))

Line Item Label	Historical	Current
Increase/(Decrease) in Accounts Payable	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Increase/(Decrease) in Other Current Liabilities	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Net Cash Provided/(Used) by Operations	Calculated field (SUM #2 - #10)	Calculated field (SUM #2 - #10)
Capital Expenditures (Excluding Plant Constructed Using Grant Proceeds)	This Year, This Period Q2, 2019 (YTD) <i>if entered</i>	Manual entry (YTD)
Capital Expenditures - Plant Constructed Using Grant Proceeds	This Year, This Period Q2, 2019 (YTD) <i>if entered</i>	Manual entry (YTD)
Other Long-Term Investments	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Increase/(Decrease) in Intangible Assets	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Other Noncurrent Assets	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Other (Explain)	This Year, This Period Q2, 2019 (YTD) <i>if entered</i>	Manual entry (YTD)
Net Cash Provided/(Used) by Investing Activities	Calculated field (SUM #12 - #17)	Calculated field (SUM #12 - #17)
Decrease/(Increase) in Notes Receivable	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Increase/(Decrease) in Notes Payable & Lines of Credit	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Net Increase/(Decrease) in Long Term Debt (Including Current Maturities)	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))

Line Item Label	Historical	Current
Decrease/(Increase) in Unapplied Payments – Cushion of Credit	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Increase/(Decrease) in Other Liabilities & Deferred Credits	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Increase/(Decrease) in Capital Stock, Paid-in-Capital, Membership and Capital Certificates & Other Capital	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2018) – (Q2, 2019))	((Prior Year, CY-End) – (Current Year, Current Period)) ((Q4, 2019) – (Q2, 2020))
Proceeds from Grant Funds	This Year, This Period Q2, 2019 (YTD) <i>if entered</i>	Manual entry (YTD)
Less: Distributions (Payment of Dividends, Patronage Capital Credits Retired, or any other Distribution)	This Year, This Period Q2, 2019 (YTD) <i>if entered</i>	Manual entry (YTD)
Other (Explain)	This Year, This Period Q2, 2019 (YTD) <i>if entered</i>	Manual entry (YTD)
Net Cash Provided/(Used) by Financing Activities	Calculated field (SUM #19 - #27)	Calculated field (SUM #19 - #27)
Net Increase/(Decrease) in Cash	Calculated field (#11 + #18 + #28)	Calculated field (#11 + #18 + #28)

Appendix F: Depreciation Rates Crosswalk

Depreciation rates may be reported differently in the Data Collection System (DCS) and R&C. Table 24 is a crosswalk that shows how depreciation rates in DCS correspond to those used in R&C on the System Data Report, Depreciation Rate Schedule.

Table 24: Depreciation Rate Categories Crosswalk Between DCS and R&C

NOTE: An empty cell in the table denotes that either DCS or R&C does not have a corresponding category.

DCS Reporting Category	R&C Reporting Category
1a. Motor Vehicles	Support Assets – 44 Motor Vehicles
1b. Aircraft	Support Assets – 45 Special Purpose Vehicles
1c. Special Purpose Vehicles	
1d. Garage and Other Work Equipment	Support Assets – 42 Construction Vehicles
	Support Assets – 43 Construction Equipment
	Support Assets – 49 Test Equipment
	Support Assets – 50 Portable Generators
	Support Assets – 51 Tools
	Support Assets – 5 Other Support Assets
1e. Buildings	Buildings – 26 New Construction
	Buildings – 27 Pre-Fab Huts
	Buildings – 28 Improvements
	Buildings – 29 Other - Buildings
1f. Furniture and Office Equipment	Support Assets – 46 Office Equipment
	Support Assets – 47 Office Furniture
1g. General Purpose Computers	Support Assets – 48 Billing System
2a. Digital	Network & Access Equipment – 5 Video Equipment
2b. Analog and Electro-Mechanical	Network & Access Equipment – 1 Switching Equipment
2c. Operator Systems	
3a. Radio Systems	Network & Access Equipment – 7 Satellite Equipment
3b. Circuit Equipment	Network & Access Equipment – 2 Routing Equipment
	Network & Access Equipment – 3 Transport Equipment
	Network & Access Equipment – 4 Access Equipment

DCS Reporting Category	R&C Reporting Category
	Network & Access Equipment – 6 Power Equipment
	Network & Access Equipment – 8 Other Network & Access Equipment
4a. Station Apparatus	Customer Premises Equipment – 36 Video Set Top Boxes
	Customer Premises Equipment – 37 Modems and Routers
	Customer Premises Equipment – 45 Other Customer Premises Equipment
4b. Customer Premises Wiring	Customer Premises Equipment – 38 Inside Wiring
4c. Large Private Branch Exchanges	Customer Premises Equipment – 39 Multi-Terminal Adapter (VoIP)
4d. Public Telephone Terminal Equipment	
4e. Other Terminal Equipment	Customer Premises Equipment – 40 Smart Meters
5a. Aerial Cable - Poles	Outside Plant – 23 Poles
5b. Aerial Cable - Metal	Outside Plant – 9 Copper Cable - Aerial
	Outside Plant – 12 Coaxial Cable - Aerial
5c. Aerial Cable - Fiber	Outside Plant – 15 Fiber Cable - Aerial
5d. Underground Cable - Metal	Outside Plant – 11 Copper Cable - Underground
	Outside Plant – 14 Coaxial Cable - Underground
5e. Underground Cable - Fiber	Outside Plant – 17 Fiber Cable- Underground
5f. Buried Cable - Metal	Outside Plant – 10 Copper Cable - Buried
	Outside Plant – 13 Coaxial Cable - Buried
5g. Buried Cable – Fiber	Outside Plant – 16 Fiber Cable - Buried
5h. Conduit Systems	Outside Plant – 19 Conduit Systems
5i. Other	Outside Plant – 18 Fiber - Submarine Cable
	Outside Plant – 20 Ducts (Vacant)
	Outside Plant – 21 Drops
	Outside Plant – 22 Cabinets/Underground Vaults
	Outside Plant – 24 Make-ready
	Outside Plant – 25 Other Outside Plant
	Towers – 30 Guyed Towers
	Towers – 31 Lattice Towers
	Towers – 32 Monopole/Self Supporting Tower

DCS Reporting Category	R&C Reporting Category
	Towers – 33 Wood Poles
	Towers – 34 Improvements
	Towers – 35 Other Towers