ReConnect Program

Reporting and Compliance System Webinar

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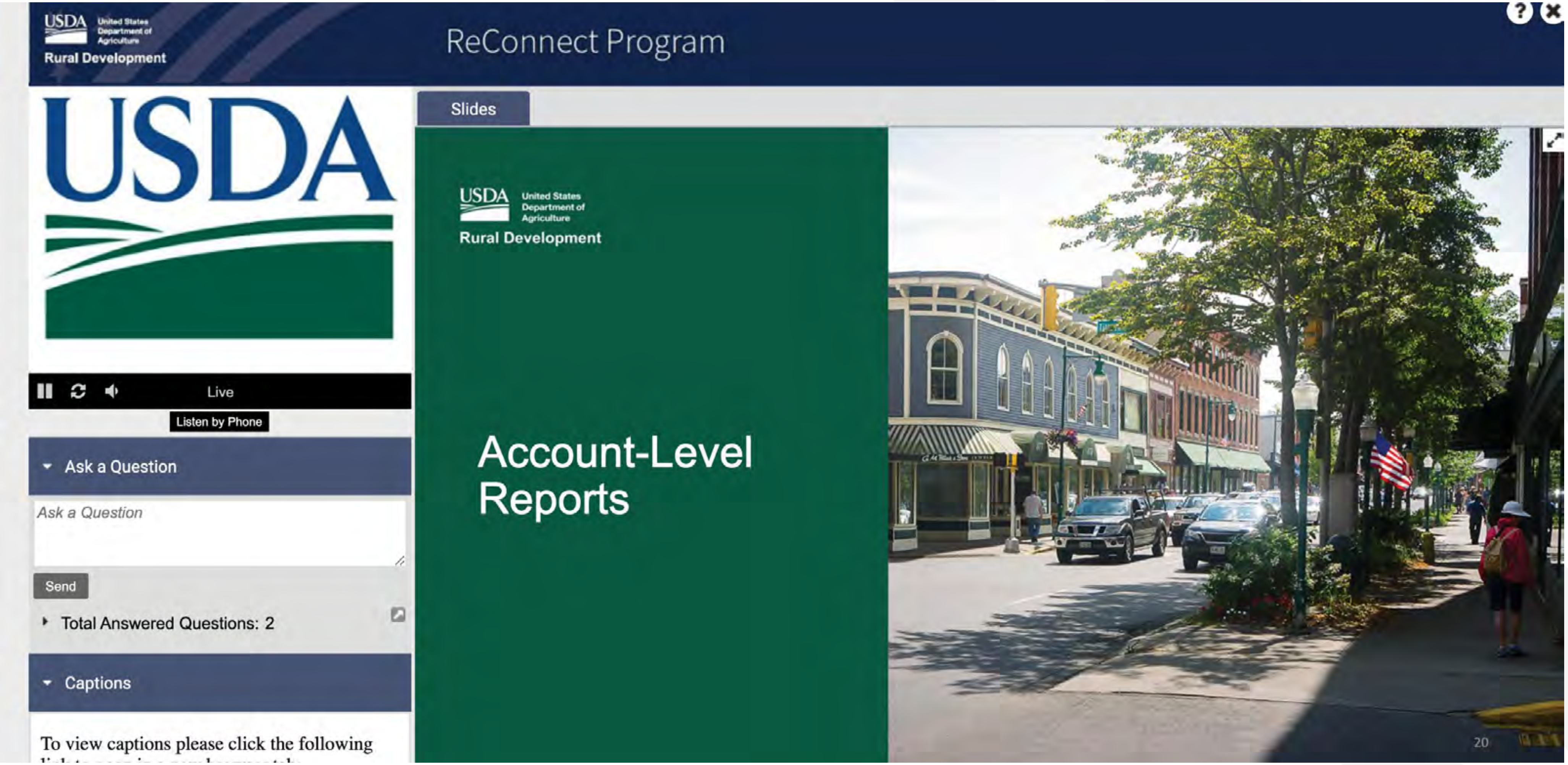
Agenda

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

Asking Questions During The Webinar



Who Uses R&C in 2021

- My entity has ONE or MORE ReConnect awards
  - R&C to report on ReConnect Awards
  - R&C to report on awards from RUS Telecommunications programs:
    - Community Connect
    - Distance Learning and Telemedicine
    - Rural Broadband Access
    - Telecommunications Infrastructure
- My entity has Electric Program loans AND a ReConnect award
  - R&C for ReConnect award reports
  - Data Collection System (DCS) for Electric Program reports

Introduction

The R&C System

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

Roles & Permissions

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

Roles & Permissions (Cont.)

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

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Accessing the System

Access Requirements - ARR

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

Accessing the System

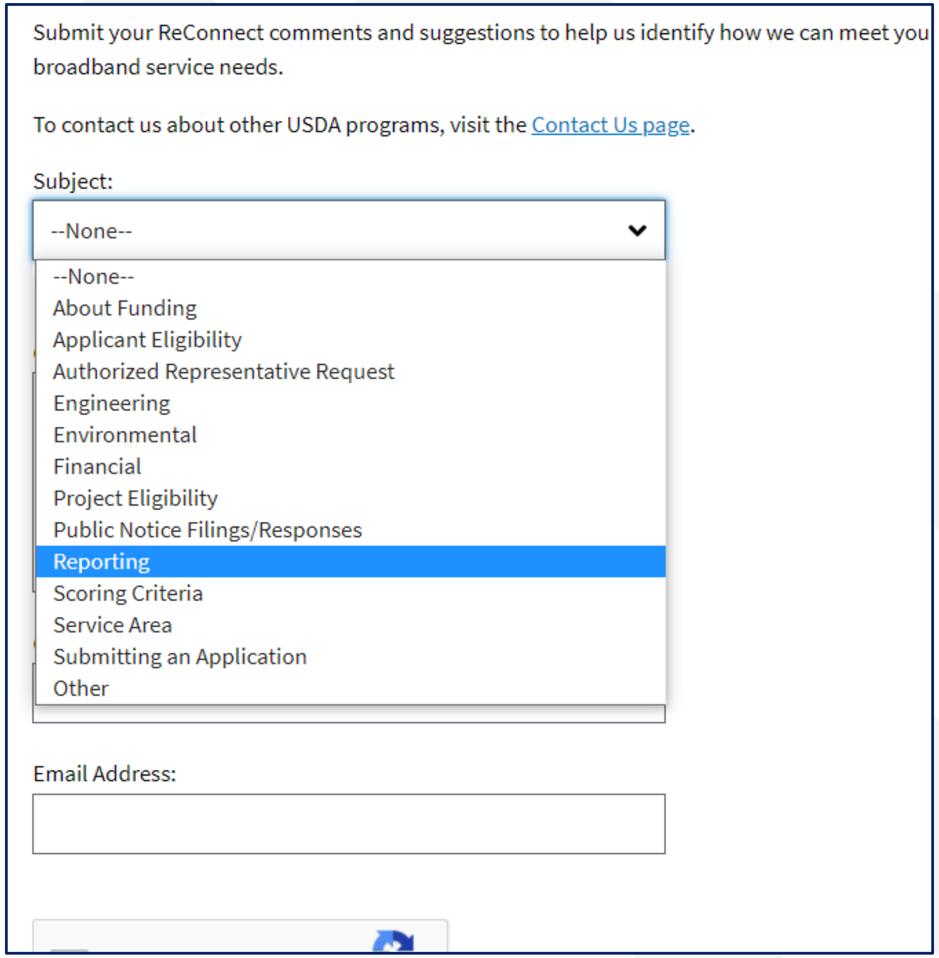
- Recommended Browsers
  - Microsoft Edge for Windows 10
  - Google Chrome (Latest Version)

- R&C System URL
  - https://reporting-and-compliance.rd.usda.gov
  - Log in with verified eAuth ID and password

Helpful Tips

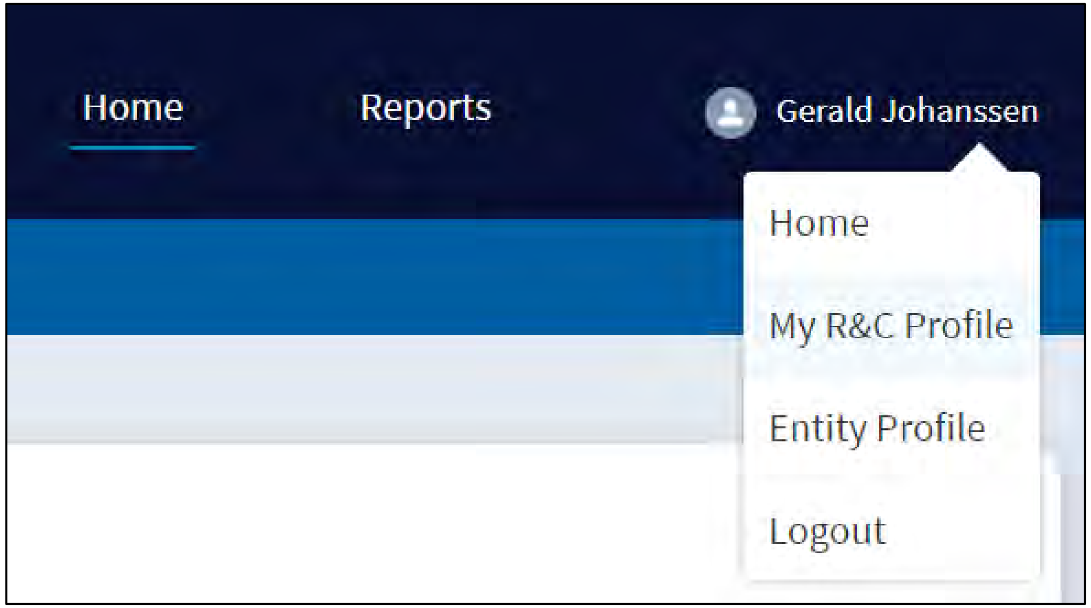
- USDA Contact Us Form
  - https://www.usda.gov/reconnect/contact-us
  - Subject: Reporting
  - Please include your phone number

- Note: R&C times out after 15 minutes of inactivity



User & Entity Profile Information

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



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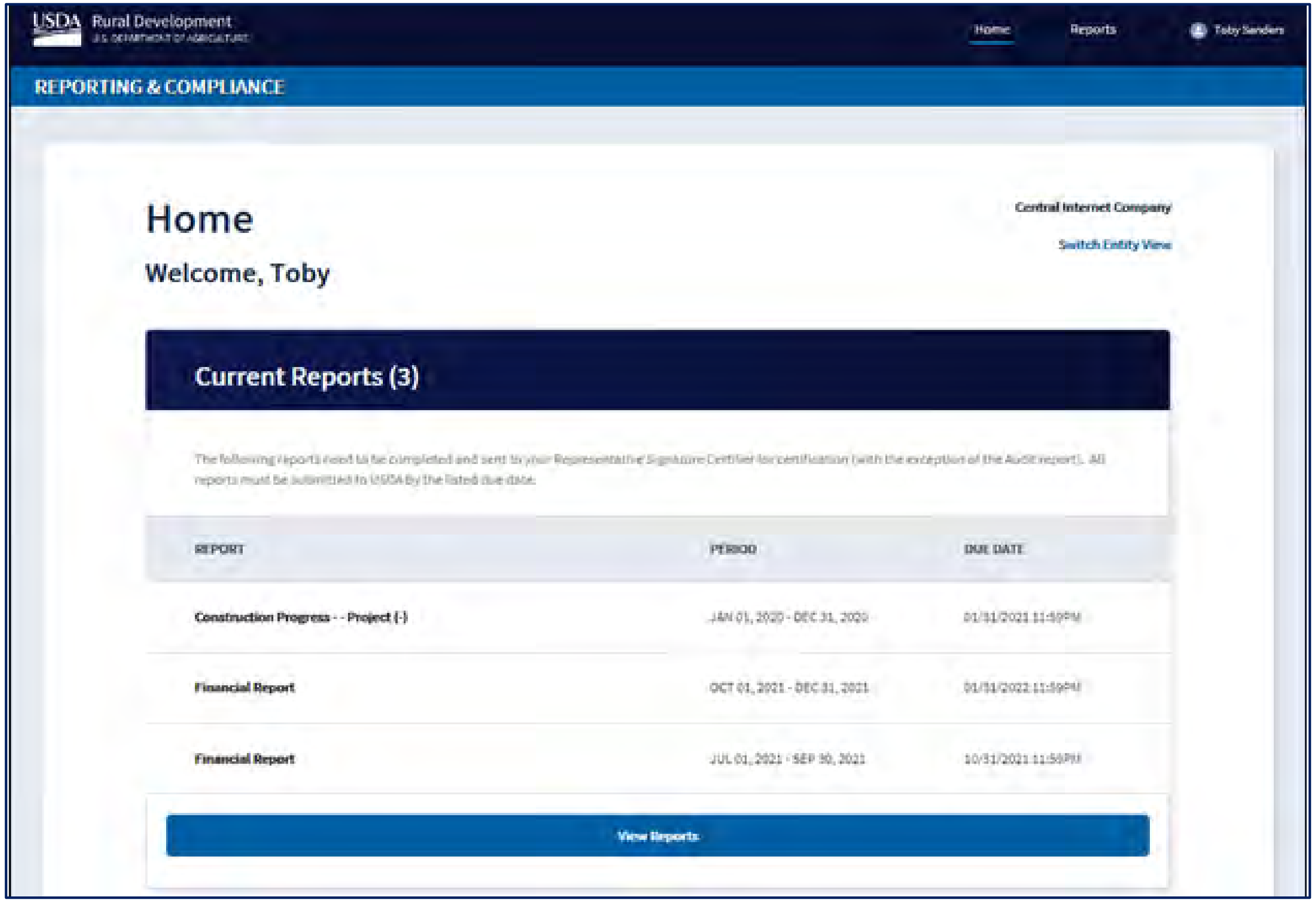
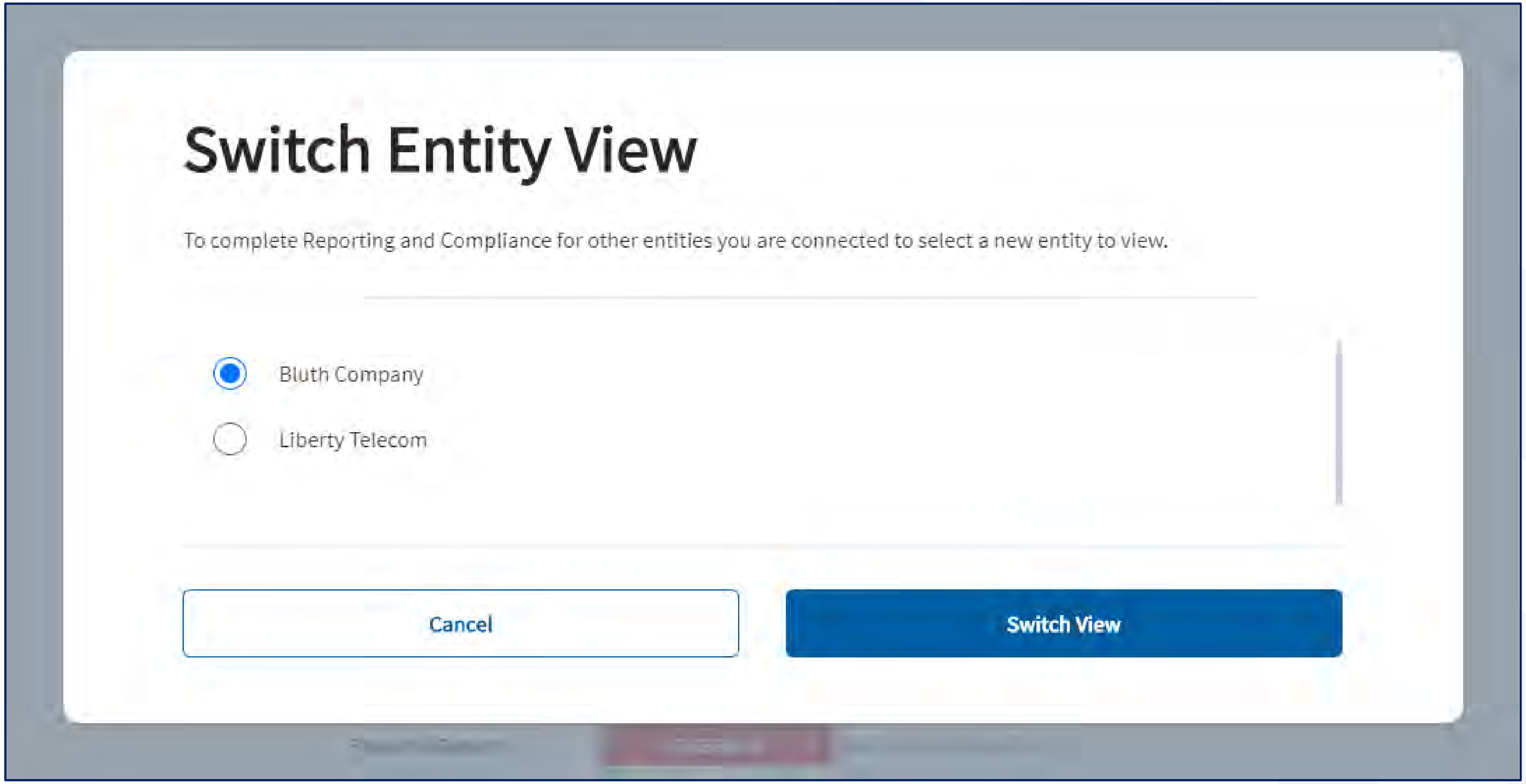
Navigating the System

Home Page

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

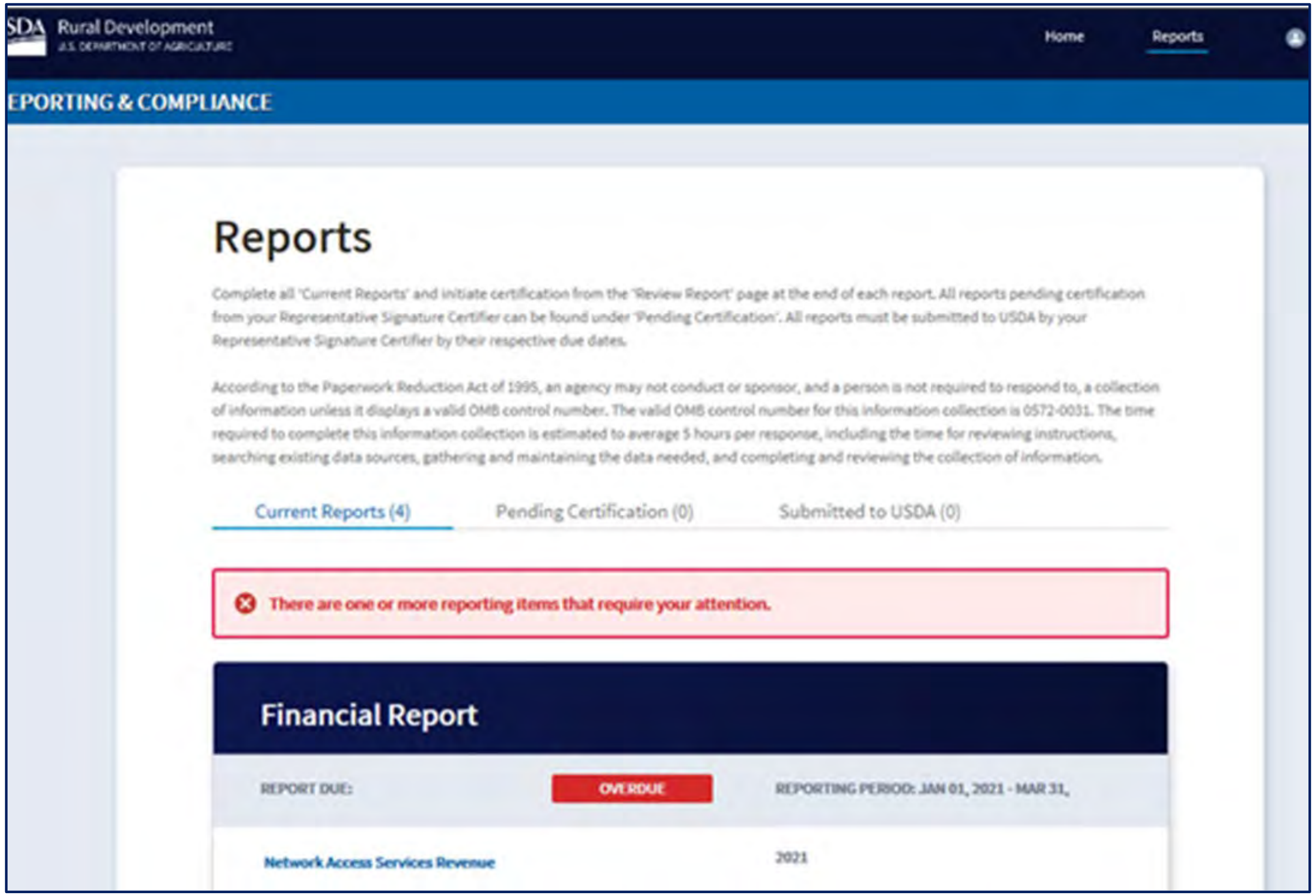


Switch Entity



Reports Dashboard

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

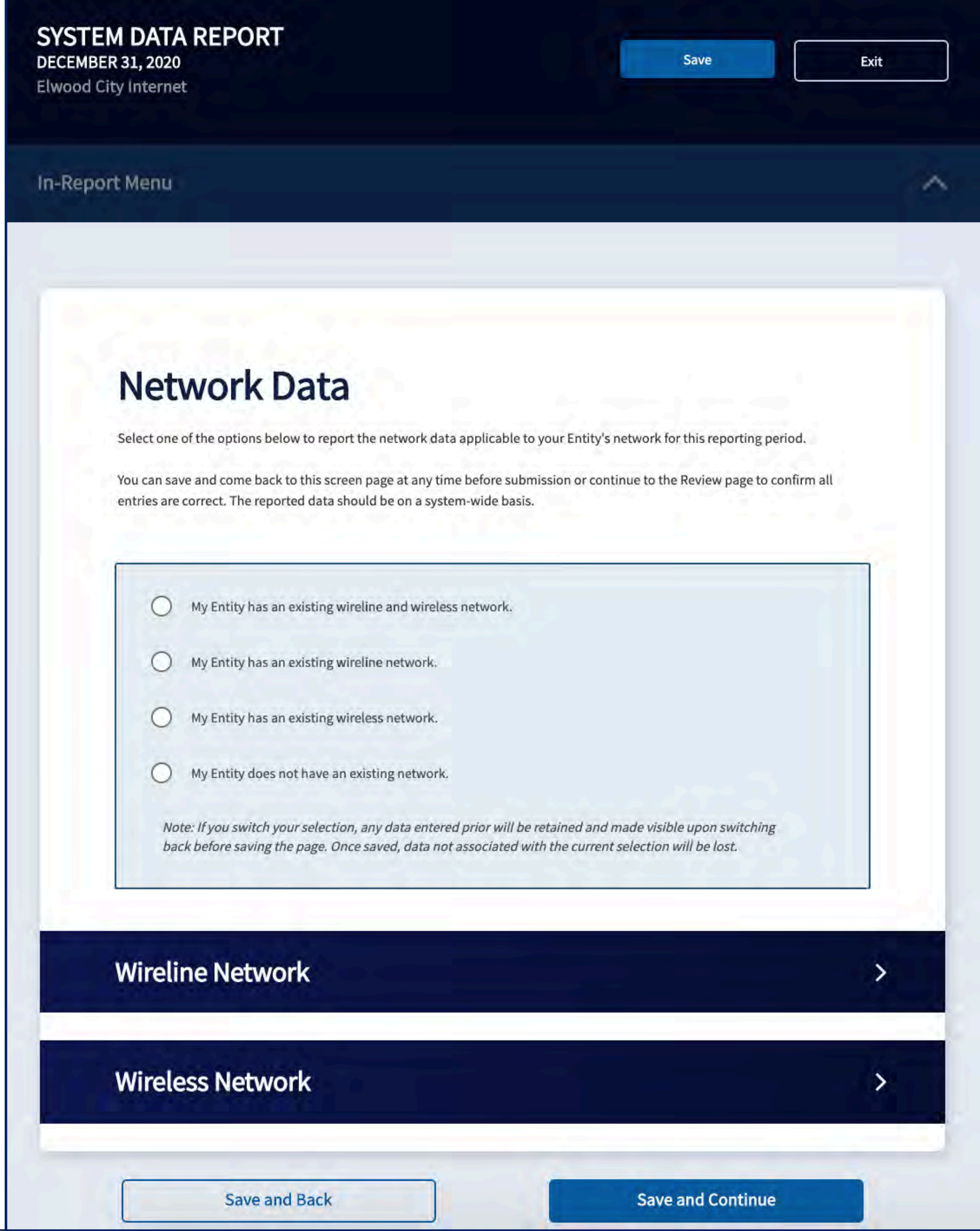


Report Statuses

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

Saving Your Work

- **Save** - saves current page
- **Exit** - returns user to Reports Dashboard
  - Does not save data entered on page
- **Save and Back** - saves page and returns user to previous reporting section
- **Save and Continue** - saves page and directs user to next schedule
- Note: If changes are made after initial data entry, a banner appears at the top of the page after user saves, directing to re-save other schedule
  - Be sure to re-save when directed to ensure all schedules have the most current data



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Account-Level Reports

Account-Level Reports

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

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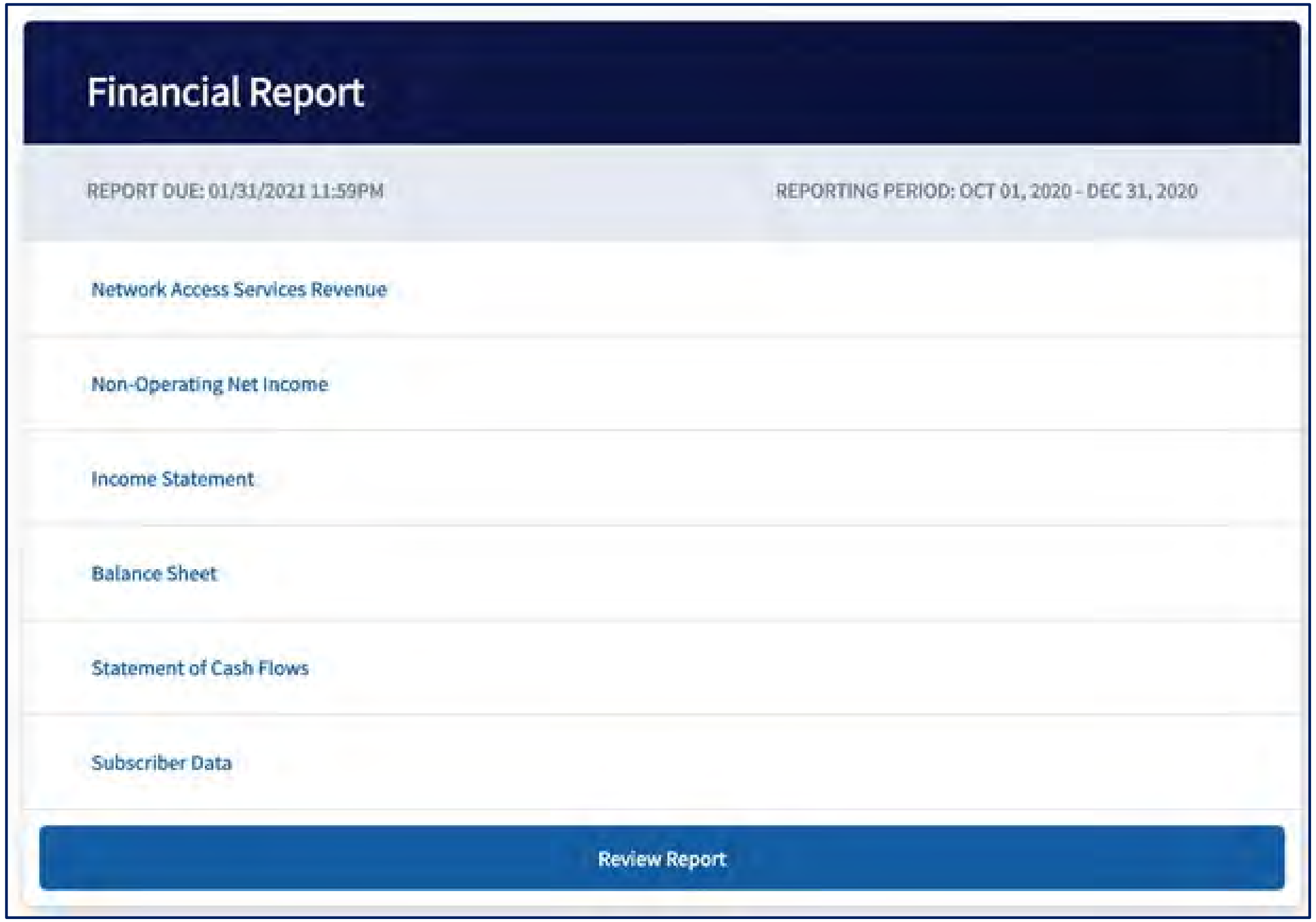
Financial Report

Financial Report Tips

- Required quarterly
  - Due within 30 calendar days after quarter ends
- Six schedules
  - Each schedule has a data entry page and a review page
  - Reports Dashboard links to each schedule
  - Recommended: Complete in order; the first two schedules feed data to the other schedules

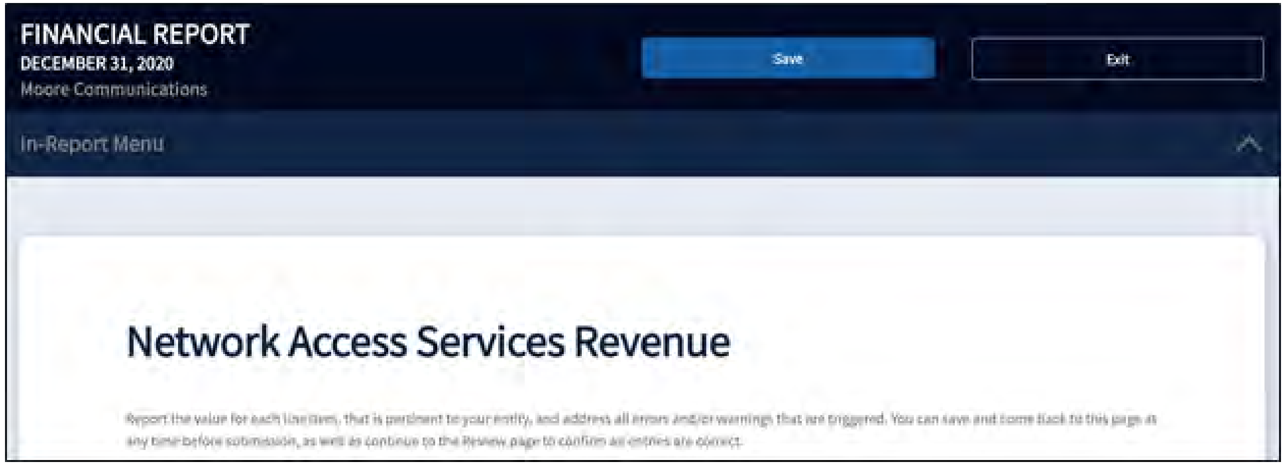


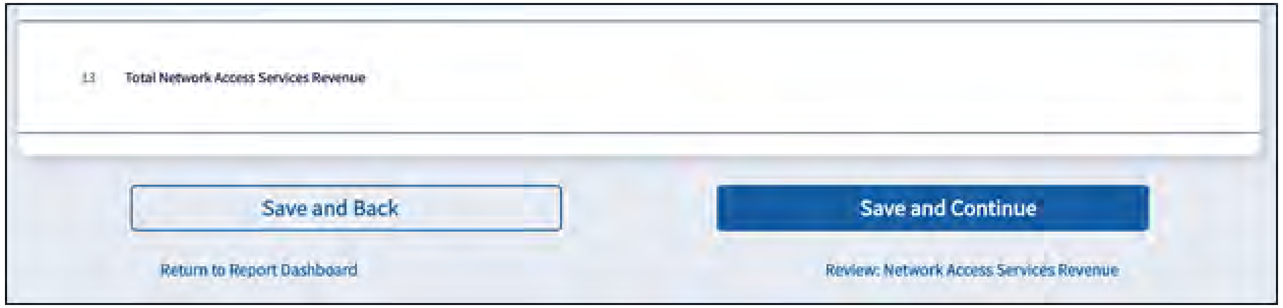
Financial Report Tips - Data Entry

- Data populates in three ways:
  - Auto-populates from previous Financial Reports or previous schedules in current Financial Report
  - Calculated by the system
  - Manual entry
- Enter only whole numbers into input fields (no special characters)
- To add a negative number, add a dash before the number (e.g. "-10000")
- Line items that are not applicable should be left blank
- Warnings or errors may appear throughout data entry
  - Enter missing information or add an explanation in order to submit the report

Network Access Services Revenue

- Data from this schedule auto-populated the Income Statement
- If no Network Access Services Revenue, check “My Entity does not have any Network Access Services Revenue to report”
- Otherwise, enter the amounts associated with each line item
- Click “Save and Continue”





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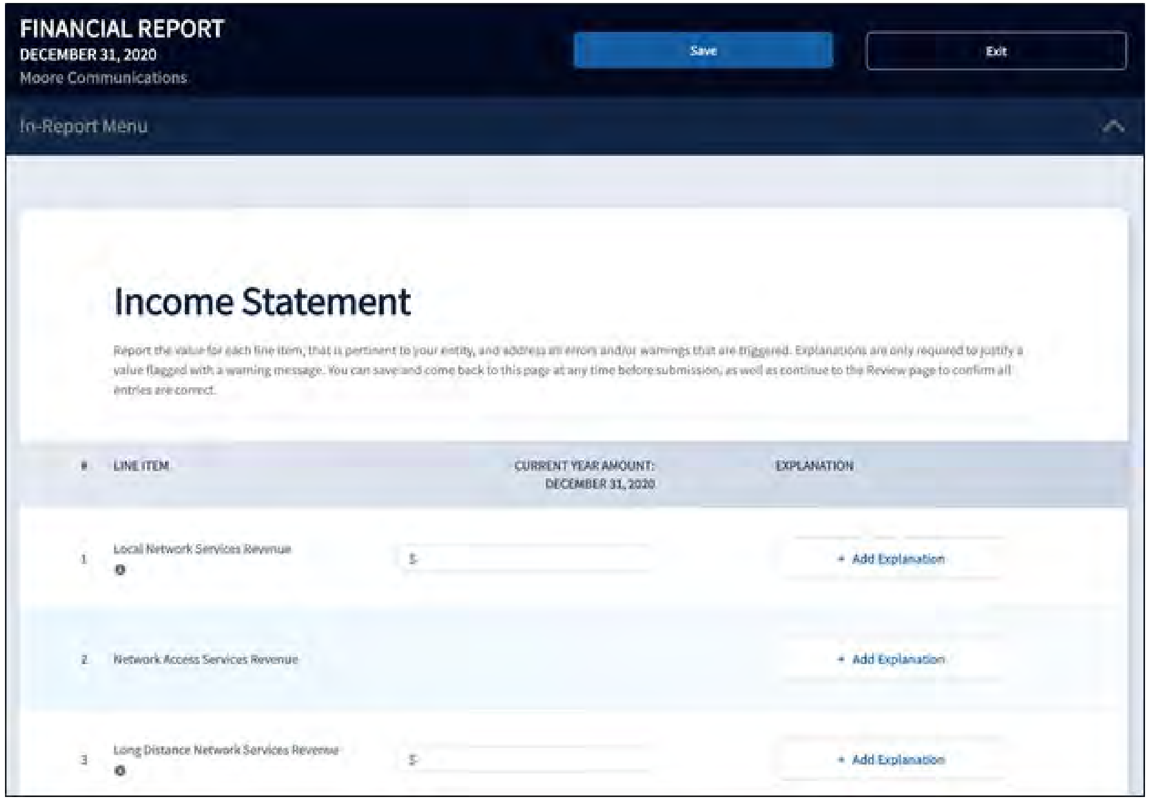
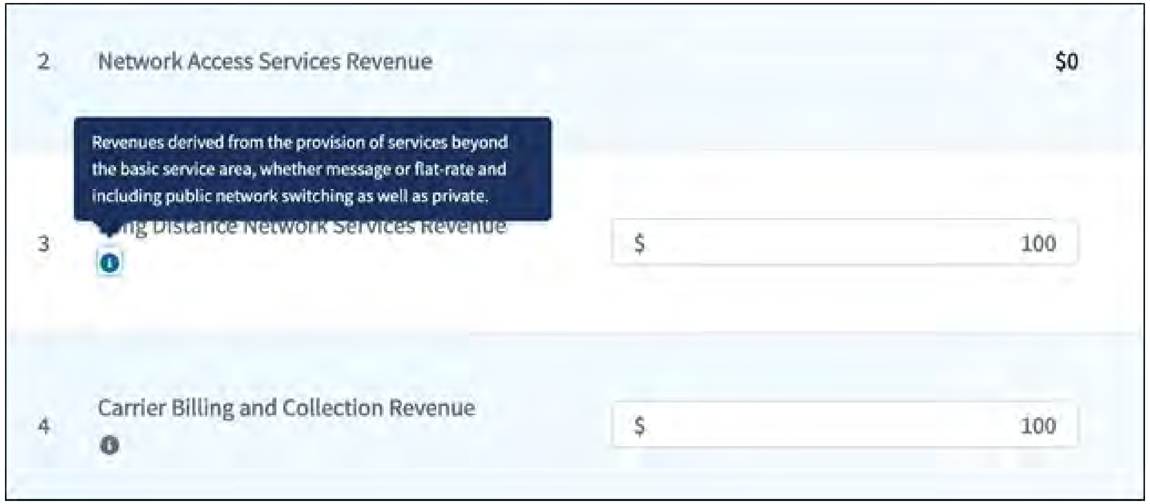
Non-Operating Net Income Report Live Demonstration

Income Statement & Balance Sheet Overview

- Line items are manually entered, auto-calculated, system-populated (or combination)
  - Manually entered items may require an explanation
  - Click “+Add Explanation,” type explanation, and click “Add”
  - If any auto-populated data is incorrect, return to respective schedule of the Financial Report, update and save the data, then return to the Income Statement or Balance sheet and re-save that schedule, too
- Tool tips define or describe the line item in question





Income Statement

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.

#	LINE ITEM	CURRENT YEAR AMOUNT: MARCH 31, 2021	EXPLANATION
1	Local Network Services Revenue	$	+ Add Explanation
2	Network Access Services Revenue		+ Add Explanation
3	Long Distance Network Services Revenue	$	+ Add Explanation

Balance Sheet

Balance Sheet

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.

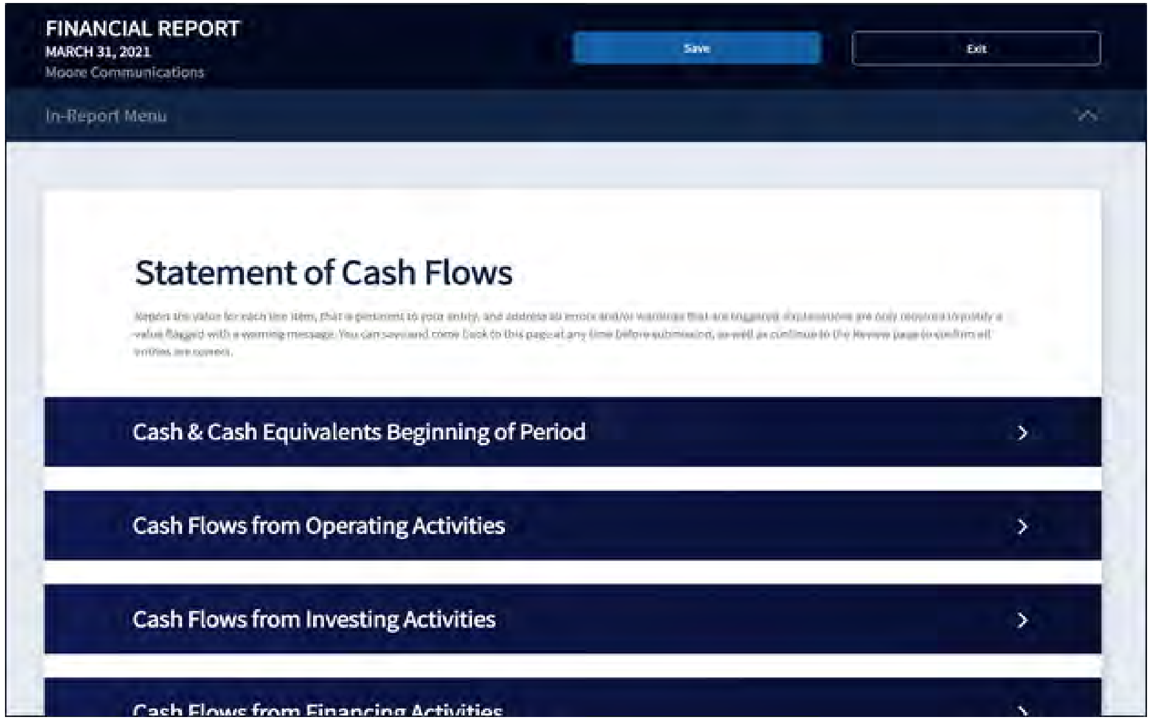
Assets

Liabilities & Equity

Financial Performance Metrics

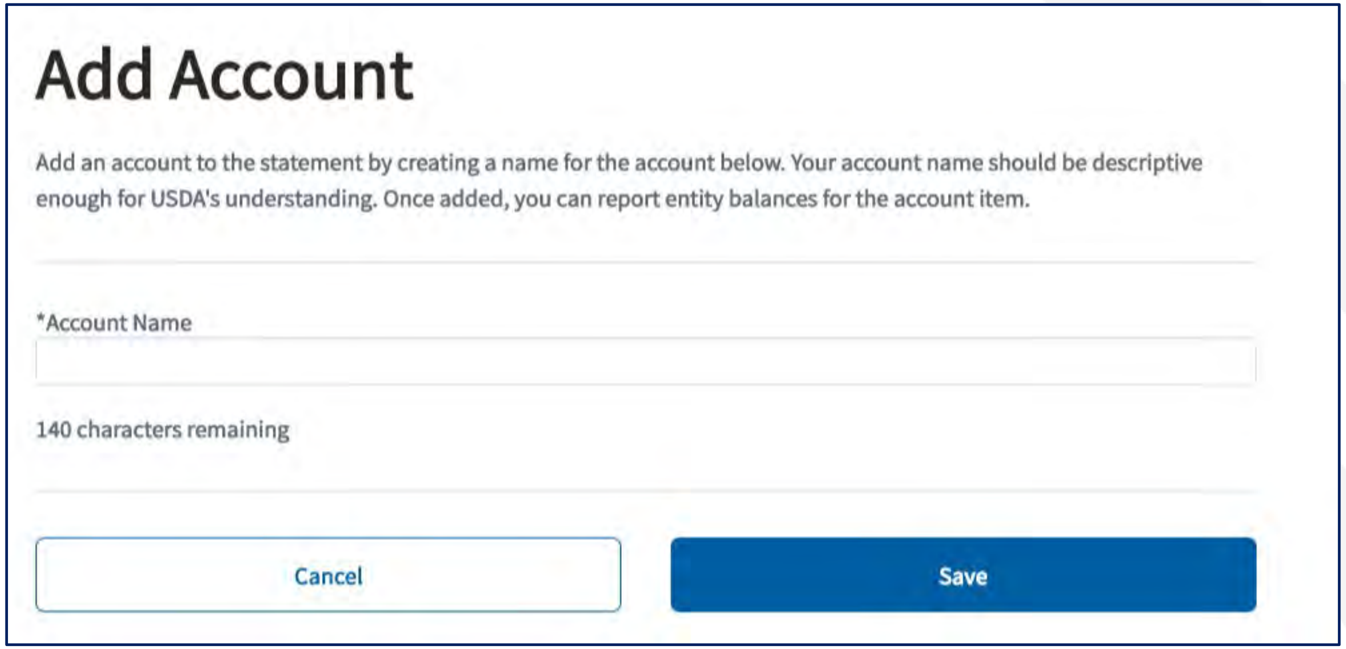
Statement of Cash Flows Overview

- Required after Quarter 4 Financial Report for the <u>previous</u> calendar year is submitted
- Divided into five sections:
  - Cash & Cash Equivalents Beginning of Period
  - Cash Flows from Operating Activities
  - Cash Flows from Investing Activities
  - Cash Flows from Financing Activities
  - Totals
- Some data is auto-populated
- Sub-totals auto-calculate



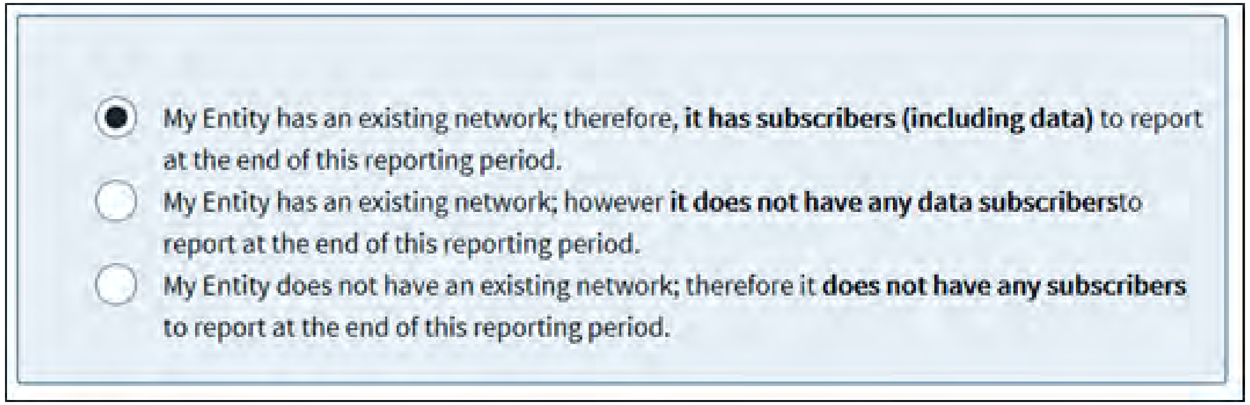
Statement of Cash Flows - Explanations

- Cash in-flows and out-flows are unique to an entity's operating, financing, and investing activities, so R&C provides an opportunity to add custom cash accounts
- Additional accounts can be added to certain sections by clicking on "Other (Explain)"
  - Use descriptive account names



Subscriber Data

- Reflects the number of subscribers during the reporting period
- Subscriber Data report has three radio buttons
- The option that best applies to the reporting period determines the information that must be reported
  - Fields that aren't required will be greyed out



Subscriber Data - Definitions

- **Residential & Business Subscribers – All Services**: any customer that receives data, voice, or video service, either exclusively or in a bundled package

- **Residential & Business Subscribers – Broadband Service**: 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

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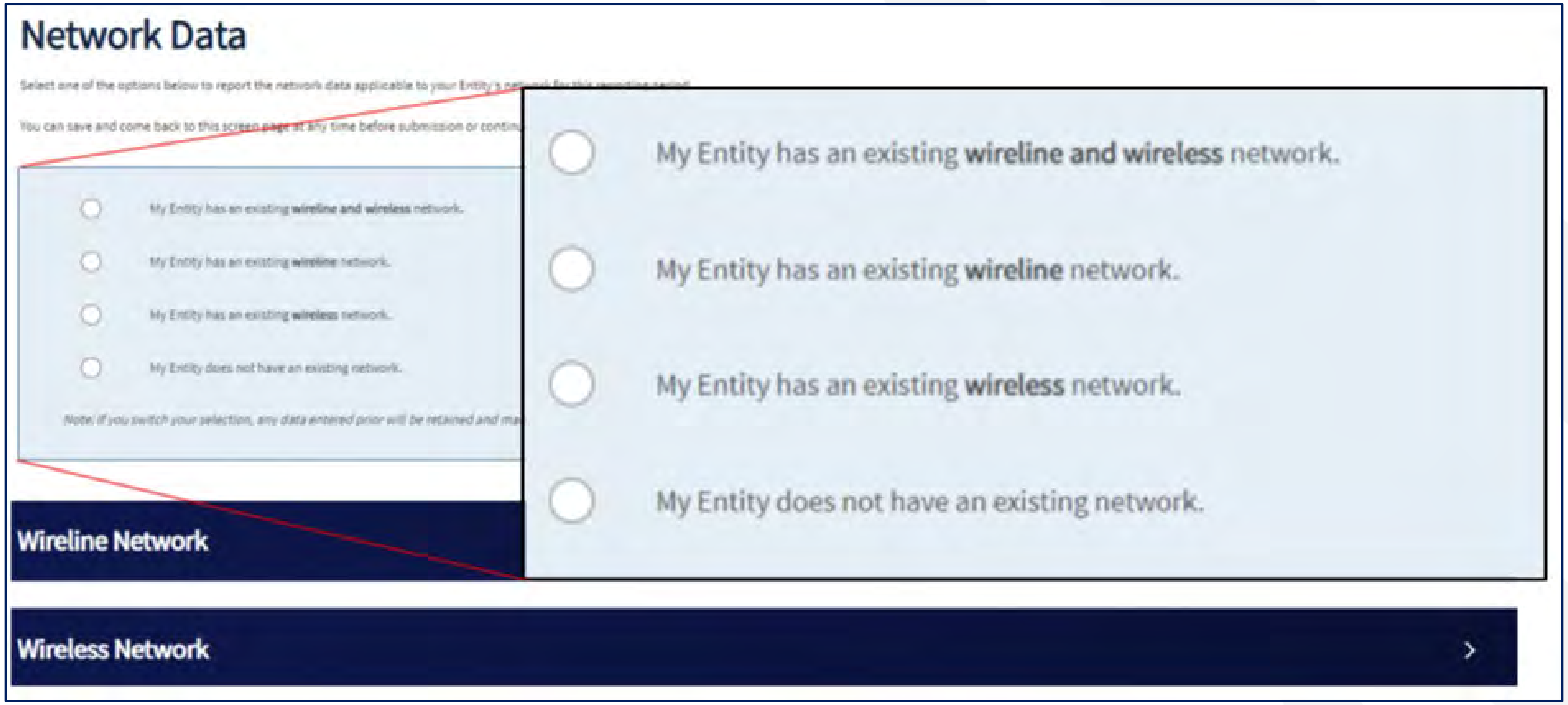
System Data Report

System Data Report

- Three schedules
  - Network Data
  - Capital Investment Data
  - Depreciation Rates
- Each schedule has a data entry page and a review page
- Data appears in the report in 3 ways
  - Auto-populated from a previous System Data Report
  - Calculated by the R&C system
  - Manually entered by users

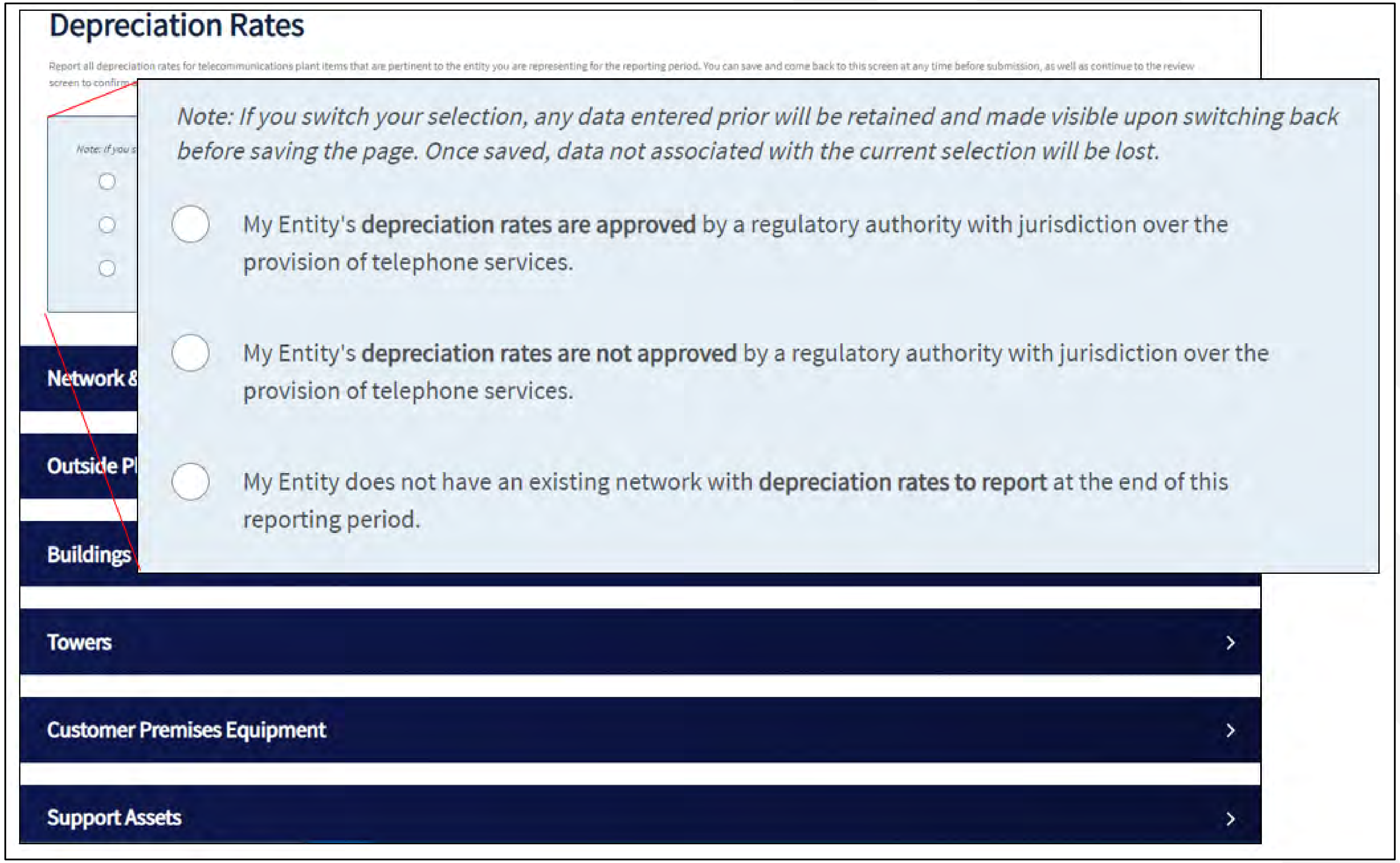
System Data – Network Data



Capital Investment Data

- Detailed breakdowns of capital investments for the current reporting period
- Examples include:
  - Types and amounts of debt
  - Grants received
  - Contributions in Aid of Construction
- If no Capital Investment Data to report:
  - Select the checkbox
  - Data input fields will be greyed out
  - Continue working on the next schedule of the report
- If Capital Investment Data to Report:
  - Fill out all applicable line items

Depreciation Rates



Depreciation Rates (Cont.)

- If applicable, complete pertinent line items in the six sections:
  - Network & Access Equipment
  - Outside Plant
  - Buildings
  - Towers
  - Customer Premises Equipment
  - Support Assets

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Audit Report

Audit Report Overview

- Users with any security role other than Viewer can upload and submit this report
- Reporting cycle depends on entity's legal structure and audit type classification
  - 7 CFR 1773 applies to these legal structures:
    - Corporation, Commercial Business, Limited Liability Company, Cooperative, Mutual Organization
  - 2 CFR 200 applies to these legal structures:
    - Authority, Municipality, Public Body, Public Power or Utilities District, Indian Tribe, Tribal Government, Higher Education, Non-Profit, Territory or Possession of the U.S., State or Local Government

Audit Report - 7 CFR 1773

- Due within 120 days after close of your entity’s fiscal year
- Simply Upload Annual Audit to R&C
- You can provide comments (optional)

Audit Report - 2 CFR 200

- Due within 276 days after close of fiscal year
- Select from 3 radio buttons
  - Upload required if audit not yet submitted to Federal Audit Clearinghouse
  - Upload optional if:
    - Audit already uploaded to Federal Audit Clearinghouse OR
    - Entity expended less than $750,000 in federal funds

- 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.

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Project-Level Reports

Project-Level Reports Overview

- Required on an award-by-award basis
- ReConnect Project-Level Reports
  - Construction Progress Report
  - Annual Performance Report
  - Close Out Report
- Community Connect and DLT Project-Level Reports
  - Annual Project Performance Activity Report
  - Final Project Performance Activity Report
- Note: Navigation and data entry is similar across all reports except Construction Progress

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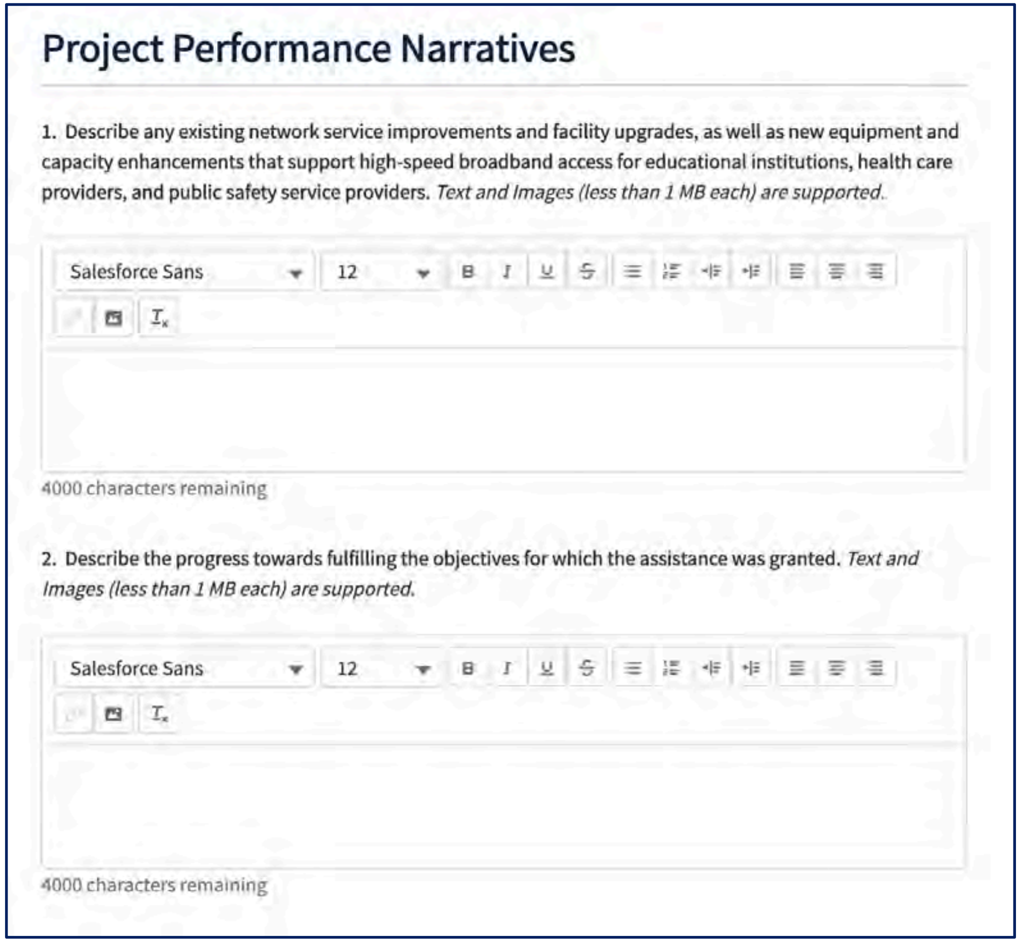
Construction Progress Report Live Demonstration

Annual Performance Report

- Due annually for three years after project construction is complete
- Requires two narrative responses
  - Can be rich text such as images or links
- Requires Geospatial Upload



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.*

Salesforce Sans 12

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.*

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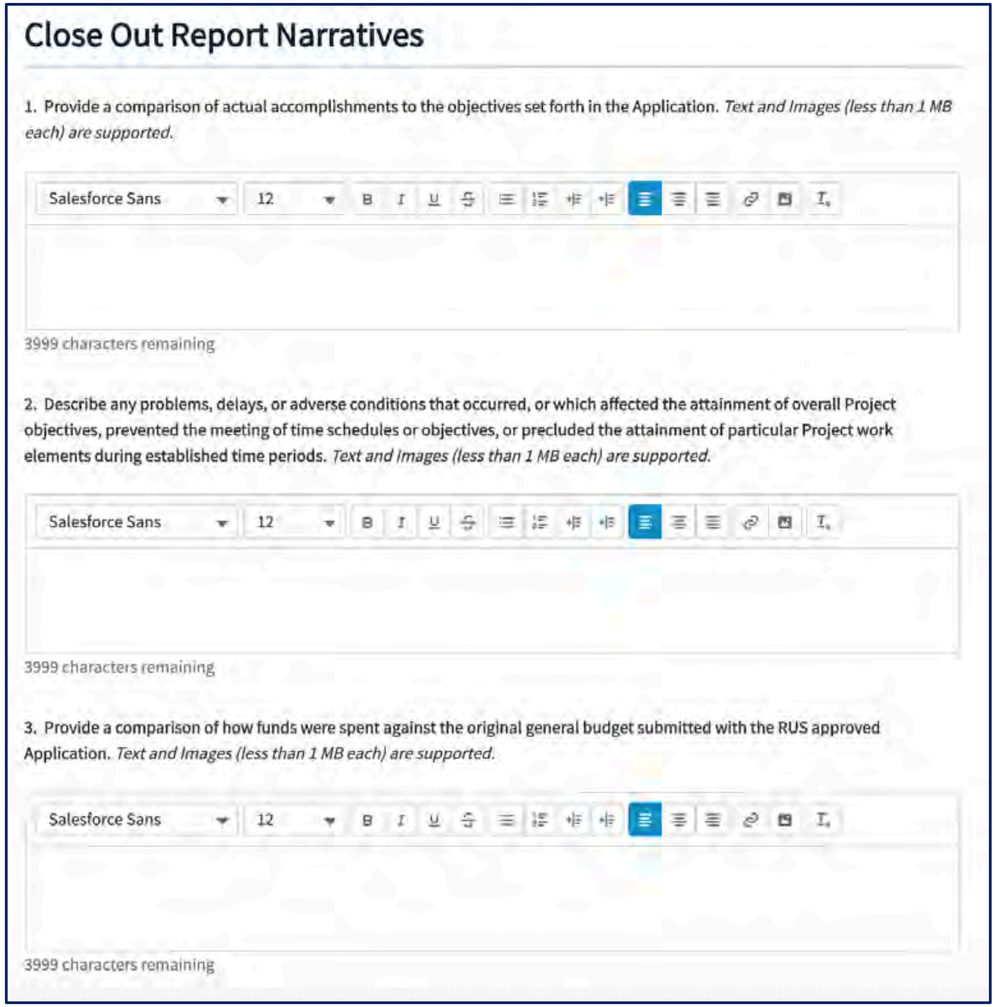
Close Out Report

- Due within 90 days of the expiration date, termination of the award, project completion, or final disbursement of the award– whichever event occurs last
- Requires three narrative responses
  - Can be rich text such as images or links



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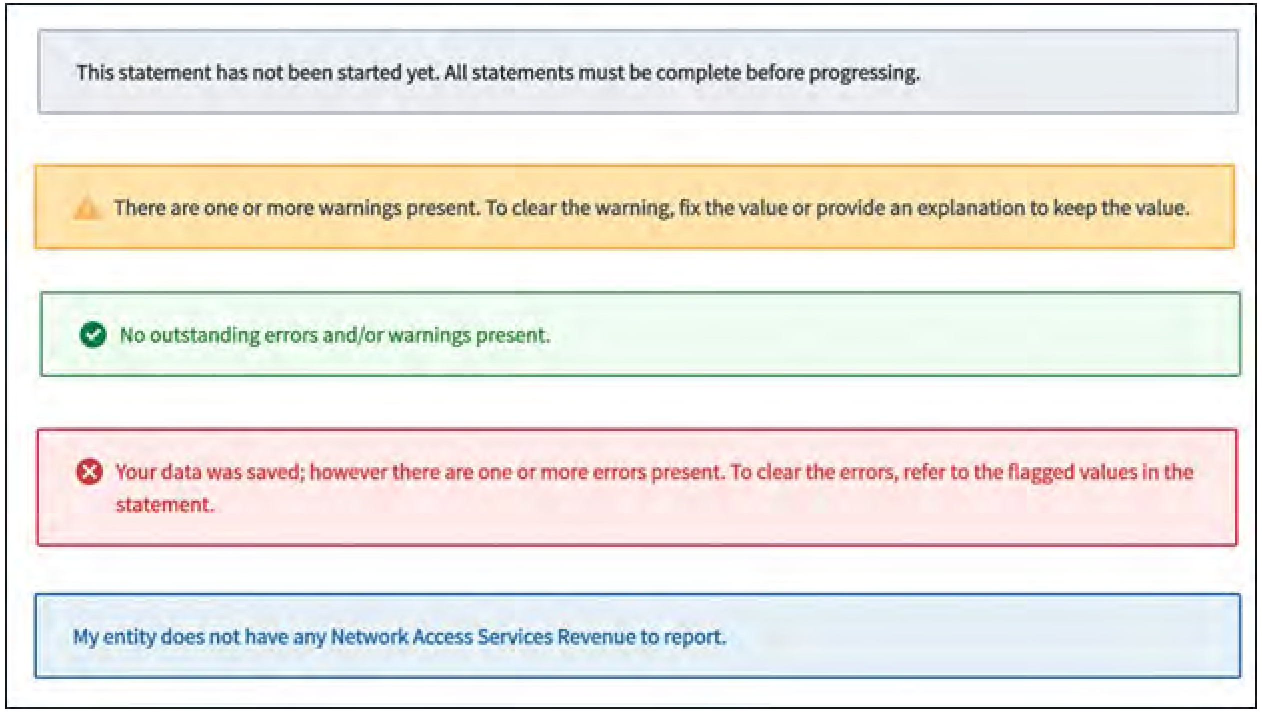
Submitting Reports

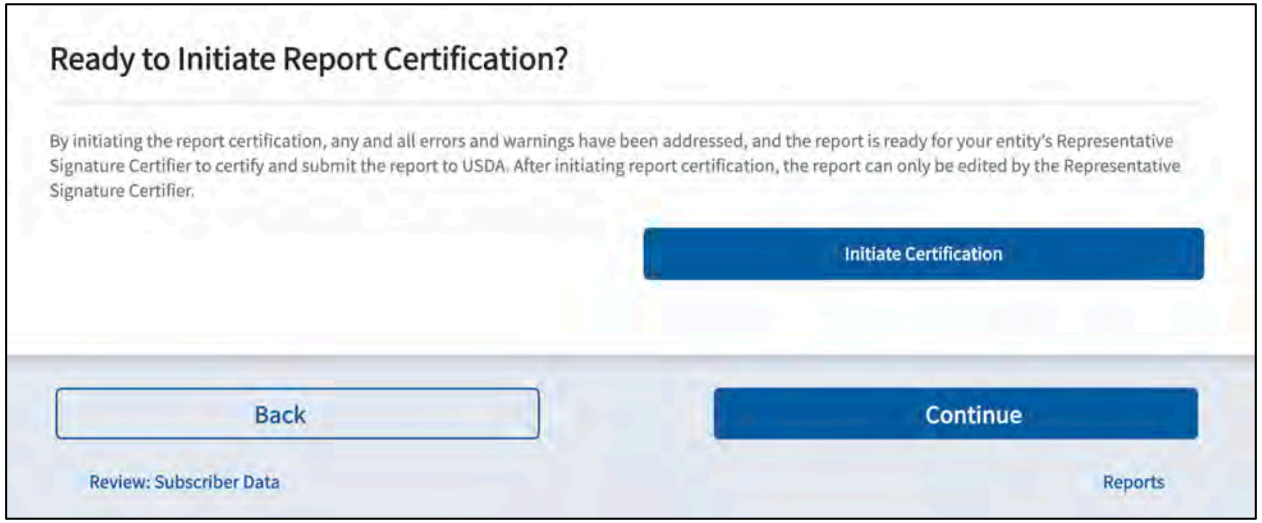
Errors and Warnings

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



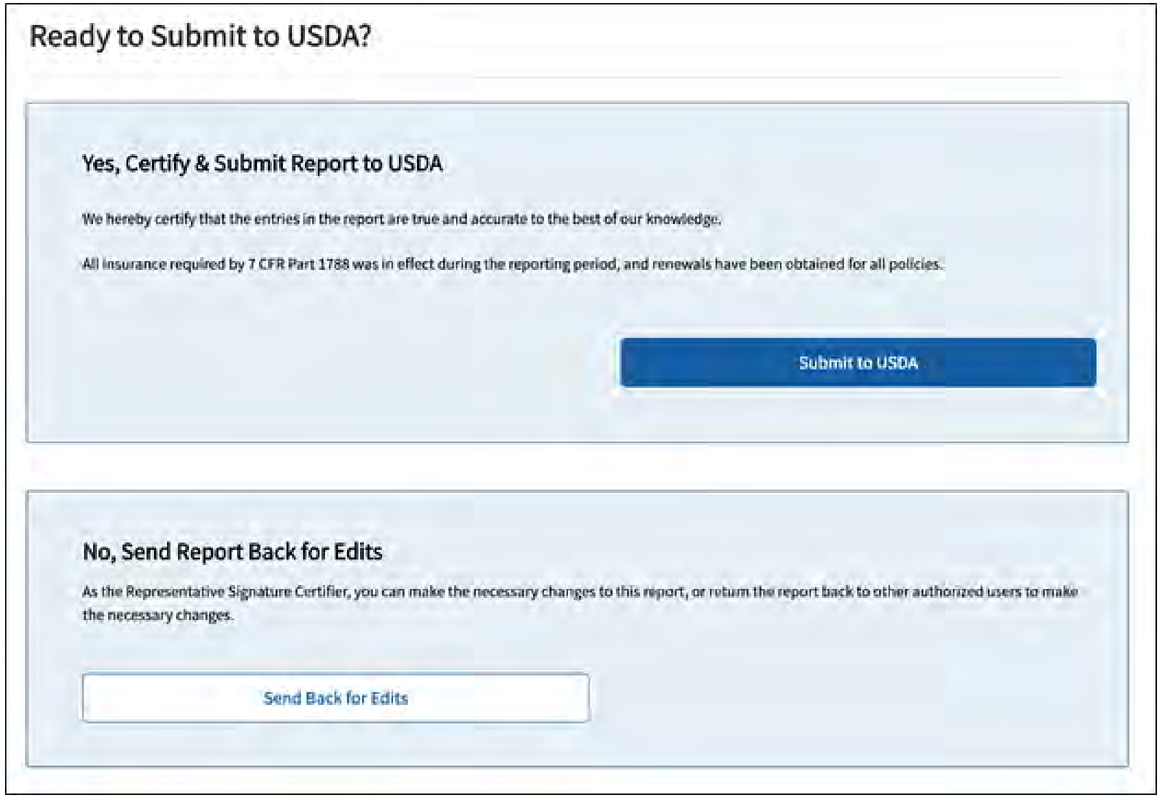
Certification and Submission

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



Certification and Submission (Cont.)

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

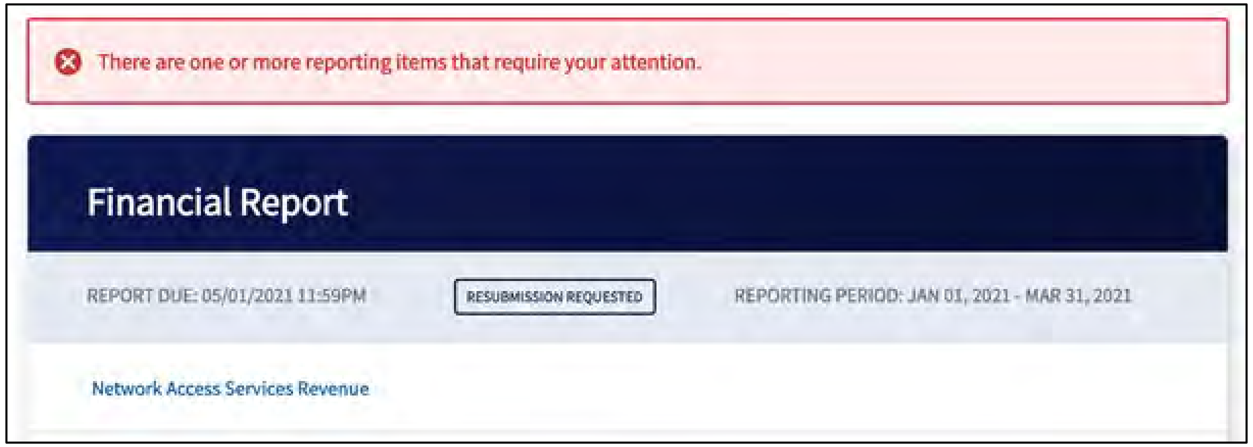


USDA Review

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

Resubmission Requested

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



How to Resubmit a Report

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

Resources

- Contact Us Form
  - ReConnect website - https://www.usda.gov/reconnect/contact-us
  - Linked in several places in the R&C system
- The Rural Development Reporting & Compliance User Guide on the ReConnect website - https://www.usda.gov/reconnect/forms-and-resources
- Resources listed in the R&C System on the Home Page

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