



# ReConnect Post-Award Workshop

Orlando, FL— April 23, 2024



Rural Development

# Please Scan the Code Below to Sign-In

Welcome to the ReConnect Post-Award Workshop! Tuesday, April 23, 2024



# ReConnect Post-Award Workshop – Day 1

<b>1:00-5:00 p.m.</b>	<b>Office Hours – Register in Beaufort Room</b>
<b>8:30-9:00 a.m.</b>	<b>Registration</b>
<b>9:00-9:15 a.m.</b>	<b>Housekeeping/Opening Remarks</b>
<b>9:15-10:15 a.m.</b>	<b>Award Documents</b>
<b>10:15-10:30 a.m.</b>	<b>Break</b>
<b>10:30-12:00 p.m.</b>	<b>Construction Procedures</b>
<b>12:00-1:00 p.m.</b>	<b>Lunch</b>
<b>1:00-1:30 p.m.</b>	<b>National Telecommunications and Information Administration (NTIA) Update</b>
<b>1:30-2:30 p.m.</b>	<b>Construction Monitoring</b>
<b>2:30-3:30 p.m.</b>	<b>Advance Procedures</b>
<b>3:30-3:45 p.m.</b>	<b>Break</b>
<b>3:45-4:45 p.m.</b>	<b>Work Order Procedures</b>
<b>4:45- 5:00 p.m.</b>	<b>Open Q&amp;A</b>
<b>5:00- 5:05 p.m.</b>	<b>Day 1 Closing Remarks</b>



Laurel Leverrier

Assistant Administrator,  
Rural Utilities Service  
Telecommunications  
Program



# Telecom Portfolio Management and Risk Assessment Branch (PMRA) POST AWARD WORKSHOP April 2024



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PMFOB-BRANCH CHIEF

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# Portfolio Management and Risk Assessment “PMRA” Branch Overview

**Deputy Assistant Administrator:** Vacant

## **Financial Operations Branch**

Portfolio Management Financial Operations Branch Chief: Tim Brooks

Post Loan Servicing Financial Operations Branch Chief: Chris Adamchak

## **Engineering Branch**

Engineering Branch Chief: Farwa Naqvi

Engineering Branch Chief: George Oyegoke

Engineering Branch Chief: Ruhul Choudhury



# The Various Types of Award Agreements

1. Grant Agreement (3 subtypes)
  - a. “Grant and Security Agreement”
  - b. “Grant and Security Agreement” (with no matching funds)
    - i. Tribal entities
    - ii. Socially Vulnerable Communities
  - c. “Grant Agreement with Letter of Credit as Security”



# The Various Types of Award Agreements (cont'd.)

2. Loan/Grant Combination Agreement (2 subtypes)
  - a. “Loan/Grant and Security Agreement”
  - b. “Loan and Grant Agreement” (paired with Mortgage)
  
3. 100% Loan Agreement (3 subtypes)
  - a. “Loan Agreement” (paired with Mortgage)
  - b. “Loan and Security Agreement”
  - c. “Loan Agreement” (with Substitution Collateral)

# Security Documentation

## 1. Grants

a) For “Grant and Security Agreement” – UCC Financing Statement filing and DACA (deposit account control agreement)

+ “Subordination of Mortgage Lien” or “Subordination of Lien” needed IF Awardee has **existing** outside lender

b) “Grant Agreement with Letter of Credit as Security” – Irrevocable Letter of Credit and DACA

## 2. Loan/Grant Combinations

a) For “Loan/Grant and Security Agreement”– UCC Financing Statement filing and DACA

+ “Intercreditor Agreement” needed IF Awardee has **existing** outside lender

+ Mortgage filing needed IF Awardee subsequently acquires real property

b) For “Loan and Grant Agreement” (paired with Mortgage) - Mortgage filing, UCC Financing Statement filing, and DACA

## Security Documentation (cont'd.)

### 3. 100% Loans

- a) For “Loan Agreement” (with Mortgage) – Mortgage filing, UCC Financing Statement filing, and DACA
- b) For “Loan and Security Agreement” – UCC filing and DACA
  - + “Intercreditor Agreement” needed IF Awardee has **existing** outside lender
- c) For “Loan Agreement” (with Substitution Collateral) – DACA or other document providing collateral as defined in Schedule 1

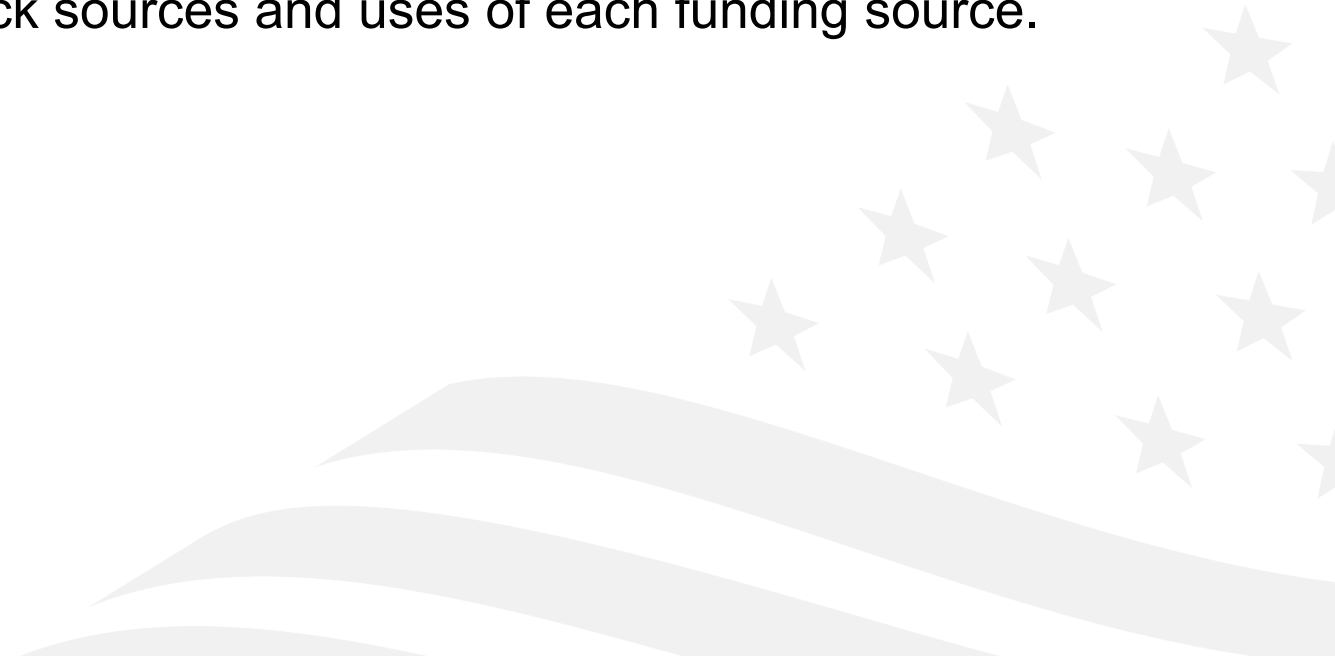
## Promissory Note (Loans only)

- Must be executed by all Loan Awardees
- Interest rate is based on funding category as set forth in applicable FOA
- Three-year interest and principal deferral, after which accrued interest and principal is capitalized and amortized over the remaining term
- Default term to maturity is the composite economic life of all project assets (based on depreciation rates determined acceptable by RUS) plus 3 years, otherwise applicants must request shorter term

# Important Provisions in All Award Agreements – RDOF

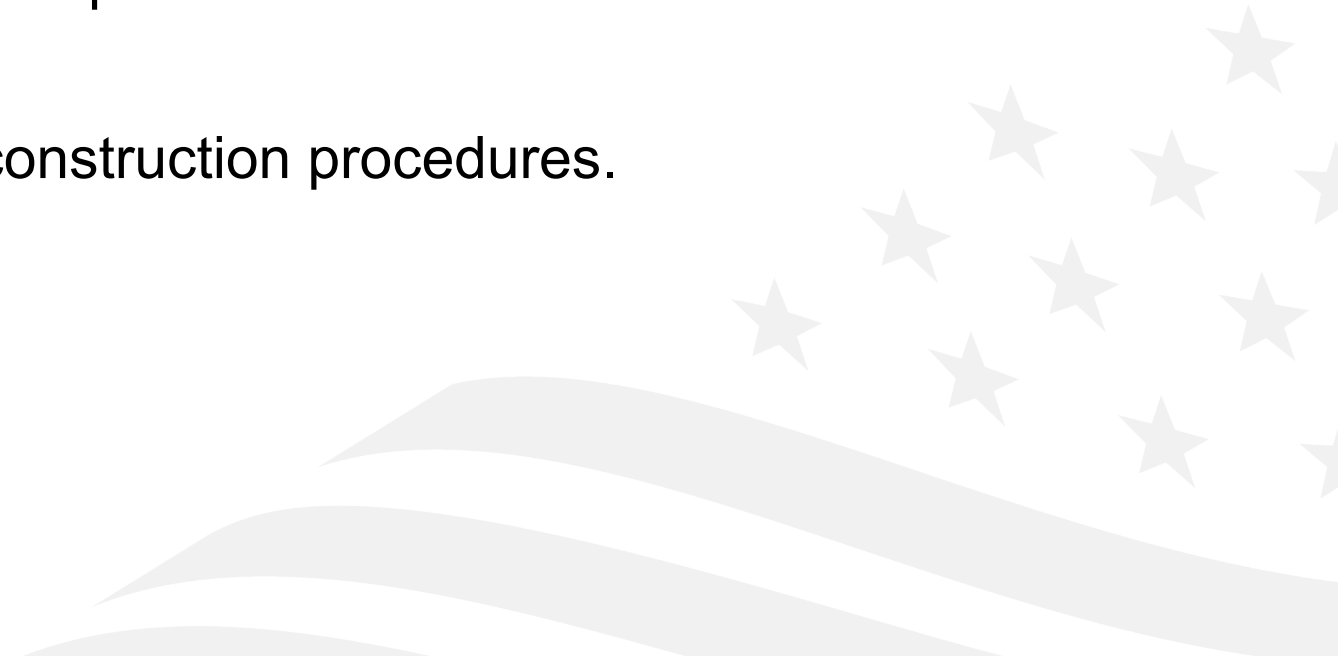
## Section [5.15 / 5.18 / 5.19] **RDOF Funding**

If the Awardee is a recipient of Rural Digital Opportunity Fund (RDOF) funding, Awardee acknowledges and certifies that neither funds under this Award nor under the RDOF award will be used to reimburse the same expenditures. Such Awardees must also maintain separate accounts to track sources and uses of each funding source.



# Grant Security Agreement

- This must be executed by an authorized entity member. This member will be authorized via the Secretary's Certificate and the Certificate of Authority
- The executed Grant Security Agreement (GSA) must be scanned as one document, the schedule's must not be separated.
- The executed GSA must include the construction procedures.



# Deposit Account Control Agreement

- Deposit Account Control Agreement (DACA) must be executed on behalf of the Awardee by its President, Managing Members, Manager, or other governing official **AFTER** adoption of the corporate authorizations and all required regulatory authorizations have been obtained.
- The Agreements must be signed by an official of the depository bank and **returned to RUS with evidence of the bank official's authority to sign for the bank (*Officer Incumbency Certificate*)**. **Must be on bank letterhead.**
- If Awardee and Bank desires to use another form of DACA that differs from the template provided by RUS, the Awardee's bank must include the Government Proviso. **The inclusion of the Government Proviso is non-negotiable.**
- Some lenders choose to use the language on the DACA template and input this on the lender letterhead which is acceptable.
- If there's an existing DACA being utilized for another ReConnect award, the DACA can be utilized for the new award but there must be a different sub account created in the PDA for the new award.

# DACA Requirements

- ACH Payment Form- Please have an Authorized Official of the Bank sign including their Official Title:

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER:  (   )
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- Waiting on Environmental Approval (ER)- We would welcome those waiting for ER approval to continue to process closing documents with PMFOB/PLSFOB so there is a seamless transition to ROF- Release of Funds as closely to the ER approval as possible.
- If Property is pledged in Multiple States- please have an Attorney Opinion included for Each State.



# DACA PROVISIO REQUIRED-no changes allowed

SECURED PARTY'S CONSENT TO ACCEPT THIS CONTROL AGREEMENT.

NOTHING IN THIS AGREEMENT SHALL BE CONSTRUED TO SUBJECT THE SECURED PARTY TO LIABILITY FOR ANY CHARGES OR COSTS ASSOCIATED WITH THIS AGREEMENT. THE BANK AND CUSTOMER AGREE THAT RECOURSE TO ANY AND ALL SUCH LIABILITY SHALL ONLY BE AVAILABLE FROM EACH OTHER WITH RESPECT TO CLAIMS ARISING OUT OF ANY INSTRUCTION GIVEN TO THE BANK FROM THE SECURED PARTY, AND THE CUSTOMER AGREES TO HOLD THE BANK FREE FROM ANY AND ALL LIABILITY WHATSOEVER AND THAT ALL SUCH CLAIMS MAY ONLY BE BROUGHT UNDER THE APPLICABLE LOAN/AND OR GRANT AGREEMENT ENTERED INTO WITH THE SECURED PARTY. THE PARTIES AGREE THAT ANY PROVISION PURPORTING TO ATTACH LIABILITY TO THE SECURED PARTY HEREIN SHALL BE NULL AND VOID. IN ADDITION, THE PARTIES AGREE THAT NOTHING HEREIN SHALL BE CONSTRUED TO GIVE THE BANK THE RIGHT TO EXERCISE SET-OFF OR RECOUPMENT FROM THIS ACCOUNT WITH RESPECT TO ANY LIABILITY OF THE CUSTOMER ARISING OUT OF THIS ACCOUNT OR ANY OTHER ACCOUNT OF THE ACCOUNT HOLDER, AND TO THEIR KNOWLEDGE, THAT NO STATE LAW EXISTS WHICH WOULD ABROGATE THIS PROVISION.

# Remittance Instructions

## **REMITTANCE INSTRUCTIONS**

### **CUSTOMER INITIATED PAYMENTS (CIP)**

Go to: <https://rdupcip.sc.egov.usda.gov> and follow online information. Your payments must be scheduled by 8:00P.M. Eastern Time the business day before it is due.

For questions about CIP, contact the Collection Branch (CB) at [rd.cfo.cb@usda.gov](mailto:rd.cfo.cb@usda.gov) or (314) 457-4023.

### **FEDWIRE BANK ROUTING**

ROUTING TRANSIT NO. 021030004 TREAS NYC  
ACCOUNT (ALC) 12200408

\*include your Ref.# at the beginning of the remarks for routing purposes

# LEGAL OPINION

- There are two legal opinions required, an application legal opinion and a post approval legal opinion. The post approval legal opinion template will be provided with the closing document package.
- Awardee's counsel must provide an opinion, addressed to the Administrator of RUS.
- Counsel providing the opinion must be licensed to practice law in the state in which the Awardee is organized.
- If the corporate organization and award construction are in different state's, the attorney must be licensed to practice in both state's, otherwise two opinions will be required.
- The opinion must be prepared on counsel's letterhead stationery.
- Only a signed opinion, **DATED SUBSEQUENT** to the authorization and execution of the loan documents and the filing of the Collateral Documents will be accepted.

The form of opinion should be carefully studied by counsel. **NOTE** that it requires a **PRIOR** examination of the records and files of offices in which liens against the collateral might be recorded, filed or indexed. The opinion requires a statement by counsel as of the date of the opinion that the property of the Awardee is free and clear of all liens whatsoever except Permitted Encumbrances as defined in the Legal Agreement.

# MORTGAGE/UCC RECORDING

## RECORDING THE DOCUMENTS

- It is the responsibility of the Awardee and its counsel to record the Mortgage and any necessary financing statements in the manner and locations necessary to give RUS and any other Mortgagees a perfected first lien on all of the real and personal property of the Awardee under a Mortgage. Many states have unique filing requirements and you should make an independent determination regarding the method for assuring that the loans and grants being made by RUS are properly secured.
- Awardee must return in the document shipment an original filed Mortgage for each county with which a Mortgage was filed demonstrating the filing status.

## UCC

- In order to perfect a security interest in the real and personal property of the Awardee as a transmitting utility, a financing statement must be filed with the Secretary of State of the state in which the Awardee is organized. This must be filed with the Secretary of State of the state in which the Awardee is organized as well as any additional states in which the fixtures are located.
  - RUS will complete the blocks for the secured party and collateral description on the UCC-1 and provide a collateral description, Exhibit A, to be attached to the UCC-1. Additionally, a form UCC-1AD, with both the transmitting utility.

# CLOSING DOCUMENT SUBMISSION

- Scan and email all documents, including the executed Agreement. The documents should be sent all at the same time in one email to Chris Adamchak ([Christopher.Adamchak@usda.gov](mailto:Christopher.Adamchak@usda.gov)) and to the shared mailbox [TelecomPMRA@usda.gov](mailto:TelecomPMRA@usda.gov).
- Carefully read the closing document transmittal letter for closing document submission instructions.
- **Only documents requiring a “wet signature” should be mailed to the agency, no other hard documents are needed. In most circumstances, the mortgage/restated mortgage/shared restated mortgage is the only document RUS will require a wet signature and a hard copy returned to the agency.**
- If you are unable to digitally sign the agreement, please print, execute and email scanned copies. Retain the originals in your records.
- Contact your General Field Representative with questions. You may also reach out to Chris Adamchak ([Christopher.Adamchak@usda.gov](mailto:Christopher.Adamchak@usda.gov)) or Tim Brooks ([Timothy.Brooks@usda.gov](mailto:Timothy.Brooks@usda.gov)) .

**AWARD FUNDS WILL NOT BE AVAILABLE UNTIL ALL OF THE CLOSING DOCUMENTS HAVE BEEN RECEIVED AND DETERMINED TO BE SATISFACTORY. YOU WILL BE NOTIFIED BY LETTER UPON RELEASE OF FUNDS.**

# RETURN OF CLOSING DOCUMENTS CONT.

## RETURNING THE DOCUMENTS.

The Mortgage Agreement(s) will be shipped by RUS with a wet signature. Please execute with wet signature, scan executed document, include scanned copy with email as stated in the previous slide and return an original, executed, filed Mortgage Agreement(s) by trackable courier to the following:

Deputy Assistant Administrator  
Portfolio Management and Risk Assessment  
Stop 1590, Room 4121-S  
1400 Independence Avenue, SW  
Washington, DC 20250-1590



# Other Closing Document Items

- **Do not piece mail closing documents.** Submit the closing document package when all closing documents have been completed.
- Due to the high volume of activity, PMRA will not review draft documents. If documents were completed incorrectly, the assigned Financial Operations Branch Specialist will work with the Awardee in correcting the documents.
- If a subordination agreement wasn't included in the closing document transmittal package, please contact the Financial Operations Branch for the template.
- All USDA templates have been reviewed and approved by the Office of General Council. Updates to this template outside of the specified areas will mandate a OGC review. This will add significant time to the review process.
- Updates to USDA templates outside of specified areas are typically not approved by OGC. Template updates are only approved because of a unique circumstance associated with the award.
- Filing dates of Mortgages and UCC's should be clear.
- Mortgages must be filed in each county that property is disclosed on the "Property Schedule".



Please share your feedback!





Please share your feedback on these sessions!



Award Documents

# BREAK

## Next Session – Construction Procedures

1:00-5:00 p.m.	Office Hours – Register in Beaufort Room
8:30-9:00 a.m.	Registration
9:00-9:15 a.m.	Housekeeping/Opening Remarks
9:15-10:15 a.m.	Award Documents
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12:00-1:00 p.m.	Lunch
1:00-1:30 p.m.	National Telecommunications and Information Administration (NTIA) Update
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4:45- 5:00 p.m.	Open Q&A
5:00- 5:05 p.m.	Day 1 Closing Remarks



# ReConnect Program Construction Procedures



Rural Development



Eric Phu

Electronics Engineer  
Post-Loan Servicing  
Engineering Branch



Isaiah Carter

Electronics Engineer  
Post-Loan Servicing  
Engineering Branch

# Agenda

- Introduction
- General Requirements
- Professional Services
- Purchase & Installation of Equipment
- Outside Plant Construction
- Building Construction
- Tower Construction
- Small Scale Construction
- Tips for Success
- Available Resources

# Introduction

## ***ReConnect Program Construction Procedures – Version 2.0***

- Covers construction and contracting procedures
- Included in Award Documents provided to ReConnect Awardees
- Available to download on the ReConnect website under “Forms and Resources”  
[https://www.rd.usda.gov/files/ReConnect\\_Program\\_Construction\\_Procedures\\_Final.pdf](https://www.rd.usda.gov/files/ReConnect_Program_Construction_Procedures_Final.pdf)

# General Requirements



# General Requirements

- All work must conform to the approved Network Design and shall be covered by an Environmental Review in accordance with 7 CFR Part 1970
- Construction and/or installation activities, shall not commence until all environmental conditions included in the award documents have been met
- Construction and/or installation activities, shall not commence until all necessary local, state and federal requirements have been satisfied.
- Prior to the conclusion of the environmental review, the Awardee, at their own risk, can order materials and/or equipment that are needed on the ReConnect Project, however, Awardees must request permission from RUS prior to ordering such materials/equipment
- Only new materials and/or equipment will be financed with project funds, unless otherwise approved in writing by RUS.



# General Requirements

## Non-Federal Entity (NFE)

- State, local government, Indian tribe, Institution of Higher Education, or nonprofit organization that carries out a Federal award as a recipient or subrecipient, as defined in 2 CFR 200
- NFE must follow **Procurement Standards** in 2 CFR 200, Subpart D, unless it has received written approval, otherwise
- NFE receiving Reconnect awards funds under the Infrastructure Investment and Jobs Act (IIJA), must comply with the requirements of [Section 70914](#) of the Build America, Buy America Act within IIJA

# General Requirements

## “Buy American” Requirement

- All materials and equipment financed with **award funds** must comply with the “Buy American” requirement in 7 CFR Part 1787
- Applies to all Awardees, except Non-federal entities
- Requests for waivers must be submitted pursuant to 7 CFR Part 1787
- Waivers must be approved by RUS prior to procuring non-domestic products
- Non-domestic products, including the respective installation costs, can be financed with matching funds or “Other Funds” required for project completion

# General Requirements

## Insurance Requirements

- Awardee is responsible for ensuring that its contractors, engineers, and architects comply with all the insurance requirements stated in 7 CFR Part 1788, Subpart C
- Construction contracts exceeding \$250,000, that will be financed with project funds, shall require contractors to secure a contractors' bond in a penal sum of not less than the contract amount, which is the sum of all labor and materials including owner-furnished materials included in contract
- For equipment contracts that exceed \$250,000 and include installation, a contractor's bond will not be required when the installation is insignificant, as stated in the [Agency's Memorandum](#)
- RUS Form 168b shall be used when using RUS Contract Forms. A similar form shall be used when using a Non-RUS Contract
- Surety companies providing contractors' bonds must be listed as acceptable sureties in the U.S. Department of Treasury Circular No. 570: <https://fiscal.treasury.gov/surety-bonds/list-certified-companies.html>

# General Requirements

## Software License

As part of the equipment purchase, the original equipment manufacturer may require the Awardee to enter into a Software License Agreement for the use of the equipment

# General Requirements (Cont.)

## Non-RUS (Private) Contract

- Awardee must submit a request to use a Non-RUS contract **prior** to execution
- Final draft of the Non-RUS contract must be submitted with the request
- Non-RUS contract must include provisions for the contractor to comply with equal employment opportunity and civil rights requirements
- RUS will not approve the Awardee's request to use the Non-RUS contract if:
  - The contract is for work not covered in the approved application, or is not for an eligible purpose:
  - The contract terms and conditions are vague, inadequate, or unreasonable; or
  - The contract presents unacceptable loan security risk to RUS

# General Requirements

## Subcontract

- RUS Form 257, **Contract to Construct Buildings**, RUS Forms 395, **Equipment Contract**, and RUS Form 515, **Telecommunications System Construction Contract**, contain provisions for subcontracting the work included in the contract
- RUS Form 282, **Subcontract**, shall be used for subcontracts associated with the above contracts
- Contractor should refer to the individual contracts for the amounts and conditions on subcontracting prior to entering into a subcontract
- Minor modifications to RUS Form 282 are permissible as long as they do not change the terms and conditions of the primary contract
- Subcontracts are not subject to RUS approval provided that they are in accordance with the provisions of the appropriate RUS contract
- Non-RUS subcontract must be used to subcontract work included in a Non-RUS contract

# General Requirements

## Contract Amendment

- Prior RUS approval is required to amend a contract if any one of the following conditions apply:
  - Changes in the terms and conditions of the contract, regardless of the amount
  - Changes to the scope of the contract, regardless of the amount
  - Amendment, by itself or including preceding amendments, increases the original contract price by 20% or more
  - Amendment increases the original contract price to exceed the bonding limit of \$250,000
- Additional details regarding amendments will be covered under each section

# General Requirements

## Contract Amendment Forms

- RUS Form 238, ***Construction or Equipment Contract Amendment*** shall be used for amending RUS Forms 395, ***Equipment Contract*** and RUS Form 257, ***Contract to Construct Buildings***
- RUS Form 526, ***Construction Contract Amendment*** shall be used for amending RUS Form 515, ***Telecommunications System Construction Contract***
- RUS Standard form to amend the RUS Form 217, ***Post-loan Services Engineering Contract***, is currently under development; however, Awardee can use a non-RUS amendment form in the interim
- Non-RUS amendment form shall be used to amend a Non-RUS Contract
- All executed amendments require RUS approval



# General Requirements

## Affiliated Transactions

- “Affiliate” or “Affiliated Company” of any specified person or entity means any other person or entity directly or indirectly controlling of, controlled by, under direct or indirect common control with, or related to, such specified person or entity, or which exists for the sole purpose of providing any service to one company or exclusively to companies which otherwise meet the definition of affiliate.
- With regard to the Project, the Awardee shall not enter into any transaction, contract, or dealing with an Affiliate of the Awardee or with the Awardee’s or Affiliate’s directors, trustees, officers, managers, members (if the Awardee is a limited liability company), or other corporate officials, **without the prior written consent of RUS**
- RUS' consent to advance award funds or approve the expenditure of matching funds or “Other Funds” required for project completion, for affiliated transactions will be limited to an amount which is the **lower of cost or market rate** and which is subject to verification by RUS and its representatives having access to the books and records of the Affiliate

# General Requirements

## Affiliated Transactions

- Request from the Awardee should cover the following;
  - Description of the work to be performed, including location, scope, and estimated cost
  - Name of Affiliate and relationship to the Awardee
  - Proposed contracting form (RUS Contract Form or Non-RUS Contract) that will be used for the work to be performed by the Affiliate
  - Description of Affiliate's workforce, experience and capability to perform the work as described in request
  - Justification to use the Affiliate rather than a Contractor

# General Requirements

## Affiliated Transactions

- General conditions of RUS approval:
  - All charges by the Affiliate must be at cost
  - A market rate analysis must be provided by the Awardee prior to entering into an agreement with the Affiliate **and** at contract closeout to demonstrate that the Affiliate's rates are lower than the market rate
  - An acceptable market rate analysis includes, for example, 3 different construction projects that were bid within a year in the general vicinity of the construction area
  - Insurance requirements stated in 7 CFR 1788, Subpart C
  - Contractor's licensing requirements if a license is required in the state(s) where the construction will take place
  - "Buy American" requirement stated in 7 CFR Part 1787
  - Compliance with civil rights and EEO requirements

# General Requirements

## Records

- Records supporting all assets financed by RUS must be retained until audited and approved by RUS
  - Support documents required for all expenditures, advances, and disbursements
  - Include, but not limited to, contracts, 3rd party invoices, timesheets, payroll records, material records, overhead allocation records, summary schedules, etc.
- Records related to plant-in-service must be retained until:
  - Facilities are permanently removed from service
  - All removal and restoration activities are completed
  - All costs are retired from the accounting records

# General Requirements

## Construction Schedule

- Awardee can start construction upon its acceptance of the ReConnect offer **and** when notified by RUS the environmental review has concluded
- 5-year construction period starts from the “Release of Funds Date”

# Professional Services



# Professional Services

Awardees shall obtain professional services only from persons or firms who are not affiliated with, and have not represented a contractor, vendor or manufacturer who may provide labor, materials, or equipment to the Awardee under any current award

- **Professional Services:**
  - Engineering Services
    - Outside Consultant
    - In-house Engineering
  - Architectural Services
  - Other Professional Services

# Professional Services

## Engineering Services

All engineering services, including inspection and certification, required on the ReConnect project shall be rendered by:

Outside Consultant (Engineering Firm)

**AND/OR**

In-house Engineering (Qualified Employees of the Awardee **approved** by RUS)



# Professional Services

## Engineering Services: Outside Consultant

- Must be must be registered in the state(s) where the facilities will be located
- Services must be included under one of the following contracts:
  - RUS Form 217, ***Post-Loan Engineering Services Contract***
  - RUS Form 245, ***Engineering Service Contract Special Services – Telephone*** contract
  - Non-RUS contract
- Services can be included under a single or multiple contracts
- No requirement for competitive procurement unless the Awardee is a Non-federal Entity

# Professional Services

## Engineering Services: In-house Engineering

- Awardee must request RUS approval to provide any In-house engineering services on the project
- When the proposed work is such that the engineering involved is within the capabilities of the employees on the Awardee's staff, Awardees may request RUS approval to provide such services.

# Professional Services

## Engineering Services: In-house Engineering Request

- The request must be submitted by an authorized representative of the Awardee and shall include the following information:
  - A description of services to be performed
  - Name and qualifications of the employee that will be in charge of providing these services. Employee must meet the State experience requirements for a registered engineer or in absence of requirements, must have 8 years of design and construction experience in broadband networks, with at least 2 years at the supervisory level
  - Names, qualifications, and responsibilities of other principal employee(s) who will be associated with providing the In-house engineering services
  - Awardee's intent to use ReConnect project funds for In-house engineering services
- RUS will notify the Awardee of its approval or disapproval of the In-house engineering request

# Professional Services

## Engineering Services: In-house Engineering Proposal (IEP)

- Once RUS approves the In-house engineering request, the Awardee can submit an IEP for approval
- The IEP will be required if project funds will be requested to reimburse the cost of the In-house engineering services as they are incurred
- The IEP is not required if the In-house engineering services are associated only with Small-Scale Construction. These services can be reimbursed under the Small-Scale Construction reimbursement method.
- The IEP can be for the entire project or can be separated by service area or types of services
- The IEP must include the following information for each employee that will be performing the In-house engineering services:
  - Detailed description of tasks to be performed over the 5-year build-out period
  - Hourly rate for each task (direct costs only)
  - Total number of hours required to complete each task
  - Total cost of each task (hourly rate X number of hours)

# Professional Services

## Architectural Services

- Architect must be registered in the state(s) where the facilities will be located
- Services must be included under one of the following contracts:
  - RUS Form 217, ***Post-Loan Engineering Services Contract***
  - RUS Form 220, ***Architectural Services Contract***
  - Non-RUS contract
- No requirement for competitive procurement unless the Awardee is a Non-federal Entity

# Professional Services

## Other Professional Services

- Environmental, Rights-of-way Procurement, Mapping, etc.
- License may be required depending on the type of service
- Contract Forms:
  - RUS Form 245, ***Engineering Service Contract Special Services – Telephone***
  - Non-RUS contract

# Professional Services

## Contract Approval

- Scanned or electronic copy of the executed RUS Forms 217, 220, 245 or Non-RUS contract must be submitted for RUS approval
- Awardee will be notified by RUS upon approval of the contract
- RUS will not approve the contract, if in RUS' judgment:
  1. Unacceptable modifications have been made to the contract
  2. The contract will not accomplish award purposes
  3. The fees included in the contract are unreasonable
  4. The contract presents unacceptable award risk to RUS

# Professional Services

## Contract Amendment

- Changes in scope or services require an amendment to the contract
- RUS approval may be required prior to amending the contract (Refer to Contract Amendments slide under the General Requirements)
- RUS Standard form to amend the RUS Form 217, ***Post-loan Services Engineering Contract***, is currently under development; however, in the interim, Awardee can use a Non-RUS amendment form
- Scanned or electronic copy of the executed contract amendment must be submitted for RUS approval
- Awardee will be notified by RUS upon approval of the contract amendment



# Professional Services

## Contract Closeout

- Contract closeout can occur once all the services and obligations required under the contract have been completed
- Scanned or electronic copy of signed closeout form must be submitted for approval:
  - RUS Form 284, ***Final Statement of Cost for Architectural Service***, to closeout RUS Form 220
  - RUS Form 506, ***Final Statement of Engineering Fees – Telecommunications***, to closeout RUS Form 217
  - Similar certification to closeout RUS Form 245 or a Non-RUS Contract
- Awardee will be notified by RUS upon approval of the contract closeout
- Awardee shall make the final payment to the Engineer/Architect in accordance with the terms and conditions of the contract

# Purchase and Installation of Equipment



# Purchase and Installation of Equipment

## General – Equipment Purchase

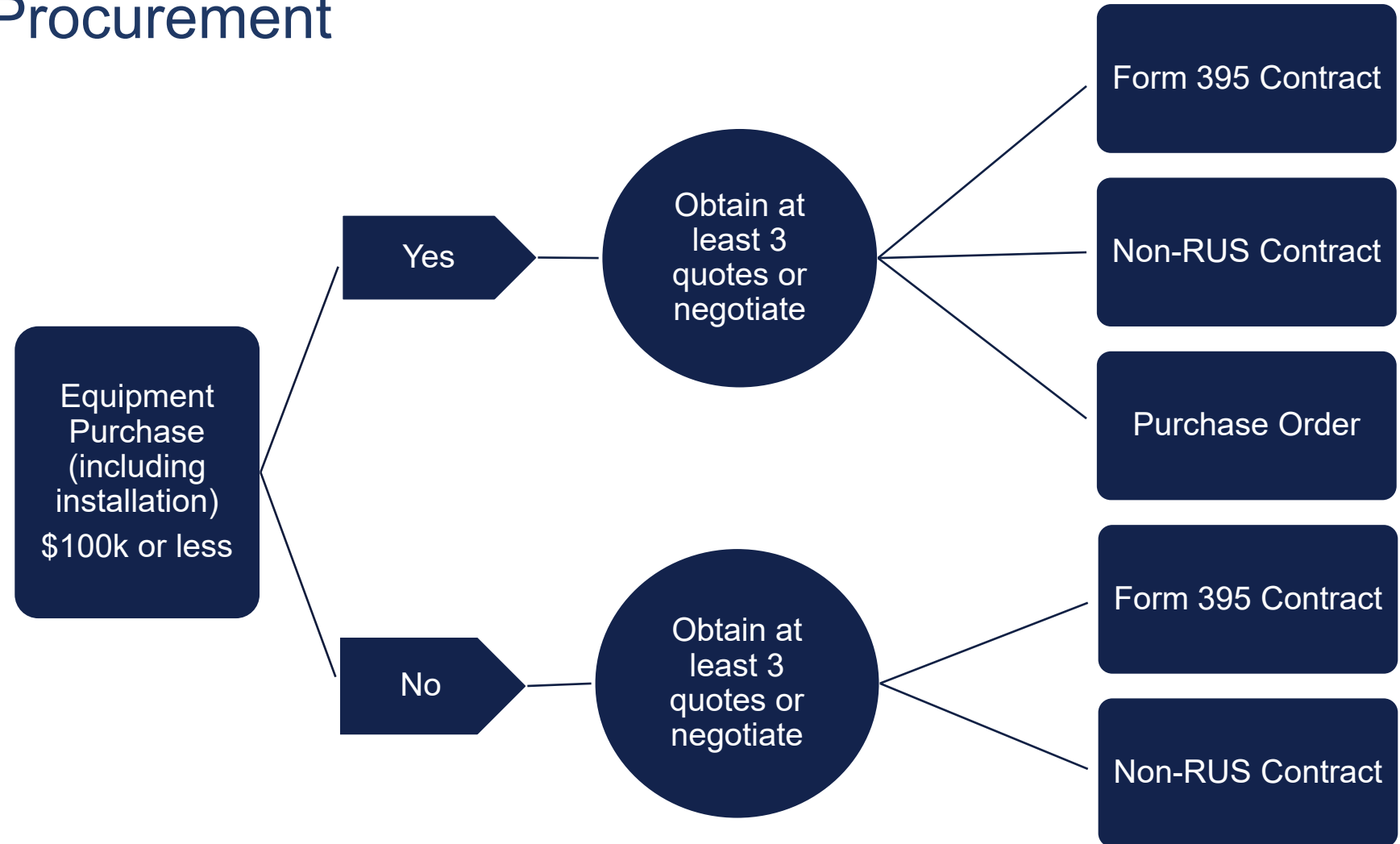
- Equipment purchases, including installation, estimated to be **\$100,000 or less** can be purchased using the following methods:
  - Purchase Order and reimbursed under the “Small-Scale Construction” procedure
  - RUS Form 395, ***Equipment Contract***
  - Non-RUS contract
- Equipment purchases, including installation, **estimated to be over \$100,000** can be purchased using the following methods:
  - RUS Form 395, ***Equipment Contract***
  - Non-RUS contract

# Purchase and Installation of Equipment

## General - Equipment Installation

- Installation work for equipment purchased under the RUS Form 395 or a Non-RUS contract can be included in the same contract or done separately
- If installation work will be done separately, Awardee can use the following two methods and request reimbursement under the “Small-Scale Construction” procedures
  - Awardee’s Internal workforce – RUS approval is not needed
  - RUS Form 773, ***Miscellaneous Construction Work and Maintenance Services Contract*** or Non-RUS contract – RUS approval is needed
    - Request from the Awardee shall include:
      - Name of the contractor
      - Type of installation work that will be done
      - Type of contract that will be used
      - Total estimated cost of the installation work

# Equipment Procurement



# Purchase and Installation of Equipment

## Procurement Method

- Non-Federal Entity must comply with **Procurement Standards** in 2 CFR 200
- All other entities must follow the procedures below when using RUS Form 395 or a Non-RUS contract:
  - Engineer prepares performance specifications and installation requirements, along with the respective contract, and releases them to prospective contractors
  - Awardee obtains quotes from at least three different contractors; however, an Awardee can also elect to negotiate with a single contractor for purposes of standardization or compatibility
  - Once a contractor has been selected, the Awardee can execute the contract

# Purchase and Installation of Equipment

## Contract Approval

- Scanned or electronic copy of the executed RUS Form 395 or Non-RUS contract, including performance and installation requirements (if applicable), must be submitted for RUS approval
- Awardee will be notified by RUS upon approval of the contract
- RUS will not approve the contract, if in RUS' judgment:
  1. Unacceptable modifications have been made to the contract
  2. The contract will not accomplish award purposes
  3. The fees included in the contract are unreasonable
  4. The contract presents unacceptable award risk to RUS

# Purchase and Installation of Equipment

## Contract Amendment

- Equipment or price changes require an amendment to the contract
- RUS approval may be required prior to amending the contract (Refer to Contract Amendments slide under the General Requirements)
- RUS Form 238, **Construction or Equipment Contract Amendment**, or a Non-RUS contract amendment reflecting the changes, must be executed by the Awardee and the Contractor
- Scanned or electronic copy of the executed contract amendment must be submitted for RUS approval
- Awardee will be notified by RUS upon approval of the contract amendment



# Purchase and Installation of Equipment

## Contract Closeout

- Contract closeout can occur after equipment has been installed, tested, and meets the performance and installation requirements
- Documents required to closeout RUS Form 395 are listed in the ***ReConnect Construction Procedures*** guide
- Scanned or electronic copy of the RUS form 756, ***Contract Closeout Certification***, or a similar certification for a Non-RUS contract, must be submitted to RUS for approval
- Awardee will be notified by RUS upon approval of the contract closeout
- Awardee shall make the final payment to the contractor in accordance with the terms and conditions of the contract

# Outside Plant Construction



# Outside Plant Construction

## General

- Outside Plant projects estimated at **\$1 million or less**, including all labor and materials, can be constructed using the following methods:
  - RUS Form 773, ***Miscellaneous Construction Work and Maintenance Services Contract***
  - RUS Form RUS Form 515, ***Telecommunications System Construction Contract***
  - Non-RUS contract
  - Awardee's Internal Workforce
- Outside Plant projects estimated to **exceed \$1 million**, including all labor and materials, can be constructed using the following methods:
  - RUS Form RUS Form 515, ***Telecommunications System Construction Contract***
  - Non-RUS contract

# Outside Plant Construction

## Plans & Specifications (P&S)

- Requirements for the preparation of P&S are stated in the *ReConnect Program Construction Procedures* guide
- RUS Form 787, *Supplement A to Construction Contract RUS Form 515*, should be used if the Awardee will be providing any owner-furnished materials under RUS Form 515
- P&S Approval
  - Outside Plant projects estimated at **\$1 million or less**, including all labor and materials
    - RUS approval of the P&S **is not** required
  - Outside Plant projects estimated to **exceed \$1 million**, including all labor and materials
    - RUS approval of the P&S **is** required
    - RUS will notify the Awardee if approval of the P&S is withheld
    - Awardees can solicit bids or negotiate upon receipt of written approval per the instructions in the *ReConnect Program Construction Procedures* guide

# Outside Plant Construction

## Procurement Methods

- Non-Federal Entity must comply with **Procurement Standards** in 2 CFR 200
- All other entities shall follow the methods below:
  - Negotiated Procurement – covered in the next few slides
  - Sealed Competitive Bidding – follow the procedures in the ***ReConnect Program Construction Procedures*** guide

# Outside Plant Construction

## Procurement Methods – Negotiated (100% Loan Award)

### Contracts funded with loan funds

- Awardee can elect to negotiate with a single contractor or multiple contractors
- Prior RUS approval is not required to negotiate; however, Awardee must notify RUS of its intent to negotiate
- Notification to RUS must include the following:
  - Total estimated cost of the construction
  - Name of the contractor(s)
  - Construction covered under a new contract or an amendment to an existing contract

# Outside Plant Construction

## Procurement Methods – Negotiated (50/50 Loan Grant Combinations)

### Contracts funded with loan/cash substitution funds

- Awardee can elect to negotiate with a single contractor or multiple contractors
- Prior RUS approval is not required to negotiate; however, Awardee must notify RUS of its intent to negotiate
- Notification to RUS must include the following:
  - Total estimated cost of the construction
  - Name of the contractor(s)
  - Construction covered under a new contract or an amendment to an existing contract
- Grant funds may **not be used to fund or supplement contracts** that have not been competitively bid
- Any future amendment to the contract **must be funded** by loan funds or “Other Funds, if all loan funds have been advanced

# Outside Plant Construction

## Procurement Methods – Negotiated (50/50 Loan Grant Combinations)

### Contracts funded with grant funds

- Prior RUS approval is required to negotiate contracts that will be funded by grant funds or a combination of loan/grant funds
- Grant funds may not be used for contracts that have not been competitively bid unless the Awardee has received RUS' approval to negotiate
- Request for negotiation shall include:
  - Total estimated cost of the construction
  - Name of the contractor
  - Rationale and/or necessity for negotiating the construction work vs. competitively bidding
  - Construction covered under a new contract or an amendment to an existing contract



# Outside Plant Construction

## Procurement Methods – Negotiated (100% Grant Award)

### Contracts funded with matching funds

- Awardee can elect to negotiate with a single contractor or multiple contractors
- Prior RUS approval is not required to negotiate; however, Awardee must notify RUS of its intent to negotiate
- Notification to RUS must include the following:
  - Total estimated cost of the construction
  - Name of the contractor(s)
  - Construction covered under a new contract or an amendment to an existing contract
- Grant funds **may not be used to fund or supplement** contracts that have not been competitively bid
- Any future amendment to the contract **must be funded** by matching funds or “Other Funds”, if all matching funds have been approved and expended

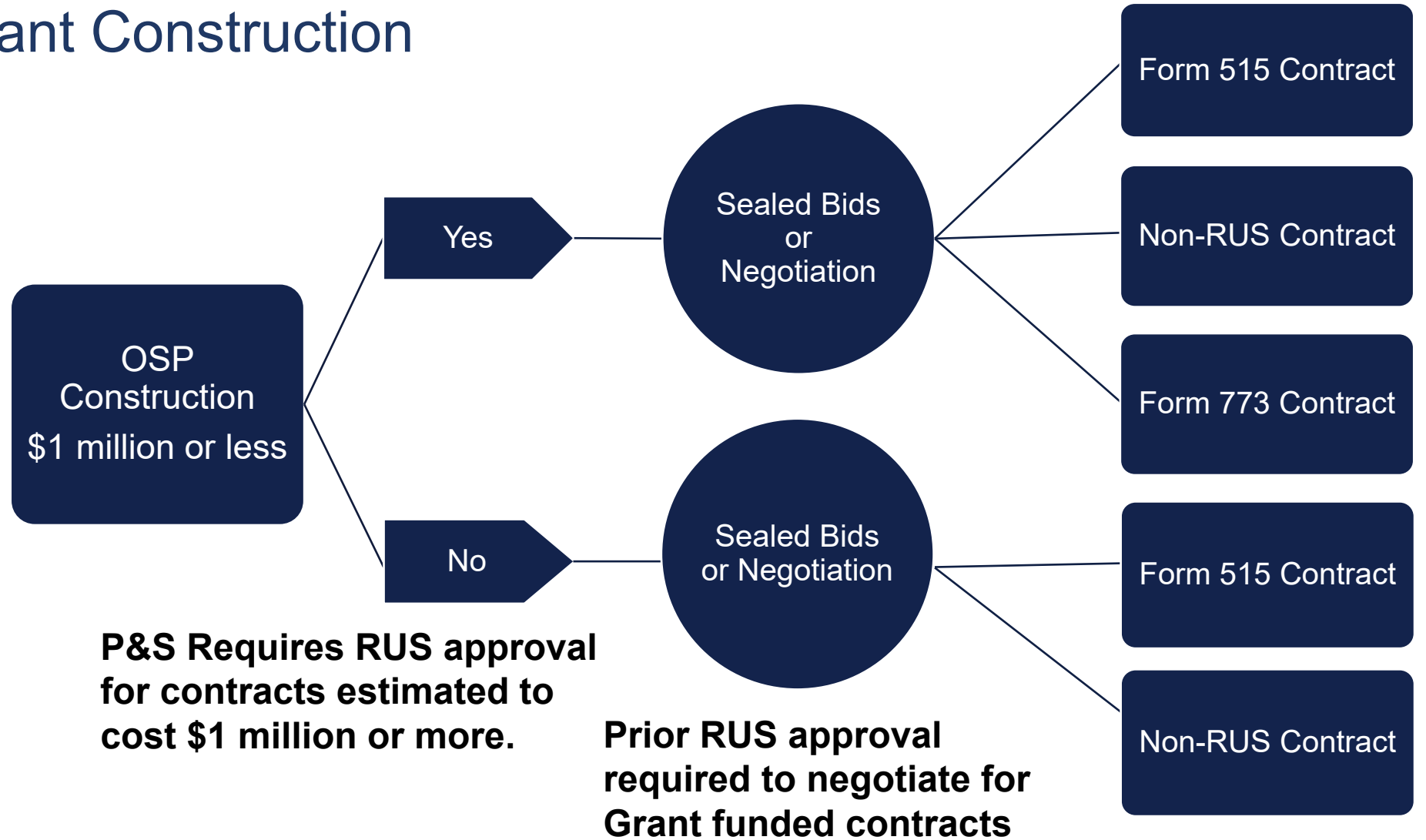
# Outside Plant Construction

## Procurement Methods – Negotiated (100% Grant Award)

### Contracts funded with grant funds

- Prior RUS approval is required to negotiate contracts that will be funded by grant funds
- Grant funds may not be used for contracts that have not been competitively bid unless the Awardee has received RUS' approval to negotiate
- Request for negotiation shall include:
  - Total estimated cost of the construction
  - Name of the contractor
  - Rationale and/or necessity for negotiating the construction work vs. competitively bidding
  - Construction covered under a new contract or an amendment to an existing contract

# Outside Plant Construction



# Outside Plant Construction

## Contract Approval

- Scanned or electronic copy of the executed RUS Form 515 or Non-RUS contract, including plans and specifications, must be submitted for RUS approval
- Awardee will be notified by RUS upon approval of the contract
- RUS will not approve the contract, if in RUS' judgment:
  1. Unacceptable modifications have been made to the contract
  2. The contract will not accomplish award purposes
  3. The fees included in the contract are unreasonable
  4. The contract presents unacceptable award risk to RUS

# Outside Plant Construction

## Contract Amendment

- Price or scope changes require an amendment to the contract
- RUS approval may be required prior to amending the contract (Refer to Contract Amendments slide under the General Requirements)
- RUS Form 526, **Construction Contract Amendment**, or a Non-RUS contract amendment reflecting the changes, must be executed by the Awardee and the Contractor
- Scanned or electronic copy of the executed contract amendment must be submitted for RUS approval
- Awardee will be notified by RUS upon approval of the contract amendment

# Outside Plant Construction

## Contract Closeout

- Contract closeout can occur once all acceptance tests and inspections are completed, and all deficiencies corrected
- Documents required to closeout RUS Form 515 are listed in the ***ReConnect Program Construction Procedures*** guide
- Scanned or electronic copy of the RUS form 756, ***Contract Closeout Certification***, or a similar certification for a Non-RUS contract, must be submitted to RUS for approval within 30 days
- Awardee will be notified by RUS upon approval of the contract closeout
- Awardee shall make the final payment to the contractor in accordance with the terms and conditions of the contract

# Building Construction



# Building Construction

## General

- All construction pertaining to the building structure must be performed under a single contract
- RUS Form 257, ***Contract to Construct Buildings***, or a Non-RUS contract must be used for new building construction
- Non-RUS contract must be used for all unattended buildings estimated to cost **over \$100,000**
- RUS Form 773, ***Miscellaneous Construction Work and Maintenance Services Contract***, must be used for all unattended buildings estimated to cost **\$100,000 or less**, and all building improvements regardless of the amount
  - Awardee should follow Small-Scale Construction Procedures to request reimbursement



# Building Construction

## Plans and Specifications (P&S)

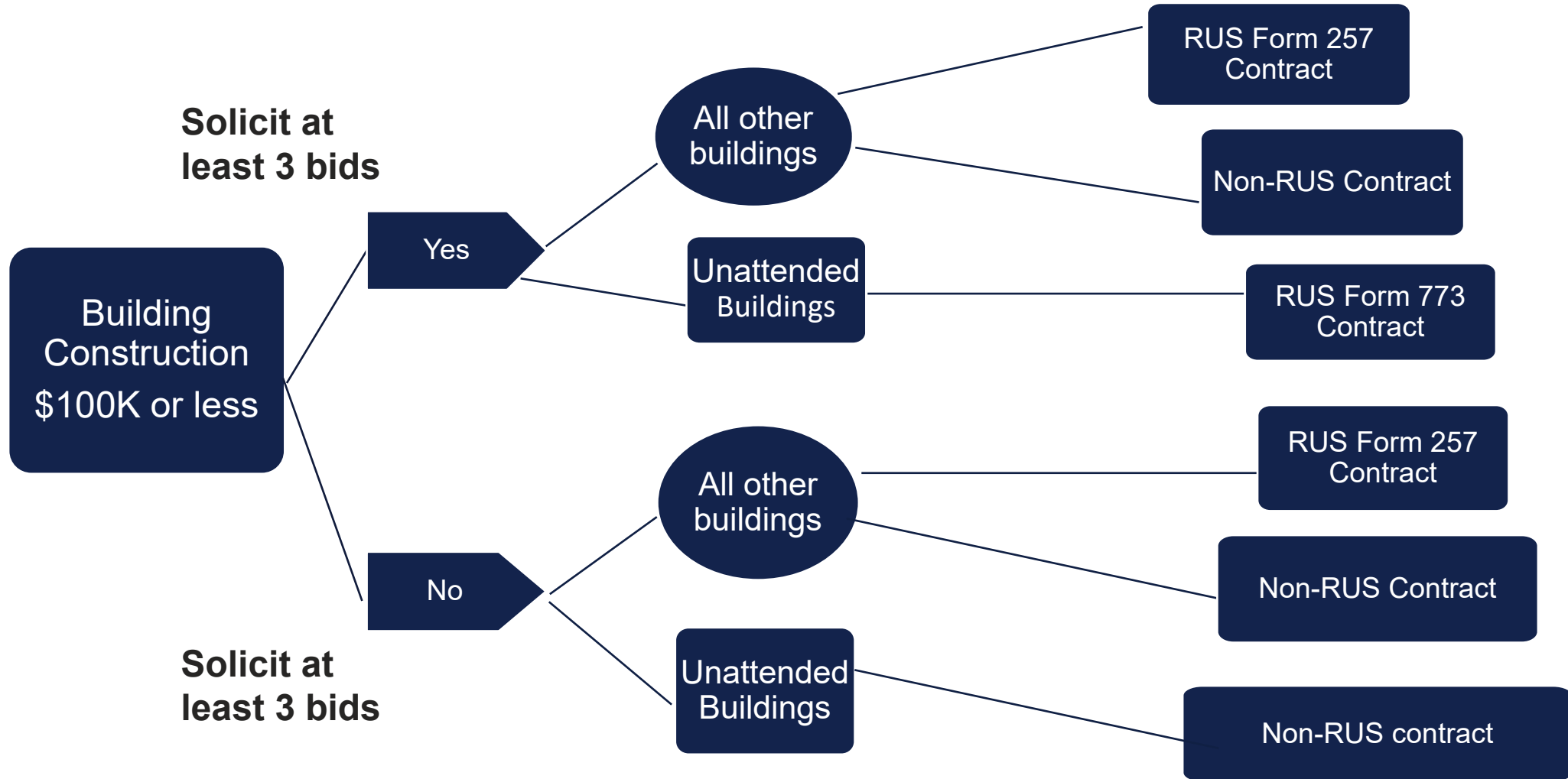
- Requirements for the P&S are provided in the ***ReConnect Program Construction Procedures*** guide
- P&S for all new building construction must be submitted to RUS for approval

Awardee must solicit bids for all building construction contracts

- Contract award is subject to conditions detailed in the ***ReConnect Program Construction Procedures*** guide

# Building Construction

## RUS approval of P&S required for all Building construction projects



# Building Construction

## Contract Approval

- Scanned or electronic copy of the executed RUS Form 257 or Non-RUS contract, including plans and specifications, must be submitted for RUS approval
- Scanned or electronic copy of the Non-RUS contract used for unattended buildings estimated to cost more than \$100k, must be submitted for RUS approval
- Awardee will be notified by RUS upon approval of the contract
- RUS will not approve the contract, if in RUS' judgment:
  1. Unacceptable modifications have been made to the contract
  2. The contract will not accomplish award purposes
  3. The fees included in the contract are unreasonable
  4. The contract presents unacceptable award risk to RUS

# Building Construction

## Contract Amendment

- Price or scope changes require an amendment to the contract
- RUS approval may be required prior to amending the contract (Refer to Contract Amendments slide under the General Requirements)
- RUS Form 238, ***Construction or Equipment Contract Amendment***, or a Non-RUS contract amendment reflecting the changes, must be executed by the Awardee and the Contractor
- Scanned or electronic copy of the executed contract amendment must be submitted for RUS approval
- Awardee will be notified by RUS upon approval of the contract amendment

# Building Construction

## Contract Closeout

- Contract closeout can occur once the work has been completed and all deficiencies corrected
- Documents required to closeout RUS Form 257 are listed in the **ReConnect Program Construction Procedures** guide
- Scanned or electronic copy of the RUS form 756, **Contract Closeout Certification**, or a similar certification for a Non-RUS contract, must be submitted to RUS for approval within 30 days
- Awardee will be notified by RUS upon approval of the contract closeout
- Awardee shall make the final payment to the contractor in accordance with the terms and conditions of the contract

# Tower Construction



# Tower Construction

## General

- RUS Form 773, ***Miscellaneous Construction Work and Maintenance Services Contract***, or a non-RUS contract should be used for the construction of all new towers and any improvements on existing towers
- If construction requires the use of subcontractors, awardee must use a Non-RUS contract since RUS Form 773 does not support subcontracting activities

## Plans and Specifications (P&S)

- Requirements for the P&S are provided in the ***ReConnect Construction Procedures*** guide
- RUS approval of P&S is not required
  - Awardee should obtain at least 3 contractor proposals
  - Neither the selection of the contractor nor proposal require RUS approval

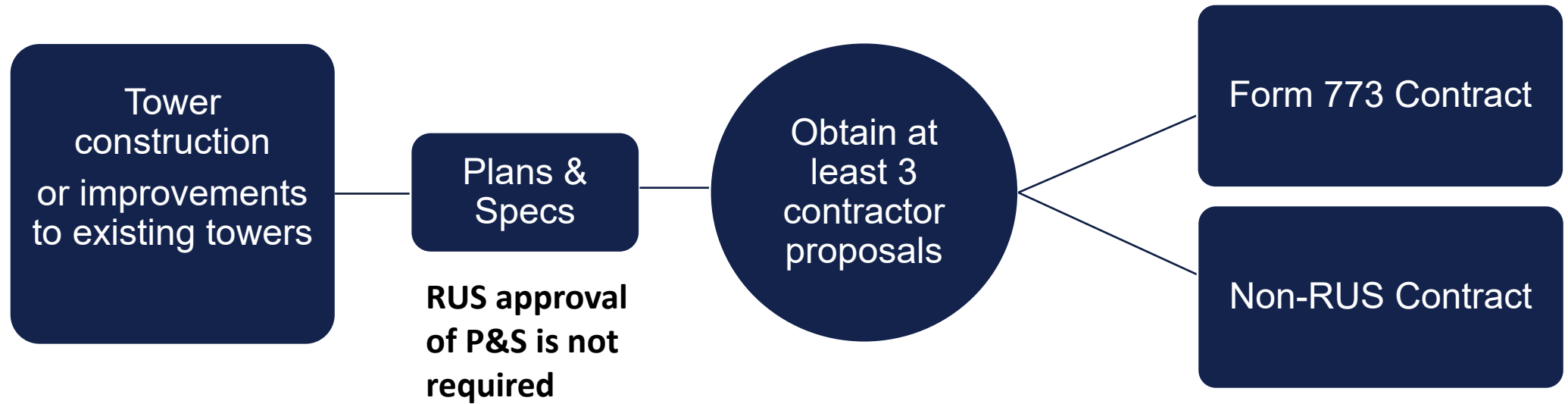
# Tower Construction

## Contract Approval

- Scanned or electronic copy of RUS Form 773,, ***Miscellaneous Construction Work and Maintenance Services Contract***, or Non-RUS Contract must be submitted for RUS approval
- Contractor's bond required if contract amount exceeds \$250,000
- Awardee will be notified by RUS upon approval of the contract
- RUS will not approve the contract, if in RUS' judgment:
  1. Unacceptable modifications have been made to the contract
  2. The contract will not accomplish award purposes
  3. The fees included in the contract are unreasonable
  4. The contract presents unacceptable award risk to RUS



# Tower Construction



# Tower Construction

## Contract Closeout

- Contract closeout can occur once the construction has been completed per the plans & specifications and a final inspection has been performed by the Engineer
- Final invoice and an executed copy of RUS Form 743, ***Certificate of Contractor and Indemnity Agreement***, must be obtained from the Contractor when using RUS Form 773
- Scanned or electronic copy of the RUS form 756, ***Contract Closeout Certification***, or a similar certification for a Non-RUS contract, must be submitted to RUS for approval within 30 days
- Awardee will be notified by RUS upon approval of the contract closeout
- Awardee shall make the final payment to the contractor in accordance with the terms and conditions of the contract

# Small-Scale Construction



# Small-Scale Construction

## Small-Scale Construction Methods

- Small-Scale Construction may be performed by either method below or in combination with other RUS Standard Contracts (257, 395, 515) or Non-RUS Contracts:
  - RUS Form 773, **Miscellaneous Construction Work and Maintenance Services Contract**
  - Work Order (Internal Workforce)

## Small-Scale Construction Maximum Limits

- Network & Access Equipment - \$100,000; however, no limit on installation costs associated with equipment purchased under RUS Form 395, **Equipment Contract**, or Non-RUS contract
- Outside Plant - \$1,000,000
- Buildings - \$100,000 for unattended buildings; however, no limit on building improvements
- Tower Construction – No limit

# Small-Scale Construction

## **RUS Form 773 Method**

- No limit on the amount of construction that can be done on an annual basis
- All drawings, sketches, lists of materials, list of units, descriptions of work, references to appropriate standards, specifications, etc., as well as required certifications must be attached to the contract
- Compensation may be based upon unit prices, hourly rates, or another basis agreed to in advance by the Awardee and the Contractor
- Contractor's bond is required if the contract amount, including labor & materials, exceeds \$250,000
- No provisions for sub-contracting or amending any work under the contract

# Small-Scale Construction

## RUS Form 773 Method

- Awardees **must** follow the “Negotiated Procurement Method” under the Outside Plant Construction section of the ***Reconnect Construction Procedures*** guide if they intend to negotiate with a single contractor to perform the construction
- Awardees should obtain quotations from several contractors before entering into a contract to be assured of obtaining the lowest cost
- Contractor must meet all federal and state licensing requirements
- Contractor must maintain the insurance coverage required by the contract for the duration of the work as per 7 CFR Part 1788
- Upon completion of the work, final inspection must be completed by the engineering firm (outside consultant) or an employee on the Awardee’s staff that is approved by RUS
- Upon completion of the final inspection, Awardee obtains final invoice and executed RUS Form 743, ***Certificate of Contractor and Indemnity Agreement***, from the Contractor

# Small-Scale Construction

## **Work Orders (Internal Workforce) Method**

- Work order means any work performed by the Awardee's workforce, pursuant to its work order procedure, with the awardee furnishing all the materials, equipment, tools, and transportation
- Work order construction must be performed to all local, state, and Federal requirements
- Daily timesheets and material reports, referenced by work project numbers, must be kept to record the labor and materials used for the work order
- Upon completion of the work, final inspection must be completed and inspected by the engineering firm (outside consultant) or an employee on the Awardee's staff that is approved by RUS

# Small-Scale Construction

## Small-Scale Construction - Closeout

- RUS Form 771a, **Summary of Work Orders**, must be completed properly and certified by an authorized representative of the Awardee and a licensed engineer, or an employee on the Awardee's staff that is approved by RUS
- Only completed work orders for the ReConnect project must be listed on the RUS Form 771a
- Each work order must include the costs for **both** Labor and Materials; if not, an explanation needs to be provided
- RUS Form 771a must be provided to the RUS General Field Representative (GFR) for review
- The following information must also be provided for each work order listed on the RUS Form 771a:
  1. A brief description of work performed
  2. Location where work was performed (adequate details must be provided for service area and environmental review verification)
  3. Method of construction (773 contract and/or Internal Workforce)
  4. Date the work was completed
  5. Explanation(s) of costs listed in Column (g) of RUS Form 771a



# Small-Scale Construction

## Small-Scale Construction – GFR Review

- GFR may require additional information such as contracts, invoices, timesheets, etc. to support the amounts shown on the RUS Form 771a
- GFR may inspect all or some of the work order projects listed on the RUS Form 771a
- Upon completion of the review, GFR will sign the RUS Form 771a and return it to the Awardee or submit it along with the accompanying RUS Form 481, **Financial Requirement Statement (FRS)**
- Additional information will be covered under the “Construction Monitoring” presentation

# Small-Scale Construction

## Small-Scale Construction – Reimbursement

- Unless otherwise approved by RUS, the Awardee shall finance all Small-Scale Construction with Non-award funds and obtain reimbursement with ReConnect award funds when the work is completed
- RUS Form 771a and supporting details, reviewed by the GFR, must be submitted to request reimbursement of Small-scale Construction work orders on the FRS
- Small-scale Construction “work orders are requested on the FRS as “**Approved Work Orders**”



Please share your feedback!



Please share your feedback on these sessions!



Construction Procedures

# LUNCH BREAK

## Next Session – NTIA Update

<b>1:00-5:00 p.m.</b>	<b>Office Hours – Register in Beaufort Room</b>
<b>8:30-9:00 a.m.</b>	<b>Registration</b>
<b>9:00-9:15 a.m.</b>	<b>Housekeeping/Opening Remarks</b>
<b>9:15-10:15 a.m.</b>	<b>Award Documents</b>
<b>10:15-10:30 a.m.</b>	<b>Break</b>
<b>10:30-12:00 p.m.</b>	<b>Construction Procedures</b>
<b>12:00-1:00 p.m.</b>	<b>Lunch</b>
<b>1:00-1:30 p.m.</b>	<b>National Telecommunications and Information Administration (NTIA) Update</b>
<b>1:30-2:30 p.m.</b>	<b>Construction Monitoring</b>
<b>2:30-3:30 p.m.</b>	<b>Advance Procedures</b>
<b>3:30-3:45 p.m.</b>	<b>Break</b>
<b>3:45-4:45 p.m.</b>	<b>Work Order Procedures</b>
<b>4:45- 5:00 p.m.</b>	<b>Open Q&amp;A</b>
<b>5:00- 5:05 p.m.</b>	<b>Day 1 Closing Remarks</b>



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# NTIA Middle Mile Program

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# BIL NTIA Broadband Programs

NTIA will administer ~\$48B through four programs that drive high-speed Internet access, affordability, and adoption

**NTIA will administer ~\$48B of funding from the Bipartisan Infrastructure Law**

**FCC  
\$14.2B**

## BEAD

## DIGITAL EQUITY

## TRIBAL

## MIDDLE MILE

**USDA  
\$2.0B**

**\$42.45B**

**\$2.75B**

**\$2.00B**

**\$1.00B**

**Private Activity Bonds  
\$0.6B**

### Broadband Equity, Access & Deployment Program

A program to get all Americans online by funding partnerships between states or territories, communities, and stakeholders to build infrastructure where we need it to and increase adoption of high-speed Internet.

### Digital Equity Act

Three programs that provide funding to promote digital inclusion and advance equity for all. They aim to ensure that all communities can access and use affordable, reliable high-speed Internet to meet their needs and improve their lives.

### Tribal Connectivity Technical Amendments

A program to help tribal communities expand high-speed Internet access and adoption on tribal lands.

### Enabling Middle Mile Broadband Infrastructure

A program to expand middle mile infrastructure, to reduce the cost of connecting unserved and underserved areas.

# NTIA Middle Mile Program Awards

[Broadbandusa.ntia.doc.gov/resources/data-and-mapping](https://www.broadbandusa.ntia.doc.gov/resources/data-and-mapping) > View Public GIS Data and Middle Mile



## NTIA Middle Mile Program Awards

Select a State

All

### Award(s) Selection List

#### Appalachian Power Company

Federal Amount Awarded: \$25,054,092.63

Total Project Cost: \$50,208,602.46

#### Baltimore Gas and Electric Company

Federal Amount Awarded: \$15,438,845.47

Total Project Cost: \$30,889,369.68

#### BIF IV Intrepid Opco LLC

Federal Amount Awarded: \$2,710,970.97

Total Project Cost: \$4,631,407.01

#### Blackfoot Telephone Cooperative, Inc.

Federal Amount Awarded: \$11,756,500.00

Total Project Cost: \$16,795,000.00

#### California Department of Technology

Federal Amount Awarded: \$73,000,000.00

Total Project Cost: \$187,586,206.04

#### Commerce, Kansas Department of

Federal Amount Awarded: \$42,514,219.13

Total Project Cost: \$69,730,044.00

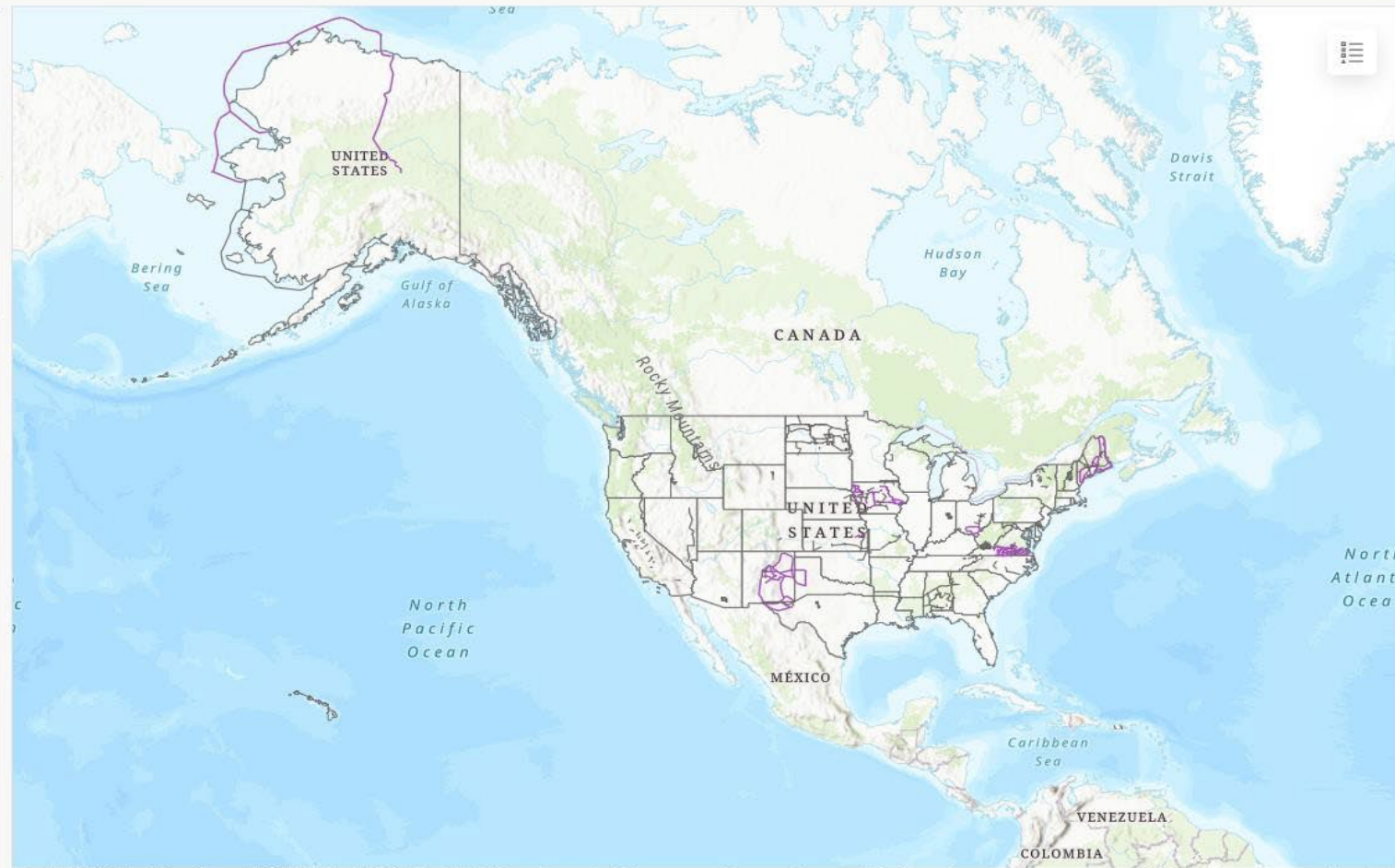
#### Commonwealth Edison Company

Federal Amount Awarded: \$14,557,740.21

Total Project Cost: \$83,752,765.20

#### Concho Valley Electric Cooperative, Inc.

Federal Amount Awarded: \$3,276,667.98



Total Awards  
(In Map View)

39

Federal Amount Awarded  
\$979,998,024.84

Total Project Costs  
\$1,851,797,889.42



# Available Resources

[Broadbandusa.ntia.doc.gov/resources/data-and-mapping](https://Broadbandusa.ntia.doc.gov/resources/data-and-mapping),  
then Public GIS Data and Middle Mile

# NTIA Permitting Tool

data-and-mapping, then Public GIS Data and Permitting/Environmental

The screenshot displays the NTIA Permitting and Environmental Information Application interface. At the top left is the NTIA logo. The main header reads "NTIA Permitting and Environmental Information Application". Below the header is a navigation menu with tabs: "Federal/Tribal...", "State Lands", "Infrastructure/RO...", "EPA Programs", "Floodplains/Wet...", "Critical Habitat", "Historic Places", and "Data Sources". The "Federal/Tribal..." tab is currently selected. The main area is a map of North America, showing the United States, Canada, and Mexico. Major cities are labeled, including Vancouver, Seattle, San Francisco, Los Angeles, Dallas, Houston, Monterrey, Mexico City, Chicago, Detroit, Toronto, Ottawa, Boston, New York, Washington, Atlanta, Miami, Havana, and Port-au-Prince. Geographic features like the Rocky Mountains, Great Plains, Lake Superior, and the Gulf of Mexico are also labeled. On the left side of the map, there are navigation controls: a home button, zoom in (+) and zoom out (-) buttons, a full-screen button, and a print button. At the bottom left, there is a vertical scale bar with markings for 1, 0, and 6, and the text "Internet For All". At the bottom right, there is a dropdown menu showing "Federal/Tribal Permitting Areas".

# Additional Resources Cont.

## FUNDING BY STATE/TERRITORY

The Internet for All Funding Recipient section brings together details for federally-funded grant projects and their recipients to enable transparent access to program participation information. Explore the full list of grant recipients within a state and learn how these projects are making a positive impact on closing the digital divide and ensuring Internet for All.

Select the state or territory from the drop-down menu below to see information regarding funding allocations, grant program highlights, local and federal contact information, and other grants and funding awarded within the state.

### Select your State/Territory

1 Internet For All

0

-Select State or Territory-

7

**56**  
Participating States  
and Territories

**\$46b+**  
Awarded to Date

**270+**  
Internet for All  
Awardees

# Additional Resources Cont.

## STATE AND TERRITORY CHALLENGE PROCESS TRACKER

### Overview

This tracker features information on active BEAD challenge processes, including dates for the opening and closing of online portals to submit challenges as well as links to those portals. Eligible Entities whose portals are no longer accepting challenges are displayed in the “Past Challenges” table below.

### Active and Upcoming Challenges

Eligible Entity	Challenge Process Portal Opens	Challenge Process Portal Closes	Link to State Challenge Submission Portal
Arizona	03/15/2024	05/14/2024	<a href="#">The Challenge Process</a>
Arkansas	03/20/2024	TBA	<a href="#">Arkansas BEAD Mapping Challenge Process</a>
Connecticut	04/01/2024	04/30/2024	<a href="#">Connecticut BEAD Challenge Portal</a>
Michigan	03/25/2024	04/23/2024	<a href="#">BEAD Challenge Process</a>





# Construction Monitoring

USDA RUS ReConnect Program

Presenters: Billy Kinter (GFR-NM) and Tyler Hayes (GFR-TN)



Rural Development



**Billy Kinter**  
General Field Representative

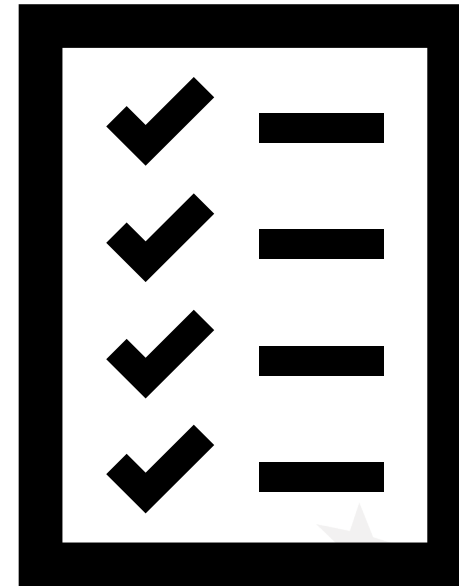


**Tyler Hayes**  
General Field Representative



# Agenda

- I. GFR Defined
- II. Overall Communication
- III. Initial Visitation
- IV. Construction Phase
- V. Annual Compliance
- VI. Operational Reviews
- VII. Project Completion



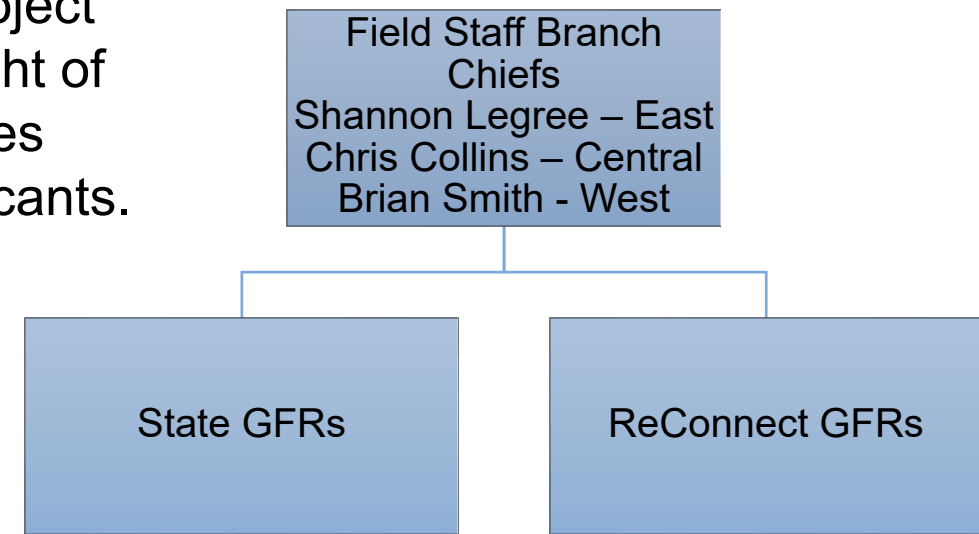
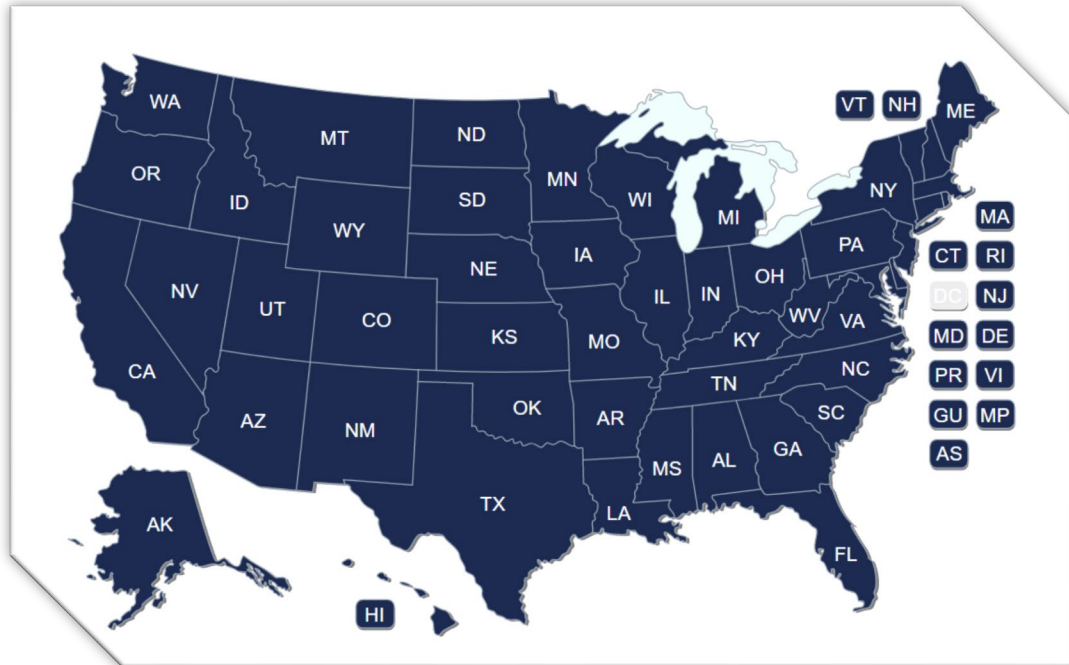


So exactly what is a GFR??



# Construction Monitoring – General Field Representative (GFR)

**What is a GFR?** – National Office field personnel providing project support and monitoring through completion and overall oversight of awardee compliance with project's approved purposes. Provides outreach and assistance as needed for potential projects/applicants.



[Telecom GFR Contacts | Rural Development \(usda.gov\)](#)

[ReConnect GFRs | Rural Development \(usda.gov\)](#)

# Overall Communication



# Construction Monitoring – Overall Communication

**GFR is the primary point of contact for an Awardee.**

- Questions/Concerns
- Desired Changes
- Initial review of construction contract documents
- Reimbursement requests
- Challenges with Project Completion
- Requests to National Office
- Inquiries from National Office



# Initial Visit



# Construction Monitoring – Initial Visit

- Initial Discussion of Project Award
- Closing Documents
- Closing Conditions
- Environmental Clearance Review
- Discussion of Awardee Operations
- Assessment of meeting timelines
- Discussion of Affiliate Interactions
- RUS Process Overview
- Material – Inventory or Purchase
- Current Financial Status
- Changes since application



# Construction Monitoring – Initial Visit

## Closing Documents

- Transmittal Letter
- Documents based on Award Type
  - Closing Instruction
  - Required Certifications
  - Pledged Deposit Account (DACA)
  - Certificate of Authority
- Award Agreement
  - Changes?
- Schedule 1
- Process for return

RUS Project Designation:  
[RUS DESIGNATION]

ReCONNECT PROGRAM

LOAN AND GRANT AGREEMENT  
dated as of [date]  
between  
[AWARDEE'S NAME]  
and  
THE UNITED STATES OF AMERICA

RUS Project Designation:  
[RUS DESIGNATION]

ReCONNECT PROGRAM

GRANT AND SECURITY AGREEMENT  
dated as of [date]  
between  
[AWARDEE'S NAME]  
and  
THE UNITED STATES OF AMERICA

RUS Project Designation:  
[RUS DESIGNATION]

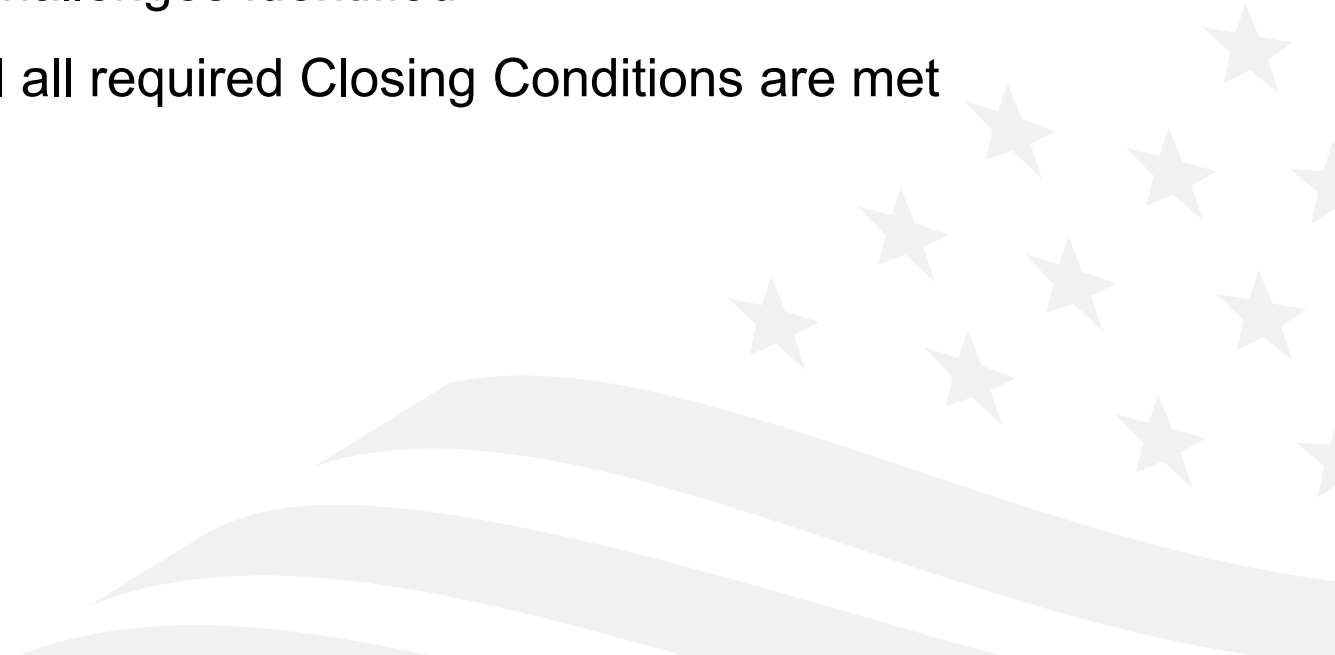
ReCONNECT PROGRAM

LOAN AGREEMENT  
dated as of [date]  
between  
[AWARDEE'S NAME]  
and  
THE UNITED STATES OF AMERICA

# Construction Monitoring – Initial Visit

## **Closing Conditions**

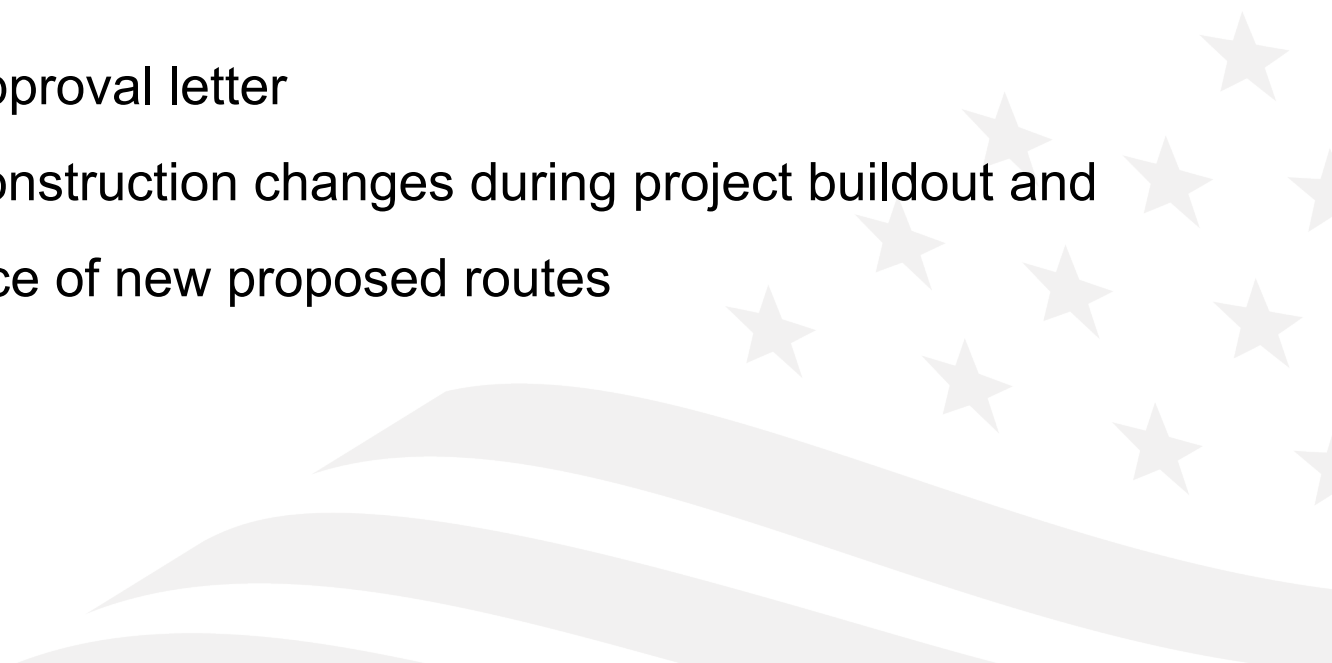
- Awardees may have specific requirements prior to completing closing process
- Important to discuss understanding of any Closing Condition
- GFR will update National Office on any challenges identified
- Project Funding will not be available until all required Closing Conditions are met





# Construction Monitoring – Initial Visit

## **Environmental Clearance Review**

- Review application construction maps
  - Review any maps included with ER clearance approval letter to ensure all construction routes covered by ER approval
  - Review any mitigants in ER clearance approval letter
  - Discuss ramifications of any proposed construction changes during project buildout and process to obtain environmental clearance of new proposed routes
- 

# Construction Monitoring – Initial Visit

## **Discussion of Awardee Operations**

- Review current operations of awardee
- Inquire about parents and /or subsidiaries and review their roles relating to awardee
- Determine where the employees are located (awardee, parent, subsidiary)



# Construction Monitoring – Initial Visit

## **Assessment of meeting timelines**

- Have the Environmental clearance approval(s) been given
- If the Environmental clearance has not been provided, does the awardee plan on proceeding with engineering staking and detail design
- Has the awardee researched current/projected material delivery times and determine how and if they will impact construction activities
- Does the awardee have concerns about meeting the construction schedule

# Construction Monitoring – Initial Visit

## **Discussion of Affiliate Interactions**

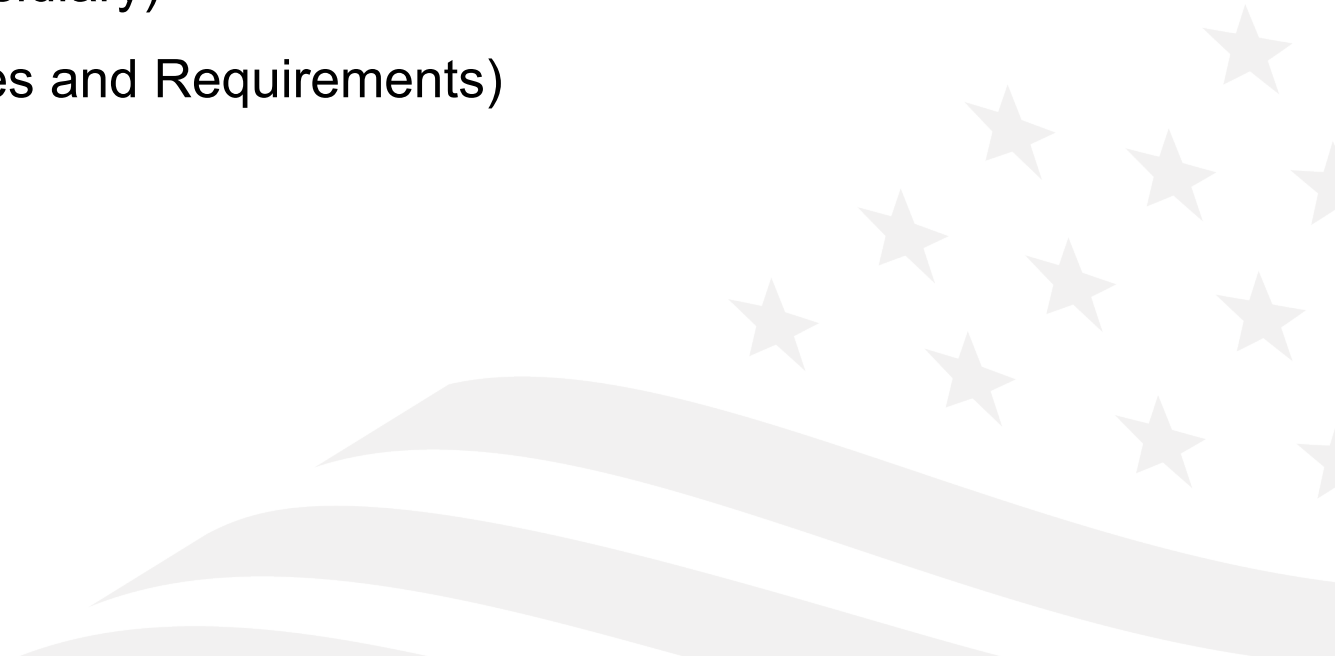
- Very important to understand planned interactions
- Start required approvals early
- GFR will discuss restrictions and allowances for Affiliate Transactions
- Understanding Affiliated Transactions early will assist with project planning



# Construction Monitoring – Initial Visit

## **Material – Inventory or Purchase**

- GFR will discuss allowances for material in inventory
- Ordering Material/Equipment not presently in inventory and Environmental Clearance
- Using material from Affiliate (Parent/Subsidiary)
- Buy-American & BABA Act (Which applies and Requirements)



# Construction Monitoring – Initial Visit

## **Current Financial Status**

- GFR will discuss with the awardee their current financial status and if any changes have occurred since the application was submitted
- Review current financial statements



# Construction Monitoring – Initial Visit

## **Changes since application**

- Important to discuss changes in management, business structure, financial standing, etc.
- Joint Field Accountant and GFR visitation will be attempted
- GFR can assist with required documentation update(s)



# Construction Phase

Meetings and Field Visits





# Construction Monitoring – Construction Phase

- Approved Project
- Project Buildout Timeline
- Construction & Procurement
  - Construction Procedures
  - Contract Review
  - Budgets
  - Project Funds Advance & Disbursement
- Environmental Clearance
- Changes and Deviations



# Construction Monitoring – Construction Phase

## Approved Project

DEPARTMENT OF AGRICULTURE

Rural Utilities Service

[Docket Number: RUS-22-Telecom-0010]

Rural eConnectivity Program

AGENCY: Rural Utilities Service, USDA.

ACTION: Funding Opportunity  
Announcement.

DEPARTMENT OF AGRICULTURE

Rural Utilities Service

7 CFR 1740

[RUS-20-Telecom-0023]

RIN 0572-AC51

Rural eConnectivity Program

AGENCY: Rural Utilities Service, USDA.

ACTION: Final rule; request for  
comments.

RUS Project Designation:

[RUS DESIGNATION]

ReCONNECT PROGRAM

GRANT AND SECURITY AGREEMENT

dated as of [date]

between

[AWARDEE'S NAME]

and

THE UNITED STATES OF AMERICA

UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL UTILITIES SERVICE

USDA Rural Development  
U.S. DEPARTMENT OF AGRICULTURE

Together, America Prospers

Rural E-Connectivity Program  
Application and Solicitation for Fiscal Year 2022  
(Version 3)

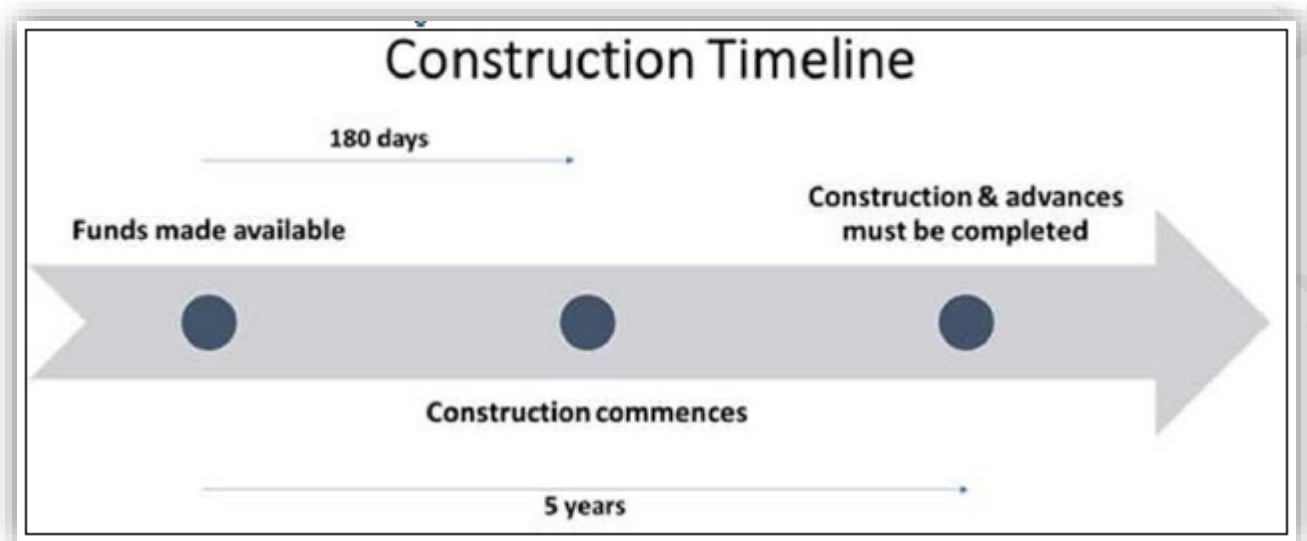
Awardee's Application

Rural Utilities Service  
Telecommunications Program  
September 6<sup>th</sup>, 2022

# Construction Monitoring – Construction Phase

## Project Buildout Timeline

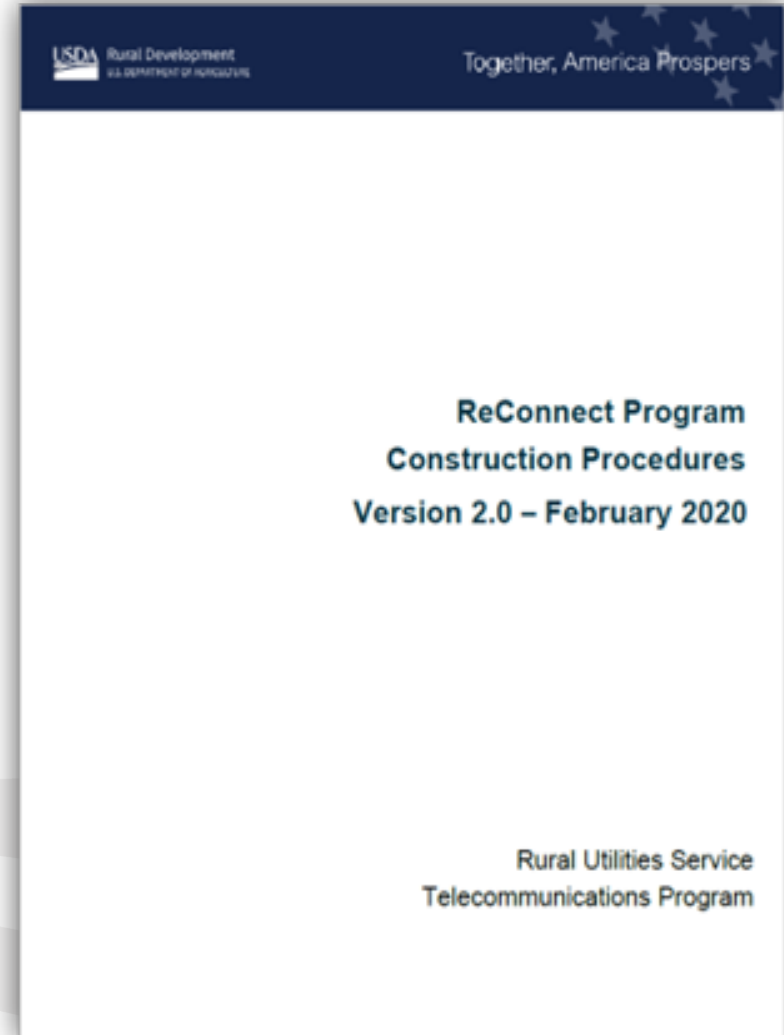
- 5-Year Buildout upon Release of Funds
- Funds must be advanced during this period
- Monitoring of progress performed to assist Awardee as necessary



# Construction Monitoring – Construction Phase

## Construction Procedures

- Round 1 – 4 Awards: ReConnect Program Construction Procedures document (Feb 2020 ver. 2.0)
- Procedures outlines contract and reimbursement processes
- Procedures incorporated legal agreements

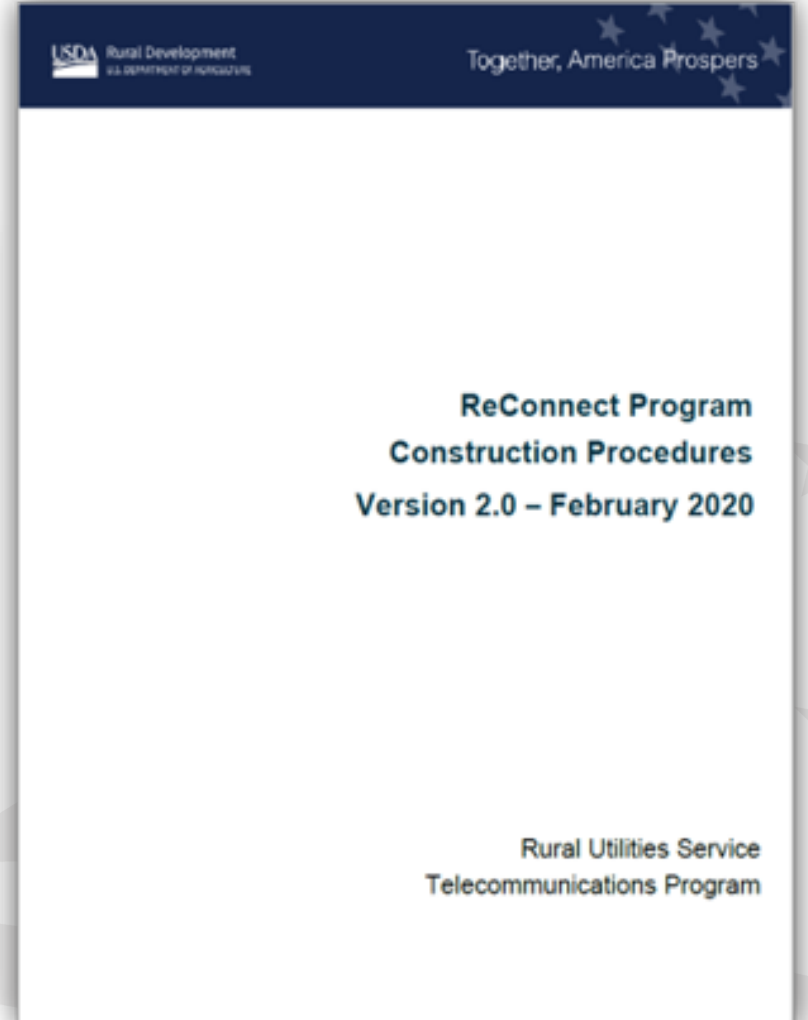


# Construction Monitoring – Construction Phase

## The ReConnect Program Construction Procedures

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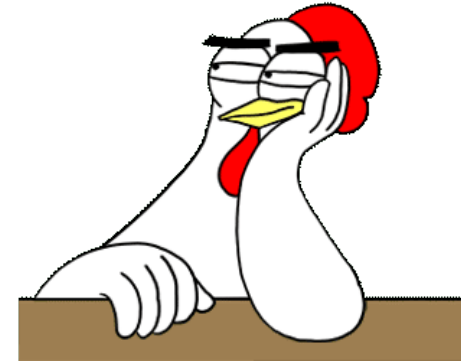
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# Construction Monitoring – Construction Phase

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Examples of sections from the Procedures

# Construction Monitoring – Construction Phase

## The ReConnect Program Construction Procedures

Outside Plant Construction .....
General.....
Plans & Specifications .....
Procurement Methods.....
Contract Documents .....
Closeout Documents.....

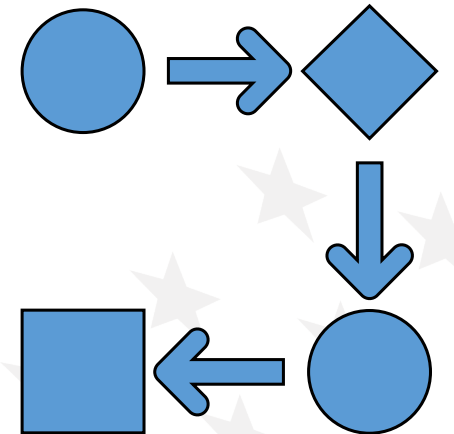
- Key resource for construction inspection
- Unless noted, Awardees keep documents on file
- Any submission to RUS through GFR

Documents Required to Closeout RUS Form 515						
RUS Form	Description	Copies prepared by		Distribution		
		Contractor	Engineer	Awardee	Contractor	RUS
724	Final Inventory--Certificate of Completion	---	2	1	1	---
724a	Final Inventory--Assembly Units	---	2	1	1	---
None	Contractor's Bond Extension (send to RUS when required)	3	---	---	---	3
281	Tabulation of Materials Furnished by Borrower	2		1	1	
213	Certificate (Buy American)	1	---	1	---	---
---	Listing of Construction Change Orders		1	1	---	---
224	Waiver and Release of Lien (from each supplier)	1	---	1	---	---
231	Certificate of Contractor	1	---	1	---	--
527	Final Statement of Construction	---	2	1	1	---
---	Reports on Results of Acceptance Tests	---	1	1	1	---
---	Set of Final Staking Sheets	---	1	1	---	---
---	Tabulation of Staking Sheets	---	1	1	---	---
---	Correction Summary (legible copy)	---	1	1	---	---
---	Treated Forest Products Inspection Reports or Certificates of Compliance (prepared by inspection company or supplier).	---	---	1	---	---
---	Final Key Map (when applicable)	---	1	1	---	---
---	Final Central Office Area and Town Maps	---	1	1	---	---

# Construction Monitoring – Construction Phase

## Contracts

- Plans and Specifications Review (as required per Construction Procedures)
- Engineer's estimate / budgets
- Bidding / Competitive Procurement / Negotiation
- Contract Review – Submission for Approval (as required)







# Construction Monitoring – Construction Phase

- Environmental Compliance
- Changes and deviations from approved project.



# Annual Compliance

Reporting and Financial Compliance



# Construction Monitoring – Annual Compliance

Regulation 7 CFR 1740.80

Legal Agreements



- Quarterly Financial Report
- System Data Report
- Annual Audit
- Construction Progress Report (Annual)
  - Includes Subscriber Locations during construction
- Annual Performance Progress Report
  - Includes Subscriber Locations after construction completion

**Non-compliance may delay project funds.....**

## Rural Development Reporting & Compliance User Guide

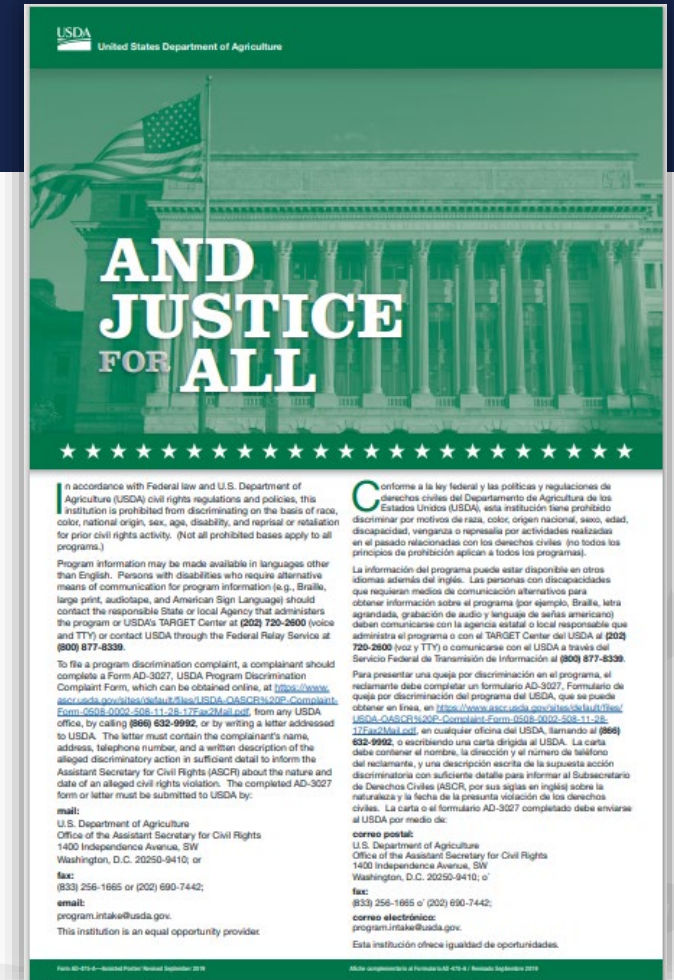


# Operational Reviews



# Construction Monitoring – Operational Reviews

- Civil Rights
- Sale of Property (Awards with Loan funds)
- Transferring of Assets
- Change in management/authorized personnel
- Equal Employment Opportunity (EEO)
- Contracts for Operation or Management of Project
- Affiliated Transactions
- Legal Agreement Covenants



# Construction Monitoring – Operational Reviews

## Legal Agreement – Scoring Criteria

- Section 5.19 and Schedule 1

### Section 5.19 Scoring Criteria Commitments

If identified on Schedule 1 hereto, the Awardee agrees to be bound by the following commitments:

- (a) Awardee will offer the affordable pricing packages outlined in its Application.
- (b) Awardee will utilize the labor standards outlined in its Application until Project Completion.
- (c) Awardee agrees to use net neutrality with respect to its network and will not (1) block lawful content, applications, services, or non-harmful devices, subject to reasonable network management; (2) impair or degrade lawful Internet traffic on the basis of Internet content, application, or service, or use of a non-harmful device, subject to reasonable network management; and (3) engage in paid prioritization, meaning the management of a broadband provider's network to directly or indirectly favor some traffic over other traffic, including through use of techniques such as traffic shaping, prioritization, resource reservation, or other forms of preferential traffic management, either (A) in exchange for consideration (monetary or otherwise) from a third party, or (B) to benefit an affiliated entity.
- (d) Awardee shall offer wholesale broadband services at rates and terms that are reasonable and nondiscriminatory, and at a minimum Awardee agrees to publicly advertise in the service area that broadband service is available at wholesale to any service provider; and (2) that the same wholesale contract will be used for all service providers requesting wholesale service and offered at the same per unit price.

### Article V Affirmative Covenants

1. Section 5.7 Composite Economic Life of RUS financed facilities:
2. Section 5.8(f) Awardee is subject to the following National Program:  
N/A
3. Section 5.19 Scoring Criteria Commitments: Awardee has agreed to the following commitments for this Award:  
  - (X) Affordable Pricing Packages
  - (X) Net Neutrality
  - (X) Wholesale Broadband Service
4. The additional affirmative covenants referred to in Section 5.20 are:

# Project Completion

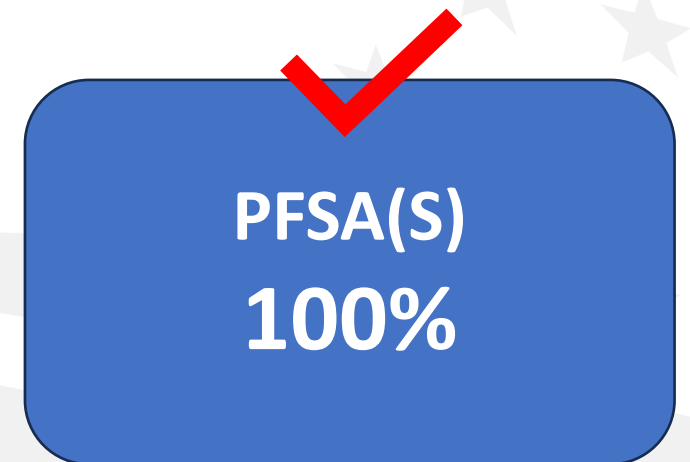
Final Closeout





# Construction Monitoring – Project Completion

- Project funds expended
- Contracts finished/closed
- Final Review of Proposed Funded Service Area construction
- Identification of "Success Stories"
- Construction Progress Report – Construction Complete
- Closeout Report initiated
- Annual Project Performance Activity Report (3 years)
- Final Project Performance Activity Report



# GFR Supervisors

**Shannon Legree**, Field Staff Branch Chief (Branch 1): [shannon.legree@usda.gov](mailto:shannon.legree@usda.gov)

States: AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, MS, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WV

Territories: PR and VI

**Chris Collins**, Field Staff Branch Chief (Branch 2): [chris.collins@usda.gov](mailto:chris.collins@usda.gov)

States: AR, IA, KS, LA, MN, MO, ND, NE, OK, SD, TX, WI

**Brian Smith**, Field Staff Branch Chief (Branch 3): [brian.smith1@usda.gov](mailto:brian.smith1@usda.gov)

States: AK, AS, AZ, CA, CO, GU, ID, MP, MT, NM, NV, OR, SD, UT, WA, WY

Territories:

# Resources

- ReConnect Program main web page: [ReConnect Loan and Grant Program | USDA](#)
- ReConnect Forms and Resources: [Forms and Resources | USDA](#)
- [ReConnect Round IV Application Guide](#)
- [ReConnect Construction Procedures Guide](#)
- [ReConnect Reporting and Compliance Guide](#)
- Links to contact information for GFRs and ReConnect GFRs:
  - [Telecom GFR Contacts | Rural Development \(usda.gov\)](#)
  - [ReConnect GFRs | Rural Development \(usda.gov\)](#)



Please share your feedback!



Please share your feedback on these sessions!



Construction Monitoring

# Advance and Disbursement of ReConnect Award Funds





Giuseppe Badalamenti

Electronics Engineer  
Post-Loan Servicing &  
Engineering Branch

# Agenda

- Overview
- Definitions
- General Requirements
- ReConnect Project Budget
- Pledged Deposit Account
- Financial Requirement Statement
- Approved Purposes
- Funding Sequence
- Tips for Timely Processing of Advance Requests
- Available Resources



# Overview

- Included in Award Documents provided to ReConnect awardees
- Covers:
  - Advance and Disbursement of ReConnect Program Award Funds
  - Available to download on the ReConnect website under Forms and Resources:
  - [https://www.rd.usda.gov/files/ReConnect\\_Program\\_Construction\\_Procedures\\_Final.pdf](https://www.rd.usda.gov/files/ReConnect_Program_Construction_Procedures_Final.pdf)

# Definitions

- **Advance:** Transferring funds from RUS to the Awardee's Pledged Deposit Account
- **Award:** ReConnect award made by the Rural Utilities Service
- **Award Documents:** Documents covering an award made by RUS, including the award contract, note and mortgage or other security documents between the Awardee and RUS
- **Award Funds:** Grant or loan funds approved for the ReConnect Project
- **Awardee:** Organization with an award made by the RUS under the ReConnect Program
- **Disbursement:** Payment by the Awardee out of the Pledged Deposit Account for purposes approved on RUS Form 481
- **Financial Requirement Statement (FRS):** RUS Form 481 used by the Awardee to request funds and record/control PDA transactions

# Definitions

- **Pledged Deposit Account (PDA):** Bank account established and maintained by the Awardee to hold all ReConnect project funds including loan, grant, match, or other funds required for completion of the ReConnect project. All project funds must be deposited into this account
- **Pre-application expenses:** Any reasonable expenses, as determined by RUS, incurred after the release of a Federal Register notice opening an application window to prepare an Application or to respond to RUS inquiries about the Application
- **Release of Funds Date:** Date that funds are first made available as evidenced by the notice sent by the Agency to the Awardee

# General Requirements

- Award documents contain provisions regarding advances and disbursement of award funds by Awardees
- All required matching and cash substitution funds must be deposited into the Pledged Deposit Account. These funds can be deposited in a lump sum amount prior to closing of the award, or on a rolling basis prior the submission of each Financial Requirement Statement
- Grants that require a matching component will be prorated against the amount of matching funds that are required and the amount of the grant funds approved
- “Other Funds” required for project completion must also be deposited into a Pledged Deposit Account; however, these funds **do not** have to be expended prior to requesting grant/loan funds
- For purposes of advances, all matching, cash substitution and/or “Other Funds” will be treated as award funds and recorded appropriately on the Financial Requirement Statement
- RUS is under no obligation to approve advances of award funds unless the Awardee complies with all terms and conditions of the award documents

# ReConnect Project Budget

- RUS will provide the Awardee with the approved project budget when the award is approved
- Funds are divided up in different budget categories (Network& Access Equipment, Outside Plant, Land & Buildings, Towers, Professional Services, etc.) based on the line items included on the Capital Investment Workbook
- Funds from one budget category may not be used for another budget category without prior written approval from RUS
- If additional funds are required in a budget category, the Awardee may request RUS' approval of a budget adjustment to reallocate funds from one budget category to another
- RUS will not approve a budget adjustment unless the Awardee can demonstrate that all purposes can still be completed with the requested budget adjustment
- RUS, at its discretion, may make a budget adjustment without a formal request from the Awardee, when it determines that the budget adjustment is insignificant

# Pledged Deposit Account (PDA)

- Awardee shall establish a PDA to hold all advances of ReConnect award funds and deposits of matching, cash substitution and/or “Other Funds” required for project completion
- The PDA must be established in a bank or depository whose deposits are insured by the FDIC or other federal agency acceptable to RUS
- All advances of ReConnect award funds will be deposited electronically into the PDA via the Automated Clearing House Payment System
- Proceeds from the sale of property, interest received on award funds and similar types of receipts must also be deposited into the PDA
- Matching, cash substitution and/or “Other Funds” deposited into the PDA must be supported by deposit slips or bank statements clearly indicating the name of the financial institution and the account number

# Pledged Deposit Account (PDA)

- Funds in the PDA shall be used solely for the purpose(s) approved on the FRS and shall be withdrawn/disbursed accordingly
- Withdrawals/Disbursements of matching, cash substitution and/or “Other Funds” deposited into the PDA require prior approval from RUS
- Withdrawals/Disbursements can be made from the PDA to reimburse the Awardee’s general fund account for project costs previously paid; however, such amounts shall be documented by a reimbursement schedule to be retained in the Awardee’s records that lists the PDA check number/electronic transaction number, date, and an explanation of amounts reimbursed for the Project
- For accounting purposes, all withdrawals/disbursements from the PDA must be evidenced by canceled checks or support for other forms of payment

# Financial Requirement Statement (FRS)

- RUS Form 481, **Financial Requirement Statement** (FRS), is used by RUS and the Awardee to record and control transactions in the PDA
- Awardees must submit the FRS, along with a cover letter, to request award funds **or** to use the matching, cash substitution and/or “Other Funds” that were deposited into the PDA, for “**Approved Purposes**”
- The FRS must be certified by an authorized official of the Awardee listed on the RUS Form 675, **Certificate of Authority** (submitted as part of ReConnect award closing documents)
- The signature on the FRS must match with the signature on the RUS Form 675
- Only “**Approved Purposes**” (Contracts, Make-ready Costs, Approved Work Orders, Pre-application Expenses, etc.) must be listed on the FRS



# Approved Purposes

- **Construction (Line Item 1 on the FRS)**
  - Outside Plant Construction Contracts – up to 95% of the approved contract amount can be requested on the FRS. The remaining 5% withheld amount can be requested upon approval of RUS Form 756, **Contract Closeout Certification**.
  - Equipment, Buildings, and Tower Construction Contracts – up to 90% of the approved contract amount can be requested on the FRS. The remaining 10% withheld amount can be requested upon approval of RUS Form 756, **Contract Closeout Certification**.
  - Approved Work Orders (Small-Scale Construction) – amount requested must be supported by a properly completed and executed RUS Form 771a, **Summary of Work Orders**. Additional information in later slides.
  - Rights-of-way, Make-Ready & Permits – requested amount must be supported by documentation, such as invoices, contracts, etc. Compensation to land-owners for the acquisition of rights-of-way is not eligible for financing under the ReConnect Program.

# Approved Purposes

- **Professional Services (Line Item 2 on the FRS)**
  - Engineering Services Contracts - up to 90% of the approved contract amount can be requested on the FRS. The remaining 10% withheld amount can be requested upon approval of the RUS Form 506, ***Final Statement of Engineering Fees – Telecommunications.***
  - Architectural Services Contracts - up to 90% of the approved contract amount can be requested on the FRS. The remaining 10% withheld amount can be requested upon approval of the RUS Form 284, ***Final Statement of Cost for Architectural Services.***
  - All Other Professional Services Contracts - up to 90% of the approved contract amount can be requested on the FRS. The remaining 10% withheld amount can be requested upon approval of the closeout documents.
  - In-house Engineering Proposal – requested amount must be supported by detailed breakdown of the tasks completed by each employee and the respective hours. Time sheets will be required to verify the tasks and hours.

# Approved Purposes

- **Support Assets (Line Item 3 on the FRS)**
  - Includes construction vehicles, construction equipment, testing equipment, portable generators, etc.
  - Must be included in the approved budget
  - Must be used in the construction of the ReConnect project
  - Requested amount must be supported by invoice(s)
  - Requested amount cannot exceed the amount in the approved budget

# Approved Purposes

- **General (Line Item 4 on the FRS)**

- **Pre-application Expenses**

- Pre-application expenses must be requested on FRS No. 1 and can be funded with either grant or loan funds. If pre-application expenses are not requested on FRS No. 1, they will become ineligible
    - Amount requested cannot exceed the amount in the approved budget
    - Amount requested must be supported by invoices or other documentation such as timesheets that clearly describe the services performed in relation to the ReConnect application, and the date(s) when the services were performed
    - Services must be performed between August 4, 2022 (Reconnect 4 FOA publication date) and the date when the application is submitted which should be on or before the deadline of November 2, 2022
    - Up to 3% of award amount can be used for pre-application expenses associated with satisfying the environmental review requirements. These expenses can be incurred after the application submission date but prior to the “Release of Funds Date”

- **Land Purchase**

- Amount requested must be supported by a purchase contract and final settlement statement
    - Amount requested cannot exceed the amount in the approved budget

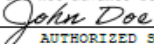
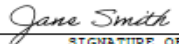
# Small-scale Construction Reimbursement

- Small-scale Construction work orders are requested on the FRS as “**Approved Work Orders**”
- RUS Form 771a, **Summary of Work Orders**, must be submitted to request reimbursement of Small-scale Construction work orders
- Small-scale Construction maximum limits:
  - Network & Access Equipment limit - \$100,000; no limit on installation costs associated with equipment purchased under RUS Form 395, **Equipment Contract**
  - Outside Plant limit - \$1,000,000
  - Buildings - \$100,000 for unattended (pre-fabricated) buildings; no limit on building improvements
  - Tower Construction – No limit

# Small-scale Construction Reimbursement

- RUS Form 771a, ***Summary of Work Orders***
  - Only completed work orders for the ReConnect project must be listed on the RUS Form 771a
  - Work orders can be completed using RUS Forms 773, 515, or 395 contracts and/or in-house staff
  - Each work order must include costs for both Labor and Materials; if not, an explanation needs to be provided
  - RUS Form 771a must be completed properly and signed by an authorized representative of the Awardee. A licensed engineer (consultant) or a staff engineer, approved by RUS, must also sign the form.
  - RUS Form 771a, along with supporting documentation (next slide), must be submitted to the RUS General Field Representative for review

# Approved Work Orders – RUS Form 771a

U.S. DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE SUMMARY OF WORK ORDERS (Inspection By Licensed Engineer Or Borrower's Staff Engineer)				SYSTEM DESIGNATION DC 1700-A61			
INSTRUCTIONS-Prepare 4 copies. Original & 1 copy to be forwarded to the RUS Field Engineer after the construction has been inspected and certified. For detailed instructions, see RUS Bulletin 382-2, Appendix B.				SUMMARY NUMBER 1			
APPROVAL IS REQUESTED FOR THE ENCUMBRANCE OF LOAN FUNDS AS SHOWN IN COLUMN "h" FOR COMPLETE CONSTRUCTION OF SYSTEM IMPROVEMENTS AND EXTENSIONS FOR PURCHASES OF STATION APPARATUS AND EXEMPT MATERIALS.							
WORK ORDER NO.	COST OF CONSTRUCTION			LESS ADVANCES NOT REQUIRED			NET ADVANCES REQUIRED
	LABOR AND OTHER	MATERIAL	TOTAL COST	REUSABLE MATERIALS SALVAGED	STATION APPARATUS & EXEMPT MAT'L	OTHER (Explain)	
a	b	c	d	e	f	g	h
DC-01	\$12,480.00	\$83,259.00	\$95,739.00				\$95,739.00
TOTAL	\$12,480.00	\$83,259.00	\$95,739.00	\$0.00	\$0.00	\$0.00	\$95,739.00
<p align="center"><b>CERTIFICATION</b></p> <p>I certify that, (1) the total costs and net requirements for the construction included above are the actual costs and net requirements for loan funds reflected in the permanent records of this organization, (2) construction, if any, which did not conform to the ACD or SLP approved by RUS has received RUS approval, (3) construction of extensions, if any, to serve subscribers in areas not included in existing loans, has been approved by RUS, (4) all the required acceptance tests have been made on the construction and the results were satisfactory (5) any corrections required on the portions of construction that were field-inspected have been made on all the construction included in the summary, and (6) the requirements of the "Buy American" provision have been complied with where any foreign made materials or equipment were used in the construction. I further certify regulatory body and other approvals required for this construction have been obtained and that there have been no previous requests for approval of the net advance required for the construction covered hereby.</p> <p align="center">  <u>John Doe</u> President/General Manager              AUTHORIZED SIGNATURE AND TITLE              01-25-2019 DATE              ABC Telephone Coop. NAME OF BORROWER         </p>							
<p align="center"><b>INSPECTION - CERTIFICATION</b></p> <p>I hereby certify that sufficient inspection has been made of the construction reported by this summary to give me reasonable assurance that the construction complies with applicable specifications and standards and meets appropriate code requirements as to strength and safety. This certification is in accordance with acceptable engineering practice.</p> <p>             XYZ Engineering Company NAME OF INSPECTION FIRM              Jane Smith INSPECTION PERFORMED BY   Jane Smith SIGNATURE OF LICENSED ENGINEER              01-14-2019 DATE              1234567891 LICENSE NUMBER              SIGNATURE OF BORROWER'S STAFF ENGINEER         </p>							
ACCOUNTING VERIFICATION (RUS USE ONLY)							

## RUS 771a Summary Number 1 Work Order Report

Work Orders included on the RUS 771a are as follows:

- DC-01:** this work order was for the purchase and installation of fiber termination panels, fiber tip cables, fiber splitter blocks, fiber guide, cable racking grounding hardware, and other miscellaneous installation materials in the ABC Central Office. The materials were purchased by ABC telephone and the installation work was performed by QRS Network Solutions under an RUS 773 contract. The total amount of the QRS Network Solutions contract is \$12,480. The material purchased under this work order cost \$83,259 for a total net advances required of \$85,739. The completion date for this project was November 30 2018.

# Approved Work Orders – RUS Form 771a (Cont.)

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0059. The time required to complete this information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

Maximum limit for  
OSP construction  
= \$1,000,000

U.S. DEPARTMENT OF AGRICULTURE RURAL UTILITIES SERVICE <b>SUMMARY OF WORK ORDERS</b> (Inspection By Licensed Engineer Or Borrower's Staff Engineer)				SYSTEM DESIGNATION			
INSTRUCTIONS-Prepare 4 copies. Original & 1 copy to be forwarded to the RUS Field Engineer after the construction has been inspected and certified. For detailed instructions, see RUS Bulletin 382-2, Appendix B.				SUMMARY NUMBER			
APPROVAL IS REQUESTED FOR THE ENCUMBRANCE OF LOAN FUNDS AS SHOWN IN COLUMN 'h' FOR COMPLETE CONSTRUCTION OF SYSTEM IMPROVEMENTS AND EXTENSIONS FOR PURCHASES OF STATION APPARATUS AND EXEMPT MATERIALS.							
WORK ORDER NO. a	COST OF CONSTRUCTION			LESS ADVANCES NOT REQUIRED			NET ADVANCES REQUIRED h
	LABOR AND OTHER b	MATERIAL c	TOTAL COST d	REUSABLE MATERIALS SALVAGED e	STATION APPARATUS & EXEMPT MAT'L f	OTHER (Explain) g	
#####	\$20,000.00	\$80,000.00	\$100,000.00				
###	\$20,000.00	\$79,999.00	\$99,999.00				



# Financial Requirement Statement (RUS Form 481)

Total funds requested for each approved purpose on the FRS should be within the “**Total Approved for Advance**” amount (Column 2) unless an amendment/closeout has been approved by RUS since the last FRS or an amendment/closeout is submitted with the current submission of the FRS

- Columns 1 and 2 can be completed by the Awardee but will be updated by RUS
- Columns 3, 4 and 6 should be completed by the Awardee
- Column 5 will be completed by RUS
- Column 6 should NOT exceed Column 3
- Line Item 17: Construction Fund Account (PDA)
- Column 3, Line Item 12 must equal to Line Item 20 (Column 6, Line Item 12, + Line Item 17 + Line Item 18 + Line Item 19)

# Financial Requirement Statement (RUS Form 481)

Example – FRS showing line-items with Improper Amounts

APPROVED PURPOSES (Use Supplemental Sheets as necessary)	AMOUNT ENCUMBERED		TOTAL ADVANCES TO DATE (3)	ADVANCES NOW REQUESTED (4)	RUS USE ONLY ADVANCES CURRENTLY APPROVED (5)	TOTAL DISBURSEMENTS & CREDITS AS OF MARCH. 30, 24 (6)
	RUS USE ONLY WITHHELD ON CONTRACT (1)	TOTAL APPROVED FOR ADVANCE (2)				
1. Construction						
a. Outside Plant Ct. A-2X	5,000	95,000	30,000	70,000		23,250
b. Outside Plant Ct. A-2X (OFM)		10,000		10,000		
c. Equip. Ct. A-3	1,000	9,000	2,000			2,000
d. Equip. Ct. A-4 (F)		50,000	45,000	5,000		45,000
e.						
f.						
g.						
2. Professional Services						
a. Eng. Ct. A-1E	3,000	27,000	27,000			33,750
b.						

# Financial Requirement Statement (RUS Form 481)

Example – FRS showing line-items with Improper Amounts

APPROVED PURPOSES (Use Supplemental Sheets as necessary)	AMOUNT ENCUMBERED		TOTAL ADVANCES TO DATE (3)	ADVANCES NOW REQUESTED (4)	RUS USE ONLY ADVANCES CURRENTLY APPROVED (5)	TOTAL DISBURSEMENTS & CREDITS AS OF MARCH. 30, 24 (6)
	RUS USE ONLY WITHHELD ON CONTRACT (1)	TOTAL APPROVED FOR ADVANCE (2)				
1. Construction				65,000		30,000
a. Outside Plant Ct. A-2X	5,000	95,000	30,000	<del>70,000</del>		<del>-23,250</del>
b. Outside Plant Ct. A-2X (OFM)		10,000		10,000		
c. Equip. Ct. A-3	1,000	9,000	2,000			2,000
d. Equip. Ct. A-4 (F)		50,000	45,000	5,000		45,000
e.						
f.						
g.						
2. Professional Services						27,000
a. Eng. Ct. A-1E	3,000	27,000	27,000			<del>-33,750</del>
b.						

# Financial Requirement Statement (RUS Form 481)

Example – FRS with prorated advance of matching funds

9. Subtotals-All Funds		9,000	191,000	104,000	85,000	104,000	
10. Sale of Property							
11. Other							
a. Required Non-award funds (match)		(2,250)	(47,750)	(26,000)	(21,250)	(26,000)	
b.							
c.							
12. Sub-Total (Supplemental Sheet)							
a. Net Totals		6,750	143,250	78,000	63,750	78,000	
13. RUS LOAN 14. RUS GRANT 15. OTHER 16. TOTAL	Total Amount Approved		Total Amount Under Note/Agreement	Total Amount Previously Advanced	Total Amount Advanced on this FRS	17. Cash Bal. Per General Ledger	21,350
						18. Advance Not Deposited FRS ____	
						19. Other Adjustments (Specify)	(21,350)
	750,000	750,000	78,000	63,750		20. Total Item 12, Col 6+17,18&19	78,000
	750,000	750,000	78,000	63,750		21. Funds Not Released	
UNENCUMBERED FUNDS (This Space For RUS Use Only)							
Network & Access Equipment			100,000	Professional Services		75,000	
Outside Plant			150,000	Support Assets		402,750	
Land & Buildings				General & Contingency			
Towers				Funds Not Deposited (CR)		(202,750)	
Customer Premises Equipment			75,000	Total Unencumbered Funds		600,000	

# Funding Sequence For 100% Grant Awards with match

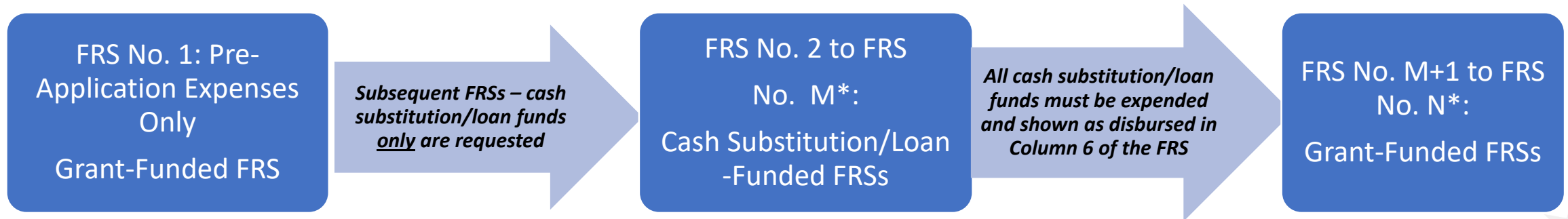
**Sequence for awards with or without approved Pre-Application Expenses:**

FRS No. 1 to FRS No. N\*:  
75% grant funds, 25% matching funds per advance

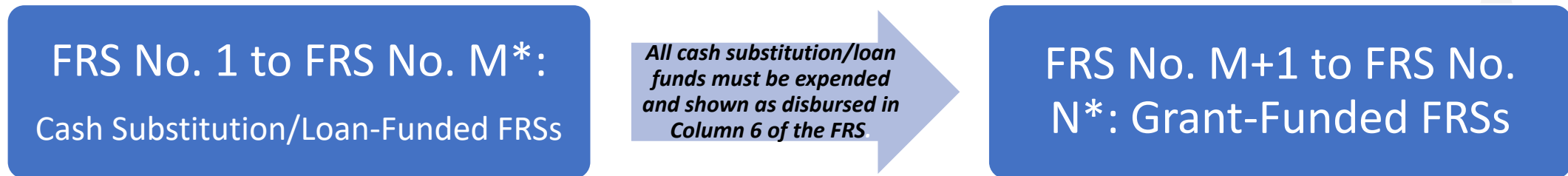
***\*N is last FRS for grant funds***

# Funding Sequence For 50% Loan/Cash Substitution & 50% Grant Awards

## Sequence for awards with approved Pre-Application Expenses:



## Sequence for awards without approved Pre-Application Expenses:



*\* M is the last FRS for cash substitution/loan funds*

*\* N is the last FRS for grant funds*

# Funding Sequence For 100% Loan Awards or 100% Grant Awards with No Match Requirement

**Sequence for awards with approved Pre-Application Expenses:**



**Sequence for awards without approved Pre-Application Expenses:**



***\*N is last FRS for loan or grant funds***

# Tips for Timely Processing of FRSs

- FRSs are reviewed on a first-come, first-serve basis
- Ensure all executed documents and certifications are signed by authorized officials
- Maintain compliance with all reporting requirements in award documents
- Understand ReConnect Program rules and requirements that may be unique to your ReConnect project
- Establish a working relationship with your RUS General Field Representatives (GFR)
- Submit complete documentation
- Minor oversights can cause major delays
- Be realistic with review & approval timeframes





# Available Resources

**ReConnect website:** <https://www.usda.gov/reconnect>

**RUS Forms:** <https://www.rd.usda.gov/resources/forms/rus-forms>

- Telecommunications Forms:
  - RUS Form 481, **Financial Requirement Statement**
  - PDF version of RUS Form 481
  - Fillable Excel version of RUS Form 481
  - RUS Form 771a, **Summary of Work Orders**
  - PDF version of RUS Form 771a
  - Instructions for RUS Form 771a

**General Field Representatives (GFRs):** <https://www.rd.usda.gov/contact-us/telecom-gfr/all>

**Portfolio Management & Risk Assessment Division –  
Telecommunications Program : (202) 720-1025**





Please share your feedback!



Please share your feedback on these sessions!



Advance Procedures

# BREAK

## Next Session – Work Order Procedures

<b>1:00-5:00 p.m.</b>	<b>Office Hours – Register in Beaufort Room</b>
<b>8:30-9:00 a.m.</b>	<b>Registration</b>
<b>9:00-9:15 a.m.</b>	<b>Housekeeping/Opening Remarks</b>
<b>9:15-10:15 a.m.</b>	<b>Award Documents</b>
<b>10:15-10:30 a.m.</b>	<b>Break</b>
<b>10:30-12:00 p.m.</b>	<b>Construction Procedures</b>
<b>12:00-1:00 p.m.</b>	<b>Lunch</b>
<b>1:00-1:30 p.m.</b>	<b>National Telecommunications and Information Administration (NTIA) Update</b>
<b>1:30-2:30 p.m.</b>	<b>Construction Monitoring</b>
<b>2:30-3:30 p.m.</b>	<b>Advance Procedures</b>
<b>3:30-3:45 p.m.</b>	<b>Break</b>
<b>3:45-4:45 p.m.</b>	<b>Work Order Procedures</b>
<b>4:45- 5:00 p.m.</b>	<b>Open Q&amp;A</b>
<b>5:00- 5:05 p.m.</b>	<b>Day 1 Closing Remarks</b>



# Small-Scale Construction

USDA RUS ReConnect Program



Rural Development



## Richard Jenkins

RUS General Field Representative  
States Covered: VA, WV, DE, MD  
Loan Origination & Approval Division

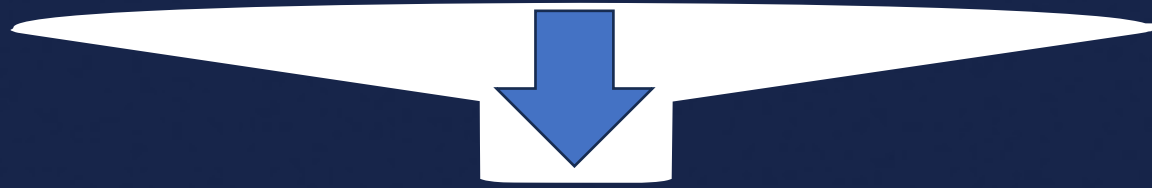


## Joe Mafnas

Telecommunications Specialist  
Post-Loan Servicing Engineering Branch  
Portfolio Management & Risk Assessment  
Division

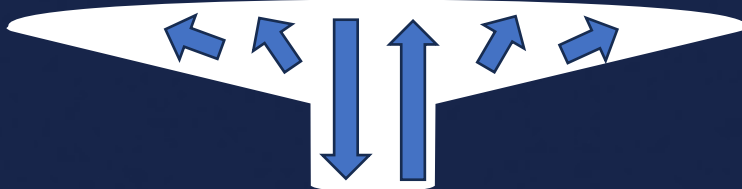
RUS Contracts, 773s, work orders, negotiations, scope changes, environmental, grants

RUS Awardees following the ReConnect Program Construction Procedures



Richard Jenkins

RUS General Field Representative (GFR)



Joe Mafnas

Post-loan Servicing (D.C.)



RUS Approvals

All requests are filtered through the RUS GFR before submission to D.C. for consideration.

# Agenda

- Small-Scale Construction
  - General use defined
  - Work Orders (Work Order Work)
  - RUS Form 773
  - Reimbursement Method





## General Use Defined

Small-scale construction definition varies as to activity as follows:

- Equipment Purchases = \$100K or less including installation (external and/or internal) External Labor Requires a 773 contract.
- Outside Plant Construction = \$1,000,000.00 or less including all labor and materials
- Building Construction = \$100,000 or less

# General Use Defined

## **Purchase and Installation of Equipment**

When purchasing Network & Access Equipment or Customer Premises Equipment that is estimated to cost more than \$100,000, including installation, the Awardee shall use RUS Form 395, Equipment Contract, or a Non-RUS Contract. Equipment purchased under RUS Form 395, that does not include installation, may be installed by the Awardee using the its own employees as described under the **Small- Scale Construction.**

RUS approval shall be sought if a third-party contractor will install the equipment purchased with the 395 contract.

Equipment purchases for \$100,000 or less, including installation, can be purchased under a purchase order and reimbursed on an FRS through the Reimbursement method as described under **Small-Scale Construction.**

## General Use Defined

### **Outside Plant Construction**

For projects estimated to cost \$1 million or less, including all labor and materials, the Awardee may use the RUS Form 515, a Non-RUS Contract, or the two methods described under **Small-Scale Construction**. When using RUS Form 515, the Awardee can either follow the Sealed Competitive Bid or Negotiated Procurement methods.

## General Use Defined

Small-Scale Construction may be performed by either method below or in combination with other RUS Contracts or Non-RUS Contracts.

- Work Orders (Work Order Work)
- RUS Form 773



# WORK ORDERS (Work Order Work)



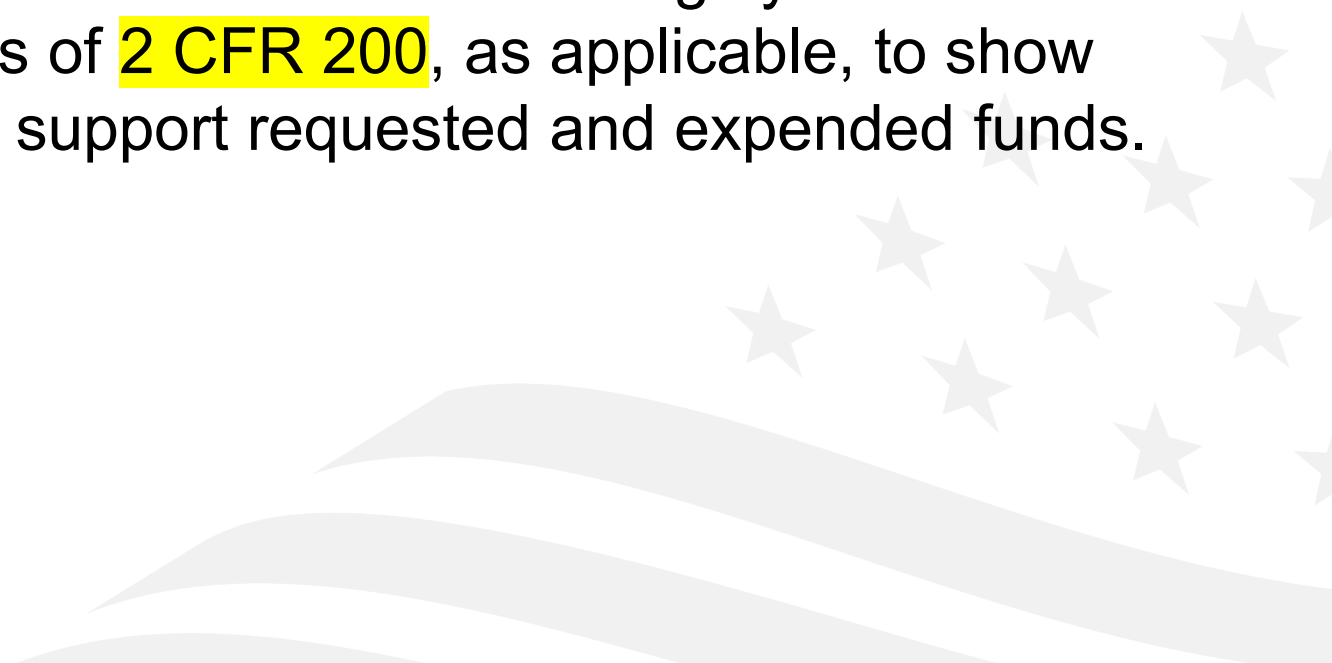
# WORK ORDERS (Work Order Work): Clarification

## **What is a work order:**

- Most Awardee's have a work order system established and assign a WO # to each activity by exchange/PFSA.
- Work order work means any construction performed by the awardee's employees, pursuant to its work order procedure, with the Awardee furnishing all materials, equipment, tools, and transportation.

## WORK ORDERS: Clarification

Work Order Work shall be performed to all local, state, and Federal requirements. As Work Order Work is performed, the Awardee shall keep daily timesheets and material reports, referenced by the work project number, to record labor and materials used. Cost accounting system must be in place to meet the requirements of **2 CFR 200**, as applicable, to show the source and summary records to support requested and expended funds.



# RUS Form 773






# RUS Form 773, Miscellaneous Construction Work and Maintenance Services Contract: Clarification

## **What is the RUS Form 773:**

- Most Awardee's have a work order system established and assign a WO # to each RUS Form 773 contract by exchange.
- The RUS Form 773 is used for construction performed by contractors pursuant to the Awardee's work order procedure, with the Awardee and/or contractor furnishing all materials, equipment, tools, and transportation as agreed.
- A 773 contract may be a complete WO ready to transfer from plant in construction to plant in service, or a portion of a work order performed by a third-party contractor that is not a complete asset ready for transfer to plant in service.

# RUS Form 773, Miscellaneous Construction Work and Maintenance Services Contract: FACT SHEET

The GFR reviews Work Orders and 773's for reimbursement and when reviewing a work order with external labor, the GFR must confirm that the contractor invoices associated with that work order done under a 773 have been paid. The 773 Contract must include:

- ✓ Original executed Copy
  - ✓ Lobbying Certification
  - ✓ AD-1048 Certification Regarding Debarment,.....
  - ✓ Form 270 (Non discrimination form)
  - ✓ Contract Rider
  - ✓ List of Material Addendum
  - ✓ Plans and Specifications if applicable
  - ✓ Form 743 – Executed Closeout certification
  - ✓ Contractor Bond under certain circumstances
  - ✓ Copy of any changes agreed to by both parties
  - ✓ Copy of the Final Invoice from the Contractor
- 

# RUS Form 773, Miscellaneous Construction Work and Maintenance Services Contract: Clarification

The RUS Form 773 can be used “without modifications, and attach any diagrams, sketches, and tabulations necessary to specify clearly the work to be performed and who shall provide which materials. Compensation may be based upon unit prices, hourly rates, or another basis agreed to in advance by the Awardee and the contractor.”

## **Critical details to consider:**

- Construction work must be covered by the approved Environmental Review (ER) clearance. Please attach the ER construction route maps that identify the construction route(s) where the work will be performed in the service area. The awardee shall also include any restrictions or mitigations communicated by RUS. Especially regarding Section 106 requirements.

## RUS Form 773, Miscellaneous Construction Work and Maintenance Services Contract: Clarification

“Neither the selection of the contractor nor the contract requires RUS approval; however, Awardees are urged to obtain quotations from several contractors before entering into a contract to be assured of obtaining the lowest cost.”

### **Critical details to consider:**

The RUS Form 773s are contracts with every expectation to be conducted in a consistent manner providing full and open competition, unless otherwise approved by RUS when necessary.

## RUS Form 773, Miscellaneous Construction Work and Maintenance Services Contract: Clarification

“The Awardee shall ensure that the contractor selected meets all federal and state licensing requirements, as well as bonding requirements, and that the contractor maintains the insurance coverage required by the contract for the duration of the work. (See 7 CFR Part 1788.) If the contract amount exceeds \$250,000, a contractor’s bond for the contract amount must be provided by the contractor. Upon completion and final inspection of the work, the Awardee shall obtain from the Contractor a final invoice and an executed copy of RUS Form 743, Certificate of Contractor and Indemnity Agreement.”

# RUS Form 773, Miscellaneous Construction Work and Maintenance Services Contract: Clarification

“The Awardee shall submit the RUS Form 771a, along with a description of the completed work to the RUS General Field Representative for review prior to submitting it for reimbursement. The RUS Form 771a shall be certified by an authorized representative of the Awardee and the engineer.”

## **What should be included for RUS Form 773 to be reimbursed:**

- Work Order descriptions attached to the RUS Form 771a should include where the construction had taken place (i.e. PFSA, NFSA, CSA), the start and end dates of the work completed, and details that describes the work, i.e. plowing, trenching, fiber, buried, aerial, mileage, hut, make ready, drop installation, etc..
- Work must be covered by the approved Environmental Review (ER) clearance. Please attach the ER construction route maps that identify the construction route(s) where the work was performed in the service area.

# Reimbursement Method



## Reimbursement Method: Clarification

**“Unless otherwise approved by RUS,** the Awardee shall finance all Small-Scale Construction with non- award funds and obtain reimbursement with ReConnect award funds when the work is completed.”

### **Critical details to consider:**

- **Neither the selection of the contractor nor the contract requires RUS approval; however,** Awardees are urged to obtain quotations from several contractors before entering into a contract to be assured of obtaining the lowest cost.
- All work must be correlated and covered by the approved Environmental Review (ER) clearance. Please attach the ER construction route maps that identify the construction route(s) where the work was performed in the service area.



## Reimbursement Method: Clarification

“Funds for Small-Scale construction must be requested on RUS Form 481, Financial Requirement Statement (FRS). To request funds, the Awardee shall submit RUS Form 771a, initialed by the GFR, **along with a description of each project.**”

### **Critical details:**

Work Order descriptions attached to the RUS Form 771a should include where the construction had taken place (i.e. PFSA, NFSA, CSA), the start and end dates of the work completed, and details that describes the work, i.e. plowing, trenching, fiber, buried, aerial, mileage, hut, make ready, drop installation, budget category etc..

# Tips for Timely Servicing Requests

- Requests are addressed on a first-come, first-serve basis
- Submit all documentation requiring RUS approval via email to the RUS General Field Representatives (GFR) until directed otherwise
- If you are unsure of how to proceed with any request, please reach out to your GFR!

## Contact Information:

Richard E Jenkins

RUS General Field Representative  
States Covered: VA, WV, DE, MD  
Loan Origination & Approval Division

[richard.jenkins@usda.gov](mailto:richard.jenkins@usda.gov)

Voice: (304) 445-5369

Joe Mafnas

Telecommunications Specialist  
Post-Loan Servicing Engineering Branch  
Portfolio Management & Risk Assessment Division

[joe.mafnas@usda.gov](mailto:joe.mafnas@usda.gov)

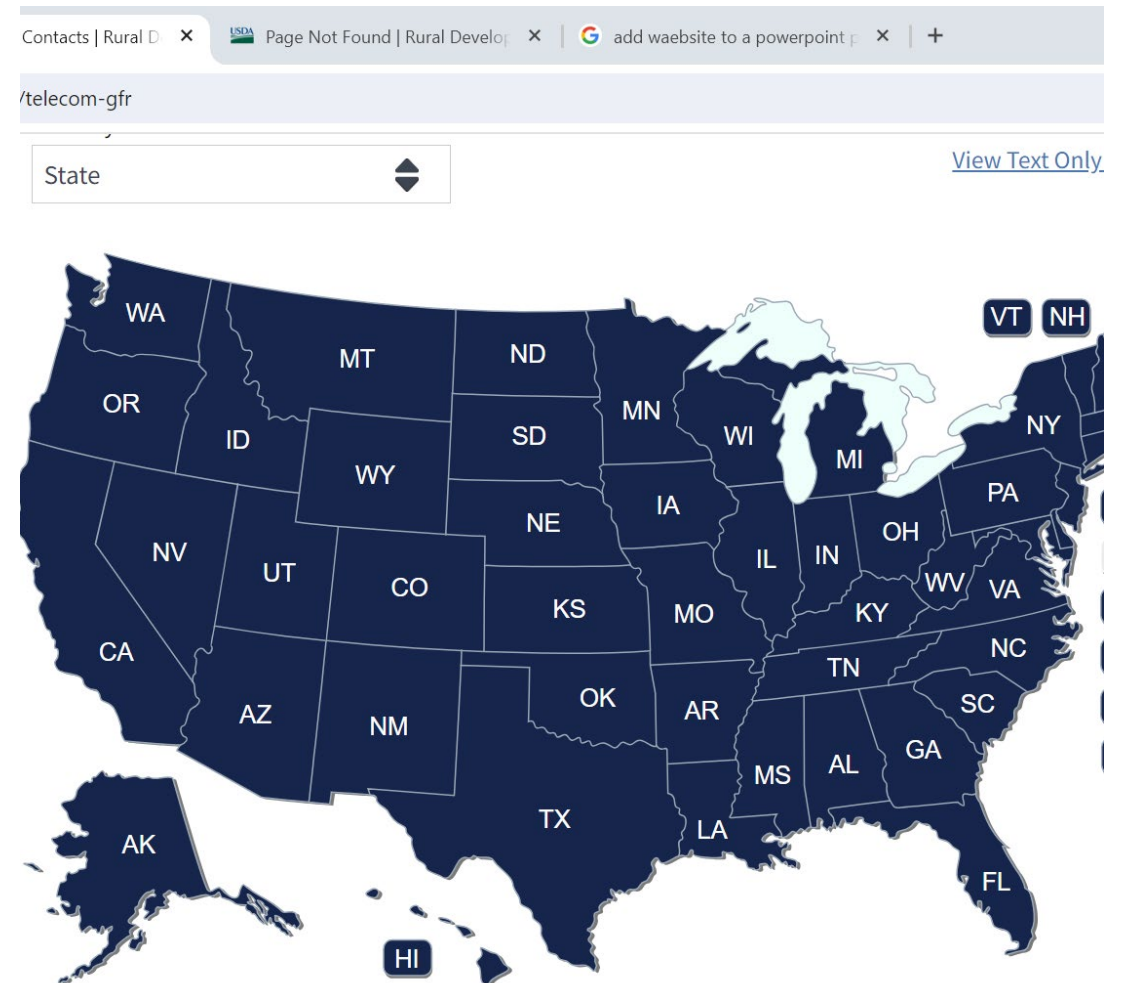
Voice: (703) 631-3030

ReConnect States Covered: TN, VA



# Contact Information

<https://www.rd.usda.gov/contact-us/telecom-gfr>



Please share your feedback!



Please share your feedback on this session!



Work Order Procedures



# Open Q&A



Rural Development

Q&A



Thank You!



Shawn Arner

Deputy Assistant Administrator  
Rural Utilities Service  
Telecommunications Program

# ReConnect Post-Award Workshop – Day 2

<b>9:00-5:00 p.m.</b>	<b>Office Hours – Register in Beaufort Room</b>
<b>8:30-8:45 a.m.</b>	<b>Opening Remarks</b>
<b>8:45-9:45 a.m.</b>	<b>Build American, Buy America (BABA) Act &amp; Buy American</b>
<b>9:45-10:00 a.m.</b>	<b>Break</b>
<b>10:00-11:00 a.m.</b>	<b>Section 106 &amp; Environmental Clearance Process</b>
<b>11:00-12:00 p.m.</b>	<b>Project Changes</b>
<b>12:00-1:30 p.m.</b>	<b>Lunch</b>
<b>1:30-2:30 p.m.</b>	<b>General Compliance Requirements</b>
<b>2:30-3:30 p.m.</b>	<b>Accounting Compliance</b>
<b>3:30-3:45 p.m.</b>	<b>Break</b>
<b>3:45-4:45 p.m.</b>	<b>Sale of Assets, Lien Releases, and Additional Indebtedness</b>
<b>4:45- 5:00 p.m.</b>	<b>Open Q&amp;A</b>
<b>5:00- 5:05 p.m.</b>	<b>Day 2 Closing Remarks</b>