

Rural Development Public Notice Filings Portal User Guide



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Overview



The Public Notice Filings (PNF) Portal User Guide describes how to use the PNF portal to respond to PNFs published by USDA as part of the service area validation process of Community Connect and ReConnect applications. Users can access the PNF Portal at: <https://www.rus-services.rd.usda.gov/s/>. After reading the Guide, users should understand how to search for and view PNFs, submit a Public Notice Response (PNR), edit an active PNR, and register to receive PNF email notifications whenever a new PNF is published.

For the purpose of filing a PNR, respondents must first determine whether they are already providing broadband service to any of the Proposed Funded Service Areas (PFSA) included in any of the recently published PNFs. Broadband Service means fixed, terrestrial service as defined in the latest federal register notice for the respective financial assistance program under which the PFSA was submitted for consideration. Mobile and satellite services will not be considered in making the determination of whether or not broadband service already exists in a PFSA.

Once published, a PNF will be available to search, view, and respond to for a period of 45 calendar days. Once the 45-day period has elapsed, the PNF will no longer be available on the portal and respondents will no longer have access to PNRs linked to these PNFs.

USDA strongly recommends using one of the supported browsers listed below when accessing the PNF portal to avoid the technical challenges associated with unsupported browsers.

Table 1: Supported Website Browsers

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

1 Part I: Search For and View PNFs

1.1 Search for PNFs

When navigating the PNF portal, users have the ability to search for PNFs using three different forms of search criteria, as seen in Figure 1 below.

Figure 1: Public Notice Filings Search Bar

The screenshot shows the 'Public Notice Filings' search interface. At the top, there is a heading 'Public Notice Filings' followed by a welcome message and instructions. Below this, there are three search options: 'SEARCH BY PNF ID', 'SEARCH BY APPLICANT NAME', and 'SEARCH BY STATE(S)'. Each option has a corresponding text input field. The 'SEARCH BY STATE(S)' field is a dropdown menu. A blue 'Search' button is located below the input fields. A red box highlights the search input fields and the 'Search' button.

1. **Search by PNF ID** allows users to input a PNF ID to search for a specific PNF. After typing the desired PNF ID in the **Search Box**, find the PNF in the results by clicking the [Search] button.
2. **Search By Applicant Name** allows users to search for all PNFs submitted by a specific applicant. After typing the applicant's name into the **Search Box**, click the [Search] button to display a list of all PNFs submitted by that company.
3. **Search By State(s)** drop down menu allows users to search for PNFs by geographic location of the PFSA. Select a state by clicking the arrow located on the right side of the drop down box, then click the [Search] button to see the results.

To clear search results and return to the original listing of published PNFs, delete the **PNF ID** or **Applicant Name** that was entered into the text box, then click the [Search] button. To clear out **Search By State(s)**, click the drop-down menu and select the 'None selected' option at the top of the list, then click the [Search] button.

1.2 PNF Search Results

After initializing a search by **PNF ID**, **Applicant Name**, or by **State(s)**, users will see the results listed in a table titled 'Open Public Notice Filings.'

Figure 2: Open Public Notice Filings Table

PNF ID ↓	Applicant Name	Program Type	States	Publish Date	Closing Date
PNF-000604	Nashville Tele	ReConnect Spring 2020	IL	12/10/2020	01/24/2021
PNF-000603	Baraga Telephone Company	ReConnect Spring 2020	MI	12/09/2020	01/23/2021
PNF-000602	Granite Tele	ReConnect Spring 2020	ND	12/09/2020	01/23/2021
PNF-000599	Kristin Lough Test Account	ReConnect Spring 2020	FL	12/03/2020	01/17/2021
PNF-000596	Halstad Telephone Company	ReConnect Spring 2020	ND	12/02/2020	01/16/2021

The **PNF ID** column will display the PNF ID for each published PNF and is hyperlinked to its corresponding **PNF Details** page. Additional columns include information about each PNF:

1. **Applicant Name:** Name of the applicant who submitted the PFSA that is included in each PNF
2. **Program Type:** Name of the Program under which the PFSA was submitted for consideration
3. **States:** Location of the PFSA(s) included in the PNF
4. **Publish Date:** The date each PNF is published
5. **Closing Date:** The date each published PNF closes

1.3 PNF Details Page

Users will be redirected to the **PNF Details** page, as is shown in Figure 3 below, after clicking on a hyperlinked PNF ID.

Figure 3: PNF Details Page

PNF-000602

Details

PNF ID	APPLICANT NAME	APPLICATION STATUS
PNF-000602	Granite Tele	Under Review

ADDRESS	POINT OF CONTACT	POINT OF CONTACT PHONE
500 N Broadway, Suite 800 St. Louis, Missouri, 63102	Ruralo Testemp	314-011-2520

STATES
ND

COUNTIES
Benson County, Wells County

COMMUNITIES
Albert township, Arne township, Aurora township, Beaver township, Berlin township, Bilodeau township, Bowdon city, Bremen township, Brinsmade city, Broe township, Bull Moose township, Butte Valley township, Cathay city, Cathay township, Chaseley township, Crystal Lake township, Delger township, East Fork township, Eldon township, Esmond city, Esmond township, Fairville township, Fessenden city, Fort Totten UT, Forward township, Fram township, Germantown township, Haaland township, Hamberg city, Hamburg township, Harvey city, Hawksnest township, Heimdal township, Hesper township, Hillsdale town...
[+ Expand List](#)

Additional details about the applicant and the location of the PFSA appear on the **PNF Details** page. If the PFSA(s) include a large number of communities, click the [+Expand List](#) link to show an expanded list of all affected communities.

1.4 PNF Map

The **PNF Map** on the PNF Details page is used to display the **PFSA(s)** of the selected PNF. If there is more than one PFSA on the PNF Map, users can view each PFSA by selecting from the radio button(s) located under the 'Proposed Funded Service Areas' table, as is shown in Figure 4 below.

Figure 4: Proposed Funded Service Area Radio Button Selection

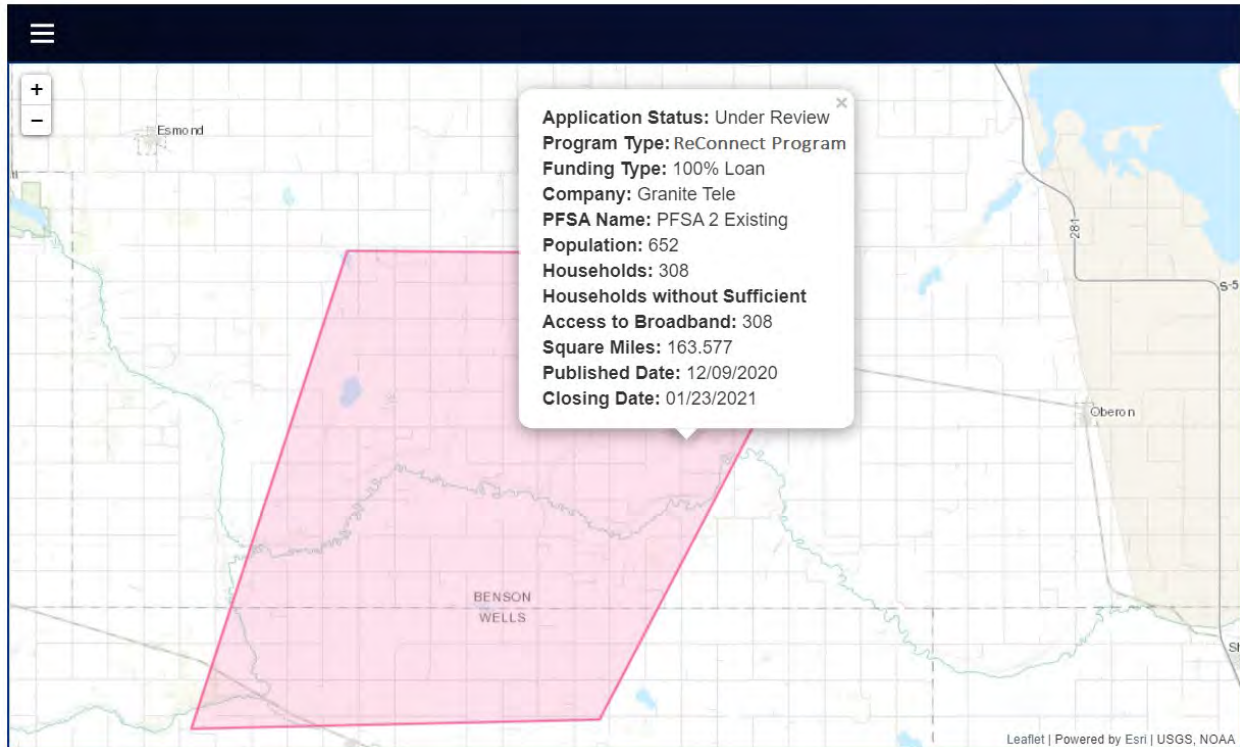
Proposed Funded Service Areas (2)

PROPOSED FUNDED SERVICE AREA NAME	CREATED DATE
<input checked="" type="radio"/> PFSA 1 New	12/8/2020
<input type="radio"/> PFSA 2 Existing	12/8/2020

Once a radio button is selected for a specific PFSA, the **PNF Map** will automatically zoom to the bounds of the selected PFSA.

If a user clicks on a PFSA record on the map, a pop-up window will appear that includes program and census information about the associated PFSA, as is shown in Figure 5 below.

Figure 5: PNF Map



For questions or information on the PNF Details page or the PNF map, users can contact USDA for assistance by selecting the **Contact Us** form at <https://www.usda.gov/reconnect/contact-us>. For questions related to PNFs and PNRs, select “Public Notice Filings/Responses” from the subject dropdown list. Complete all fields on the form, and also include the user’s contact number at the end of the message in the Question box so that USDA can contact the user for additional details, if needed.

2 Part II: Respond to a PNF

The PNF portal is a public site and does not require users to log in to the portal in order to search and view PNFs. However, a user must log in using their verified (Level II) eAuthentication (eAuth) account in order to respond to a PNF.

2.1 User Roles & Access

Users must complete the following steps to submit a PNR:

1. **Obtain a verified eAuth account.**

Level II eAuth accounts qualify as verified accounts. Users with Level II eAuth accounts should **skip this step.**



Step 1 Applies To:

Users that do not have a verified (Level II) eAuth account

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

- 1.1. Click on the “Create Account” tab to create a new eAuth account.
- 1.2. Click “Update Account” on the “Manage Account” tab drop-down menu to upgrade an account to verified.

2. **Log in to the PNF portal with your verified eAuth account.**

Respondents can access the PNF portal at <https://www.rus-services.rd.usda.gov/s/>. After obtaining a verified eAuth account, the user(s) are granted access to start a Public Notice Response.

Access Tips

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

Go to the USDA eAuth website: <https://www.eauth.usda.gov/home>. You can also make corrections to your eAuth account information on that site.

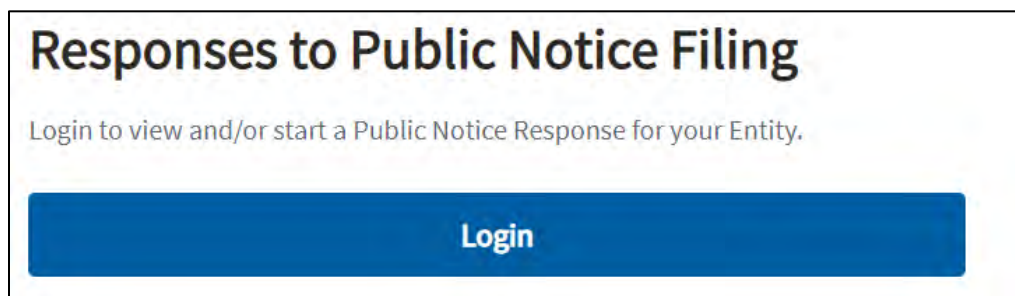
2. **I have several eAuth accounts. Which credentials do I use?**

Use the verified eAuth ID account that contains your most up-to-date information.

2.2 Login to Create a PNR

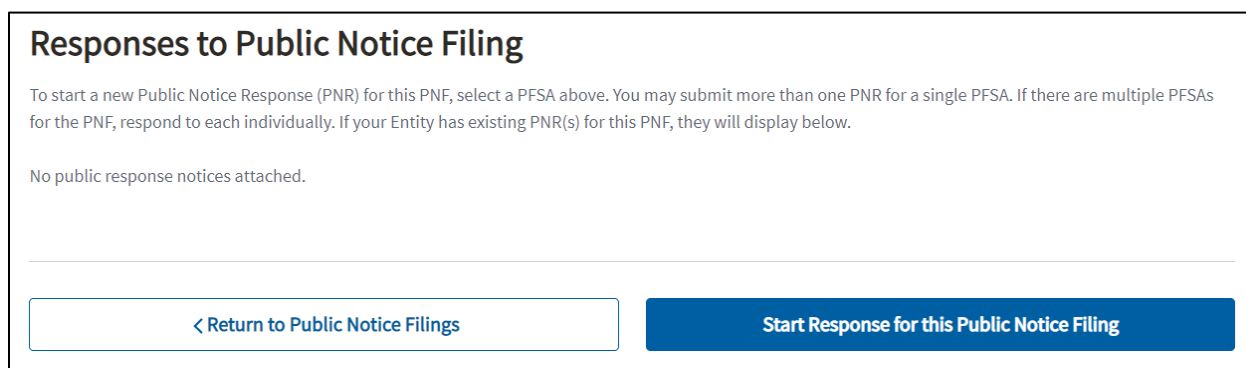
Users must scroll down to the bottom of the PNF Details page and click the [Login] button in order to log in, as is shown in Figure 6 below.

Figure 6: PNF Details page, [Login] button to start a PNR or edit an existing PNR



Once successfully logged in, select the PFSA the respondent wishes to submit a response to using the radio button selections, as outlined under [Section 1.4 PNF Map](#). Once selected, scroll to the bottom of the page and select [Start Response for this Public Notice Filing], as is shown in Figure 7 below.

Figure 7: PNF Details page, [Start Response for this Public Notice Filing] button



Respondents will be directed to the PNR form to begin the response using the PNR Map, as outlined in [Section 2.3 Complete the PNR Map](#). **It is important to note, all information submitted by existing service providers as part of a PNR will be treated as proprietary and confidential.**

2.3 Complete the PNR Map

Respondents will use the **PNR Map** to upload or draw the area in which the respondent is already providing broadband service.

2.3.1 Map Legend

Different layers on the map are assigned colors. A **map legend** is available associating the colors with the applicable layer. To display the map legend, click [Map Legend] from the menu dropdown in the top left corner of the map, as seen in Figure 8 below. The legend includes the PNF Service Area (Proposed Funded Service Area) layer and the PNR Service Area layer.

Figure 8: PNR Map Legend

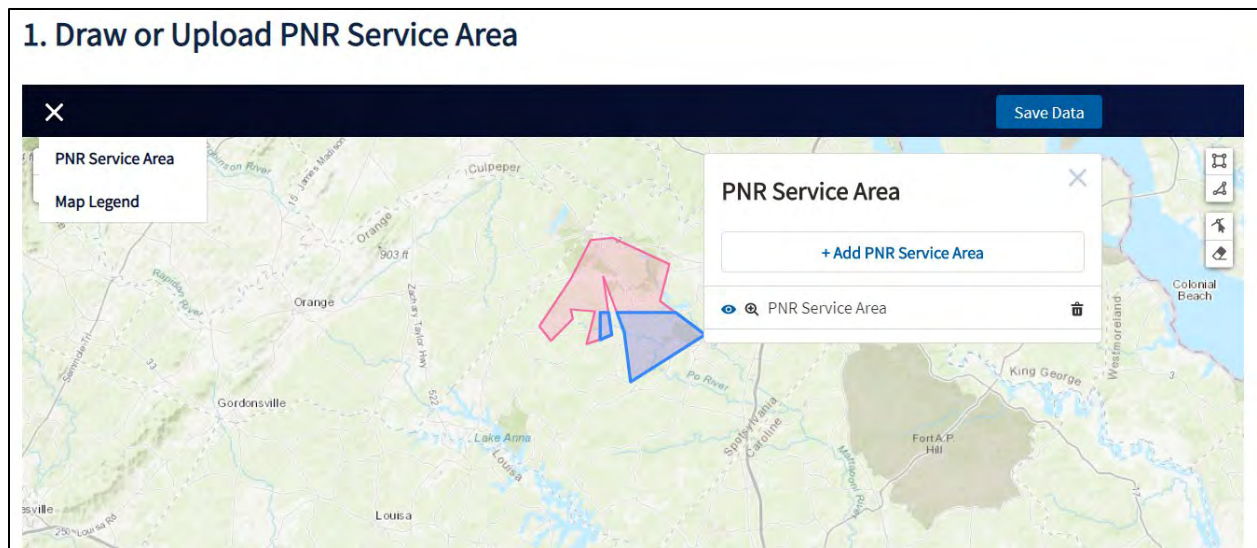


2.3.2 Upload a Shapefile

Select the drop-down menu at the top left of the map and then select the [+ Add PNR Service Area] button, as is shown in Figure 9 below. This will display the **PNR Service Area** panel.

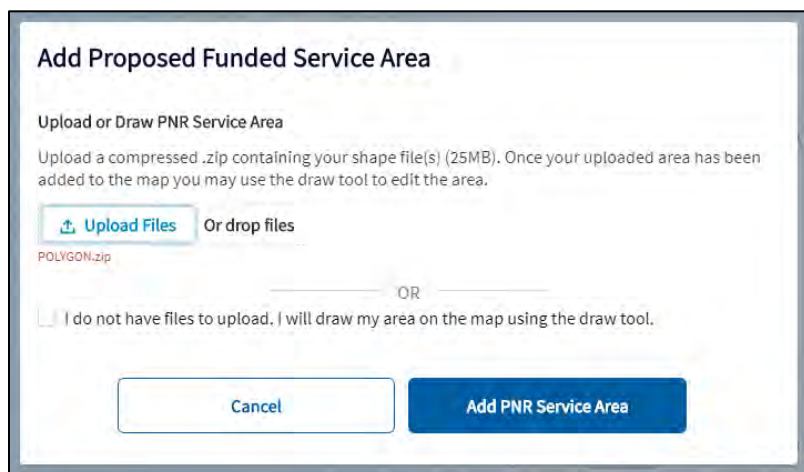
1. Click the [+Add PNR Service Area] button to open the Add PNR Service Area Modal, Upload or Draw PNR Service Area.

Figure 9: PNR Map, click [+ Add PNR Service Area] button



2. Select the [Upload Files] button and upload the shapefile from the file browser or select the file and drag it to the drop zone, as is shown in Figure 10 below.
3. Once the file is attached, click [Add PNR Service Area] at the bottom of the modal to populate the response area on the map. **All shapefiles must only include one contiguous polygon record.**
4. Click the [Save Data] button located in the banner above the map to save the PNR Service Area record on the map.

Figure 10: Add PNR Service Area Modal, Upload or Draw PNR Service Area



2.3.3 Draw a Polygon

Select the drop-down menu at the top left of the map and then select the [+ Add PNR Service Area] button, as is shown in Figure 9 above. This will display the **PNR Service Area** panel.

To draw a PNR Service Area, select the check box next to '**I do not have files to upload. I will draw my area on the map using the draw tool**' and click the [Add PNR Service Area] button. Respondents have the ability to start drawing a polygon with the tools in the tool bar on the right side of the map. The PNR service area is added to the map once the user clicks the first marker to finish the drawing. The following tools are included in the tool bar:

Figure 11: Mapping Tools



- **Draw Rectangle** – Used to draw a PNR Service Area that is in the shape of a rectangle. When selected, click on the map to place the first vertex. You can drag over the map to cover the Service Area and click again to complete the rectangle. A success message will display notifying that the polygon has been successfully added.
- **Draw Polygon** – Used to draw a PNR Service Area that may not be a perfect rectangle. When selected, click on the map to place the first vertex. Every additional click will add a new vertex to the map and connect it to the previous vertex. To complete the polygon,

the last click must be connected to the first vertex. A success message will display notifying that the polygon has been successfully added.

- **Edit Layers** – Used to edit the PNR Service Area by moving the vertices to different points on the map. When selected, click on an existing vertex of the polygon and drag it to its new location. To complete the edit, click ‘Finish’ next to the Edit Layers icon when done.
- **Remove Layers** – Used to remove a PNR Service Area that has been plotted on the map. When selected, click on the desired polygon to delete it. A success message will display notifying that the polygon has been successfully deleted.

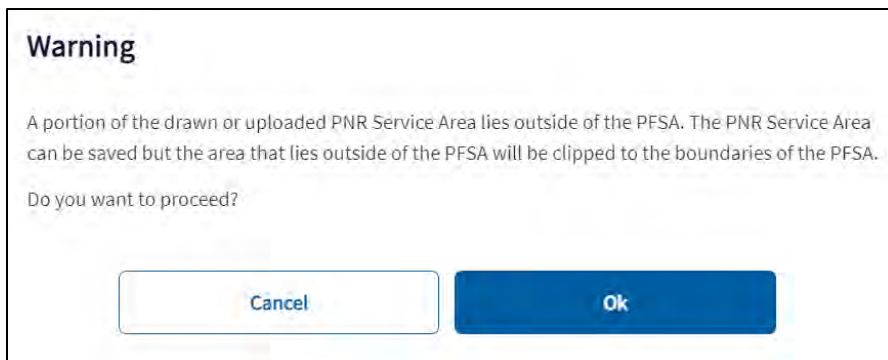
Once the respondent clicks the [Save Data] button on the map, the map data is saved as part of the PNR and the remainder of the PNR form will render. At this point, respondents can continue to complete the PNR form, as outlined in [Section 2.4 Complete the PNR Form](#), or close the page to return to it at a later time. When opening the page again, the PNR Service Area will load directly onto the map.

2.3.4 PNR Map Warning and Error Messages

2.3.4.1 Warning Message

If at any point a portion of the respondent’s uploaded or drawn PNR Service Area falls outside the bounds of the PFSA, the user will receive a warning message: **‘A portion of the drawn or uploaded PNR Service Area lies outside of the PFSA. The PNR Service Area can be saved but the area that lies outside of the PFSA will be clipped to the boundaries of the PFSA.’** The user must acknowledge the message in order to continue to save the PNR Service Area on the map, as shown in Figure 12 below.

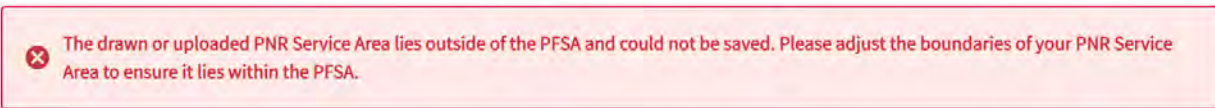
Figure 12: PNR Map, Warning message when a portion of the PNR Service Area falls outside of the bounds of the PFSA



2.3.4.2 Error Message

If at any point all of the respondent’s uploaded or drawn PNR Service Area falls outside the bounds of the PFSA, the user will receive an error message: **‘The drawn or uploaded PNR Service Area lies outside of the PFSA and could not be saved. Please adjust the boundaries of your PNR Service Area to ensure it lies within the PFSA.’** The user must adjust the PNR Service Area so that at least a portion of the area falls within the bounds of the PFSA in order to continue to save the PNR Service Area on the map, as shown in Figure 13 below.

Figure 13: PNR Map: Error Message when all of the PNR Service Area lies outside of the PFSA



2.4 Complete the PNR Form

Once the map has been saved, the PNR form will render on the page. Four sections display below the PNR Map:

1. **Service Provider**
2. **Point of Contact**
3. **Technician**
4. **Broadband Service**

Guidance on completing each section of the PNR form is as follows:

1. **Service Provider** – Provide the 'Name of Service Provider' and 'Service Provider URL' for the respondent providing broadband service to the contested area.
 - If the Service Provider is an existing RUS borrower or grantee, use the designated space to enter the RUS ID(s) for the Service Provider, as shown in Figure 14 below.

Figure 14: PNR Form - Service Provider Section

A screenshot of the '2. Service Provider' section of a web form. It contains two input fields: 'NAME OF SERVICE PROVIDER' with a placeholder 'Placeholder' and 'SERVICE PROVIDER URL' with a placeholder 'https://placeholder.com'. Below these is a question: 'Is the Service Provider an existing RUS borrower or grantee?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom is a text area for 'RUS ID(s)' with a note: 'This is a 6 character ID; starting with 2 letters, followed by 4 numbers. To list multiple IDs, please separate with a comma.'

2. **Point of Contact** – Provide the 'Point of Contact Name', 'Point of Contact Email Address', and 'Point of Contact Phone Number' for the point of contact of the responding Service Provider, as shown in Figure 15 below.

Figure 15: PNR Form - Point of Contact Section

A screenshot of the '3. Point of Contact' section of a web form. It contains three input fields: 'POINT OF CONTACT NAME' with a placeholder 'Test User Name', 'POINT OF CONTACT EMAIL ADDRESS' with a placeholder 'TestUser@gmail.com', and 'POINT OF CONTACT PHONE NUMBER' with a placeholder '123-654-8965'.

3. **Technician** – Answer the question of whether the respondent is willing to provide a local technician who can meet with a service area validation field researcher.

Note: this is not a requirement to submit a completed PNR.

- If responding 'Yes' to the question, provide the 'Technician Name', 'Technician Email Address', and 'Technician Phone Number'. See Figure 16 below.

Figure 16: PNR Form - Technician Section

4. Technician

Are you willing to provide a local technician who can meet with our Service Area Validation field researchers?

Yes No

TECHNICIAN NAME
Full Name

TECHNICIAN EMAIL ADDRESS
name@placeholder.com

TECHNICIAN PHONE NUMBER
000-000-0000

4. **Broadband Service** – Answer the question of whether the responding Service Provider is capable of providing fixed, terrestrial broadband service within the entire PNR service area.
- If responding 'No' to the question, you will be required to edit the service area for the PNR so that it represents the service area within the PFSA where the Service Provider is capable of providing fixed, terrestrial broadband service. For more details on the error, see [Appendix A: Glossary of Key Terms](#).
 - If responding 'Yes' to the question, complete the fields that display on the form, as listed below.

Note: the form provides an option to upload broadband speed test results. This is not a requirement to submit the PNR.

- How is the broadband service being provided in the PNR service area?
Select all technology types that apply:
 - Fiber-to-the-Premises
 - Hybrid-Fiber-Coax
 - Fixed Wireless - Licensed
 - Fixed Wireless – Unlicensed
 - Other (Specify)
- What are the Broadband Service Offering Type(s) in the PNR service area?
Select all that apply:
 - Data
 - Data/Video
 - Data/Voice
 - Data/Voice/Video
- Highest broadband download speed offered in the PNR service area
 - (Enter speed)
- Highest broadband upload speed offered in the PNR service area
 - (Enter speed)
- Number of households capable of receiving broadband service in the PNR service area

- (Enter number of households)
- Number of households currently receiving broadband service in the PNR service area
 - (Enter number of households)

Figure 17: PNR Form - Broadband Service

5. Broadband Service

Is the Service Provider capable of providing fixed, terrestrial broadband service within the entire PNR service area?

Yes No

How is the broadband service being provided in the PNR service area? Select all technology types that apply:

Fiber-to-the-Premises
 Hybrid-Fiber-Coax
 Fixed Wireless - Licensed
 Fixed Wireless - Unlicensed
 Other (Specify)

What are the Broadband Service Offering Type(s) in the PNR service area? Select all that apply:

Data
 Data/Video
 Data/Voice
 Data/Voice/Video

HIGHEST BROADBAND DOWNLOAD SPEED OFFERED IN THE PNR SERVICE AREA

Speed Select an Option ▼

HIGHEST BROADBAND UPLOAD SPEED OFFERED IN THE PNR SERVICE AREA

Speed Select an Option ▼

NUMBER OF HOUSEHOLDS CAPABLE OF RECEIVING BROADBAND SERVICE IN THE PNR SERVICE AREA

NUMBER OF HOUSEHOLDS CURRENTLY RECEIVING BROADBAND SERVICE IN THE PNR SERVICE AREA

Upload broadband speed test results from household locations within the PNR service area. If this information is provided, please make sure it includes either address(es) or geospatial information of where the speed tests were performed:

Or drop files

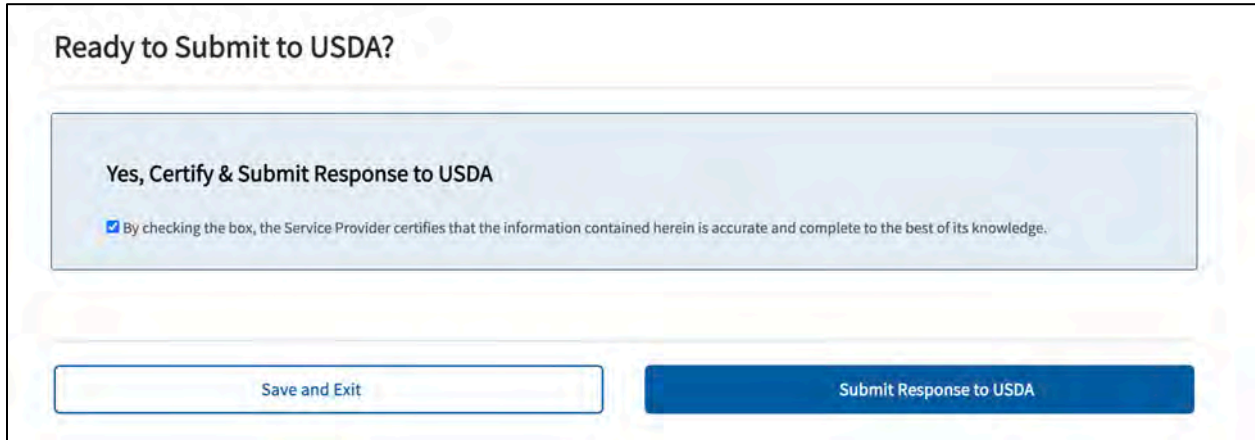
For any in-line errors and/or error banners that appear while completing the PNR form, reference [Appendix B: Warnings and Errors](#) for guidance. At any stage of completing the PNR form, the user can select [Save and Exit] in the footer to save the page and navigate away. Ensure you have selected [Save and Exit] before leaving the page to save all progress.

2.5 How to Submit a PNR

Once the PNR Map and Form are complete, the PNR can be submitted to USDA. To submit the PNR form, follow the steps below:

1. Navigate to the 'Ready to Submit to USDA?' section, as shown in Figure 18 below.

Figure 18: Ready to Submit to USDA Section



2. Select the checkbox underneath 'Yes, Certify & Submit Response to USDA' to certify that the information being submitted to USDA is accurate and complete.
3. Click the [Submit Response to USDA] button.

The PNR submission success screen will display and the PNR Form is submitted to USDA, as shown in Figure 19 below. If any edits need to be made to the PNR Form, follow the guidance in [Part III Edit an Active PNR](#) below.

Figure 19: Public Notice Response Submission Success Screen



Respondents who successfully submit a PNR to USDA for consideration will also receive an email notification, as shown in Figure 20, shortly after the user is redirected to the PNR submission success screen.

Figure 20: Example PNR Email Notification – PNR was submitted to USDA



RUS Programs Services

Public Notice Response Submitted

A Public Notice Response (PNR) has been successfully submitted to USDA by the following Entity:

Entity: Crystal Cove Internet

Public Notice Filing ID: PNF-000593

Public Notice Response ID: PNR-0000000754

Please note that all information submitted in the PNR will be treated as proprietary and confidential.

To view your PNR, log in to the [RUS Programs Services](#) portal. Once you are in the portal, click on the Public Notice Filing (PNF) ID which will take you to the PNF detail page. From this page select the PNR ID to open the submitted PNR. In addition, you can edit and resubmit the PNR until the PNF closing date by selecting the 'Edit PNR' button on the PNR page.

This is an automatically generated email - please do not reply to it. If you feel you received this message in error, email: rd.hd@stl.usda.gov.

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties.

3 Part III: Edit a PNR

3.1 Navigate to the PNF Details Page

To access a previously submitted PNR, start by navigating to the [PNF Portal](#) and use the search bar or scroll through the list of PNFs to locate and select the PNF ID to which the PNR is linked.

1. Scroll to the bottom of the PNF Details page and log in to the portal.
2. Once logged in, a table listing previously submitted PNRs will appear immediately below the PNF Map, as shown in Figure 21 below. For each PNR, the table will display the PNR ID, which is hyperlinked to the PNR, PNR Status, PFSA Name, Contact, Created By, Created and Closing dates.

Figure 21: PNF Details page, Responses to Public Notice Filing Table with Submitted Response

Responses to Public Notice Filing					
To start a new Public Notice Response (PNR) for this PNF, select a PFSA above. You may submit more than one PNR for a single PFSA. If there are multiple PFSAs for the PNF, respond to each individually. If your Entity has existing PNR(s) for this PNF, they will display below.					
PNR ID	PNR STATUS	PFSA NAME	CREATED BY	CREATED	CLOSING
PNR-0000000765	New	PFSA 2 Existing	Lola Bunny	12/8/2020	1/22/2021
PNR-0000000761	New	PFSA 2 Existing	Lola Bunny	12/8/2020	1/22/2021

Respondents will be directed to the PNR form, where an informative banner will explain that the PNR has been submitted to USDA and provide guidance on how to edit the PNR, as shown in Figure 22 below.

Figure 22: Editing PNR Informative Banner

The screenshot shows a form titled "Public Notice Filing For Response" with the PNF ID "PNF-000337". Below the title, there are two "Proposed Funded Service Area" labels. The "Program Name" is "Community Connect CC Test 1". A blue banner with a white background and a blue border contains the following text: "Your PNR below has been submitted to USDA. If you would like to edit and resubmit the PNR, click the 'Edit PNR' button below. Clicking the 'Edit PNR' button will change the status of your PNR back to 'In Progress'." Below the banner is a blue button labeled "Edit PNR".

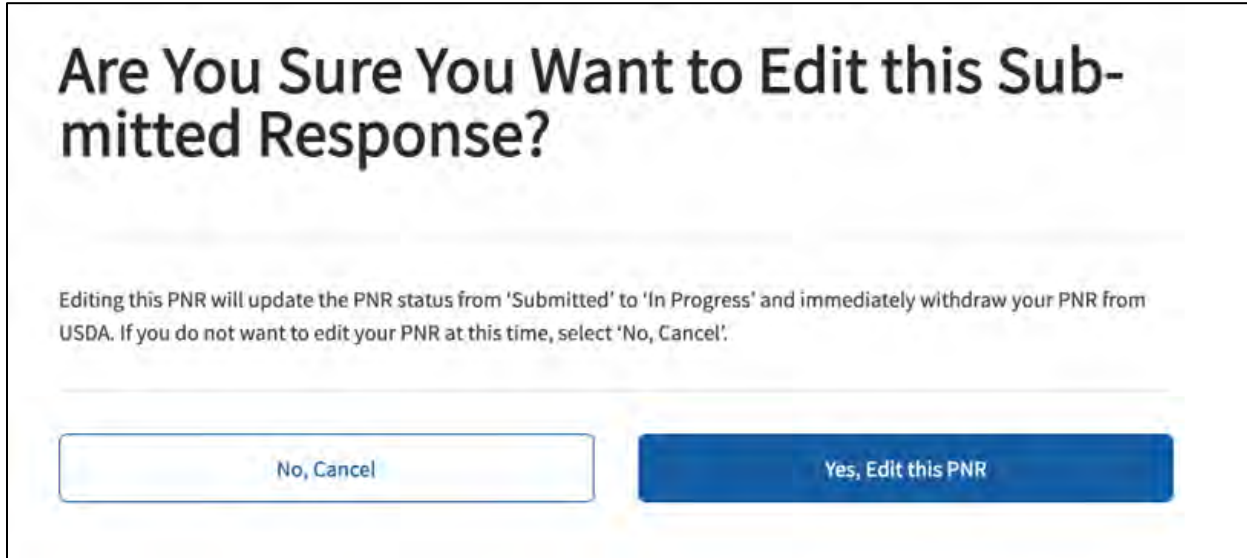
3.2 Edit a Submitted PNR

Follow the steps below to edit a previously submitted PNR:

1. Select [Edit PNR].

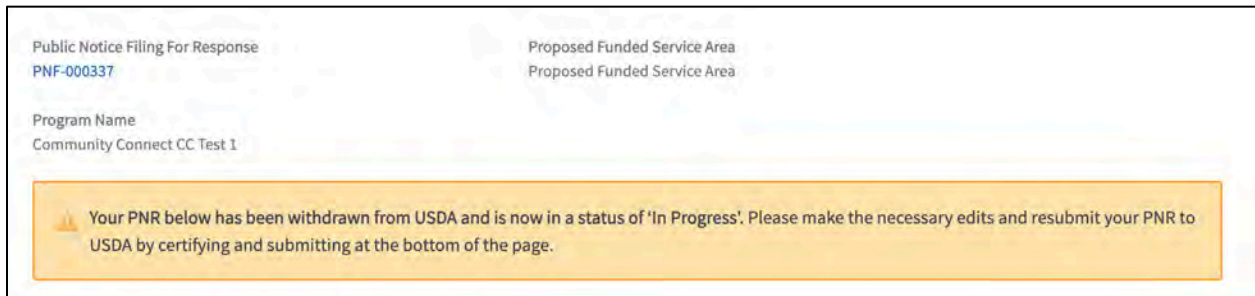
2. Confirm in the 'Are You Sure You Want to Edit this Submitted Response?' modal that the respondent wants to edit the PNR and move it from the 'Submitted' status back to an 'In Progress' status by selecting the [Yes, Edit this PNR] button, as shown in Figure 23 below.

Figure 23: Are You Sure You Want to Edit this Submitted Response Modal



3. An amber banner will appear informing that the PNR has been withdrawn and is now in the 'In Progress' status to be re-submitted, as shown in Figure 24 below.

Figure 24: Withdrawn PNR Amber Warning Banner



Once all edits have been made to the PNR Map and/or PNR Form, the same submission process must be performed as outlined in [Section 2.5 How to Submit a PNR](#), above.

4 Part IV: Subscribe to Receive PNFs

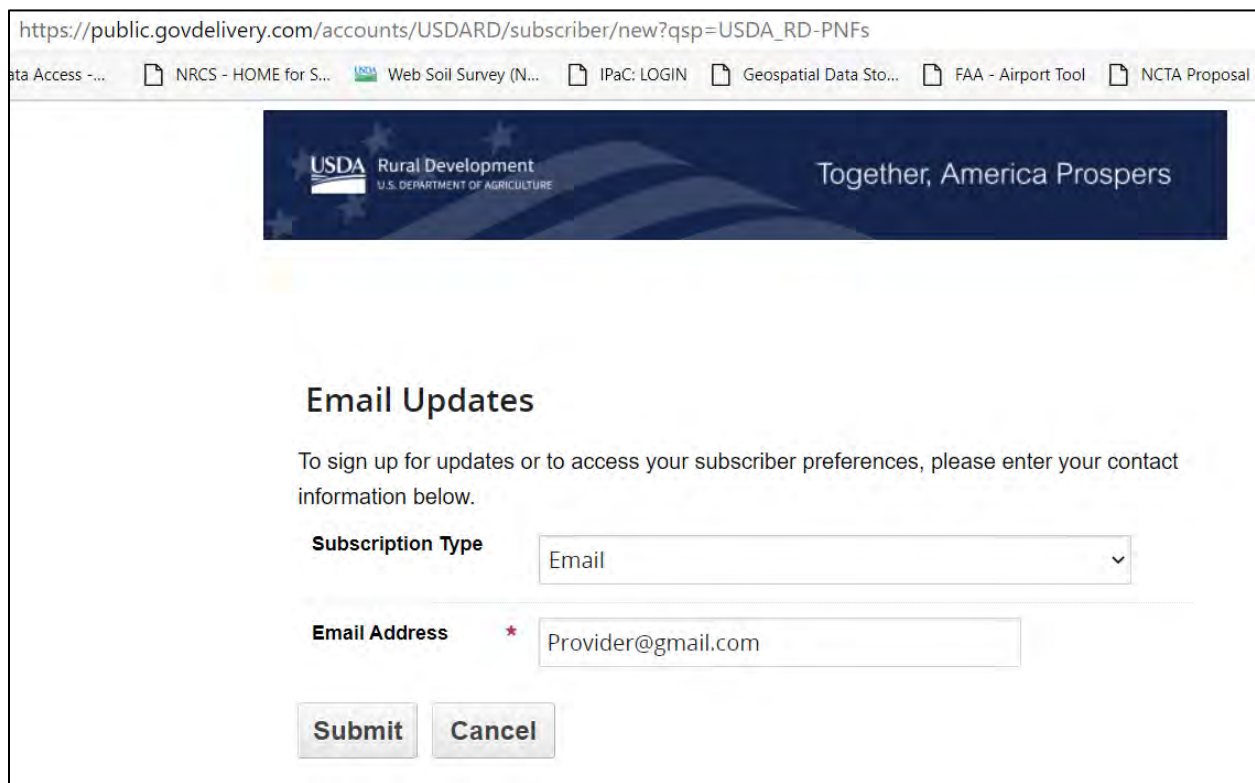
If any stakeholder would like to know when a new PNF is published to the [PNF Portal](#), they can subscribe to receive notifications at:

https://public.govdelivery.com/accounts/USDARD/subscriber/topics?qsp=USDA_RD-PNFs.

Follow the link above. A new tab opens to the GovDelivery website:

1. The **USDA RD PNFs Subscriber** page displays. Verify the Subscription Type field is set to Email, input the applicable email address into the Email Address field, and click the [Submit] button, as shown in Figure 25 below.

Figure 25: GovDelivery Webpage, USDA, RD PNFs Subscriber Page



The screenshot shows a web browser window with the URL https://public.govdelivery.com/accounts/USDARD/subscriber/new?qsp=USDA_RD-PNFs. The browser's address bar and tabs are visible at the top. The main content area features the USDA Rural Development logo and the slogan "Together, America Prospers". Below this is a section titled "Email Updates" with the instruction: "To sign up for updates or to access your subscriber preferences, please enter your contact information below." The form includes a "Subscription Type" dropdown menu currently set to "Email", an "Email Address" field with a red asterisk and the text "Provider@gmail.com", and two buttons labeled "Submit" and "Cancel".

2. The Quick Subscriber page displays for **USDA Rural Development Public Notice Filings (PNF)**
3. Click the applicable check box(es) depending on whether the intent is to receive PNFs from specific state(s) or all PNFs published on the [PNF Portal](#), as shown in Figure 26 below. Then click the [Submit] button.
4. The subsequent page will display a green success banner, notifying that subscriptions have been updated.

Figure 26: GovDelivery Quick Subscribe, Subscription Topics: USDA Rural Development Public Notice Filings (PNF)

The screenshot shows the top of a web page with a dark blue header. On the left is the USDA Rural Development logo with the text "U.S. DEPARTMENT OF AGRICULTURE". On the right is the slogan "Together, America Prospers". Below the header, the text "Welcome Provider@gmail.com" is displayed. The main heading is "Quick Subscribe for Provider@gmail.com". Below this, a paragraph explains that users can subscribe by checking boxes and unsubscribe by unchecking them. It also provides a link to "subscriber preferences" for updating subscriptions or contact information. The "Subscription Topics" section is expanded to show a list of states, each with a checked checkbox: Alabama PNF, Alaska PNF, Arizona PNF, Arkansas PNF, California PNF, and Colorado PNF.

USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

Together, America Prospers

Welcome Provider@gmail.com

Quick Subscribe for Provider@gmail.com

USDA Rural Development offers updates on the topics below. Subscribe by checking the boxes; unsubscribe by unchecking the boxes.

Access your [subscriber preferences](#) to update your subscriptions or modify your password or email address without adding subscriptions.

Subscription Topics

- USDA Rural Development Public Notice Filings (PNF)**
 - Alabama PNF
 - Alaska PNF
 - Arizona PNF
 - Arkansas PNF
 - California PNF
 - Colorado PNF

Appendix A: Glossary of Key Terms

Banner Notifications: Static messages describing an error, warning, or informative item associated with the page.

PNF Details Page: A page for a specific PNF featuring important PNF data, a PFSA map, and PNRs.

PNF ID: The unique identifier given to every PNF.

PNF Map: (Public Notice Filing Map) A map displaying the Proposed Funded Service Area, which is the area an applicant is seeking USDA funds to provide broadband service.

PNF Portal: The public landing page to view all published PNFs available at: <https://www.rus-services.rd.usda.gov/s/>.

Public Notice Filing (PNF): A public filing containing information about a funding application submitted to USDA. Each PNF includes identification of the applicant, a map of each PFSA, the type of support requested, the status of the application, an estimated number of households without sufficient access to broadband service in each service area (excluding satellite and mobile services), and a description of all types of services that the applicant proposes to offer in each service area. PNFs are published on the USDA website after the application has been submitted and will remain for a specified period of time.

Public Notice Response (PNR): A response to the PNF contesting the availability of broadband within a PFSA.

PNR Service Area: The geographic portion of the PNR that identifies where a respondent already provides broadband service.

Polygon: The shape uploaded or drawn to the PNR Map to show where the user already provides broadband services.

Proposed Funded Service Area (PFSA): Contains geospatial data associated with an RUS broadband project. It contains all underlying Census and region-specific geographic data. Service Areas are plotted and viewed on the PFSA Map.

USDA eAuthentication: The identity service provider and system that USDA agencies use to establish secure accounts for individual entities and employees seeking access to USDA web applications and services.

User: An individual authorized by USDA to submit a PNR.

Appendix B: Warnings and Errors

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

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

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

Figure 27: Warning Message (Amber Color)

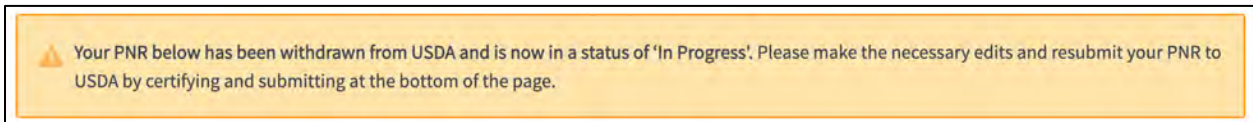
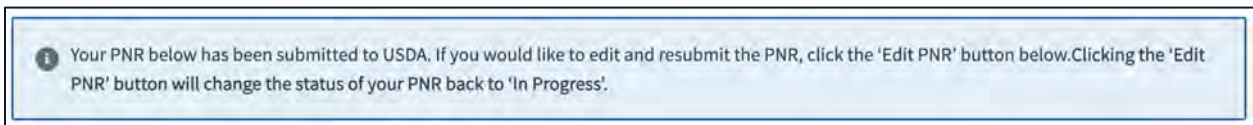


Figure 28: Error Message (Red Color)



Figure 29: Informative Message (Light Blue or White Colors)



Example of in-line notification associated with fields:

Figure 30: In-Line Error Message (Red Color)

SERVICE PROVIDER URL

Valid Value is in the form of https://URL

The tables below provide all errors (Table 2), informative messages (Table 3), and warnings (Table 4) in the system. Search for the message you received to see its context and solution.

Table 2: PNR Map and PNR Form, Error Messages (Red Color)

Error Messages (Red Color)			
Type	Notification	Cause	Solution
PNR Map Notification	"The drawn or uploaded PNR Service Area lies outside of the PFSA and could not be saved. Please adjust the boundaries of your PNR Service Area to ensure it lies within the PFSA."	The uploaded or drawn PNR falls completely outside of the PNF.	Add a new PNR to the map that falls within the boundaries of the PNF.
PNR Map Notification	"There are currently unsaved changes on the map. Please save the map when you have completed your updates."	The PNR was removed from the map and those changes have not been saved to the map.	Click "Save Data" to save the changes to the map.
PNR Form Notification	"To proceed with responding to additional questions, please edit the service area for this PNR so that it represents the service area within the PFSA where the Service Provider is capable of providing fixed, terrestrial broadband service."	The 'Broadband Service' section was answered with 'No' and the [Submit Response to USDA] button was selected.	Edit the service area for the PNR so that it represents the service area within the PFSA where the Service Provider is capable of providing fixed, terrestrial broadband service OR keep the existing service area and select 'Yes' to the question.
PNR Form Notification	"The data was saved; however, there are one or more errors present. To clear the errors, address the flagged items on the page."	Required fields on the PNR form were not filled out completely before selecting the [Submit Response to USDA] button.	Complete all required fields on the PNR form.

Table 3: PNR Map and PNR Form, Success Messages (Green Color)

Success or Informative Message (Green Color)			
Type	Notification	Cause	Solution
PNR Map Notification	"The polygon has been successfully [added/uploaded]. Please select "Save Data" on the map to save your progress."	The user drew or uploaded a PNR and it was successfully added to the map.	N/A
PNR Map Notification	"The polygon has been successfully updated. Please select "Save Data"	The PNR on the map was edited successfully using the	N/A

Success or Informative Message (Green Color)			
Type	Notification	Cause	Solution
	on the map to save your progress.”	edit tool on the right side of the map.	
PNR Map Notification	“Your data has been saved successfully.”	The user clicked “Save Data” and now the added PNR is saved to the map.	N/A
PNR Form Notification	“Your PNR below has been submitted to USDA. If you would like to edit and resubmit the PNR, click the ‘Edit PNR’ button below. Clicking the ‘Edit PNR’ button will change the status of your PNR back to ‘In Progress’.”	When accessing a PNR that has been previously submitted – before selecting the [Edit PNR] button.	N/A

Table 4: PNR Map and PNR Form, Warning Messages (Amber Color)

Warning Message (Amber Color)			
Type	Notification	Cause	Solution
PNR Map Notification	“A portion of the drawn or uploaded PNR Service Area lies outside of the PFSA. The PNR Service Area can be saved but the area that lies outside of the PFSA will be clipped to the boundaries of the PFSA. Do you want to proceed?”	Part of the uploaded or drawn PNR falls outside of the PFSA. No area can be reported outside of the approved service area.	If “Ok” is clicked, the map will automatically clip the PNR so that none of it falls outside of the PFSA. If “Cancel” is clicked, then the uploaded or drawn PNR will not be added to the map.
PNR Form Notification	“Your PNR below has been withdrawn from USDA and is now in a status of ‘In Progress’. Please make the necessary edits and resubmit your PNR to USDA by certifying and submitting at the bottom of the page.”	After selecting the [Edit PNR] button when updating/editing an already submitted PNR.	N/A