Rural Development Public Notice Filings Portal User Guide

Version 4, Updated October 2023

USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

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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. You can access the PNF Portal at this link https://www.rus-services.rd.usda.gov/s/.

After reading the Guide, you should understand how to search for and view PNFs, submit a Public Notice Response (PNR), edit a submitted PNR, and register to receive PNF email notifications when a new PNF is published.

To file a PNR, respondents must first determine whether they are already providing broadband service to any of the Proposed Funded Service Areas (PFSAs) — 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 are not considered in determining whether broadband service already exists in a PFSA.

Once published, a PNF is 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. Respondents can view the published and closing dates of each PNF in the PNF portal.

You must use a supported browser to avoid 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, you can search for PNFs three different ways, as seen in Figure 1 below.

1. **Search by PNF ID:** Type the desired PNF ID in the Search Box and click the [Search] button.
2. **Search By Applicant Name:** Type the applicant's name into the Search Box and click the [Search] button.
3. **Search By State(s):** Select a state or territory by clicking the arrow located on the right side of the drop-down box. Then click the [Search] button. Please note, you can only search by one state or territory at a time.

To clear search results and return to the original listing of published PNFs:

- Delete the PNF ID or Applicant Name entered in the text box.
- To clear out Search by State(s), select the 'None selected' option at the top of the list.
- Click the [Search] button.

FIGURE 1: PUBLIC NOTICE FILINGS SEARCH BAR

1.2   PNF Search Results

After searching by PNF ID, Applicant Name, or State(s), you will see the results listed in a table titled 'Open Public Notice Filings.' 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:

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

FIGURE 2: OPEN PUBLIC NOTICE FILINGS TABLE

PNF ID	Applicant Name	Program Type	States	Publish Date	Closing Date
PNF-001040	Test 3192	RDRUS-RC-2022-2023	CO, WY	10/04/2022	11/03/2022
PNF-001039	Burke PNR R2 Testing	RDRUS-RC-2022-2023	OR, TX	10/03/2022	11/17/2022
PNF-001038	CC E2E - R1	CC Test	CA	10/03/2022	11/17/2022
PNF-001037	Danny Test Account	CC Test	VA	10/03/2022	11/17/2022

1.3   PNF Details Page

After clicking on a hyperlinked PNF ID, you will be redirected to the PNF Details page, as shown in Figure 3 below. Additional details about the applicant and the location of the PFSA appear on the PNF Details page. If the PFSA(s) includes a large number of communities, click the +Expand List link to show an expanded list of all affected communities.

FIGURE 3: PNF DETAILS PAGE

1.4   PNF Map

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

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

If you click on the PFSA layer 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
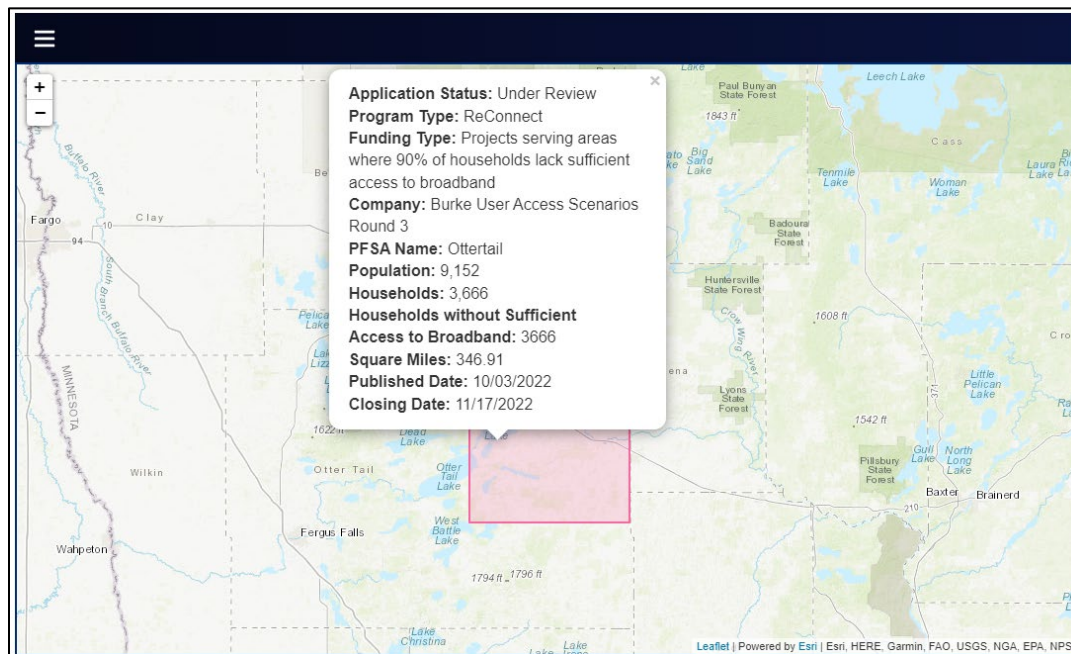
For questions or information on the PNF Details page or the PNF map, contact USDA for assistance by completing the Contact Us form at this link: https://www.usda.gov/reconnect/contact-us. For questions related to PNFs and PNRs, select "Public Notice Filings/Responses" from the subject dropdown list. Complete all fields on the form and include the user's contact number at the end of the message in the Question box so USDA can contact you for additional details if needed.

2 Part II: Respond to a PNF

The PNF portal is a public site and does not require you to log in to search and view PNFs. However, you must log in using your verified (Level II) eAuthentication (eAuth) account to respond to a PNF. To create an eAuth account go to this link: https://www.eauth.usda.gov/home.

If the service provider you are responding on behalf of cannot currently provide broadband service at the time the PNR is submitted, do not state that the provider is capable of providing broadband service. Rural Utilities Service (RUS) will validate all submitted PNRs and may require you to provide additional evidence to support this claim.

Additionally, unserved areas — as defined in the most recent notice published on the federal register — have funding priority. To be considered served, the respondent must be **currently** providing or **currently** capable of providing broadband service to all households in that PFSA at the speeds defined in the most recent notice.

RUS needs as much information as possible about your existing service areas and network to verify a PNR. Although optional, respondents are encouraged to provide detailed information that includes the following as applicable to the respondent's network:

- Backhaul
- Capacity
- Equipment types
- Propagation or cable plant maps
- Asset locations (cabinets and equipment type)
- Speed tests
- Network diagrams
- Provisioning information

Providing this information allows us to fairly and accurately determine if the PNR area is defined as served per the notice guidelines. This information will be treated as proprietary and confidential.

While there are two options to complete the PNR service area listed below in Section 2.3.2 and Section 2.3.3, uploading the existing network as a shapefile with the sites and routes must be done separately. This allows RUS to assess the respondent's network against the PFSA network and accurately determine potential overlap. The existing network may be attached as an additional upload as described below in Section 2.4, Figure 19 using the upload or drop files button. The shapefile must include as much detail as possible, including:

- Sites and routes for the existing network
- Locations of assets
- Type of cable plant

If this is not possible, respondents may attach .pdf documents that meet the same requirements. Any other documents described above should be attached as PDF, Word, or Excel files.

2.1   User Roles & Access

Complete the following steps to submit a PNR.

Obtain a Verified eAuth Account

This step applies to users without a verified Level II eAuth account. If you have a Level II eAuth account skip this step.

Level II eAuth accounts qualify as verified accounts. To establish a verified account or modify an existing account, go to the USDA eAuth website at this link: https://www.eauth.usda.gov/home.

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

2.2   Login to Create a PNR

1. Login to the PNF portal at this link: https://www.rus-services.rd.usda.gov/s/.

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.

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2. Scroll down to the bottom of the PNF Details page and click the [Login] button to log in, as shown in Figure 6 below.

FIGURE 6: PNF DETAILS PAGE, [LOGIN] BUTTON TO START A PNR OR EDIT AN EXISTING PNR

Responses to Public Notice Filing

Login to view and/or start a Public Notice Response for your Entity.

Login
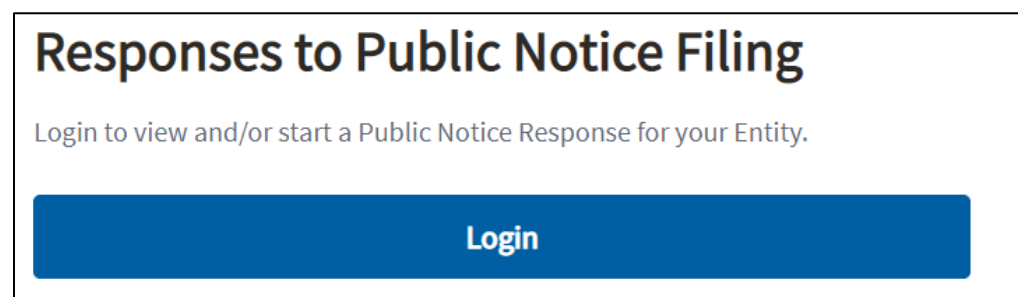
Select the PFSA you wish to submit a response to using the radio button selections, as outlined under Section 1.4: PNF Map. Scroll to the bottom of the page and select [Start Response for this Public Notice Filing], as shown in Figure 7 below. Any previously submitted or in progress PNRs will show at the bottom of the page, as shown in Figure 7 below. However, PNRs will only be visible to the user that created them.

FIGURE 7: PNF DETAILS PAGE, [START RESPONSE FOR THIS PUBLIC NOTICE FILING] BUTTON

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-0000001238	New	Ottertail	Alexa RSCReleaseTesting	10/4/2022	11/18/2022
PNR-0000001239	Submitted	Ottertail	Alexa RSCReleaseTesting	10/4/2022	11/18/2022

‹ Return to Public Notice Filings   Start Response for this Public Notice Filing

You 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.

All information submitted by existing service providers as part of a PNR is treated as proprietary and confidential.

2.3   Complete the PNR Map

Use the PNR Map to upload or draw the area in which the respondent is **currently** providing broadband service.

2.3.1 Map Legend

Each layer on the PNR map is assigned a different color. A map legend is available associating each color with the applicable layer. The legend includes the PNF Service Area (Proposed Funded Service Area) layer and the PNR Service Area 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.
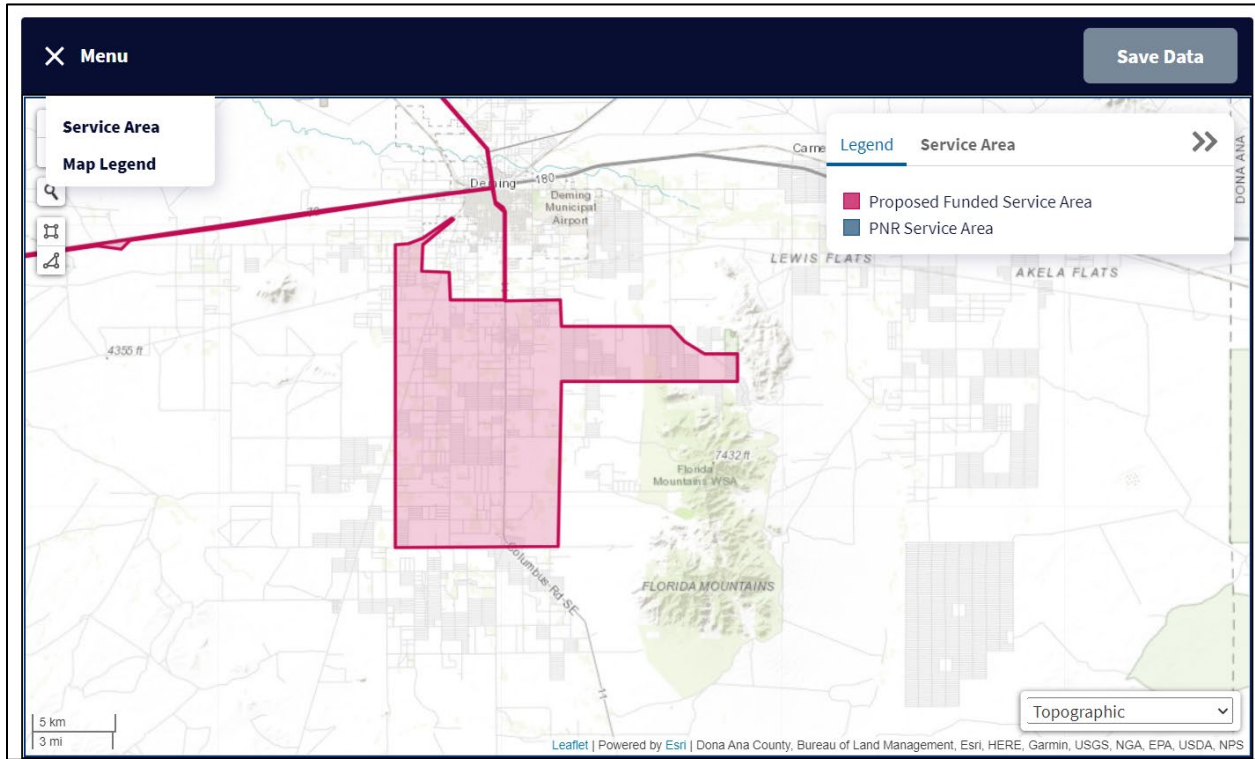
2.3.2 Upload a Shapefile

Display the PNR Service Area panel.

1. Select the menu at the top left of the map
2. Select service area
3. Select the [+ Add PNR Service Area] button, as shown in Figure 9 below.

Upload the PNR Service Area

1. Click the [+Add PNR Service Area] button to open the Add PNR Service Area window.

FIGURE 9: PNR MAP, CLICK [+ ADD PNR SERVICE AREA] BUTTON

2. Review the instructions and restrictions for uploading a shapefile.
   a) For PNR Service Areas, the shapefile can include a single polygon, multi-part features, or multiple non-contiguous polygons.
   b) The polygon(s) must be closed and must have an assigned projection with an accompanying .prj file.
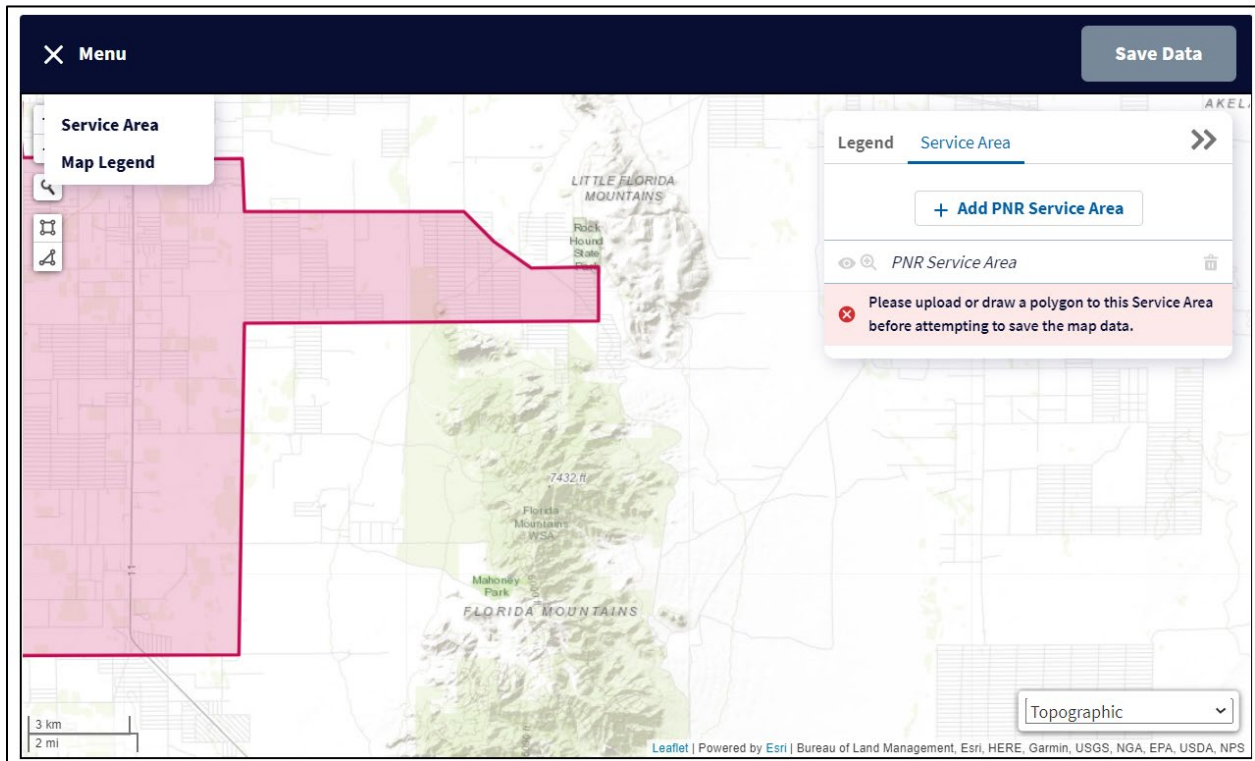   c) The shapefile must use an unprojected WGS84 Geographic Coordinate System.
   d) The shapefile must be submitted as a *.zip file. This can be done with WinZip or in Windows by selecting the files associated with a shapefile, right clicking the files, then clicking "Send" to Compressed (zipped) folder.
3. 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.
4. Once the file is attached, click [Add PNR Service Area] at the bottom of the modal to populate the response area on the map.
5. Click the [Save Data] button located in the banner above the map to save the PNR Service Area record on the map.

2.3.3 Draw a Polygon PNR

To draw a PNR Service Area

1. Select the menu at the top left of the map, Service Area

2. Select the [+ Add PNR Service Area] button, as shown in Figure 9 above to display the **PNR Service Area** panel.

3. 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**'

4. Click the [Add PNR Service Area] button.

5. Draw a polygon with the tools in the toolbar on the left side of the map. The PNR service area is added to the map once the user clicks the first marker to finish the drawing.

    a) The following tools are included in the toolbar:

- **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. Drag your cursor over the map to cover the Service Area and click again to complete the rectangle. A success message will display stating 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 vertex 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. This action cannot be undone.

FIGURE 11: MAPPING TOOLS

4. When you are done, click 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, you can continue to Section 2.4: Complete the PNF Form, or click the [Save and Exit] button at the bottom of the page to return to it later. 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 Messages

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 has been clipped to the boundaries of the PFSA.'

FIGURE 12: PNR MAP, WARNING MESSAGE WHEN A PORTION OF THE PNR SERVICE AREA FALLS OUTSIDE OF THE BOUNDS OF THE PFSA
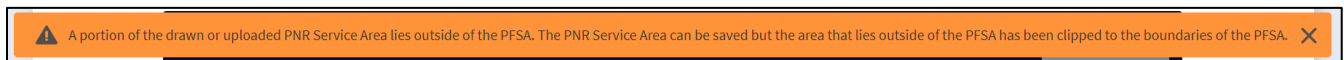
If at any point all of the respondent's drawn or edited PNR Service Area falls outside the bounds of the PFSA, the user will receive a warning message:

'The drawn or edited 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.'

FIGURE 13: PNR MAP: WARNING MESSAGE WHEN ALL OF THE DRAWN OR EDITED PNR SERVICE AREA LIES OUTSIDE OF THE PFSA
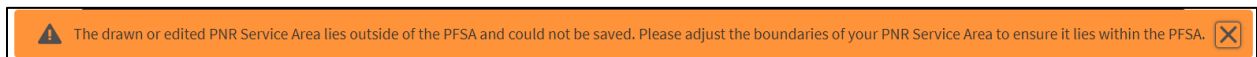
The user must redraw the PNR Service Area so that at least a portion of the area falls within the bounds of the PFSA to continue to save the PNR Service Area on the map.

2.3.4.2   Error Messages

If the respondent's uploaded PNR Service Area falls entirely outside the bounds of the PFSA, the user will receive an error message, as shown in Figure 14 below.

'The 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 to continue to save the PNR Service Area on the map.
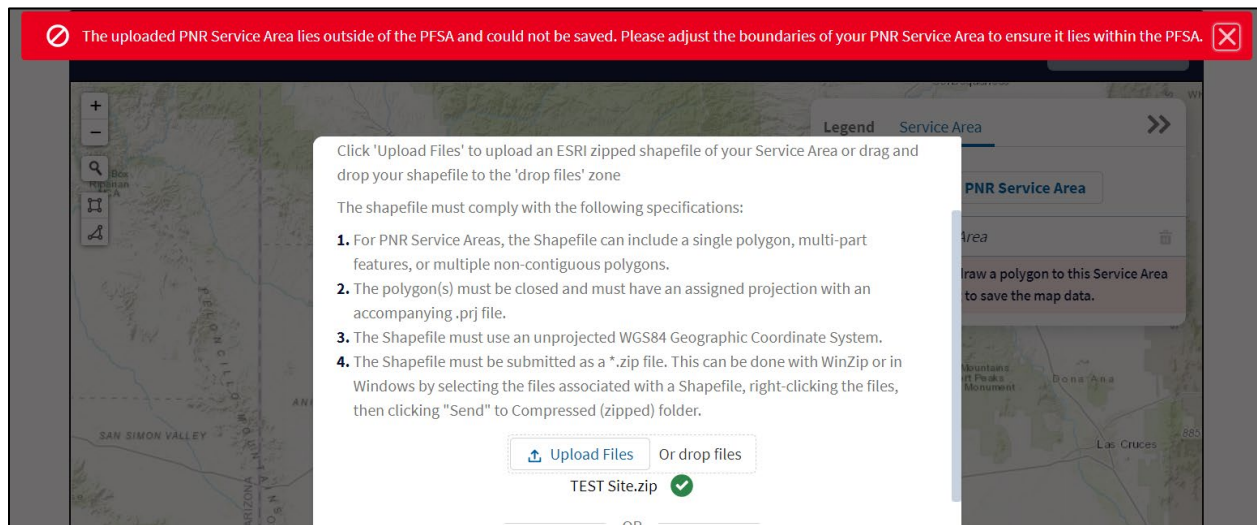
2.4   Complete the PNR Form

Once the map has been saved, the PNR form will render on the page. This information is imperative to ensure your PNR is properly reviewed. If you fail to provide contact information or the contacts do not respond, it can result in RUS being unable to verify your service.

Four sections will display below the PNR Map:

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

Follow the guidance on completing each section of the PNR form.

1. **Service Provider** – Provide the 'Name of Service Provider' and 'Service Provider URL' for the respondent providing broadband service to the contested area. This section is required.
    o   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 15.

2. Service Provider

NAME OF SERVICE PROVIDER *

Placeholder

Complete this field

SERVICE PROVIDER URL *

https://placeholder.com

Complete this field.

Is the Service Provider an existing RUS borrower or grantee? *

🔘 Yes   ⚪ No

RUS ID(s) *

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 responding Service Provider, as shown in Figure 16. This section is required.

FIGURE 16: PNR FORM - POINT OF CONTACT SECTION

3. Point of Contact

POINT OF CONTACT NAME *

Full Name

Complete this field

POINT OF CONTACT EMAIL ADDRESS *

name@placeholder.com

Complete this field

POINT OF CONTACT PHONE NUMBER *

000-000-0000

Complete this field.

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. This section is required. Provide the 'Technician Name', 'Technician Email Address', and 'Technician Phone Number'. See Figure 17.

FIGURE 17: 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 the answer is 'No', 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 the answer is 'Yes', complete the fields that display on the form, as listed below.
  Note: Broadband speed test results. This is not a requirement to submit the PNR but is helpful.
  - 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 is 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)
    - Select the appropriate measurement type using the drop-down menu to the right of the text field.
  - Highest broadband upload speed offered in the PNR service area
    - (Enter speed)
    - Select the appropriate measurement type using the drop-down menu to the right of the text field.
  - 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)
  - Upload a shapefile that includes the existing network's site and route types and asset locations that support the provision of broadband service within the PNR service area. (Upload optional)
  - Upload supporting network documentation, such as network diagrams, propagation maps, broadband provisioning information, etc. (Upload optional)
    - RUS' service area validation field researchers need as much information as possible about a service provider's existing network to assist in determining whether broadband service is capable of being offered to customers throughout the PNR service area. For that reason, it is strongly encouraged

for providers to include descriptive information about the existing network, including different technology types, backhaul, bandwidth, and latency measurements.
- 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. (Upload optional)

FIGURE 18: 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 |

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

| Number of Households |

For any in-line errors 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 submit the PNR form

1. Navigate to the 'Ready to Submit to USDA?' section, as shown in Figure 20 below.
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.
4. A pop-up window will appear asking if you are sure you want to submit the PNR. Click the [Submit] button.

The PNR submission success screen will display and the PNR Form is submitted to USDA, as shown in Figure 21.

If edits to the PNR Form are needed, follow the guidance in Part III: Edit a PNR.

FIGURE 21: PUBLIC NOTICE RESPONSE SUBMISSION SUCCESS SCREEN

Respondents who successfully submit a PNR to USDA will receive an email notification, as shown in [Figure 22](#).

FIGURE 22: 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: test

Public Notice Filing ID: PNF-000964

Public Notice Response ID: PNR-0000001098

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.
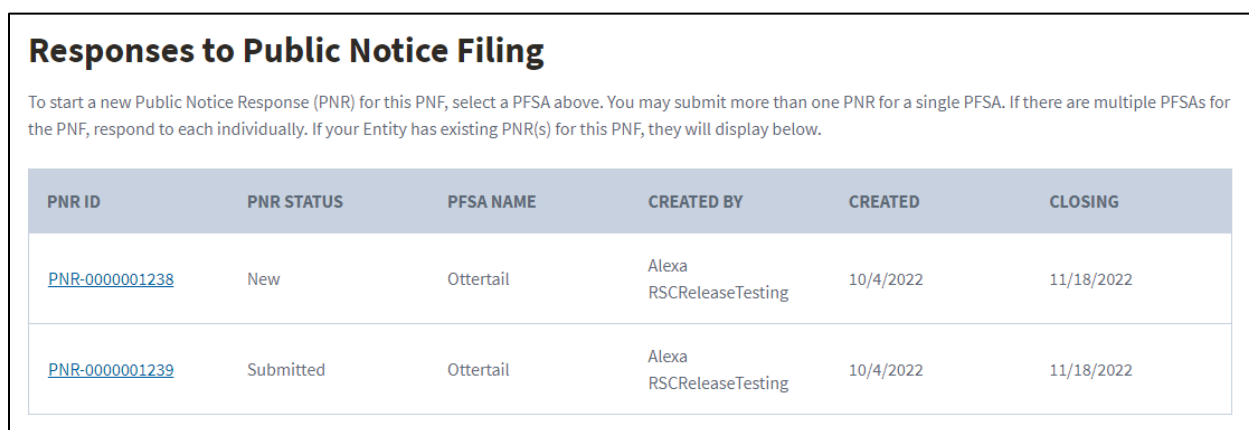
3   Part III: Edit a PNR

3.1.   Navigate to the PNF Details Page

To access a previously submitted PNR, navigate to the PNF Portal (https://www.rus-services.rd.usda.gov/s/) 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. A table listing previously submitted PNRs will appear immediately below the PNF Map, as shown in Figure 23. For each PNR, the table will display the hyperlinked PNR ID, PNR Status, PFSA Name, Created By, Created date, and Closing date.

FIGURE 23: PNF DETAILS PAGE, RESPONSES TO PUBLIC NOTICE FILING TABLE WITH SUBMITTED RESPONSE
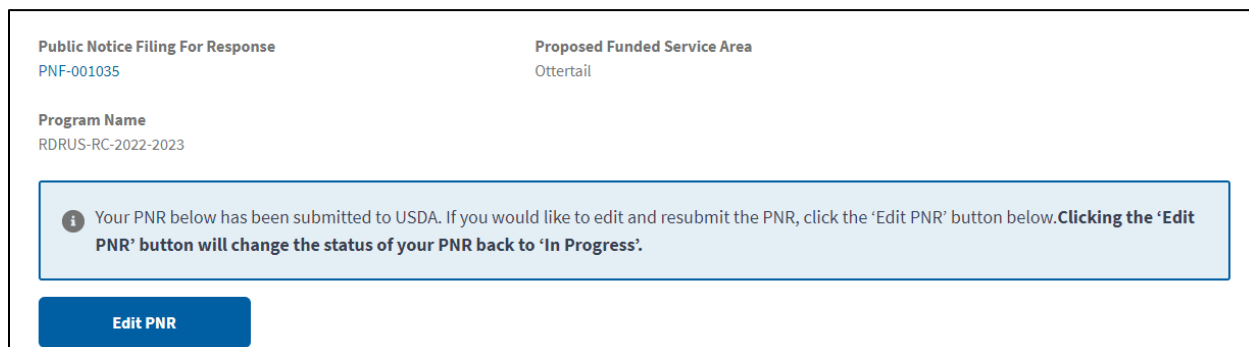
Responses to Public Notice Filing

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-0000001238	New	Ottertail	Alexa RSCReleaseTesting	10/4/2022	11/18/2022
PNR-0000001239	Submitted	Ottertail	Alexa RSCReleaseTesting	10/4/2022	11/18/2022

3. Select a hyperlinked PNR ID
4. You 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 24.

FIGURE 24: EDITING PNR INFORMATIVE BANNER

Public Notice Filing For Response
PNF-001035

Proposed Funded Service Area
Ottertail

Program Name
RDRUS-RC-2022-2023

ⓘ 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'.**

Edit PNR

3.2. Edit a Submitted PNR

Follow the steps below to edit a previously submitted PNR:

1. Select [Edit PNR].
2. Select the [Yes, Edit this PNR] button as shown in Figure 25.
   - This will move the PNR from 'Submitted' status back to an 'In Progress' status.

FIGURE 25: ARE YOU SURE YOU WANT TO EDIT THIS SUBMITTED RESPONSE MODAL
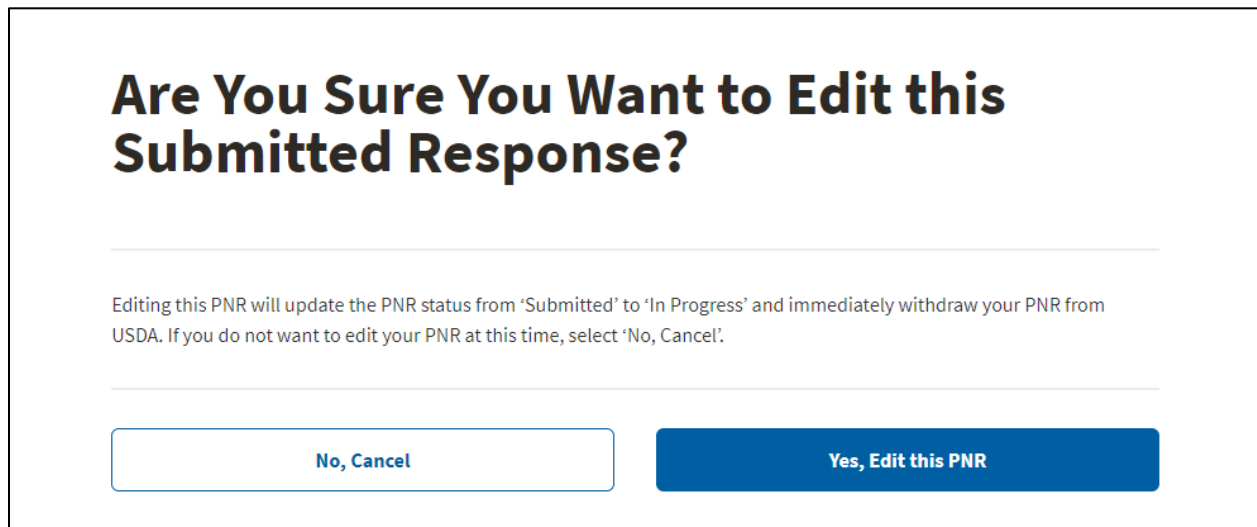
3. An amber banner will appear informing you the PNR has been withdrawn and is now in the 'In Progress' status to be re-submitted, as shown in Figure 26 below.

FIGURE 26: WITHDRAWN PNR AMBER WARNING BANNER
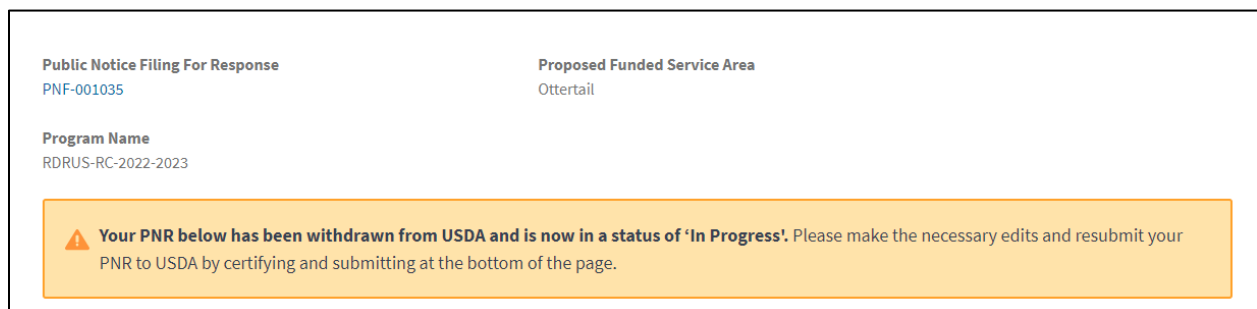
4. Complete your edits. Once all edits have been made to the PNR Map or PNR Form, the same submission process must be performed as outlined in Section 2.5: How to Submit a PNR above.

4   Part IV: Subscribe to Receive PNFs

To know when a new PNF is published to the PNF Portal (PNF portal link: https://www.rus-services.rd.usda.gov/s/), subscribe to receive notifications at this link https://public.govdelivery.com/accounts/USDARD/subscriber/topics?qsp=USDA_RD-PNFs.

1.   Verify the Subscription Type field is set to email
2.   Complete the Email Address field
3.   Click the [Submit] button, as shown in Figure 27

FIGURE 27: GOVDELIVERY WEBPAGE, USDA, RD PNFS SUBSCRIBER PAGE

4.   The Quick Subscriber page displays for **USDA Rural Development Public Notice Filings (PNF)**
5.   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, (https://www.rus-services.rd.usda.gov/s/), as shown in Figure 28
6.   Click the [Submit] button
7.   A green success banner will display, notifying you the subscriptions have been updated

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 in progress or submitted by the respondent.

PNF ID: The unique identifier given to every PNF.

PNF 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 respondent 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.

Rural Utilities Service (RUS): Provides much needed infrastructure or infrastructure improvements to rural communities. These include water and waste treatment, electric power, and telecommunications services.

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.

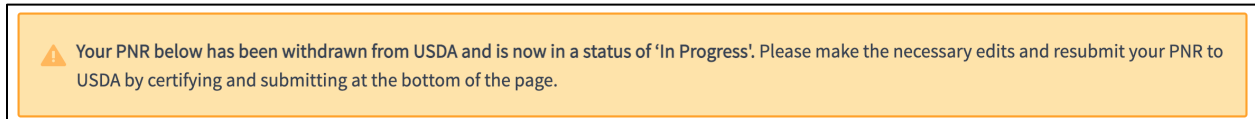**User**: An individual authorized by USDA to submit a PNR.

Appendix B: Warnings and Errors

Warnings and errors appear in a few different forms. Below are a few keywords to help understand the descriptions of these messages, where they appear, and what they mean.
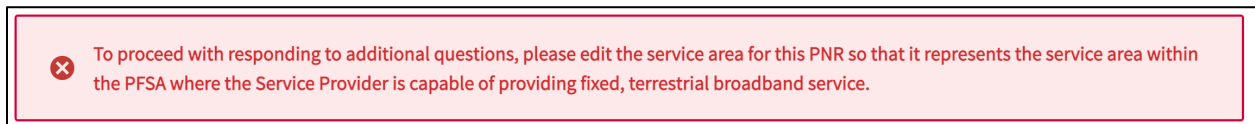
Warnings are amber, errors are red, and informative items are generally grey, blue, or green.

The following are examples of banner notifications — usually at the top of the page.

FIGURE 29: WARNING MESSAGE (AMBER COLOR)

⚠ 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.

FIGURE 30: ERROR MESSAGE (RED COLOR)

❌ 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.

FIGURE 31: INFORMATIVE MESSAGE (LIGHT BLUE OR WHITE COLORS)

ⓘ 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'.
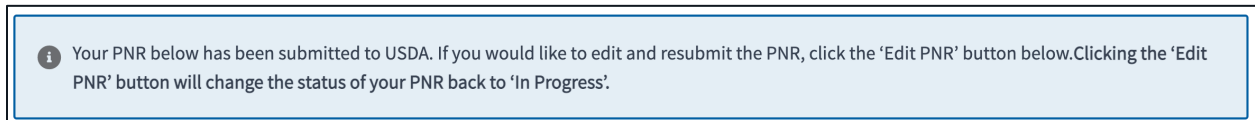
Example of in-line notification associated with fields:

FIGURE 32: IN-LINE ERROR MESSAGE (RED COLOR)

SERVICE PROVIDER URL

www.

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 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 PNR falls completely outside of the PNF.	Add a new PNR to the map that falls within the boundaries of the PNF.
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.

TABLE 3: PNR MAP AND PNR FORM, SUCCESS MESSAGES (GREEN COLOR)

Success or Informative Message (Green Color)

Type	Notification	Cause	Solution
PNR Map Notification	"Public Notice Response map data saved successfully."	The user drew, uploaded, or edited a PNR and it was successfully 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	"The drawn or edited 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 drawn or edited PNR falls completely outside of the PNF.	Add a new PNR to the map that falls within the boundaries of the PNF.
PNR Form Notification	"The Public Notice Response has field level validations that must be resolved before submission."	Required fields on the PNR form were not filled out completely before selecting the [Submit Response to USDA] or [Save and Exit] button.	Complete all required fields on the PNR form.
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 has been clipped to the boundaries of the PFSA."	Part of the uploaded or drawn PNR falls outside of the PFSA. No area can be reported outside of the approved service area.	The map will automatically clip the PNR so that none of it falls outside of the PFSA.
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.	Make any desired edits to the PNR Map or PNR Form, then resubmit the PNR.